



**WESTERN UNIVERSITY**

## **WESTERN UNIVERSITY**

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## President's message

Welcome to Western University! As the President, I'm excited to introduce you to our dynamic and engaging learning environment.

At WSU, we are dedicated to providing top-notch academic opportunities and transformative experiences. Our faculty and staff are committed to helping you excel both academically and personally.

Our degree programs are designed to prepare you for the modern workforce with cutting-edge curriculum and hands-on learning. We value collaboration and inclusivity, believing that diverse perspectives enrich our community and foster innovation.

We are also committed to social responsibility, sustainability, and community engagement. As you begin your journey with us, take advantage of the many opportunities to make a positive impact.

Thank you for choosing WSU as your partner in education. As you navigate through the pages of this catalog, I hope you will share our excitement for the exceptional experiences and opportunities that await you. I am confident that your time at Western University will be transformative, and I look forward to witnessing your growth and success as a member of our community.

Warmest regards,

President,  
Western University

## **Purpose of The Institution:**

### **Mission statement**

At Western University, our mission is to empower working adults with accessible, high-quality, and affordable education that supports their personal and professional growth. We strive to create a supportive and inclusive learning environment that fosters lifelong learning, innovation, and resilience. We are committed to providing a diverse range of flexible digital degree programs and resources, tailored to the unique needs and aspirations of our students. Our dedicated faculty and staff are passionate about cultivating critical thinking, problem-solving, and leadership skills that enable our students to thrive in today's dynamic workforce. As a community, we are dedicated to inspiring social responsibility and fostering positive change in our local and global communities. Our aim is to prepare our students to be well-rounded, compassionate, and ethical individuals who excel in their chosen fields and make meaningful contributions to society.

Together, we will shape the future of education and redefine the potential of working adults, creating a brighter tomorrow for all.

### **Vision statement**

Empowering students through affordable and accessible education to enhance employability.

### **Institutional learning outcomes**

Western University is committed to fostering the development of core competencies in our students, as inspired by our various accreditation standards. Upon completing their degree programs, our graduates will demonstrate proficiency in the following institutional learning outcomes:



## **Critical Thinking and Problem Solving**

- Analyze complex issues and challenges across various disciplines.
- Apply logical reasoning, evidence-based analysis, and creative thinking to address problems and make informed decisions.
- Develop and implement innovative solutions to real-world challenges. Effective Communication
- Articulate ideas, arguments, and information clearly and coherently in both written and oral forms.
- Adapt communication style and medium to engage diverse audiences effectively.
- Demonstrate active listening and constructive feedback skills to facilitate collaborative dialogue.

## **Quantitative Reasoning**

- Apply quantitative concepts and methods to interpret, analyze, and solve problems Use appropriate technology and tools to represent, manipulate, and analyze quantitative data.
- Evaluate the validity and reliability of quantitative arguments and evidence. Information Literacy
- Identify, locate, and evaluate relevant information sources for academic, professional, and personal purposes.
- Use information ethically and responsibly in accordance with applicable laws, regulations, and academic standards.
- Employ digital tools and technologies to enhance learning, research, and communication.

## **Professional Competence and Skills**

- Demonstrate mastery of discipline-specific knowledge, theories, and practices.
- Employ ethical decision-making and adhere to professional standards in one's field.
- Collaborate effectively in diverse teams and contribute to achieving shared goals. Global Awareness and Cultural Sensitivity
- Recognize and appreciate the complexity of cultural, political, social, and economic systems within a global context.
- Develop cross-cultural communication skills to interact effectively with people from diverse backgrounds.
- Analyze the implications of one's actions and decisions on local and global communities.

## **Lifelong Learning and Personal Development**

- Engage in continuous self-reflection and self-assessment to identify areas for personal and professional growth.
- Develop strategies for acquiring new knowledge, skills, and experiences in response to evolving personal, professional, and societal needs.
- Cultivate resilience, adaptability, and self-efficacy to navigate the challenges and opportunities of an ever-changing world.

The process of assessment of student learning at WSU is designed to ensure the continuous improvement and effectiveness of our instructional programs. This assessment process is tailored to the needs and requirements of each program and is informed by our Institutional Learning Outcomes (ILOs), which are inspired by WSCUC accreditation core competencies. The following elements are integral to our assessment process:

- **Alignment with Institutional Learning Outcomes:** Our Institutional Learning Outcomes (ILOs) are closely aligned with the WSU Mission Statement. Each Program Learning Outcome (PLO) is designed to support the ILOs and the core competencies.
- **Comprehensive Documentation:** Learning outcomes, measures, achievement targets, findings, and action plans are thoroughly documented to maintain transparency and facilitate analysis.
- **Ongoing Assessment:** Learning outcomes at each level are assessed on a continuous basis, and the findings are carefully analyzed to inform improvements in teaching and learning.
- **Action Plan Development and Implementation:** Based on the analysis of assessment findings, action plans are developed and implemented to address areas of improvement and enhance the quality of our educational programs.
- **Continuous Improvement:** Action plans are utilized to refine teaching and learning strategies, ensuring that our instructional programs remain responsive to the evolving needs of our students and the demands of the workforce. Through this robust assessment process, WSU is committed to providing an exceptional educational experience that prepares our students for success in their personal life

## Campus Facilities

As a digital university, WSU has embraced innovative technology to create a dynamic and engaging virtual learning environment for our diverse student population. Our physical office- mailing address is located at 400 N Ashley Drive, Suite 1900, Tampa, FL, 33602.

### **Physical Facilities & Equipment**

The institution has a range of physical facilities and equipment with the purpose of supporting business and organizational activities. The following is an in-depth description:

#### 1. Internet Access

The office has high-speed, dependable internet access across its facilities. The provision supports efficient communication, research, and connectivity, both for individual and group use. Wi-Fi connectivity is offered in common areas, meeting rooms, and office spaces.

#### 2. Parking Facility

The office has a sufficient parking space for staff, visitors, and clients. The parking space is well maintained, secure, and strategically located close to the main building entrance to allow easy access.

#### 3. Reception

The reception area is well planned to receive visitors with a professional and well-organized environment. It is staffed by a trained receptionist who can answer inquiries, handle visitor registrations, and direct individuals to the relevant departments or personnel. The reception also acts as the main point of contact for any general assistance within the institution.

#### 4. File Cabinets

The office has file cabinets for the safe and organized storage of physical documents and records. The cabinets have secure locking mechanisms to maintain confidentiality and guard sensitive information.

#### 5. Meeting Room

Specific meeting rooms are offered, designed to accommodate both small and large groups. The rooms are equipped with comfortable seating arrangements, a conference table, and

audiovisual equipment, including projectors, screens, and whiteboards. They are ideal for team discussions, client meetings, presentations, and training sessions.

## 6. Printer

High-quality printers are provided in the institution for both black-and-white and color printing. The printers are provided in common areas, such as workstations or print stations, and can also be fitted with scanning and copying capabilities. Print work can be done quickly and efficiently, both for personal and official use.

## 7. Desk & Chairs

All working spaces have ergonomic desks and chairs to enhance comfort and productivity levels among staff and visitors. The desks are large and well-stocked with required supplies, while the chairs are adjustable to offer maximum support during long working hours.

These facilities and equipment together offer an efficient and comfortable working environment for staff and visitors, thus facilitating smooth working and effective management of daily activities.

Key features of our virtual campus include:

- *Digital Learning Platform*

Our digital learning platform provides easy access to course materials, interactive multimedia content, and communication tools, allowing students to connect with faculty and peers in a flexible, asynchronous format. WSU offers students a range of learning resources, including assignments, reading materials, activities, projects, and topic-related videos, to enhance understanding and support active learning.

- *Digital Library and Learning Resource Center*

Our comprehensive digital library offers an extensive collection of electronic resources, including e- books, academic journals, and research databases. The Learning Resource Center provides additional support services, such as tutoring, writing assistance, and research guidance, to help students excel in their studies.

- *Virtual Classrooms and Web Conferencing*

Our interactive virtual classrooms are designed to facilitate collaborative learning experiences through live video conferences, discussion boards, and group project tools. This technology enables students to actively engage with their instructors and classmates in real-time or at their own place.

- *Online Student Services and Support*

WSU is committed to providing a wide range of online student services, including academic advising,

career counseling, and technical support. Our dedicated staff is available through email, phone, and virtual appointments to ensure students receive the personalized assistance they need to succeed.

- *Faculty and Administrative Offices*

Our faculty and administrative staff are available to provide guidance, support, and expertise to our online students. While their physical offices are located at our Tampa address, they maintain regular virtual office hours and can be reached via email, phone, or video conferencing.

- *Accessibility and Inclusivity*

Our online campus is designed to be fully accessible and inclusive, ensuring that all students can participate in the learning experience. Our course materials and virtual classrooms are compliant with accessibility standards, and we provide reasonable accommodations to students with disabilities upon request. At WSU, we are dedicated to offering a supportive and engaging online learning experience that enables our students to thrive academically and personally. We invite you to explore our virtual campus and discover the wealth of opportunities available to you as a student at our online university.

## STATEMENT OF LEGAL CONTROL

**Institution Name:** Western University

**Date:** 1st January 2025

**Legal Status:** Western State University Corp doing business as Western University is a for-profit corporation organized under the laws of Florida, US.

**Corporate Ownership:**

Western State University Corp doing business as Western University is owned and operated as sole- proprietor by Mr. Swapnil Kothari. The institution is committed to empower students through affordable and accessible education to enhance employability.

**Trustees:**

The governance of Western University is entrusted to the following individuals, who serve as trustees:

- Dr. Pramod Sharma, Trustee
- Mr. Amol Mishra, Trustee
- Dr. Rachna Ghadge, Trustee
- Dr. Rajesh Dixit, Trustee

The trustees are responsible for overseeing the governance and strategic direction of the institution, ensuring that it adheres to its mission while complying with all applicable laws and regulations.

This statement reflects the legal structure and governance of Western University as of the date indicated above. For any inquiries, please contact – [contactus@westernuniversity.us](mailto:contactus@westernuniversity.us)

## 1. EXECUTIVE OFFICERS

- C.A. Swapnil Kothari, Chief Executive Officer (CEO) / President
- C.A. Shyam Bhatia, Chief Finance Office (CFO)
- Dr. Divyaditya Kothari, Chief Academic Officer (CAO), Chief Operations Officer (COO)
- Dr. Pratik Uppal, Registrar

The individuals listed above are responsible for making key corporate decisions, ensuring legal and financial compliance, and overseeing the general operations of **WESTERN UNIVERSITY**. These positions confer legal authority and accountability in the governance of the corporation.

This statement is made in accordance with the governing laws and regulations as required by **FLORIDA BOARD OF EDUCATION**.

## ADMINISTRATIVE OFFICERS

**Head Of Admissions:** Mr. Sagar Garg

**Campus Director:** Dr. Joshua Stagner

**LMS Coordinator:** Miss. Darshana Parmar

**Director Of Student's Career Development:** Mrs. Mary Nisha F. Beck

**Head Of HR Department:** Mrs. Bhumika Juneja

**Title IX Coordinator's University Compliance:** Dr. Amit Kumar Hasija

**Head Of Grievance's Examination:** Dr. Amit Kumar Hasija

**Librarian:** Mrs. Vandana Kemre

## Authorization disclosure statements

Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684.”

## Student Rights and Responsibilities

At WSU, we believe in fostering a supportive and inclusive learning environment that promotes academic excellence, personal growth, and professional development. To achieve this, we expect our students to understand and uphold their rights and responsibilities as members of our academic community.

### **Students' Rights**

1. **Equal Opportunity:** All students have the right to equal access to education and resources, regardless of race, color, national origin, religion, sex, age, disability, sexual orientation, or any other protected characteristic.
2. **Academic Freedom:** Students have the right to engage in open inquiry, critical thinking, and respectful debate, as well as to express their views and opinions within the bounds of academic integrity and respect for others.
3. **Privacy:** Students have the right to privacy regarding their personal and educational records, in accordance with the Family Educational Rights and Privacy Act (FERPA).
4. **Grievance and Appeals:** Students have the right to seek redress for any perceived violations of their rights or unfair treatment through established university policies and procedures.
5. **Participation:** Students have the right to participate in university governance, student organizations, and other extracurricular activities.

### **Students' Responsibilities**

1. **Academic Integrity:** Students are responsible for adhering to the university's academic integrity policy, which prohibits plagiarism, cheating, and other forms of academic dishonesty.
2. **Respect for Others:** Students are responsible for treating all members of the university

community with respect, civility, and dignity, and for fostering an environment free from discrimination, harassment, and bullying.

3. **Compliance with Policies and Regulations:** Students are responsible for familiarizing themselves with and adhering to all university policies, procedures, and regulations, including those related to academic programs, financial aid, and campus safety.
4. **Attendance and Engagement:** Students are responsible for attending classes, participating actively in their learning, and completing all assignments and assessments in a timely manner.
5. **Personal Conduct:** Students are responsible for conducting themselves in a manner consistent with the university's code of conduct and community standards, both on and off-campus.
6. **Communication:** Students are responsible for maintaining open and respectful communication with faculty, staff, and peers, and for keeping their contact information up to date with the university.

By understanding and upholding these rights and responsibilities, students contribute to a positive and enriching academic community at WSU.

## Financial Aid and Scholarships

### **Financial Aid:**

At WSU: we are dedicated to providing affordable and accessible education to our students. However, please be aware that currently, our university does not participate in any federal or state financial aid programs, including grants, loans, work-study programs, or veterans' education benefits.

While we are unable to offer assistance through these programs, we encourage students to explore alternative options for financing their education. Some suggestions include:

1. **Scholarships:** Students are encouraged to research and apply for scholarships offered by external organizations or foundations. These scholarships may be based on academic achievement, community service, extracurricular involvement, or other criteria.
2. **Employer Tuition Reimbursement:** Many employers offer tuition reimbursement programs for their employees seeking higher education. Students are encouraged to consult with their employer's Human Resources department to determine if such benefits are available and to learn about the application process.
3. **Payment Plans:** WSU offers flexible payment plans to help students manage the cost of tuition by



spreading payments over the course of the semester. Please contact the Office of Student Accounts for more information on available payment plans and eligibility requirements.

4. Private Loans: Students may consider private loans from banks or credit unions to help finance their education. We recommend researching different lenders and comparing interest rates, repayment terms, and other factors before making a decision. Keep in mind that private loans may have higher interest rates and less favorable repayment terms compared to federal student loans.

We understand that financing your education is an important consideration, and our staff is available to provide guidance on available resources and answer any questions you may have. Please do not hesitate to reach out to our Office of Financial Services for further assistance.

## Scholarships:

WSU offers both academic and need-based scholarships to introduce its program to students and/or to support students. The number of scholarships offered may change each year based on available funding. Need-based scholarships may be awarded to students from underprivileged communities or third-world countries. The number of scholarships shall be published on the WSU website. Western University's scholarship awards are considered 'last money' tuition scholarships. These awards are designed to supplement, but not replace, any financial aid, employer tuition assistance, and student income. Awards are credited directly to the financial accounts of recipients.

WSU does not discriminate in any of its scholarship policies, procedures, or practices on the basis of race, color, national or ethnic origin, age, sex, sexual orientation, disability/handicap, veteran status, or medical condition.

WSU scholarships only are applicable for tuition and do not apply to any institutional or programmatic fees, or the cost of books, learning materials, instructional supplies, or associated living costs.

## Academic scholarships

Students applying who have an incoming GPA of 2.50 or higher may apply to receive an Academic Scholarship. Applicants meeting scholarship requirements will be enrolled in a preparatory course that must be passed with a "C" grade or above and must complete a Human Resources evaluation.

To maintain scholarship eligibility, a scholarship recipient must:

- Remain continuously enrolled throughout his/her WSU program of study
- Maintain a cumulative grade point average (GPA) of at least 2.00 at all times

If the student does not meet the WSU Satisfactory Academic Progress or Attendance standards – or violates the

Code of Student Conduct for misconduct – his/her scholarship will be canceled.

A student may lose scholarship eligibility for three (3) reasons:

- a.) Failure to Maintain Satisfactory Academic Progress
- b.) Attendance
- c.) Misconduct

Students who violate WSU’s policy regarding Satisfactory Academic Progress will be subject to loss of scholarship eligibility – as well as subject to withdrawal/dismissal from the WSU.

Students who violate WSU’s attendance policy will be subject to loss of scholarship eligibility – as well as subject to withdrawal/dismissal WSU.

Students who violate one or more of the following WSU policies will be subject to loss of scholarship eligibility – as well as subject to withdrawal/dismissal from the WSU:

- Harassment and Non-Discrimination
- Sexual Harassment
- Cheating C Plagiarism
- Student Code of Conduct Drug-Free Campus
- Anti-Bullying Alcoholic Beverages Non-Solicitation

## Tuition Fees

### A.) Application Fee

A non-refundable \$10 application fee is required in order to consider a student’s application complete. It must accompany the Application for Admission submitted by the prospective student.

### B.) Program Tuition

The following is the tuition for each program offered by the WSU: as approved by the Board of Directors for the academic years 2023 and 2024. The WSU reserves the right to update the tuition and fee schedule at any time upon approval of the Board of Directors.

<b>Bachelors in business administration</b>	Duration: 4 years
Mode of Learning: Digital LMS with Live Zoom Sessions	Non-Refundable Registration Fee: \$10
Total Credits: 120	Total tuition for program: \$16,000

<b>Master of Science in Psychology</b>	Duration: 1 year
Mode of Learning: Digital LMS with Live Zoom Sessions	Non-Refundable Registration Fee: \$10
Total Credits: 36	Total tuition for program: \$6,000

<b>Bachelor of Science in IT</b>	Duration: 4 years
Mode of Learning: Digital LMS with Live Zoom Sessions	Non-Refundable Registration Fee: \$10
Total Credits: 120	Total tuition for program: \$16,000

<b>Bachelor of Arts in Economics</b>	Duration: 4 years
Mode of Learning: Digital LMS with Live Zoom Sessions	Non-Refundable Registration Fee: \$10
Total Credits: 120	Total tuition for program: \$16,000

<b>Doctorate in Business Administration</b>	Duration: 3 years
Mode of Learning: Digital LMS with Live Zoom Sessions	Non-Refundable Registration Fee: \$100
Total Credits: 62	Total tuition for program: \$15,000

<b>Master of Science in AI &amp; Data Science</b>	Duration: 1 year
Mode of Learning: Digital LMS with Live Zoom Sessions	Non-Refundable Registration Fee: \$10
Total Credits: 36	Total tuition for program: \$6500

<b>Master in business administration</b>	Duration: 1 year
Mode of Learning: Digital LMS with Live Zoom Sessions	Non-Refundable Registration Fee: \$10
Total Credits: 36	Total tuition for program: \$6,000

## PAYMENT

Payment is due for the student's current period of attendance (for the first or next term of program enrollment) before the first day of classes of the term.

Students may submit payment using one of the following options:

- PayPal
- Stripe
- Bank Transfer

## Late Payment

Any tuition payment received after the due date will incur the following late fees:

PAYMENT RECEIVED	LATE FEE
7 days after due date	0% (Grace period)
14 days after due date	5% of amount due
21 days after due date	15% of amount due

\*All late payments will be assessed based on Pacific Standard Time (PST), unless specified otherwise.

Payment plans are available to assist the student with budgeting and do not constitute an extension of credit or student loan under any definition. There is no "Prepayment Penalty" if the student decides to make advanced payments or payments that exceed the agreed payment minimum.

## Student Services and Support

At Western University, we are committed to providing a comprehensive range of student services to support the academic, personal, and professional success of our students. Our dedicated staff works diligently to create a welcoming, inclusive, and supportive environment that fosters student engagement and growth. The following are some of the key student services available to our students:

1. Academic Advising: Our academic advisors are available to help students select appropriate courses, develop academic plans, track progress towards degree completion, and address any academic concerns or challenges they may encounter.
2. Career Services: Our Career Services team provides assistance with career exploration, job search strategies, resume and cover letter writing, interview preparation, and networking opportunities.

Additionally, they maintain a job and internship database to connect students with potential employers.

3. **Tutoring and Academic Support:** To ensure academic success, we offer tutoring services in various subjects, as well as workshops on study skills, time management, and other essential academic skills. Our Learning Resource Center also provides writing assistance, research support, and access to digital resources.
4. **Technical Support:** Our IT Help Desk is available to assist students with any technical issues related to the digital learning platform, digital library resources, and other university systems.
5. **Disability Services:** WSU is committed to providing reasonable accommodation for students with disabilities to ensure equal access to educational opportunities. Our Disability Services office works closely with students to develop individualized accommodation plans and provide appropriate support services.
6. **Counseling Services:** We recognize the importance of mental health and well-being for our students. Our Counseling Services offer confidential support for students facing personal, emotional, or psychological challenges.
7. **Student Engagement and Leadership:** WSU encourages students to connect with their peers and develop leadership skills through participation in virtual clubs, organizations, and events. Our Office of Student Engagement and Leadership can provide information on how to get involved in these activities.
8. **Financial Services:** Our Financial Services office is available to provide guidance on tuition payment plans, budgeting, and alternative financing options for students.

By offering these comprehensive student services, WSU aims to create an inclusive and supportive learning environment where students can thrive academically, personally, and professionally.

## Leave of absence policy

### Purpose:

The purpose of this policy is to establish the framework and guidelines for granting a Leave of Absence (LOA) to students enrolled at the University. This policy aims to support students who need to temporarily interrupt their studies due to personal, medical, or other extenuating circumstances, while ensuring compliance with federal and state regulations.

### Definitions

**Leave of Absence (LOA):** A temporary interruption in a student's program of study.

## POLICY

### A. General Provisions

- Students may request a 90-day LOA for personal, medical, or other extenuating circumstances that make it necessary for them to temporarily discontinue their studies.
- LOA requests must be submitted in writing and include the reason for the leave, the anticipated start date, and the expected return date.
- The LOA must not exceed a total of 180 days within a 12-month period.
- The University will not assess additional institutional charges to students as a result of an approved LOA.
- During an approved LOA, the student's enrollment status will be maintained, and the student will not be considered withdrawn from the University.
- Students on an approved LOA are not eligible for financial aid disbursements.

### B. Approval Process

- Students must submit a written LOA request to the Office of the Registrar.
- The LOA request must include supporting documentation, such as medical records, court documents, or other relevant materials.

- The Office of the Registrar will review the LOA request and supporting documentation to determine if the request meets the eligibility criteria.
- If approved, the Office of the Registrar will notify the student in writing and update the student's records accordingly.

### C. Return from LOA

- Students must notify the Office of the Registrar of their intention to return at least 30 days before the expected return date.
- The University will work with the returning student to develop an academic plan for completing their program of study.
- If a student does not return by the end of the approved LOA period, the student will be considered withdrawn from the University and subject to the institution's withdrawal and refund policies.

## **PROCEDURES**

### **A. Requesting a LOA**

- Students must complete and submit the LOA Request Form to the Office of the Registrar.
- Students must provide any required supporting documentation along with the LOA Request Form.
- The Office of the Registrar will review the request and make a determination within 10 business days.
- The student will be notified in writing of the decision and any necessary adjustments to their academic plan.

### **B. Returning from a LOA**

- Students must submit a written notice of their intention to return to the Office of the Registrar at least 30 days before the expected return date.
- The University will work with the student to develop an updated academic plan.
- The student will be advised of any changes to their financial aid eligibility and / or tuition charges.

# Policy

## Prior Learning Policy

Western University does not accept prior learning.

## Refund & Cancellation Policy

*If a student's enrollment is terminated or canceled for any reason, all refunds will be processed according to refund norms:*

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by Termination.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making the initial payment.
3. Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all monies paid, with the exception of the registration fee (not to exceed \$ 150.00).
4. Cancellation after attendance has begun, through 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing more than 40% of the program will result in no Refund.
6. Termination Date: When calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice was received.
7. Refunds will be made within 30 days of termination of the student's enrollment or receipt of a Cancellation Notice from the student.
8. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program

## Appeals Process

Students who believe that their circumstances warrant an exception to the university's cancellation, withdrawal, or refund policies may submit an appeal in writing to the Office of Student Affairs. The appeal should include the student's name, student ID, program of study, a detailed explanation of the circumstances, and any supporting documentation. The university will evaluate the appeal on a case-by- case basis and notify the student of its decision in writing.

Please contact the Office of Admissions or the Office of the Registrar for more information about cancellation,



withdrawal, and refund policies at WSU.

## Late Payments

In the case of students being late by more than one month in paying their tuition fees, WSU holds the right to apply late fees penalty and/or unenroll/withdraw the student from the semester, module or year. If the student is over 3 months late in payment, the university holds the right to expel the student totally from the program.

## How to request and receive a refund

Students must submit a written request using the form below and send it to [grievance@westernuniversity.us](mailto:grievance@westernuniversity.us).

## Technology Requirements

To ensure that students at WSU can fully participate in our online learning environment and access necessary resources, we have established a set of minimum technology requirements. It is the responsibility of each student to ensure they have access to a reliable device that meets these requirements.

### Minimum Hardware Requirements:

1. Processor: Intel Corei3 or AMD Ryzen3 (or equivalent) or higher
2. Memory: 4GB RAM or more
3. Hard Drive: 128GB or more (with at least 20GB of free space)
4. Display: 1024x768 or higher screen resolution
5. Audio: Sound Card, speakers, and microphone (or headset with built-in microphone)
6. Webcam: Built-in or external webcam with a minimum resolution of 720p
7. Internet Connection: High-speed broadband connection (minimum 5 Mbps download speed)

### Recommended Operating Systems:

1. Windows: Windows 10 or later
2. macOS: macOS10.14(Mojave) or later
3. Linux: Ubuntu 18.04 Lts or later

### Software Requirements:

1. Web Browser: Google Chrome, Mozilla Firefox, Microsoft Edge, or Apple Safari(latest

- versions)
2. Office Suite: Microsoft Office 365, Google Workspace, or LibreOffice(latest versions)
  3. PDF Reader: Adobe Acrobat Reader or a compatible PDF viewer (latest version)
  4. Antivirus: An up-to-date antivirus software

Please note that certain courses or programs may have additional technology requirements specific to the course content. These requirements will be listed in the course syllabus.

#### Accessibility:

WSU is committed to ensuring accessibility for all students. If you have a disability that may impact your ability to meet these technology requirements, please contact our Disability Services office to discuss potential accommodations.

### Technical Support:

Our IT Help Desk is available to assist students with any technical issues related to the online learning platform, digital library resources, and other university systems. If you experience any difficulties, please do not hesitate to reach out to the IT Help Desk for support.

### Library Resources

At WSU, we recognize the importance of providing our students with access to a wide range of resources to support their academic success. Our digital library offers a comprehensive collection of resources to assist students with research, learning, and professional development. These resources are accessible 24/7 to all enrolled students, ensuring that they have the necessary tools and materials at their fingertips. Our digital library resources include:

1. E-Books: Our extensive collection of e-books covers a wide range of subjects, including course-specific materials, reference works, and general interest titles.
2. Academic Journals: Students have access to numerous academic journals and databases covering various disciplines, enabling them to stay current with the latest research and developments in their fields of study.
3. Newspapers and Magazines: Our library provides access to local, national, and international newspapers and magazines, ensuring that students remain informed about current events and emerging trends.
4. Streaming Media: Our digital library includes a collection of streaming media resources, such as

educational videos, documentaries, and recorded lectures, which can be accessed on- demand to supplement course materials.

5. Reference and Research Tools: Students have access to a wide range of reference materials, such as dictionaries, encyclopedias, and citation guides, as well as research tools like citation management software and plagiarism detection services.
6. Subject Guides: Our library staff has curated subject - specific resource guides to assist students in finding relevant resources for their coursework and research projects.
7. E-Library: An e-library is a digital platform that provides students with free access to a vast collection of books and resources. Once registered in a specific course, students can easily access these materials to enhance their learning experience.

By providing access to these extensive library resources, WSU is committed to fostering a rich and supportive learning environment that empowers our students to excel academically and professionally.

- Students can access to ample number of related books by visiting the library link:

<https://proxy.lirn.net/WesternUniv>

## Admissions

### Undergraduate Admissions

At Western University, we welcome a diverse group of students who are motivated to pursue their academic and professional goals. Our admissions process is designed to assess each applicant's potential for success in our programs. This section outlines the application process, admission requirements, and policies for transfer students, ability-to-benefit students, and international students.

#### Application Process:

To apply for undergraduate admission, please follow these steps:

1. Complete the online application form available on our website. Be sure to provide accurate and complete information.
2. Submit official high school transcripts or GED documentation. If you are still in high school, submit your current transcript and provide your final transcript upon graduation.
3. Submit official transcripts from all previously attended post-secondary institutions if you are a transfer or international student.

4. Provide any additional documentation or materials required by your specific program of study.
5. Pay the non-refundable application fee, as specified on our website.

### Admission Requirements:

To be considered for admission, applicants must meet the following criteria:

1. Graduation from an accredited high school or successful completion of the GED.
2. A minimum cumulative GPA of 2.5 on a 4.0 scale, or equivalent, in high school coursework or post-secondary education.
3. Demonstration of English language proficiency for international students (see details below).

### Transfer Students:

We welcome transfer students from accredited colleges and universities. To be considered for transfer admission, please submit the following:

1. Official transcripts from all previously attended post - secondary institutions.
2. Transfer credits will be considered for courses completed with a grade of "C" or better (or equivalent) and that are relevant to the student's program of study at WSU.
3. A completed application form and the required supporting documents.

Typically, a maximum of 60 semester credits may be transferred towards a 120-credit bachelor's degree program. The actual number of transferable credits will be determined on a case-by-case basis, taking into consideration the alignment of the courses with the WSU curriculum.

### International Students:

We welcome international students to learn in a distance education format only. We value the diverse perspectives they bring to our community. In addition to the general admission requirements, international applicants must:

1. Submit official transcripts from all previously attended secondary and post-secondary institutions, accompanied by certified English translations if the original documents are not in English.
2. Demonstrate English language proficiency by providing scores from one of the following tests: TOEFL, IELTS, PTE Academic, or Duo lingo English Test. Minimum score requirements are available on our website.
3. Provide evidence of financial support to cover tuition, fees, and living expenses for the duration of their studies.

## Graduate Admissions

WSU is committed to providing high-quality graduate programs for students seeking advanced education and professional development. We welcome applicants from diverse backgrounds who demonstrate strong potential for success in their chosen fields. This section outlines the application process, admission requirements, and policies for transfer students and international students pursuing graduate studies.

### Application Process Master's Level:

To apply for graduate admission, please follow these steps:

1. Complete the online application form available on our website. Be sure to provide accurate and complete information. Submit official transcripts from all previously attended post-secondary institutions,
2. Demonstrating the completion of a bachelor's degree from an accredited institution.
3. Submit additional documentation or materials required by your specific program of study, such as a resume, statement of purpose, writing sample, or letters of recommendation.
4. Pay the non-refundable application fee, as specified on our website.

### Admission Requirements Master's Level:

To be considered for graduate admission, applicants must meet the following criteria:

1. Possession of a bachelor's degree from an accredited college or university.
2. A minimum cumulative GPA of 2.5 on a 4.0 scale, or equivalent, in all undergraduate coursework.
3. Successful completion of any prerequisite courses or requirements specified by the program.
4. Demonstration of English language proficiency for international students (see details below).

### Transfer Students:

We welcome transfer students from accredited graduate programs. To be considered for transfer admission, please submit the following:

1. Official transcripts from all previously attended post-secondary institutions, demonstrating good academic standing in your current graduate program.

2. A completed application form and the required supporting documents.

Transfer credit will be evaluated on a case-by-case basis, and not all credits may be eligible for transfer. Typically, a maximum of 9 graduate-level credits can be transferred towards a WSU graduate program.

### Application Process Doctorate Level:

To apply for graduate admission, please follow these steps:

1. Complete the online application form available on our website. Be sure to provide accurate and complete information. Submit official transcripts from all previously attended post-secondary institutions,
2. Demonstrating the completion of a bachelor's degree from an accredited institution with three to five years experience or a Master's degree earned from a US accredited institution.
3. Submit additional documentation or materials required by your specific program of study, such as a resume, statement of purpose, writing sample, or letters of recommendation.
4. Pay the non-refundable application fee, as specified on our website.

### Admission Requirements Doctorate Level:

To be considered for graduate admission, applicants must meet the following criteria:

1. Possession of a bachelor's degree from an accredited college or university.
2. Three to five years working experience or Master's degree from an accredited college or university.
3. A minimum cumulative GPA of 3.0 on a 4.0 scale, or equivalent, in all undergraduate coursework.
4. Successful completion of any prerequisite courses or requirements specified by the program.
5. Demonstration of English language proficiency for international students (see details below).

## Academic Calendar

Academic Calender 2025-2026														
Course	MS Psychology		MS AI		MBA		BBA		BSc IT		BA Eco		DBA	
	Date	Day	Date	Day	Date	Day	Date	Day	Date	Day	Date	Day	Date	Day
Registration - Start	5-Mar-2025	Wednesday	10-Mar-2025	Monday	14-Mar-2025	Friday	15-Aug-2025	Friday	15-Aug-2025	Friday	15-Aug-2025	Friday	10-May-2025	Saturday
Registration - End	1-Apr-2025	Tuesday	6-Apr-2025	Sunday	10-Apr-2025	Thursday	11-Sep-2025	Thursday	11-Sep-2025	Thursday	11-Sep-2025	Thursday	6-Jun-2025	Friday
Enrollment - Start	10-Mar-2025	Monday	15-Mar-2025	Saturday	19-Mar-2025	Wednesday	20-Aug-2025	Wednesday	20-Aug-2025	Wednesday	20-Aug-2025	Wednesday	15-May-2025	Thursday
Enrollment - End	15-Apr-2025	Tuesday	20-Apr-2025	Sunday	24-Apr-2025	Thursday	25-Sep-2025	Thursday	25-Sep-2025	Thursday	25-Sep-2025	Thursday	20-Jun-2025	Friday
Sem 1 - Start	16-Apr-2025	Wednesday	21-Apr-2025	Monday	25-Apr-2025	Friday	26-Sep-2025	Friday	26-Sep-2025	Friday	26-Sep-2025	Friday	21-Jun-2025	Saturday
Sem 1 - End	15-Sep-2025	Monday	20-Sep-2025	Saturday	24-Sep-2025	Wednesday	25-Feb-2026	Wednesday	25-Feb-2026	Wednesday	25-Feb-2026	Wednesday	20-Nov-2025	Thursday
Exam Preparation - Start	16-Sep-2025	Tuesday	21-Sep-2025	Sunday	25-Sep-2025	Thursday	26-Feb-2026	Thursday	26-Feb-2026	Thursday	26-Feb-2026	Thursday	21-Nov-2025	Friday
Exam Preparation - End	24-Sep-2025	Wednesday	29-Sep-2025	Monday	3-Oct-2025	Friday	6-Mar-2026	Friday	6-Mar-2026	Friday	6-Mar-2026	Friday	29-Nov-2025	Saturday
Sem 1 Exam - Start	25-Sep-2025	Thursday	30-Sep-2025	Tuesday	4-Oct-2025	Saturday	7-Mar-2026	Saturday	7-Mar-2026	Saturday	7-Mar-2026	Saturday	1-Dec-2025	Monday
Sem1 Exam - End	6-Oct-2025	Monday	10-Oct-2025	Friday	14-Oct-2025	Tuesday	17-Mar-2026	Tuesday	17-Mar-2026	Tuesday	17-Mar-2026	Tuesday	11-Dec-2025	Thursday
Result	16-Oct-2025	Thursday	21-Oct-2025	Tuesday	24-Oct-2025	Friday	27-Mar-2026	Friday	27-Mar-2026	Friday	27-Mar-2026	Friday	22-Dec-2025	Monday
Deadline for Revaluation	21-Oct-2025	Monday	26-Oct-2025	Sunday	29-Oct-2025	Wednesday	1-Apr-2026	Wednesday	1-Apr-2026	Wednesday	1-Apr-2026	Wednesday	27-Dec-2025	Saturday
Sem 1 Break - Start	6-Oct-2025	Monday	10-Oct-2025	Friday	14-Oct-2025	Tuesday	17-Mar-2026	Tuesday	17-Mar-2026	Tuesday	17-Mar-2026	Tuesday	11-Dec-2025	Thursday
Sem 1 Break - End	21-Oct-2025	Tuesday	26-Oct-2025	Sunday	29-Oct-2025	Wednesday	1-Apr-2026	Wednesday	1-Apr-2026	Wednesday	1-Apr-2026	Wednesday	27-Dec-2025	Saturday
Sem 2 - Start	21-Oct-2025	Tuesday	27-Oct-2025	Monday	30-Oct-2025	Thursday	2-Apr-2026	Thursday	2-Apr-2026	Thursday	2-Apr-2026	Thursday	26-Dec-2025	Friday
Sem 2 - End	23-Mar-2026	Monday	28-Mar-2026	Saturday	31-Mar-2026	Tuesday	1-Sep-2026	Tuesday	1-Sep-2026	Tuesday	1-Sep-2026	Tuesday	27-May-2026	Wednesday
Exam Preparation - Start	24-Mar-2026	Tuesday	30-Mar-2026	Monday	1-Apr-2026	Wednesday	2-Sep-2026	Wednesday	2-Sep-2026	Wednesday	2-Sep-2026	Wednesday	28-May-2026	Thursday
Exam Preparation - End	1-Apr-2026	Wednesday	7-Apr-2026	Tuesday	9-Apr-2026	Thursday	10-Sep-2026	Thursday	10-Sep-2026	Thursday	10-Sep-2026	Thursday	5-Jun-2026	Friday
Sem 2 Exam - Start	2-Apr-2026	Thursday	8-Apr-2026	Wednesday	10-Apr-2026	Friday	11-Sep-2026	Friday	11-Sep-2026	Friday	11-Sep-2026	Friday	6-Jun-2026	Saturday
Sem2 Exam - End	13-Apr-2026	Monday	18-Apr-2026	Saturday	20-Apr-2026	Monday	21-Sep-2026	Monday	21-Sep-2026	Monday	21-Sep-2026	Monday	16-Jun-2026	Tuesday
Result	23-Apr-2026	Thursday	28-Apr-2026	Tuesday	30-Apr-2026	Thursday	1-Oct-2026	Thursday	1-Oct-2026	Thursday	1-Oct-2026	Thursday	26-Jun-2026	Friday
Deadline for Revaluation	28-Apr-2026	Tuesday	4-May-2026	Monday	5-May-2026	Tuesday	6-Oct-2026	Tuesday	6-Oct-2026	Tuesday	6-Oct-2026	Tuesday	1-Jul-2026	Wednesday
Certificate Issuance	First Week of May 2026		Second Week of May 2026		Second Week of May 2026		Completion of Year 1 (2025-2026)		Completion of Year 1 (2025-2026)		Completion of Year 1 (2025-2026)		Completion of Year 1 (2025-2026)	

Holiday Calender 2025 (Fedral /Non-Fedral)														
S. No.	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Holiday	New Year's Day	Martin Luther King Jr. Day / Inauguration Day	Chinese New Year	Groundhog Day	Valentine's Day	Washington's Birthday	Ramadan begins (tentative)	Mardi Gras	Ash Wednesday	St. Patrick's Day	Good Friday	Easter Sunday	May Day and Cinco de Mayo	Mother's Day
Date	1-Jan-2025	20-Jan-2025	29-Jan-2025	2-Feb-2025	14-Feb-2025	17-Feb-2025	28-Feb-2025	4-Mar-2025	5-Mar-2025	17-Mar-2025	18-Apr-2025	20-Apr-2025	5-May-2025	11-May-2025
Fedral / Non Fedral	Federal	Federal	Non-Federal	Non-Federal	Non-Federal	Federal	Non-Federal	Non-Federal	Non-Federal	Non-Federal	Non-Federal	Non-Federal	Non-Federal	Non-Federal

S. No.	15	16	17	18	19	20	21	22	23	24	25	26	27	28
Holiday	Memorial Day	Flag Day	Father's Day	Juneteenth National Independence Day	Independence Day	Labor Day	Columbus Day / Indigenous Peoples' Day	Diwali	Halloween	Veterans Day	Thanksgiving Day	Black Friday	Cyber Monday	Hanukkah begins
Date	26-May-2025	14-Jun-2025	15-Jun-2025	19-Jun-2025	4-Jul-2025	1-Sep-2025	13-Oct-2025	20-Oct-2025	31-Oct-2025	11-Nov-2025	27-Nov-2025	28-Nov-2025	1-Dec-2025	14-Dec-2025
Fedral / Non Fedral	Federal	Non-Federal	Non-Federal	Federal	Federal	Federal	Federal	Non-Federal	Non-Federal	Federal	Federal	Non-Federal	Non-Federal	Non-Federal

S. No.	29	30	31	32
Holiday	Christmas Eve	Christmas Day	New Year's Eve	Day of the Dead
Date	24-Dec-2025	25-Dec-2025	31-Dec-2025	1-Nov-2025
Fedral / Non Fedral	Non-Federal	Federal	Non-Federal	Non-Federal

Holiday Calender 2026 (Fedral /Non-Fedral)														
S. No.	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Holiday	New year's day 2026	Epihany 2026	Martin Luther King Jr Day 2026	Valentine's Day 2026	Washington's Birthday 2026	Good Friday 2026	Revter Sunday 2026	Fater Monday 2026	Mother's Day 2026	Ascension Day 2026	What Sunday 2026	Memorial Day 2026	What Monday 2026	Father's Day 2026
Date	1-Jan-2026	6-Jan-2026	19-Jan-2026	14-Feb-2026	16-Feb-2026	3-Apr-2026	5-Apr-2026	6-Apr-2026	10-May-2026	14-May-2026	24-May-2026	25-May-2026	25-May-2026	21-Jun-2026
Fedral / Non Fedral	Federal	Non-Federal	Federal	Non-Federal	Federal	Non-Federal	Non-Federal	Non-Federal	Non-Federal	Non-Federal	Non-Federal	Federal	Non-Federal	Non-Federal

S. No.	15	16	17	18	19	20	21	22	23	24	25	26
Holiday	Independence Day 2026	Labor Day 2026	World Aisual Day 2026	Columbus Day 2026	Halloween 2026	Veterans Day 2026	Thanksgiving Day 2026	Black Friday 2026	Christmas Eve 2026	Christmas Day 2026	Boxing Day 2026	New Year's Eve 2026
Date	4-Jul-2026	7-Sep-2026	4-Oct-2026	12-Oct-2026	31-Oct-2026	11-Nov-2026	28-Nov-2026	27-Nov-2026	24-Dec-2026	25-Dec-2026	26-Dec-2026	31-Dec-2026
Fedral / Non Fedral	Federal	Federal	Non-Federal	Federal	Non-Federal	Federal	Federal	Non-Federal	Non-Federal	Federal	Non-Federal	Non-Federal

## Academic Credit

WSU follows the Carnegie model for a credit hour.

Activity	Clock Hour	Credit Hour
Lecture	15 Hours	1
Lab	30 hours	1
Clinical/Externship	45 hours	1

## Academic programs

### BACHELORS IN SCIENCE, INFORMATION TECHNOLOGY (BS)

#### Program overview

Our Bachelor's degree in Information Technology (BSIT) provides a comprehensive understanding of key IT areas and their business applications. Students explore essential core subjects while specializing in fields like cybersecurity or data analytics.

The program emphasizes practical skills, effective communication, and strategic problem-solving through hands-on training, case studies, and group projects. Designed for working adults, it offers flexibility to balance studies with professional commitments.

#### Program structure

Unit of the Credit: 1 credit equals 15 hours of classroom contact, and 30 hours of outside classroom preparation which includes activities on LMS, reading text, case studies, and assignments.

Total Credits: 120

General Education Credit: 45

Core Credit Hours: 75

Course Duration: 4 Years.

#### Instructional Delivery Mode

The mode of delivery of the coursework in the BS program: 100% Digital (LMS + Live Zoom Classes)

#### Requirement for Satisfactory Completion for bachelors

1. Students must obtain a minimum number of **credits** to earn the degree, typically **120 credits**.
2. A **minimum GPA of 2.0-2.5** on a 4.0 scale.



3. Students must pass all required **core business courses** with a satisfactory grade (usually C or higher).
4. Students must uphold the university's **academic integrity policies**, which include **No cheating, plagiarism, or academic dishonesty** and Proper citation of sources, especially in written assignments and research papers.
5. Students must fulfill **general education requirements**, which are designed to provide a well-rounded education. Common areas include:
  - **English Composition.**
  - **Mathematics** (often statistics or business calculus).
  - **Natural and Social Sciences** (e.g., economics, psychology).
  - **Humanities** (e.g., philosophy, ethics).

### Program learning outcomes

The following are the learning outcomes for the BS program:

- **Business Acumen** - Students understand how technology impacts business operations, focusing on financial management, marketing strategies, and operational efficiency.
- **Leadership and Management** - Students develop essential skills in leading teams, managing IT projects, and fostering a positive organizational culture.
- **Strategic Thinking and Problem-Solving** - Training includes implementing AI solutions and leveraging techniques in machine learning and data analytics to address complex challenges.
- **Technical Proficiency** - Students gain expertise in software development, cybersecurity, and network management, ensuring readiness for the tech industry.

## Program Outline

Course Number	Course Title	Credit Hours
	NOTE: If a bachelor degree program entrance requirement is to transfer having earned an associate degree, enter the transfer of credit here.	
ART 101	Art Appreciation	3
ECO 101	Principles of Microeconomics	3
ECO 201	Principles of Macroeconomics	3
ENG 101	English Composition I	3
ENG 102	English Composition II	3
ENG 103	Oral Communication	3
HIS 101	World History	3
HIS 105	American History	3
MAT 101	Fundamentals of Mathematics	3
MAT 105	College Algebra	3
PHI 101	Introduction to Philosophy	3

PSY 101	Introduction to Psychology	3
PSY 220	Methods of Research	3
SCI 101	Introduction to Physical Science	3
SOC 101	Introduction to Sociology	3
BSIT 101	Introduction to Information Technology	3
BSIT 209	Programming Essentials (Python and C++)	3
BSIT 211	Data Structures & Algorithms	3
BSIT 113	Introduction to Ethics and IT Law	3
BSIT 214	Database Management Systems	3
BSIT 215	Network Fundamentals	3
BSIT 218	Object-Oriented Programming	3
BSIT 216	Operating Systems	3
BSIT 217	Statistics for IT	3
BSIT 220	Cybersecurity Fundamentals	3
BSIT 221	Software Engineering	3

BSIT 225	Cloud Computing	3
BSIT 223	Technical Writing	3
BSIT 226	Information Systems Analysis & Design	3
BSIT 227	Computer Architecture	3
BSIT 224	Advanced Networking	3
BSIT 229	Mobile Application Development	3
BBA 337	Operations and Project Management	3
BSIT 231	Artificial Intelligence & Machine Learning	3
BSIT 240	Data Science	3
BSIT 333	Cryptography and Security Risk Management	3
BSIT 336	Emerging Technologies	3
BSIT 337	Digital Forensics	3
BSIT 339	Information Security Management	3
BSIT 425	Capstone Project in IT	3
<b>TOTAL:</b>		<b>120</b>

## BACHELORS IN BUSINESS ADMINISTRATION (BBA)

### Program overview

Our Bachelor degree program in Business Administration (BBA) degree is designed to give students a broad knowledge of the functional areas of a business or company. This BBA program exposes students to a variety of "Core Subjects" and allows students to specialize in a specific academic area. The degree also develops the student's practical managerial skills, communication skills and business decision making capability. Program incorporates training and practical experience, in the form of case projects, presentations and extensive group work as well as projects. This program is designed for working adults.

### Program structure

Unit of the Credit: 1 credit equals 15 hours of classroom contact, and 30 hours of outside classroom preparation which includes activities on LMS, reading text, case studies, and assignments.

Total Credits: 120

General Education Credit: 45

Core Credit: 75

Course Duration: 4 Years.

### Instructional Delivery Mode

The mode of delivery of the coursework in the BBA program: 100% Digital (LMS + Live Zoom Classes)

### Requirement for Satisfactory Completion for bachelors

1. Students must obtain a minimum number of **credits** to earn the degree, typically **120 credits**. A **minimum GPA of 2.0-2.5** on a 4.0 scale.
6. Students must pass all required **core business courses** with a satisfactory grade (usually C or higher).
7. Students must uphold the university's **academic integrity policies**, which include **No cheating, plagiarism, or academic dishonesty** and Proper citation of sources, especially in written assignments and research papers.

8. Students must fulfill **general education requirements**, which are designed to provide a well-rounded education. Common areas include:

- **English Composition.**
- **Mathematics** (often statistics or business calculus).
- **Natural and Social Sciences** (e.g., economics, psychology).
- **Humanities** (e.g., philosophy, ethics).

## Program learning outcomes

The following are the learning outcomes for the BBA program:

- Identify and communicate risks and opportunities of doing business in a global environment.
- Evaluate ethical issues and articulate defensible resolutions to practical situations involving business administration issues.
- Analyze and solve basic and common business problems using appropriate technological and analytical tools.
- Develop communication skills and teamwork abilities

## Program Outline

Course Number	Course Title	Credit Hours
ART 101	Art Appreciation	3
ECO 101	Principles of Microeconomics	3
ECO 201	Principles of Macroeconomics	3
ENG 101	English Composition I	3
ENG 102	English Composition II	3

ENG 103	Oral Communication	3
HIS 101	World History	3
HIS 105	American History	3
MAT 101	Fundamentals of Mathematics	3
MAT 105	College Algebra	3
PHI 101	Introduction to Philosophy	3
PSY 101	Introduction to Psychology	3
PSY 220	Methods of Research	3

SCI 101	Introduction to Physical Science	3
SOC 101	Introduction to Sociology	3
BBA 101	Management and Team Dynamics	3
BBA 205	Managerial Accounting and Business Decision- Making	3
BBA 207	Business Statistics	3
BBA 208	Understanding Consumer Behavior	3

BBA 210	Financial Accounting	3
BBA 211	International Business	3
BBA 212	Business Communication	3
BBA 213	Supply Chain and Risk Management	3
BBA 214	Customer Relationship Management	3
BBA 215	Corporate and Business Finance	3
BBA 217	Taxation	3
BBA 218	Information Systems and Business Analytics	3
BBA 220	Strategic Management	3
BBA 221	Business Ethics and Corporate Responsibility	3
BBA 223	Banking & Insurance	3
BBA 224	Human Resources and Organizational Change	3
BBA 226	Innovation and Entrepreneurship	3
BBA 228	International Finance	3
BBA 229	Quantitative Techniques	3



BBA 232	Business Law	3
BBA 234	Investment Analysis and Portfolio Management	3
BBA 337	Operations and Project Management	3
BBA 338	Digital Marketing and E-Business	3
BBA 340	Global Business Environment	3
BBA 425	Business Capstone	3
<b>TOTAL:</b>		120

## BACHELORS IN ARTS, ECONOMICS (BA)

### Program overview

Our Bachelor's degree in Economics (BA in Eco) offers a comprehensive understanding of economic principles and their real-world applications. Students study core subjects and can specialize in areas like microeconomics or international economics.

The program focuses on critical thinking and analytical skills through projects and presentations. Designed for working adults, it provides flexibility to balance studies with professional commitments.

### Program structure

Unit of the Credit: 1 credit equals 15 hours of classroom contact, and 30 hours of outside classroom preparation which includes activities on LMS, reading text, case studies, and assignments.

Total Credits: 120

General Education Credit: 45

Core Credit: 75

Course Duration: 4 Years.

### Instructional Delivery Mode

The mode of delivery of the coursework in the BA program: 100% Digital (LMS + Live Zoom Classes)

### Requirement for Satisfactory Completion for bachelors

9. Students must obtain a minimum number of **credits** to earn the degree, typically **120 credits**.
10. A **minimum GPA of 2.0-2.5** on a 4.0 scale.
11. Students must pass all required **core business courses** with a satisfactory grade (usually C or higher).

12. Students must uphold the university's **academic integrity policies**, which include **No cheating, plagiarism, or academic dishonesty** and Proper citation of sources, especially in written assignments and research papers.

13. Students must fulfill **general education requirements**, which are designed to provide a well-rounded education. Common areas include:

- **English Composition.**
- **Mathematics** (often statistics or business calculus).
- **Natural and Social Sciences** (e.g., economics, psychology).
- **Humanities** (e.g., philosophy, ethics).

## Program learning outcomes

The following are the learning outcomes for the BBA program:

- **Business Acumen** - Students understand economic principles and their impact on business operations, including market dynamics and resource allocation.
- **Leadership and Management** - Students develop leadership skills and learn to analyze data, lead research projects, and support strategic decision- making.
- **Strategic Thinking and Problem-Solving** - Training focuses on critical thinking and applying economic theories to solve real-world problems using quantitative analysis and modeling.

## Program Outline

ART 101	Art Appreciation	3
ENG 101	English Composition I	3
ENG 102	English Composition II	3
ENG 103	Oral Communication	3
HIS 101	World History	3
HIS 105	American History	3

MAT 101	Fundamentals of Mathematics	3
MAT 105	College Algebra	3
PHI 101	Introduction to Philosophy	3
PSY 101	Introduction to Psychology	3
PSY 220	Methods of Research	3
SCI 101	Introduction to Physical Science	3
SOC 101	Introduction to Sociology	3

SCI 103	Environmental Science	3
ENG 201	Literature and Composition	3
POL 101	American Government	3
MUS 101	Music Appreciation	3
HUM 101	Introduction to Humanities	3
CIS 101	Introduction to Computer Science	3
MAT 225	Statistics	3
ECO 101	Principles of Microeconomics	3

ECO 201	Principles of Macroeconomics	3
BAECO 120	Comparative Economics Systems	3
BAECO 130	Economics of Gender and Work	3
BAECO 129	The Less Developed Countries and The World Economy	3
BAECO 128	Law and Economics	3
BAECO 211	Money, Banking, and the Economy	3
BAECO 213	Consumer Behavior	3
BAECO 216	The International Economy	3
BAECO 217	Economic Development	3
BAECO 221	Financial Economics	3
BAECO 223	Global Political Economy	3
BAECO 226	Econometrics	3
BAECO 331	Psychology and Economics	3
BAECO 333	Public Economics	3
BAECO 336	Economics of Uncertainty and Information	3

BAECO 338	Economic Demography	3
BAECO 350	Economic Development: Analysis and Case Studies	3
BAECO 400	Topics on Economic Research	3
BAECO 425	Capstone	3
<b>TOTAL:</b>		120

## MASTERS IN BUSINESS ADMINISTRATION (MBA)

### Program overview

The Master of Business Administration (MBA) is a graduate degree program intended to address student competencies of excellence locally and internationally, to provide a broadly educated student, through the provision of knowledge creation, research skills and competencies based on scientific process and findings. The MBA program offers the students the opportunity to acquire a specialization in various areas of concentration through the thesis which follows their coursework in the variety of core courses offered in this program. Students with any undergraduate major can be successful in the MBA curriculum; however, to properly prepare for MBA core classes, students are advised to possess some work experience that is related to the field of study of business administration. This MBA program is designed to prepare students for leadership positions in business, industry, and government by developing their understanding of complex strategies, tactics and their execution. Students' skills, attitudes, sense of professionalism and leadership are enhanced along the course of their studies in this program.

Classes are structured to enrich analytical skills and problem-solving skills to evaluate and make decisions in a creative and critical way, through experience and research evidence.

### Program structure

Unit of the Credit: 1 credit equals 15 hours of classroom contact, and 30 hours of outside classroom preparation which includes activities on LMS, reading text, case studies, and assignments.

Total Credits: 36

Course Duration: 1 Year

### Instructional delivery mode

The mode of delivery of the coursework: 100% Digital (LMS + Live Zoom Classes)

## Requirement for Satisfactory Completion for MBA

### 1. Completion of Required Credit Hours

An MBA program requires the completion of 36 credit hours, this includes:

- Core courses: Covering essential business areas such as Finance, Marketing, Operations Management, Leadership, Economics, Accounting, and Strategic Management.
- Capstone project or thesis: A final project or thesis that synthesizes knowledge gained throughout the program.

## 2. Minimum GPA Requirements

- A minimum cumulative GPA of 2.5 (on a 4.0 scale) for satisfactory completion of the program.

## 3. Successful Completion of Core Courses

- Students must complete all required core courses with a satisfactory grade (typically C or higher).

## 4. Demonstration of Leadership and Management Skills

- Throughout the program, students must demonstrate
  - Leadership skills through group projects, presentations, and course assignments.
  - Teamwork in virtual settings.
  - Communication and decision-making abilities, especially in high-pressure business environments.
  - The ability to apply business concepts to solve real-world challenges effectively.

## 5. Adherence to Ethical and Professional Standards

- Institutional guidelines for academic integrity, include avoiding plagiarism, ensuring confidentiality in research, and conducting ethical research.
- Violations of ethical standards can lead to academic probation or dismissal from the program.

## Program learning outcomes

At the end of the program, students will be able to:

- Identify and communicate risks and opportunities of doing business in a global environment.
- Evaluate ethical issues and articulate defensible resolutions to practical situations involving business administration issues.
- Analyze and solve complex business problems using appropriate technological and analytical tools.
- Develop communication skills and teamwork abilities.
- Demonstrate competence in management areas related to the field of business administration.



## Program courses by Year and Semester

Course Number	Course Title	Credit Hours
MBA 501	Principles of Management and Organizational Behavior	3
MBA 502	Accounting for Decision Making	3
MBA 503	Organizational Behavior	3
MBA 504	Managerial Economics	3
MBA 505	Business and Corporate Communication	3
MBA 506	Business Research Methods	3
MBA 507	Human Resource Management	3
MBA 508	Business Ethics and Corporate Governance	3
MBA 610	Retail Management	3
MBA 612	Marketing Management	3
MBA 613	Digital Marketing	3
MBA 650	Capstone	3
<b>TOTAL:</b>		<b>36</b>

# MASTER OF SCIENCE IN PSYCHOLOGY

## Program Overview

The program is designed to develop competent and compassionate professionals who are equipped to address the complexities of the human mind and contribute to the well-being of individuals and communities. Engage in rigorous coursework, participate in research projects, and collaborate with renowned faculty members who are experts in their respective fields. Our program places a strong emphasis on ethical practice, cultural competence, and evidence-based interventions. With our Master of Science in Psychology, you will acquire the knowledge and skills needed to assess, diagnose, and provide therapeutic interventions for diverse populations.

Prepare to pursue careers in counseling, clinical psychology, research, or community mental health, and make a meaningful difference in the lives of others. We offer a comprehensive curriculum that blends theoretical knowledge with practical application.

***Disclosure: The Psychology degree offered by Western University is an academic program intended to provide foundational knowledge in the field of psychology. However, this degree does not lead graduates for licensure as a psychologist or license-related practice in the state of Florida. Students interested in pursuing licensure in Florida should consult the Florida Board of Psychology and ensure they meet all state-specific requirements.***

## Program Structure

Unit of the Credit: 1 credit equals 15 hours of classroom contact, and 30 hours of outside classroom preparation which includes activities on LMS, reading text, case studies, and assignments.

**Total Credits: 36**

**Course Duration: 1 Year.**

## Instructional delivery mode

**The mode of delivery of the coursework: 100% Digital (LMS + Live Zoom Classes)**

## Requirement for Satisfactory Completion for MS in Psychology

### 1. Completion of Required Credit Hours

- MS in Psychology program requires the completion of 36 credit hours, this includes:

- Core psychology courses that cover topics such as research methods, biopsychology, cognitive psychology, psychological assessment, statistics, and ethics.
- Capstone project or thesis: students engage in independent research or a comprehensive project.

## 2. Minimum GPA Requirements

- A minimum cumulative GPA of 2.5 (on a 4.0 scale) for satisfactory completion of the program.

## 3. Successful Completion of Core Courses

- Students must complete all required core courses with a satisfactory grade (typically C or higher).

## 4. Competency in Research and Statistical Methods

- Throughout the program, students must demonstrate proficiency in psychological research methods, including:
  - Understanding how to design, conduct, and analyze psychological experiments.
  - Interpreting data findings and applying statistical tests to draw meaningful conclusions in psychology.

## 5. Adherence to Ethical and Professional Standards

- Institutional guidelines for **academic integrity**, include avoiding plagiarism, ensuring confidentiality in research, and conducting ethical research.
- Violations of ethical standards can lead to academic probation or dismissal from the program.

## Program Learning Outcomes

- At the end of this program students will be able to: Understand the nature of psychology.
- Demonstrate a comprehensive understanding of nature and various fields of psychology. Demonstrate a comprehensive understanding of the fundamental principles and historical emergence of cognitive psychology.
- Demonstrate a comprehensive understanding of the origins and nature of biopsychology and its relationship with the mind and brain.
- Understand the concept of personality and its relevance in the field of psychology. Analyze the impact of societal and environmental factors on the well-being and development of individuals in adulthood.
- Demonstrate a comprehensive understanding of the various types and processes of research, including problem formulation and objective setting.

## Program courses by Year and Semester

<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>
MSPSY 501	Foundations of Psychology	3
MSPSY 502	Cognitive Psychology	3
MSPSY 503	Biological Foundations of Behavior	3
MSPSY 504	Developmental Psychology Across the Lifespan	3
MSPSY 505	Personality Theory and Social Psychology	3
MSPSY 506	Ethics and Professional Issues in Psychology	3
MSPSY 507	Research Methods and Statistics in Psychology	3
MSPSY 508	Counseling and Psychotherapy Techniques	3
MSPSY 610	Clinical Psychology and Psychopathology	3
MSPSY 612	Psychological Assessment	3
MSPSY 625	Capstone Project or Thesis in Psychology	3
MSPSY 650	Practicum or Internship in Applied Psychology	3
<b>TOTAL:</b>		<b>36</b>

# MASTERS OF SCIENCE IN AI & DATA SCIENCE

## Program Overview

This program is uniquely designed to arm you with the mindset, skill set & tools you'll require to succeed in Data Science. The Programs are designed to give you an edge in the Data Science & AI industry. In this Program, you will have the opportunity to choose industry electives from four areas of specialization.

These elective courses are crafted to complement the core learning experience, enrich your skill sets in a domain. All of these are recorded courses which gives you the flexibility to do them as per your schedule.

## Program Structure

Unit of the Credit: 1 credit equals 15 hours of classroom contact, and 30 hours of outside classroom preparation which includes activities on LMS, reading text, case studies, and assignments.

Total Credits: 36

Course Duration: 1 Year.

## Instructional delivery mode

The mode of delivery of the coursework: 100% Digital ( LMS + Live Zoom Classes )

## Requirement for Satisfactory Completion for MS AI & Data Science program

### 1. Completion of Required Credit Hours

An MS AI & Data Science program requires the completion of 36 credit hours, This includes:

- Core courses: These are foundational courses that all students must take, covering essential concepts in AI, machine learning, data science, and programming.
- Capstone project or thesis: The program requires a capstone project or thesis that demonstrates the student's ability to apply the knowledge and skills gained during the program in real-world settings.

### 2. Minimum GPA Requirements

- A minimum cumulative GPA of 2.5 (on a 4.0 scale) for satisfactory completion of the program.

### 3. Successful Completion of Core Courses

- Students must complete all required core courses with a satisfactory grade (typically C or higher).

#### 4. Practical Experience or Internship (If Applicable)

- MS in AI & DS programs require students to complete a practicum or internship to gain hands-on experience in the field.

For part-time students who may already be employed in relevant roles, the program may waive the internship requirement or allow students to substitute work experience with industry-relevant projects.

#### 5. Competency in Programming and Tools

- Since AI and data science are highly technical fields, students must demonstrate proficiency in key programming languages and tools, including:
  - Python (especially libraries like Pandas, NumPy, Scikit-learn, TensorFlow, PyTorch)
  - R (for statistical computing and data analysis)
  - SQL (for database management)
  - Hadoop/Spark (for big data processing)

#### 6. Adherence to Ethical and Professional Standards

- Institutional guidelines for academic integrity, include avoiding plagiarism, ensuring confidentiality in research, and conducting ethical research.
- Violations of ethical standards can lead to academic probation or dismissal from the program.

### Program Learning Outcomes

- Demonstrate proficiency in programming languages commonly used in AI and data science, such as Python, R, or Java.
- Apply statistical analysis and machine learning techniques to analyze and interpret complex datasets effectively.
- Design and implement algorithms for data mining, pattern recognition, and predictive modeling.
- Utilize various tools and technologies, including data visualization software and cloud computing platforms, to extract insights from data.
- Communicate technical findings and insights to diverse audiences through reports, presentations, and data visualization techniques.
- Continuously engage in professional development to stay updated on emerging trends and advancements in AI and data science fields.

## Program courses by Year and Semester

Course Number	Course Title	Credit Hours
	NOTE: If a bachelor degree program entrance requirement is to transfer having earned an associate degree, enter the transfer of credit here.	
<b>MSIT 501</b>	Basics of AI, TensorFlow C Keras	3
<b>MSIT 502</b>	Data Analysis with Python	3
<b>MSIT 503</b>	Computer Vision	3
<b>MSIT 504</b>	Data Visualization Techniques	3
<b>MSIT 505</b>	Natural Language Processing	3
<b>MSIT 506</b>	Ethics in AI and Data Science	3
<b>MSIT 507</b>	Specialization in Computer Vision	3
<b>MSIT 508</b>	Machine Learning Foundation	3
<b>MSIT 50G</b>	Specialization in Natural Language Processing	3
<b>MSIT 600</b>	Machine Learning Intermediate	3
<b>MSIT 601</b>	Building AI Solutions	3
<b>MSIT 625</b>	Capstone Project	3

# DOCTORATE IN BUSINESS ADMINISTRATION

## Program Overview

The Doctor of Business Administration (DBA) at Western University is a premier, practice- oriented doctoral program designed for experienced business professionals who seek to advance their strategic leadership capabilities and make a meaningful impact on their organizations and industries. Unlike a traditional PhD, which focuses primarily on theoretical research, the WSU DBA program emphasizes the application of advanced business knowledge and analytical skills to address complex, real-world challenges.

## Program Structure

Unit of the Credit: 1 credit equals 15 hours of classroom contact, and 30 hours of outside classroom preparation which includes activities on LMS, reading text, case studies, and assignments.

Total Credits: 62

Course Duration: 3 Year.

## Instructional delivery mode

- The mode of delivery of the coursework in the DBA program: 100% Digital (LMS + Live Zoom Classes)

## Requirement for Satisfactory Completion for DBA Program

### 1. Completion of Required Credit Hours

A DBA program requires the completion of 62 credit hours, this includes:

- Core Courses: These courses focus on advanced business theories and research methodologies.
- Dissertation Research: Significant credit hours will be dedicated to the research required for the DBA dissertation.

### 2. Minimum GPA Requirements

- A minimum cumulative GPA of 3.0 (on a 4.0 scale) for satisfactory completion of the program.



### 3. Successful Completion of Core Courses

- DBA students need to complete a set of core courses in business administration with a satisfactory grade (typically C or higher).

### 4. Comprehensive Exam or Qualifying Examination

- The DBA programs require students to pass a comprehensive or qualifying exam after completing their core coursework.
  - This exam typically covers material learned in the core courses and is designed to ensure that students have a strong grasp of business theory and research methods.

### 5. Dissertation Proposal and Research

Dissertation is the key element in the DBA program, which involves original research in a business-related field.

- Before starting the dissertation, students must submit a dissertation proposal that outlines their research question, literature review, methodology, and expected contribution to the field of business.
- The proposal must be approved by a faculty committee or advisors before proceeding with the dissertation research.

Students will need to demonstrate a strong understanding of both business theory and empirical research methods in developing their dissertation

### 6. Adherence to Ethical and Professional Standards

- Institutional guidelines for academic integrity, include avoiding plagiarism, ensuring confidentiality in research, and conducting ethical research.
- Violations of ethical standards can lead to academic probation or dismissal from the program.

## Program Objectives

**Develop Advanced Strategic Leadership Skills:** Equip students with the knowledge and competencies needed to lead organizations effectively in complex and rapidly changing business environments, focusing on strategic decision-making and ethical leadership. **Enhance Research and Analytical Capabilities:** Train students to apply rigorous research methodologies, including quantitative and qualitative approaches, to address real-world business challenges and generate actionable insights for organizational improvement.

**Foster Global Business Competence:** Cultivate an understanding of global market dynamics and cultural diversity to enable students to formulate and implement effective strategies in international and multicultural business settings.

**Promote Innovation and Sustainable Business Practices:** Encourage the adoption of innovative practices and sustainable business strategies, equipping graduates to address emerging issues in finance, marketing, and organizational management while considering social and environmental impacts.

**Prepare for Thought Leadership and Knowledge Dissemination:** Empower students to contribute original ideas to the field of business administration through scholarly research, publications, and presentations, supporting their roles as thought leaders and experts in academia and industry.

## Program courses by Year

Course Number	Course Title	Credit Hours
DBA 701	Doctoral Research and Writing	3
DBA 702	Quantitative Research Methods	3
DBA 703	Qualitative Research	3
DBA 704	Introduction to Research Design	3
DBA 705	Foundations of Research Design II	3

FACM 701	Financial Management Strategies	3
FACM 702	Advanced Corporate Finance	3
FACM 702	Financial Analytics	3
MMRM 701	Marketing Strategy in a Global Economy	3
MMRM 702	Marketing Research Methods	3
MMRM 703	Digital and Social Media Marketing	3
HRLM 701	Leadership in a Global Economy	3

HRLM 702	Strategic Human Resource Management	3
HRLM 703	Change Management and Organizational Development	3
DISS 701	Dissertation I	4
DISS 703	Quantitative Data Collection and Statistical Mechanics	6
DISS 704	Dissertation II	4
DISS 705	Dissertation III	6

# Academic Policies

## Confidentiality and privacy policy

### Definition

The **Confidentiality and Privacy Policy** in university education outlines how students' personal, academic, and health information is protected. It ensures that sensitive data is kept private and only shared with authorized individuals or entities, in compliance with legal and institutional guidelines.

### Purpose

WSU processes, stores, and transfers an immense quantity of electronic information to conduct its academic and business daily. The University is committed to full compliance with all WSU State standards for the protection of information assets and information technology resources that support all WSU educational operations. WSU is also committed to the privacy and accuracy of personnel information. The University shall take all necessary and reasonable actions to protect data privacy.

### General Guidelines:

WSU is committed to protecting the privacy and confidentiality of the personal information of its students, faculty, staff, and other members of the university community. This Confidentiality and Privacy Policy outlines the measures taken by the university to safeguard personal information and maintain the highest standards of confidentiality.

### *Collection of Personal Information:*

We collect personal information for various purposes, including admissions, enrollment, financial aid, academic advising, and other university services. Personal information may include, but is not limited to, name, address, and phone number, email address, date of birth, social security number, academic records, and financial information. We only collect information necessary for the provision of our services and in compliance with applicable laws and regulations.

### *Use and Disclosure of Personal Information:*

We use personal information to provide educational services, administer university programs, communicate with students, and maintain a safe and secure campus environment. Personal information may be shared with university employees who have a legitimate educational interest or as required by law. We will not disclose personal information to third parties without the individual's consent, except as required by law or in the event of an emergency.

### *Protection of Personal Information:*

We implement appropriate physical, electronic, and administrative safeguards to protect personal information from unauthorized access, use, disclosure, or destruction. Access to personal information is limited to university personnel who have a legitimate educational interest or need to know the information to perform their duties. We regularly review our security measures and update them as necessary to ensure the ongoing protection of personal information.

### *Student Records and FERPA:*

In compliance with the Family Educational Rights and Privacy Act (FERPA), we maintain the confidentiality of student education records and provide students with the right to access, review, and request amendments to their records. Students may also control the release of their education records to third parties, subject to certain exceptions as defined by FERPA.

### *Online Privacy:*

We are committed to protecting the privacy of users who visit our website and engage with our online services. We utilize cookies and other tracking technologies to enhance the user experience, analyze website usage, and improve our online services. Personal information submitted through our website is protected using encryption and other security measures. Our website may contain links to third-party websites; we are not responsible for the privacy practices of these external sites.

### *Retention and Disposal of Personal Information:*

We retain personal information in accordance with legal requirements and our records retention policy. When personal information is no longer needed or required to be retained, we dispose of it securely and in a manner that protects the confidentiality of the information.

### *Personal data collection and protection*

WSU may collect information of its students during the registration process to its Learning Management System or its recruitment system. The information may include, but not limited to, the following: name, age, date of birth, identity number or social security number, ethnic group, address, email, phone number, employment data, user ID, user password, credit card information, IP address, course information.

WSU uses personal information to provide the highest quality academics, services and/or employment opportunity. The information is also used for reports for federal and state accreditation and regulatory

agencies, as required by law. WSU also uses the information to contact people who have been identified by the student to provide documents or responses to candidates/ students/ employees. Personal data will only be processed in a manner compatible with these purposes.

WSU will not use personal information for commercial purposes. WSU will also limit the number of staff who have access to sensitive information and data such as identification or social security number, personal financial data, health information, etc. Paper personal information will be housed in a locked fire-proof file cabinet. Electronic personal information will be housed on the WSU drive with defined access protections. Information will not be stored longer than the required retention period as specified in the Record Management Policy. A student has the right to review only his/her own personal file and data.

#### *Privacy of Electronic Communications*

Each WSU faculty and staff member is responsible for the protection and security of administration of networks, email servers and systems. WSU respects the privacy of electronic communications. The university does not examine or disclose electronic communications records without expressed permission/consent of the parties involved unless WSU is under a legal requirement to disclose such information.

#### *Information Security Policy*

WSU seeks to protect sensitive information of students, faculty and staff. In order to this the University has taken steps to ensure that:

- Information will be protected against unauthorized access or misuse.
- Confidentiality of information will be secured.
- Integrity of information will be maintained.
- When information is no longer of use, it is disposed of
- All information security incidents will be reported immediately to the IT Help Desk.

The institution requires all users to exercise a duty of care in relation to the operation and use of its information systems. Students and Faculty will be issued a unique user identity. Any password associated with a user identity must not be disclosed to any other person.

### Acceptable use of information systems

- All computing assets delivered by WSU remain entirely under the responsibility of the scholarship student.
- The computing asset has to be used for educational and research purposes only.
- The use of these assets like laptops are for personal use only, therefore, the loan of these assets to third parties is totally prohibited.
- In the event of theft or loss of the delivered assets, the student has the responsibility of notifying the immediately superior manager or Manager of this event, the notification should not be more than 24 hours after the event occurred.
- In the event that these assets suffer damage caused by falls, blows, liquid spills, among others, these actions must be notified to the immediate superior or Manager in charge and according to the damage caused, the corresponding measures will be taken.
- The use of these assets for malicious purposes like the installation and use of programs to carry out computer attacks such as denial of service, malware infection, and exploitation of vulnerabilities, among others, is totally prohibited.
- You must activate the antivirus protection and the firewall which are installed by default in the operating system, it is totally prohibited to deactivate these two functions.

### Social Networking Policy

The Internet provides a number of benefits for common use, However, when someone clearly identifies their association with WSU they are expected to behave appropriately when on the Internet, and in ways that are consistent with the code of conduct. Access to the internet changes the way that faculty and students engage, and the same principles and guidelines that apply to interactions between faculty and students in general apply to activities online.

- Should not engage in online activities that are unfavorable to WSU
- Should not use any form of online social network in any way to attack or abuse colleagues and/or students.
- Should not post derogatory or offensive comments on the Internet are strongly encouraged to make any and all personal online profiles private



## **Policy on the Video and Audio Recording of Classroom Lectures**

Students are not permitted to record classroom lectures unless permission is obtained from the instructor and there are no objections from any of the students present in the class.

If recording is permitted students are not allowed to share the recording outside of personal use. Any sharing of recording including posting online is deemed a violation of the Student Code of Conduct and may be subject to disciplinary action.

## **Satisfactory academic progress policy**

### **Purpose**

WSU requires that students meet minimum standards of academic achievement: successful course completion and program completion. Student progress is evaluated at the end of each course. WSU does not allow students to maintain enrollment without meeting satisfactory minimum standards of academic progress.

Satisfactory Academic Progress is related to two areas: the student's grade point average and the maximum time allowed for program completion.

### **Academic Probation C Dismissal for Undergraduate Students**

The student's grade point average (GPA) is calculated at the end of each course. If an undergraduate student's GPA falls below 2.0 at the end of any course, the student will be placed on academic probation for the following course:

### **NOTES**

- If the student does not receive a high enough grade in the course after being placed on academic probation and his/her cumulative GPA remains below 2.0, he/she will be placed on final academic probation.
- If the student receives a high enough grade in the course after being placed on academic probation and his/her cumulative GPA is 2.0 or higher, he/she will be removed from academic probation
- If the student on final academic probation raises his/her cumulative GPA to 2.0 or higher the following course, he/she will be removed from final academic probation (and academic probation.)

- 1.) A grade of C- or lower is not considered a passing grade for any core course.
- 2.) A grade of D- or lower is not considered a passing grade for any general education course.
- 3.) If the student receives a grade of C- or lower for any core course and/or a grade of D- or lower for any general education course, this failed course must be repeated in order for the student to graduate.
- 4.) Only the grade of the repeated (core or general education) course will be used to calculate the student's cumulative grade point average for graduation but both the original and repeated courses grades will appear on the student's official transcript.
- 5.) A student may not repeat a failed course more than two times. If a student fails a course three times, he/she will be dismissed from the program.

### Academic Probation C Dismissal for Graduate Students

The student's grade point average (GPA) is calculated at the end of each course/module.

If a graduate student's GPA falls below 3.0 at the end of any course/module, the student will be placed on academic probation for the following course/module:

◆ If the student receives a high enough grade in the course / module after being placed on academic probation and his/her cumulative GPA is 3.0 or higher, he/she will be removed from academic probation.

If the student does not receive a high enough grade in the course / module after being placed on academic probation and his/her cumulative GPA remains below 3.0, he/she will be placed on final academic probation.

◆ If the student on final academic probation raises his / her cumulative GPA to 3.0 or higher the following course/module, he/she will be removed from final academic probation (and academic probation.)

### NOTES

- 1.) A grade of C- or lower is not considered a passing grade for any course.
- 2.) If the student receives a grade of C- or lower for any course, this failed course must be repeated in order for the student to graduate.
- 3.) If the student receives less than 70% in the Capstone Course in the MBA program, this failed course must be repeated in order for the student to graduate.
- 4.) If the student receives a grade of B- or lower in the Doctoral Dissertation Seminar, this failed course must be repeated in order for the student to graduate.
- 5.) Only the grade of the repeated course will be used to calculate the student's cumulative grade point average for graduation but both the original and repeated courses grades will appear on the student's official transcript.
- 6.) A student may not repeat a failed course more than two times. If a student fails a course three times, he/she will be dismissed from the program.

## Required Academic Advising for Students on Academic Probation

A student placed on Academic Probation and Final Academic Probation must meet with an academic advisor at least twice during the course(s) taken under academic probation or final academic probation. The academic advisor will review, monitor, and discuss the student's academic progress in raising his/her GPA to be removed from academic probation or final academic probation.

A student placed on Academic Probation and Final Academic Probation will receive a written communication from the Registrar indicating that the student must improve his/her cumulative GPA in the following course/module or be subject to academic dismissal by WSU. The communication will also indicate that the student must meet with an academic advisor at least twice during the course/module taken under academic probation or final academic probation to review, monitor and discuss the student's academic progress in raising his/her GPA.

## Maximum Time to Complete Program

- A student must complete all course work within 150% of the allotted credit total.

Students who do not meet this maximum program time will be dismissed from their program. Exceptions may be granted by the WSU for special or extenuating circumstances.

## Transfer of credits policy

WSU recognizes the value of previous academic coursework and experiences and is committed to facilitating the transfer of credit for undergraduate and graduate students. This Transfer of Credit Policy outlines the guidelines and procedures for the evaluation and acceptance of transfer credits for both undergraduate and graduate programs.

Credit will not be awarded for life-experience, or credit by exam.

### Undergraduate Transfer of Credit Policy

1. **Transfer Credits:** Undergraduate students may transfer credits from regionally accredited colleges and universities. Transfer credits will be considered for courses completed with a grade of "C" or better (or equivalent) and that are relevant to the student's program of study at WSU.
2. **Maximum Transfer Credits:** A maximum of 60 semester credits may be transferred towards a 120-credit bachelor's degree program. The actual number of transferable credits will be determined on a case-by-case basis, taking into consideration the alignment of the courses with the WSU curriculum.
3. **Evaluation of Transfer Credits:** Transfer credits will be evaluated based on course descriptions, learning outcomes, and other relevant documentation. Students must submit official transcripts from all previously attended institutions, along with any required supporting documents, for the evaluation of transfer credits.
  4. **General Education Requirements:** Transfer credits may be applied towards general education requirements, provided that the courses are equivalent to those offered at WSU and meet the learning outcomes of the respective general education categories.
  5. **Major Requirements:** Transfer credits may be applied towards major requirements if the courses are deemed equivalent to those offered at WSU and meet the learning outcomes of the respective major courses.

### Graduate Transfer of Credit Policy:

1. **Transfer Credits:** Graduate students may transfer credits from regionally accredited institutions, provided that the courses are relevant to the student's program of study at WSU. Transfer credits will be considered for courses completed with a grade of "B" or better (or

equivalent).

2. **Maximum Transfer Credits:** A maximum of 9 semester credits may be transferred towards a graduate degree program. The actual number of transferable credits will be determined on a case-by-case basis, taking into consideration the alignment of the courses with the WSU curriculum.
3. **Evaluation of Transfer Credits:** Transfer credits will be evaluated based on course descriptions, learning outcomes, and other relevant documentation. Students must submit official transcripts from all previously attended institutions, along with any required supporting documents, for the evaluation of transfer credits.
4. **Core Requirements:** Transfer credits may be applied towards core course requirements if the courses are deemed equivalent to those offered at WSU and meet the learning outcomes of the respective core courses.
5. **Elective Requirements:** Transfer credits may be applied toward selective course requirements if the courses are deemed relevant to the student's program of study and meet the learning outcomes of the respective elective courses.

The acceptance of transfer credits is at the discretion of WSU and is not guaranteed. Transfer credits may not be used to satisfy residency requirements or affect the calculation of a student's grade point average at WSU. Students should consult with their academic advisor to discuss the potential transfer of credits and any implications for their program of study.

### Undergraduate and Graduate Transfer of Credit Procedures:

To ensure a smooth transfer of credit process, students should follow these procedures:

1. **Submit Application:** During the admissions process, indicate your intent to transfer credits from previously attended institutions on the application form.
2. **Provide Official Transcripts:** Request official transcripts from all previously attended post-secondary institutions to be sent directly to Western University Office of Admissions.
3. **Submit Supporting Documents:** Provide course descriptions, syllabi, or other documentation, as requested by the Office of Admissions or academic departments, to facilitate the evaluation of transfer credits.

4. Credit Evaluation: The Office of Admissions and relevant academic departments will evaluate the transfer credits based on the criteria outlined in the Transfer of Credit Policy. The evaluation process may take several weeks to complete.
5. Transfer Credit Report: Once the evaluation process is complete, the Office of Admissions will provide the student with a Transfer Credit Report detailing the accepted transfer credits and their application towards the student's program of study.
6. Academic Advising: Students should consult with their academic advisor to review the Transfer Credit Report and discuss any adjustments to their program plan or course schedule.
7. Appeal Process: If a student believes that a transfer credit decision is incorrect or unfair, they may submit a written appeal to the Office of Admissions within 30 days of receiving the Transfer Credit Report. The appeal should include a detailed explanation of the student's concerns and any additional documentation to support their case. The Office of Admissions will review the appeal and make a final determination.

The submission of fraudulent or misleading information regarding transfer credits may result in disciplinary action, including the revocation of admission or degree. It is the responsibility of the student to ensure the accuracy and completeness of all information provided during the transfer of credit process.

## Grading and Assessment policy

WSU applies both formative assessment and summative assessment. Formative assessment includes class attendance and participation (15% of the final course grade), group exercise and forum (15%) and assignment (30%). Summative assessment is in the form of a final project done by the student at the end of each course (40%).

Class participation and group exercise can be graded together but cannot exceed 30%. Class participation: 15%  
Attending 100% of sessions = Full points  
Attending 75% or more of session = 50 % of points  
Attending less than 75 % of sessions = Fail

The instructor can use various other tools to assess students' participation in class (e.g. by using class exercises or presentations.) Group exercise and forum: 15%

The score is based on the following criteria:

Group exercises and discussions: 3 points

Active and constructive participation by giving response to teachers and other students: 5 points  
Evidence of critical thinking: 7 points  
Assignment: 30%

## The main framework criteria for grading the assignments are:

### Connection to readings:

The student should demonstrate ability for synthesis and reflection on the selected parts of the readings related to the topic. Students should be able to show a connection between what is learned from readings and the assignment. Further the analysis and an insight resulting from what the student has learned from reading should be demonstrated, including references to the readings other than the student book.

### Connection to class discussions and course objectives:

The student should display the ability to synthesize, analyze, and evaluate the assignment ideas or issues from the discussion in class as they relate to this topic. The assignment paper presented should reflect this ability.

## Self-disclosure and Connection to outside experiences:

The student should demonstrate that she/he is trying to understand the different concepts by examining in an open way such as: connecting the student's own experiences in the past in relation to the assignment; illustrating the different arguments; showing in an open, assertive way the ability to show self-knowledge; discussing both growth and frustrations as they relate to learning in class. The use of self-assessment of self and seeking answers to questions should be explicitly clear in the assignment paper that the student presents. The synthesis of experiences related to the different topics while making a clear connection between what is learned and their experience on the topic should be explicit in the assignment.

These criteria are reflected in the detailed rubrics that the instructor must use to grade each individual assignment. The instructor has the choice of making the assignment individual or group but the grading **MUST** be done on an individual basis. Students in the group should multiply the number of words/pages expected in case of individual work.

In case of group assignment, the group must add a statement of responsibility at the beginning of the assignment stating which parts of the assignment paper presented each student did. Every student must present her/his work in class, which is followed by an oral examination about the assignment by the instructor.

### Final project: 40 points

The main framework criteria for grading the final project paper are:

Title C Idea: How innovative and creative is the idea and title

Communication: Understanding and definition of the problem in the student's own words.

Analysis: Comparing the available solutions.

Problem Solving: Selecting a solution and augmenting it.

Evaluation: Identifying the possible downside of the chosen solution.

Synthesis: Suggesting ways to develop the chosen solution with information and ideas not in the case or the problem.

Reflection: Reflecting of the students on his own thinking process after finishing the project

These criteria are reflected in the detailed rubrics that the instructor must use to grade each individual final project. The instructor has the choice of making the final project individual or group but the grading **MUST** be done on an individual basis. Students in the group should multiply the number of words/pages expected in case of individual work.

In case of a group final project, the group must add a statement of responsibility at the beginning of the final project stating which parts of the project paper presented each student did. Every student must present her/his work in class, which is followed by an oral examination about the project by the instructor. Students must use the WSU approved cover page for all official assessment tools.

## Grading System

Fairness and transparency:

Students are ensured of fairness and transparency in grading. WSU does not accept grades **UNLESS** they are done and posted on the WSU Learning Management System. Instructors must grade the assignment and project using the rubrics provided by WSU and provide extensive feedback to students in the comments section. The instructor should add the grade in the grade section in the LMS and copy the rubrics table (with the detailed grades and comments) in the comments section in the LMS. The respective Dean will approve all final grades at the end of each course. If the dean teaches the course, the President will be responsible for final grade check and approval.

Key to grading:

The grading mainly followed the US standard grade scale. In case students need to transfer to any foreign partners. The grading will be converted to match their scale case by case.



<b>Grade</b>	<b>Percentages</b>	<b>Quality Points</b>
A	94-100	4.0
A-	90-93	3.7
B+	86-89	3.3
B	83-85	3.0
B-	80-82	2.7
C+	76-79	2.3
C	73-75	2.0
C-	70-72	1.7
D+	66-69	1.3
D	63-65	1.0
D-	60-62	0.7
F	<60%	0.0

Other Letter Grades the University May Use:

Grade	Description	Impact to GPA
P	Proficient	N/A N/A N/A N/A
AU	Audit	Counts as an “F”
I	Incomplete	N/A N/A
W	Withdrawn	
WF	Withdrawn–Failing	
TR	Transfer Credit	
LOA	Leave of Absence	

# Sample Transcript

**Western University**  
 400 N Ashley Drive, Suite 1900, Tampa, FL 33602 United States

**Date Issued : 19-08-2025**

**Name :** Aljie Mae Inoselda Sotto  
**Date of Birth :** March 1, 1993  
**Student ID No :** 11179  
**Cohort :** May, 2025  
**Faculty/ School :** School of Management  
**Program :** Diploma in Office Management & Secretarial

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**ACADEMIC TRANSCRIPT**


Course	Codes	Grade	Credit Attempted	Credit Earned	Earned Quality Points	Attempts
Office management-filing and indexing	OMSOD01	A+	3	3	12	1
Mail and mailing procedure	OMSOD02	A+	3	3	12	1
Modern office equipment	OMSOD03	A+	3	3	12	1
Banking facilities and mode of payments	OMSOD04	A+	3	3	12	1
Role of secretary	OMSOD05	A+	3	3	12	1
<b>SEMESTER TOTALS</b>			<b>15.00</b>		<b>60.00</b>	<b>SGPA 4.00</b>

\*\*\*\*\* END OF ACADEMIC TRANSCRIPT \*\*\*\*\*



SAMPLE

*An official result must include the signature of the registrar and the seal of the university. The document reports academic information only.*



**Registrar**

## Student code of conduct policy

This policy provides information about procedures and regulations at WSU, either formally adopted or developed as a matter of practice and precedent. WSU personnel use this document as a set of guidelines when taking or recommending courses of action. All policies, procedures and regulations discussed in this document are subject to change following normal school procedures.

### 1. Conflict of Interest

All possible conflicts of interest in academic decisions must be scrupulously avoided. It is the responsibility of faculty, staff, and students to recognize and declare conflicts of interest when they arise. It is the responsibility of WSU Chief Academic Officer (CAO) – as well as all faculty and staff responsible for program administration - to ensure that conflicts of interest are avoided in making academic decisions. Conflict of interest may arise in the following situations, among others: teaching or supervising family members or relatives; teaching or supervising persons with whom one has a personal or professional relationship; teaching or supervising someone involved in a dispute; teaching or supervising persons from whom one is receiving gifts or favorable treatment; teaching or supervising persons with whom one has close research relationships or shared financial interests.

### 2. Misconduct Part I –

#### Student Code of Ethics

##### (i) Responsibilities of students

*Every student shall:*

- a. Obey the laws of his/her nation and the nation where he/she is studying.
- b. Obey the rules and regulations of WSU.
- c. Cooperate with WSU authorities in all University-related matters, whether personal or on behalf of others, including providing information and evidence.
- d. Attend all teaching C learning sessions, except with the prior excused permission of the subject teacher
- e. Sit for examinations, unless prevented from doing or with the prior excused permission of the subject teacher.

(ii) Prohibitions

- a. No student is permitted to be involved in any activity or activities or conduct which may damage or harm the interests, harmony, or good name of the WSU or its faculty, staff, students, or officers.
- b. No student is permitted to use any lecture, tutorial or teaching materials provided to him/her by the University for unauthorized publication, distribution, or dissemination, whether for payment or otherwise.
- c. No student may plagiarize the intellectual property of others, including data, ideas, publications and inventions.
- d. No student may cheat or attempt to cheat or act in a manner that can be interpreted as cheating or attempting to cheat in an examination or any other aspect of a course.
- e. No student or group of students may organize, conduct, or participate in any non-WSU sponsored or approved activity in the name of the University without permission or written instructions to do so from the center
- f. No student or group of students may promote, manage, or assist in the collection of money or contributions in the name of the University without permission or written instruction to do so from the University.
- g. No student or group of students may make any statement to the media in the name of WSU without the written permission of an authorized representative of the University.

(iii) Breach of Code

A student who violates any part of the Code is said to have committed a breach of conduct. Part II- Procedures for Handling Student Disciplinary Cases.

(i) A student who has been accused of committing a breach of the Code under any of the rules of the University and is found guilty can be subjected to the imposition of any one or more of the following penalties:

- (a) Oral Warning
- (b) Written Reprimand
- (c) Fine

- (d) Exclusion from any specified programs, services, activities, or events of WSU
- (e) Suspension from membership of WSU for a specified period
- (f) Payment of compensation or damages for any damage to WSU facilities or any third- party claimant
- (g) Nullification of examination results or any part of the examination results
- (h) Expulsion from WSU

### 3. Investigation of Misconduct

Every report of wrongdoing shall be investigated. An Investigation Committee shall decide whether there has been a violation of the Code of Conduct and if so, the severity of the violation and the appropriate disciplinary action to be taken.

Serious offenses include academic dishonesty, fraud, plagiarism, any activity that adversely affects the good name of the university of the center as well as involvement in criminal activities. If the Investigation Committee makes an initial determination that a student has violated one or more of the provisions of the Code of Conduct, it will notify the student of the violation and request that the student provides a written explanation to be received not less than 7 days from the date of notification.

If the student pleads not guilty and his/her explanation is accepted, no disciplinary action will be taken against the student and the matter will be officially closed.

If the student pleads guilty and his/her explanation is accepted, the Investigation Committee shall then take the appropriate disciplinary action.

If the student pleads not guilty and his/her explanation is not accepted by the Investigation Committee, the student shall be requested to appear before the Disciplinary Committee within a period of not less than 14 days from the date of notification.

A student who does not provide a written explanation for an alleged violation of the Code of Conduct within 7 days of the date of notification will be automatically suspended.

Similarly, a student who does not appear before the Disciplinary Committee within a period of 14 days from the date of notification will be automatically suspended.

Disciplinary Committee hearings may be conducted via video conference or via telephone conference call.

The CAO reserves the right to make exceptions to these student-response deadlines based on special or extenuating circumstances and to make the final determination as to whether the hearing will be conducted via video conference, or via telephone conference call.

### 3. Disciplinary proceeding:

- (a) If the student pleads not guilty and the Disciplinary Committee finds that there is sufficient cause to proceed with the disciplinary matter, the student shall be asked to provide evidence to support his/her not guilty plea. The student may call witnesses or present document(s) or other materials in his/her defense. The Disciplinary Committee can question the student or any of the witnesses and examine any document(s) or materials. The student has the right to review all documents presented to the Disciplinary Committee related to his case and to cross-examine any of the witnesses.
- (b) If the student pleads guilty, the Disciplinary Committee shall allow the student to make a statement explaining his/her actions and/or to apologize for his/her actions, before imposing disciplinary action against the student. If the Disciplinary Committee also imposes the punishment of payment of compensation and/or damages to WSU or a third party, the amount of compensation will be fair and reasonable taking into account all costs related to the case, both direct and indirect. A student who is not satisfied with the decision of the Disciplinary Committee can submit a written appeal. The student's appeal must state the grounds of appeal and be submitted to the WSU Chief Executive Officer (CEO) for consideration by the WSU Board. The student's appeal must be submitted within 14 days from the date of notification of the decision of the Disciplinary Committee. The decision of the Governing Board shall be final and is non-appealable.

The Disciplinary Committee, with the consent of the CEO, may delegate its authority to any officer or member of staff of the University to deal with any disciplinary offense.

It is important to note that a student's decision to appeal the decision and punishment of the Disciplinary Committee does not constitute grounds for the temporary suspension of any disciplinary action, penalty or fine imposed by the Committee.

Fines shall be paid to the Chief Financial Officer (CFO) who shall then make payment to the third party, if applicable.

Any document(s) or other materials submitted before the Disciplinary Committee during disciplinary proceedings shall be kept in the care of the WSU until such proceedings are completed or until the deadline for appeal has passed.

The Disciplinary Committee shall make written notes of all disciplinary proceedings before it. However, for the purposes of record keeping these notes do not need to be verbatim.

## Student complaint and grievance policy

WSU wants every student to have a very positive experience throughout his/her program of study. However, we realize that sometimes situations may occur where a student may want to bring forward a complaint or grievance against a WSU faculty or staff member. WSU's complaint and grievance procedure is designed to guide and assist students who have a perception of unfair and/or unlawful treatment with a step-by-step process for resolution.

This policy outlines the process for students to make a complaint or file a grievance regarding any issue related to their education or experience at the University. The University is committed to addressing all complaints and grievances in a timely, fair, and respectful manner.

### **Guideline**

WSU recommends that the student should first attempt to resolve the matter directly and informally with the faculty/staff member involved. Many issues, problems and concerns can be addressed and possibly resolved by an initial conversation and discussion with the faculty/staff member involved. However, WSU also understands that due to the specific nature of the student matter that this approach may not always be possible, appropriate, or acceptable to the student. We fully understand that not all situations can be resolved with this initial conversation between the student and faculty/staff member involved. If the student chooses not to try to resolve the matter in this initial conversation or if the initial conversation does not result in a satisfactory resolution of the matter, the student can pursue a formal process of resolution by filing a complaint or grievance.

A complaint or grievance should be initiated as soon as possible after the issue/concern/problem has occurred but in no cases more than five (5) working days from the date of the occurrence of the incident and send it to [grievance@westernuniversity.us](mailto:grievance@westernuniversity.us)

A written complaint or grievance should be submitted using the university's specific form and it should include:

- a) A complete description of the complaint or grievance,
- b) Any supporting documents, and
- c) The desired outcome was sought.

A completed complaint form should be sent to [grievance@westernuniversity.us](mailto:grievance@westernuniversity.us)

### **Timeline**

WSU students must file a written complaint within five (5) working days from the date of the occurrence of any incident. WSU will investigate the complaint and respond back to the student within thirty (30) working days from the date the complaint is received.

## **Appeal process for the following student complaints:**

### *Violation of Student Academic Rights*

(Grade issues, informed notice of course content and course grading criteria, etc.)

### *Cases of an Alleged Student Academic Offense*

(Cheating, plagiarism, falsification of academic records, etc.)

### *Cases of an Alleged Student Non-Academic Offense*

(violation of computer usage policy, falsification of student records, disorderly behavior, etc.) For matters related to an alleged violation of any of the student issues listed above, the student needs to file a written appeal with the Chief Academic Officer (CAO). If the matter is resolved by the CAO to the student's satisfaction, the complaint is closed. If the matter is not resolved by the CAO to the student's satisfaction, the matter is referred to the Chief Executive Officer (CEO). If the matter is resolved by the CEO to the student's satisfaction, the complaint is closed. If the matter is not resolved by the CEO to the student's satisfaction, the student may file a written request for a hearing by the Appeals Board. All parties involved in the complaint will be invited to provide written documentation to support their case.

The Appeals Board will decide whether it will hear or not hear the student's complaint. If the Appeals Board decides to hear the case, a hearing will be scheduled, and a decision rendered. The decision by the Appeals Board is final and cannot be appealed further at WSU. The complaint will be considered closed. If the Appeals Board decides not to hear the case, the decision of the CEO will stand, and the matter will be considered closed. The matter is considered a final resolution and cannot be appealed further at WSU.

The appeal board shall include the Chief Academic Officer, faculty or staff member nominated by the CAO, and a student representative nominated by the CEO.

## **Student dismissal policy**

### **1. OVERVIEW**

Students may be dismissed and withdrawn from their enrollment at WSU for three categories/reasons:

- Attendance
- Failure to Achieve Satisfactory Academic Progress
- WSU has policies covering each of these three categories/reasons which are referred to in the different sections below for additional information.



## DISMISSAL FOR ATTENDANCE

NOTE: Please refer to the WSU Attendance Policy

Students who do not log into the LMS for 14 consecutive days after the first day of class for all of their online classes, or miss 25% of their course meetings non-consecutively, and do not notify WSU in writing during this period of their intention to continue, will be administratively withdrawn or dismissed from WSU retroactive to the last date of recorded attendance.

Students who are administratively dismissed and withdrawn from WSU after the add/drop period will receive a “NC,” “W” or “F” grade, based on the withdrawal deadline, for the related course(s), which will count toward attempted hours at WSU. A tuition refund, if applicable, will be calculated on a percentage basis according to the WSU’s refund policy. WSU may schedule periods of non-enrollment during which no courses are held. When this occurs, such as on holidays or during the annual winter break, the non- enrollment period may extend the 14-day limit to include the scheduled break.

## STUDENT DISMISSAL FOR MISCONDUCT

NOTE: Many different WSU policies address specific aspects of student misconduct and unacceptable behavior which may result in the student’s dismissal. These include the following:

- Harassment and Non-Discrimination
- Sexual Harassment
- Cheating Plagiarism
- Student Code of Conduct
- Drug-Free Policy
- Anti-Bullying
- Alcoholic Beverages
- Non-Solicitation

Every WSU student is responsible for the following:

- i. Obey the laws of his/her nation and the nation where he/she is studying.
- ii. Obey the rules and regulations of WSU
- iii. Cooperate with WSU center authorities in all facility-related matters, whether personal or on behalf of others, including providing information and evidence.
- iv. Attend all teaching C learning sessions, except with the prior excused permission of the

subject teacher

- v. Sit for examinations, unless prevented from doing or with the prior excused permission of the subject teacher.
- vi. Be responsible for safeguarding and ensuring the safety of the property of the WSU including any equipment used by him/her.

The following are prohibitions:

- A. No student is permitted to be involved in any activity or activities or conduct which may damage or harm the interests, harmony, or good name of WSU centers or its faculty, staff, students, or officers.
- B. No student is permitted to use any lecture, tutorial or teaching materials provided to him/her by the centers for unauthorized publication, distribution, or dissemination, whether for payment or otherwise.
- C. No student may plagiarize the intellectual property of others, including data, ideas, publications and inventions.
- D. No student may cheat or attempt to cheat or act in a manner that can be interpreted as cheating or attempting to cheat in an examination or any other aspect of a course.
- E. No student or group of students may organize, conduct, or participate in any non-WSU sponsored or approved activity in the name of the University without permission or written instructions to do so from WSU.
- F. No student or group of students may promote, manage, or assist in the collection of money or contributions in the name of WSU without permission or written instruction to do so from the center.
- G. No student or group of students may make any statement to the media in the name of the University or center without the written permission of an authorized representative of the University.

A student who violates one or more of these responsibilities, prohibitions, or WSU policies is said to have committed a violation or breach of conduct and is subject to disciplinary action, up to and including dismissal and withdrawal from WSU.

## **DISMISSAL FOR FAILURE TO ACHIEVE SATISFACTORY ACADEMIC PROGRESS**

Please refer to the following WSU policy for additional information: Satisfactory Academic Progress

WSU requires that students meet minimum standards of academic achievement (satisfactory academic progress) throughout their WSU program of study.

WSU does not allow students to maintain enrollment without meeting satisfactory minimum standards of academic progress.

Satisfactory Academic Progress is related to two areas:

- Minimum requirement for maintenance of grade point average (separate criteria for undergraduate and graduate students)
- Maximum time allowed for program completion

#### A.) MINIMUM REQUIREMENT FOR MAINTENANCE OF GRADE POINT AVERAGE UNDERGRADUATE STUDENTS

The student's grade point average (GPA) is calculated at the end of each course/module. If an undergraduate student's GPA falls below 2.0 at the end of any course/module, the student will be placed on academic probation for the following course/module:

- If the student receives a high enough grade in the course/module after being placed on academic probation and his/her cumulative GPA is 2.0 or higher, he/she will be removed from academic probation.
- If the student does not receive a high enough grade in the course/module after being placed on academic probation and his/her cumulative GPA remains below 2.0, he/she will be placed on final academic probation.
- If the student on final academic probation raises his/her cumulative GPA to 2.0 or higher the following course/module, he/she will be removed from final academic probation (and academic probation.)
- ◆ If the student on final academic probation does not raise his/her cumulative GPA to 2.0 or higher in the following course/module, he/she will be dismissed from WSU.

#### GRADUATE STUDENTS

The student's grade point average (GPA) is calculated at the end of each course/module. If a graduate student's GPA falls below 3.0 at the end of any course/module, the student will be placed on academic probation for the following course/module:

If the student receives a high enough grade in the course/module after being placed on academic probation and his/her cumulative GPA is 3.0 or higher, he/she will be removed from academic probation.

If the student on final academic probation raises his/her cumulative GPA to 3.0 or higher the following course/module, he/she will be removed from final academic probation (and academic probation.)

If the student on final academic probation does not raise his/her cumulative GPA to 3.0 or higher the following course/module, he/she will be dismissed from Florida International Bible College C Seminary.

## Harassment and Non-discrimination policy

### I. Purpose

The purpose of this Harassment and Non-discrimination Policy is to create and maintain a safe, inclusive, and equitable educational and working environment for all students, staff, and faculty members at WSU.

### II. Scope

This policy applies to all members of the WSU community, including students, faculty, staff, volunteers, visitors, and vendors, regardless of their role or status within the university. It covers conduct that occurs on university premises, at university-sponsored events and activities, or in any other context where the conduct may have a direct impact on the university's educational or employment environment.

### III. Prohibited Conduct

WSU is committed to fostering a campus environment free from discrimination, harassment, and retaliation. The following conduct is strictly prohibited:

**Discrimination:** Unfair treatment of an individual or group based on protected characteristics, such as race, color, national origin, age, sex, religion, disability, veteran status, sexual orientation, gender identity, or any other characteristic protected by federal, state, or local law. **Harassment:** Unwelcome conduct, based on a protected characteristic, that is sufficiently severe, pervasive, or persistent so as to create a hostile educational or employment environment. This may include, but is not limited to, offensive jokes, slurs, epithets, name-calling, threats, intimidation, ridicule, or mockery, insults, or put-downs, offensive objects or pictures, and interference with work performance.

**Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature that is sufficiently severe, pervasive, or persistent so as to create a hostile educational or employment environment. **Retaliation:** Any adverse action taken against an individual for reporting or participating in the investigation of a potential violation of this policy, or for opposing discriminatory practices.

### I. Reporting and Resolution

Any individual who experiences or witnesses' discrimination, harassment, or retaliation should report the incident promptly to the Title IX Coordinator, the Human Resources department, or another appropriate university official. WSU will take immediate and appropriate action to investigate and resolve reported incidents, including providing interim measures to protect the parties involved, as necessary.

Confidentiality will be maintained to the extent possible, consistent with the university's obligations to investigate and address allegations of discrimination, harassment, and retaliation. The university will follow its established procedures for the investigation, resolution, and appeal of complaints under this policy. These procedures ensure that all parties are treated fairly, provided with appropriate due process, and offered an opportunity to present their perspective.

## II. Sanctions and Remedial Action

If an investigation determines that a violation of this policy has occurred, the university will take appropriate disciplinary and/or remedial action to address the misconduct and prevent its recurrence.

Sanctions for violations of this policy may range from verbal or written warnings, to suspension or expulsion for students, and up to termination of employment for faculty and staff, depending on the severity and nature of the offense.

The university may also implement additional measures to remedy the effects of discrimination, harassment, or retaliation, such as academic accommodations, counseling, or training and education for the campus community.

### I. Education and Prevention

WSU is committed to promoting an environment free from discrimination, harassment, and retaliation through ongoing education and prevention efforts. This includes regular training for students, faculty, and staff, as well as periodic review and revision of university policies and procedures

#### I. Responsible Parties

**Title IX Coordinator:** The Title IX Coordinator is responsible for overseeing the university's compliance with Title IX and other applicable anti-discrimination and anti-harassment laws. The Title IX Coordinator shall be available to receive and address inquiries, related to discrimination, harassment, and retaliation and ensure that the university's policies and procedures are consistent with federal and state requirements. **Human Resources:** The Human Resources department is responsible for implementing and enforcing the university's policies and procedures related to discrimination, harassment, and retaliation for staff and faculty. This includes providing training and resources, investigating complaints, and taking appropriate corrective action. **Office of Student Affairs:** The Office of Student Affairs is responsible for addressing student-related issues concerning discrimination, harassment, and retaliation. This includes providing support and resources for students, investigating complaints, and enforcing the university's policies and procedures.

### I. Commitment to Non-discrimination and Equal Opportunity

WSU is committed to providing an educational and employment environment that is free from discrimination, harassment, and retaliation, and to promoting equal opportunity for all members of the campus community. The university will continue to review and update its policies and procedures to ensure compliance with applicable laws and regulations, and to foster a culture of inclusion and respect for all.

Any questions, concerns, or inquiries about this Harassment and Non-discrimination Policy or its application should be directed to the Title IX Coordinator, the Human Resources department, or the Office of Student Affairs, as appropriate.

## Graduation policy

### I. Purpose

The purpose of this graduation policy and procedures is to establish a clear and consistent framework for the successful completion of programs at WSU. This policy aims to ensure that students have a thorough understanding of the requirements and expectations for graduation, and that the institution maintains a high standard of academic achievement, integrity, and commitment to student success. By encourages students to excel in their academic pursuits and fosters a sense of accomplishment and pride in their achievements.

### I. Policy Statement

WSU is dedicated to upholding the highest standards of academic quality and providing an exceptional educational experience to all students. This graduation policy establishes the requirements for the successful completion of degree and certificate programs and outlines the process by which students achieve graduation status. The policy is intended to ensure that all students who graduate from WSU have met

the necessary academic and program-specific requirements, reflecting the university's commitment to academic rigor, student support, and overall excellence in higher education. Furthermore, the policy serves as a guiding document for faculty, staff, and students to foster a shared understanding of the graduation process, enabling a consistent and equitable approach to evaluating student progress and achievements.

### II. Eligibility for Graduation

To be eligible for graduation from Western University, students must meet the following requirements:

- Satisfactory completion of all required course work in the chosen program, as outlined in the university catalog and program curriculum.
- Achievement of a minimum cumulative grade point average (GPA) of 2.0 for undergraduate programs and 3.0 for graduate programs.
- Fulfillment of any additional program-specific requirements as determined by the respective department or program.
- Completion of the program within the maximum allowable time frame, which is 150% of the total credit hours of the program.
- Resolution of any outstanding financial obligations to the university.

Submission of a Graduation Application, indicating the student's intent to graduate, by the published deadline for the applicable graduation term outlining specific criteria for graduation, the policy helps promote a transparent and fair process that

### Graduation Procedures

Students who anticipate meeting graduation requirements should submit a Graduation Application to the Office of the Registrar by the published deadline for their intended graduation term.

- The Office of the Registrar will review the student's academic record to verify completion of all program requirements, including coursework, minimum GPA, and any additional requirements.
- The Office of the Registrar will notify the student of their graduation status, including any deficiencies that must be resolved before graduation can be granted.
- Once all requirements have been met and any outstanding issues resolved, the student's graduation will be confirmed by the Office of the Registrar.
- Graduating students will receive their degree, along with an official transcript, within 30 days of the degree conferral date.

## II. Graduation Honors

Undergraduate students who demonstrate exceptional academic achievement may be eligible for graduation honors, as follows:

- Cum Laude: A cumulative GPA of 3.5 to 3.69
- Magna Cum Laude: A cumulative GPA of 3.7 to 3.89
- Summa Cum Laude: A cumulative GPA of 3.9 or higher Graduation honors are not applicable to graduate programs.

## I. Commencement Ceremony

WSU holds an annual commencement ceremony to celebrate the achievements of its graduates and to recognize their dedication, hard work, and commitment to their academic and personal growth. The commencement ceremony serves as a culmination of the students' educational journey, providing an opportunity for them, their families, friends, and the university community to come together and commemorate this significant milestone.

**Eligibility:** Students who have completed their program requirements or are within six credits of completion may participate in the ceremony. In addition, students who have completed their program during the academic year prior to the ceremony are also eligible to attend. Eligible students will receive an official invitation to the commencement ceremony, along with information on how to confirm their attendance

# Academic integrity policy

## Preamble

WSU is committed to fostering a culture of academic integrity among its students, faculty, and staff. Academic integrity is fundamental to the pursuit of knowledge and truth, and it is the foundation upon which our university is built.

## Purpose

The purpose of this policy is to define the standards of academic integrity, to outline the procedures for addressing violations of these standards, and to protect the rights of all members of the university community.

## Scope

This policy applies to all students, faculty, and staff of WSU and covers all academic and scholarly activities, including coursework, research, and creative projects.

## Definitions

- Academic Integrity: The ethical commitment to honesty, responsibility, trust, respect, and fairness in all academic pursuits.
- Academic Dishonesty: Any act that violates the principles of academic integrity, including cheating, plagiarism, fabrication, and other forms of academic misconduct.
- Cheating: The use or attempt to use unauthorized materials, information, or study aids in any academic exercise.
- Plagiarism: The representation of another person's words, ideas, or work as one's own without proper attribution.
- Fabrication: The falsification or invention of any information, data, or citation in an academic exercise.
- Facilitating Academic Dishonesty: Helping or attempting to help another person commit an act of academic dishonesty.



## Standards of Academic Integrity

All members of the university community are expected to uphold the following standards of academic integrity:

Honesty: Representing one's own work and accomplishments truthfully. Responsibility: Acknowledging the consequences of one's actions and taking responsibility for any academic misconduct.

Trust: Maintaining the confidence of others by conducting oneself with integrity.

- Respect: Recognizing and valuing the intellectual property and contributions of others.
- Fairness: Ensuring that all members of the academic community have equal access to resources and opportunities.

## Procedures for Addressing Violations of Academic Integrity

- *Reporting Suspected Violations:* Any member of the university community who suspects a violation of academic integrity should report the matter to the appropriate academic or administrative authority, such as the course instructor, department chair, or dean.
- *Investigation:* The academic or administrative authority will conduct a preliminary investigation to determine whether there is sufficient evidence to warrant further action. If necessary, they may consult with other members of the university community, such as the Office of Student Conduct or the Academic Integrity Committee.
- *Informal Resolution:* If the investigation reveals that a violation may have occurred, the authority may attempt to resolve the matter informally with the accused individual(s) such as by assigning an educational sanction or requiring the completion of an academic integrity workshop.

- *Formal Resolution:* If an informal resolution is not possible or appropriate, the authority will refer the matter to the Academic Integrity Committee for a formal hearing. The committee will review the evidence, hear testimony from the parties involved, and make a determination as to whether a violation has occurred.
- *Sanctions:* If the Academic Integrity Committee finds that a violation has occurred, it may impose a range of sanctions, including, but not limited to, a failing grade for the assignment or course, academic probation, suspension, or expulsion. The severity of the sanction will depend on the nature and severity of the violation, as well as any prior history of academic misconduct.
- *Appeals:* The accused individual(s) may appeal the decision of the Academic Integrity Committee to the Provost or a designated appeals officer, who will review the case and make a final determination.

## Education and Prevention

WSU is committed to promoting academic integrity through education and prevention efforts. These efforts may include, but are not limited to, the following:

*Orientation and Training:* All students, faculty, and staff will receive information and training on academic integrity during orientation and at various times throughout their affiliation with the university. This may include workshops, seminars, and online resources.

- *Resources and Support:* The university will provide resources and support for students, faculty, and staff to help them understand and uphold the principles of academic integrity. This may include access to plagiarism detection software, citation guides, and consultations with academic advisors, librarian, or writing center staff.
- *Faculty Responsibilities:* Faculty members are responsible for fostering a culture of academic integrity in their classrooms and for clearly communicating expectations regarding academic integrity to their students. This may include incorporating discussions of academic integrity into course syllabi, providing examples of proper citation practices, and offering guidance on avoiding plagiarism and other forms of academic misconduct.

- *Student Responsibilities:* Students are responsible for understanding and adhering to the principles of academic integrity in all of their academic and scholarly pursuits. This includes seeking clarification and assistance when necessary and reporting any suspected violations of academic integrity.

## Policy Review and Updates

This policy will be reviewed periodically by the university's Academic Integrity Committee, in consultation with other relevant stakeholders, to ensure that it remains up-to-date and effective. Any recommended changes to the policy will be presented to the university administration and, if approved, will be communicated to the university community.

## Compliance

Failure to comply with this policy and its procedures may result in disciplinary action, up to and including dismissal from the university. All members of the university community are expected to uphold the principles of academic integrity and to report any suspected violations in accordance with the procedures outlined in this policy.

Course Numbering:

WSU does not participate in the Florida Statewide Course Numbering system.

The WSU number system is 100-400 is lower division and above 500 is upper division

## Course Descriptions

### General Education Courses

#### **ART 101 – Art Appreciation**

*Credits: 3*

Art Appreciation introduces students to the visual arts, focusing on the formal elements, techniques, and historical contexts of art. Students will learn to analyze, interpret, and appreciate a wide variety of artworks, enhancing their understanding of artistic expression and cultural heritage. **Prerequisites:** None

#### **CIS 101 - Introduction to Computer Science**

*Credits: 3*

A foundational course covering basic principles of computer science, including algorithms, programming, data structures, and the societal impact of technology. This course is designed to introduce students to computational thinking and problem-solving skills. **Prerequisites:** None

### **ECO 101: Principles of Microeconomics**

*Credits: 3*

This course explores the principles of microeconomics, focusing on how individuals and businesses make decisions. Topics include supply and demand, market structures, and the role of government in regulating markets. **Prerequisites:** None

### **ECO 201: Principles of Macroeconomics**

*Credits: 3*

This course introduces macroeconomic concepts such as inflation, unemployment, economic growth, and monetary and fiscal policies. Students will learn how these factors impact business operations.

**Prerequisites:** None

### **ENG 101 – English Composition I**

*Credits: 3*

This foundational writing course focuses on developing students' skills in written communication and critical thinking. Students will learn techniques for composing clear, coherent, and persuasive essays, with an emphasis on structure, style, and the writing process. The course covers essential topics such as thesis development, argumentation, revision, and editing. Through a variety of writing assignments, students will gain the skills needed for academic and professional writing. **Prerequisites:** None

### **ENG 102 – English Composition II**

*Credits: 3*

This course builds on skills from English Composition I, emphasizing critical analysis, argumentation, and research writing. Students will learn advanced techniques in essay development, evidence-based writing, and structured arguments, preparing them for academic and professional writing. **Prerequisites:** ENG 101 – English Composition I

### **ENG 103 – Oral Communications**

*Credits: 3*

This course focuses on developing effective oral communication skills for academic, professional, and personal contexts. Students will learn techniques for organizing and delivering clear, engaging, and persuasive presentations. Topics include speech preparation, audience analysis, nonverbal communication, active listening, and managing speech anxiety. The course provides opportunities for practice in various formats, such as informative, persuasive, and group presentations. Through constructive feedback and self-reflection, students will enhance their confidence and proficiency in public speaking, interpersonal communication, and group interactions. **Prerequisites:** None

## **ENG 201 - Literature and Composition**

*Credits: 3*

A course exploring various literary genres, including fiction, poetry, and drama. Students will analyze literary works and develop interpretive and critical writing skills, with an emphasis on crafting arguments based on textual evidence. **Prerequisites:** ENG 101 and ENG 102

## **HIS 101 – World History**

*Credits: 3*

This course explores major events, themes, and transformations in world history from ancient civilizations to the modern era. Topics include the rise and fall of empires, cultural and technological exchanges, social structures, and the impact of historical events on contemporary global issues.

Students will develop a critical understanding of how history shapes the world. **Prerequisites:** None

## **HIS 105 – American History**

*Credits: 3*

This course provides an overview of American history from the colonial period to the present. Students will examine key events, figures, and movements that have shaped the United States, including the American Revolution, Civil War, Industrialization, and Civil Rights Movement. Emphasis is placed on understanding the social, political, and economic factors that influenced historical developments.

Students will analyze primary and secondary sources to develop a deeper understanding of America's past and its impact on contemporary society. **Prerequisites:** None

## **HUM 101 - Introduction to Humanities**

*Credits: 3*

This course provides an overview of the humanities, including art, literature, philosophy, religion, and music. Students will explore human culture and expression across various time periods, developing an appreciation for cultural diversity and intellectual traditions.

**Prerequisites:** None

## **MAT 101: Fundamentals of Mathematics**

*Credits: 3*

This course introduces basic mathematical concepts relevant to business, including algebra, financial mathematics, and basic calculus. Emphasis will be placed on problem-solving and analytical thinking skills for business applications. **Prerequisites:** None

## **MAT 105 - College Algebra**

*Credits: 3*

This course builds on basic algebra skills and prepares students for more advanced mathematics. Topics usually include functions, equations, inequalities, polynomials, and an introduction to exponential and logarithmic functions. College Algebra strengthens problem-solving abilities and logical

thinking skills, which are beneficial for understanding statistical concepts later. **Prerequisites:** MAT 101 Introduction to Mathematics

### **MAT 225 - Statistics**

*Credits: 3*

This course provides an introduction to fundamental statistical concepts and techniques used in analyzing data. Topics include descriptive statistics, probability, distributions, hypothesis testing, correlation, regression, and analysis of variance. Emphasis is placed on interpreting data in context, using statistical software, and understanding the role of statistics in real-world decision-making. This course is designed to equip students with the skills needed to analyze and interpret quantitative information across various disciplines.

**Prerequisites:** MAT 225

### **MUS 101 - Music Appreciation**

*Credits: 3*

A survey of music history and theory, introducing students to major composers, styles, and musical forms from different eras. Students will learn to listen critically to music and understand its cultural and historical contexts.

**Prerequisites:** None

### **PHI 101 – Introduction to Philosophy**

*Credits: 3*

This introductory course examines fundamental questions concerning existence, knowledge, morality, and human nature. Topics include major philosophical ideas and debates from classical, modern, and contemporary thinkers. Through reading and discussion, students will enhance their analytical and critical thinking skills.

**Prerequisites:** None

### **POL 101 - American Government**

*Credits: 3*

An introduction to the structure, functions, and processes of the U.S. government. Topics include the Constitution, federalism, branches of government, political parties, and the electoral system. This course provides insights into American political life and citizenship.

**Prerequisites:** None

### **PSY 101 – Introduction to Psychology**

*Credits: 3*

This course offers a comprehensive overview of the scientific study of human behavior and mental processes. Students will explore foundational topics in psychology, including perception, learning, memory, personality, emotion, and psychological disorders. The course examines how biological, social, and cultural factors influence behavior and mental functioning. Emphasis is placed on understanding psychological research methods, major theories, and real-world applications. Through discussions,

case studies, and experiential activities, students will gain insights into both individual and group behavior, preparing them for more advanced studies in psychology and related fields.

**Prerequisites:** None

### **PSY 220: Methods of Research**

*Credits: 3*

This course provides an overview of research methodologies used in business studies. Students will learn how to design research projects, collect data, and analyze findings.

**Prerequisites:** None

### **SCI 101 – Introduction to Physical Science**

*Credits: 3*

Introduction to Physical Science introduces basic principles in physics, chemistry, astronomy, and earth science. Students will explore concepts such as matter, energy, force, and space, gaining insight into the scientific methods and discoveries that explain natural phenomena. **Prerequisites:** None

### **SCI 103 - Environmental Science**

*Credits: 3*

An interdisciplinary course examining ecological principles, environmental issues, and the impact of human activity on natural systems. Topics include biodiversity, resource management, and sustainable practices, with an emphasis on global and local environmental challenges. **Prerequisites:** None

### **SOC 101 – Introduction to Sociology**

*Credits: 3*

This course provides an overview of sociological concepts, theories, and research methods. Students will examine the structure of societies, social institutions, cultural norms, socialization, and social change. The course encourages students to think critically about the social forces that shape individual and group behavior.

**Prerequisites:** None

## **BBA Courses**

### **BBA 101 – Management and Team Dynamics**

*Credits: 3*

This course explores the fundamentals of effective management alongside team-building and interpersonal skills. Students will learn essential management practices, including communication, leadership, and conflict resolution, while developing strategies to build and maintain high-performing teams. Through case studies and group activities, students will gain insights into managing diverse team dynamics and fostering collaborative work environments.

**Prerequisites:** None

### **BBA 205 – Managerial Accounting and Business Decision-Making**

*Credits: 3*

This course provides a comprehensive overview of managerial accounting principles with a focus on decision-making processes in business. Topics include budgeting, cost analysis, and financial forecasting, as well as the use of accounting information to make informed business decisions. Students will gain hands-on experience with financial tools and techniques that support strategic planning and operational management. **Prerequisites:** None

### **BBA 207: Business Statistics**

*Credits: 3*

This course provides an introduction to statistical methods and their application in business. Topics include descriptive statistics, probability, hypothesis testing, and regression analysis. **Prerequisites:** None

### **BBA 208: Understanding Consumer Behavior**

*Credits: 3*

This course examines the factors influencing consumer behavior, including psychological, social, and cultural aspects. Students will learn how to analyze consumer decision-making processes and apply this knowledge to marketing strategies. **Prerequisites:** None

### **BBA 210: Financial Accounting**

*Credits: 3*

This course focuses on the preparation and analysis of financial statements. Students will learn accounting principles, the accounting cycle, and financial reporting standards.

**Prerequisites:** None

### **BBA 211: International Business**

*Credits: 3*

This course explores the challenges and opportunities of conducting business in an international context. Topics include trade theories, global market entry strategies, and the role of international organizations.

**Prerequisites:** None

### **BBA 212: Business Communication**

*Credits: 3*

Students will develop effective communication skills for business settings, including writing reports, delivering presentations, and negotiating. The course emphasizes clarity, conciseness, and professionalism. **Prerequisites:** None

### **BBA 213 – Supply Chain and Risk Management**

*Credits: 3*

This course covers the fundamentals of supply chain management with an integrated focus on risk assessment and corporate governance. Topics include logistics, procurement, inventory control, and the



identification and mitigation of risks within global supply chains. Students will develop skills to optimize supply chain efficiency while adhering to governance and compliance standards. **Prerequisites:** None

### **BBA 214: Customer Relationship Management**

*Credits: 3*

This course focuses on strategies for building and maintaining strong customer relationships. Topics include customer satisfaction, loyalty programs, and customer data analysis. **Prerequisites:** None

### **BBA 215 – Corporate and Business Finance**

*Credits: 3*

This course combines foundational concepts in business finance with advanced corporate finance principles. Students will explore financial planning, capital structure, investment strategies, and risk management. Emphasis is placed on analyzing financial data, evaluating funding options, and making strategic decisions to support business growth and sustainability. **Prerequisites:** None

### **BBA 217: Taxation**

*Credits: 3*

This course covers the principles of taxation, including tax laws, tax planning, and the impact of taxes on business decisions. Students will learn to apply tax strategies to real-world scenarios. **Prerequisites:** None

### **BBA 218 – Information Systems and Business Analytics**

*Credits: 3*

This course introduces students to the role of information systems and data analytics in supporting business operations and decision-making. Students will learn about information technology infrastructure, database management, and analytical tools used for business intelligence. The course emphasizes the practical application of data analysis to gain insights into market trends, customer behavior, and operational performance. **Prerequisites:** None

### **BBA 220: Strategic Management**

*Credits: 3*

Students will learn the principles of strategic management, including how to formulate, implement, and evaluate business strategies. Case studies will be used to apply theoretical knowledge to real-world situations. **Prerequisites:** None

### **BBA 221 – Business Ethics and Corporate Responsibility**

*Credits: 3*

This course examines ethical principles and corporate social responsibility in business. Students will explore frameworks for ethical decision-making, addressing issues such as corporate governance, environmental sustainability, and social accountability. Through real-world examples, students will

understand the role of ethics and corporate responsibility in shaping organizational culture and public trust.

**Prerequisites:** None

### **BBA 223: Banking s Insurance**

*Credits: 3*

This course provides an overview of the banking and insurance sectors, covering topics such as financial intermediation, regulatory frameworks, risk management in banking, and insurance products.

**Prerequisites:** None

### **BBA 224 – Human Resources and Organizational Change**

*Credits: 3*

This course integrates principles of human resource management with concepts in organizational behavior and change management. Topics include talent acquisition, employee development, performance management, and strategies for leading organizational change. Students will explore methods for fostering a positive work culture and effectively managing transitions within dynamic business environments.

**Prerequisites:** None

### **BBA 226: Innovation and Entrepreneurship**

*Credits: 3*

This course focuses on fostering innovation and entrepreneurial thinking within organizations. Topics include business model innovation, startup financing, and the role of entrepreneurship in economic development.

**Prerequisites:** None

### **BBA 228: International Finance**

*Credits: 3*

This course covers the principles of international finance, including foreign exchange markets, international capital flows, and risk management strategies for multinational corporations.

**Prerequisites:** None

### **BBA 22G: Quantitative Techniques**

*Credits: 3*

Students will learn quantitative methods for decision-making in business, including linear programming, decision trees, and simulation. The course emphasizes practical applications of these techniques to solve real-world business problems.

**Prerequisites:** None

### **BBA 232: Business Law**

*Credits: 3*

This course provides an overview of the legal environment in which businesses operate. Topics include

contracts, torts, intellectual property, and employment law, with a focus on practical applications for business managers. **Prerequisites:** None

### **BBA 234: Investment Analysis s Portfolio Management**

*Credits: 3*

This course covers the principles of investment analysis and portfolio management. Topics include asset allocation, portfolio diversification, risk-return trade-offs, and performance evaluation.

**Prerequisites:** None

### **BBA 337– Operations and Project Management**

*Credits: 3*

This course combines the fundamentals of operations management and project management, covering topics like production processes, quality control, project planning, and execution. Emphasis is placed on efficient resource management, risk assessment, and decision-making in business operations and project environments.

**Prerequisites:** None

### **338 – Digital Marketing and E-Business**

*Credits: 3*

This course introduces students to digital marketing strategies and e-business principles. Topics include search engine optimization, social media, online advertising, content creation, and data analysis.

Students will learn to develop and execute integrated online marketing strategies within the broader context of digital business operations.

**Prerequisites:** None

### **BBA 340: Global Business Environment**

*Credits: 3*

This course examines the global business environment, focusing on the economic, political, and cultural factors that influence international business operations. Students will explore global trade, cross-cultural communication, and the challenges of globalization. **Prerequisites:** None

### **BBA 425 – Business Capstone**

*Credits: 3*

The Business Capstone course serves as the culminating experience for the Bachelor of Business Administration program. Students will integrate knowledge and skills from prior coursework to analyze and address real-world business challenges through a comprehensive project. Working individually or in teams, students will conduct strategic research, develop business plans, and present data-driven solutions to complex problems in areas such as management, marketing, finance, or operations. The course emphasizes critical thinking, strategic decision-making, and professional communication, preparing students to transition effectively into business careers or advanced studies. Regular feedback

from peers and faculty mentors will guide students throughout the project to ensure successful outcomes and professional growth.

**Prerequisites:** All completed coursework for the BBA Program

## Bachelor in Science, Information Technology

### **BSIT 101 – Introduction to Information Technology**

*Credits: 3*

Provides an overview of information technology fundamentals, including computer hardware, software, networks, and data management. Students gain a foundational understanding of IT's role in modern businesses and society.

**Prerequisites:** None

### **BSIT 20G – Programming Essentials (Python and C++)**

*Credits: 3*

An introduction to programming with Python and C++. Students learn coding basics, including syntax, control structures, functions, and debugging, laying the foundation for more advanced programming concepts.

**Prerequisites:** None

### **BSIT 211 – Data Structures s Algorithms**

*Credits: 3*

Covers fundamental data structures (arrays, stacks, queues, linked lists) and algorithms used to manipulate data. Emphasis is placed on efficient data handling, searching, and sorting techniques. **Prerequisites:** None

### **BSIT 113 – Introduction to Ethics and IT Law**

*Credits: 3*

This course examines ethical issues and legal considerations in information technology, including privacy, intellectual property, and cybersecurity. Students learn to navigate ethical challenges in professional IT environments. **Prerequisites:** None

### **BSIT 214 – Database Management Systems**

*Credits: 3*

Students learn principles of database design, implementation, and management. Topics include relational databases, SQL, and data modeling, with an emphasis on data integrity and security.

**Prerequisites:** None

### **BSIT 215 – Network Fundamentals**

*Credits: 3*

An introduction to networking concepts, including network types, architecture, protocols, and basic configuration. The course provides a foundation for understanding network design and communication. **Prerequisites:** None

### **BSIT 218 – Object-Oriented Programming**

*Credits: 3*

Introduces object-oriented programming principles using Java. Students learn about classes, objects, inheritance, polymorphism, and encapsulation, preparing for advanced software development.

**Prerequisites:** None

### **BSIT 216 – Operating Systems**

*Credits: 3*

Covers the fundamentals of operating systems, including process management, memory allocation, and file systems. Students explore popular OS platforms and gain practical knowledge in system management.

**Prerequisites:** None

### **BSIT 217 – Statistics for IT**

*Credits: 3*

Focuses on statistical concepts and methods used in IT, including data analysis, probability, and hypothesis testing. Students learn to interpret and apply statistical data in technology contexts. **Prerequisites:** None

### **BSIT 220 – Cybersecurity Fundamentals**

*Credits: 3*

Provides an introduction to cybersecurity principles, covering threats, vulnerabilities, and protection measures. Students gain foundational skills in protecting data and systems from unauthorized access. **Prerequisites:** None

### **BSIT 221 – Software Engineering**

*Credits: 3*

Introduces software engineering practices, including the software development lifecycle, project management, and quality assurance. Students learn to design and develop software solutions systematically. **Prerequisites:** None

### **BSIT 225 – Cloud Computing**

*Credits: 3*

Covers cloud computing concepts, technologies, and services. Topics include cloud infrastructure, deployment models, and best practices for cloud security and scalability.

**Prerequisites:** None

**BSIT 223 – Technical Writing**

*Credits: 3*

This course develops skills in technical communication, including creating documentation, reports, and user manuals. Emphasis is placed on clarity, organization, and precision in professional writing.

**Prerequisites:** None

**BSIT 226 – Information Systems Analysis s Design**

*Credits: 3*

Students learn techniques for analyzing and designing information systems, focusing on requirements gathering, system modeling, and documentation. Prepares students for roles in systems development.

**Prerequisites:** None

**BSIT 227 – Computer Architecture**

*Credits: 3*

Covers the design and function of computer hardware components, including processors, memory, and input/output devices. Students gain an understanding of how hardware supports software functions.

**Prerequisites:** None

**BSIT 224 – Advanced Networking**

*Credits: 3*

An advanced exploration of networking concepts, including IP addressing, routing protocols, and network security. Students gain practical experience with network design and troubleshooting.

**Prerequisites:** None

**BSIT 22G – Mobile Application Development**

*Credits: 3*

Introduces mobile application development for iOS and Android platforms. Students learn about user interface design, mobile-specific functionalities, and deploying mobile apps.

**Prerequisites:** None

**BSIT 231 – Artificial Intelligence s Machine Learning**

*Credits: 3*

Provides an introduction to AI and machine learning concepts, including supervised and unsupervised learning, neural networks, and natural language processing. Students learn practical applications in data analysis.

**Prerequisites:** None

**BSIT 240 – Data Science**

*Credits: 3*

Covers data science essentials, including data manipulation, visualization, and statistical analysis. Students work with datasets to uncover patterns and gain insights using data science tools.

**Prerequisites:** None

**BSIT 333 – Cryptography and Security Risk Management**

*Credits: 3*

Explores cryptography methods and principles for secure communication. Topics include encryption, digital signatures, and security risk management in IT environments.

**Prerequisites:** None

**BSIT 336 – Emerging Technologies**

*Credits: 3*

Examines current and upcoming technologies impacting the IT industry, including blockchain, the Internet of Things, and quantum computing. Students explore the potential applications and implications of these technologies.

**Prerequisites:** None

**BSIT 337 – Digital Forensics**

*Credits: 3*

Provides an overview of digital forensics principles and techniques for investigating cyber incidents. Students learn evidence collection, analysis, and reporting methods.

**Prerequisites:** None

**BSIT 33G – Information Security Management**

*Credits: 3*

Focuses on the principles of managing information security in organizations. Topics include risk assessment, security policies, and incident response planning.

**Prerequisites:** None

**BSIT 425 – Capstone Project in IT**

*Credits: 3*

In this final course, students undertake a capstone project that integrates their knowledge from previous courses. Students apply IT solutions to real-world challenges, working independently or in teams to demonstrate their expertise.

**Prerequisites:** All Program Coursework

## Bachelor of Arts in Economics

**BAECO 120 - Comparative Economic Systems (3 Credits)**

*Credits: 3*

This course examines the structure, functioning, and performance of different economic systems, including capitalism, socialism, and mixed economies. Students will compare economic approaches

and their impact on resource allocation, income distribution, and overall economic growth in various countries.

**Prerequisites:** None

### **BAECO 130 - Economics of Gender and Work (3 Credits)**

*Credits: 3*

An exploration of gender as it relates to economic issues, including labor market participation, wage disparities, and occupational segregation. The course also covers policies affecting gender equality in the workplace and the broader economic impacts of gender roles. **Prerequisites:** None

### **BAECO 12G - The Less Developed Countries and the World Economy (3 Credits)**

*Credits: 3*

This course analyzes the economic challenges faced by less developed countries, including poverty, inequality, and limited access to global markets. Topics include development policies, international aid, and the role of these countries in the global economy. **Prerequisites:** None

### **BAECO 128 - Law and Economics (3 Credits)**

*Credits: 3*

An introduction to the intersection of law and economics, examining how legal rules and institutions affect economic outcomes. Topics include property rights, contracts, torts, and the economic implications of different legal frameworks. **Prerequisites:** None

### **BAECO 211 - Money, Banking, and the Economy (3 Credits)**

*Credits: 3*

This course focuses on the role of money, financial institutions, and central banks in the economy. Students will explore topics such as the creation of money, interest rates, monetary policy, and their influence on economic stability and growth. **Prerequisites:** None

### **BAECO 213 - Consumer Behavior (3 Credits)**

*Credits: 3*

An examination of the psychological and economic factors that influence consumer decisions. Topics include demand theory, consumer preferences, market influences, and how businesses use consumer behavior insights in strategic planning. **Prerequisites:** None

### **BAECO 216 - The International Economy (3 Credits)**

*Credits: 3*

This course covers the fundamentals of international economics, including trade theory, exchange rates, and the balance of payments. Students will analyze the impact of globalization, trade policies, and international organizations on global economic relations. **Prerequisites:** None



**BAECO 217 - Economic Development (3 Credits)***Credits: 3*

An exploration of theories and policies surrounding economic development in emerging economies. Topics include poverty reduction, education, health, and sustainable growth, with a focus on case studies to understand real-world challenges and solutions. **Prerequisites:** None

**BAECO 221 - Financial Economics (3 Credits)***Credits: 3*

A study of the economic principles underlying financial markets and instruments. Topics include asset pricing, risk management, portfolio theory, and the functioning of financial institutions, with a focus on decision-making in uncertain environments. **Prerequisites:** None

**BAECO 223 - Global Political Economy (3 Credits)***Credits: 3*

This course examines the relationship between politics and economics in the global context, covering topics such as international trade, investment flows, and the political influence of multinational corporations and international organizations. **Prerequisites:** None

**BAECO 226 - Econometrics (3 Credits)***Credits: 3*

An introduction to econometric techniques for analyzing economic data. Students will learn methods such as regression analysis, hypothesis testing, and model building, gaining skills in interpreting and applying statistical findings to economic questions. **Prerequisites:** None

**BAECO 331 - Psychology and Economics (3 Credits)***Credits: 3*

An interdisciplinary course examining the psychological factors that influence economic decisions. Topics include cognitive biases, behavioral economics, and how psychology informs traditional economic models of decision-making. **Prerequisites:** None

**BAECO 333 - Public Economics (3 Credits)***Credits: 3*

This course explores the role of government in the economy, covering topics such as taxation, public goods, and social welfare policies. Students will examine the economic justifications for and consequences of government intervention in various sectors. **Prerequisites:** None

**BAECO 336 - Economics of Uncertainty and Information (3 Credits)***Credits: 3*

A study of decision-making under uncertainty, with a focus on the role of information in economic interactions. Topics include risk management, insurance, and market mechanisms for dealing with information asymmetry. **Prerequisites:** None

**BAECO 338 - Economic Demography (3 Credits)***Credits: 3*

This course examines the economic impact of demographic changes, including population growth, aging, and migration. Topics include labor markets, healthcare demand, and the economic effects of demographic trends on public policy. **Prerequisites:** None

**BAECO 350 - Economic Development: Analysis and Case Studies (3 Credits)***Credits: 3*

An applied course focusing on specific case studies in economic development. Students will analyze policies and outcomes in various countries, gaining insight into the strategies that promote or hinder economic growth and social progress. **Prerequisites:** None

**BAECO 400 - Topics on Economic Research (3 Credits)***Credits: 3*

This advanced course allows students to explore specialized topics in economics, including emerging trends and new theories. Emphasis is placed on conducting independent research, analyzing data, and presenting findings on current economic issues. **Prerequisites:** None

**BAECO 425 - Capstone (3 Credits)***Credits: 3*

The capstone course requires students to integrate and apply knowledge gained throughout the program. Students will complete a comprehensive research project or case study on a significant economic issue, demonstrating their analytical, research, and communication skills. **Prerequisites:** None

## Masters in Science AI and Data Science

**MSIT 501: Basics of AI, TensorFlow s Keras***Credits: 3*

This course introduces the fundamental concepts of artificial intelligence, focusing on machine learning frameworks such as TensorFlow and Keras. Students will learn about the history and evolution of AI, explore supervised and unsupervised learning paradigms, and develop foundational skills in building AI models. Practical exercises will enable students to implement simple neural networks and understand the underlying mathematical principles. **Prerequisites:** None

**MSIT 502: Data Analysis with Python***Credits: 3*

This course covers essential data analysis techniques using Python, focusing on libraries such as Pandas and NumPy. Students will learn how to manipulate, clean, and analyze datasets, as well as perform statistical analyses to derive insights. Emphasis will be placed on practical applications, enabling students to apply their skills to real-world data scenarios. **Prerequisites:** None

### **MSIT 503: Computer Vision**

*Credits: 3*

This course explores the principles and techniques of computer vision, including image processing, feature extraction, and object detection. Students will learn to develop algorithms that enable computers to interpret and understand visual information from the world. Practical projects will allow students to implement computer vision techniques using popular libraries like OpenCV and TensorFlow. **Prerequisites:** None

### **MSIT 504: Data Visualization Techniques**

*Credits: 3*

Students will learn how to effectively communicate data insights through visualization. This course covers key principles of visual design and storytelling, alongside hands-on experience with tools such as Matplotlib, Seaborn, and Tableau. Students will create a variety of visualizations and dashboards to convey complex data in an accessible manner.

**Prerequisites:** None

### **MSIT 505: Natural Language Processing**

*Credits: 3*

This course provides an overview of natural language processing (NLP), covering key techniques for text analysis, language modeling, and sentiment analysis. Students will learn how to preprocess textual data, extract features, and apply machine learning algorithms to language tasks. Practical assignments will involve implementing NLP models using libraries like NLTK and spaCy. **Prerequisites:** None

### **MSIT 506: Ethics in AI and Data Science**

*Credits: 3*

This course examines the ethical implications of AI and data science, focusing on issues such as bias, privacy, accountability, and societal impact. Students will engage in discussions around the responsible use of technology and develop a framework for ethical decision-making in AI applications. Case studies will provide insights into real-world ethical dilemmas faced by practitioners in the field. **Prerequisites:** None

### **MSIT 507: Specialization in Computer Vision**

*Credits: 3*

Building on foundational computer vision concepts, this specialized course delves deeper into advanced techniques such as deep learning for image recognition, segmentation, and generative models. Students

will work on complex projects that challenge them to apply cutting-edge methods and explore the latest research in the field. **Prerequisites:** None

### **MSIT 508: Machine Learning Foundation**

*Credits: 3*

This course introduces core machine learning concepts, including supervised and unsupervised learning, model evaluation, and feature engineering. Students will gain hands-on experience with a variety of algorithms, such as decision trees, support vector machines, and clustering methods.

Practical assignments will reinforce theoretical knowledge through real-world applications.

**Prerequisites:** None

### **MSIT 50G: Specialization in Natural Language Processing**

*Credits: 3*

This course focuses on advanced NLP techniques, including deep learning approaches to language tasks. Students will explore topics such as transformer models, word embeddings, and advanced sentiment analysis. The course will emphasize hands-on projects where students will build and evaluate state-of-the-art NLP models using frameworks like TensorFlow and PyTorch. **Prerequisites:** None

### **MSIT 600: Machine Learning Intermediate**

*Credits: 3*

Continuing from the foundational course, this intermediate class explores more complex machine learning algorithms and techniques, including ensemble methods, neural networks, and hyperparameter tuning. Students will learn to analyze model performance and make improvements, with practical applications that reinforce their understanding of the material. **Prerequisites:** None

### **MSIT 601: Building AI Solutions**

*Credits: 3*

In this course, students will learn the entire lifecycle of building AI solutions, from problem identification to deployment. Key topics include system design, software development methodologies, and integration of AI models into existing systems. Students will work on team projects that simulate real-world challenges, allowing them to develop collaborative skills in a practical setting. **Prerequisites:** None

### **MSIT 625: Capstone Project**

*Credits: 3*

The capstone project serves as a culmination of the program, where students apply their knowledge and skills to a significant real-world problem in AI or data science. Students will work individually or in teams to conceptualize, design, and implement a solution, culminating in a final presentation of their work. This experience provides an opportunity to demonstrate mastery of the curriculum and develop a portfolio piece for future career opportunities. **Prerequisites:** All program coursework

## MBA Courses

### **MBA 501: Principles of Management s Organizational Behavior**

*Credits: 3*

This course introduces the fundamentals of management and explores the behavior of individuals and groups within organizations. Topics include planning, organizing, leading, controlling, and how organizational culture influences performance and employee behavior. **Prerequisites:** None

### **MBA 502: Accounting for Decision Making**

*Credits: 3*

This course covers the role of accounting in business decision-making. Students will learn to analyze financial statements, budgeting, and cost management for strategic decisions. Emphasis is placed on using accounting data for planning, control, and performance evaluation. **Prerequisites:** None

### **MBA 503: Organizational Behavior**

*Credits: 3*

This course focuses on the study of human behavior in organizational settings. Topics include motivation, leadership, teamwork, communication, and conflict resolution. The course helps students understand how behavior impacts the efficiency and effectiveness of an organization. **Prerequisites:** None

### **MBA 504: Managerial Economics**

*Credits: 3*

Managerial Economics applies microeconomic theory to business decision-making. Topics include demand analysis, production and cost functions, market structure, pricing strategies, and competitive analysis. Students will learn how economic principles inform business strategies. **Prerequisites:** None

### **MBA 505: Business s Corporate Communication**

*Credits: 3*

This course develops communication skills necessary for business leadership. Topics include business writing, report preparation, presentation skills, and effective communication in a corporate setting.

Emphasis is on clarity, persuasiveness, and professionalism in business communication. **Prerequisites:** None

### **MBA 506: Business Research Methods**

*Credits: 3*

This course covers the research methodologies used in business decision-making. Students will learn how to collect, analyze, and interpret data to solve business problems and support decision-making

processes. Topics include qualitative and quantitative research, sampling methods, and data analysis techniques.

**Prerequisites:** None

### **MBA 507: Human Resource Management**

*Credits: 3*

This course provides an overview of human resource management, including recruitment, training, performance management, and compensation. Students will learn how to align HR practices with organizational goals to improve performance and employee satisfaction.

**Prerequisites:** None

### **MBA 508: Business Ethics and Corporate Governance**

*Credits: 3*

This course explores the ethical challenges and governance practices in business. Topics include ethical decision-making, corporate social responsibility, stakeholder management, and the role of boards in corporate governance. Case studies will be used to illustrate ethical dilemmas in business. **Prerequisites:** None

### **MBA 610: Retail Management**

*Credits: 3*

This course covers the key concepts of retail management, including store operations, merchandising, customer service, and supply chain management. Students will learn how to develop strategies to enhance retail performance and customer satisfaction.

**Prerequisites:** None

### **MBA 612: Marketing Management**

*Credits: 3*

This course focuses on the strategies and processes involved in marketing management. Topics include market analysis, consumer behavior, product development, pricing, distribution, and promotion.

Students will develop marketing plans and learn to evaluate marketing strategies. **Prerequisites:** None

### **MBA 613: Digital Marketing**

*Credits: 3*

This course explores the digital marketing landscape, including search engine optimization (SEO), social media marketing, content marketing, and online advertising. Students will learn how to create and manage digital marketing campaigns to build brand awareness and drive business growth.

**Prerequisites:** None

### **MBA 650: Capstone Project in Business Administration**

*Credits: 3*

This capstone course provides MBA students with the opportunity to integrate and apply the knowledge gained throughout the program to a real-world business challenge. Working individually or in teams, students will conduct in-depth research, analyze data, and develop strategic solutions for a chosen organization or simulated business scenario. The course emphasizes critical thinking, problem-solving, and the practical application of concepts in areas such as finance, marketing, operations, and management. Students will present their findings and recommendations in a comprehensive report and oral presentation, demonstrating their readiness to tackle complex business issues. **Prerequisites:** Completion of all coursework

## Doctorate in Business Administration

### **DBA 701: Doctoral Research and Writing**

*Credits: 3*

Introduction to scholarly writing and advanced research methodologies. Emphasizes the development of critical thinking, research design, and effective communication in academic and professional contexts. **Prerequisites:** None

### **DBA 702: Quantitative Research Methods**

*Credits: 3*

Covers statistical techniques, data analysis, and the use of quantitative tools to inform decision-making in a business environment. **Prerequisites:** None

### **DBA 703: Qualitative Research**

*Credits: 3*

Focuses on qualitative research methods, including case studies, interviews, and ethnography to understand complex business phenomena. **Prerequisites:** None

### **DBA 704: Introduction to Research Design**

*Credits: 3*

A study on the fundamental principles of designing rigorous research studies that address business problems using both qualitative and quantitative methods. **Prerequisites:** None

### **DBA 705: Foundations of Research Design II**

*Credits: 3*

Builds on foundational knowledge to implement more advanced research designs and strategies, including mixed methods. **Prerequisites:** None

### **FACM 701: Financial Management Strategies**

Focuses on corporate finance, financial risk management, and decision-making processes.

**Prerequisites:** None

### **FACM 702: Advanced Corporate Finance**

*Credits: 3*

Examines complex issues in corporate finance including mergers, acquisitions, and international finance.

**Prerequisites:** None

### **FACM 703: Financial Analytics**

*Credits: 3*

Emphasizes the use of financial data analysis to make strategic business decisions.

**Prerequisites:** None

### **MMRM 701: Marketing Strategy in a Global Economy**

*Credits: 3*

Discusses advanced marketing strategies tailored to global markets, consumer behavior, and competitive positioning. **Prerequisites:** None

### **MMRM 702: Marketing Research Methods**

*Credits: 3*

Explores quantitative and qualitative research methodologies used to inform marketing decisions.

**Prerequisites:** None

### **MMRM 703: Digital and Social Media Marketing**

*Credits: 3*

Covers the latest trends and tools in digital marketing, with a focus on analytics and ROI measurement.

**Prerequisites:** None

### **HRLM 701: Leadership in a Global Economy**

*Credits: 3*

Explores leadership theories, models, and practices in international business contexts.

**Prerequisites:** None

### **HRLM 702: Strategic Human Resource Management**

*Credits: 3*

Focuses on aligning HR practices with strategic goals, workforce planning, and talent management.

**Prerequisites:** None

### **HRLM 703: Change Management and Organizational Development**



Discusses leading organizational change and strategies for enhancing business performance through effective people management.

**Prerequisites:** None

### **DISS 701: Dissertation I**

*Credits: 4*

Development of research proposal and literature review.

**Prerequisites:** Completion of all coursework

### **DISS 703: Quantitative Data Collection and Statistical Mechanics**

*Credits: c*

Advanced statistical methods and data collection techniques relevant to the student's research.

**Prerequisites:** None

### **DISS 704: Dissertation II**

*Credits: 4*

Focused dissertation research and preparation of initial findings.

**Prerequisites:** DISS 701: Dissertation I

### **DISS 705: Dissertation III**

*Credits: c*

Completion of dissertation research, finalization of findings, and preparation for defense.

**Prerequisites:** DISS 704 Dissertation II

### **DISS 800 Research Continuation I to IX**

*Credits: 3 each*

Ongoing guidance and supervision for dissertation research across up to nine additional terms.

**Prerequisites:** DISS 704 Dissertation II

## **Masters in Science: Psychology**

### **MSPSY501 – Foundations of Psychology**

*Credits: 3*

This course provides an overview of the fundamental principles, history, and major theories of psychology. Students will explore key topics such as psychological research methods, the biological bases of behavior, and major psychological paradigms. Emphasis will be placed on understanding the relevance of psychology in everyday life and its application across various fields. **Prerequisites:** None

### **MSPSY502 – Cognitive Psychology**

This course examines the mental processes involved in perception, memory, reasoning, problem-solving, and decision-making. Students will study cognitive theories and models, experimental methods, and contemporary research in cognitive psychology. The course also explores the implications of cognitive processes in real-world contexts, including education and mental health. **Prerequisites:** None

### **MSPSY503 – Biological Foundations of Behavior**

*Credits: 3*

This course explores the biological underpinnings of behavior, including the structure and function of the nervous system, brain anatomy, neurochemistry, and genetics. Students will learn how biological factors influence emotions, thoughts, and actions, and how these elements interact with environmental influences to shape behavior. **Prerequisites:** None

### **MSPSY504 – Developmental Psychology Across the Lifespan**

*Credits: 3*

This course provides a comprehensive overview of human development from infancy through old age. Key topics include cognitive, emotional, and social development, as well as the impact of cultural and environmental factors. Students will study developmental theories and apply them to various contexts, including education, health, and family dynamics. **Prerequisites:** None

### **MSPSY505 – Personality Theory and Social Psychology**

*Credits: 3*

This course covers major theories of personality, including trait, psychodynamic, humanistic, and social-cognitive approaches. It also explores the principles of social psychology, such as group dynamics, conformity, and interpersonal relationships. Students will examine how personality and social factors influence behavior and mental processes in diverse settings. **Prerequisites:** None

### **MSPSY506 – Ethics and Professional Issues in Psychology**

*Credits: 3*

This course introduces students to the ethical standards and professional guidelines that govern psychological practice. Topics include confidentiality, informed consent, dual relationships, and cultural competence. Students will engage in discussions and case studies to explore ethical dilemmas and develop critical thinking skills related to professional conduct in psychology. **Prerequisites:** None

### **MSPSY507 – Research Methods and Statistics in Psychology**

*Credits: 3*

This course provides a comprehensive overview of research methodologies used in psychology, including experimental, correlational, and qualitative designs. Students will learn about data collection, analysis, and interpretation, with a strong emphasis on statistical techniques essential for psychological research. Practical applications will be explored through hands-on projects. **Prerequisites:** None

### **MSPSY508 – Counseling and Psychotherapy Techniques**

*Credits: 3*

This course examines various counseling and psychotherapy approaches, including cognitive- behavioral, psychodynamic, and humanistic therapies. Students will learn foundational counseling skills and techniques, such as active listening, empathy, and rapport-building. Role-playing and case studies will be utilized to enhance practical skills in therapeutic settings. **Prerequisites:** None

### **MSPSY610 – Clinical Psychology and Psychopathology**

*Credits: 3*

This course provides an overview of major psychological disorders, their diagnosis, and treatment. Students will explore the DSM-5 classification system, assessment techniques, and evidence-based interventions. Emphasis will be placed on understanding the etiology and prevalence of mental health disorders, as well as the impact of cultural factors on psychopathology. **Prerequisites:** None

### **MSP Y611 – Psychological Assessment**

*Credits: 3*

This course focuses on the principles and techniques of psychological assessment, including standardized testing, observational methods, and clinical interviews. Students will learn how to administer, score, and interpret various psychological tests, including intelligence, personality, and neuropsychological assessments, while considering ethical issues in testing. **Prerequisites:** None

### **MSP Y625 – Capstone Project or Thesis in Psychology**

*Credits: 3*

In this course, students will undertake an independent research project or thesis that allows them to apply their knowledge and skills to a specific area of interest within psychology. Students will formulate research questions, conduct literature reviews, gather and analyze data, and present their findings. This course aims to cultivate critical thinking and research competence. **Prerequisites:** All Completed coursework for the MS Psychology Program

### **MSPSY650 – Practicum or Internship in Applied Psychology**

*Credits: 3*

This course involves a supervised practicum or internship experience in a clinical, counseling, or research setting. Students will apply theoretical knowledge and practical skills in real-world contexts, gaining hands-on experience and professional insights. Reflection on practice and integration of feedback will be emphasized to enhance personal and professional development. **Co-requisites:** MSP Y625 – Capstone Project or Thesis in Psychology

## Faculty

### **Dr. Divyaditya Kothari**

Degree Held - PhD in Law, MA in Psychology Awarding Institution -  
Renaissance University

Chief Academic Officer (CAO), Chief Operations Officer  
(COO) Dean of Psychology C Faculty (Psychology)

### **Dr. Vinita Puri**

Degree Held - Phd in Psychology  
Awarding Institution - Walden University  
Faculty (Psychology)

### **Dr. Emad Shahrori**

Degree Held - Phd in Psychology  
Awarding Institution - An Najah National University  
Faculty (Psychology)

### **Dr. Aida Mehrad**

Degree Held - Phd in Health and Sports Psychology, PhD in Social Psychology Awarding  
Institution - Universitat Autònoma de Barcelona (UAB)  
Faculty (Psychology)

**Dr. Gita Shri Bhagwati Sattaru**

Degree Held - Phd in Psychology

Awarding Institution - Barkatullah University

Faculty (Psychology)

**Dr. Lavina Singh**

Degree Held - Phd in Social Psychology Awarding

Institution - Magadh University Faculty

(Psychology)

**Mr. Prashant Panse**

Degree Held - PhD in Computer science in Engineering

Awarding Institution - Jagannath University

Dean of Science, Faculty (AI & Data Science)

**Dr. Nidhi Sethi**

Degree Held - PhD In Computer Science

Awarding Institution - Mahatma Gandhi Chitrakoot Gramoday

Faculty (AI & Data Science)

**Mr. Yash Shah**

Degree Held - PhD in Applied Mathematics

Awarding Institution - S.G.S.I.T.S

Faculty in AI & DS

**Mrs. Nayana Joshi**

Degree Held - Masters of Technology in Computer Science

Awarding Institution - Devi Ahilya Vishwavidyalaya (DAVV)

Faculty in AI & DS

**Dr. Pratik Singh Uppal**

Degree Held - PhD in Commerce

Awarding Institution - Renaissance University

Dean of Business Management, Faculty (MBA)

**Dr. Herson E. Pagapang**

Degree Held - PhD in Business Administration Awarding

Institution - Rizal Technological University Faculty (MBA)

**Dr. Pedro Nunes**

Degree Held - PhD in Economic Analysis and Business Awarding

Institution - Universidad de Santiago de Compostela Faculty

(MBA)

**Dr. Darren Hassan**

Degree Held - Executive Doctorate in Business Administration

Awarding Institution - Business Science Institute/ SKEMA Business School

Faculty (MBA)

**Dr. Sue Davey**

Degree Held - PhD in Strategic Leadership

Awarding Institution - Swinburne University

Faculty (MBA)

**Dr. Manvi Aayush Sood**

Degree Held - PhD in Management

Awarding Institution - Banasthali Vidyapith, Rajasthan

Faculty in MBA

**Mrs. Manpreet Kaur Uppal**

Degree Held - B.A. English (Hons.)

Awarding Institution - University Of Delhi

Faculty in Management Department

**Dr. Mohamed Hamouda**

Degree Held - PhD in Business Administration

Awarding Institution - Cairo University

Faculty in Management Department

**Dr. Mridul Dadhich**

Degree Held - PhD in Commerce

Awarding Institution - Renaissance University

Faculty in Management Department

**Dr. Vikram Singh Parmar**

Degree Held - PhD in History

Awarding Institution - DAVV

Faculty in Management Department

**Dr. Anand Bhatt**

Degree Held - PhD in Management

Awarding Institution - Pacific University, Rajasthan Faculty  
in Management Department

**Dr. Rajesh Shroff**

Degree Held - PhD in Commerce

Awarding Institution - Devi Ahiliya Vishwavidyalaya

Faculty in Management Department

**Dr. Priti Sudarshan**

Degree Held - PhD in Commerce

Awarding Institution - Devi Ahiliya Vishwavidyalaya

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**Mrs. Poonam Sisodiya**

Degree Held - M.A in Economics

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Faculty in Management Department



**Dr. Gaurav Malhotra**

Degree Held – PhD in Management

Awarding Institution – Chhatrapati Shahu ji Maharaj University

Faculty in Management Department