

**Western State University
(WSU)**



STUDENT HANDBOOK

2023-2024



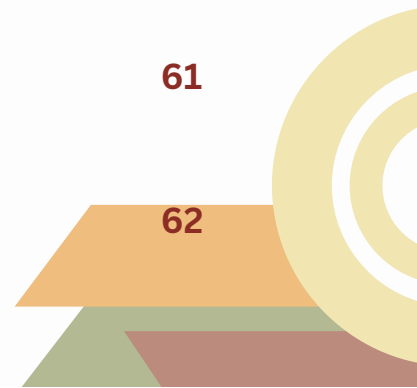
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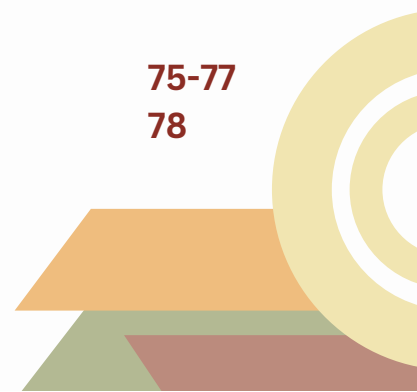


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MESSAGE FROM THE PROVOST



Dear Western State University (WSU) Student:

Thank you for choosing Western State University (WSU) as your education partner.

This is a very exciting time for the management at WSU as we are building the foundational structure of our undergraduate and graduate and we are especially excited to have you with us as a student. Our faculty members at WSU are dedicated to your learning process and experts in their fields as well as being accomplished scholars and strive to accomplish more.

Your learning experience at WSU, whether you are an undergraduate or graduate student will give you not only the theoretical basis but also practical hands-on learning experiences that draw on community resources.

We strive to create leaders in business and industry and aspire to help you reach your personal and career goals through your studies at WSU.

I wish you an enjoyable and memorable journey with us during your years of study

Best Regards,

Provost - Western State University



APPROVAL & LICENSE DISCLOSURE

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 bona fide trade, business, professional or fraternal organization, solely for that organization’s membership”.

Pursuant to CEC §94874.7, this verification of exemption shall remain valid until **April 26, 2025**, 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 bona fide 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 ineligible for an exemption under the CEC section 94874(b)(1).

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



MISSION STATEMENT

MISSION

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 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.



INSTITUTIONAL & PROGRAM LEARNING OUTCOMES



Institutional Learning Outcomes (ILOs)

Western State University (WSU) is committed to fostering the development of core competencies in our students, as inspired by the WSCUC 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.



Institutional Learning Outcomes (ILOs)



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.

Institutional Learning Outcomes (ILOs)



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 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.

Program Learning Outcomes



BACHELORS IN BUSINESS ADMINISTRATION (BBA)

The following are the learning outcomes for the BBA program:

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

MASTERS IN BUSINESS ADMINISTRATION (MBA)

At the end of this 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.

MASTER OF SCIENCE IN PSYCHOLOGY

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 origins and nature of biopsychology and its relationship with the mind and brain.
- Understand the concept of personality and its relevance in the field of psychology.
- Analyze the impact of societal and environmental factors on the well-being and development of individuals in adulthood.
- Demonstrate a comprehensive understanding of the various types and processes of research, including problem formulation and objective setting.

Program Learning Outcomes



MASTER OF SCIENCE IN YOGA

- 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.

MASTER OF SCIENCE IN ARTIFICIAL INTELLIGENCE & DATA SCIENCE

- 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.

ADMISSION POLICY

CONTINUOUS ADMISSIONS & ENROLLMENT POLICY



A candidate may apply to and be accepted into a Western State University (WSU) program anytime during the year on a continuous basis. Once accepted and enrolled, the student may start her/his program whenever a new semester starts.



OVERVIEW OF THE ADMISSIONS & ENROLLMENT PROCESS

A candidate's application for admission and enrollment in a WSU program will follow this process to be officially enrolled in Western State University (WSU):

1. WSU Director of Student Admissions responds to an initial inquiry by a candidate for admission for a WSU program via a (telephone, in-person or video) interview, the Director of Student Admissions determines the candidate's interest and overall eligibility. The Director of Student Admissions also provides support and assistance to the applicant to complete and submit an Application for Admission.
2. The candidate submits an Application for Enrollment.
3. The candidate's application will be reviewed by the Director of Student Admissions to verify that the candidate meets all of the eligibility requirements for the program that she/he is applying for
4. If eligibility is met for a WSU program, the Director of Student Admissions will recommend the candidate's application for admissions be approved by Chief Academic Officer/Academic Dean who may or may not decide to interview the candidate. Chief Academic Officer/Academic Dean will make the final decision regarding granting the candidate's application for admission to WSU.
5. If the Chief Academic Officer/Academic Dean approves the candidate's application, the Director of Student Admissions will then notify the candidate that she/he has been offered admission and will send the candidate an Enrollment Agreement and other applicable paperwork.
6. If the candidate accepts WSU's offer of admissions, she/he will need to sign and return the Enrollment Agreement
7. Upon WSU's receipt of the Enrollment Agreement and all required enrollment paperwork, the candidate will officially become a student of WSU.

STEPS OF THE ADMISSIONS & ENROLLMENT PROCESS



STEP 1: ADMISSIONS OFFICER FOLLOW-UP TO CANDIDATE'S INQUIRY

After receiving an inquiry from a candidate, the Director of Student Admissions will conduct a telephone interview with the candidate to determine overall interest and overall eligibility for a specific WSU program. The Director of Student Admissions provides support and assistance as needed for the candidate to complete and submit an Application for Admission if qualified.



STEP 2: CANDIDATE SUBMITS APPLICATION FOR ADMISSION

The candidate submits the following application paperwork:

- A completed and signed WSU Application for Enrollment
- Copy of high school and all college/university academic transcripts*
- Proof of English language proficiency**
- Proof of membership in Edu Assist International Association (EAIA)

All of the above documents must be submitted by email to **western.s.university@gmail.com**

*Evaluation and verification of all academic transcripts is required if the candidate's degree(s) have been obtained outside the US. The candidate must use one of the approved credential evaluation services listed in section 4 below.

** Language certificate (TOEFL: 79 IBT IELTS: 6.0) or official letter from the university certifying that the language of study was in English or an interview with an WSU official

STEP 3: ELIGIBILITY REVIEW OF CANDIDATE'S APPLICATION

The Director of Student Admissions will review all of the required application materials provided by the candidate to verify that she/he is eligible for the WSU program for which she/he is applying.

If the determination is made that the candidate does not meet all programmatic eligibility requirements, the Admissions staff member will contact the candidate in writing to notify them that the application for admission has been denied due to failure to meet the minimum eligibility programmatic requirements.

If the determination is made that the candidate does meet all programmatic eligibility requirements, the Admissions staff member will recommend the candidate be granted admissions to Academics.



STEP 4: APPROVAL/DENIAL OF ADMISSIONS BY ACADEMICS

The Chief Academic Officer/Academic Dean will review the candidate's application materials as well as the recommendation from the Director of Student Admissions and may also decide to interview the candidate. The Chief Academic Officer/Academic Dean will make the final decision regarding granting the candidate's request for admission.

STEP 5: CANDIDATE NOTIFIED OF ADMISSIONS DECISION

If the Chief Academic Officer/Academic Dean did not approve the candidate's application for admission to a WSU program, the Director of Student Admissions will then notify the candidate in writing that she/he has been denied admission.

If the Chief Academic Officer/Academic Dean approves the candidate's application for admission to a WSU program, the Director of Student Admissions will then notify the candidate that she/he has been granted admission to a WSU program. The candidate will be sent an Enrollment Agreement and other applicable paperwork.

STEPS OF THE ADMISSIONS & ENROLLMENT PROCESS



STEP 6: CANDIDATE SIGNS ENROLLMENT AGREEMENT

For the candidate to accept WSU's offer of admissions, she/he must submit the following to WSU Admissions:

- A signed and dated Enrollment Agreement

The above documents need to be submitted either online, by email or by courier service to:

Western State University (WSU)
6203 San Ignacio Ave - Suite 110
San Jose CA 95119

CANDIDATE APPEAL OF DENIAL OF ADMISSIONS

A candidate may appeal a denial of admission to a WSU program. The candidate must send a written appeal with a detailed justification for reconsideration. The appeal may include supporting documentation.

All appeals of denial of admission must be received by the WSU Chief Executive Officer within thirty (30) calendar days from the date of the denial of admission. Any appeals received after this time period will not be considered.

It is highly unlikely that a candidate whose admissions denial was based on not meeting the minimum eligibility requirements for a WSU program of study will be approved. The candidate will be encouraged to reapply once she/he meets all programmatic eligibility requirements.

The Chief Executive Officer has the final authority to act on all candidate appeals of admission denial. The Chief Executive Officer may decide to conduct an interview (telephone, video conference or in-person) with the candidate as part of her/his review and decision-making process regarding the candidate's appeal.

The Chief Executive Officer will act on the candidate's appeal within fourteen (14) calendar days after receipt of the candidate's written appeal.

A candidate who has been denied admission has the right to reapply for admission at any time.

APPLICATION FOR ENROLLMENT



APPLICANT INFORMATION

Full Legal Name	
Street Address	
Unit #	
City	
State	
Zip code	
Email	
Cell Phone	
Birthdate	
Social Security Number	
Ethnicity (optional)	
Gender (optional)	

EMERGENCY CONTACT INFORMATION

Emergency Contact Name	
Relationship to Student	
Cell phone or main contact number	



STUDENT ENROLLMENT AGREEMENT

Students will be provided the Student Enrollment Agreement (SEA) upon successful completion of the application for enrollment. The SEA must be accepted for the student to complete the registration process. This document will reiterate the Refund Policy, withdrawal procedures, transfers of credit, and communications which are all part of the Course Catalog and Student Reference Guide

If the SEA is not accepted, your application will not be considered complete and you will not be enrolled.

By signing below, the student acknowledges the release and waiver and all other sections of this application.

Signature Date _____

Office Staff Signature Date _____

SUPPLEMENTAL INFORMATION (required)

PLEASE EXPLAIN WHY YOU WOULD LIKE TO PURSUE THIS EDUCATIONAL OPPORTUNITY.

SUPPLEMENTAL INFORMATION (required)



PLEASE EXPLAIN WHAT PATIENT CARE MEANS TO YOU.

DO YOU HAVE PREVIOUS PATIENT CARE EXPERIENCE? IF YES, WHAT TYPE AND WHEN?

WHAT ARE YOUR CAREER GOALS?



REFUND POLICY

1. Introduction

Western State University (WSU)'s student refund policy is designed to explain and facilitate the payment of student refunds of tuition and fees.

2. 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. 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.

For distance education students, scheduled days are based on a five-day week, which does not include Saturday or Sunday, or any recognized holiday as stated in the 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 load 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.



REFUND POLICY

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys 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.

3. Full Tuition Refund

A refund of tuition fees paid will be made if:

The 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. The final refund amount will be paid or credited to the student within 45 days of withdrawal.

REFUND POLICY

Late Payments

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

How to request and receive a refund

Students must submit a written request using the form below and send it to (insert email)



REFUND REQUEST FORM

A refund can be issued only when you have paid in full for the item that you wish to be refunded and there are no other debts (i.e. application fee, etc.). Your refund will be directly deposited in the account that you used to send the payment to Western State University (WSU).

Full name _____

ID/Passport number _____

Date of birth _____

Phone number _____

Email _____

REFUND POLICY

<p>Reason for refund Please detail the item that you wish to be refunded and provide a reason (Reduced course load, degree complete, withdrawal, student award)</p>	
<p>Payment Method</p>	<p><input type="checkbox"/> Bank transfer Bank detail:</p> <p><input type="checkbox"/> Paypal Detail:</p>
<p>Request a refund for this amount:</p>	

Students must submit a written request using the form below and send it to (insert email)

Student signature: _____

Name: _____

Date: _____



STUDENT ASSESSMENT POLICY

1. PURPOSE OF THE PROCESS:

Assessment is undertaken for each subject. Assessment aims to:

- Support and stimulate learning and teaching
- Promote reflective and critical engagement
- Evaluate understanding and/or performance

Assessment tasks are designed to:

- Align with the learning outcomes of the subject
- Ensure coverage of the unit content and objectives
- Create learning opportunities
- Promote wider reading
- Provide feedback



2. ASSESSMENT STRUCTURE

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.)

STUDENT ASSESSMENT POLICY



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. Student 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 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.

STUDENT ASSESSMENT POLICY



- **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 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 for 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 individual basis. Students in the group should multiply the number of words/pages expected in case of individual work.

In case of 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 Alison Pacific University approved cover page for all official assessment tools.

3. GRADING SYSTEM

Fairness and transparency:

Students are ensured of fairness and transparency in grading. APU does not accept grades **UNLESS** they are done and posted on APU Learning Management system. Instructors must grade the assignment and project using the rubrics provided by APU 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.

STUDENT ASSESSMENT POLICY



Key to grading:

The grading is mainly followed US standard grade scale. In case student 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

STUDENT ASSESSMENT POLICY



Other Letter Grades the University May Use:

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

4. ASSESSMENT PROCESS

Assessment follows these steps:

ASSESSMENT PROCESS

Step 1: Teacher submit plan (activities and timeline) for exercises, assignment, and final project to chancellor at least one week before the classes

Step 2: Evaluate the exercise, assignment and final project on Moodle based on the assessment criteria. Grading must contain written comments for each item of the rubrics in Moodle to be valid. The teacher will also need to conduct a plagiarism check in this step.

Score discussion via email or verbally is not applicable as final score.

Step 3: Internal approval by Dean or chancellor. Internal approver ensures the fairness and transparency of students' work.

5. RUBRICS FOR GRADING ASSIGNMENTS

Item	Description	Grade	Comments
Focus: Purpose	Purpose is clear	/5	
Main idea	Clearly presents a main idea and supports it throughout the paper.	/5	
Organization:	Well-planned and well-thought out. Includes title, introduction, statement of main idea, transitions and conclusion. All paragraphs have clear ideas, are supported with examples and have smooth transitions.	/10	
Content	Well-presented and argued; ideas are detailed, well-developed, supported with specific evidence & facts, as well as examples and specific details.	/30	
Resources and citations	Sources are well-integrated and they support claims argued in the paper very effectively. Quotations and Works Cited conform to proper citation methods	/20	
Style:	Sentences are clear and varied in pattern, from simple to complex, with excellent use of punctuation. There is clear use of a personal and unique style of writing, suited to audience and purpose; the paper holds the reader's interest with ease. Large amounts of specific examples and detailed descriptions.	/20	
Grammar & Mechanics	Excellent grammar, spelling, syntax and punctuation.	/10	
Total Mark		/100 /30	

STUDENT ASSESSMENT POLICY



6. RUBRICS FOR GRADING FINAL PROJECT

Item	Grade	Comments
Title and Introduction: Innovative and specific topic	/10	
Central Argument: Central argument is easily identifiable Central idea is original and sophisticated	/15	
Evidence: Primary sources are used to support arguments, giving specific examples References and citations are correct, complete and following the copyrights rules	/15	
Structure: Argument is developed logically, leading to conclusion Parts are clearly related to the whole Integration of research materials is effective	/15	
Analysis: Project poses new ways to think of material The conclusion answers questions posed in the introduction	/15	
Critical Thinking: Clearly and precisely analyzes key information, questions, and problems Uses deductive and inductive reasoning and problem-solving skills consistently and with ease	/20	
Discussion and Conclusions: Identifies and discusses conclusions, implications, and consequences	/10	
Total Project Mark	/100	
	/40	

7. PLAGIARISM

Refer to Plagiarism policy

www.wsu.university

GUIDELINES FOR ASSIGNMENTS & PROJECTS



ASSIGNMENTS

Students' assignments will be assessed on the following criteria:

1. Students will be able to identify the principal concepts, theories, and practices in the functional areas of business. (Business Functional Areas)
2. Students will be able to recognize the relevant theories and principles associated with the economic environment of business. (Economic Environment)
3. Students will be able to evaluate the social and natural environments of business and apply them to the development of managerial strategy. (Social and Natural Environments)
4. Students will be able to recognize legal and ethical principles in business and apply them to organization decision making. (Legal/Ethical Principles)
5. Students will be able to evaluate the global dimensions of business. (Global Dimensions)
6. Students will be able to apply business-related decision-support tools to the formulation of management decisions. (Decision-Support Tools)
7. Students will be able to construct coherent written forms of communication. (Written Communication Skills)
8. Students will be able to compose and present effective oral forms of communication. (Oral Communication Skills)
9. Students will be able to demonstrate analytical and critical-thinking skills in the context of organizational decision making. (Analytical/Critical-Thinking Skills)
10. Students will be able to integrate theory and practice across the business functional areas in the analysis of organizational problems and challenges. (Integration Skills)



PROJECTS

- **Terminology: What is a Project Report?**

The word "report" is most often used to describe a lab report or research report written in science, psychology, sociology, or business courses to report primary research. The requirements for this project report is a combination of a given assignment and experience-based research – or a semi-structured assignment – where the students are expected to take their starting point in one of the two possible suggestions for a problem statement and then relate it to their own research and experience. Essentially, a report is a written document which discusses, explains, analyzes, interprets, or evaluates a topic in a clear, organized and coherent manner.

- **Guidelines for academic writings in general**

The Nature of Academic Writings

The following discussion on the nature of university essays is adapted from Clanchy and Ballard (1981 pp.4-11) who state “at the university level it is expected that your essay will be”:

- clearly focused on the set topic and will focus with its central concerns
- the result of scholarly and critical thinking
- a reasoned argument
- competently presented

Understanding the nature of university essays, and what makes a piece of work scholarly, is essential knowledge for students. Furthermore, the student is also required to put his/her understanding into practice.



GUIDELINES FOR ASSIGNMENTS & PROJECTS



You will be expected to demonstrate the relevance of your essay to the set topic by:

- Recognizing the assumptions and implications underlying the actual working of the topic and taking account of them in the course of your essay;
- Handling the topic and its key terms within the limits of the course and discipline being studied;
- Focusing consistently on the key ideas and terms throughout your essay;
- Covering all the parts of the set topic; some topics will include a number of sub-topics or sub-questions related to the main theme.

You will be expected to demonstrate scholarly and critical use of written resources by:

- reading with a questioning mind. I.e., not accepting that something is true simply because it is published and not expecting that there is any single correct answer to complex questions;
- Reading in order to understand both the meaning of each individual sentence and its relationship to the developing structure of the argument;
- Evaluating continuously what you are reading by testing the opinions and judgments of the writer against the evidence she/he provides and against the opinions and judgments of other writers (and maybe against your own experience) and then by deciding whether this material is relevant to the purpose of your essay.

You will be expected to demonstrate your ability to present a reasoned argument by:

- Selecting only points which are directly relevant to your topic and your argument, discarding those which may have seemed relevant when your ideas were still developing;
- Structuring the material so that the main ideas are presented logically and coherently, i.e. each idea must fit reasonably with that which precedes it and that which follows, and the ideas taken together must lead consistently to your overall conclusion;
- Ensuring that each section of your argument is internally consistent, with the evidence, examples, and quotations clearly supporting or extending the central idea being developed;
- Taking into account alternative points of view or interpretations of the materials you have used.

GUIDELINES FOR ASSIGNMENTS & PROJECTS



You will be expected to demonstrate competent presentation skills by:

- adopting a tone and style which are appropriate to academic writing in general and to the special demands of the discipline in which you are working;
- using the necessary specialist terminology accurately;
- using the correct format for quotations;
- following the form of referencing and bibliographic citation which is standard for the discipline;
- presenting graphic and numerical data accurately and economically;
- editing your essay carefully for error in grammar, spelling and punctuation and for precision in choice of words and expression of ideas.

Using references and avoiding plagiarism

It is usual to read widely when preparing university essays. Be aware that you need to identify the source of every quotation you use and create a list of references at the end of your essay. Failure to do this is regarded as plagiarism.



Plagiarism includes, but is not limited to, failure to indicate the source with quotation marks or footnotes where appropriate if any of the following are reproduced in the work submitted by a student:

- A phrase, written or musical.
- A graphic element.
- A proof.
- Specific language.
- An idea derived from the work, published or unpublished, of another person.

Owl.english.purdue.edu "How to Cite References" provides detailed guidance on referencing conventions:

Purdue online writing lab.

If a Faculty member suspects plagiarism, he/she should take the necessary actions as per Western State University (WSU)'s Policy on Cheating and Plagiarism Policy.

GUIDELINES FOR ASSIGNMENTS & PROJECTS



Closed Projects

A participant or a supplier of data can request that the report is closed. This happens when information or data from the enterprise concerned is considered sensitive. A closed report will only be read by the examiners. It will not be recommended on the institution library, and all the copies that are delivered to the IBSS will be destroyed following ordinary school regulations.

If a company wants the report to be closed the student will communicate this to Western State University (WSU) the Student Affairs Office at delivery of the report.

Whether the report has been requested closed or not, Western State University (WSU) students are, at all times, required to maintain complete privacy about the collected information acquired in connection with their work.

Structure of a Project Paper

In general, written assignments require the student to include introductory paragraph(s) and concluding paragraph(s) as well as a body containing any number of supporting paragraphs. Some longer essays may require the use of headings for introduction and conclusion as well as for categories within the body, whereas shorter essays may not.

In the introduction, the student should begin with the general issue and narrow down to the specifics of the problem he/she is discussing in your paper. The student should think of it as an inverted triangle. The student should use the introduction to provide background information about the broad subject, identify the relevant problem or issue, and take the reader step by step to an understanding of why the specific focus of this paper is relevant to that subject. An introduction usually ends with some sort of statement of your focus (e.g., a focal statement, thesis statement, purpose statement, or hypothesis). This statement tells the reader specifically what point the student is going to make or prove in his/her essay, and, if possible, how the student is going to go about doing that. Therefore, the student might suggest the method of organization he/she will be using in his/her paper, but not actually provide the information about the points.



GUIDELINES FOR ASSIGNMENTS & PROJECTS



In the body, the student is providing information and arguments that should follow logically from the point expressed in your focal statement and should support it consistently throughout the paper. The body is made up of a series of paragraphs: packages of information, each beginning with a topic sentence that identifies the topic of the paragraph in the same way that the focal statement for the essay defines the specific topic of the essay. This topic sentence also provides a link not only to the previous paragraph but also to the focal statement of the essay, identifying how this information contributes to the stand the student has taken. The topic of the paragraph is then developed with sentences which may provide examples, details, evidence or analogies. A broader concluding sentence for the paragraph may also be provided to tie the information together and remind the reader of how it relates to the focus of the essay.

The conclusion, unlike the introduction, moves from specific to general. It often begins with a restatement of the focal statement, summarizes the main points of the supporting paragraphs, and ends with a broader conclusion about how the topic relates to the general issue described in the introduction. The general rule is that no new information should be brought into the conclusion: everything in the conclusion should logically follow from the information provided to the reader in the paper. Just as in a detective story the student doesn't want to find out in the last scene that the crime was committed by a character he/she hasn't met, in an essay a reader doesn't want to be introduced in the conclusion to a major piece of information or evidence which wasn't discussed in the body of the paper.



An Example of a Problem Statement

How to get from a broad and general topic to a precise and concrete problem formulation:

“How can drug use amongst youth in the community be eliminated?”

After having formulated a general topic within the student's specific field of interest, he/she should begin by answering the following "wh" questions - to make it a more precise and clear-cut statement:

Who? When? Where? What? Why?

The answers could be as follow:

Who... anyone under the age of 18 who is using drugs in my community

When... after school, sometimes during school, on the weekends

Where... in parks, in parking lots, at shopping malls, at home when parents are gone

What... marijuana, stimulants, ecstasy, sniffing glue

Why... bored, everyone else is doing it, makes me feel better, gives me energy, it's no big deal, it doesn't hurt

The answers generated make us reconsider the problem. After a closer look at the issue, it appears that having access to drugs is not one of the reasons drugs are being used. If this is the case, then eliminating drug dealers may not stop drug use. Why? If young people are using drugs for another reason, they will find another source from which to get their drugs. I think the problem can be found in the where and the why. If they are hanging out in parks and in parking lots, a part of the problem may be that they don't have anywhere to go or anything to do. This may also be why they are bored.

The answers also indicate that they are unaware of how dangerous drugs are, that maybe they are being pressured into doing them, and that something is not making them feel good about themselves. It is possible that one problem has multiple roots. This will cause us to consider which and how many we want to address. To decide, we may have to consider which solutions will make the greatest difference overall. Fortunately, we don't have to make that decision just yet. After we have gathered additional information, we will then decide what to do and how to do it.

GUIDELINES FOR ASSIGNMENTS & PROJECTS



Now we are almost done forming the problem statement. There is one step left, and that is creating one statement that addresses the overall problem, incorporating the information.

The final problem statement is formulated like this:

“I want to find out how to make young people in my community more aware of the dangers of drugs and have some place to go after school and on weekends that offers beneficial recreation to keep them feeling energetic and good about themselves which may decrease the use of drugs amongst them and their peers.”

This new problem statement will help come up with solutions that address the root of the cause not just the symptoms.

Directive Words

Look at the following list of key words which appear frequently in essay topics. These are outlined in Marshall and Rowland (1998, p.88) to help you work out your approach to the topic.

Terms indicating an argumentative essay:

Analyze	Show the essence of something, by breaking it down into its component parts and examining each part in detail
Argue	Present the case for and/or against a particular proposition
Criticize	Give your judgment about the merit of theories or opinions about the truth of facts, and back your judgment by a discussion of the evidence
Critique	See 'Criticize'
Discuss	Investigate or examine by argument, sift and debate, giving reasons for and against

GUIDELINES FOR ASSIGNMENTS & PROJECTS



Evaluate	Make an appraisal of the worth of something, in the light of its apparent truth or utility; include your personal opinion
Interpret	Bring out the meaning of, and make clear and explicit; usually also giving your own judgment
Justify	Show adequate grounds for decisions or conclusions
Prove	Demonstrate truth or falsity by presenting evidence
Review	Make a survey of, examining the subject critically

Types of Project Papers

Students can choose one of the following types of project paper:

a. **Extended Essay (A Critical Review of Literature)**

Choose any interesting business topic relevant to any of the modules you have taken so far, look for and choose 20 of the latest journal articles (from internationally established academic journals) related to the topic you had identified and write an essay on it. You are free to choose a topic, orientation and focus of your essay.

b. **Theorizing Practice (A Case Study)**

Choose a real life project that you have implemented and write a report on it as a case study. Then go back to the academic literature (journal articles/text book) and explain how and why the project succeeded or failed based on what the literature is saying. The final part is where you discuss the theoretical relevance of what is being written in academic literature on the issue/case you are describing.

c. **Applying Theory in Practice**

Choose a theory that is of interest to you. Write all that you can on what the theory is and what then literature have said of the application of the theory in practice. Then choose a real life application that you have experienced and write on how academic literatures (or theories about them) are useful to explain about what is happening and illuminating the events you are discussing. This is the reverse of (b).

GUIDELINES FOR ASSIGNMENTS & PROJECTS



Small Scale Research / Mini Project

In this project, you are to conduct a mini project or a small scale empirical study on a practical and researchable topic and to come up with a report detailing your research, findings/outcomes and significance of your study. Your report should detailed the following: objective of research, justifications, review of relevant literature that highlights issues addressed, research questions and theoretical framework used, focus of analysis, data collection methods and their findings, your own research questions / frameworks, research hypothesis (and how you develop it), and what data and how you collect, analyze and present them, your research findings and the implications and relevance of your research. There is no limit as to how long your research should be - as long as your report covers them all.

Assessment of Project Paper

Special attention will be given to the following criteria in assessing the Project Paper:

- Ability to write clearly and logically
- Ability to organize material into a coherent whole
- Ability to use references sensibly
- Ability to express ideas in the student's own words
- Originality, either in thought or in writing of the Project Paper.



CHEATING AND ACADEMIC HONESTY POLICY



1. INTRODUCTION

This document provides information about policies, 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 WSU procedures.

2. POLICY

Students at Western State University (WSU) are engaged in preparation for activity of the highest standards. Each profession constrains its members with both ethical responsibilities and disciplinary limits. To assure the validity of the learning experience Western State University (WSU) establishes clear standards for student work.

In any presentation - creative, artistic, or research - it is the ethical responsibility of each student to identify the conceptual sources of the work submitted. Failure to do so is dishonest and is the basis for a charge of cheating or plagiarism, which is subject to disciplinary action.

Cheating includes but is not necessarily limited to:

- Plagiarism, explained below.
- Submission of work that is not the student's own for papers, assignments, or exams.
- Submission or use of falsified data.
- Theft of or unauthorized access to an exam.
- Use of an alternate, stand-in, or proxy during an examination.
- Use of unauthorized material including textbooks, notes, or computer programs in the preparation of an assignment or during an examination.
- Supplying or communicating in any way unauthorized information to another student for the preparation of an assignment or during an examination.
- Collaboration in the preparation of an assignment. Unless specifically permitted or required by the instructor, collaboration will usually be viewed by the university as cheating. Each student, therefore, is responsible for understanding the policies of the department offering any course as they refer to the amount of help and collaboration permitted in preparation of assignments.
- Submission of the same work for credit in two courses without obtaining the permission of the instructors beforehand.

CHEATING AND ACADEMIC HONESTY POLICY



Plagiarism includes, but is not limited to, failure to indicate the source with quotation marks or footnotes where appropriate if any of the following are reproduced in the work submitted by a student:

- A written phrase, sentence, or paragraph.
- A graphic element.
- A proof.
- Specific language.
- An idea derived from the work, published or unpublished, of another person.

3. Procedures in the case of cheating or plagiarism:

Incidents of suspected academic disciplinary violations shall be handled initially at the level at which the incident occurs (e.g., course or research/creative project) and at the department level. The incident must be reported immediately to designated parties and, where appropriate, shall receive second-level review(s) in the manner outlined in the following section.

Initial Review, Decision and Action(s)

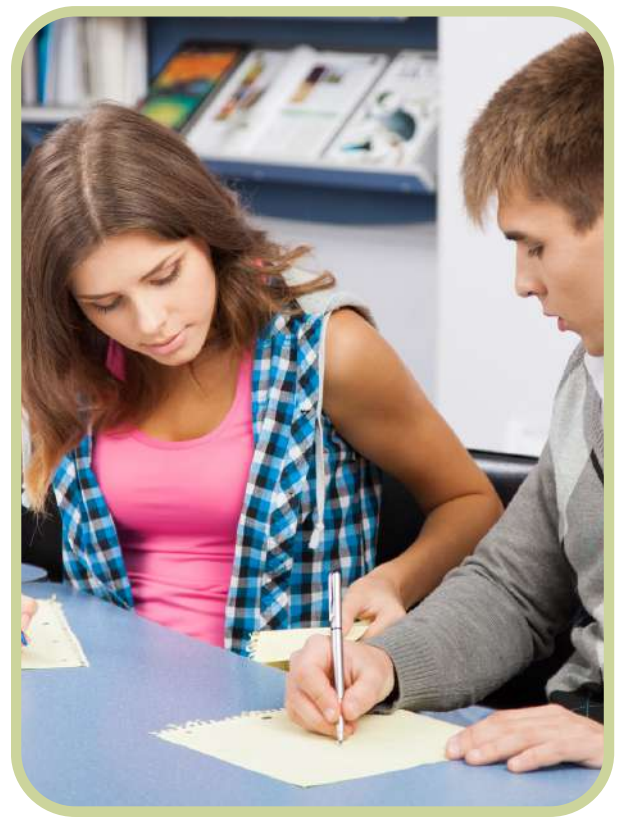
Initial review, decision, and action shall remain local, to involve the instructor(s) or academic supervisor(s) directly involved with the course, assignment or project. If appropriate, the instructor(s) or academic supervisor(s) may decide to consult with a third party from the faculty, the department/program head or associate head, or the dean of student affairs. Instructors are free to discuss alleged violations informally with the student(s) thought to be involved, but should avoid revealing the identity of other students involved unless necessary. Suspected violations that would result in a penalty should be handled by the instructor(s), in direct communication with the student(s) involved, within one week of the discovery of the suspected infraction and before the imposition of a penalty.

CHEATING AND ACADEMIC HONESTY POLICY



After discussion with the student(s) involved and their response, the instructor(s) shall conclude, within one week of discovery of the infraction and based on available evidence, whether the suspected violation(s) occurred. Instructors are encouraged to consult at this stage with their department/program head about the nature of the suspected violations, the evidence to support or refute these violations, and the range of penalties under consideration. If the conclusion is that the suspected violation(s) did occur, the instructor(s) shall also choose an appropriate penalty.

The most severe penalty available at this level of review and action shall be failure in the course or dismissal from a project. However, instructors may also recommend a more severe penalty to the student's department/program head, who retains the option to impose more severe penalties (e.g., suspension or dismissal from the program) at this level. Elements to consider in making this decision include prior incidents of academic disciplinary action in a student's record, available from the head of the student affairs. The department/program head may discuss the issue with the student(s) and choose to convene a disciplinary hearing per the procedures of the department/program.



The student shall be notified immediately, and in writing, of this decision, the basis for this decision and (when applicable) the penalty imposed. This notification will come from the instructor and/or department/program head depending on the penalty involved. Students whose penalty is failure in the course in question will be informed that they are not be allowed to drop the course. Students will also be informed at this time of their right to appeal.

CHEATING AND ACADEMIC HONESTY POLICY



Reporting of Initial Action(s)

A copy of the letter outlining the initial decision and action to the student(s) involved in cases of academic disciplinary violations should also be directed to the following parties:

- Student's home department/program head
- Dean's office of the student's college
- Dean's office of the college housing the course in which the violation(s) occurred (if different from the student's college)
- The student's major department
- The head of student affairs

The head of student affairs will maintain the central record of academic disciplinary violations and actions. If the head of student affairs is aware of information on prior incidents of academic disciplinary actions in the student's record, he or she will communicate this information to the department/program head and provide the department/program head the opportunity to impose an appropriate sanction.

Second-level Review and Action(s)

A second-level review of an initial decision emanates from one or more of the following three sources: (1) appeal by the student(s) involved because the student deems the penalty inappropriate and/or believes that improper procedure has been followed, (2) recommendation by the instructor, home department/program/college that the student be permanently expelled from the university, (3) recommendation by the head of Student Affairs for a review.

Where an appeal is made or a second-level action appears warranted, the provost will determine what action should be taken. The provost may decide to deny the appeal or waive the opportunity for a second-level action, to remand the case to the department/program head for additional consideration, to order a new or different penalty, or to convene a Review Committee for additional investigation of facts and/or determination of appropriate sanctions.

CHEATING AND ACADEMIC HONESTY POLICY



Student Appeals

Students who want to appeal an academic disciplinary action must state in writing to the dean their intention to do so within one week of the penalty date in question, and then must present their appeal to the dean no later than two weeks after said penalty date. Students who fail to meet these deadlines for filing a proper and timely appeal will forfeit or waive their right of an appeal of any academic disciplinary action. Appeals must be in writing, with appropriate documentation.

If the dean determines that a second-level review is warranted and that a Review Board should be convened, the dean or his/her designee shall immediately form and convene a Review Board and designate a chair. The board will include faculty from the college of the student involved, a graduate student from the college, the dean of student affairs and others deemed appropriate by the dean. If a student appeal and a review of a recommendation for second-level action occur at the same time, both shall be considered by this Review Board simultaneously. Where appropriate, it is expected that the instructor(s) from the course/project involved (or appropriate representatives designated by the department) will be available for participation or at least for consultation. The chair of the board shall inform the student(s) involved, in writing, of this step.

Copies of this letter should go to:

- The instructor(s) in the course in question
- The department head of the course involved
- Dean's office of the student's college
- Dean's office of the college housing the course in which the violation(s) occurred (if different from the student's college)
- The student's major department
- The dean of Student Affairs

The Review Board shall (a) review the facts of incidents involved and (b) make a recommendation about second-level action to the provost or his/her designee. The provost shall then render a decision subject only to appeal to the president of the Western State University.

STUDENT ATTENDANCE POLICY



GUIDELINES ON ATTENDANCE and PARTICIPATION

Western State University (WSU) students are expected to attend and participate in all classes as scheduled and to continue attending classes for the full duration of the course or module. Course attendance is mandatory. Faculty is responsible for determining if and how attendance may be factored into final grades. Faculty may use various tools to assess students' participation in class, including log-in dates, work submitted, discussion contributions, check-in posts, etc.

Each instructional week begins on a Monday and ends on a Sunday, and students who participate in a course prior to its official start date will not have that participation counted as attendance.

Students who do not attend a course at least once in any 14 consecutive day period, or miss more than 25% of the classes non-consecutively, will be dropped from the course.

Students who are absent from all courses in any 14 consecutive day period, and do not notify the Western State University in writing during this period of their intention to continue, will be administratively withdrawn from WSU retroactive to the last date of recorded attendance.

Students who are administratively withdrawn from a course or WSU after the add/drop period will receive an "NC," "W" or "F" grade, based on the withdrawal deadline, for the related course(s), which will count toward attempted hours at the Western State University.

WSU may schedule periods of non-enrollment during which no courses are held. When this occurs, such as on holidays or during the annual winter break, the non-enrollment period may extend the 14-day limit to include the scheduled break.



STUDENT ATTENDANCE POLICY



EXCUSED ABSENCES

Students are expected to attend all their scheduled classes.

However, WSU recognizes that there are some circumstances that may force students to miss a class. In all instances, it is the student's responsibility to inform their instructor(s) ahead of time and to discuss how the absence will affect their ability to meet course requirements. Students must understand that not every course can accommodate absences and neither the absence nor the notification of the absence relieves them from meeting all course requirements.

Since missing classes may affect a student's ability to meet course learning outcomes and develop required competencies, any absences may impact your grades in particular courses. This notwithstanding, certain absences are always considered acceptable by the Western State University.

Acceptable reasons for an excused absence include:

- Student illness or injury
- Death, injury, or serious illness of an immediate family member;
- Religious observance
- Jury duty or other government obligation; or
- Any other unavoidable circumstance that necessitates the student's absence from class.

Students must contact both their instructor and student advisor any time they have to miss a course meeting. A student may be required to provide written documentation substantiating an excused absence, and all documentation must be sent to the student advisor. An approved excused absence indicates the student's intent to remain enrolled in the course and at the institution, and will prevent students from being withdrawn.

Instructors will individually work with students in these instances to determine if/how students can make up work and set timelines for assignment submissions. WSU expects all instructors to be reasonable in accommodating students whose absence from class meets the guidelines above, and if a student's grade is impacted by a legitimate absence or absences he/she may appeal through the normal grade appeal process.

STUDENT ATTENDANCE POLICY



Request For Excused Absence

(This form must be submitted on the day that student returns to class)

Student name:

Level:

Requested course:

Date of notification to instructor:

Absence period:

Reason for absence:

- Illness or injury to the student.
- Serious illness, injury or death of immediate family members.
- Religious reason (California Education Code section 89320)
- Jury duty
- Government obligation
- Requested activities from WSU.

Do you have any evidence/documentation for the absence?

- Yes
- No

If yes, make sure that documentation or a copy is attached.

I, _____, am requesting my excused absence above. I will be responsible to arrange with the instructor to make up for my missed exercise, assignment and final project. By signing this form, I also ensure this form and attachments are complete and truthful.

Student _____ signature: _____

Date: _____

Registrar _____ signature: _____

Date: _____

STUDENT WITHDRAWAL POLICY



STUDENT WITHDRAWAL, CANCELLATION & TUITION REFUND RECORD

1. DATE FOR STUDENT TO CANCEL OR WITHDRAW
2. STUDENT ACKNOWLEDGEMENT OF CANCELLATION AND REFUND POLICIES
3. NON-REFUNDABLE FEES
4. STUDENT REFUND REQUEST FORM

DATE FOR STUDENT TO CANCEL OR WITHDRAW

Any student has the right, without explanation, to cancel the 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 has to be in writing. Any student may withdraw from the school at any time, after classes start, and receive a pro rate 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.



STUDENT ACKNOWLEDGEMENT OF CANCELLATION AND REFUND POLICIES

When the student signs an Enrollment Agreement with Western State University (WSU), they will sign and date the following statement:

LEGALLY BINDING CONTRACT & UNDERSTANDING OF CANCELLATION AND REFUND POLICIES

I understand that this Enrollment Agreement is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.

NON-REFUNDABLE FEES

As indicated in the Enrollment Agreement and Catalog, the following fees are non-refundable:

- WSU Application Fee: \$250
- STRF FEE: \$0.00

STUDENT WITHDRAWAL POLICY



STUDENT REFUND REQUEST FORM

The form the student needs to submit to request a refund appears below.

STUDENT REFUND REQUEST FORM

I am requesting to cancel my enrollment agreement and, if applicable, obtain a refund of charges based on my last day of attendance.

As acknowledged in the Enrollment Agreement I signed with Western State University (WSU), I understand the following:

- I am entitled to a full refund of charges paid through attendance at the first class session or the seventh day after enrollment, whichever is later
- If I withdraw from the school at any time after classes start, I will receive a pro rata refund of 60 percent (60%) or less, calculated on the remaining scheduled days in the current payment period in the program, and based on the last day of attendance.
- I understand that non-refundable fees are not eligible to be refunded.

STUDENT NAME:

STUDENT SSN:

STUDENT'S ADDRESS (where the refund should be sent):

TITLE OF COURSE/MODULE:

FIRST CLASS SESSION DATE:

STUDENT'S LAST DAY OF ATTENDANCE:

DATE OF REQUEST:

Student

Signature

Date

FOR ADMINISTRATION USE ONLY

DATE REQUEST RECEIVED BY STUDENT:

RECEIVED BY:

TOTAL CHARGES PAID BY STUDENT:

WSU RECORD OF STUDENT'S LAST DAY OF ATTENDANCE:

METHOD OF CALCULATING REFUND BASED ON CANCELLATION/WITHDRAWAL POLICY:

AMOUNT OF REFUND TO BE MADE TO STUDENT:

DATE REFUND WAS MAILED TO STUDENT AT THE STUDENT'S ADDRESS INDICATED ABOVE:

STUDENT RIGHTS AND RESPONSIBILITIES



Student Rights

The Western State University (WSU) seeks to maintain a healthy and safe educational environment where students have the following rights:

Expression - Students can freely examine and exchange diverse ideas in an orderly manner inside and outside the classroom.

- Association - Students can associate freely with other individuals, groups of individuals and organizations for purposes which do not interfere with the rights of others.
- Freedom from Discrimination - Students participate in Western State University (WSU) community without any discrimination as defined by the university regulations
- Safe Environment - Students can function in their daily activities safely without any major concerns.
- Privacy - Students personal information, personal records, and any other related information is treated with confidentiality and respect;
- High Quality Resources Students will have access to high quality resources to support their intellectual and social development;
- Counseling - Students will have access to support in managing personal adjustments, understanding self and others, and career planning and personal decision making
- Grievance Process - Students have access to established procedures for respectfully presenting and addressing their concerns/complaints to the university
- Learning Beyond Formal Instruction - Students have access to a variety of activities beyond the classroom to support intellectual and personal development.
- Education - Students have access to excellent faculty, academic technology, classrooms, libraries, presentations and other learning resources necessary for the learning process.
- Participation in community activities and outreach services - Students have the opportunities to interact with people and institutions both within and beyond the university community.
- Prompt Responses from Administration - Students have the right to expect timely and courteous responses from the University's academic and administrative departments.
- Academic and Administrative Policies - Students have academic and administrative policies that support intellectual inquiry, learning, and growth.

STUDENT RIGHTS AND RESPONSIBILITIES



Student Responsibilities

In order for the students to learn and for the faculty to teach, an environment fostering the learning process must prevail. Therefore, in order to generate a positive educational environment, students will be held accountable for exhibiting the following behaviors:

- Students must practice, in words and actions, courtesy and respect to faculty members, university employees, university management, fellow students, and visitors.
- Students are expected to complete all assigned work by the assigned deadline and must abide by all academic rules and regulations. This includes written work, studying, and other classroom projects that promote learning.

STUDENT CODE OF CONDUCT POLICY

1. Introduction

This policy document 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.

2. 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.

STUDENT CODE OF CONDUCT POLICY



3. Misconduct

Part I – Student Code of Ethics

(i) Responsibilities of students

Every student shall:

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

(ii) Prohibitions

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

(iii) Breach of Code

A student who violates any part of the Code is said to have committed a breach of conduct.



STUDENT CODE OF CONDUCT POLICY



Part II - Procedures for Handling Student Disciplinary Cases

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

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

4. 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.

5. Disciplinary proceeding:

(a) If the student pleads not guilty and the Disciplinary Committee finds that there is sufficient cause to proceed with the disciplinary matter, the student shall be asked to provide evidence to support his/her not guilty plea. The student may call witnesses or present document(s) or other materials in his/her defense. The Disciplinary Committee can question the student or any of the witnesses and examine any document(s) or materials. The student has the right to review all documents presented to the Disciplinary Committee related to his case and to cross-examine any of the witnesses.

(b) If the student pleads guilty, the Disciplinary Committee shall allow the student to make a statement explaining his/her actions and/or to apologize for his/her actions, before imposing disciplinary action against the student.

If the Disciplinary Committee also imposes the punishment of payment of compensation and/or damages to WSU or a third party, the amount of compensation will be fair and reasonable taking into account all costs related to the case, both direct and indirect.

STUDENT CODE OF CONDUCT POLICY



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 Western State University to deal with any disciplinary offense.

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

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

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

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



STUDENT RECORDS MANAGEMENT POLICY



STUDENT RECORDS MANAGEMENT POLICY

1. Purpose

Western State University (WSU)'s record management policy ensures compliance with legal and regulatory requirements while implementing appropriate operational best practices as well as ensuring the security and safekeeping of records.

2. Definitions

Active record: A record that is needed for the daily operation of WSU.

Inactive record: A record that is no longer required for the daily operation of may be obsoleted. At the end of their active use, records should be systematically removed from active systems and from office spaces. If the retention period of the record has lapsed, the inactive record may be eligible for destruction. If the retention period has not lapsed or the inactive record is still required for a record or legal business requirement, these records should be managed in a secure digital location for appropriate lengths of time based on the retention schedule. If the inactive record has a permanent retention period, it should be transferred to the WSU Digital Archives.

Long term retention: a retention period of more than five years (including permanent retention)

Short-term retention: a retention period of five years or less.

Custodian: the person who maintains the official/original/copy of the record

Record: every means of recording tangible information that may be in the form of communication or representation, including letters, numbers, words, memorandums, emails, pictures, sounds, or symbols, which are necessary means to engage in business, regardless of media.



STUDENT RECORDS MANAGEMENT POLICY



This includes, but is not limited to:

- Electronic communication such as e-mail content and attachments, voicemail, instant messages, texts, and data on a contactless integrated circuit;
- Content on web sites, PDAs, mobile devices, desktops, and servers;
- Information/data captured in various databases;
- Physical paper in files, such as memos, contracts, reports, photographs and architectural drawings;
- Licenses, certificates, registration, identification cards, or other means;
- Handwriting, typewriting, printing, Photostatting, photographing, photocopying, transmitting by electronic mail or facsimile (fax);
- Any record thereby created, regardless of the manner or media in which the record has been stored and/or created; and
- Backups of electronic information.

3. Record Keeping

WSU has established policies addressing all areas of WSU operation, including Management, Recruitment, Admissions, Academics and Learning, Human Resources, Compliance, and Finance. These policies can be found in various sources as indicated in the following table:

	Public source (WSU website, handbook, catalog)	WSU drive	On Request
Management	Limited or unrelated university strategies shall be published	x	X
Admission/ student application record	X	x	
Academic and learning (including student files)	X	x	
Human resources record/ information		x	X
Media active record	x		
Media inactive record		x	
Financial record		x	X

STUDENT RECORDS MANAGEMENT POLICY



4. Access matrix

	Public source (WSU website, handbook, catalog)	WSU drive	On Request
Governance board	X	X	X
Document controller	X	X	
Full-time staff	X	X	X
Contractor with WSU email	X	X	X
Contractor	X		X
Student	X		X

5.Retention Schedules

WSU shall maintain the records as per the regulations of the California Bureau of Postsecondary Education (BPPE):

	Long term retention			Short term retention
	Permanent retention	10 years	5 years	
Management		X		
Admission/ student application record			X	
Academic and learning (including student files) Please refer section 6 in this policy			X	
Student transcript	X			
Human resources record/ information			X	
Media active record			X	
Media inactive record			X	
Financial record			X	

STUDENT RECORDS MANAGEMENT POLICY



6. Student records

Admissions records

WSU shall maintain records of the name, address, e-mail address, and telephone number of each student who is enrolled in every degree program.

- The record of students who are offered and accept an offer of admission shall be automatically transferred to the Registrar office.
- The record of students who are offered but do not accept an offer of admission shall be housed in the admissions department for a period of three (3) years.
- The record of students who are not offered admission shall be housed in the admissions department for a period of one (1) year.

Student profile

WSU shall maintain a file for each student who enrolls in the institution whether or not the student actually starts his/her educational program or starts but does not complete his/her educational program.

The student file shall contain all of the following pertinent student records:

1. Written records and transcripts of any formal education or training, testing, or experience, institution's award of credit or acceptance of transfer credits including the following:

(A) Verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work, such as successful completion of an ability-to-benefit test;

(B) Records documenting units of credit earned at other institutions that have been accepted and applied by the institution as transfer credits toward the student's completion of an educational program;

(C) Grades or findings from any examination of academic ability or educational achievement used for admission or college placement purposes;

(D) All documents evidencing a student's prior experiential learning upon which the institution and the faculty base the award of any credit;

2. Personal information regarding a student's age, gender, and ethnicity if that information has been voluntarily provided by the student;

3. Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid;

STUDENT RECORDS MANAGEMENT POLICY



4. Records of the dates of enrollment and, if applicable, withdrawal from the institution, leaves of absence, and graduation; and
5. A transcript showing all of the following:
 - (A) The courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal;
 - (B) Credit awarded for prior experiential learning, including the course title for which credit was awarded and the amount of credit;
 - (C) Credit for courses earned at other institutions;
 - (D) Credit based on any examination of academic ability or educational achievement used for admission or college placement purposes;
 - (E) The name, address, website address, and telephone number of the institution.
6. For independent study courses, course outlines or learning contracts signed by the faculty and administrators who approved the course;
7. The dissertations, theses, and other student projects submitted by graduate students;
8. A copy of documents relating to student financial aid that are required to be maintained by law or by a loan guarantee agency;
9. A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received;
10. A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent;
11. Copies of any official advisory notices or warnings regarding the student's progress; and
12. Complaints received from the student.

All student records shall be maintained for a period of 5 years, except for the student transcript, which is to be maintained permanently.

A record is considered current for three years following a student's completion or withdrawal. WSU shall maintain a second set of all academic and financial records on WSU.



STUDENT RECORDS MANAGEMENT POLICY



Access and Privacy

In general, each student has the right to review his educational file. This file may be only shared with the student. Only the WSU Registrar or any member of the Registrar's Office has access to the student files, except for auditing purposes.

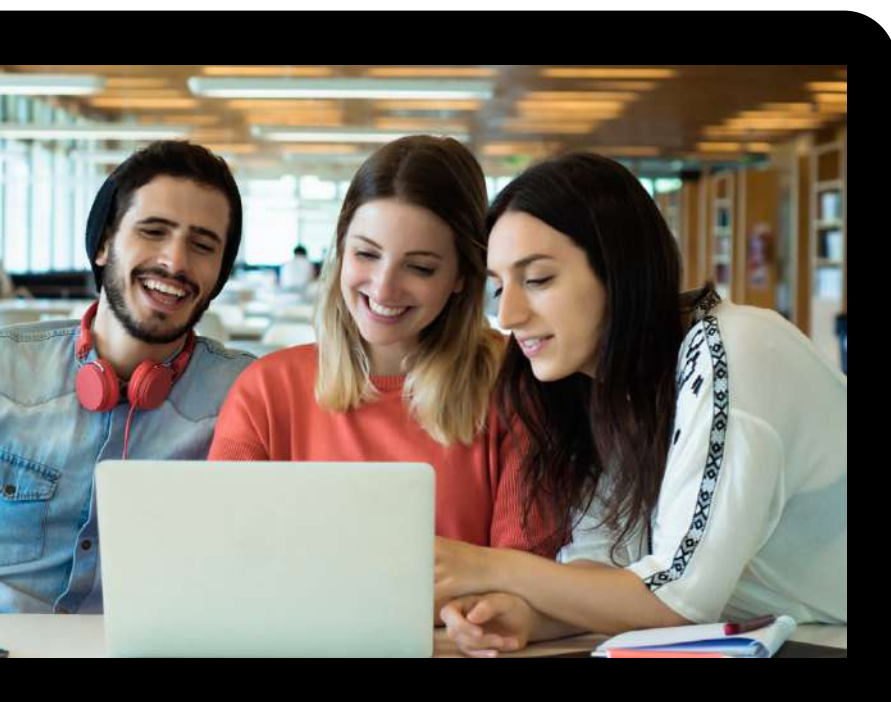
STUDENT RECORD MATRIX

Record title	Responsibility	Retention period	Student access
1. Admission record			
1.1. Personal profile	Admission department	1 year: no admission letter is issued 3 years: admission letter is issued but student declines the offer 5 years: admission letter is issued and student accept the offer	No right access
1.2 Application for admission	Admission department	1 year: no admission letter is issued 3 years: admission letter is issued but student declines the offer 5 years: admission letter is issued and student accept the offer	No right access
1.3 Acceptance letter	Admission department	3 years: admission letter is issued but student declines the offer 5 years: admission letter is issued and student accept the offer	<u>Upon request to</u> western.s.univer sity@gmail.com
2. Academic record			
2.1. Personal profile	Registrar department	5 years: US citizen student at least 5 years: international students	<u>Upon request to</u> <u>email</u> western.s.univer sity@gmail.com <u>with reasonable</u> <u>purpose</u>
2.2. Academic record (final grading, dissertation/thesis grading)	Registrar department	Permanently	<u>Upon request to</u> western.s.univer sity@gmail.com
2.3. Student's attendance list	Registrar department	5 years after graduate or last date of studying	<u>Upon request to</u> western.s.univer sity@gmail.com

STUDENT RECORDS MANAGEMENT POLICY



2.4 Request to change the course	Registrar department	5 years after graduate or last date of studying	
2.5. Assignment and final project	Respective school	5 years after graduate or last date of studying	Moodle
2.6. Thesis/ dissertation	Copy: Library and respective school Soft copy: Respective school	Permanently	Library
2.7. Credit transfer request forms and its supporting documents	Registrar department	5 years after graduate or last date of studying	<u>Upon request to western.s.university@gmail.com</u>
2.8. Studying defer request and its supporting documents	Registrar department	5 years after graduate or last date of studying	<u>Upon request to western.s.university@gmail.com</u>
2.9. Other forms during study and its supporting documents	Registrar department	5 years after graduate or last date of studying	<u>Upon request to western.s.university@gmail.com</u>



DATA SECURITY AND PROTECTION POLICY



Purpose

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



Personal data collection and protection

Western State University (WSU) may collect information of its students during the registration process to Moodle 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 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.

DATA SECURITY AND PROTECTION POLICY



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. Western State University (WSU) respects to the privacy of electronic communications. The Western State University (WSU) does not examine or disclose electronic communications records without expressed permission/consent of the parties involved unless Western State University (WSU) is under a legal requirement to disclose such information.

Information Security Policy

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

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

The institution requires all users to exercise a duty of care in relation to the operation and use of its information systems.

Students and Faculty will be issued a unique user identity. Any password associated with a user identity must not be disclosed to any other person.

Acceptable use of information systems

1. All computing assets delivered by APU remain entirely under the responsibility of the scholarship student.
2. The computing asset has to be used for educational and research purposes only.
3. The use of these assets like laptops are for personal use only, therefore, the loan of these assets to third parties is totally prohibited.
4. 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.
5. 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.
6. 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.
7. You must activate the antivirus protection and the firewall which are installed by default in the operating system, it is totally prohibited to deactivate these two functions.

Social Networking Policy

The Internet provides a number of benefits for common use, However, when someone clearly identifies their association with APU 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, applies to activities online.

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



Policy on the Video and Audio Recording of Classroom Lectures

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

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

STUDENT FEEDBACK POLICY



INTRODUCTION

At Western State University (WSU) we strongly encourage students to provide us with both formal and informal feedback so that we may strive to improve the quality of programs and services. Evaluation forms will be provided in both English and Spanish.



STUDENT FEEDBACK PROCESS

Step 1.

As part of WSU's commitment to fairness and transparency, students are asked to complete an online course evaluation form within the LMS at the end of each module. This evaluation is completed before the grading of final projects by instructors to ensure that student feedback is not affected by their grades in the module.

All evaluations are anonymous to ensure privacy and fairness of grading for all students.

It is the instructor's responsibility to encourage and remind students to complete the evaluation form to achieve a 75% + completion rate for his/her course/module. The Director of Student Services will assist all instructors in encouraging students to complete this evaluation.

Step 2.

Student Services is responsible to receive and analyze feedback received on the evaluation forms.

Step 3.

Action plans for Instructors:

Avg Score: 4/5 or higher: Instructor may share experience/tips with colleagues

Avg Score: 2.5/5 or less: Chief Academic Officer is responsible for developing an action plan to improve teaching quality

ACADEMIC FREEDOM POLICY



Western State University (WSU) is strongly committed to fostering a teaching and learning environment that is based on academic freedom. The University is dedicated to the search for truth and its dissemination. Board Directors, administrators, faculty, staff and students of the University recognize and acknowledge that professional integrity requires the protection of academic freedom for all constituents to examine all pertinent data or information, question assumptions and to be guided by the evidence.

Academic freedom is defined as the essential right of faculty and students to seek the truth, inquire and freely express intellectual pursuits within a framework of critical assessment and appraisal. This basic right will be exercised by the faculty in their roles and performance of responsibilities.

Academic freedom for instructors includes the right to evaluate and grade the academic performance of students.

Academic freedom for students includes the right to be evaluated and graded fairly, transparently and competently. Punitive grading is not accepted except for justifiable cause such as when a student is found guilty of an academic violation such as cheating or plagiarism.

Both instructors and students have the freedom to express their opinions about the topic and material offered in their courses. However, they should not discuss controversial matter that has no relation to their subjects. Students have the right to disagree with the content and/or the teaching method of the instructor or class. However, this does not mean that students have a right to be disruptive to the classroom environment or to avoid completing assigned projects, papers, tests or other forms of classroom assignments or assessment of performance.

It is not inappropriate for an instructor and a student to meet outside of class to share their views about topics not related to the course content. However, they are encouraged to explore appropriate and applicable ways to discuss related subject matter within the content and context of the classroom.



ACADEMIC FREEDOM POLICY



Academic freedom means having the right for a student to pursue appropriate actions against an instructor by filing a formal complaint based on grounds of incompetence and/or unprofessional or unethical behavior. An instructor also has right to pursue appropriate disciplinary actions against a student based on grounds of inappropriate or unethical behavior or conduct.

Students from all levels and disciplines have the right to receive quality presentation and teaching of philosophies related to their disciplines. However, it does not mean that instructor has to give equal weight to all theories to students from different disciplines or level.

Instructors are free to express individual opinions (oral or written), free from any censorship or discipline, provided they clearly indicate that they do not represent, speak for, or on behalf of Western State University (WSU).

Instructors, staff and students shall be free to associate through membership in professional, political, religious, fraternal, and social organizations of their choice, provided they clearly indicate that they do not represent, speak for, or on behalf of the Western State University (WSU).

The Western State University (WSU) adjudication process shall be used to protect individual rights and the integrity and sustainability of the University and be used to resolve any disagreement between the student, instructor, staff and the University regarding their exercise of academic freedom.



EQUALITY & DIVERSITY POLICY



1. Our Charter for Inclusivity

At Western State University (WSU) we are committed to working together to build a learning community founded on equality of opportunity, a learning community which celebrates the rich diversity of our faculty, staff, and student populations. Discriminatory behavior has no place in our community and will not be tolerated.

Western State University (WSU)'s equality and diversity policies promise equal treatment and opportunity for all regardless of gender, sexuality, race, color, disability, religion, age, and ethnicity or nationality. We call on all members of our community to make a personal commitment to equality and diversity.

2. General Statement of our Equality and Diversity Policy

The achievement of genuine equality of opportunity is at the heart of our mission as a provider of higher education. We aim to build a learning community, which exhibits the diverse range of skills, and experience, which cannot be found within any single group of faculty, staff or students. In pursuing this goal, we want our community to value and to be at ease with its own diversity and to reflect the needs of the wider community within which we operate.

Western State University (WSU) will adhere to all applicable federal and state laws as they pertain to equality and diversity. However, Western State University (WSU) highly encourages all faculty, staff, and students to embrace equality and diversity and to go beyond the strict confines of these laws to provide genuine opportunities for all.



3. Responsibility

Every member of our community has a moral and legal responsibility to promote equal treatment within our community and to respect its diversity.

EQUALITY & DIVERSITY POLICY



The Western State University (WSU) head of Human Resources is responsible for matters relating to equality of opportunity in employment. This includes developing policies which meet all applicable federal and state legislation and for monitoring and enforcing these policies for all faculty and staff. All faculty, staff, and students are responsible for ensuring that their actions are carried out in accordance with this policy. They may be held personally to account, should their actions fall short of the requirements of this policy in any way.

The Western State University (WSU) Chancellor is responsible for matters relating to student equality. This includes developing policies which meet all applicable federal and state legislation and for monitoring and enforcing these policies for all students. All students are responsible for ensuring that their actions are carried out in accordance with this policy. They may be held personally to account, should their actions fall short of the requirements of this policy in any way.

4. Applicability

This policy covers all aspects of employment and academic life, including advertisements, recruitment, induction, compensation, conditions of service, staff development, change management, promotions, grievance and disciplinary procedures, course development, student admissions, learning and teaching, and assessment. It applies also to relationships with other institutions and with suppliers and contractors. The policy applies to the treatment of potential/future as well as existing faculty, staff, and students.

5. Equality and Diversity: learning and teaching

We are committed to being an equal opportunity employer. Our goal is to have faculty and staff from all groups in our society represented at all levels of employment, both to ensure that no available talent is overlooked and to provide role models for our students.



Recruitment and Selection

All stages of recruitment and selection will be conducted in accordance with all applicable federal and state laws as well as WSU's Recruitment and Selection Policy. All staff who serve on appointments committees will receive mandatory training and support.

EQUALITY & DIVERSITY POLICY



Induction

All staff will take part in induction programs tailored to their needs.

Promotion

Opportunities for promotion will be openly advertised. Promotion procedures will be based on an objective assessment of candidates against published criteria.

Probation

WSU's probation procedures for new staff will reflect the principles contained in this policy.

Disciplinary and grievance procedures

Faculty and staff members who believe that they have been discriminated against by their membership of an under-represented group in any disciplinary or grievance procedure will be encouraged to pursue the matter in accordance with the spirit and procedures of this policy. WSU will routinely monitor all actions under the grievance and disciplinary procedures by gender, sexuality, race, color, disability, religion, age, and ethnicity or nationality.

Faculty & Staff development

Faculty and staff at all levels and in all areas of work will have an equal right of access to the training and development they need. Uniform and equitable criteria will be applied in formulating and implementing training and development programs. WSU seeks to avoid perceived imbalances in the allocation of resources for training and development.

Equality and Diversity: learning and teaching

WSU is committed to ensuring that all students, both actual and potential/future, enjoy equality of opportunity and are free from any experiences of any form of discrimination whether direct, indirect or through victimization. We recognize that the content of our academic programs directly and actively informs students of the WSU's commitment to diversity. We will seek to ensure that all programs promote equality with respect to gender, sexual orientation, race, color, disability, religion, age, and ethnic or national origin. We will urge our staff to avoid making assumptions and having expectations of our students based on misconceptions or stereotypes of how particular groups are perceived to perform or behave. The religious heritage, scientific, technological and mathematical achievements, visual arts, music and literature of non-Western societies and other groups will be appropriately represented in our learning materials.



6. Student recruitment

We are committed to promoting access to higher education to under-represented groups and individuals. Recruitment and admissions practices will be free from unlawful discriminatory criteria. Questions relating to the applicant's race, ethnic origin, age, disability, religion, gender, color, sexuality, marital status or family responsibility, will not be part of the selection process – and will not play any role in the admission of a student to the Western State University (WSU).

ANTI-BULLYING POLICY



The purpose of the Western State University (WSU) anti-bullying policy is to ensure that all students learn in a supportive, caring, and safe environment without fear of being bullied. Bullying is anti-social behavior and affects everyone. Simply put, bullying is unacceptable and will not be tolerated at Western State University (WSU).

► SCOPE OF POLICY

Western State University (WSU) seeks to support students who are being bullied regardless of whether the bullying takes place on campus or at an off-campus Western State University (WSU)-sponsored program, event, field trip, or other activity.

► DEFINITION OF BULLYING

Bullying is defined as deliberately hurtful behavior, repeated over a period of time, where it is difficult for those being bullied to defend themselves.

The four main types of bullying are:

- Verbal (i.e., name calling, taunting, racist remarks)
- Physical (i.e., hitting, pushing, kicking, slapping)
- Indirect (i.e. spreading rumors, excluding someone from social groups)
- Cyber bullying (i.e. using texts, phone calls, emails or social networks)



REASONS OR CAUSES OF BULLYING

Bullying may be due to many different factors, including but not limited to, a student's race, gender, disability, age, religious beliefs, ethnicity, or sexuality.

THE IMPACT OF BULLYING

Students who are being bullied may show changes in behavior, such as becoming shy and nervous, feigning illness, taking usual absences, becoming withdrawn, or clinging to adults. There may be evidence of changes in work or study habits or patterns, including lacking concentration and attentiveness.

All Western State University (WSU) faculty, staff, and especially students, are encouraged to report bullying to their instructor or to any Western State University (WSU) official as soon as it is observed or reported.

SUPPORT FOR BULLIED STUDENTS

Students who allege they have been bullied will be supported by being:

Offered an immediate opportunity to discuss the experience with a faculty member or member of the Western State University (WSU) faculty and staff of their choice

Given reassurance that the incident is being thoroughly and promptly investigated

Offered continuous support

Provided assistance with the restoring of self-esteem and confidence

The following process will be used when dealing with bullying incidents:

- If bullying is suspected or reported, the incident will be dealt with immediately by the member of the faculty or staff who has observed the bullying himself/herself or been approached by the person being bullied or someone who has observed the bullying.
- A record of the incident will be made and given to the Western State University (WSU) Chancellor.
- The Chancellor – or his/her designee - will conduct a thorough investigation and interview all parties involved in the incident (including the alleged student doing the bullying, the victim of the bullying, and any witnesses) and prepare a report on her findings.
- If the Chancellor finds that bullying did indeed occur, the Chancellor will take appropriate disciplinary action against the student as per the Student Code of Conduct and campus disciplinary policy and procedures.

ACCUSATIONS & DISCIPLINARY PROCESS

Students who have been accused of bullying will be subject to disciplinary action, up to and including dismissal from Western State University (WSU).

SEXUAL HARASSMENT POLICY



HARASSMENT POLICY

At Western State University (WSU) all faculty, staff, and students are entitled to enjoy a teaching and learning environment that is free from harassment of any nature. Harassment based on personal characteristics such as gender, sexual orientation, race, cultural origin, veterans' status, pregnancy status, skin color, ethnicity, religion, age, or disability is strictly prohibited and in violation of San Jose, California policy. Examples of sexual harassment include, but are not limited to, non-consensual sexual contact of any type; sexual exploitation; aiding, abetting, or facilitating sexual misconduct; relationship violence; and stalking.

SEXUAL HARASSMENT POLICY

Sexual harassment is defined as one or more of the following:

- Unwelcome sexual conduct or behavior or overtures, request for sexual favors, verbal or physical conduct of sexual nature.
- Unwelcome sexual conduct or behavior that affects an individual's work performance or creates an alarming, aggressive, or abusive work environment.
- Sexual pranks/ teasing/ jokes/ pictures/ music/ video either in person or via phone, email or social media
- Any touching that represents sexual advances of any nature.

Sexual harassment is prohibited by federal and state law and by San Jose California's policy. Sexual misconduct is also contradictory to the Western State University (WSU) mission and values and will not be tolerated.



SEXUAL HARASSMENT POLICY



SEXUAL HARASSMENT REPORT PROCEDURE

<p>Step 1: Complaint filed</p>	<ul style="list-style-type: none"> Any San Jose, California faculty, staff, or student who experiences sexual harassment is encouraged to send an email to the San Jose, California president at western.s.university@gmail.com In the case that the complaint is directed to the Western State University (WSU) president, the faculty, staff, or student should send his/her email directly to the Western State University (WSU) Governing Board Chairman. The email should describe in specific detail the type of behavior involved in the alleged sexual harassment and include as much detailed information as possible regarding the incident (i.e. who, what, where, when) If the alleged sexual harassment was verbal in nature, the email should strive to provide the exact words that were used; when the verbal encounter occurred; where the verbal encounter occurred; who was present (including possible witnesses); and the general circumstances to lead to the encounter. Complaints may be submitted anonymously. However, it should be noted that it will not be possible to follow up with the complainant during the investigation if contact information (name, telephone number, email address) is not provided. All complaints will be considered confidential and only those with a right-to-know will be made aware of the substance of the complaint including the complainant, and target/subject of the complaint.
<p>Step 2: Formation of Investigation Team</p>	<p>The investigating team shall consist of the Western State University (WSU) President, HR manager (in case of a complaint against an employee), Chancellor (in case of a complaint against a student) and one member of the Governing Board.</p>
<p>Step 3: Investigation</p>	<p>The investigating team shall conduct a thorough and timely investigation. If appropriate, the team may solicit legal advice during its investigation.</p>
<p>Step 4: Decision</p>	<p>If the investigating team determines that the alleged sexual harassment did not occur, the complainant will be so notified and no disciplinary action will be taken against the faculty, staff, or student who was the target/subject of the complaint.</p> <p>If the investigating team determines that alleged sexual harassment did occur, the complainant will be so notified and appropriate disciplinary action will be taken against the faculty, staff, or student who was the target/subject of the complaint.</p>
<p>Step 5: (When and if applicable) Discipline</p>	<p>For a faculty or staff member found guilty, disciplinary action will be taken based on the nature, type, and extent of the sexual harassment and may include, but not be limited to, verbal warning, written reprimand, probation, suspension for a specified of time, or dismissal/termination.</p> <p>For a student found guilty, disciplinary action will be taken based on the nature, type, and extend of the sexual harassment and may include, but not be limited to, verbal warning, written reprimand, probation, suspension for a specified period, or dismissal/expulsion from Western State University (WSU)</p>

AWARDING OF CREDIT FOR PRIOR LEARNING POLICY



Purpose

The purpose of this policy is to establish criteria and guidelines for the awarding of academic credit for outside formal classroom activities or experiences.

Prior Learning Assessment:

The Council for Adult and Experiential Learning defines prior learning assessment as “the evaluation and assessment of an individual’s life learning for college credit, certification, or advanced standing toward further education or training. Prior learning assessment is often applied to military and work experience, as well as community service, informal online learning, and other [college-level] learning acquired outside traditional academic institutions.”

Prior Learning credits will be awarded as per the following guidelines:

- No more than 25% of the total credits required for a degree may be awarded for prior learning.
- Credit is awarded only for documented and assessed college-level learning that ties the student’s
- prior experience(s) to the content of the relevant academic field or discipline at the appropriate level of learning.
- Credit is awarded only in areas which fall within the regular curricular offerings at Western State University (WSU)
- Western State University (WSU) may use portfolios, documentation, and interviews in lieu of examinations demonstrate that the evidence of learning provided by the student provides academic assurances of equivalency to credit earned by traditional means.
- If a student seeks academic credit for prior learning, he/she will need to submit a request form to the Admissions Office when receiving Western State University (WSU)’s acceptance letter.
- Assessment of prior learning will be focused on student learning and be based on the declaration/ essay of the student regarding his/her prior learning and the learning outcome(s) of the course. Western State University (WSU) also accepts the credit-by-example program, offering tests in a wide variety of subject area. Additional information can be found at www.wsu.university.
- Western State University (WSU) will make no assurances - prior to the assessment of prior learning - regarding the number of credits a student may earn via prior learning.

AWARDING OF CREDIT FOR PRIOR LEARNING POLICY



- Credit is awarded only with a review by the instructor who has the appropriate subject matter expertise and academic qualifications, and then the approval of the dean. The instructor will consult with the dean whether the prior learning assessment concludes that full, partial, or no credit will be awarded. In some cases, Western State University (WSU) will use the “credit-recommendation service”, offered by American Council on Education (ACE), <http://www.acenet.edu/higher-education/Pages/Credit-Recommendation-Services.aspx>. The student will be required to the additional fee for this service if he/she wants this service provided by ACE.
- Credit is only awarded to matriculated students and is identified on the student’s academic transcript as credit
 - for prior learning.
- The fee for prior learning assessment is \$100 and is non-refundable.
- The Awarding of Credit for Prior Learning Request Form is included in Appendix J.

PRIOR LEARNING ASSESSMENT FORM

Student Name: _____

Student Address: _____

Student Program/Field:

Credit for Prior Learning guidelines:

- No more than 25% of the total credits required for a degree may be awarded for prior learning.
- Credit is awarded only for documented and assessed college-level learning that ties the student’s prior experience(s) to the content of the relevant academic field or discipline at the appropriate level of learning.
- Credit is awarded only in areas which fall within the regular curricular offerings at Western State University (WSU).

AWARDING OF CREDIT FOR PRIOR LEARNING POLICY



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- If a student seeks academic credit for prior learning, he/she will need to submit a request form to the Admissions Office when receiving WSU’s acceptance letter.
- Assessment of prior learning will be focused on student learning and be based on the declaration/ essay of the student regarding his/her prior learning and the learning outcome(s) of the course. WSU also accepts the credit-by-example program, offering tests in a wide variety of subject areas. Additional information can be found at <https://clep.collegeboard.org>
- ATM will make no assurances - prior to the assessment of prior learning - regarding the number of credits a student may earn via prior learning.
- Credit is awarded only with a review by the instructor who has the appropriate subject matter expertise and academic qualifications, and then the approval of the dean. The instructor will consult with the dean whether the prior learning assessment concludes that full, partial, or no credit will be awarded. In some cases, WSU will use the “credit-recommendation service”, offered by American Council on Education (ACE), <http://www.acenet.edu/higher-education/Pages/Credit-Recommendation-Services.aspx>. The student will be required to pay an additional fee for this service if he/she wants this service provided by ACE.
- Credit is only awarded to matriculated students and is identified on the student’s academic transcript as credit for prior learning.
- The fee for prior learning assessment is \$100 and is non-refundable.

PRIOR LEARNING DETAILS

Prior learning details (Please list down learning period, task description/ activities, title, contact of reference person)	Code	WSU Module	Credits

AWARDING OF CREDIT FOR PRIOR LEARNING POLICY



Reviewed and approved by:

This is to certify that you have prior learning activities/experiences above and wish to apply them toward a degree at Western State University (WSU). This approval is conditional upon NOT BEING ON DISCIPLINARY OR ACADEMIC SUSPENSION OR SUSPENSION AT THE CONCLUSION OF THE SEMESTER PRIOR TO ENROLLING IN THE COURSE(S) LISTED.

I understand the rules and procedures the on front/back of this form:

Student's signature: _____

Date: _____

For Western State University (WSU) use only

Instructor: _____

Name: _____

Signature: _____

Date: _____

Recommendation: Approve: Full credit Partial credit: _____

No credit: (reason for the denial)

Dean of Respective College

Approve: Full credit Partial credit: _____ No credit

Name: _____

Signature: _____

Date: _____

STUDENT COMPLAINTS AND GRIEVANCES POLICY



INTRODUCTION

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. Western State University'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.

PURPOSE:

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 Western State University (WSU). The Western State University (WSU) is committed to addressing all complaints and grievances in a timely, fair, and respectful manner.

SCOPE:

This policy applies to all current students of the University.

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.



STUDENT COMPLAINTS AND GRIEVANCES POLICY



GUIDELINE

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

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

A written complaint or grievance should contain:

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

Students should use one of the two forms:

- a. General Complaint Form or
- b. IT Complaint Form.

A completed complaint form should be sent to (enter appropriate email destination)



STUDENT COMPLAINTS AND GRIEVANCES POLICY



TIMELINE

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

Appeal process for the following student complaints:

- Violation of Student Academic Rights (Grade issues, informed notice of course content and course grading criteria, etc.)
- Cases of an Alleged Student Academic Offense (Cheating, plagiarism, falsification of academic records, etc.)
- Cases of an Alleged Student Non-Academic Offense (violation of computer usage policy, falsification of student records, disorderly behavior, etc.)



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

The Appeals Board will decide whether it will hear or not hear the student's complaint. If the Appeals Board decides to hear the case, a hearing will be scheduled and a decision rendered. The decision by the Appeals Board is final and cannot be appealed further at Western State University. 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 Western State University.

STUDENT COMPLAINTS AND GRIEVANCES POLICY



APPEAL BOARDS

The appeal board shall be constituted as follows:

Chief Academic Officer

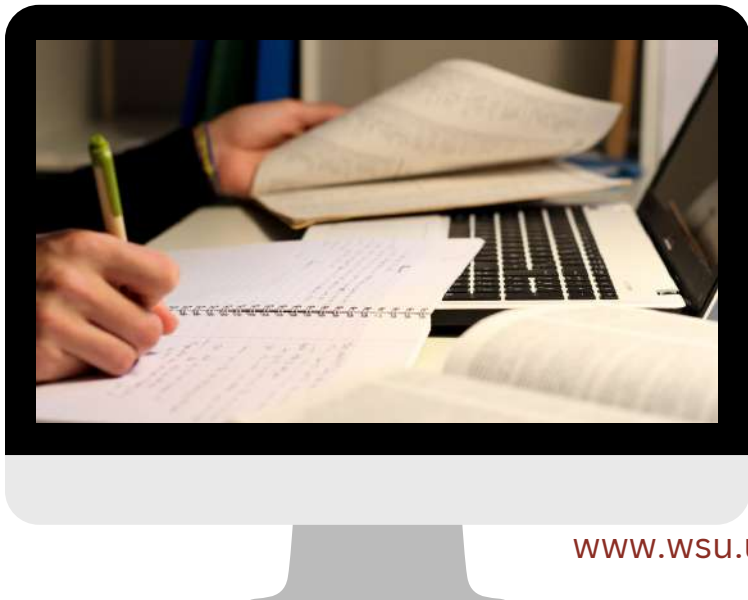
Faculty or Staff Member: Nominated by the CAO

Student Representative: Nominated by the CEO

Complaints form – IT

This form is to be completed by any member who receives a complaint or a parent who wishes to make a complaint. It should be passed to the registrar:

What is the nature of the complaint? (Please check)	
IT equipment	Content related
Access/Login issues	Copyright questions
Other (please give details)	
Please give details of the complaint	
Date/s of incident	Time/s
Details (describe as detailed as possible the technical specifications of hardware/software involved in incident)	
Action taken	
Name	Position (staff or parent)
Signed	Date



STUDENT COMPLAINTS AND GRIEVANCES POLICY



Complaints form

This form is to be completed by any member of staff who receives a complaint or a parent who wishes to make a complaint. It should be passed to the registrar

What is the nature of the complaint? (Please check)	
<input type="checkbox"/>	Alleged Violation of Student Academic Rights
<input type="checkbox"/>	Alleged Student Academic Offense
<input type="checkbox"/>	Alleged Student Non-Academic Offense
<input type="checkbox"/>	Other
Please give details of the complaint	
Date/s of incident	Time/s
If the complaint is about someone's behavior, please give the names of any witnesses to the incident/s	
Action taken	
Name	Position:
Signed	Date



GRADUATION ACADEMIC POLICY and REQUIREMENTS



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 coursework 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.



GRADUATION ACADEMIC POLICY and REQUIREMENTS



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.



GRADUATION ACADEMIC POLICY and REQUIREMENTS



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 ACADEMIC POLICY and REQUIREMENTS



VII. Policy Review

This policy shall be reviewed and updated periodically to ensure compliance with BPPE and DEAC standards and to reflect any changes in state or federal regulations.

VIII. Appendix: Graduation Application Form

APPLICATION FOR GRADUATION

(Grad Date)

(Grad Date)

(Grad Date)

This form and the Academic Approval for Graduation Form are due in the Registrar's Office by **September 29** for December graduation, by February 9 for May graduation and by June 6 for summer degree completion. If you apply and do not graduate at the end of this term, you must apply again during the semester in which you expect to finish. **You must also obtain clearance from Student Accounting, and Scholarships by the week before Commencement.**

STUDENT SOCIAL SECURITY NUMBER

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

NAME (Please **PRINT**)

Please **PRINT** your name exactly as it should appear on your diploma.

PERMANENT ADDRESS

NUMBER AND STREET

CITY

STATE

ZIP

()

(AREA CODE) TELEPHONE NUMBER

GRADUATION TERM

December May Summer

--

(YEAR)

Is this your 1st graduate/professional degree? YES NO

DEGREE FOR WHICH YOU ARE APPLYING: (check one below)

BBA

MBA

DBA

Have you applied for graduation before? YES NO If yes, please indicate what semester:

SCHOOL DEAN (PLEASE PRINT)

SCHOOL DEAN'S SIGNATURE

DATE

CHANCELLOR (PLEASE PRINT)

CHANCELLOR'S SIGNATURE

DATE

Western State University (WSU)



Student Handbook 2023-2024



Western State University
6203 San Ignacio Avenue, San Jose, California
95119, United States



+1 302 319 2052



Hours
Monday - Friday: 7:30am - 4:30pm
Saturday - Sunday: Closed

