

Domestic Student Responsibilities

Prior to commencing a course of study at Australian Lutheran College [ALC], students are required to read and agree to 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 *enrolment variation form*. Failure to do so may mean that important information or assignments are not received, as ALC is required to send information to your last known email or residential address.

2. Course 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 attendance falls below:

- 20% absence in a scheduled unit class on campus
- 25% absence for a scheduled unit workshop

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 *enrolment variation form*.

Please forward all apologies for non-attendance to the Office of Registrar. If at all possible, this is to be done in writing [email 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] and communicated to the lecturer/s concerned.

If you are at risk of not complying with attendance requirements, you will be contacted and counselled by the HoS. 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 *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.