
ADMISSION, ENROLMENT AND GRADUATION

Preamble

Commonwealth and South Australian legislation requires that providers have in place appropriate policies and procedures for academic governance and administration of student matters. This is to ensure that student administration processes provide sound management of student information and also meet reporting and other obligations.

Legislations and Standards

Higher Education Support Act 2003 and Higher Education Provider Guidelines

South Australian Training and Skills Development Act (2008)

National Protocols and Guidelines for Higher Education Registration and Accreditation

AQTF Essential Standards for Continuing Registration (2010)

Delegations

The ACD Board has delegated to the ACD Executive Officer the responsibility for ensuring that appropriate procedures for conduct of student admission, enrolment and graduation procedures are adhered to.

Approvals

This document was approved by the ACD Board/ACD President on 28 January 2011.

Provisions

1. Admission and Initial Enrolment

- 1.1 Application for admission to, and enrolment in, ACD courses must be made on official ACD forms available from the ACD Office. These forms should be discussed with and submitted initially to your ACD academic adviser, except for Audit or Non Award enrolment which may be submitted directly to the ACD office. When checked and signed off the forms will be forwarded to the ACD Office for formal enrolment and entry on the ACD Student Records Database. The ACD Student Records Database holds each student's official record of enrolment with the ACD.
- 1.2 All original ACD enrolment forms are retained and filed in the ACD office. Students may access their student file on application to the ACD Student Administrator.
- 1.3 Closing dates for admission and enrolment are listed in the *Principal Dates* section of the ACD Handbook. Admission requirements for the various ACD awards are published in the ACD Handbook.
- 1.4 Students applying for admission to Higher Education courses must provide documentary evidence of previous study.
- 1.5 Applicants for admission should consult the ACD policies on Credit Transfer and Recognition of Prior Learning. These policies provide for the granting of credit or exemptions on the basis of previous study or life experience. The policies are contained in this Handbook and can be found on the ACD website.
- 1.6 Admission and enrolment forms must be completed and signed before an enrolment can be accepted:
 - All sections of the form must be completed. The ACD Student Administrator can provide assistance if needed.
 - Within each section the correct information must be provided.
 - Required documentary evidence must be attached. (Photocopies are sufficient if annotated that the original documents have been sighted by an ACD staff member.)
- 1.7 Students normally enrol for both Semester One and Semester Two prior to the beginning of the academic year or the start of each semester. Enrolment can be amended should the need arise, however there may be academic or financial consequences if this occurs after critical enrolment dates (published in the ACD Handbook or ACD website).
- 1.8 Tuition fees must be paid to the ACD at time of enrolment for topics or units in all courses. Fee information is published in the ACD Handbook or the ACD website. Information on fees and fee refund may be found in the ACD Fee Policy in the ACD Handbook or on the ACD website.

2. Amendment of Enrolment

- 2.1 Students may change their enrolment by completing an *ACD Application to Amend Enrolment*. This includes amendment of:
 - Address details
 - Course details
 - Topic/unit selections
 - Change of name, which will not be processed unless supported by appropriate documentary evidence.
- 2.2 The *Application to Amend Enrolment* form must be checked, signed and dated and submitted to the ACD office for entry on the ACD Student Records Database. Students may seek course advice from the ACD Student Administrator on amending their enrolment.
- 2.3 The addition of a semester length unit normally is not allowed after the second week of semester and withdrawal from a unit after the ninth week of semester may be counted as failure. Information on final dates for withdrawal from units is published in the ACD Handbooks or on the ACD website.
- 2.4 Units of shorter duration than a semester (intensives) normally may not be added after the beginning of classes and withdrawal from a unit more than three-quarters of the way through the teaching period may be counted as failure.

3. The ACD Fee Policy sets out information about refund of tuition fees.

4. Class Lists and Statements of Results

- 4.1 In the week prior to the commencement of teaching in a topic, the ACD office will produce provisional class lists lecturers. Students attending a class whose name does not appear on the class list must see the ACD Student Administrator immediately to clarify enrolment.
- 4.2 At the end of each semester the ACD Examination Committee will approve results and these will be released in the form of Statements of Semester Results for each student.
- 4.3 Students are responsible for managing their enrolment within the relevant published deadlines. Failure to notify the ACD officially (on the appropriate form) may incur academic and/or financial penalties:
 - failure to notify withdrawal from a unit officially means that a student remains officially enrolled in the unit. This may result in a grade of *Fail* even if the student has stopped attending classes and has informed the lecturer of an intention to withdraw. Fee refund or FEE-HELP debt cancellation is not available after the census date.

- failure to notify addition of a unit means that a student is not officially enrolled in that unit even if the lecturer has given permission and the student has been attending classes. This may result in any grade awarded being withheld until the enrolment has been formalised, fee paid and the grade approved by the Examination Committee.
5. **Official Academic Transcripts**
 - 5.1 Students may obtain an Official Transcript by notifying the ACD Office and paying the appropriate fee (\$10.00 in 2011). One week advance notice is required for the issuing of an Official Transcript, and two weeks notice for student enrolments prior to 1997.
 - 5.2 An Official Transcript must bear the Seal of the ACD and be signed by the President of the ACD or the ACD Executive Officer.
 6. **Graduation: final year students**
 - 6.1 Students about to enrol in their final year of study, or who believe they are nearing the completion of their course, should check the appropriate course rules in the ACD Handbook. Students who are unsure should make an appointment with the Student Administrator or Course Coordinator for course advice in relation to covering all academic requirements.
 Note: Students who are candidates in their Church may obtain advice separately from their theological college on Church requirements. Advice on Church requirements does not constitute advice on completion of ACD course requirements.
 - 6.2 Students must apply to graduate by completing the ACD *Application for Awarding of Qualification* form and submitting it to the ACD Executive Officer by 28 February in each year for graduation in May. The application ensures that course completion is formally assessed and verified on behalf of the ACD General Board. Applicants will be advised of graduation details after the ACD General Board has approved the list of graduands, normally in April.
 - 6.3 Students who complete their course requirements at the end of first semester may apply for their award after June, indicating preference for graduating at an ACD General Board meeting later that year (in absentia) or for attending the following year's graduation ceremony in May.
 - 6.4 On graduation, each graduate will receive an award Testamur and an Official Transcript.
 7. **Information and Advice**
 - 7.1 Information to assist with admission and enrolment is available on the ACD website, including: ACD Handbooks (information about courses, topics/units, fees and timetables) and ACD student related policies and procedures. The website is: www.acd.edu.au