Faculty of Science

Request for Faculty Discretion: Change of Grade
DC (Discontinued not to count as failure) Application

This form is for students enrolled in degrees administered by (including science and non-science unit/s), or in unit/s of study offered by, the Faculty of Science who are applying for a DC grade for units of study that are:

- IN CURRENT TEACHING SEMESTER - after the advertised deadline (Week 7) but up to the release of results;
- OR
- RETROSPECTIVE – after release of results for a unit with a fail or absent fail grade in the previous 12 months.

NOTE: A unit of study with a DC grade is without academic penalty BUT is still liable for the relevant HECS or full-fee charge. You can request a DC grade by varying your enrolment through your Sydney Student portal or at the Faculty counter before the advertised deadline (generally the end of the seventh week of semester).

Please submit your application by post or in person to:
Faculty of Science Information Office
Level 2, Carslaw Building F07
University of Sydney NSW 2006
Hours: 10 – 4 Mon-Thurs; 10 – 1 Friday

Faculty does NOT accept applications via email or fax.

SECTION A: STUDENT TO COMPLETE

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Applications must have an attached statement and (original or certified) documentation that satisfy ALL of the following criteria. Your application will be unsuccessful unless the Faculty determines the documentation you provide:

- demonstrates you were not able to complete the unit of study for unforeseeable reasons
- demonstrates circumstances beyond your control prevented you from withdrawing from/ discontinuing the unit by the seventh week of the relevant semester
- demonstrates circumstances beyond your control prevented you from using the Faculty’s established procedures on special consideration for illness and misadventure
- demonstrates a registered medical practitioner or counsellor (or other professional as applicable) specifies the extent and period of impact on your ability to study appropriate to the period for which a DC grade is sought
- demonstrates, in instances where a DC is sought for discrete units rather than all units in a semester, that there is a specific, documented impact in relation to the particular unit that distinguishes it from performance in other units of study successfully completed in the same semester

When assessing DC applications, the Faculty takes into account a student’s academic record and any special consideration claims the student has lodged throughout the semester. If a student is registered with the University Disability Services any reasonable adjustments are also taken into consideration.

I request a grade of DC for the following unit(s) of study:

- [ ] In the current teaching semester
- [ ] Results have been received

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<th>Unit Code</th>
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Student’s Consent:
I understand that my application for DC requires supporting documentation from a registered professional and I authorise the Faculty to contact the nominated professional to verify any information contained in my application if necessary. I acknowledge that disciplinary action may be taken if I supply false or misleading information.

Signature: ___________________________ Date: ___________________________
SECTION B: STUDENT TO READ

Guidelines for a DC (Discontinued not to count as failure) application to the Faculty of Science:

As recorded in the University Coursework Policy (2014), the grade of DC is:

Recorded on external transcript. This result applies automatically where a student discontinues after the HECS Census Date but before the end of the seventh week of the Semester (or before half of the unit of study has run in the case of units of study which are not semester-length). A Faculty may determine that the result of DC is warranted after this date if the student has made out a special case based on illness or misadventure (see clause 13).

The determination of what warrants a DC grade after the published date for Discontinued not to count as failure is made at the discretion of the Dean of Science on a case-by-case basis.

The Faculty of Science may determine that a student has made a special case when:

- the student was unable to complete the unit of study for unforeseeable reasons
- circumstances beyond the student's control prevented the student from withdrawing from/ discontinuing the unit by the published DC date
- circumstances beyond the student's control prevented the student from using the Faculty's established procedures on special consideration for illness and misadventure
- all of the above are independently verified by documentation from a registered medical practitioner or counsellor (or other professional as applicable) that specifies the extent of impact and the period of impact of the cited circumstances on the student’s ability to study
- the documentation above indicates clearly the impact in relation to the particular unit that distinguishes it from performance in other units of study successfully completed in the same semester.

Applicants must note:

- DC grades are not available to students who:
  - have passed the unit for which DC is sought
  - completed the unit for which the DC is sought more than 12 months prior to this application.
- Retrospective DC applications made after the release of results will generally NOT be awarded. In extenuating, rare instances, DC grades would only be appropriate on the basis of ongoing medical circumstances and the required standard of documentation is higher than for current teaching semester applications, e.g. at least two detailed letters of attestation from different medical practitioners to support claims. Such retrospective DC applications and supporting documentation MUST demonstrate that students:
  - EITHER have been awarded a replacement assessment through Special Consideration;
  - OR can prove to the satisfaction of the Faculty that they were unable to apply for a DC grade and that were unable to use alternative means for supporting their performance in the unit before the release of the result.
- Processing time is generally 4-6 weeks. Decisions are not made lightly and there is a complex decision making process of review applied to each application.

Students must supply all relevant information in the statement and supporting documentation as a requirement of submitting an application. Incomplete applications will not be considered. All records will be retained and destroyed lawfully and securely within an appropriate timeframe.

SECTION C: OFFICE USE ONLY

Student's application satisfies the following criteria:

- Demonstrated the student was not able to complete the unit of study for unforeseeable reasons
- Demonstrated circumstances beyond the student's control prevented the student from withdrawing from/ discontinuing the unit by the seventh week of semester
- Demonstrated circumstances beyond the student’s control prevented the student from using the Faculty’s established procedures on special consideration for illness and misadventure
- Attached (original or certified) documentation from a registered medical practitioner or counsellor (or other individual as applicable) specifying the extent and period of impact on the student’s ability to study
- Demonstrated attested, unit specific impact.

Application approved  Application declined

Reason/s for decision:

Signature: Date: