WINDSOR UNIVERSITY

06 Student Catalog

Windsor University

STUDENT CATALOG

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Windsor University

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Windsor University is operating under the Higher Education Licensure Commission [HELC]

Windsor University received the post-secondary provisional institutional license from the Higher Education Licensure Commission in June 2021. Windsor University promises to maintain HELC's operation standards by following the commission's rules & regulations.

HELC Full Information

Service Contact: Higher Education Licensure Commission [HELC]

Contact Phone: +1 (202)-727-6436

Contact TTY: 711

Office of the State Superintendent of Education (OSSE) – Higher Education Licensure Commission (HELC)

Address: 1050 1st Street NE, Washington DC, District of Columbia, 20002

Website: https://helc.osse.dc.gov/

E-mail: OSSE.Elcmail@dc.gov

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Name of the Organization	Organization Function
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Learning Information & Resource Network [LIRN]	Digital Library
Microsoft 365 Membership	Office Suite
Safe Exam Browser	Examination Brower
ZOOM Meeting	Webinars Platform
Turnitin	Plagiarism Checker

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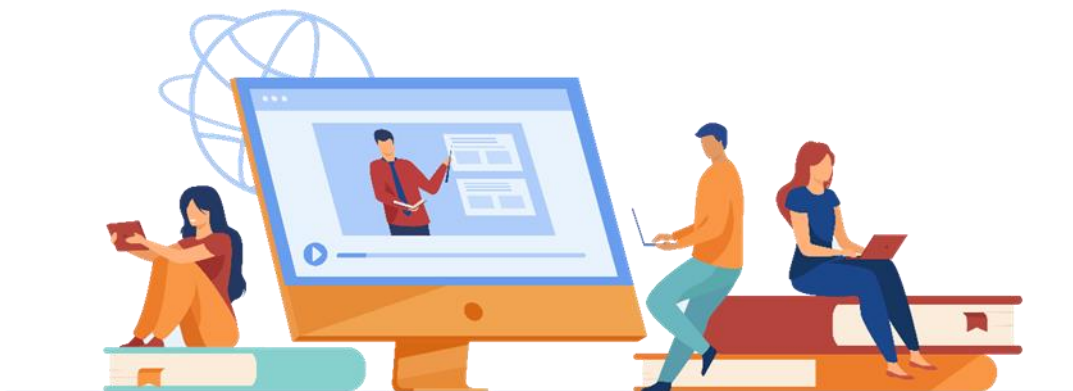
Message from the President

Dear Windsor University's Students,

We have a dream to provide a convenient and affordable high-quality online education. Recently, people around the world do not have the time or money to spend on higher education. We promise to provide a Master's Degree in Business administration recognized by the most prestigious accrediting bodies in the United States of America.

We promise to operate with standards that satisfy the Higher Education Licensure Commission (HELC) on Washington DC and other licensing commissions in the United States.

Instructions will be delivered via the latest technologies and methods, adding to the accessibility of the academic program. Lastly, we hope our students worldwide receive adequate knowledge and experience that develop their tools and techniques. We expect the acquired skills to help the graduates meet the ever-changing labor market demands and lead the work market.

Mission & Goal

Mission

Windsor University's **mission** is to provide high-quality, convenient, and affordable online higher education worldwide using the latest technology, accredited academic programs, and highly qualified tors to empower students to lead in the global labor market.

Goal

Windsor University's **goal** is to globally deliver a quality of online education similar to traditional education to academically qualified students. Windsor University aims to provide an online learning environment that facilitates the exchange of knowledge and experience between instructors and students.

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Types of Instruction

Students will receive their instruction **online**; **Synchronously**, students should attend at least 60% of the live webinars, and all sessions will be recorded for students to attend **asynchronously**.

Notice: Windsor University reserves the right to modify the academic program, modes of delivery, or courses provided as it deems necessary.

Purpose of the Academic Program

Windsor University facilitates a quality learning experience to all social and intellectual levels worldwide by utilizing the latest technology; hence instructions are effectively and efficiently received. Students worldwide will have access to convenient, affordable, and outstanding Master's Degree in Business Administration.

The History & Development of Windsor University

Windsor University was established to meet the increasing demands on high-quality online academic education in today's competitive global markets. Utilizing the latest technologies in providing well-designed programs includes the knowledge and skills required today and in the future.

Our programs are on par with the quality of prestigious traditional universities and facilitate the students' helpful learning experience and allow the active exchange of knowledge and highly qualified instructors' support.

Although the University's central concept was conceptualized in 2016, Windsor LLC was established in 2017, and on October 23, 2018, Windsor LLC was established in Washington DC. Finally, in 2019, Windsor LLC obtained the trade name Windsor University.

We started offering free courses through our LMS platform while preparing to apply to the Higher Education Licensure Commission HELC for the Provisional Post-Secondary License, granted in 2021.

Windsor University

System Requirements

All computers	Minimum	Recommended
Display	15″ display True color 1024 x 768 resolution	17″ display True color 1920 x 1080 resolution
Camera	1 Megapixels	2 Megapixels
Internet connection	2mbps	5mbps
Window Computers	**Minimum**	**Recommended**
Operating system	Windows 8.1	Windows 10
Web browser	Microsoft Edge Mozilla Firefox (latest version) Google Chrome (latest version)	Microsoft Edge Mozilla Firefox (latest version) Google Chrome (latest version)
Window Computers	**Minimum**	**Recommended**
Operating system	Mac OS X 10.12 Sierra	Mac OS 10.15 Catalina
Web browser	Safari (latest version) Mozilla Firefox (latest version) Google Chrome (latest version)	Safari (latest version) Mozilla Firefox (latest version) Google Chrome (latest version)
Tablets/ Smartphones	**Minimum**	**Recommended**
Operating System	iOS 11.0 Android 8.1	iOS 12 Android 9
Web browser	Safari (latest version) Mozilla Firefox (latest version) Google Chrome (latest version)	Safari (latest version) Mozilla Firefox (latest version) Google Chrome (latest version)
Adobe Reader Plug-in		

System Requirements

Windsor University

Online Facilities and Services

Learning Management System (LMS)

Students can log into the University's LMS platform to view courses, syllabus, coursework, grades, and other educational material and submit assignments. For Exams, students will access the Platform via *the Safe Exam Browser* Application. Links and schedules of the webinars will be available on the LMS platform and updated regularly.

The Platform also provides the *Turnitin* feature for the student to test their work for similarity before submission. Below is a link to access the Platform: your.windsor-univeristy.com

Notice: Students should download the **Safe Exam Browser** before taking the quizzes or the exams via the LMS Platform. Additionally, students must check the similarity of their submissions using the **Turnitin** plugin before submitting the documents.

Office Suite

Students will produce their academic content using the compatible and applicable Microsoft Office software. In case students cannot purchase a suitable Microsoft Officer, they may use the free and open-source office suite called LibreOffice. Students can use this link to download the software: www.libreoffice.org/download. Students should save their work in either Microsoft-compatible format or PDF format. Additionally, Students may use an online office suite such as Office online from Microsoft or Google Apps from Google.

Windsor University

Online Library

Windsor University is a member of the Library & Information Resources Network consortium (LIRN).

Windsor University provides the students & the faculty members with online Digital library resources and services associated with the Learning & Information Resources Network [LIRN] digital library. Windsor University subscribed to hundreds of databases in the Business Administration field. LIRN assists the students & the faculty members with research, journals, magazines, new sources, case studies, and dissertations.

Windsor University has also subscribed to the Librarian Service, which offers Webinars and librarian services that effectively lead the students & faculty members to their goals. Librarian Services also provides students with individual assistance if needed. Librarian Service helps the Faculty to achieve their teaching materials. Students & Faculty members can connect with the Librarian via E-mails, phone, or video conferencing.

Notice: Windsor University will provide the student with login information for the Digital Library and the Librarian service after they enroll.

Programs Offered by the University

Windsor University offers Degree in the Master of Business Administration [MBA]

Hours of Operation

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
-	8	8	8	8	8	8

Windsor University

Public Holidays

Holiday Name	Date
Martin Luther King Jr. Day	Mon, January 17, 2022
Washington's Birthday	Mon, February 21, 2022
Emancipation Day	Fri, April 15, 2022
Memorial Day	Mon, May 30, 2022
Independence Day	Mon, July 4, 2022
Labor Day	Mon, September 5, 2022
Veterans Day	Fri, November 11, 2022
Thanksgiving	Thu, November 24, 2022
Christmas Day	Mon, December 26, 2022

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Academic Calendar

Notice: Between each semester is a two weeks' vacation period. The ending dates for each semester vary but usually end on the 15th day of the month.

Semester No.	Semester Starts	Semester Ends	Duration (months)	Number of Courses	Course Type	Duration (weeks)	Fees per Course	Fees per Semester	Deadline Payment	
					Preparation	15	$200			
1	2-Jan-22	15-Apr-22	3.5	3	Preparation	15	$200	$650	9-Jan-22	
					Preparation	15	$200			
					Core	15	$200			
2	1-May-22	15-Aug-22	3.5	3	Core	15	$200	$600	8-May-22	Refundable Based on Refund Policy
					Core	15	$200			
					Core	15	$200			
3	1-Sep-22	15-Dec-22	3.5	3	Core	15	$200	$600	8-Sep-22	
					Core	15	$200			
					Elective	15	$250			
4	2-Jan-23	15-Apr-23	3.5	3	Elective	15	$250	$1,050	9-Jan-23	
					Elective	15	$250			
					Elective	15	$250			
5	1-May-23	15-Aug-23	3.5	3	Elective	15	$250	$1,050	8-May-23	
					Elective	15	$250			
4 & 5	2-Jan-23	30-Aug-23	8	1	Dissertation	30	$300		-	
Total	**2-Jan-22**	**30-Aug-23**	**18**	**16**		**75**		**$3,950**	**-**	

Windsor University

Admission

Requirements

Master's in Business Administration

The following are the admission requirements for this academic program:

- Identification Document (Passport or National ID)
- Latest Degree (at least Bachelor Degree or equivalent)
- Letter of Recommendation (the academic background and/or working experience)
- Resume (at least six months of work experience)
- Proof of English Proficiency

Identification Document

Applicants should submit a copy of their passport or national identification document. Windsor University may request the applicant to attend a short online interview with a university representative via Zoom or other similar software to verify the applicant's submitted identification documents.

Degree

Applicants should have obtained at least Bachelor's Degree or equivalent. Windsor University may request the applicant to notarize their Degree from a relevant entity and/or contact the entity from which the applicant graduated.

Letter of Recommendation

This Letter should be written by an individual or entity knowledgeable of the applicant's academic background and/or work experience. Windsor University may contact the writer of the recommendation letter to verify the submitted documents.

Resume

Applicants should submit a resume containing at least six months of work experience. Windsor University may contact the entity from which the applicant obtained the mentioned experience to verify the submitted document.

Windsor University

Proof of English Proficiency

Applicants should either:

- Be native English speakers
- Have obtained at least a Bachelor degree or its equivalent, which was taught in English
- Have got a minimum score in any of the following English Proficiency exams:

English Proficiency Qualification	Minimum Score Required for Graduate Students
Test of English as a Foreign Language (TOEFL) Paper-based Test (PBT)	530
TOEFL Internet-based Test (IBT)	71
International English Language Testing System (IELTS) General or Academic Test	6.0
Pearson Test of English (PTE) Academic Test	50
Eiken English Proficiency Exam	Pre-1
ACT COMPASS	Level 3
Exams identified within the Common European Framework of Reference (CEFR)	B-2

Windsor University may request the applicant to notarize the supporting documents and/or contact the entity from which the applicant received the proof.

Windsor University

English Proficiency Exemption Policy

Windsor University may provide the academic program in languages other than English depending on the enrolled students' demand. However, each course's tuition fee will increase by 25% up to 50% since the University will need to provide instructors who can communicate with the preferred language. This policy is valid for all courses and extends to one year after the mentioned students' graduation.

Students submitting proof of English Proficiency during this period will be subjected to regular tuition fees during this period. Also, students must submit proof of English Proficiency before the expiry of this policy to receive their graduation certificate. Students failing to submit such evidence will only obtain a certificate of attendance for the academic program.

Admission Process

Application

Applicants should:

- Complete the online application (application.windsor-university.com)
- Upload the supporting documents
- Pay the non-refundable application fees of $50 via the University's website. This process's deadline is the starting date of the academic program (January 2, 2022).

Verification & Review

Windsor University will verify the submitted documents. Then, Windsor University will process the verified documents and reply to the applicants within 21 days. If the applicant has fulfilled all the admission requirements, the University will e-mail them with the Enrollment Agreement. This form should be filled in and sent back with 21 days.

If applicants did not reply before the assigned deadline, the University would assume they have withdrawn and will terminate their application process. Applicants having difficulties and/or complaints should e-mail the Student Affairs Department at studentaffairs@windsor-unviersity.com.

Windsor University

Enrollment

Currently, Windsor University has only one intake (January). However, the University will add up to two additional intakes (May and September) depending on the number of enrolled students.

Students should enroll for three preparation courses in semester 1, three core courses in semester 2, three core courses in semester 3, three elective courses in semester 4, three elective courses in semester 5, and one capstone course throughout semester 4 and semester 5.

Upon Enrollment, students will receive their unique username and password, which they can use to access the University's LMS platform, digital Library, and other online facilities provided by the Institute. Students are responsible for the privacy of their academic login information. Students facing difficulties logging into any of the University's online services should inform the technical support staff at LMS@windsor-unviersity.com.

Transfer of Credit

Currently, Windsor University will review Credit Transfer requests case-by-case. Students transferring from Windsor University should request the necessary official documents from the Institute by e-mailing the Student Affairs Department and paying the assigned fees. This fee depends on the nature of the requested records, the requesting student's academic status, and the University the student is transferring to.

On the other hand, students transferring to Windsor University should inquire about the necessary documents, transfer of credit fees, and the process and procedure. These depend on the transferring student's academic status and the nature university the student is transferring from.

Graduation/Withdrawal

Upon graduation or withdrawal, students should pay the non-refundable certificate of completion/attendance fee of $300 (excluding shipping fees) to receive their notarized Graduation/Attendance Certificate. Additionally, suppose they request a notarized Official Transcript. In that case, they should pay the non-refundable Official Transcript fees of $100 (excluding shipping fees). Lastly, they should confirm their payment by e-mailing the Student Affairs Department (studentaffairs@windsor-unviersity.com) the online receipt and the requested document.

Windsor University

Windsor University's Grading System

Norm-Referenced Grading System

Assessment in each course will be graded using the Norm-Referenced Grading System. This system ensures that students are graded based on their performance in a specific evaluation compared to the entire group. Therefore, students are not at risk of achieving low grades due to the assessment's difficulty.

Weight Scale & Grading Scale

After assessing and evaluating quizzes, assignments, and final exams, instructors will incorporate them into their respective course's percentage grades based on their weights. For instance, a student studying the **Organizational Leadership** course obtained 83% in the quizzes held throughout the course, 87% in Assignment 1, 95% in Assignment 2, and 64% in the final proctored exam. The instructor will combine the grades according to the weight of each assessment, as shown in the table below:

Assignment	Possible Points
Quizzes	100
Assignment 1	50
Assignment 2	50
Proctored Final Exam	100
Total	300

For Example: $\dfrac{83}{3} + \dfrac{87}{6} + \dfrac{95}{6} + \dfrac{64}{3} = 79.33 \rightarrow 80 \rightarrow$ B-

Windsor University

Students' final grade of each course is always rounded up. Next, the grade for each course is converted using the grade scale system to its corresponding GPA score on a GPA scale of 4 based on the table below:

Percent Grade	Letter Mark	4.0 Scale
93-100	A	4.00
90-92	A-	3.67
87-89	B+	3.33
83-86	B	3.00
80-82	B-	2.67
77-79	C+	2.33
73-76	C	2.00
70-72	C-	1.67
Below 70	F	0

Lastly, each course's GPA score is multiplied by its corresponding credit hours then divided by the academic program's total credit hours (48 credit hours). The result is rounded to the next GPA score. For example, a student who has a calculated GPA score for the program is 3.1. This score is rounded up to the next GPA score ceiling based on the table above, resulting in the student obtaining a GPA score of 3.3 that corresponds to the Letter Mark B+.

Minimum Requirements for Each Course

Students must meet the minimum requirements for all courses respectively while fulfilling the program's graduation conditions. Students who failed a course or are unable to graduate due to their lack of grades should retake and pass the courses with the lowest grade to achieve the graduation requirements. Below are the minimum requirements for each course type and the academic program as a whole:

Minimum Requirements for each Course Type		
Course Type	Minimum Attendance Rate	Minimum Grade
PREPARATION	60%	C-, 70%, 1.67
CORE	60%	C, 73%, 2.00
ELECTIVE	60%	C+, 77%, 2.33
Dissertation	60%	B-, 80%, 1.67
MBA	60%	2.5 CGPA

Preparation, Core, & Elective Course

Students' attendance throughout the courses will be monitored and moderated. Windsor University obligates all Instructors to carefully record students' attendance during the courses' webinars as they should meet each course's attendance requirements as follows:

- Preparation Courses: 60%
- Core Courses: 60%
- Elective Courses: 60%

Capstone Course

Students should follow up with their supervisors and instructors during the allocated online review sessions. Attendance will be measured based on how many sessions did the students attend. The minimum attendance rate for the capstone course is 60%.

Academic Program

Students' attendance throughout the academic program will be monitored and recorded. They should have an overall minimum attendance rate of 60%.

Windsor University

Attendance and Contact & Credit Hours

Definition

Three credit hours equals three contact hours per week for fifteen weeks for 45 contact hours.

Capstone Course

A three-hour online meeting will be held every two weeks between the student and their corresponding advisor throughout the fourth and fifth semesters (30 weeks). This adds up to 45 contact hours.

Preparation, Core, & Elective Courses

Each course will be taught weekly in a 3-hour webinar throughout the semester (15 weeks). This adds up to 45 contact hours for each course.

Evaluation Due Date

All assignments, quizzes, course works, or any other assessment of similar nature will be evaluated within 21 days.

Transcript Request

After the end of each semester, the student can request an official transcript from the University website online. A student requesting a signed official transcript from the university should pay $100 official transcript fees, excluding the shipping fees. Additionally, a student requesting a notarized, official transcript should pay the $200 notarization fees.

Windsor University

Students' Rights & Responsibilities

Academic Freedom

Windsor University identifies Academic Freedom as the right given to students, instructors, and other academic individuals, to express their thoughts in an educational context while respecting and without harming those who disagree with them; hence a civilized atmosphere is maintained. Anything less will result in an unfriendly environment that hinders the exchange of knowledge and experience between individuals and will contradict the Institute's mission and objective.

Students and Faculty members do not have the right to be exempted from academic duties should they encounter an 'unwelcoming' or 'inconvenient' context. Students and Faculty members have the right to examine and discuss diverse opinions with their framework from reliable and accurate sources. The professional judgment of instructors and professors determines the courses' content.

All academic personnel (students and Faculty members) are obligated to respect and preserve Academic Freedom within the Institute. All educational content (learning material, assignments, research papers, e-mails, et cetera) within the Institute will be protected and secured. This process ensures the student's privacy and wellbeing. Windsor University prohibits personnel from utilizing academic information resources for any unlawful, unethical, or unprofessional purpose or activity.

Faculty members are prohibited from giving an unjustified evaluation of students' assignments, exams, research papers, or similar academic assessments due to different points of view. Students and Faculty members violating any of these policies, after careful investigation, will be subjected to disciplinary actions including but not limited to a verbal warning, official written notice, fines, or suspension. Further violating actors will be dismissed by the President, or the Chief Academic Officer, or both.

Windsor University

Academic Policies

To guarantee a friendly multicultural environment that suits the USA's diverse student community, Windsor University has placed a clear policy that protects the student & staff against any University member's unethical act.

Non-Discrimination Policy

Windsor University is against any favoritism act done to any of its students, instructors, or administrative members. The institution will apply adequate action, whether it is a warning or an expulsion, to any individual within the Institute showing any discriminatory behavior.

Disability Policy

Disabled students accepted to Windsor University can seek any reasonable assistance from the University. Should it aid the student in their educational program without breaking any federal or governmental law, Windsor University is obligated to provide the necessary support. Windsor University will maintain the confidentiality of this process.

Social Media Policy

Staff members posting on social media or forums should clearly state that the expressed views are their own, except if they share a University's post.

Kinship & Relationship Policy

- Staff members shall have no romantic/sexual relationship with any student.
- Staff members shall reveal previous or exiting romantic/sexual relationships with any student.
- Staff members shall have no authority over any student or other staff member they have or have a romantic/sexual or kinship relationship with.

Sexual Harassment Policy

Windsor University will not tolerate any sexual harassment act done by any of its staff members or students. After careful investigation, the University has the right to apply adequate disciplinary action on the offender(s).

Windsor University

Non-Retaliation Policy

Windsor University is obligated to preserve the privacy of reports and investigations of all policy violations. The Institute will not tolerate any vengeful act subjected to its students and staff members because they reported a violation of its policies. Windsor University obligates all those subjected to such acts should promptly inform the University to implement the necessary actions to protect the recipient and discipline the retaliator.

Frauds & Deceptions

Students must act free of the following frauds and deceptions:

Plagiarism

The unintentional or intentional representation of the words or ideas as one's work in any academic exercise. This includes failing to accurately identify direct quotations with both a proper citation and with quotation marks, submitting a paper that was the result of someone else's efforts but is represented as one's own work, paraphrasing bodies of work without proper citation, and copying so many words or ideas from a source that it makes up significant majority portion of one's own work even while attempting to paraphrase and change the text.

Plagiarism also includes giving incorrect information about the source of a quotation and submitting academic work multiple times without informing the Course Instructor and receiving approval.

When Course Instructors or University personnel suspect plagiarism, both special programs and the Internet will be used to identify intellectual property sources suspected of being used or cited inappropriately.

Fabrication

Falsifying documents, changing or inventing data, citing sources not consulted, and misrepresenting citations.

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Unauthorized Assistance

This is identified as completing an academic exercise or exam by someone other than the student, using or receiving copies of the work of someone who had previously taken the course, or collaborating without acknowledging the collaboration. Students must realize any collaboration and its extent in all submitted coursework.

Misrepresentation

This is defined as lying or misrepresenting a student's situation to a University member in an attempt to receive exceptional circumstances, permissions, quiz, and/or exam or extensions.

Disciplinary Process

1st Violation

The course instructor issues a warning. The assignment instructor gives the student a zero, and a permanent note is added to the student's record.

2nd Violation

The student is issued a zero on the assignment or exam in question. The student may also receive a failing grade in the course as determined by the instructor.

3rd Violation

The student is issued a failing grade in the course.

4th Violation onwards

The student will be dismissed with no refund.

Windsor University

Dismissal

Students who frequently violate the University's policies and codes of conduct will be dismissed from the program. Furthermore, Students must meet the minimum requirements for all courses respectively while fulfilling the program's graduation conditions. Students who failed a course or are unable to graduate due to their lack of grades or attendance should re-enroll into the required courses by the next intake to achieve the graduation requirements. However, students who failed only the capstone course may request an extension that will be decided upon case-by-case; proportional tuition fees will be charged.

Students may enroll/re-enroll a total of 3 times. Afterward, they will be dismissed. Dismissed students may readmit after five years from the date of dismissal. These students will be under a prohibition period, which will be decided on case-by-case.

Leave of Absence

Windsor University identifies the following types of absences:

- Excused: Absence due to death of a family member, sickness, or catastrophic event.
  - o Death: students may be required to submit a copy of a notarized death certificated to the Student Affairs Department.
  - o Sickness: students may be required to submit a copy of a notarized medical report to the Student Affairs Department
  - o Catastrophic event: students may be required to submit the necessary supporting documents to the Student Affairs Department.
- Unexcused: Absence that cannot be excused
- Late Arrival: Students joining classes 15 mins after a webinar has begun
- Early Dismissal: Students leaving classes 15 mins before the end of a webinar.
- Class Absence: Not having access to the Internet is not an excuse students may use to justify their tardiness. Every four late arrival/early dismissal is counted as an absent day.

Windsor University

Windsor University obligates all students to meet the minimum attendance requirements. Students who fail to do so, regardless of their grades, should re-enroll with the next intake. Students have only three trials to meet the said requirements.

Granting Leave of Absence

Students requesting a leave of absence should e-mail the Student Affairs Department with the purpose, supporting documents, and the leave duration. The Student Affairs Department will forward the student's e-mail to the President, the Chief Adamic Officer, or both. The maximum allowed leave of absence is four consecutive weeks per semester. Students who do not show up at the return date will be dismissed from the program, and no refund will be allowed

Extension

Students may request an extension of up to two weeks per semester to their academic assessments after e-mailing the supporting documents to the corresponding instructor, their Academic Advisor, and the Chief Academic Officer.

Windsor University

Grievances Policy

Policy brief & purpose

Windsor University grievance procedure policy explains how students can constructively voice their complaints. University's staff should be well aware of matters that annoy students or hinder their work to resolve the issue promptly. Students should follow the grievance procedure to be heard and avoid conflicts.

The Institute encourages students to communicate their grievances. That way, Windsor University can foster a supportive and pleasant learning environment for students and staff members.

Scope

This policy refers to all students enrolled at Windsor University.

Policy Elements

Grievance Definition

Windsor University defines a grievance as any complaint, problem, or concern of students regarding their grades, learning environment, or relationship with students or staff members.

Students can file grievances for any of the following reasons:

- Learning environment harassment

- Health and safety

- Student or Staff member's behavior

- Adverse changes in enrollment conditions

This list is not exhaustive. However, students should try to resolve less important issues informally before they resort to a formal grievance.

Windsor University

Students who file grievances can:

- Reach out to their academic advisor or Student Affairs Department

- File a grievance letter stating the following:

  - **The Recipient:** The Letter's recipient must be carefully considered to ensure that the grievance is not just addressed but also redressed. The recipient may depend on the nature of the complaint and the person against whom the complaint is being made.

  - **The Actual Issue:** This is the core of the Letter and must be thoroughly detailed out. The complete information helps the recipient to make the correct decisions. Concealing information or misrepresenting facts weakens the purpose of writing the Letter.

  - **Supporting Evidence:** This section is essential. This evidence must be in the form of events (in chronological order) with dates or a proper reference. Students having supporting documents to their claim should attach a copy with the filed Letter.

  - **Proposed Solution:** The recipients find it better to address letters containing complaints and options seen as a solution by the complainant themselves. This helps the employer with a starting point for the discussion to address the concern.

- Refuse to attend formal online meetings on their own

- Appeal on any formal decision

Students who face allegation have the right to:

- Receive a copy of the allegations against them

- Respond to the allegations

- Appeal on any formal decision

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The Institute is obliged to:

- Have a formal grievance procedure in place

- Communicate the procedure

- Investigate all grievances promptly

- Treat all students who file grievances equally

- Preserve confidentiality at any stage of the process

- Resolve all grievances when possible

- Respect its non-retaliation policy when students file grievances to the Institute or the Higher Education Licensure Commission (HELC)

Procedures

Students are encouraged to talk to each other, their assigned advisor, or the Student Affairs Department to resolve their problems. When this is not possible, students should know how to file a grievance:

1. Communicate informally with their assigned advisor. The advisor will try to resolve the problem. When students want to complain about their advisor or instructor, they should first try to discuss and resolve it. In that case, they are advised to request an informal meeting. Advisors and instructors should try to resolve any grievance as quickly as possible. When they cannot do so, they should refer to the Student Affairs Department and cooperate with all other procedures.

2. Suppose the grievance relates to a staff member's behavior that can bring disciplinary action (e.g., sexual harassment or violence). In that case, students should refer directly to the Student Affairs Department, then the President.

3. Accommodate the procedure outlined below

Windsor University

The Student Affairs Department will follow the procedure below:

1. Ask the student to send a grievance letter

2. Talk with the student to ensure the matter is understood completely

3. Provide the student who faces allegations with a copy of the grievance

4. Organize mediation procedures (e.g., arranging a formal meeting)

5. Investigate the matter or ask the help of an appropriate investigator when needed

6. Keep students informed throughout the process

7. Communicate the formal decision to all students involved

8. After discussing with and receiving approval from the President or the Chief Academic Officer, take actions to ensure the formal decision is adhered to

9. Deal with appeals by gathering more information and investigating further

10. Keep accurate records

This procedure may vary according to the nature of a grievance. For example, if a student or staff member is found guilty of racial discrimination, the Institute will begin disciplinary procedures.

Suppose the Institute's solution was unappealing to the student. In that case, he/she may forward his/her grievance letter to the Higher Education Licensure Commission (HELC) via the following contact information:

Windsor University

HELC is the agency of last resort in the grievance process

According to its written grievance policy, complaints that the University's direct negotiation cannot resolve may be forwarded to the Higher Education Licensure Commission [HELC].

HELC Full Information

Service Contact: Higher Education Licensure Commission [HELC]

Contact Phone: (202)-727-6436

Contact TTY: 711

Office of the State Superintendent of Education (OSSE) – Higher Education Licensure Commission (HELC)

Address: 1050 1ˢᵗ Street NE, Washington DC, District of Columbia, 20002

Website: https://helc.osse.dc.gov/

E-mail: OSSE.Elcmail@dc.gov

Windsor University

Student Retention

Notice Program

Windsor University will continuously and closely monitor students' attendance throughout each course and the academic program as a whole. The University will also send a reminder to the absentees about the minimum attendance requirements they should meet to pass.

If students were at risk of failing the course or the academic program, or both, an e-mail would be sent to them one day before each webinar as a further reminder. Moreover, the corresponding instructor will be asked to follow up with their students should they be at risk of being omitted from the course.

Lastly, suppose the student's attendance is lacking throughout the academic program or a course. In that case, Students will be transferred to their corresponding qualified personal or technical assistants, whichever they may need.

Currently, Student retention is manually handled. However, Windsor University has made preparations to account for the increase in the number of students. This process includes integrating a Student Retention System (SRS) into the Learning Management System (LMS) that monitors student retention.

Motivational Examples

Instructors will present students with videos recording from alumni. Alumni may give comments about certain aspects of the program. Also, they may state their opinion about a specific instructor. Lastly, they may describe how the program improves their careers and how they profit from their knowledge.

Regular Assessment and Coursework

Students will attend frequent examinations and conduct regular assignments for each course, graded and incorporated in their final marks. This procedure will ensure that the students are not falling behind. It is worth mentioning that these exams and assignments will be controlled not to be overwhelmed.

Windsor University

Orientation

An orientation session will be held for the new students before every course. The instructor will state details about their course, such as the course's learning outcomes, the course's outline, the grading system, webinars schedule, et cetera. Also, students will be presented with statistics collected from previous students that include: completion rate for the course, average mark for the course, highest and lowest mark for the course, et cetera

Limited Number of Students per session

Students will be divided into small groups. These groups will attend webinars and online lectures separately, thus ensuring a clear communication line between the instructor and the students and among the students themselves. Also, there will always be instant feedback among the participants.

Peer Tutoring

An instructor might ask alumni if they are willing to provide any assistance. This support can be in the form of an online lecture held by them, notes taken or found by them, or a learning source they used or are still using.

Thesis Checkpoints

Students will be referred to an instructor who will supervise over their thesis writing during their Capstone course. Supervisors will assign checkpoints that their attendee should reach. These deadlines will be used to segment their dissertation. Each part will be graded separately, hence ensuring that the students are not lagging or overwhelmed.

Job Placement

Each student will be registered automatically under our Alumni Department once they graduate. The Alumni Department will have updated records of the Alumni that include their employment location, salary estimate, and their progress throughout their careers. These records shall be confirmed by contacting the corresponding student's employer and asked to review our graduate and our curriculum as a whole.

Windsor University

Student Services

Orientation

Windsor University will organize several online orientation sessions for the students to facilitate their acclimation into the Institute. These orientations will be recorded and uploaded on the LMS page of each student.

General Orientation

Before the beginning of the academic year, Windsor University will organize an online orientation session during which the Institute's governing and administrative bodies introduce themselves and state their roles. The University will also provide orientation regarding the technology it uses, such as the University's LMS platform, office suite programs, et cetera.

Program Orientation

Before the program beginning, the Faculty will organize an online orientation session. During this session, the Faculty will state the program's purpose and learning outcome and present statistics describing the program, such as employment rate, the program's completion rate, et cetera. Moreover, the Faculty members will also introduce themselves, stating their Faculty roles and courses. The Faculty may display a short video recording of alumni stating their opinion about the program or Faculty members.

Course Orientation

At the beginning of each course's first webinar, the corresponding instructor will organize a short orientation session describing his/her related course. After each student and the instructor introduce themselves, the instructor will state facts about the course, such as the course outline, learning outcome of the course, evaluation procedure, et cetera.

The instructor will also present statistics about the course, such as average grade, highest and lowest grade obtained, completion rate, students' satisfaction levels, et cetera. The instructor may display a short video recording of alumni stating their opinion about the course or instructor.

Windsor University

Mentoring

Upon enrolling, students will be allocated to a Faculty member who will act as their advisor. Students requiring educational, occupational, or personal guidance and counseling may seek advice from their corresponding supervisors. It is worth mentioning that several students may be allocated to the same supervisor.

Career Guiding Workshops

Windsor University will offer career guiding workshops that will provide comprehensive and knowledgeable steering tools to boost the students' elements relevant to the business world, including:

- Resume Building
- Cover Letter Writing
- Job Hunting Skills
- Interviewing Techniques
- Networking Skills
- Career Route Designing

These workshops will be accessible to students upon enrolling and will always be available to them after graduating.

Internship Requiring

For some courses, Windsor University may require students to attain a minimum internship period in a position that provides experience adequate to the referred course. This practicum will be monitored and marked, and the grade will be incorporated into the course's final score.

Windsor University

Student Records

Safety & Privacy Measures

- Windsor University will electronically backup student records frequently.
- This backup will be accessed only by the designated individuals responsible for operating the Institute's servers and managing these records.
- Software engineers will monitor the server's activities and immediately identify any suspicious activities noticed by the automated alert system.
- Each user (student, instructor, or administrator) will have certain privileges based on the nature of their work
- Information stored or transferred from the student records will be encrypted.
- Student records are purged frequently.

Accessibility Measures

To ensure that the student records are well-protected, the University will assign different access levels (privileges) for each individual within the Institute. This procedure will help preserve the student records' confidentiality and help identify the leakage source as soon as possible.

Academic or Financial Records:

Windsor University updates students' transcripts once the instructors input the students' grades. Students can view and print their transcript; however, they will not be able to edit it since the PDF file will be un-editable. Students requesting other records should e-mail the Student Affairs Department.

Accessibility for Students

Students can obtain a copy of their academic and financial records by logging into their profile on the University's portal using their unique username and password. This portal contains a summary of their academic and financial records. Students requesting a more comprehensive record should e-mail the Student Affairs Department, stating the desired details to be displayed on the record.

Currently, Student records are manually handled. However, Windsor University has made preparations to account for the increase in the number of students. This process includes integrating a Student Information System (SIS) into the Learning Management System (LMS) that manages student records.

Windsor University

Exception Policy

Windsor University respects, honors, and protects the privacy of the applicants, students, and staff members and their records. Windsor University will not reveal any of its institutional records to any individual or entity unless:

- He/she is a student/applicant who wishes to view his/her record.
- He/she is a staff member (Faculty, Administration, Board, et cetera) whose duties depend on these records
- the University has the right to share the necessary information of applicants, students, and staff members to protect them.
- Government entities suspecting illegal activities in the Institute will be provided the needed access to the University's records' after submitting the necessary documents.

Students, applicants, and staff members are responsible for the accuracy of their records. The University has the right to take disciplinary action against any person in the institution who intentionally provides misleading information. Suppose a student, applicant, or staff member suspects that the University has breached his/her privacy. In that case, he/she should file a complaint directly to the President.

Should the President not resolve the issue, students may report directly to the **Higher Education Licensure Commission (HELC)** using the previously mentioned grievance policy**.** Lastly, disciplinary actions will be taken on all privacy breaches if they were students, applicants, or staff members.

Windsor University

Student Record Table

Admissions Records for Applicants Who Do Not Enroll (Whether Accepted or Rejected)		
Series Title	**Description**	**Minimum Retention**
Admission Letters	Notices of admission, waitlist, and denials	1 year after application term
Correspondence, relevant	Correspondence relevant to student's acceptance or rejection	1 year after application term
Application for admission or readmission	Admission application such as undergraduate, graduate, international, or non-degree/special admittance	1 year after application term
Transcripts (previous universities)		1 year after application term
Passport number		1 year after application term
Statement of Educational Costs	Estimate of total school year costs	1 year after application term
Statement of Financial Responsibility	Evidence of adequate financial resources	1 year after application term
Admissions Records for Applicants Who Enroll		
Series Title	**Description**	**Minimum Retention**
Admission Letters	Notices of admission, waitlist, and denials	3 years after graduation term or of last term of attendance
Correspondence, relevant		3 years after graduation term or of last term of attendance
Application for admission or readmission	Admission application graduate admittance	1 year after first term of enrollment
Degree	Bachelor Degree Certificate	3 years after graduation term or of last term of attendance
Letters of Recommendation (admissions)	may also include other evaluative records	Until admitted
Transcripts (previous universities)		3 years after graduation term or of last term of attendance
Passport number		1 year after application term
Statement of Educational Costs	Estimate of total school year costs	1 year after application term
Statement of Financial Responsibility	Evidence of adequate financial resources	1 year after application term
General Records Related to Admission and the Admission Process		
Series Title	**Description**	**Minimum Retention**
Annual Reports	Annual Statistical Reports concerning admissions activities, enrollment statistics, etc.	Permanent
Recruitment Materials	May include brochures, catalogues, etc. dealing with admissions, programs, and scholarships	Permanent

Student Record Table (continued…)

Certification/Verification Records		
Series Title	**Description**	**Minimum Retention**
Enrollment verifications	Verification of enrollment, graduation, GPA, and other related academics	Until administrative need is satisfied
Teacher certifications		Until administrative need is satisfied
Transcript requests (students)	Official transcript requests by student	Until administrative need is satisfied
Degree and Certificate Records		
Series Title	**Description**	**Minimum Retention**
Application for Degree or Other Credential	Degree application, record of degree name	3 years after graduation term or of last term of attendance
Degree Audit records	Degree audits in support of graduation clearing	3 years after graduation term or of last term of attendance
Graduation Lists		Permanent
Grade and Scholarship/Deficiency Records		
Series Title	**Description**	**Minimum Retention**
Exams (final/graded coursework)		1 year after course completion
Grade appeal/complaint	Student final grade dispute	1 year
Grade book (faculty)	Record of students in course and work completed	5 years after course completion
Grade change forms	Record of authorization to change grade	Until administrative need is satisfied
Grade reports (midterms)	Record of midterm grades submitted at the end of the term	End of term
Grade submission sheets/data	Original record of grades submitted at the end of the term	Permanent

Student Record Table (continued…)

Miscellaneous Records		
Series Title	**Description**	**Minimum Retention**
Name change authorizations		Until administrative need is satisfied
Personal data information forms	Change of address, race/ethnicity questionnaires, and other demographic data	Until administrative need is satisfied
Transfer credit evaluations		3 years after graduation term or of last term of attendance; Permanent if part of academic transcript
State Bar Verification Forms	Form from other states' bar boards used to verify presence or absence of disciplinary actions against students	Permanent
Registration and Enrollment Records		
Series Title	**Description**	**Minimum Retention**
Class schedules (students)	Student schedules for each term	Until administrative need is satisfied
Class lists	Record of class rosters for each term	Until administrative need is satisfied
Course repeat form/approval		Until administrative need is satisfied
Credit/no credit, audit or pass/no pass approvals	Authorization for various enrollment options	Until administrative need is satisfied
Enrollment changes	Record of student add/drop/withdraw from class	Until administrative need is satisfied
Hold or encumbrance authorizations	Registration and transcript holds	Until administrative need is satisfied
Registration/enrollment records	Initial registration forms, current enrollment records	Until administrative need is satisfied
Withdraw/cancellation of enrollment records	Record of request to withdraw from all classes	Until administrative need is satisfied

Windsor University

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Fax: +1 202-544-1006   **NE Washington, DC, Suite no.1286,20002**   contact@windsor-university.com

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Student Record Table (continued…)

Students Academic Records		
Academic Program Records		
Series Title	**Description**	**Minimum Retention**
Academic advisement records		3 years after graduation term or of last term of attendance
Academic Suspension	Notice of academic action related to academic non-performance/deficiency	3 years after graduation term or of last term of attendance
Academic Dismissal	Notice of academic action related to academic non-performance/deficiency	Permanent
Academic integrity code violations (with sanctions)	Notice of violation of academic integrity policies, including sanctions, if any	Permanent
Academic Records (miscellaneous)	Narrative evaluations, competency assessments, etc.	Permanent (if required to be part of transcript)
Correspondence (student)	Related to academic records, inquiries	3 years after graduation term or of last term of attendance
Grievance/complaint (by student)	Various course/exam related issues (not grade or FERPA disputes)	Until administrative need is satisfied
Major changes, certification of 2nd majors, minors		Until administrative need is satisfied
Petitions (academic)	Exceptions to academic rules	Until administrative need is satisfied
Thesis/Dissertation		Permanent

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Student Record Table (continued…)

Students Record Electronic Data		
Series Title	**Description**	**Minimum Retention**
Data Change Logs	Electronic log of changes to enrollment and other data, including date/time stamp information and user that changed data if that data is maintained separately in the system	10 years
Email data/information	Emails and other electronic communication that authorize academic/enrollment actions and/or provide directory/non directory information about a student	Until administrative need is satisfied
Enrollment data	Electronic record or enrollment in classes, including records of drop, add, and enrollment change activity	10 years
Student demographic information	Electronic student data including student characteristics, date of birth, former names, address information, photo ID and ethnic information	50 years
Publications, Statistical Data, and Institutional Reports		
Series Title	**Description**	**Minimum Retention**
Catalogs	Published annually or bi-annually, record of courses, degrees, and programs of study offered	Permanent
Degree statistics	Record of degrees granted by institution per graduation term and/or annually	Permanent
Grade distribution and other grade statistics	Report of grades given, including summary grade point statistics by class	Permanent
Instructor Evaluations (by students)		Until administrative need is satisfied
Race/ethnicity reporting	Report of student enrollment, graduation, and other metrics by race and ethnic origin	Permanent

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Student Record Table (continued…)

Family Educational Rights and Privacy Act (FERPA) Records		
Series Title	**Description**	**Minimum Retention**
Request for formal hearings	Student initiated request for formal hearing regarding amendment of educational record	Permanent
Requests for and disclosures of personally identifiable information	Necessary for compliance with recordkeeping requirements in FERPA	Permanent
Requests for nondisclosure of directory information	Student request to opt-out of directory information disclosure	Permanent or until terminated by student
Written consent for records disclosure	Student signed (electronic or paper) authorization for disclosure of educational record	Permanent
Federal Disclosure Records		
Series Title	**Description**	**Minimum Retention**
College costs, accreditation, textbook information, transfer credit policy	Complies with Higher Education Opportunity Act	3 years from date of required disclosure
Crime statistics/security reports	Complies with Higher Education Opportunity Act	3 years from date of required disclosure
Graduation/completion, Transfer-out Data	Complies with Higher Education Opportunity Act	3 years from date of required disclosure
Institutional information (cost of attendance, withdrawal procedures, accreditation, etc.)		3 years from date or required disclosure/end of award year

Windsor University

Tuition & Fees

The following tables summarize the prepaid tuition plan students should follow:

Semester No.	Semester Starts	Semester Ends	Duration (months)	Number of Courses	Course Type	Duration (weeks)	Fees per Course	Fees per Semester	Deadline Payment	
1	2-Jan-22	15-Apr-22	3.5	3	Preparation	15	$200	$650	9-Jan-22	Refundable Based on Refund Policy
					Preparation	15	$200			
					Preparation	15	$200			
2	1-May-22	15-Aug-22	3.5	3	Core	15	$200	$600	8-May-22	
					Core	15	$200			
					Core	15	$200			
3	1-Sep-22	15-Dec-22	3.5	3	Core	15	$200	$600	8-Sep-22	
					Core	15	$200			
					Core	15	$200			
4	2-Jan-23	15-Apr-23	3.5	3	Elective	15	$250	$1,050	9-Jan-23	
					Elective	15	$250			
					Elective	15	$250			
5	1-May-23	15-Aug-23	3.5	3	Elective	15	$250	$1,050	8-May-23	
					Elective	15	$250			
					Elective	15	$250			
4 & 5	2-Jan-23	30-Aug-23	8	1	Dissertation	30	$300		-	
Total	**2-Jan-22**	**30-Aug-23**	**18**	**16**		**75**		**$3,950**	**-**	

Fees Type	Fees	Deadline
Application Fees	$ 50	12-Dec-21
Dissertation Fees	$300	9-Jan-23
Certificate Fees	$300	30-Sep-23
Official Transcript Fees	$100	-
Non-Refundable		

Windsor University

Regular Tuition Policy

Students are expected to apply and pay the application fees before January 2, 2022. This non-refundable fee of $50 includes the application fees and the admission fees if accepted into the University. Each semester's tuition fee varies depending on the type and number of courses included.

The tuition fee for semester 1 is $600 since it consists of three preparation courses, each costing $600. The payment deadline for this semester is January 9, 2022. Semesters 2 and 3, the tuition fees for those semesters are $600 each since each semester consists of 3 core courses, each costing $600. The payment deadline for semesters 2 and 3 is May 8, 2022, and September 8, 2022.

The tuition fee for semester 4 is $900. This semester consists of 3 elective courses, each costing $250 plus half of the dissertation course tuition fees, whose non-refundable fee is $150. Semester 5's tuition fee is $900. It consists of 3 elective courses, each costing $250 plus the other half of the dissertation course tuition fees, whose non-refundable fee is $150. The payment deadline for semesters 4 and 5 is January 9, 203, and May 8, 2023.

Upon Graduation/withdrawal, students should pay the non-refundable certificate fee, which is $300, to receive the program's certificate of completion /attendance. Students withdrawing from the program will receive their certificates for each corresponding course they attended or completed.

Windsor University

Scholarship Policy

Windsor University will have several scholarship/discount programs that depend on the student's merits (grades), country of occupation, register queue, and payment time.

Early Register Discount

Windsor University will conduct several marketing campaigns (virtual or physical). The first 5% of applicants who registered during these campaigns will receive a **50%** discount on their tuition fees. Additionally, the next 5% will receive a **25%** discount on their tuition fees.

Privilege Scholarship

Applicants will receive a scholarship based on their latest country of occupation. This policy is valid as long as the applicant's occupation country did not change outside these categories.

High – Income Economies

Applicants who currently work in any of the following 83 countries will **not** receive any scholarship:

Andorra	Greece	Palau
Antigua and Barbuda	Greenland	Panama
Aruba	Guam	Poland
Australia	Hong Kong SAR, China	Portugal
Austria	Hungary	Puerto Rico
The Bahamas	Iceland	Romania
Bahrain	Ireland	Qatar
Barbados	Isle of Man	San Marino
Belgium	Israel	Saudi Arabia
Bermuda	Italy	Seychelles

Windsor University

British Virgin Islands	Japan	Singapore
Brunei Darussalam	Korea, Rep.	Sint Maarten (Dutch part)
Canada	Kuwait	Slovak Republic
Cayman Islands	Latvia	Slovenia
Channel Islands	Liechtenstein	Spain
Chile	Lithuania	St. Kitts and Nevis
Croatia	Luxembourg	St. Martin (French part)
Curaçao	Macao SAR, China	Sweden
Cyprus	Malta	Switzerland
Czech Republic	Mauritius	Taiwan, China
Denmark	Monaco	Trinidad and Tobago
Estonia	Nauru	Turks and Caicos Islands
Faroe Islands	Netherlands	United Arab Emirates
Finland	New Caledonia	United Kingdom
France	New Zealand	United States
French Polynesia	Northern Mariana Islands	Uruguay
Germany	Norway	Virgin Islands (U.S.)
Gibraltar	Oman	

Windsor University

Upper Middle – Income Economies

Applicants who currently work in any of the following 56 countries will receive a **10%** scholarship of their academic program's tuition fees:

Albania	Fiji	Montenegro
American Samoa	Gabon	Namibia
Argentina	Georgia	North Macedonia
Armenia	Grenada	Paraguay
Azerbaijan	Guatemala	Peru
Belarus	Guyana	Russian Federation
Belize	Indonesia	Samoa
Bosnia and Herzegovina	Iran, Islamic Rep.	Serbia
Botswana	Iraq	South Africa
Brazil	Jamaica	St. Lucia
Bulgaria	Jordan	St. Vincent and the Grenadines
China	Kazakhstan	Suriname
Colombia	Kosovo	Thailand
Costa Rica	Lebanon	Tonga
Cuba	Libya	Turkey
Dominica	Malaysia	Turkmenistan
Dominican Republic	Maldives	Tuvalu
Equatorial Guinea	Marshall Islands	Venezuela, R.B.
Ecuador	Mexico	

Windsor University

Lower Middle – Income Economies

Applicants who currently work in any of the following 50 countries will receive a **20%** scholarship of their academic program's tuition fees:

Angola	Honduras	Papua New Guinea
Algeria	India	Philippines
Bangladesh	Kenya	São Tomé and Principe
Benin	Kiribati	Senegal
Bhutan	Kyrgyz Republic	Solomon Islands
Bolivia	Lao PDR	Sri Lanka
Cabo Verde	Lesotho	Tanzania
Cambodia	Mauritania	Timor-Leste
Cameroon	Micronesia, Fed. Sts.	Tunisia
Comoros	Moldova	Ukraine
Congo, Rep.	Mongolia	Uzbekistan
Côte d'Ivoire	Morocco	Vanuatu
Djibouti	Myanmar	Vietnam
Egypt, Arab Rep.	Nepal	West Bank and Gaza
El Salvador	Nicaragua	Zambia
Eswatini	Nigeria	Zimbabwe
Ghana	Pakistan	

Windsor University

Low – Income Economies

Applicants who currently work in any of the following 29 countries will receive a **30%** scholarship of their academic program's tuition fees:

Afghanistan	Guinea-Bissau	Sierra Leone
Burkina Faso	Haiti	Somalia
Burundi	Korea, Dem. People's Rep.	South Sudan
Central African Republic	Liberia	Sudan
Chad	Madagascar	Syrian Arab Republic
Congo, Dem. Rep	Malawi	Tajikistan
Eritrea	Mali	Togo
Ethiopia	Mozambique	Uganda
Gambia, The	Niger	Yemen, Rep.
Guinea	Rwanda	

Early Bird Discount

Students who will pay the tuition fees for the entire academic program before the deadline of semester one will receive a **30%** discount on the total tuition fees. On the other hand, students willing to pay the tuition fees for either semesters 1, 2, and 3 or 4 and 5 will receive a **15%** discount on those semesters' total tuition fees. Students withdrawing after doing so will still receive a refund according to the Institute's refund policy.

Discount for Groups

Groups willing to enroll in the University will receive additional discounts, which depends on the number of students in that group. This discount will be decided on a case-by-case basis and is highly advised for **Government Sector Employees** and **Veterans**.

Windsor University

Merits Scholarship

Admission Scholarship

Applicants who obtained <u>Outstanding Grades</u> in their latest Degree will receive a **50%** scholarship to their first semester's tuition fees only. Additionally, applicants who got <u>Great Grades</u> in their latest Degree will receive a **25%** discount on their first semester's tuition fees only. Below is a table describing how Windsor University identifies Outstanding and Great Grades:

	Outstanding	Great
GPA score	3.7/4.0	3.0/4.0
	3.67/4.00	3.00/4.00
	3.67/4.33	3.00/4.00
	4.7/5.0	4.0/5.0
Class	First Class (First)	Second Upper (Two One)
Rating	Excellent	Very Good

Dean's List

The top <u>5%</u> scorers in one semester in an intake in the program receive a **50%** scholarship to their tuition fees for the following semester. Additionally, the next top <u>5%</u> will receive a **25%** scholarship to their tuition fees for the following semester. Students wishing to preserve their scholarship status should sustain their rank amongst their classmates.

Students entitled to several discounts/scholarships will receive a cumulative discount/scholarship.

Windsor University

Refund Policy

- Students are required to fill up and submit the refund request form online upon withdrawal from the program. This form will contain the details of the bank account they want to receive the refund.
- Students are responsible for the accuracy of the information in the form.
- Students cannot have their refund split between different bank accounts.
- The refund request should be submitted no later than 30 days from the withdrawal date. Otherwise, the University will refund the amount to the applicant's bank account and e-mail the transaction recipe to their e-mail.
- In case of termination, the student cannot apply for any refund.
- **<u>Three-Day Cancellation:</u>** Students can apply for a full refund of their tuition fees within three days of paying it if the program has not started.
- All refunds are expected to be received to the desired designation within 30 calendar days.
- Withdrawing students will receive a partial refund based on the table below:

Withdrawal Week	Tuition Refund %
1st week	90%
2nd week – 3rd week	75%
4th week – 7th week	50%
After the 7th week	0%

Windsor University

Master in Business Administration Curriculum

The academic program will consist of five semesters. The duration of each semester will be three and a half months (15 weeks). There will be two weeks break between each semester. During each semester, students will take three courses. Supposedly:

Semester 1

This semester will begin on January 2, 2022, and students will attend these courses in parallel.

- Project Management Professional (PMP) Study Guide
- Professional in Human Resources – International (PHRI) Exam Preparation & Study Guide
- California Real Estate Broker Exam Study Guide

Semester 2

This semester will begin on May 1, 2022, and students will attend these courses parallel to one another.

- Accounting & Finance
- Business/Managerial Economics
- Organizational Behavior Studies

Semester 3

This semester will begin on September 1, 2022, and students will attend these courses parallel to one another.

- Credit Management
- Marketing Management
- Business Law & Ethics

Windsor University

Semester 4 & 5

Semester 4 will start on January 2, 2023, while Semester 5 will begin on May 1, 2023. Students will create their dissertation on the first day of semester four and submit their thesis by the end of semester 5. Midway through semester 3, students will be asked to fill in and submit the add/drop form. This form is used to collect feedback from students regarding which elective courses they want to take and during which semester. The Faculty will choose the top three most frequent courses for each semester and inform them. Below is a list of elective courses:

- Telecommunications Management
- Logistics, Materials, & Supply Chain Management
- Research & Development Management
- Auditing
- Entrepreneurship/Entrepreneurial Studies
- Franchising & Franchise Operations
- Small Business Administration
- Selling Skills & Sales Operations
- Construction Management
- Organizational Leadership

Windsor University

Preparation Courses

Project Management Professional (PMP) Study Guide

The Objective of the Course

Prepare the student for the PMP certification exam.

Learning Outcomes

Upon completion of the PMP Exam Study Guide - Project Management Professional course, the student will be able to:

- Identify the components and steps of the project initiation, planning, execution, control, monitoring, and closure phases.
- Analyze project feasibility, costs, benefits, and risks to align expectations and gain support from key stakeholders.
- Develop a project charter and create a plan to manage stakeholder engagement and communication.
- Construct plans to effectively manage project scope, costs, schedules, and delegate tasks.
- Identify strategies to effectively manage procurement, quality, and schedules during the project execution stage.
- Select tools and metrics to efficiently control and monitor project scope, processes, and risk.
- Propose strategies for responding to schedule and process changes, risk exposure, and alterations to scope.
- Facilitate project closure by transferring ownership of deliverables, obtaining feedback from stakeholders, and reviewing

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About the Exam

The PMP® Exam is a 4-hour test administered by the Project Management Institute (PMI) ®. It consists of 200 multiple-choice questions. The Exam is computer-based and divided into five sections:

- Initiating – 26 questions (13%)
- Planning – 48 questions (24%)
- Executing – 62 questions (31%)
- Monitoring & Controlling – 50 questions (25%)
- Closing – 14 questions (7%)

Evaluation & Percentage

By the end of the course, students will attend a final proctored exam similar to the PMP certification exam. Students can guess their expected grades and apply the necessary revision before the PMP certificate exam by analyzing this mock Exam. The Faculty may change the mock Exam's structure depending on the format of the PMP certification exam.

Assignments = 60%

Final exam = 40%

Cost, Delivery Mode, & Credit Hours

Delivery Mode	Cost	Credit Hours
Online	$ 200	3

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Professional in Human Resources - International (PHRI): Exam Prep & Study Guide

The Objective of the Course

Prepares students for the PHRI certificate exam

Learning Outcome

Students will know how to use integrated coaching, organizational development, career planning, and counseling skills to design, manage, and evaluate plans that improve an individual's productivity, employability, and job satisfaction, as well as organizational effectiveness, employment, management development, customer service, and quality management.

This course includes psychology, structure behavior, adult education principles, activity counseling, ability testing and evaluation, program design, consulting practice, structure development, and applications to issues. After finishing, students will be able to answer questions such as:

- Role of the human resources department
- Time and change management
- Policies and procedures
- Recruitment and selection
- Employee relations and communication
- Compensation and benefits for employees
- Staff training and development
- Health, security, and safety in the workplace

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About the Exam

The PHRI Exam includes six sections that are weighted accordingly:

- H.R. Administration (22%)
- Recruitment & Selection (22%)
- Employee Relations & Communication (20%)
- Training & development (15%)
- Compensation & Benefits (14%)
- Health, Safety, & Security (7%)

Evaluation & Percentage

Students will attend a mock exam consisting of 50 questions divided similarly to the PHRI certificate exam. Upon assessment, students will receive a detailed report of their performance, detailed answers, and explanations for each question. This will allow them to perform their utmost in the official certification exam. The Faculty may change the mock Exam's structure depending on the format of the PHRI certificate exam

Final exam = 40%

Additionally, students will take several assignments throughout the course's duration, weighing 60% of the course's total grade.

Assignments = 60%

Cost, Delivery Mode, & Credit Hours

Delivery Mode	Cost	Credit Hours
Online	$ 200	Three

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California Real Estate Broker Exam

The Objective of the Course

Prepare students for the California Real Estate Broker exam

Learning Outcome

Students will go over numerous subjects within the field, including real estate financing, the transfer of real property, property ownership forms, and more. Upon completing the course, students will acquire knowledge in the following:

- Handling encumbrances in real estate
- Describing and surveying land
- Laws and regulations of land use
- Real estate agencies
- Appraising property
- Fair Housing and consumer protection laws
- Forms of leases and property management
- Investing in real estate
- Property condition disclosure
- Principles and responsibilities of practicing real estate brokers
- Contracts and closing procedures
- Procedures specific to the California Bureau of Real Estate

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About the Exam

The California Real Estate Broker Exam is a multiple-choice question exam composing of seven subjects:

- Property Ownership & Land Use Controls and Regulations (15%)
- Laws of Agency & Fiduciary Duties (17%)
- Property Valuation & Financial Analysis (14%)
- Financing (9%)
- Transfer of Property (8%)
- The Practice of Real Estate & Disclosures (25%)
- Contracts (12%)

Evaluation & Percentage

Students will attend a mock exam consisting of 50 questions divided similarly to the California Real Estate Broker Exam. Upon assessment, students will receive a detailed report of their performance and detailed answers and explanations for each question. This evaluation will allow them to perform their utmost in the official certification exam. The Faculty may change the mock Exam's structure depending on the California Real Estate Broker Exam structure.

Final exam = 40%

Additionally, students will take several assignments throughout the course's duration, weighing 60% of the course's total grade.

Assignments = 60%

Cost, Delivery Mode, & Credit Hours

Delivery Mode	Cost	Credit Hours
Online	$ 200	3

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Core Courses

Accounting and Finance

Course Description

This course prepares students to function as accountants, financial managers, or analysts using an integration/combination of accounting and financial fundamentals.

Accounting

Managerial Accounting is the study of accounting that generates management data for economic decision-making. It studies cost-benefit criteria and behavioral implications of actions and methods for setting long and short-range goals. It explores the method of manufacturing monetary in operation data for structure workers and managers. Students will learn how to use an information system that collects operational and financial data, processes, stores, and reports the data to users for feedback on their performances. Management accounting produces information for managers in a corporation. It is the set apart approach, measuring, accumulating, analyzing, preparing, interpreting, and communicating information that helps managers achieve organizational objectives.

Finance

This course introduces students to the concepts and theories of corporate finance that underlie the techniques offered as aids for understanding, evaluating, and resolving financial problems. This course aims to highlight the building blocks of economic management that are of primary concern to managers and all the considerations needed to make financial decisions both inside and outside firms. Financial management focuses on ratios, equities, and debts. It helps portfolio management, distribution of dividends, capital raising, and searching and hedging fluctuations in foreign currency and product cycles.

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Financial managers are the folks that can-do analysis, support the study, decide what sort of capital is needed to fund the Institute's assets, and increase its worth for all the stakeholders. It also refers to the economic and effective management of cash (funds) in such a fashion to accomplish the organization's objectives. It is the specialized perform directly related to the highest power.

The performance's significance is not seen within the line and the 'Staff' capability in a corporation's overall. It has been outlined otherwise by totally different specialists within the field. The term usually applies to an institute or institute's monetary strategy. At the same time, personal finance or financial life management refers to an individual's management strategy. It includes the way to raise the capital and allot capital, i.e., capital budgeting. Not only for long-term budgeting but also for allocating the short term have had resources like current liabilities. It also deals with the dividend policies of the shareholders

Evaluation & Percentage

This course consists of 300 points. Students need a minimum of 220 points to pass this course. The table below describes the evaluation procedure for this course.

Assignment	Possible Points
Quizzes	100
Assignment 1	50
Assignment 2	50
Proctored Final Exam	100
Total	300

Cost, Delivery Mode, & Credit Hours

Delivery Mode	Cost	Credit Hours
Online	$ 200	3

Windsor University

Business/Managerial Economics

Course Description

Students will learn about applying economic principles to analyzing business enterprises' organization and operation in this course. By the end of this course, students should have acquired knowledge in financial theory, banking and money systems, the speculation of competition, valuation theory, wage and salary/incentive theory, analysis of markets, and applications of economics and quantitative ways to the study of explicit businesses and business issues.

Evaluation & Percentage

This course consists of 300 points. Students need a minimum of 220 points to pass this course. The table below describes the evaluation procedure for this course.

Assignment	Possible Points
Quizzes	100
Assignment 1	50
Assignment 2	50
Proctored Final Exam	100
Total	300

Cost, Delivery Mode, & Credit Hours

Delivery Mode	Cost	Credit Hours
Online	$ 200	Three

Windsor University

Organizational Behavior Studies

Course Description

This course concentrates on the scientific study of people's behavior and motivations in organized teams and their implementation in business and industrial settings. Contains instruction in organization theory, industrial and structure scientific correction, psychology, the social science of organizations, build up and incentive theory, worker relations methods, structure power and influence, organization accordance and hierarchy, leadership designs, and applications of research and alternative methodologies to structure analysis.

Evaluation & Percentage

This course consists of 300 points. Students need a minimum of 220 points to pass this course. The table below describes the evaluation procedure for this course.

Assignment	Possible Points
Quizzes	100
Assignment 1	50
Assignment 2	50
Proctored Final Exam	100
Total	300

Cost, Delivery Mode, & Credit Hours

Delivery Mode	Cost	Credit Hours
Online	$ 200	3

Windsor University

Credit Management

Course Description

This course will prepare students to perform and manage operations concerning personal and corporate credit, collateral, loan processing, and related financial agency communications. This course contains instruction generally finance and banking principles, insurance, property, taxation, business law and rules, quantitative ways, money pc systems applications and implementation, direction, communications skills, business and workplace management, and professional standards and ethics.

Evaluation & Percentage

This course consists of 300 points. Students need a minimum of 220 points to pass this course. The table below describes the evaluation procedure for this course.

Assignment	Possible Points
Quizzes	100
Assignment 1	50
Assignment 2	50
Proctored Final Exam	100
Total	300

Cost, Delivery Mode, & Credit Hours

Delivery Mode	Cost	Credit Hours
Online	$ 200	3

Windsor University

Marketing/Marketing Management, General

Course Description

This course will prepare students to undertake and manage shopper audiences' methods and move products from producers to shoppers. Includes instruction in purchaser behavior and dynamics, the principle of selling analysis, demand analysis, cost-volume, and profit relationships, valuation theory, promoting the campaign and strategic designing, market segments, advertising ways, sales operations, and management, shopper relations, retailing, and applications to specific product and markets.

Evaluation & Percentage

This course consists of 300 points. Students need a minimum of 220 points to pass this course. The table below describes the evaluation procedure for this course.

Assignment	Possible Points
Quizzes	100
Assignment 1	50
Assignment 2	50
Proctored Final Exam	100
Total	300

Cost, Delivery Mode, & Credit Hours

Delivery Mode	Cost	Credit Hours
Online	$ 200	3

Windsor University

Business Law & Ethics

Course Description

Business Ethics

This course focuses on stressing the spatial relation of moral values like honesty, trust, respect, and fairness within individual and structure effectiveness. The course explores the concepts of developing ethical reasoning and, therefore, the interaction of ethical judgment victimization 3 Models of Management Ethics. The intent is to demonstrate the breadth of responsibility of the individual manager, organization, and corporation in creating "ethical" selections. The methodology used focuses on analyzing case studies, role-playing, and experiential exercises to present the learner in different scenarios.

Such topics embrace personal and structured ethics, moral problems within the world arena, business' influence on government and politics, clients and consumer stakeholders, the connection between the natural environment and business, and therefore the relationship between business and workers—including the New Social Contact and changes within the geographic point associated with employee rights.

Additionally, students are inspired to challenge their perceptions of moral values mentioned within the course and examine their actions related to the models' conferred during this course.

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Business law

This course will provide the student with foundational info regarding the U.S. system and dispute resolution and their business impact. The most crucial content areas can embrace general principles of law, the connection of business and, therefore, the U.S. Constitution, state and federal legal systems, the relationship between law and ethics, contracts, sales, torts, agency law, belongings, and business law within the world context. The purpose of this course is to:

- Outline elementary legal language concerning contracts, torts, property, and wills
- Differentiate between business ethics and legal issues
- Determine and make a case for needed components of torts, needs of contracts, sales contracts, firms, partnerships, agency, creditors' rights, bankruptcy, and industrial paper
- Examine numerous client laws as applied to business and people.

Upon completing the course, students should be able to:

- Describe the U.S. system and, therefore, the legal surroundings of business.
- Describe the connection between ethics and law in business.
- Outline relevant legal terms in business.
- Make a case for basic principles of law that apply to business and business transactions.
- Describe business law within the world context.
- Describe current law, rules, and rules associated with subsiding business disputes.

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Evaluation & Percentage

This course consists of 300 points. Students need a minimum of 220 points to pass this course. The table below describes the evaluation procedure for this course.

Assignment	Possible Points
Quizzes	100
Assignment 1	50
Assignment 2	50
Proctored Final Exam	100
Total	300

Cost, Delivery Mode, & Credit Hours

Delivery Mode	Cost	Credit Hours
Online	$ 200	3

Windsor University

Elective Courses

Telecommunications Management

Course Description

This course prepares students to use business skills to vogue, implement, and manage the voice, video, and data networking systems of organizations. This course includes instruction in telecommunication ideas and technologies, network operations and management, wireless communications and mobile computing, cybersecurity, regulation, public policy, business practices, management, and written and oral communications.

Evaluation & Percentage

This course consists of 300 points. Students need a minimum of 255 points to pass this course. The table below describes the evaluation procedure for this course.

Assignment	Possible Points
Quizzes	100
Assignment 1	50
Assignment 2	50
Proctored Final Exam	100
Total	300

Cost, Delivery Mode, & Credit Hours

Delivery Mode	Cost	Credit Hours
Online	$ 250	3

Windsor University

Logistics, Materials, and Supply Chain Management

Course Description

This course prepares students to manage associated coordination of all logistic functions in an enterprise, starting from gaining and handling, through the inner distribution of resources to process units, to the treatment and delivery of output. Includes instruction in procuration and buying, internal control, storage and handling, just-in-time producing, supplying coming up with shipping and delivery management, transportation, internal control, budgeting, and resource estimation and allocation.

Evaluation & Percentage

This course consists of 300 points. Students need a minimum of 255 points to pass this course. The table below describes the evaluation procedure for this course.

Assignment	Possible Points
Quizzes	100
Assignment 1	50
Assignment 2	50
Proctored Final Exam	100
Total	300

Cost, Delivery Mode, & Credit Hours

Delivery Mode	Cost	Credit Hours
Online	$ 250	3

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Research and Development Management

Course Description

This course prepares students to manage approaches, programs, and organizations involving basic and applied analysis or specialized technology applications within the public or private sectors. Also, it contains instruction in all sides of business management applied to the leadership and management of scientific, clinical, engineering, and social scientific enterprises; the management of coupled operational, security, and logistical issues; and technical competence in one or more research disciplines.

Evaluation & Percentage

This course consists of 300 points. Students need a minimum of 255 points to pass this course. The table below describes the evaluation procedure for this course.

Assignment	Possible Points
Quizzes	100
Assignment 1	50
Assignment 2	50
Proctored Final Exam	100
Total	300

Cost, Delivery Mode, & Credit Hours

Delivery Mode	Cost	Credit Hours
Online	$ 250	3

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Auditing

Course Description

This course prepares students to perform internal and external evaluations to judge structure financial and operational activities, guarantee compliance with laws and policies, safeguard assets, and promote effective coming up with and resource allocation. It contains instruction in advanced accounting, audit techniques, tools, risk, sampling, and management. Audit springs up with audits like management, rules, law, environmental auditing, data technology applications, professional standards, ethics, and specific business and repair sectors issues.

Evaluation & Percentage

This course consists of 300 points. Students need a minimum of 255 points to pass this course. The table below describes the evaluation procedure for this course.

Assignment	Possible Points
Quizzes	100
Assignment 1	50
Assignment 2	50
Proctored Final Exam	100
Total	300

Cost, Delivery Mode, & Credit Hours

Delivery Mode	Cost	Credit Hours
Online	$ 250	3

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Entrepreneurship/Entrepreneurial Studies

Course Description

This course prepares students to perform development, selling, and management functions related to owning and operating a business. It will also offer students a start in learning concerning what they will own and operate an undefeated business. Students can explore making a company arrange, funding a business, and valuation product and services.

Entrepreneurship is an interdisciplinary course designed to teach students how to think and act entrepreneurially. Students find out how to start-up and operate a business, hence turning their learning into earning. The course will rely on cross-curricular tutorial skills by integrating inquiry-based learning and business tools to enable students to analyze, create, develop, and pilot small businesses in a safe campus environment.

Those who manage and operate little business can bring their product on to the buyer via the native marketplace or gift venture to potential investors for funding. A strong emphasis on hands-on experiences reinforces concepts and skills. The course includes applications to society, peoples, and the uses of technology. The condition of this course is in coupling with the connection for Teaching Entrepreneurship.

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Evaluation & Percentage

This course consists of 300 points. Students need a minimum of 255 points to pass this course. The table below describes the evaluation procedure for this course.

Assignment	Possible Points
Quizzes	100
Assignment 1	50
Assignment 2	50
Proctored Final Exam	100
Total	300

Cost, Delivery Mode, & Credit Hours

Delivery Mode	Cost	Credit Hours
Online	$ 250	3

Windsor University

Franchising and Franchise Operations

Course Description

This course prepares students to manage and operate franchises. It also includes instruction in legal necessities, set-up prices and capitalization necessities, financing, and applications to specific franchise opportunities.

Evaluation & Percentage

This course consists of 300 points. Students need a minimum of 255 points to pass this course. The table below describes the evaluation procedure for this course.

Assignment	Possible Points
Quizzes	100
Assignment 1	50
Assignment 2	50
Proctored Final Exam	100
Total	300

Cost, Delivery Mode, & Credit Hours

Delivery Mode	Cost	Credit Hours
Online	$ 250	3

Windsor University

Small Business Administration/Management

Course Description

This course prepares students to develop and manage small businesses. It also includes instruction in business administration, enterprise planning, entrepreneurship, start-up, small business operations, problems, personnel supervision, capitalization and investment, taxation, business law and regulations, e-commerce, home business operations, and application-specific sectors, products, and services.

Evaluation & Percentage

This course consists of 300 points. Students need a minimum of 255 points to pass this course. The table below describes the evaluation procedure for this course.

Assignment	Possible Points
Quizzes	100
Assignment 1	50
Assignment 2	50
Proctored Final Exam	100
Total	300

Cost, Delivery Mode, & Credit Hours

Delivery Mode	Cost	Credit Hours
Online	$ 250	3

Windsor University

Selling Skills & Sales Operations

Course Description

This program prepares students to possess the skills connected with the direct upgrading of products and services to potential customers and perform freelance sales delegates and managers. This course includes instruction in client science, image projection, speaking, social communications, sales organization and operations, client relations, professional standards, applicable and ethics, and technical skills.

Evaluation & Percentage

This course consists of 300 points. Students need a minimum of 255 points to pass this course. The table below describes the evaluation procedure for this course.

Assignment	Possible Points
Quizzes	100
Assignment 1	50
Assignment 2	50
Proctored Final Exam	100
Total	300

Cost, Delivery Mode, & Credit Hours

Delivery Mode	Cost	Credit Hours
Online	$ 250	3

Windsor University

Construction Management

Course Description

This course prepares students to manage, coordinate, and supervise the development method from idea development through project completion on a timely and economical basis. Includes instruction in business, residential, mechanical, highway/heavy civil, electrical, environmental, industrial, and specialty construction; facilities management; project planning; budgeting and value control; supply and materials management; personnel management and labor relations; website safety; construction contracting; construction processes and techniques; organization and scheduling; and applicable codes and rules.

Evaluation & Percentage

This course consists of 300 points. Students need a minimum of 255 points to pass this course. The table below describes the evaluation procedure for this course

Assignment	Possible Points
Quizzes	100
Assignment 1	50
Assignment 2	50
Proctored Final Exam	100
Total	300

Cost, Delivery Mode, & Credit Hours

Delivery Mode	Cost	Credit Hours
Online	$ 250	3

Windsor University

Organizational Leadership

Course Description

This course focuses on leadership skills applicable to a business, government, non-profit, or academic setting. This course includes instruction in structure designing, leadership dynamics, finance, team building, conflict resolution and mediation, communication, and alternative management skills.

Evaluation & Percentage

This course consists of 300 points. Students need a minimum of 255 points to pass this course. The table below describes the evaluation procedure for this course.

Assignment	Possible Points
Quizzes	100
Assignment 1	50
Assignment 2	50
Proctored Final Exam	100
Total	300

Cost, Delivery Mode, & Credit Hours

Delivery Mode	Cost	Credit Hours
Online	$ 250	3

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Capstone Course

Dissertation/Thesis

Definition

The MBA dissertation is written proof that the student understood the program well enough to write about it on a significant academic level. In this course, students will receive guidance on how to write a proper research paper.

Description

Structure

In coordination with their respective instructors and supervisors, students are expected to plan their dissertation since they will be graded separately in each segment of their dissertation. The dissertation may be divided and weighed as such:

- Abstract – 10%
- Introduction – 10%
- Method – 20%
- Literature Review – 20%
- Results & Discussion – 20%
- Conclusion, Reference, & Appendix – 20%

The advisor will assign each student the submission date for each section of their respective dissertation.

Abstract

In the abstract, students should state:

- What are they investigating?
- What is the importance of such an investigation?
- What are they expected to find?

Introduction

In the introduction, students should state:

- What are they researching?
- Why are they conducting this research?

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- Where are they researching (in what field/area)?
- Which questions are they expecting to answer?
- How are they going to find these answers?

Literature Review

This section includes a summary of other researchers' approaches & discoveries that the student was used as a reference when doing their research.

Methodology

In this section, students should state:

- How they gathered the data?
- Why was this a reliable and valid way to gather the data required?
- How this approach suited the questions asked?
- Why did they choose a particular method over another? (For example, quantitative essay rather than qualitative case study)
- How do they intend to analyze the data?
- Which tests or procedures are they going to use?
- What are the limitations to their method, and how did they attempt to overcome them?

Results & Discussion

Students will structurally view the outcomes they received from processing the collected data using the mentioned methods, whether the results obtained were anticipated, and answer their questions. Also, they should discuss surprising results.

Conclusion

In this segment, students should state what they concluded from their dissertation, the limitations they faced, recommendations for other researchers, and areas that require further research.

Reference

Students should state the source of all statistics, studies, researches, and other informative scripts they incorporated into their dissertation.

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Appendix

The appendix should include an organized collection of the raw data the researcher used during their investigation.

Format

The MBA dissertation is the last challenge for students towards a desired Master's Degree in business administration. Students should demonstrate a high level of research and writing skills and effectively apply their knowledge of the subject. When preparing their MBA research project, students should follow the requirements listed below:

1. The thesis should incorporate 15,000 to 20,000 words. This word count does not cover appendices, glossary, and references. Do not embrace symbols and technical terms during this limit similarly.
2. Students should number the pages sequentially, putting the primary range on the page if there are no alternative necessities.
3. Numbers should be at the bottom right corner of the page.
4. Number the figures and tables sequentially within each chapter.
5. Equations ought to even be numbered consecutive, with the numbers put in parentheses.
6. Each table and figure should have a title and should be explained and referred to in the document.
7. Cite the sources consistently throughout the text. Whether it is a quotation or a table taken from the other scholar's original research, make sure to mention the MBA paper source.
8. Students should follow the citation format recommended by their advisors.
9. Students should format the cover and title pages to include the following details:
   a) Title of their paper
   b) Name of program
   c) Student's name
   d) Advisor's name
   e) Date
10. Students should follow the structure and the page numbers of their paper in the table of contents. The Master's degree thesis table of contents typically consists of 3 hierarchical levels.
11. The student should place the summary section in the introductory part of the MBA paper. It usually follows the table of contents and, in brief, informs of the objectives, methods, and conclusions of the work (not more than 300 words).

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12. If the paper has many tables and figures, the students should tabulate them accordingly.
13. Students should structure the primary parts of their paper correctly. It ought to incorporate the introduction, the dissertation chapters, and the conclusion.
14. Students should cover the critical aspects of the MBA paper in their chapters.
15. Literature review and methodology should necessarily be included in the main chapters of their work.
16. The references ought to be organized in alphabetical order and given in compliance with the suggested format vogue.

Evaluation & Percentage

Instructors will assign the weight of each portion of the dissertation and evaluate it accordingly.

Cost, Delivery Mode, & Credit Hours

Delivery Mode	Cost	Credit Hours
Online	$ 300	3

Occupational skills students will learn

- Effective communication skills.
- Expert problem-solving skills.
- Network know-how.
- Deal with pressure.
- Strategic research and analysis.

MBA programs help students develop the abilities needed to stand out as business executives, like the power to quickly and accurately analyze massive amounts of data and, therefore, develop intelligent solutions to business problems.

MBA programs conjointly teach students a way to inspire and encourage individuals and command respect. This ability is significant for people who wish to tackle bold business comes that needs cooperation.

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Type of Employment for Which Graduates Will Be Qualified

A Master's Degree prepares people for several styles of careers. In keeping with a survey by the Graduate Management Admissions Council, sixty-fourth of the year 2012, Master's degree graduates used their Master's Degree to varied careers. Typical jobs associate with a Master's Degree include:

Healthcare Administrator Manager	Business Operations Manager
Information Systems Manager	Management Analyst
Operations Research Analyst	Market Research Analyst
Finance Manager	Project Manager
Operations Manager	Information Technology Director
Securities Analyst	Budget Analyst
Health info Manager	Purchasing Manager
Health Policy Analyst	Revenue Manager
Logistics Manager	Sports Management
Marketing Manager	H.R. Manager
I.T. Director	Top government
Marketing Manager	Product Manager

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Examination Expectation for each course

Preparation Courses

Assignments

Assignments will be held throughout the course and weigh 60% of the course's grade.

Proctored Final Exam

The final Exam will weigh 40% of the course's grade. It will be structured similarly to the official certification exam for each corresponding course. The Faculty will change the mock Exam's structure depending on that of the actual Exam.

Core & Elective Courses

Quizzes

Quizzes will be held throughout the course and weigh one-third of the course's grade.

Assignments

Two assignments will be held during the course and weigh one-sixth of the course's grade each.

Proctored Final Exam

The final Exam will weigh one-third of the course's grade each.

Capstone Course

Instructors will assign the weight of each portion of the dissertation and evaluate it accordingly.

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Contact & Credit Hours

Course Name	Course Type	Semester Number	Duration (wks)	Cost	Contact Hrs/Wk	Total Contact Hours	Credit Hours
Project Management Professional Study Guide	Preparation	1	15	$200	3	45	3
PHRI Exam Preparation & Study Guide	Preparation	1	15	$200	3	45	3
California Real Estate Broker Exam	Preparation	1	15	$200	3	45	3
Accounting & Finance	Core	2	15	$200	3	45	3
Business/Managerial Economics	Core	2	15	$200	3	45	3
Organizational Behavior Studies	Core	2	15	$200	3	45	3
Credit Management	Core	3	15	$200	3	45	3
Marketing Management	Core	3	15	$200	3	45	3
Business Law & Ethics	Core	3	15	$200	3	45	3
Telecommunications Management	Elective	4 or 5	15	$250	3	45	3
Logistics, Materials, & Supply Chain Management	Elective	4 or 5	15	$250	3	45	3
Research & Development Management	Elective	4 or 5	15	$250	3	45	3
Auditing	Elective	4 or 5	15	$250	3	45	3
Entrepreneurship/Entrepreneurial Studies	Elective	4 or 5	15	$250	3	45	3
Franchising & Franchise Operations	Elective	4 or 5	15	$250	3	45	3
Small Business Administration	Elective	4 or 5	15	$250	3	45	3
Selling Skills & Sales Operations	Elective	4 or 5	15	$250	3	45	3
Construction Management	Elective	4 or 5	15	$250	3	45	3
Organizational Leadership	Elective	4 or 5	15	$250	3	45	3
Dessertation/Thesis/Final Year Project	Dissertation	4 to 5	30	$300	1.5	45	3
Program Total	16 Courses	5	75	$3,550	9.6	720	48

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Curriculum Development Process

Windsor University obligates all Faculty members (instructors, professors, et cetera) to coordinate with the President and the Chief Academic Officer in the curriculum development process. This process is dynamic and includes several stages such as planning and preparing, designing and developing, implementing, evaluating, and revising and improving.

Planning & Preparing

During this stage, The Faculty identifies/updates the curriculum's objectives and learning outcomes. Faculty members should know the ever-changing labor market's demands and update the curriculum to supply these needs.

Designing & Developing

During this stage, the Faculty identifies/updates the curriculum's content and learning materials. These references should complement the curriculum's objectives and learning outcome. Faculty members should know the latest learning materials and update the appropriate new content into the curriculum.

Implementing

During this stage, the Faculty identifies/updates the curriculum's online teaching method and mapping. These methods and schedules should facilitate the delivery of the curriculum to the students. Faculty members should know the recent instructing methodologies and implement the relevant techniques into the curriculum.

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Evaluating

During this stage, the Faculty identifies the curriculum's strengths, weaknesses, opportunities, and threats. Faculty members should be knowledgeable of the latest methods of evaluating the curriculum.

Strengths

The Faculty identifies the curriculum's strong points regarding its objectives and learning outcomes, content and learning material, online teaching method, et cetera. Faculty members should be well-aware of the latest means to emphasize these assets.

Weaknesses

The Faculty identifies the curriculum's weak points regarding its objectives and learning outcomes, content and learning material, online teaching method, et cetera. Faculty members should be well-aware of the latest means to limit or eliminate these imperfections.

Opportunities

The Faculty identifies the curriculum's opportunities. These are aspects, if reinforced, will evolve and progress the curriculum. Faculty members should continuously seek to identify new growth opportunities for the curriculum and suggest the correct process and procedure to promote and facilitates these prospects.

Threats

The Faculty identifies the curriculum's threats. These are aspects, if kept unchecked, that may deteriorate or hinder the progress of the curriculum. Faculty members should continuously seek to identify these threats and suggest adequate processes and procedures to prevent these dangers.

Revising & Improving

After discussing with the President and the Chief Academic Officer, the Faculty apply the approved curriculum changes during this final stage. Faculty members should continuously revise the curriculum and observe its compliance with the labor market's changing demands.

Windsor University

Windsor University's Staff

Owners

Amr Abbas
MBA – University of Management & Technology – USA

Mohamed Helmy
Bachelor in Science – University of North Carolina – USA

Governing Board

President of the Board
Amr Abbas
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Vice President of the Board
Mohamed Helmy
Bachelor in Science – University of North Carolina – USA

Secretary of the Board
Mohamed Helmy
Bachelor in Science – University of North Carolina – USA

Treasury of the Board
Abdel-Salam El-Masry
CPA – North Caroline Institute – USA

Faculty Advisory Board member
Lina Parra
DPA – Nova Southeastern University – USA

Staff Advisory Board member
Khaled Zahaby
Ph.D. in Civil Engineering - North Carolina State University – USA

Student Advisory Board member
Amro Al Komey
BENG – University of Nottingham – U.K.

Windsor University

Advisory Board
Khaled Zahaby
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Hatem Sallam
MSC in AMOC – Ashridge Business School – U.K.

Administrators
Chief Executive Officer
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Chief Academic Officer
Lina Parra
DPA – Nova Southeastern University – USA

Chief Financial Officer
Abdel-Salam El Masry
CPA – North Caroline Institute – USA

Chief Administrative Officer
Sameh Abdel Kader
Bachelor of Arts – Zagzig University – Egypt

LMS Administrator
Ahmed Shalaby
BSCS – Helwan University – Egypt

Sales & Marketing Manager
Allora Michelle
Degree in Social Behavior – CELTA – USA

Initiatives Strategist
Hanan Awaad
MAES – University of Waterloo – Canada

Student Affairs & Policy Manager
Amro Al Komey
BENG – University of Nottingham – U.K.

Windsor University

Students' Voice

Students are encouraged to fill out the evaluation surveys anonymously. These questionnaires assess several aspects of the Institute, including but not limited to: courses, instructors, management, Library, etc...

Faculty members

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Windsor University

WINDSOR UNIVERSITY

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