



# **WESTERN STATE UNIVERSITY CALIFORNIA**

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# (A) Introduction

## President's message

Welcome to Western State University (WSU)! 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 a 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 Western State University (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 State University will be transformative, and I look forward to witnessing your growth and success as a member of our community.

Western State University is sponsored by the non-profit NAPC. Only NAPC members can be admitted to Western State University. To become a member of NAPC visit at <https://napconsortium.org/>

Warmest regards,  
President, Western State University (WSU)

## Purpose of The Institution:



### **Mission statement**

At Western State University (WSU), 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 State University (WSU) 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 Western State University (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 Western State University (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 (course, program, institutional) 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, Western State University (WSU) is committed to providing an exceptional educational experience that prepares our students for success in their personal and professional lives.

## **Campus & Facilities**

As a digital university, Western State University (WSU) has embraced innovative technology to create a dynamic and engaging virtual learning environment for our diverse student population. Our mailing address is located at 6203 San Ignacio Ave, Suite 110, San Jose, CA 95119

### **Key features of our virtual campus include:**

- *Digital Learning Platform*

Our state-of-the-art 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.

- *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*

Western State University (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 San Jose address, they maintain regular virtual office hours and can be reached via email, phone, or video conferencing.

- *Online Community and Networking Opportunities*

Western State University (WSU) fosters a sense of community and connection among our online students through virtual clubs, social networking platforms, and interactive events, providing opportunities for students to network, collaborate, and socialize with their peers.

- *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 Western State University (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 of our online university.

## **Business hours**

Our administrative offices and student support services are available to assist you during the following business hours:

- Monday: 9:00AM-6:30PM
- Tuesday: 9:00AM-6:30PM
- Wednesday: 9:00AM-6:30PM
- Thursday: 9:00AM-6:30PM
- Friday: 9:00AM-6:30PM
- Saturday: CLOSED
- Sunday: CLOSED

Please note that our digital learning platform and digital library resources are accessible 24/7 for the convenience of our students. However, for any inquiries or assistance outside of our regular business hours, please feel free to contact us via email, and our team will respond as soon as possible during the next working day. We are committed to providing exceptional support and service to ensure your success at Western State University (WSU).

## **BOARD OF GOVERNANCE**

**Chief Executive Officer / President :**  
C.A. Swapnil Kothari

**Chief Finance Officer (Consulting) :**  
C.A. Shyam Bhatia

**Chief Academic Officer :**  
Dr. Divyaditya Kothari

## **ADMINISTRATIVE STAFF**

### **Full Time Administrators :**

**Registrar :**  
Dr. Heather Barker

**Head Of Global Collaborations / Director Of Admissions :**  
Mr. Sagar Garg

**LMS Coordinator & IT Specialist :**  
Miss. Darshana Parmar

### **Part Time Administrators :**

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

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

**Head Of Grievance & Examination :**  
Dr. Amit Kumar Hasija

### Authorization disclosure statements

Western State University (WSU) has demonstrated to the Bureau for Private Postsecondary Education in the State of California that it has met the qualifications for exemption from regulation under the Act, pursuant to the California Postsecondary Education Code (CEC) section 94874(b)(1): “An institution offering educational programs sponsored by a bonafide trade, business, professional or fraternal organization, solely for that organization’s membership”. Pursuant to CEC §94874.7, this verification of exemption shall remain valid for 2 years, as long as the institution maintains full compliance with the requirements of this exemption. Any of the following conditions will deem the institution ineligible for this exemption:

- The institution is no longer sponsored by a bonafide trade, business, professional, or fraternal organization, solely for that organization’s membership.
- The institution is approved to participate in Title 38 veteran's financial aid programs.
- or any other factor, that would render the institution in eligible for annex emption under the CEC section 94874(b)(1).

Additionally, as an exempt institution, WESTERN STATE UNIVERSITY (WSU) shall comply with CEC §94927.5 regarding the retention of student records and transcripts and their submission to the Bureau prior to closing.



Bureau for Private Postsecondary Education

#### Mailing Address:

1747 North Market Blvd, Suite 225, Sacramento, CA 95834 P.O. Box 980818, West Sacramento, CA 95798-0818 Website address:

[www.bppe.ca.gov](http://www.bppe.ca.gov)

#### Telephone and Fax #'s:

(888)370-7589 or by fax (916)263-1897  
or fax (916) 574-8900

## Accreditation, Affiliation & Memberships

THE ACCREDITING AGENCY(S) OR ASSOCIATION(S) LISTED BELOW IS/ARE NOT RECOGNIZED BY THE UNITED STATES DEPARTMENT OF EDUCATION AS AN APPROVED ACCREDITING AGENCY. THEREFORE, IF YOU ENROLL IN THIS INSTITUTION, YOU MAY NOT BE ELIGIBLE FOR TITLE IV FEDERAL FINANCIAL ASSISTANCE, STATE STUDENT FINANCIAL ASSISTANCE, OR PROFESSIONAL CERTIFICATION. IN ADDITION, CREDITS EARNED AT THIS INSTITUTION MAY NOT BE ACCEPTED FOR TRANSFER TO ANOTHER INSTITUTION, AND MAY NOT BE RECOGNIZED BY EMPLOYERS.



### Accredited Member Of ECICEL

ECICEL (European Centre of Independent Certification in E-Learning) is an international association ensuring standards and promoting best practices in pedagogy for educational organizations worldwide.

**Issue Date :** September 04, 2023

**Valid Date :** September 04, 2024

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### Accreditation From ASIC, UK

ASIC (Accreditation Service for International Schools, Colleges, & Universities) is a UK-based agency accrediting schools and universities globally.

**Issue Date :** July 16, 2024

**Valid Date :** July 15, 2028

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### Accreditation From QAHE, US

The International Association for Quality Assurance in Pre-Tertiary and Higher Education (QAHE) is a leading accrediting agency that provides higher education accreditation and training accrediting services.

**Issue Date :** April 05, 2024

**Valid Date :** April 04, 2025

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### Center Approval From QUALIFI, UK



QUALIFI is an Ofqual-recognized Awarding Organization in the UK, regulating qualifications and exams.

**Issue Date :** August 03, 2023

**Valid Date :** August 02, 2024

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## Educational Membership From IACBE



IACBE (International Accreditation Council for Business Education) accredits business programs, preparing students for the future workplace.

**Issue Date :** June 22, 2023

**Valid Date :** August 02, 2024

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## Accredited Member ELQN



ELQN (E- Learning Quality Network) is an international organization committed to advancing e-learning and making a lasting, positive impact on society.

**Issue Date :** July 29, 2024

**Valid Date :** July 29, 2025

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WSSU

## (B) General Information

### Student Rights and Responsibilities

At Western State University (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 Western State University (WSU).

## Financial Aid and Scholarships

### **Financial Aid:**

At WESTERN STATE UNIVERSITY (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:** Western State University (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:**

WESTERN STATE UNIVERSITY (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 WESTERN STATE UNIVERSITY (WSU) website. WESTERN STATE UNIVERSITY (WSU)'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.

WESTERN STATE UNIVERSITY (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.

WESTERN STATE UNIVERSITY (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 Western State University (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 Western State University (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 Western State University (WSU)'s policy regarding Satisfactory Academic Progress will be subject to loss of scholarship eligibility – as well as subject to withdrawal/dismissal from the Western State University (WSU).

Students who violate Western State University (WSU)'s attendance policy will be subject to loss of scholarship eligibility – as well as subject to withdrawal/dismissal from the Western State University (WSU)

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

- Harassment and Non-Discrimination
- Sexual Harassment
- Cheating & 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 WESTERN STATE UNIVERSITY (WSU): as approved by the Board of Directors for the academic years 2023 and 2024. WESTERN STATE UNIVERSITY (WSU) reserves the right to update the tuition and fee schedule at any time upon approval of the Board of Directors.

- Bachelors in Business Administration  
Duration: 4 years  
Mode of Learning: Digital LMS with Live Zoom Sessions  
Non-Refundable Registration Fee: \$10  
Total tuition for program: \$12000  
Total Credits: 120
- Masters in Business Administration  
Duration: 1 year  
Mode of Learning: Digital LMS with Live Zoom Sessions  
Non-Refundable Registration Fee: \$10  
Total tuition for program: \$4000  
Total Credits: 36
- Masters of Science in Psychology  
Duration: 1 year  
Mode of Learning: Digital LMS with Live Zoom Sessions  
Non-Refundable Registration Fee: \$10  
Total tuition for program: \$3000  
Total Credits: 36
- Masters of Science in Yoga  
Duration: 1 year  
Mode of Learning: Digital LMS with Live Zoom Sessions  
Non-Refundable Registration Fee: \$10  
Total tuition for program: \$3000  
Total Credits: 36
- Doctorate in Business Administration  
Duration: 3 year  
Mode of Learning: Digital LMS with Live Zoom Sessions  
Non-Refundable Registration Fee: \$100  
Total tuition for program: \$8500  
Total Credits: 58

- Masters of Science in AI & Data Science

Duration: 1 year

Mode of Learning: Digital LMS with Live Zoom Sessions

Non-Refundable Registration Fee: \$10

Total tuition for program: \$3000

Total Credits:36

## 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:

- Credit Card: Preferred method of payment. Available through the online application.
- Cheque or Money Order: Mail a cheque or money order made pay able to "WESTERN STATE UNIVERSITY (WSU)" along with your supplemental materials. Please make sure your name appears on the check.

### 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 payment 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 State University (WSU), 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:** Western State University (WSU) is committed to providing reasonable accommodations 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:** Western State University (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, Western State University (WSU) aims to create an inclusive and supportive learning environment where students can thrive academically, personally, and professionally.

### **Technology Requirements**

To ensure that students at Western State University (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 Core i3 or AMD Ryzen 3 (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: Soundcard, speakers, and microphone (or head set with built-in microphone)
6. Webcam: Built-in or external web cam 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: Ubuntu18.04LTS or later

#### Software Requirements:

1. Web Browser: Google Chrome, Mozilla Fire fox, Microsoft Edge, or Apple Safari(latest versions)
2. Office Suite: Microsoft Office 365, Google Workspace, or Libre Office(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:

Western State University (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 Western State University (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. News papers 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. Librarian Support: Our knowledgeable and experienced librarians are available to assist students with research inquiries, resource recommendations, and citation guidance. Students can connect with librarians via email or online chat for personalized support.

By providing access to these extensive library resources, Western State University (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 amount of related books by visiting the library link:  
<https://openlibrary.org/>

## (C) Admissions

### Undergraduate Admissions

At Western State University (WSU), 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 Western State University (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 Western State University (WSU) curriculum.

### **Ability-to-Benefit Students:**

Western State University (WSU) considers applications from ability-to-benefit students who do not possess a high school diploma or GED but demonstrate the capacity to succeed in our programs. These applicants must:

1. Complete the application process as outlined above.
2. Pass an approved ability-to-benefit test, as specified by the university.
3. Participate in an interview with an admissions representative to assess their readiness for college-level coursework.

### **International Students:**

We welcome international students and 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.

Please note that international students are responsible for obtaining the appropriate visa to study in the United States.

### **Graduate Admissions**

Western State University (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:**

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 an 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:**

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 3.0 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 Western State University (WSU) graduate program.

### **International Students:**

We value the diverse perspectives international students bring to our graduate programs. In addition to the general admission requirements, international applicants must:

1. Submit official transcripts from all previously attended 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.

Please note that international students are responsible for obtaining the appropriate visa to study in the United States.



## (D) Academic programs

### 1. BACHELORS IN BUSINESS ADMINISTRATION (BBA)

#### **A.) 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.

#### **B.) Program structure**

Total Credits: 120

General Education Credit Hours: 42 or 35%

Core Credit Hours: 78 or 65%

Course Duration: 4 Years.

The final semester of is a 3-course Capstone Project; each course is worth 5 credit hours with the entire Capstone Project sequence worth 15 credit hours

#### **C.) Instructional Delivery Mode**

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

#### **D.) 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 team work abilities.

### E.) Program courses by year and semester

Year1					
SEMESTER I			SEMESTER II		
Course Name	Course Code	CREDIT HOURS	Course Name	Course Code	CREDIT HOURS
Effective English	BBA201	3	Accounting of Business Decision	BBA206	3
Fundamentals of Mathematics	BBA202	3	Business Statistics	BBA207	3
Principles of Microeconomics	BBA203	3	Understanding Consumers Behaviour	BBA208	3
Management Skills	BBA204	3	Principles of Macroeconomics	BBA209	3
Managerial Accounting	BBA205	3	Financial Accounting	BBA210	3
	Total Credits	15		Total Credits	15

Year2					
SEMESTER III			SEMESTER IV		
Course Name	Course Code	CREDIT HOURS	Course Name	Course Code	CREDIT HOURS
International Business	BBA 211	3	Methods of Research	BBA216	3
Business Communication	BBA212	3	Taxation	BBA217	3
Supply Chain Management	BBA213	3	Management Information Systems	BBA218	3
Customer Relationship Management	BBA214	3	Corporate Finance	BBA219	3
Business Finance	BBA215	3	Strategic Management	BBA220	3
	Total Credits	15		Total Credits	15

Year3					
SEMESTER V			SEMESTER VI		
Course Name	Course Code	CREDIT HOURS	Course Name	Course Code	CREDIT HOURS
Ethics in Business & Management	BBA221	3	Innovation and Entrepreneurship	BBA226	3
Corporate Governance & Risk Management	BBA222	3	Data Analytics and Business Intelligence	BBA227	3
Banking & Insurance	BBA223	3	International Finance	BBA228	3
Human Resource Management	BBA224	3	Quantitative Techniques	BBA229	3
Research Method for Sustainable Business	BBA225	3	Organizational Behavior and Change Management	BBA230	3
	Total Credits	15		Total Credits	15

Year4					
SEMESTER VII			SEMESTER VIII		
Course Name	Course Code	CREDIT HOURS	Course Name	Course Code	CREDIT HOURS
Basics of Corporate Social Responsibility	BBA231	3	Professional Development Strategies	BBA236	3
Business Laws	BBA232	3	Basics of Project Management	BBA237	3
Team Building & Interpersonal Dynamics	BBA233	3	E- Business	BBA238	3
Investment Analysis & Portfolio Management	BBA234	3	Digital Marketing	BBA239	3
Basics of Operation Management	BBA235	3	Global Business Environment	BBA240	3
	Total Credits	15		Total Credits	15

## **2. MASTERS IN BUSINESS ADMINISTRATION (MBA)**

### **A.) 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.

### **B.) Program structure**

Total Credits: 36

General Education Credit Hours: 42 or 35%

Core Credit Hours: 78 or 65%

Course Duration: 1 Year.

### **C.) Instructional delivery mode**

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

### **D.) 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.

### E.) Program courses by Year and Semester

Year1					
SEMESTER I			SEMESTER II		
Course Name	Course Code	CREDIT HOURS	Course Name	Course Code	CREDIT HOURS
Principles of Management & Organisation Behaviour	MBA 101	3	Human Resource Management	MBA 107	3
Accounting For Decision Making	MBA 102	3	Business Ethics and Corporate Governance	MBA 108	3
Organizational Behavior	MBA 103	3	Information Technology	MBA 109	3
Managerial Economics	MBA 104	3	Retail Management	MBA 110	3
Business & Corporate MCommunication	BA105	3	Marketing Management	MBA 112	3
Business Research Methods	MBA 106	3	Digital Marketing	MBA 112	
	Total Credits	18		Total Credits	18

### **3. MASTERS OF SCIENCE IN PSYCHOLOGY**

#### **A.) 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.

#### **B.) Program Structure**

Total Credits: 36  
General Education Credit Hours: 42 or 35%  
Core Credit Hours: 78 or 65%  
Course Duration: 1 Year.

#### **C.) Instructional delivery mode**

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

#### **D.) 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.

### E.) Program courses by Year and Semester

Course Code	Subject Name	Semester	Credit Hours
MSPSY 101	Foundation of Psychology	1	3
MSPSY 102	Cognitive Psychology	1	3
MSPSY 103	Biological Foundation of Psychology	1	3
MSPSY 104	Personality Theories	1	3
MSPSY 105	Developmental Psychology	1	3
MSPSY 106	Social Psychology	1	3
MSPSY 107	Research Methodology	2	3
MSPSY 108	Counseling Psychology	2	3
MSPSY 109	Understanding Clinical Psychology & Psychopathology	2	3
MSPSY 110	Psychological Assessment & Experimental Research	2	3
MSPSY 111	Child Development & Adolescent Psychology	2	3
MSPSY 112	Psychotherapy	2	3
TOTAL			36

## 4. MASTERS OF SCIENCE IN YOGA

### A.) Program Overview

This program is designed for students to provide a comprehensive knowledge and skills of Yoga. The Master of Science in Yoga is a specialized program designed to provide in-depth knowledge and practical skills in the field of yoga, holistic wellness, and mind-body practices. This program typically combines academic study with experiential learning to prepare students for careers in yoga education, research, therapy, or related fields

### B.) Program Structure

- Students admitted to a term follow the course of study together throughout the 6 Semester Program.
- 66 Credits after Bachelor's Degree.
- 36 Credits Master's In Yoga Degree.
- Coursework of 20 credits (or 6 - 7 courses)
- A Doctoral Dissertation of 16 credits.

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### C.) Instructional delivery mode

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

### D.) Program Learning Outcomes

- Learn the ability to formulate a substantial research question in an unexplained outlook of a sub-discipline.
- Learn the ability to investigate, discover and unwrap new knowledge and methodologies in the aid of humanity.
- Develop a strong foundation in yoga philosophy, history, and principles, including the Eight Limbs of Yoga as outlined in the Yoga Sutras of Patanjali.
- Demonstrate proficiency in a variety of yoga asanas (postures) with proper alignment, breath control, and mindfulness.
- Understand the benefits of yoga for physical, mental, and emotional well-being, and apply these principles to personal practice and teaching.
- Cultivate mindfulness and self-awareness through regular meditation, pranayama (breath control), and relaxation techniques.
- Adapt yoga practices to meet individual needs and abilities, considering modifications for different body types, injuries, and conditions.
- Develop effective teaching skills, including class sequencing, cueing, and adjustments, to lead safe and engaging yoga sessions.



### E.) Program courses by Year and Semester

Course Code	Course Name	Semester	Credit Hours
MSYG 101	Fundamental of Yoga Asana (I)	1	3
MSYG 102	Human Anatomy & Physiology-1	1	3
MSYG 103	Yoga Philosophy	1	3
MSYG 104	Basic Yogic Texts	1	3
MSYG 105	Principles of Hatha Yoga	1	3
MSYG 106	Statistics	1	3
MSYG 107	Fundamental & Practicals of Pranayama & Meditation (II)	2	3
MSYG 108	Yogic Research & Statistics	2	3
MSYG 109	Applied Yoga	2	3
MSYG 110	Teaching Methodology in Yoga	2	3
MSYG 111	Human Anatomy & Physiology - 2	2	3
MSYG 112	Research & Statistics in Yoga Dissertation (Course Work )	2	3
<b>TOTAL</b>			<b>36</b>

## 5. MASTERS OF SCIENCE IN AI & DATA SCIENCE

### A.) 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.

### B.) Program Structure

Total Credits: 36  
General Education Credit Hours: 42 or 35%  
Core Credit Hours: 78 or 65%  
Course Duration: 1 Year.

### C.) Instructional delivery mode

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

### E.) Program courses by Year and Semester

Year 1					
SEMESTER I			SEMESTER II		
Course Name	Course Code	CREDIT HOURS	Course Name	Course Code	CREDIT HOURS
Basics of AI, Tensor flow & Keras	MSAIDS 101	3	Specialization in CV	MSAIDS 107	3
Data Analysis with Python	MSAIDS 102	3	Machine Learning Foundation	MSAIDS 108	3
Computer Vision	MSAIDS 103	3	Specialization in NLP	MSAIDS 109	3
Data Visualization Techniques	MSAIDS 104	3	Machine Learning Intermediate	MSAIDS 110	3
Natural Language Processing	MSAIDS 105	3	Building AI Solutions	MSAIDS 111	3
EDA & Data Storytelling	MSAIDS 106	3	Machine Learning Advanced	MSAIDS 112	3
	Total Credits	18		Total Credits	18

## 6. DOCTORATE IN BUSINESS ADMINISTRATION

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 BA

General Education Credit Hours: 42 or 35%  
 Core Credit Hours: 78 or 65%  
 Course Duration: 3 Year.

### C.) Instructional delivery mode

- The mode of delivery of the coursework in the DBA program: 100% Digital ( LMS + Live Zoom Classes )
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### D.) Program Learning Outcomes

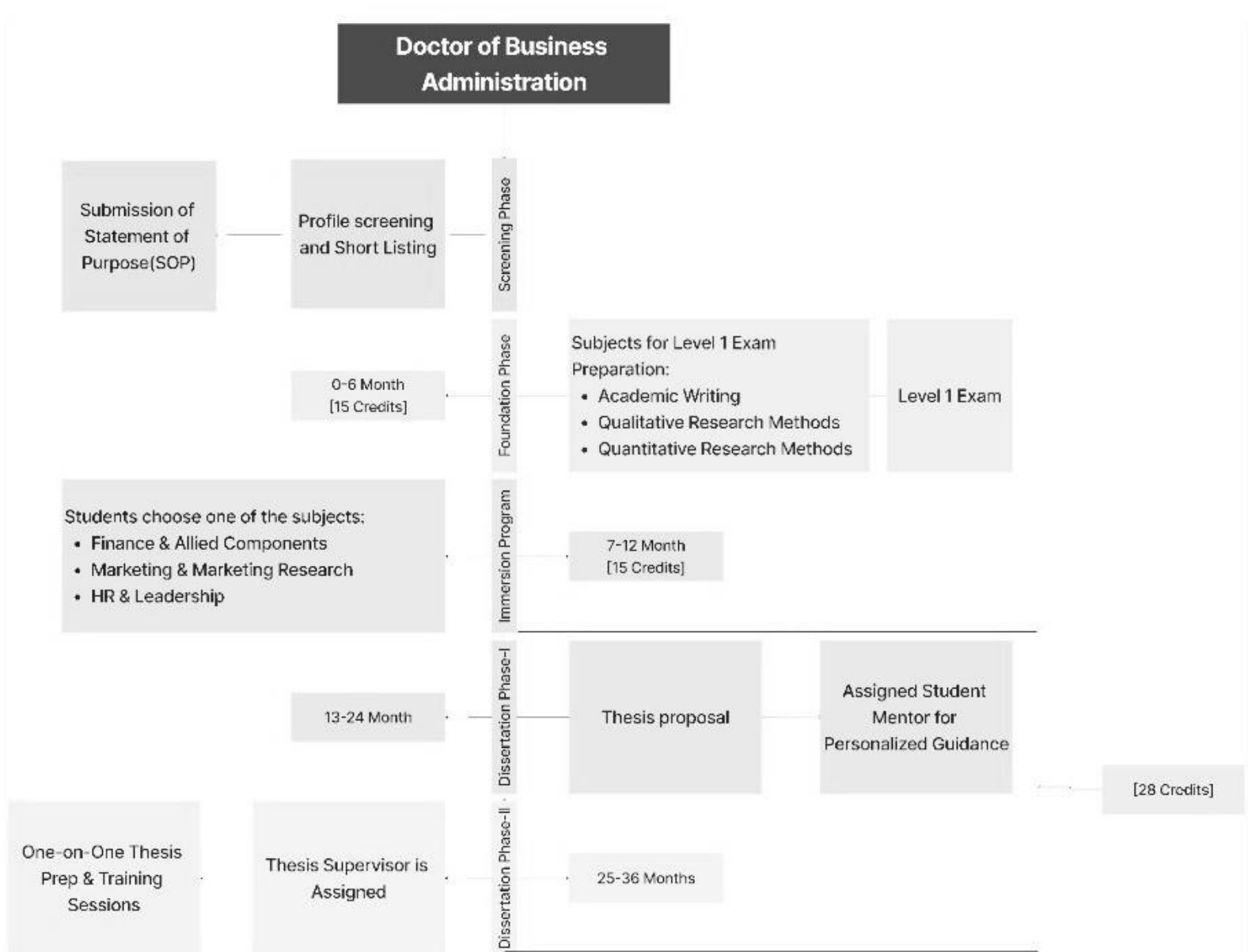
Advanced Research Skills:- DBA candidates develop sophisticated research skills that enable them to investigate complex business issues.

Strategic Leadership:- The program hones strategic thinking and leadership capabilities, preparing graduates to make informed decisions that drive organizational success.

Innovative Problem-Solving:- Through the application of research to practical problems, DBA students learn to develop innovative solutions that address contemporary business challenges.

Enhanced Business Acumen:- A DBA provides a deep understanding of various business functions, including finance, marketing, operations, and human resources.

## E.) Program courses by Year



## Course Syllabus

Category	Courses	Credits	Duration
<b>Foundation</b>	<ul style="list-style-type: none"> <li>• Doctoral Research and Writing</li> <li>• Quantitative Research Methods</li> <li>• Qualitative Research</li> </ul>	15	0 - 6 Month
	<b>Level 1 Exam</b>		
<b>Immersion Program</b> <i>(Choose any one)</i>	<ul style="list-style-type: none"> <li>• Finance &amp; Allied Components</li> <li>• HR &amp; Leadership</li> <li>• Marketing &amp; Marketing Research</li> </ul>	15	7 - 12 Month
<b>Dissertation Phase I</b>		28	13 - 36 Month
<b>Dissertation Phase II</b>			
<b>Total Credits</b>		<b>58</b>	<b>3 Years</b>

Immersion	Courses	Credits
<b>Immersion</b> <i>(Choose any one subject of 15 credits)</i>	<b>Finance &amp; Allied Components (FAC)</b>	
	• FACM 1	5
	• FACM 2	5
	• FACM 3	5
	<b>Marketing &amp; Marketing Research (MMR)</b>	
	• MMRM 1	5
	• MMRM 2	5
	• MMRM 3	5
	<b>HR &amp; Leadership (HRL)</b>	
	• HRLM 1	5
	• HRLM 2	5
	• HRLM 3	5

## Faculties

### **Dr. Divyaditya Kothari**

Degree Held - PhD in Psychology  
Awarding Institution - Renaissance University  
Chief Academic Officer  
HOD & Faculty (School of Psychology)  
Faculty (School of Management)

### **Dr. Luiz Henrique Santana**

Degree Held - PhD in Psychology  
Awarding Institution - Pontifical Catholic University of Minas Gerais  
Faculty (School Of Psychology)

### **Dr. Vinita Puri**

Degree Held - PhD in Psychology  
Awarding Institution - Walden University  
Faculty (School Of Psychology)

### **Dr. Emad Shahrori**

Degree Held - PhD in Psychology  
Awarding Institution - An Najah National University  
Faculty (School Of Psychology)

### **Dr. Pratik Singh Uppal**

Degree Held - PhD in Commerce  
Awarding Institution - Renaissance University  
Faculty (School Of Management)

### **Mr. Prakhar Shroti**

Degree Held - Advance Management In HRM  
Awarding Institution - IIM–Lucknow  
Faculty (School Of Management)

### **Mrs. Manpreet Kaur Uppal**

Degree Held - B.A. English Honors  
Awarding Institution - University Of Delhi  
Faculty (School Of Management)

### **Dr. Mohamed Hamouda**

Degree Held - PhD in Business Administration  
Awarding Institution - Cairo University  
Faculty (School Of Management)

## Faculties

### **Dr. Aida Mehrad**

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

### **Dr. Reuphillan C. Pelser**

Degree Held - PhD in Organisational Behaviour  
Awarding Institution - University of Pretoria  
Faculty (School Of Management)

### **Dr. Herson E. Pagapang**

Degree Held - PhD in Business Administration  
Awarding Institution - Rizal Technological University  
Faculty (School Of Management)

### **Dr. Rachna Ghatge**

Degree Held - Ph.D in English Literature  
Awarding Institution -DAVV  
Faculty (School Of Management)

### **Dr. Mridul Dadhich**

Degree Held - PhD in Commerce  
Awarding Institution - Renaissance University  
Faculty (School Of Management)

### **Dr. Swati Patil**

Degree Held - PhD in Management  
Awarding Institution - Oriental University  
Faculty (School Of Management)

### **Dr. Vikram Singh Parman**

Degree Held - PhD in History  
Awarding Institution - DAVV  
Faculty (School Of Management)

### **Dr. Pramod Sharma**

Degree Held - PhD in Commerce  
Awarding Institution -DAVV  
Faculty (School Of Management)



## (E) University Policies:

### Confidentiality and privacy policy

#### (1) Purpose

WESTERN STATE UNIVERSITY (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.

#### (2) General Guidelines:

Western State University (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.

### (3) Personal data collection and protection

WESTERN STATE UNIVERSITY (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.

WESTERN STATE UNIVERSITY (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.

WESTERN STATE UNIVERSITY (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.

WESTERN STATE UNIVERSITY (WSU) will not use personal information for commercial purposes. WESTERN STATE UNIVERSITY (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 WESTERN STATE UNIVERSITY (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.

#### (4) Privacy of Electronic Communications

Each WESTERN STATE UNIVERSITY (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.

#### (5) Information Security Policy

WESTERN STATE UNIVERSITY (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.

#### (6) Acceptable use of information systems

- All computing assets delivered by WESTERN STATE UNIVERSITY (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, 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.

### (7) Social Networking Policy

The Internet provides a number of benefits for common use, However, when someone clearly identifies their association with WESTERN STATE UNIVERSITY (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 WESTERN STATE UNIVERSITY (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

### (8) 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**

WESTERN STATE UNIVERSITY (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 & 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:

- 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 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 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.)
- If the student on final academic probation does not raise his/her cumulative GPA to 2.0 or higher in the following course, he/she will be dismissed from WESTERN STATE UNIVERSITY (WSU).

### NOTES

- 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 & 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 WESTERN STATE UNIVERSITY (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**

- An undergraduate student must complete all course work within 8 years from the start of study.
- A master's graduate student must complete all course work within 4 years from the start of study.
- A doctoral graduate student must complete all course work within 8 years from the start of study.

Students who do not meet this maximum program time will be dismissed from their program. Exceptions may be granted by the WESTERN STATE UNIVERSITY (WSU) for special or extenuating circumstances. The maximum extension for an undergraduate student is two (2) additional years.



## **Transfer of credits policy**

Western State University (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.

### **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 Western State University (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 Western State University (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 Western State University (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 Western State University (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 Western State University (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 Western State University (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 Western State University (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 Western State University (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 Western State University (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 State University (WSU)'s 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**

WESTERN STATE UNIVERSITY (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 & 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 WESTERN STATE UNIVERSITY (WSU) approved cover page for all official assessment tools.

## **Grading System**

Fairness and transparency:

Students are ensured of fairness and transparency in grading. WESTERN STATE UNIVERSITY (WSU) does not accept grades **UNLESS** they are done and posted on 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 chancellor 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.

Grade	Percentages	Quality Points
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	

## Student code of conduct policy

This policy provides information about procedures and regulations at WESTERN STATE UNIVERSITY (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 WESTERN STATE UNIVERSITY (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 & 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-WESTERN STATE UNIVERSITY (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 WESTERN STATE UNIVERSITY (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 provide 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.

#### 4. 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 WESTERN STATE UNIVERSITY (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 WESTERN STATE UNIVERSITY (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**

WESTERN STATE UNIVERSITY (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.

### **Definition:**

**Complaint:** An expression of dissatisfaction about an academic or administrative issue that does not involve a violation of policy or law. **Grievance:** An expression of dissatisfaction about an academic or administrative issue that involves an alleged violation of policy or law.

### **Guideline**

WESTERN STATE UNIVERSITY (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@wsu.university](mailto:grievance@wsu.university)

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 sought.

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

### **Timeline**

WESTERN STATE UNIVERSITY (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 WESTERN STATE UNIVERSITY (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 WESTERN STATE UNIVERSITY (WSU) for three categories/reasons:

- Attendance
- Misconduct
- 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.

### 0. 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.

### 0. 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 WESTERN STATE UNIVERSITY (WSU) student is responsible for the following:

- 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 center authorities in all facility-related matters, whether personal or on behalf of others, including providing information and evidence.
- d. Attend all teaching & 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.
- f. 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.
- a. 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.
- a. No student may plagiarize the intellectual property of others, including data, ideas, publications and inventions.
- a. 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.
- a. 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.
- a. 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.
- a. 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.

#### 4.) DISMISSAL FOR FAILURE TO ACHIEVE SATISFACTORY ACADEMIC PROGRESS

Please refer to the following WSU policy for additional information: Satisfactory Academic Progress  
WESTERN STATE UNIVERSITY (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:

- A. Minimum requirement for maintenance of grade point average (separate criteria for undergraduate and graduate students)
- A. 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 WESTERN STATE UNIVERSITY (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 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.)
- 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 & Seminary.

## B.) MAXIMUM TIME ALLOWED FOR PROGRAM COMPLETION

An undergraduate student must complete all course work within 8 years from the start of study. Students who do not meet this maximum program time will be dismissed from their program.

Exceptions may be granted by the WESTERN STATE UNIVERSITY (WSU) Chief Academic Officer for special or extenuating circumstances. The maximum extension for an undergraduate is two (2) additional years.

Any student who does not complete all coursework within the specified time period - or the time period with a granted extension - will be dismissed from WSU.

## 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 Western State University (WSU). This policy is in accordance with the requirements of the Bureau for Private Postsecondary Education (BPPE) and the Distance Education Accrediting Commission (DEAC).

### 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.

#### IV. 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. Western State University (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.

#### V. 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.

#### VI. Education and Prevention

Western State University (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

## VII. 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, including the California Education Code. **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.

## VIII. California Education Code Reference

This Harassment and Non-discrimination Policy aligns with the California Education Code, specifically Sections 66250-66271.5, which outlines the requirements for postsecondary educational institutions to establish and maintain a policy on harassment, discrimination, and retaliation.

*Section 66250 of the California Education Code states:*

"It is the policy of the State of California to afford all persons, regardless of their disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other specified characteristic, equal rights and opportunities in the postsecondary institutions of the state. The purpose of this chapter is to prohibit acts that are contrary to that policy and to provide remedies therefor."

By implementing this Harassment and Non-discrimination Policy, Western State University (WSU) demonstrates its commitment to upholding the principles and values expressed in the California Education Code, fostering a safe and inclusive campus environment for all members of the university community.

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

Western State University (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 Western State University (WSU) in California. 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 outlining specific criteria for graduation, the policy helps promote a transparent and fair process that encourages students to excel in their academic pursuits and fosters a sense of accomplishment and pride in their achievements.

### **II. Policy Statement**

Western State University (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 Western State University (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.

### **III. Eligibility for Graduation**

To be eligible for graduation from Western State University (WSU), 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 published program length.
- 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

#### IV. 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 diploma, along with an official transcript, within 30 days of the degree conferral date.

#### V. 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.

#### VI. Commencement Ceremony

Western State University (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.



**Regalia:** Graduating students are required to wear the appropriate academic regalia for the ceremony, which includes a cap, gown, and any program-specific adornments such as stoles or cords. Information on how to purchase or rent regalia will be provided to eligible students prior to the event.

**Ceremony Logistics:** The commencement ceremony will take place at a designated venue and time, with details communicated to graduates well in advance. The ceremony typically includes a processional of graduating students, a welcome address from university leadership, guest speakers, presentation of degrees, and a recessional. Graduates are encouraged to arrive early and follow any guidelines provided to ensure a smooth and enjoyable event. **Accessibility and Special Accommodations:** Western State University (WSU) is committed to making the commencement ceremony accessible to all graduates and their guests. Accommodations for individuals with disabilities or special needs will be provided upon request. Graduates or their guests who require assistance should contact the Office of Commencement Services in advance to discuss their needs and make necessary arrangements.

**Guest Attendance and Tickets:** Each graduating student will receive a predetermined number of guest tickets for the ceremony. Additional tickets may be available on a first-come, first-served basis, depending on venue capacity. Details regarding ticket distribution and any limits on guest attendance will be communicated to graduates in advance. **Photography and Videography:** Professional photographers and videographers will be present to capture the commencement ceremony. Graduates and their guests are also welcome to take personal photographs and videos during the event, following any guidelines provided by the university to ensure the comfort and enjoyment of all attendees.

**Graduation Reception:** Following the commencement ceremony, Western State University (WSU) may host a reception for graduates, their families, and friends to celebrate and further recognize the accomplishments of the graduating class. Details about the reception, including location and time, will be provided to eligible students.

The commencement ceremony is a time-honored tradition that serves as a memorable and meaningful conclusion to a student's academic journey. Western State University (WSU) is proud to honor its graduates and share in the celebration of their achievements as they embark on the next chapter of their lives.

## Academic integrity policy

### I. Preamble

In accordance with the California Education Code and in support of academic excellence, Western State University (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.

### II. 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.

### III. Scope

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

### IV. 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.

### V. 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 one self 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.

## VI. 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.

## VII. Education and Prevention

Western State University (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, librarians, 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.

#### VIII. 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.

#### IX. 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.

### Leave of absence policy

#### I. 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.

#### II. Definitions

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

### III. Policy

#### A. General Provisions

- Students may request a 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.

### IV. 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.

## Cancellation policy

Western State University (WSU) is committed to ensuring a fair and transparent process for student cancellations and refunds. This policy adheres to the guidelines set forth by state and national regulatory bodies to protect the rights of students and provide them with clear options for cancellation, withdrawal, and refund of tuition and fees. The following sections outline the procedures and requirements for student cancellations.

### Student's Right to Cancel

A student may cancel their enrollment and obtain a full refund of all charges paid, excluding the non-refundable application fee, if the cancellation request is received by the university within the first five (5) business days from the first class session's start date. To cancel enrollment, the student must submit a written notice of cancellation to the Office of Admissions via email or postal mail. The cancellation notice must include the student's name, student ID, program of study, and a clear statement expressing the intent to cancel.

### Withdrawal Policy

A student may withdraw from the university at any time after the cancellation period by providing written notice to the Office of the Registrar. The withdrawal notice must include the student's name, student ID, program of study, and a clear statement expressing the intent to withdraw.

### Refund Policy

Upon receiving a notice of cancellation or withdrawal, the university will calculate the refund amount based on the following guidelines:

- a. If a student withdraws or is terminated from the university prior to completing 60% of the enrollment period, the university will refund a prorated amount of tuition and fees based on the percentage of the enrollment period completed.
- b. If a student withdraws or is terminated after completing 60% or more of the enrollment period, no refund will be provided.
- c. Refunds will be issued within 45 days from the date the university receives the cancellation or withdrawal notice. d. Refunds will be disbursed in the same method as the original payment.

## Leave of Absence

In alignment with the university's cancellation and withdrawal policies, students may request a leave of absence (LOA) due to personal, medical, or other extenuating circumstances. To initiate the LOA process, the student must submit a written request to the Office of the Registrar. This request should include the student's name, student ID, program of study, and the reason for the LOA. The university reserves the right to approve or deny LOA requests based on an evaluation of the student's circumstances. If the LOA is approved, the student's withdrawal date will be deferred until the end of the approved LOA period. This allows the student to maintain their current enrollment status and avoid potential impacts on tuition refunds. If the student fails to return from the LOA, the withdrawal date will be set as the last date of attendance, and any applicable refund calculations will be based on the university's refund policy guidelines.

## 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 Western State University (WSU).

## Refund policy

WESTERN STATE UNIVERSITY (WSU) student refund policy is designed to explain and facilitate the payment of student refunds of tuition and fees.

### 1. Student's Right To Cancel/ Withdraw.

Any student has the right, without explanation, to cancel his/her enrollment agreement and obtain a full refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The cancellation must be in writing. Any student may withdraw from the school at any time, after classes start, and receive a pro rata refund of 60 percent (60%) or less, calculated based on the remaining scheduled days in the current payment period in the program, and based on the last day of attendance. The refund granted will have a further deduction for a registration or administration fee, not to exceed \$250.00. The final refund amount will be paid or credited to the student within 45 days of withdrawal.



For the purpose of determining the final amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount for refund equals the daily charge for the program calculated as follows: total institutional charge, minus non-refundable fees, divided by the number of days in the program, multiplied by the remaining number of days scheduled to attend prior to withdrawal. Scheduled days are based on a five-day week, which does not include Saturday or Sunday, or any recognized holiday as stated in the WESTERN STATE UNIVERSITY (WSU) catalog. For programs beyond the current "payment period," if the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. The refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from the federal student financial aid program funds. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, the following actions may occur:

- The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan, and/or;
- The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

WESTERN STATE UNIVERSITY (WSU) shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

## 0. Full Tuition Refund

A refund of tuition fees paid will be made if:

The WESTERN STATE UNIVERSITY (WSU) is unable to provide the academic course offered or the WSU withdraws an offer of enrollment for any reason (except if the student provided incomplete or incorrect information)

A student at WSU has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

WSU will refund unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. Students will be eligible for a refund if they withdraw prior to completing 60 percent of the period. This refund will be prorated. Students having completed more than 60 percent are not entitled to a refund.



The refund granted will have a further deduction for a registration or administration fee, not to exceed \$250.00. The final refund amount will be paid or credited to the student within 45 days of withdrawal.

## Late Payments

In the case of students being late by more than one month in paying their tuition fees, WESTERN STATE UNIVERSITY (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 (insert email)

WSU