Domestic and Overseas Student Responsibilities

Prior to commencing a course of study at Australian Lutheran College (ALC), students are required to be aware of the following student responsibilities.

1. **Contact details and enrolment variations**
   Please inform ALC immediately of any changes to your contact address, email address or telephone number using the Personal Details Amendment Form. Failure to do so may mean that important information is not received, as ALC is required to send information to your last known email or residential address. Students on visas must advise a change of address within seven (7) days or risk breaching visa requirements.

2. **Attendance**
   *(For on campus and workshop students)*
   Students are expected to attend all scheduled classes/workshop sessions. Your standing in a scheduled unit may be jeopardised if absence from lectures is greater than 20% in a scheduled unit class on campus.

   Please inform ALC of all absences from your course of study. If the absence is due to illness (for more than 2 days) you are required to produce a doctor’s certificate. If you have other exceptional compassionate circumstances beyond your control, for example, bereavement, please also notify ALC on the Course General Amendment Form.

   Please forward all apologies for non-attendance to the ALC Reception. If at all possible, this is be done by email to reception@alc.edu.au (phone is acceptable). Please also inform relevant lecturers if you know in advance of an absence. If you anticipate being absent for a number of days, this is to be approved by the Head of School (HoS) on a ‘Special leave from class’ form and communicated to the lecturer/s concerned.

   If you are at risk of not complying with attendance requirements, you will be contacted by the Dean’s Office, and counselled by the HoS and, for overseas students, by the Overseas Student Supervisor. This will also be recorded on your student file.

3. **Assignment/assessment submission as attendance equivalent**
   *(For off campus non-workshop students only)*
   Students are required to submit all set scheduled unit assignments or assessments by the due dates (or approved extension dates). If you are an off campus student, the submission of your first assessment item for each enrolled unit is considered as the equivalent of your first attendance in that scheduled unit.

   Regular submission of all due assessment items is required and considered as full attendance in the scheduled unit. Attendance equivalence calculations may be made on request and will be calculated in direct proportion to assessment completion. Please see the assignment submission procedure for further details.

4. **Academic performance**
   If your academic performance has not been satisfactory, and you fail a unit of study, ALC may allow you to repeat that unit as outlined in the ALC Handbook.

See also the University of Divinity Academic Misconduct Policy.