

## **RULES AND REGULATIONS**

The College needs procedures and rules in order to run effectively and to maintain fair and appropriate academic standards. Academic advisers, the Head of Academic Administration, the Associate Deans for Academic and Student Affairs, and the rest of the administration are important points of contact to help students navigate their way through their degree programme. But students must ultimately take personal responsibility for complying with the rules. They must know the rules, as laid out here in the catalogue, and must be responsible for completing and submitting in a timely manner the proper forms necessary to keep their own records up to date.

### *Academic Standards Committee*

For academic matters a key body is the Academic Standards Committee (ASC), which is composed of faculty members appointed by the Academic Council. The ASC ensures that students have met all the requirements for graduation in their major. It ensures that the College's regulations pertaining to individual student assessment and overall academic evaluation are applied in a fair manner. It can grant exemptions from certain rules. The dates and times of its meetings are publicized in the Vesalius Student Government (VSG) Bulletin and on notice boards throughout the campus. Student requests for exemptions must be received in writing at Vesalius College reception before the published deadline. Requests submitted after the deadline are considered at the next meeting. A student may appeal a decision of the Academic Standards Committee (for appeals of dismissals, see below). Appeals must be submitted in writing to the Associate Dean for Academic Affairs within five days of notification of the decision. If the request is clearly without grounds, the student will be notified in writing that the request has been refused. Otherwise an appeal committee will be convened within five working days.

### *Student Conduct Committee*

Cases of academic dishonesty and other student misbehaviour come before the Student Conduct Committee, which is composed of faculty, students, and members of the administration.

### *Ombudsperson*

In cases of dispute or concern, students may always consult the ombudsperson, whose job it is to mediate conflicts that may arise. To reach the ombudsperson, see the list of Key Contacts for Students

## **Registration**

In order to take courses at the College students must be officially registered. Registration for new students takes place during the orientation week preceding the start of their first semester. Registration for continuing students normally takes place during the preceding semester (see the academic calendar for dates). Continuing students who defer registration until the orientation period are advised not to do so in case the courses that

they want to take are oversubscribed. Vesalius students who are studying abroad or taking a leave of absence may register by fax, post or email during the designated registration period.

### *Academic advisers*

Each student has an academic adviser. Advisers help students make course and scheduling choices in line with academic requirements and students' career goals. Students must meet with their academic advisers to discuss their course choices and the adviser's signature is required on the registration form. The adviser must also sign a timetable of the courses that the student wishes to take in order to assure that the student has not registered for courses for which the scheduled meeting times overlap.

### *Course load*

The normal course load is five courses (30 ECTS credits). Fulltime students must take at least four courses. Student taking less than four courses are classified as part-time. Students who wish to take an overload, that is, more than five courses, must petition the ASC in advance, which will decide without further appeal on a case-by-case basis. Students allowed to take more than five courses should note that an extra tuition fee is payable per course for a load over 30 ECTS units.

### *Registering*

To register for a course, students must:

- have met all prerequisites to the course as listed in the "Course Description" section of the Catalogue, or are expected to have met them by the end of the current semester when registering in the continuing students registration period.
- have passed HUM 112E in order to take a 300-level course.

If a student fails a prerequisite of a course at the end of the current semester, the student has to take the necessary steps to adapt course registration to the new situation before the end of the registration period of the next semester.

The number of places in each course is limited in order for the course to function properly. If a course is oversubscribed, the students will be placed on a **waiting list** at registration. Should places in the course subsequently become available, waiting-list students will be informed according to their position on the list. The deadline for adding courses from the waiting list is the same as that for adding any other course (see below). Students on the waiting list can attend classes with the consent of the professor, but can only add the course with the permission of the Head of Academic Administration, after completing a Drop/Add form.

Students may want to attend a course without earning a grade, in which case they are said to **audit** the course. Students may register to audit a course only after obtaining written permission from the Head of Academic Administration and the instructor on the Request to Audit form. Students who audit a course are expected to attend class

regularly, undertake the readings, write the papers and participate in class discussions. Instructors may impose their own requirements on students auditing a course. Registration for an audit does not count towards calculating full-time status, though it does count in terms of workload.

### **Changes during the Semester**

For various reasons students may wish to change the courses for which they have registered.

#### *Adding a course*

Students may add a course until the end of the second week of the semester. This is done by submitting a Drop/Add form to the administration. All students must obtain the approval of their academic adviser to add a course. Adding a course may not result in a course load of more than 30 ECTS credits unless a request for an overload has been approved by the Academic Standards Committee.

#### *Dropping a course*

In order to drop a course a student must submit a Drop/Add form to the administration. All Drop/Add forms must be signed by the academic adviser. During this period any student whose course load would fall below 24 ECTS credits must petition the Academic Standards Committee to become part-time.

Courses that are dropped during the first two weeks of the semester will not appear on the student's transcript. Courses dropped between the third and ninth weeks will be recorded as Withdrawal Pass (WP) and will appear on the transcript but not figure in the calculation of the grade point average. Students may not drop a course and receive a Withdrawal Pass after the ninth week unless permission is granted by the Academic Standards Committee. There are two exceptions to these rules. First, a course dropped so that a student may take up an internship does not appear on the transcript. Second, three first-year courses, HUM 111E, HUM 112E and MTH 140E may be dropped until the end of the twelfth week after discussion with and written approval from the instructor.

If a student drops a course after the ninth week and before the end of the twelfth week (or in the case of HUM 111E, HUM 112E and MTH 140E, after the twelfth week), then the student will receive a Withdrawal Fail (WF). This grade will be entered on the transcript and will be count as an F in the calculation of the student's grade point average. Students who drop late must still file a Drop/Add form and additionally must seek permission from the Head of Academic Administration. Fulltime students for whom a drop will move their course load below 24 ECTS credits must also seek permission from the Head of Academic Administration.

Withdrawing from a course is not allowed after the end of the 12th week. After this time the course grade will be an "F".

A student may decide not to withdraw completely from a course, but only to audit it, in which case no grade and no ECTS credit are given but the course appears on the student's transcript with the indication Audit in the grade column. Prior to changing to an audit, the student must be registered for the course. The deadline for switching to an audit is the end of the 9<sup>th</sup> week.

### *Appeals concerning drops and adds*

When the deadlines for dropping and adding courses have passed, a student may petition the Academic Standards Committee for a waiver of the deadline. The student must submit to the Head of Academic Administration a written request citing reasons for special treatment. In the case of adding a class, students shall be allowed to attend class if there is no waiting list until the Committee has reached a decision. Students who want to drop a course must continue to attend class while awaiting a decision.

## **Course Work**

### *Syllabus*

The key document for any course is the syllabus. This short document, to be distributed at the first class meeting, should contain at least the following information: the aims and content of the course, the textbook(s) and other reading materials, the progress of the course week per week, the way in which it will be assessed, the dates at which written work is due and when the mid-term and final examinations will be held, and contact information and office hours for the instructor.

### *Class attendance and participation*

Vesalius College places strong emphasis on regular class attendance and participation, as these are required not only for students to master specific course content, but also for the class to develop a lively intellectual atmosphere. Therefore, it is expected that students will attend all regularly scheduled classes for the courses in which they are enrolled. Students should arrive on time and behave appropriately in class. An instructor may refuse access to latecomers and ask students who disturb a class to leave. In the case of repeated disturbances, the instructor may ask the Associate Dean for Students or the Associate Dean for Academic Affairs to intervene, which could lead eventually to referral of the case to the Student Conduct Committee.

The College strongly disapproves of **absences** that have not been agreed upon in advance by the instructor, unless, of course, there is good reason, such as ill health. If classes have been missed for health reasons, a doctor's certificate must be submitted to the administration. The instructor may decide not to approve an absence asked for in advance if he or she does not consider the reason(s) acceptable.

Attendance requirements may vary from course to course. The requirements and conditions are stated in the syllabus and set by the instructor. The College administration will support instructors who adopt rigid attendance requirements. A first-year student or a student on academic probation who has a poor attendance record will

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be reported directly to the Head of Academic Administration. In the case of a student who is not on academic probation but whose attendance is poor, the instructor is requested to notify the Head of Academic Administration. In either case, the instructor may recommend to the Associate Dean for Academic Affairs that a student be suspended for the rest of the semester. The Associate Dean for Academic Affairs will make a decision only after consulting all parties concerned.

If students have been absent from a class for any reason, then they are responsible for finding out what they have missed including material covered in the class and any announcements made by the instructor, such as those concerning quizzes, tests, papers and presentations. Students are also responsible for promptly completing missed work and for arranging any make-up examinations. The instructor is not required to accept late work or to provide make-up examinations if there was no legitimate reason for the late submission or the absence.

The College, in scheduling classes on religious holidays, intends that students observing those holidays be given the opportunity to make up their work.

### *Assignments and late work*

At Vesalius College, instructors schedule regular assignments, such as term papers, tests, quizzes and possibly other tasks. It is the student's responsibility to complete assignments on time and to be present for any form of quizzes and tests. Equally, it is the instructor's responsibility to correct and return assignments promptly. If the instructor does not return work, he or she must allow the student access to it, as well as the opportunity to discuss it with him or her. Students must submit homework or other class work assignments by the specified deadline unless they have certified medical, religious or other reasons for handing the work in late. Instructors may penalize late work, but their rules for doing so should be laid out clearly in the course syllabus.

### *Teaching evaluations*

The College is concerned about the quality of instruction and conducts student evaluations of teaching. Each semester students have the opportunity to comment on a course. Early in the semester there is a short collective evaluation to detect any major problems. Toward the end of the semester, students have a longer, more formal opportunity to communicate their views concerning the course content and the teaching methods. Each instructor will later receive a report from the administration summarizing, in anonymous form, the results of the student evaluations.

## **Assessment**

### *Criteria for assessment*

The ways in which a student's work will be assessed should be specified in the course syllabus. It should describe the various elements of assessed work—examinations, papers, presentations, etc.—and fix the weighting of these elements in the final course grade. Any significant deviations from the announced assessment scheme must be communicated to the Associate Dean for Academic Affairs in writing and justified.

*Grades and grading scales*

The final grades for a course are as follows: A, A-, B+, B, B-, C+, C, C-, D+, D, F. “F” means that the course has been failed and that the ECTS credits for the course have not been earned. Note, too, that “F’s” count toward the calculation of grade point averages. All other grades are passing grades and receive ECTS credit.

Instructors have the option of assessing individual pieces of work on a numerical scale. The following table gives letter grade equivalents for scales of 20 and 100:

Letter Grade	Scale of 20	Scale of 100
A	17.0-20.0	85-100
A-	16.1-16.9	81-84
B+	15.3-16.0	77-80
B	14.5-15.2	73-76
B-	13.7-14.4	69-72
C+	13.1-13.6	66-68
C	12.3-13.0	62-65
C-	11.5-12.2	58-61
D+	10.7-11.4	54-57
D	10.0-10.6	50-53
F	0-9.9	0-49

Instructors teaching relatives (defined as husbands, wives, parents, children and cousins) or intimate partners of either gender must inform the Associate Dean for Academic Affairs. The Associate Dean will appoint another person to assess and grade all of the student's work (i.e., homework assignments, papers, presentations, mid-term and final examinations) that contributes to the final grade for the course.

*Examinations*

Students are not allowed to sit for an examination if they are not registered for the course or if their general registration is not in order. For the registration to be in order, the student must have submitted all original diplomas, certificates, test scores, and other required documents, and all tuition and fees must have been fully paid.

Examinations must be given by the instructor in charge of the course except in cases approved by the Associate Dean for Academic Affairs. In the case of an emergency or other legitimate reasons for absence, the instructor can ask the Associate Dean for Academic Affairs to choose a proctor or a replacement for the complete examination procedure.

The instructor must adhere strictly to the examination schedule (time and place). If the instructor does not appear, students must wait 20 minutes, then, after contacting the administration, they may leave. The students must notify the Associate Dean for Academic Affairs, who will set a new date for the examination.

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A student must adhere strictly to the examination schedule (time and place). If a student is unable to attend for serious documented reasons, the student must notify the Head of Academic Administration and/or instructor before the examination. Subsequently, the student must present certificates validating the absence (e.g. a medical certificate signed by a physician) and complete an Incomplete Grade form with the instructor. If no acceptable documentation is presented, the grade for the examination is an F.

A make-up examination, which may be oral, can be arranged with the consent of the instructor if there is a legitimate reason for missing the scheduled examination. If the student knows in advance that he or she will be unable to attend an examination for legitimate reasons, the student should discuss arrangements for the make-up examination with the instructor prior to the absence.

Mid-term and final examinations are not allowed on Sundays, legal or academic holidays, or in periods other than stipulated above, without the consent of the Associate Dean for Academic Affairs. Students with documented learning disabilities may ask for special consideration in taking final exams, with the consent of the Associate Dean for Students.

Mid-term examinations should, as a general rule, be held during the seventh week of classes. Mid-term examinations serve to help indicate how well a student is doing in the course, and to assist the student in deciding whether to continue in the course or to drop it. To this end, instructors file mid-term feedback reports with the Head of Academic Administration and these are distributed to academic advisers. Note that instructors are not required to hold mid-term examinations.

Final examinations are written and given during the fifteenth week of the semester. Any other form of final examination must be approved by the Associate Dean for Academic Affairs and announced in the course syllabus. Final examinations are normally given in all courses except those that require significant independent or project work.

All final examinations are public. They are scheduled in a room on campus. Exceptions require a written agreement from the Associate Dean for Academic Affairs. Written examinations are deemed public if the papers are available for inspection by an interested party. A student has the right to see the corrected examination paper after notification of the results. The final examination papers are kept in the external examiner files located in a place known to the public and are accessible during the first week of the semester following notification of the results. The College administration keeps the examination papers for at least three years.

Students who have three final examinations on the same day may request in writing a re-scheduled examination for one of the courses. This request must be made before the end of the 12th week to the Associate Dean for Academic Affairs. The make-up examination can be oral and must be taken before the end of the examination period.

### *Course Grades*

Final grades must be submitted to the administration, using the appropriate form at least three working days before the meeting of the ASC. Grades are submitted in letter form

from “A” to “F”. “A+” and “D-” are not admissible as final course grades. On their grade reports, instructors must enter a grade for each student, or submit an appropriate Incomplete Grade form.

### *Incompletes*

Students who cannot, for valid reasons, complete a part of the work of a course required for successful completion may, with the instructor's approval, take an incomplete for the course. The required form and accompanying letter of justification, indicating the work to be done and the deadline for completion must be duly completed and signed by instructor and student and handed in by the instructor along with the final grade report for the class. Exceptionally, if a medical condition prevents a student from complying with this procedure, the student should contact both the Associate Dean for Academic Affairs and the concerned professor. The deadline for completion of the work to be done by the student must not be later than the Thursday of the second week of the following term (including the Summer Term). The final course grade must be submitted to the Head of Academic Administration by the Friday. If the work is not completed by the above deadline, the “INC”, indicating an "incomplete", is automatically changed to an “F” grade (failure). In exceptional circumstances a request for a waiver to this regulation must be made in writing to the Academic Standards Committee (ASC), before the agreed deadline to make up for the incomplete. The request is to be documented. The ASC decides.

### *Grade changes*

A final grade may not be changed, except in cases of material error or miscalculation, and with the consent of the instructor. A Change of Grade form must then be filled out and signed by the instructor and submitted to the administration.

### *Disputes about grades*

In cases where a student has concerns about the way in which assessment has taken place, there are three steps that the student can take. The first is to discuss the matter with the instructor. The second is to bring the case to the College's ombudsperson, whose job it is to mediate conflicts that may arise between students and instructors. The third is to petition the Academic Standards Committee, before the end of the first week of the following semester, to review the case. The Committee will assess the evidence on its merits but cannot change the grade; it may however ask the instructor to reconsider the grade. The Committee will notify the student in writing of the decision.

## **Academic dishonesty and other student misbehaviour**

The College expects its students and faculty to be responsible members of the academic community. Student conduct must be consistent with the highest standards of academic honesty. Academic dishonesty includes, but is not limited to:

- The use of illicit aids during an examination

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- Giving or receiving illicit aid in an examination
- Copying from another student's examination, term paper, homework, etc. or letting another student copy work
- Unauthorised access to the computer accounts of others, modification of system facilities, subversion of the restrictions associated with accounts, etc.
- Using the exact words, data, or ideas of another without properly acknowledging their source or turning in one's own work from another course without acknowledgement
- Theft of examination materials
- Falsification of works or records

Plagiarism, the undocumented and inappropriate use of someone else's words, is a trap for the unwary and can lead to severe penalties. At the end of this catalogue is a text on avoiding plagiarism that is required reading for all students.

A system of academic honesty is perfectly compatible with teamwork that is done under proper conditions. Working together is acceptable as long as the names of all students in the group appear on the final document, which lists each student's specific responsibilities.

Students should be aware that handing in the same piece of homework, the same paper, or significant parts thereof constitutes academic dishonesty. Students should request permission from their instructors when they want to use work that has been or will be handed in in another course at Vesalius College or elsewhere. If permission is granted, then a specific reference to the prior work (including date, number and name of course, title, etc.) must be made in a footnote or endnote.

Instructors will deal severely with all cases of suspected academic dishonesty. If the instructor is convinced that a student has been academically dishonest, the instructor grades the assignment as an "F" and notifies both the student and the Chairperson of the Student Conduct Committee in writing of the alleged academic dishonesty. Charges of academic dishonesty should only be lodged when proof or strong circumstantial evidence exists to substantiate the charge.

The Chairperson of the Student Conduct Committee prepares a file containing the relevant documentation. The only persons who will have access to this file are:

- the student or someone to whom the student (in writing) gives permission
- the Dean, the Associate Dean for Academic Affairs, and the Associate Dean for Student Affairs
- the person who lodged the complaint
- members of the Student Conduct Committee.

The Chairperson notifies the student that the student has been accused of academic dishonesty (or other misbehaviour), convokes a meeting of the Student Conduct Committee and notifies the student and the other interested parties in writing of the time and place of the hearing. The student may choose to be accompanied by counsel of his or her choice. This counsel may be a student in good standing, a member of the faculty or of the administrative staff. The student informs the Chairperson of this choice and

provides the name and address of the counsel, if possible. If the student elects not to appear before the Committee, the hearing will be held in his or her absence. The student and other interested parties may produce either oral testimony or written affidavits.

The Committee meets first to review the evidence. The person(s) bringing the charges and the student(s) against whom the charges have been lodged are invited to join the Committee to present evidence. Testimony from other interested parties will be called as necessary. After hearing the evidence, the Committee dismisses all non-members and deliberates. For a decision to be carried, at least three affirmative votes are needed.

The Committee may impose any of the following sanctions:

*Warning Probation:* This lowest sanction consists of a warning letter placed in the student conduct file and is only applied in minor cases of misconduct. This sanction may also include activities to remedy actions that led to misconduct.

*Suspension:* For serious misconduct, students can be suspended from the college community. The Committee can decide whether a suspension is for a course or courses. Courses in the current semester from which a student is suspended shall be graded “WF”.

*Dismissal or Expulsion:* In cases of more serious or repeated misconduct, a student may be temporarily dismissed for one or more semesters or permanently expelled from the college community. A student expelled under such circumstances is not eligible for readmission.

In determining the sanction to be applied, the Committee will consider, on a case-by-case basis and considering College precedents in similar cases, the following:

- The student’s class standing. (e.g. whether it is the student’s first year or not)
- Whether or not the student in question has a previous record of misconduct
- The severity of the infraction (e.g. in a plagiarism case, the extent of material plagiarized)

Exacerbating and mitigating circumstances shall be considered at the Committee’s discretion. The sanctions are warning probation, suspension and expulsion.

Within a week of the hearing, a letter is sent to the student informing the student of the decision reached. He or she shall be notified of his or her right to appeal the decision and of the procedure to be followed.

All letters of sanction will be retained in the Student Conduct File until graduation. For transfer students, a copy will be included with the transcript. Sanctions of suspension and expulsion will appear on the student transcript. Students suspended may not participate in the Model United Nations Preparatory Course during the term of suspension.

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The secretary of the Committee keeps an anonymous list of the disciplinary cases of the last four years on file indicating the given sanction, to ensure consistency in the sanctioning of misconduct.

The student, instructor and administrator each have the right to appeal a decision of the Student Conduct Committee to the Dean. The appeal must be in written form and contain substantive arguments. As long as an appeal is pending the sanction does not take effect. The appeal must be received by the Office of the Dean within one week of the student's notification of the sanction imposed by the Student Conduct Committee.

In the case of an appeal, the Dean hears the parties involved. He or she is responsible for the final review of the appeal in a reasonable time period and for notifying the student and Student Conduct Committee of the decision and its rationale. The Dean's decision is final.

Other cases of student misbehaviour may also be brought to the Student Conduct Committee. These may be communicated in writing to the Chairperson by faculty, staff, or students. The procedures are similar to those for academic dishonesty.

### **Academic Standing**

At the end of each semester the Academic Standards Committee assesses the class standing and performance of each student.

Students who drop out of any or all of their classes after the drop deadline, without providing any acceptable reason for termination, are discussed at the end-of-semester Academic Standards Committee meeting and treated as would any regular student, based on grades received.

#### *Class standing*

The number of credits earned by a student at any given time determines the student's class standing. Class standing determines eligibility for certain courses and programmes. There are six standings:

first-year first semester	FY1	less than 30 ECTS credits
first-year second semester	FY2	30-59 ECTS credits
second-year first semester	SY1	60-89 ECTS credits
second-year second semester	SY2	90-119 ECTS credits
third-year first semester	TY1	120-149 ECTS credits
third-year second semester	TY2	150 ECTS credits or more

#### *Dean's List*

Each semester students who have performed exceptionally well are placed on the Dean's List. To be put on the Dean List the student must have achieved a semester grade point average of at least 3.4, have earned 24 ECTS credits or more at the College, and have no disciplinary sanction or notification of academic dishonesty on file. Part-time students who are working toward a degree are accepted on the Dean's List if they have a

cumulative grade point average of at least 3.4 over two consecutive semesters during which they acquired at least 24 ECTS credits. Students who have an incomplete grade at the conclusion of the semester are placed on the Dean's List only if they have completed at least 24 ECTS credits with a semester grade point average of at least 3.4 and maintain that grade point average after receiving grade(s) for the incomplete course(s). Earning a place on the Dean's List is recorded on the student's transcript.

### *Academic probation*

Students with poor academic performance in a given semester are warned by being placed on academic probation. Students who are on academic probation may only take a maximum of 24 ECTS credits. Their progress is closely monitored to help them improve their performance. A full-time student is placed on academic probation if any of the following conditions are fulfilled:

- (a) the student's semester GPA is below 2.0
- (b) the student's cumulative GPA is below 2.0
- (c) the student has not earned a minimum of 48 ECTS credits in two consecutive semesters (for special students, a course load equivalent to 48 ECTS credits)

For part-time students only conditions (a) and (b) apply.

A full-time student on academic probation who earns a semester GPA and a cumulative GPA of at least 2.0 during the semester, and has earned a total of at least 24 ECTS credits during the current and previous semesters is removed from academic probation. For part-time students, only the conditions on the GPA apply in order to be removed from academic probation. A student who does not meet the conditions for removal from academic probation may be dismissed.

### *Dismissal*

Students with sustained or seriously poor academic performance may be subject to dismissal from the College. A student with a semester GPA below 1.3, even if not previously on academic probation, may be dismissed immediately. The Academic Standards Committee considers and rules on each case of dismissal individually. A student may appeal the committee's decision to the Dean of the College within five days of the notification of the decision. The appeal must be submitted in writing. If the request is not motivated by substantive arguments, the student will be notified in writing that the appeal has been refused. Otherwise an appeal committee, composed of the Dean and two faculty members not involved in the ASC decision, will be convened within five working days.

### *Readmission after dismissal*

A student who has been dismissed for academic reasons may apply for readmission upon the following conditions:

- at least one regular Vesalius College semester must elapse before applying for re-admission

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- an application for re-admission must be submitted in writing to the ASC. It must contain documentation of activities, usually serious academic study, demonstrating the student's fitness to resume studies at the College, as well as a personal statement that explains the motivation for continuing studies here. This request must be submitted before the end of the semester preceding the re-admission date.

Students who have been readmitted are placed on special academic probation. To regain normal standing they must take and pass, in the current semester, 24 ECTS credits with a grade point average of at least 2.0. If these conditions are not met, the student may be dismissed. The Academic Standards Committee considers and rules on each case individually.

### *Going part-time*

A full-time student who desires to go part-time during an on-going semester must petition the Academic Standards Committee to do so.

### *Taking a leave of absence*

Students desiring to interrupt their studies for one semester or more may do so by requesting permission to take a leave of absence. They must do so in writing to the Head of Academic Administration before the start of the semester they desire to take the leave. A student who does not do so is deemed to have dropped out of the College and must apply for readmission to the Head of Academic Administration at least two weeks before the start of the semester in which the student hopes to return.

## **Grade Reports, Transcripts and Diplomas**

Shortly after the end of every semester, the Head of Academic Administration makes semester grade reports available to all degree-seeking students. Official transcripts are provided for study-abroad students.

### *Transcripts*

Upon receipt of a Transcript Request form, the Head of Academic Administration will provide transcripts (official cumulative grade reports bearing the seal of the College). A Transcript Request form is available from reception or on the College's website. There is a fee of €2.50 per official transcript requested and students should expect their request to take five (5) working days to process. Neither transcripts nor grade reports are given to students who have unresolved financial or admissions obligations.

### *Diplomas*

The graduation diploma is a numbered official document issued by Vesalius College. Legally it can only be issued ONCE-no replacement document is possible. It is signed by the Chairman of the Board of Vesalius College, the Dean and the Chairman of the Academic Standards Committee. Each diploma records the student's name, the degree earned and the date of graduation. A graduate's diploma will be available for collection IN PERSON.