

## Appendix G

### Vesalius College General Academic Regulations for the 3-Year Programme *Revised September 2007*

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## **Chapter 1: Principles**

### **1.1 Introduction**

The General Academic Regulations (GAR) set the rules for earning a Bachelor's Degree, from the time of first registration of students at Vesalius College vzw to their graduation.

### **1.2 Applicability**

This document applies to all students, faculty and staff members of Vesalius College.

### **1.3 Definition of Terms**

All terms relating to these regulations are attached at Appendix I.

### **1.4 Exceptions to these Regulations**

1.4.1 **Internships** or other courses which officially start later than the normal Vesalius College semester are administered in relation to their official start date.

1.4.2 **Summer Term** - since the duration of the Summer Term is much shorter than that of a normal semester, it is covered by different academic regulations.

1.4.3 **Appeals Process** - appeals come under the purview of the Academic Standards Committee and cover the following items:

- Appointment and role of Ombudsperson
- Role of Dean, Academic Board and the Academic Standards Committee (ASC)
- Cases in which a student can request a review of his/her grade
- Appointment of an Appeal Committee
- Instructor's prerogative of assigning the final grade

## **Chapter 2: Registration**

### **2.1 Introduction**

This section defines Vesalius College registration policy and all policies related to registration.

### **2.2 Registration**

Students may only register for their chosen courses in the official registration periods defined in the Catalogue's academic calendar. To register for a course students must:

- have met all pre-requisites 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.
- register for all the co-requisites of the course, if not already passed.
- have passed COR 112E in order to take a 300-level course.

If a student fails a pre-requisite of a course at the end of the current semester, the student has to take the steps to adapt his/her course registration to the new situation before the end of the registration period of the next semester.

### **2.3 Course Clashes**

Course clashes are not allowed, under normal circumstances, and students and their academic adviser must ensure at registration that no clashes exist on the student's schedule.

### **2.4 Course Overload**

A course overload consists of more than 5 courses. Students desiring to take a course overload must petition the ASC in advance, who decide without further appeal on a case-by-case basis.

### **2.5 Changing from Full-Time to Part-Time Status**

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

### **2.6 Co-requisites**

Co-requisites can only be waived with the written permission of the instructor teaching the course.

### **2.7 Pre-requisites**

Pre-requisite courses must have been passed before commencing the course requiring the pre-requisite. Pre-requisites can only be waived with the written permission of the instructor teaching the course for which the pre-requisite is required.

### **2.8 Independent Study**

In exceptional circumstances, e.g., because a course necessary for graduation is not being taught in a given semester, students can arrange with the permission of the Dean to take a course listed in the Catalogue as an Independent Study.

### **2.9 Waiting List**

Students are placed on a waiting list if no places are available on the required course. If places in the course subsequently become available, waiting-list students are 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. Students on the waiting list can attend classes with the consent of the professor.

#### **2.10 Summer Programmes**

Vesalius College students may earn ECTS credits in summer programmes inside the College or externally, not to exceed 24 ECTS credits spread over two summer terms with no more than two courses per term.

#### **2.11 Vesalius College Summer Programmes**

Any of the Vesalius College summer courses may be taken by students enrolled in the College for credit with full grade transferral. All summer courses must be approved in advance by the Registrar.

#### **2.12 External Courses**

External Courses (including those taken during the summer) must be approved in advance by the Registrar in consultation with the relevant curriculum committee chair. Grades below "C" or pass/fail grades will not result in the awarding of credit, nor will credit be granted for courses not previously approved.

If a student wishes to study abroad at a university with which Vesalius College has no exchange or study abroad agreement, (s)he should apply directly to that institution, paying its tuition and other fees. During this semester abroad, the student has no financial obligation to Vesalius College. In such cases, the student must consult with his/her academic advisor to finalize his/her study plans. Above all, the student must secure prior approval from the Registrar if (s)he wishes to receive transfer credit for the courses taken while abroad. Upon return to the College, the student will receive transfer credit for approved courses in which (s)he earned a grade of C or above. However, the grades earned at non-partner institutions will not be included in the student's cumulative GPA.

#### **2.13 Study Abroad**

Second- and third-year students with a cumulative GPA of 2.7 or above may choose to study abroad and can do so either at schools the College has an Exchange or Study Abroad Agreement with, or at other acceptable schools on approval of the academic adviser and Registrar. Courses to be taken must be approved in a similar fashion as for summer courses (see 2.12 above).

#### **2.14 Declaration of Concentration**

Students are required to declare to the Registrar, in writing, their concentration by the end of their Second Year 1st semester (SY1).

#### **2.15 Other Language**

Given the multi-cultural background of the student body, and the stress the College places on the acquisition of languages other than English at a high level, certain restrictions apply to those languages a student may study for credit, depending on his/her personal linguistic background. These restrictions are listed in detail in the College Catalogue.

#### **2.16 Leave of Absence**

Students desiring to interrupt their studies for one semester or more may do so by requesting permission in writing from the Registrar before the start of the semester they desire to take the leave.

## **2.17 Drop Outs**

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

## **Chapter 3: Dropping, Adding or Auditing a Course**

### **3.1 Introduction**

This section covers policies related to dropping, adding or auditing a course. Once a student has registered for a semester, s/he may drop, add or audit a course. This requires the student to submit a form to the Registrar.

### **3.2 Dropping a Course by the End of the Second Week**

Students may drop a registered course by the end of the second week of the semester. However, First Year students must obtain the approval of both the academic adviser and the Registrar via a signed Drop/Add form. This course will not appear on their transcript. Drops resulting in a course load of less than 24 ECTS credits will be refused unless accompanied by a petition to the ASC to go part-time. A course dropped in order to add an internship, whenever the drop occurs, does not appear on the transcript.

### **3.3 Dropping a Course by the End of the 9th Week**

Students may drop a course to avoid the risk of having an "F" in their records. If this is done before the end of the 9th week, the course remains on the transcript and is coded "WP" (Withdrawal Pass).

### **3.4 Dropping COR 111E, COR 112E and MTH 140E by the End of the 12th Week**

As an exception to the above rule on dropping courses, COR 111E, COR 112E and MTH 140E may be dropped by the end of the 12th week, after discussion with and written approval from the instructor.

### **3.5 Adding a Course**

Students may add courses to their course registration until the end of the second week of the semester. However, First Year students must obtain the approval of both the academic adviser and the Registrar via a signed Drop/Add form. Adding a course may not result in an overload, unless a request for an overload is submitted to the ASC at the same time and consequently approved.

### **3.6 Waiver on Dropping/Adding a Course**

When the deadlines for dropping and adding courses have passed, a student may petition the ASC for a waiver of the deadline. The student must submit a written request for a waiver, citing reasonable grounds, to the Registrar. 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.

### **3.7 Withdrawing from a Course**

Exceptionally, students may want to withdraw from a course after the ninth week or in the case of COR 111E, COR 112E and MTH 140E, the 12th week, or when the ASC denied the waiver to these deadlines, or when their course load falls below 24 ECTS credits (for full-time students). They may do so with the Registrar's approval, by the end of the 12th week, by completing a Drop/Add form.

When students withdraw from a course in this manner it remains on their transcript with the code "WF" (Withdrawal Fail) and is calculated as an F for the GPA.

Withdrawing from a course is not allowed after the end of the 12th week.

### **3.8 Auditing a Course**

Students may register to audit a course only after obtaining written permission from the Registrar and the instructor on the Request to Audit form. Prior to auditing a course, a student must be registered for that course in either of the two registration periods as stated in the Catalogue's academic calendar, or by adding a course. The deadline for registration and adding is the end of the 2<sup>nd</sup> week. The deadline for switching to an Audit is the end of the 9<sup>th</sup> week.

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.

## **Chapter 4: Examinations and Grading**

### **4.1 Introduction**

This section defines the policies for all examinations taken at Vesalius College. Policies relating to grading/assessment are also covered.

### **4.2 Student Assessment/Grading**

In accordance with the educational principle of continuous evaluation designed to give the student periodic and regular feedback on his/her progress, instructors give a series of assignments, as contractually required by the College, and announce these in the class syllabus.

A substantial term paper or a number of shorter papers may be required. The syllabus fixes the weighting of examinations, papers, and all other graded course components used to determine the final grade. Once the syllabus has been distributed to the class, any deviations from grade weighting must be announced to the Dean, in writing, and justified.

No substantial papers except Capstone may be assigned a due date later than Saturday of Week 12 by an instructor.

### **4.3 Mid-term Examination**

As a general rule if instructors give mid-term examinations, in writing, they have to do so during the seventh week of classes. Mid-term examinations serve to help indicate to the student whether or not s/he has made normal progress in the course, and to aid him/her in deciding whether to continue in the course or to drop it. To this end, instructors are strongly suggested to file post-mid-term feedback reports with the Registrar.

### **4.4 Final Examination**

As a rule, the final examination is written. Any other form has to be approved by the Dean and announced in the course syllabus. The final examination is given during the 15th week of the semester.

### **4.5 Exam Scheduling**

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 director of Student Support Services.

### **4.6 Students with Three Final Examinations on the Same Day**

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. (See also 4.10 Make-Up Examinations)

### **4.7 Student Absence at Final Examination**

A student must adhere strictly to the examination schedule (time and place). If a student is unable to attend for serious documented reasons, s/he must notify the Registrar and/or instructor before the examination. Subsequently, s/he 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.

#### **4.8 Adherence to the Schedule by the Instructor**

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.

The examination is given by the instructor in charge of the course except in cases approved by the Dean. 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.

Instructors teaching to one or more relatives (defined as husbands, wives, parents, children and cousins) or intimate partners of either gender need to inform the Dean or Associate Dean. The Dean will appoint a colleague instructor working in the same field of study to assess and grade all student's work (i.e., homework assignments, papers, presentations, mid-term and final examinations) that may contribute to the final grade on the course.

#### **4.9 Public Characteristics of Final Examinations**

All final examinations are public. They are scheduled in a room on campus. Exceptions require a written agreement from the Dean. Written examinations are deemed public if the papers are available for inspection to an interested party. A student has the right to see his/her 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 one year.

#### **4.10 Make-Up Examinations**

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 s/he will be unable to attend an examination for legitimate reasons, s/he should discuss arrangements for the make-up examination with the instructor prior to the absence.

#### **4.11 Eligibility to Take 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.

#### **4.12 Grade Submission**

Final grades must be submitted to the Administration, using the appropriate grade 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.

#### **4.13 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 s/he 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 Registrar by the Friday.

If the work is not completed by the above deadline, the "M", 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.

#### **4.14 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.

#### **4.14 Disputes over Academic Results**

In cases of dispute or concern, students may consult the Ombudsperson, who is appointed specifically to address conflicts that may arise between students and faculty.

A student who disputes a final grade may also ask the Academic Standards Committee to review the case. The Committee cannot change the grade but may ask the instructor to reconsider if his/her decision is final. The Committee sends written notification of the decision to the student.

A student who disagrees with a decision of the ASC can appeal the decision. An appeal of any decision, except dismissal, must be submitted in writing, duly substantiated, to the Chair of the Academic Standards Committee within five days of the notification of the decision. An appeal of dismissal must be submitted in writing, duly substantiated, to the Dean of the College within five days of the notification of the decision. If the request is clearly without grounds, the student will be notified in writing that his/her request has been refused. Otherwise an appeal committee will be convened within five working days.

For further details, see the Academic Standards Committee Regulations.

## **Chapter 5: Academic Dishonesty**

### **5.1 Policy**

The grading of an examination, term paper, homework, quiz, or any other kind of assignment is the responsibility of the faculty member involved. If s/he is convinced that a student has been academically dishonest, s/he grades the assignment, as s/he deems appropriate. Charges of academic dishonesty should only be lodged when proof or strong circumstantial evidence exists to substantiate the charge.

### **5.2 Procedure**

- 5.2.1 The instructor attempts to document the academic dishonesty, either by locating and photocopying the source or by determining through circumstantial evidence that the charge is warranted.
- 5.2.2 The instructor immediately notifies both the student and the Associate Dean for Academic Affairs in writing of the alleged academic dishonesty.
- 5.2.3 The Associate Dean for Academic Affairs then files the notification in the Student Conduct File. That file contains all documents related to a case of academic dishonesty or discipline problem. The only persons having access to the relevant documents in this file are:
- the student or someone whom the student (in writing) gives permission to
  - the Dean, the Associate Dean for Academic Affairs, and the Director of Student Support Services
  - the instructor who lodged an official notification of academic dishonesty against the student
  - members of the Student Conduct Committee.
- 5.2.4 The Associate Dean for Academic Affairs notifies the student by surface mail or e-mail that s/he is accused of academic dishonesty prompting an inquiry by the Student Conduct Committee.
- 5.2.5 The instructor is responsible for the final decision on the grade pending the outcome of the SCC hearing.

### **5.3 Student Conduct Committee**

The Student Conduct Committee hears the case and, when warranted, imposes sanctions on a student either for reasons of academic dishonesty or for reasons of misbehaviour. Charges may be filed by instructors, administration members or students.

The Student Conduct Committee is composed of six members: The Associate Dean for Academic Affairs as Chairperson/ex-officio member (or either the ASC or Faculty Chair as Deputy Chair if the Associate Dean for Academic Affairs is not available); the Director for Student Recruitment and Support Services (without voting rights); two peer-elected faculty representatives; and student representatives from each of the final two years of the programme.

For a decision to be carried, at least three affirmative votes are needed. A member of the administrative staff is appointed, without voting rights as secretary of the Committee.

The student may choose to be accompanied by a 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 Associate Dean for Academic Affairs of this choice and gives the name and address of the counsel if possible.

The Associate Dean for Academic Affairs as Chairperson (or either the ASC or Faculty Chair as Deputy Chair) notifies the student and the other interested parties in writing of the time and place of the hearing.

The student is entitled to appear in person and present his or her defence to the Committee on his or her own or with the help of counsel. 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 shall maintain appropriate records of the proceedings and decision, which shall be available only to the appeal bodies and the accused student.

The student is entitled to an expeditious hearing of his or her case. Hearings are open only to appropriate parties, witnesses and the secretary of the Committee.

#### ***Hearing Procedure***

The Committee meets first to review the evidence. The persons bringing the charges and the student(s) against whom the charges have been lodged are invited to join the Committee to present evidence. Other interested party testimony will be called as necessary. After hearing the evidence, the Committee dismisses all non-members and deliberates.

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.

#### ***Sanctions***

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. if it is his/her 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.

***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.

#### ***Student Conduct File***

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.

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.

#### *Appeals*

The student, instructor and administrator each have the right to appeal the decision(s) of the Student Conduct Committee to the Dean of the College. The appeal must be in written form and contain supportive statements. 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.

## **Chapter 6: Academic Standing**

### **6.1 Introduction**

This section defines the policies related to academic standing. Students may be dismissed from Vesalius College for sustained or serious poor academic performance or serious misbehaviour.

### **6.2 Class Standing**

The number of credits earned by a fully admitted student (as opposed to a Foundation Programme Student) at any given time during his/her studies determines the appropriate class standing, as outlined in the College Catalogue. Class standing determines eligibility for courses and certain programmes. Students must have passed COR 112E in order to take 300-level courses unless permission has been given by the Associate Dean for Academic Affairs. (*See also 6.7 English Composition Requirement*).

### **6.3 Dean's List**

Students who achieve a semester GPA of at least 3.4 in a semester during which they have earned 24 ECTS credits or more at the College, with no disciplinary sanction or notification of academic dishonesty on file, are placed on the Dean's List for that semester. Part-time students are accepted on the Dean's List if they have a cumulative GPA of 3.4 within two consecutive semesters, during which they acquired at least 24 ECTS credits, and are working towards a degree. Students who have an incomplete or incompletes outstanding 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 minimum GPA of 3.4 and maintain that GPA after completing their incomplete(s).

### **6.4 Academic Probation**

A full-time student is placed on academic probation in each of the following cases:

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

For part-time students only, clauses (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 the AP removed.

### **6.5 Dismissal**

A student with a semester GPA below 1.3, even if not previously on academic probation, may be dismissed immediately. The ASC considers and rules on each case individually.

A student who has been dismissed for academic reasons may be readmitted upon the following conditions:

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

- an appeal of dismissal must be submitted in writing, duly substantiated, to the Dean of the College within five days of the notification of the decision. If the request is clearly without grounds, the student will be notified in writing that his/her request has been refused. Otherwise an appeal committee will be convened within five working days. The appeal committee is composed of the Dean and two neutral faculty members.

#### **6.6 Special Academic Probation (SAP)**

Students who have been readmitted are placed on SAP. To regain normal standing they must take and pass, in the current semester, 30 ECTS credits with a GPA of at least 2.0. No overloads are allowed.

If these conditions are not met, the student may be dismissed. The ASC considers and rules on each case individually.

#### **6.7 English Composition Requirement**

Students must have completed the COR 111/112E sequence in order to take 300-level courses.

For transfer students exceptions are made on a case-by-case basis depending on the number of credits acquired and status on entry into the College.

#### **6.8 Special Capstone Courses in the Majors**

All majors have special capstone courses that must be taken during a student's final year, as indicated in the major requirements in the College Catalogue.

## **Chapter 7: Graduation**

### **7.1 Introduction**

Policies governing graduation are described below.

### **7.2 Graduation**

To graduate with a Bachelor's Degree students must fulfill the following college-wide requirements:

- satisfy the requirements of the major they have declared as specified in the Catalogue
- complete their studies with a major GPA and a cumulative GPA of 2.0 or higher

### **7.3 Graduation with Honours**

Students graduating with no disciplinary sanction on record and with a high cumulative GPA may graduate with Honours, as follows:

- cumulative GPA of 3.8 and above Summa Cum Laude
- cumulative GPA of 3.6 to 3.79 Magna Cum Laude
- cumulative GPA of 3.4 to 3.59 Cum Laude

## **Chapter 8: Role of Bodies and Individuals**

### **8.1 Academic Board**

This is the supreme decision making body on all matters pertaining to academic quality.

### **8.2 Academic Standards Committee (ASC)**

The ASC/Examination Board monitors students' academic progress while at the College, decides on academic probation, dismissal, readmission, and awards Bachelor's Degrees. It also ensures that students meet all requirements for graduation in the various majors as outlined in the requirements specified in the College Catalogue. It also ensures that the College's existing regulations as pertaining to individual student assessment and overall academic evaluation are applied in a fair manner. It also regularly reviews existing regulations and proposes changes to the Faculty for advice and the Academic Board for approval.

### **8.3 Student Conduct Committee (SCC)**

The SCC adjudicates on charges of academic dishonesty and misconduct.

### **8.4 Dean**

The Dean functions as the final guarantor of academic quality. S/he receives appeals by dismissed students and appeals of final ASC decisions. As Dean, s/he approves Independent Study requests.

### **8.5 Associate Dean for Academic Affairs**

The Associate Dean for Academic Affairs oversees quality assurance, accreditation, academic advising, curriculum and faculty development. S/he also chairs the Academic Board.

### **8.6 Director of Student Support Services**

The Director of Student Support Services serves as a liaison between students and faculty, supervises financial aid, and generally concerns himself/herself with anything concerning students not already assigned to other College officers.

### **8.7 Registrar**

The Registrar is responsible for maintaining student registration records, tracking course changes, and informing students and faculty of individual class registration.

### **8.8 Instructors**

Instructors publish a syllabus for each course they teach, assess students as per the syllabus, including a written mid-term report to the Registrar and submit a final grade in writing, which is also signed. Instructors respond to ASC requests regarding additional information and/or review of student progress/grades.

### **8.9 Academic Advisers**

Each student is assigned a member of faculty as his/her academic adviser. The principal function of the academic adviser is to help students prepare their course selection and register.

### **8.10 Study Abroad Director**

The Study Abroad Director coordinates programmes enabling Vesalius College students to study abroad during either the academic year or summer sessions and also serves as a liaison between students studying abroad at Vesalius College and the institutions that send them.

### **8.11 Ombudsperson**

The ombudsperson acts as general mediator between the parties (e.g., students, faculty, administration), helps propose solutions, and regularly reports on student appeal cases to the Academic Standards Committee.

## **Appendix 1: Glossary of Terms**

### **Academic Probation**

Students with poor academic performance in a given semester are warned by being placed on academic probation.

### **Academic Standards Committee**

Awards degrees for the three Majors.

### **Audit**

Students may want to attend a course without earning a grade. To this end, they can audit a course.

### **Bachelor's Degree**

This is awarded after the satisfactory completion of the requirements defined in the section "Degree Requirements" of the current College Catalogue.

### **Class Standing**

Measures the progression of a student towards graduation. To have earned class standing, as described in the Catalogue, students need to have earned the required number of ECTS credits, and passed certain required courses (COR 111E and COR 112E).

### **Co-requisites**

These are courses that must be taken concurrently with a given course, as listed in the College Catalogue.

### **Course**

A constituent part of a full-time or part-time study programme for which one grade is given.

### **Course Clashes**

A course clash exists when one or more class meeting hours of one selected course clashes with one or more meeting hours of another selected course.

### **Course Overload**

A course load of more than 5 courses constitutes a course overload. (See also Full-Time Student).

### **ECTS credit**

Each course carries a certain number of ECTS credits, as described in the "Course Descriptions" section of the Catalogue. Two ECTS credits usually correspond to one class contact hour per semester over 15 weeks. A student earns ECTS credits when the s/he has obtained a satisfactory pass grade for the course. Only earned ECTS credits contribute to fulfilling the degree requirements.

### **Dean's List**

Regularly enrolled students who earn excellent grades are recognized by being placed on the Dean's List.

## **Dismissal**

Students with sustained or serious poor academic performance may be dismissed contingent on the ASC decision. Students may also be dismissed for disciplinary reasons.

## **Examination**

A means of evaluating the student individually in the most objective way possible to judge whether s/he has the knowledge, the understanding, the competence, and the skills required to use the material taught in the course.

## **Final Grades**

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 credits of the course are not earned. All other grades are passing grades.

## **Full-Time Student**

Registers for at least 24 ECTS credits. A normal semester course load is 24-30 ECTS credits. Foundation Programme courses and audit courses do not count towards the credit load taken.

## **Grade Point Average (GPA)**

There are three kinds of GPA:

- Semester GPA - this determines the grade of the semester;
- Cumulative GPA - the grades of all the courses taken are used to determine this GPA;
- Major GPA - the grades of the courses that are major requirements.

## **GPA Calculation**

To determine the GPA, the letter grades are converted into quality points on a four-point scale as follows: A = 4.0; A- = 3.7; B+ = 3.3; B = 3.0; B- = 2.7; C+ = 2.3; C = 2.0; C- = 1.7; D+ = 1.3; D = 1.0; F = 0.0. Some courses are marked on a pass/fail basis. Fail is equivalent to the letter grade "F". A Pass does not count in the GPA.

**To determine the Semester GPA**, only the courses with a letter grade as defined above or a Withdrawal Fail (WF) and for which the student was registered during the semester are taken into consideration. The grade is expressed in quality points and is multiplied by the number of course credits. The sum of all weighted grades is divided by the sum of the semester course credits.

**To determine the Cumulative GPA** a similar calculation is made for all courses taken for which grades have been awarded, and including Withdrawal Fails.

**To determine the Major GPA** almost the same calculation is made. However, only those grades awarded for Major Requirements and Major Electives as described in the College Catalogue are considered.

## **Independent Study**

Under certain circumstances students may wish or need to register for a course that is not scheduled in the current semester. In such cases, they may request to register for an independent study.

## **Make-up Examination**

This is given, after the normal scheduled examination, to a student who, for documented reasons beyond his or her control, could not attend the scheduled examination.

**Mid-term Examinations**

An evaluation of part of a course, usually conducted as a written examination by the end of the seventh week of class on the material covered up to the time of the examination.

**Part-Time Student**

Registers for less than 4 courses and may be a degree or non-degree-seeking student.

**Pre-requisites**

These are courses that must have been taken and passed before registering for a given course as listed in the current Catalogue.

**Registration**

Students indicate the courses they will take each semester by completing the appropriate form.

**Special Academic Probation**

Students having fulfilled the requirements for readmission after dismissal are placed on special academic probation.

**Syllabus**

A short document for a particular course containing at least the following information: the aims and the content of the course, the grading policy, the progress of the course week per week, all due dates, the textbook(s) and other reading materials, the office hours, the mid-term and final examination dates.