

# 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 amendments

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 students enrolled in units by classroom-based/face-to-face study mode)*

Students are expected to attend all scheduled classes. 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 ALC Student Records by email to [student.records@alc.edu.au](mailto:student.records@alc.edu.au). 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 Dean 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 care group leader and, for overseas students, by the Overseas Student Support Officer. This will also be recorded on your student file.

## 3. Assignment/assessment submission as attendance equivalent

*(For students enrolled in units by online/off campus study modes)*

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. Refer to the [Assignment submission procedure](#) for further details.

## 4. Academic performance

Students are required to maintain satisfactory academic progress while completing their course. ALC monitors student progress and will implement appropriate intervention strategies if your academic performance has not been satisfactory. If you fail a unit of study, ALC may allow you to repeat that unit as outlined in the ALC student handbook.

See also the University of Divinity [Student Progress Policy](#) and [Academic Integrity Policy](#).