Windsor University

UNIVERSITY CATALOG

Academic Year: 2022-2023

Mailing address:
PO BOX 712 H Street NE, Washington DC, Suite No.1286, 20002

WhatsApp: +1 702-602-1706

www.WindsorUniversity.US

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 August 2021. In October 2022, Windsor University received the renewed institution license. Windsor University promises to maintain HELC's operation standards by following the commission's rules & regulations.

Windsor Licensing Page

Licensed By HELC

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

Windsor University

Organizational Membership

Name of the Organization	Organization Function
Moodle Platform	Learning Platform
ePlatform, and Credo	Digital Library
Microsoft 365 Membership	Office Suite
Safe Exam Browser	Examination Brower
Microsoft Teams	Webinars Platform
Turnitin	Plagiarism Checker
OpenSIS: Student Information System	Records Management
ProctorU	Proctoring Assessments
HostGator	Server Hosting

Windsor University

Table of Content

Windsor University

Windsor University

Windsor University

Windsor University

Windsor University

Windsor University

Windsor University

Message from the President

Dear Windsor University Students,

We have a dream to provide 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 degree and non-degree programs 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) in Washington DC and other licensing commissions in the United States.

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

Chief School Administrator
Amr Abbas

Mission & Goal

Mission

Windsor University's **mission** is to provide convenient and affordable online higher education worldwide using the latest technology and licensed academic programs to empower students to lead in the labor market.

Goal

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

Windsor University

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. Finally, on August 5, 2021, Windsor University obtained the License for Post-Secondary Education from the – **Higher Education Licensure Commission (HELC)** of the **Office of the State Superintendent of Education (OSSE).** On October 6, 2022, Windsor University received the renewed institution license.

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 stuff and submit assignments. As for Exams, students should access the Platform via *the Safe Exam Browser* Application. In addition, links and schedules of the webinars will be available on the LMS platform and updated regularly. The Platform also provides the *Turnitin* feature for students to test their work for similarity before submission. Below is a link to access the Platform: Moodle.WindsorUniversity.US

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** plug-in before submitting the documents.

Office Suite

Students should produce their academic content using the compatible and applicable Microsoft Office software. If students cannot purchase a suitable Microsoft Office, 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.

Open SIS

OpenSIS is the university's Student Information System integrated into its Learning Management System (LMS) [Moodle]. This system is used to monitor and control student records and retentions.

Windsor University

ProctorU

Students will be monitored while conducting their assessments via their cameras by using artificially intelligent software called ProctorU.

Online Library

Windsor University is a member of the ePlatform (Wheelers) and CREDO. Windsor University provides the students & faculty members with online digital library resources and services associated with the ePlatform (Wheelers) and CREDO. Windsor University subscribed to hundreds of databases in different academic disciplines. EPlatform (Wheelers) assists the students & the faculty members with e-books and audiobooks, while CREDO assists the students & the faculty members with researches, theses, and case studies. Windsor University has also subscribed to EPlatform (Wheelers) Librarian Services, which offer webinars and librarian services that effectively lead the students & faculty members to their goals. The Librarian Services also provide students with individual assistance if needed.

Notice: Windsor University provides the students with login details for the digital libraries and the Librarian Services when they are enrolled in the University.

Programs Offered by the University

Windsor University offers Degree in the Master of Business Administration [MBA]. Other programs to be licensed soon are: Bachelor, and Doctorate of Business Administration, Bachelor, and Master of Science in Computer Science, Bachelor, and Master of Engineering in Sustainable Architecture and Urbanism, and Master in Media.

Windsor University

Hours of Operation

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

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, etc.) will be protected and secured within the Institute. This process ensures the student's privacy and wellbeing. Windsor University prohibits personnel from utilizing academic information resources for unlawful, unethical, or unprofessional purposes or activities.

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

Windsor University

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.

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 to any of its students, instructors, or administrative members. The institution will apply adequate action to any individual showing discriminatory behavior within the Institute, whether a warning or an expulsion.

Disability Policy

Windsor University is obligated to provide the necessary support to all individuals in the Institute by Section 504 of the Rehabilitation Act of 1973, Title III of the Americans with Disabilities Act (ADA) of 1990, and the Americans with Disabilities Act Amendments Act of 2008. Disabled Applicants and students are advised to contact the Student Affairs Department regarding any issues they face. Should it aid students 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. For more information, refer to the ADA Compliance Policy.

Windsor University

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 with whom they have a romantic/sexual or kinship relationship.

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).

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

Windsor University

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 providing 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.

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.

Windsor University

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.

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. Therefore, students who failed a course or are unable to graduate due to their lack of grades or attendance should re-enroll in 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 three years from the date of dismissal. These students will be under a prohibition period, which will be decided case-by-case.

Windsor University

Leave of Absence

Windsor University identifies the following types of absences:

- Excused: Absence due to death of a family member, sickness, or catastrophic event.
    - Death: students may be required to submit a copy of a notarized death certificate to the Student Affairs Department.
    - Sickness: students may be required to submit a copy of a notarized medical report to the Student Affairs Department
    - 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 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 Academic Officer, or both. The maximum allowed leave of absence is four consecutive weeks per semester. Students who do not show up

Windsor University

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 for approval.

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 student complaint, problem, or concern 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

Windsor University

- 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.

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 addressed and 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. 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 allegations have the right to:

- Receive a copy of the allegations against them
- Respond to the allegations
- Appeal on any formal decision

The Institute is obliged to:

- Have a formal grievance procedure in place

Windsor University

- 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 their assigned advisor or the Student Affairs Department to resolve their problems. However, 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 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

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

Windsor University

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, they may forward their grievance letter to the Higher Education Licensure Commission (HELC) via the following contact information:

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 remind 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 records are automatically handled using OpenSIS. This Student Information System is integrated into the Learning Management System (LMS).

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 its learning outcomes, outline, the grading system, webinars schedule, etc... 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, etc.

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, 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 attendees should reach. These deadlines will be used to segment their thesis. 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. In addition, the Alumni Department will have updated Alumni records that include their employment location, salary estimate, and

Windsor University

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.

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 its technology, such as its LMS platform, office suite programs, etc...

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, completion rate, etc... 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 their related course. Then, after each student and the instructor introduce themselves, the instructor will state

Windsor University

facts about the course, such as the course outline, learning outcome, evaluation procedure, etc...

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

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

Windsor University may require students to attain a minimum internship period that provides adequate experience to the referred course for some courses.

Windsor University

Therefore, this practicum will be monitored and marked, and the grade will be incorporated into the course's final score.

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...

ADA COMPLIANCE

The Americans with Disabilities Act (ADA) of 1990 states that all individuals have equal accessibility, including online instructional opportunities. In addition, ADA states that all online courses be fully compliant from the start of the study, which can be challenging.

Windsor University is obligated to provide the necessary support to all individuals in the Institute by the Americans with Disabilities Act (ADA) of 1990. Disabled applicants and students are advised to contact the **Student Affairs Officer** regarding any issues they face. Windsor University is obligated to provide the necessary support to aid them in their educational program without violating any federal or governmental law. Windsor University will maintain the confidentiality of this process.

The following are standards and techniques that will be taken to ensure the online facilities are compliant with the Americans with Disabilities Act:

Links

- All links will be appropriately worded instead of the "Click Here" statement.
- Text descriptions will be used alongside links.

Text

- Sans Serif fonts will be used for easy readability.

Windsor University

- Dark font colors will be used on a light background (i.e., black text on a white background.
- Extremely bright colors as background colors will be avoided.
- Overuse of all CAPS, bold or italics, will be avoided.
- Underlining words will be avoided as the screen reader can mistake it for a navigation link.

Images

- Images will be clear.
- Images files will be optimized for efficient loading.
- The use of animated images will be limited to only those contributing to the course content's learning experience.
- Animated or blinking images, text, or cursors will be avoided since these can cause seizures for some people.
- All images will have alt texts/long descriptions attached to them.

Audio

- Audio quality will be clear.
- Audio file length will be adequate to meet the activity's goals without being too large to restrict users' ability to download the file on computers with all audio files.
- A written transcript will be provided with all audio files.
- Audio file length will be adequate to meet the goals of the activity without adding unnecessary information.
- Audio player requirements will be compatible with multiple operating systems and require only a standard, free plug-in.

Video

- Video quality will be clear.

Windsor University

- Video file length will be adequate to meet the activity's goals without too large to restrict users' ability to download the file on computers with all audio files.
- Closed-captioning or text-based scripts will be provided for all videos.
- Video file length will be adequate to meet the goals of the activity without adding unnecessary information.
- Video player requirements will be compatible with multiple operating systems and require only a standard, free plug-in.

Student Records

Safety & Privacy Measures

- Windsor University frequently backup student records.
- 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 the automated alert system that notices suspicious activities.
- 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.

Windsor University

Academic/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 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 automatically handled using OpenSIS. This Student Information System is integrated into the Learning Management System (LMS).

Exception Policy

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

- They are a student/applicant who wishes to view their record.
- They are a staff member (Faculty, Administration, Board, etc.) 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.

Windsor University

Students, applicants, and staff members are responsible for the accuracy of their records. The University has the right to take disciplinary action against any institution that intentionally provides misleading information. Suppose a student, applicant, or staff member suspects that the University has breached their privacy. In that case, they should file a complaint directly to the President President@WindsorUniversity.US to resolve their issues. Lastly, students may report to the **Higher Education Licensure Commission (HELC)** using the previously mentioned grievance policy. Disciplinary actions will be taken on all privacy breaches for students, applicants, or staff members.

Student Records Retention
Admission Records
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	
Application for admission or readmission	Admission application such as undergraduate, graduate, international, or non-degree/special admittance	
Transcripts (previous universities)		
Passport number		
Statement of Educational Costs	Estimate of total school year costs	
Statement of Financial Responsibility	Evidence of adequate financial resources	

Windsor University

Admissions Records for Applicants Who Do 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		
Degree	Bachelor Degree Certificate	
Transcripts (previous universities)		
Application for admission or readmission	Admission application graduate admittance	1 year after first term of enrollment
Passport number		
Statement of Educational Costs	Estimate of total school year costs	
Statement of Financial Responsibility	Evidence of adequate financial resources	
Letters of Recommendation (admissions)	may also include other evaluative records	Until admitted

General Records Related to Admission & 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	

Windsor University

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	
Correspondence (student)	Related to academic records, inquiries	
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		
Petitions (academic)	Exceptions to academic rules	
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	
Academic Records (miscellaneous)	Narrative evaluations, competency assessments, etc.	
Thesis/Dissertation		

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		
Transcript requests (students)	Official transcript requests by student	

Windsor University

Degree & Certification 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	
Graduation Lists		Permanent

Grade & 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

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	
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

Windsor University

Registration & 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	
Course repeat form/approval		
Credit/no credit, audit or pass/no pass approvals	Authorization for various enrollment options	
Enrollment changes	Record of student add/drop/withdraw from class	
Hold or encumbrance authorizations	Registration and transcript holds	
Registration/enrollment records	Initial registration forms, current enrollment records	
Withdraw/cancellation of enrollment records	Record of request to withdraw from all classes	

Institutional Records
Students Records 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
Enrollment data	Electronic record or enrollment in classes, including records of drop, add, and enrollment change activity	
Student demographic information	Electronic student data including student characteristics, date of birth, former names, address information, photo ID and ethnic information	50 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

Windsor University

Publications, Statistical Data, & 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	
Grade distribution and other grade statistics	Report of grades given, including summary grade point statistics by class	
Race/ethnicity reporting	Report of student enrollment, graduation, and other metrics by race and ethnic origin	
Instructor Evaluations (by students)		Until administrative need is satisfied

Family Educational Rights & 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	
Requests for nondisclosure of directory information	Student request to opt-out of directory information disclosure	
Written consent for records disclosure	Student signed (electronic or paper) authorization for disclosure of educational record	
Waivers for rights of access	Covers confidential letters and statements of recommendations related to the student's admission; application for employment; or receipt of an honor or honorary recognition (section 99.12(b)(3))	

Federal Disclosure Record

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	
Graduation/completion, Transfer-out Data	Complies with Higher Education Opportunity Act	
Institutional information (cost of attendance, withdrawal procedures, accreditation, etc.)		

Windsor University

Federal Student Financial Aid (SFA) Records
SFA Program Records

Series Title and Description	Minimum Retention
Accrediting and licensing agency review, approvals, and reports	
Audit reports and school responses	
Records pertaining to financial responsibility and standards of administrative capability	3 years from award year
Program participation agreement	
Self-evaluation reports	
State agency reports	

SFA Fiscal Records

Series Title and Description	Minimum Retention
Bank statements for accounts containing SFA funds	
Federal work-study payroll records	
Ledgers identifying SFA transactions	
Records of SFA program transactions	3 years from award year
Records of student accounts	
Records supporting data on required reports (SFA program reconciliation reports, audit reports and school responses, Pell Grant statements of accounts, accrediting and licensing agency reports)	

SFA Recipient Records

Series Title and Description	Minimum Retention
Application data submitted to the Dept. of Education or lender by the school on behalf of the student	
Data used to establish student's admission, enrollment status, and period of enrollment	
Date and amount of disbursements	
Documentation of student's eligibility	
Documentation of student's satisfactory academic progress	
Documentation of student's program of study and enrolled courses	
Documentation related to the receipt of aid, such as the amount of the grant, loan, or FWS award, and calculations used to determine amounts	3 years from award year
Documentation of initial or exit loan counseling	
Documentation supporting the school's calculation of its completion/graduation or transfer-out rate	
Documents used to verify applicant's data	
Financial aid history for transfer students	
Reports and forms used for participation in the SFA program	
Student Aid Report (SAR) or Institutional Student Information Record (ISIR)	

Windsor University

Curriculum Development Process

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

Planning & Preparing

During this stage, The Faculty identifies/updates the curriculum's objectives and learning outcomes. In addition, 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. Therefore, 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.

Windsor University

Evaluating

During this stage, the Faculty identifies the curriculum's strengths, weaknesses, opportunities, and threats. In addition, 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, etc... 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, etc... 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. Therefore, 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. Therefore, faculty members should continuously identify these threats and suggest adequate processes and procedures to prevent these dangers.

Windsor University

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

Chief School Administrators

Amr Abbas

MBA – University of Management & Technology – USA

Mohamed Helmy

Bachelor in Science – University of North Carolina – USA

Staff Advisory Board

Khaled Zahaby

Ph.D. in Civil Engineering - North Carolina State University – USA

Hatem Sallam

MSC in AMOC – Ashridge Business School – U.K.

Faculty Advisory Board

Lina Parra

DPA – Nova Southeastern University – USA

Hanan Awaad

MAES – University of Waterloo – Canada

Anne Marie Ristow

Ph.D. in Curriculum and Instruction - University of South Florida Tampa – USA

Samuel Otoo

DBA – Walden University – USA

Emmanuel Okey Ntui

Ph.D. in Applied Management & Decision Sciences, Finance - Walden University – USA

Windsor University

Governing Board

Chief School Administrator

Amr Abbas

MBA – University of Management & Technology – USA

Chief Academic Officer

Lina Parra

DPA – Nova Southeastern University – USA

Treasurer of the Board

Abdel-Salam El-Masry

CPA – North Caroline Institute – USA

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

Initiatives Strategist

Hanan Awaad

MAES – University of Waterloo – Canada

Windsor University

Administrators

Chief School Administrator

Amr Abbas

MBA – University of Management & Technology – USA

Chief Financial Officer

Abdel-Salam El Masry

CPA – North Caroline Institute – USA

Chief Administrative Officer

Sameh Abdel Kader

Bachelor of Arts – Zagazig University – Egypt

Chief Technology Officer

Ahmed Shalaby

BSCS – Helwan University – Egypt

Sales & Marketing Manager

Allora Michelle

Degree in Social Behavior – CELTA – USA

Regional Relationship Manager (North Africa)

Ahmed Hassan

DBA – Cairo University – Egypt

Regional Relationship Manager (Southeast Asia)

Dr. Hesham Kamel

DBA – Cairo University – Egypt

Initiatives Strategist

Hanan Awaad

MAES – University of Waterloo – Canada

Technology and Public Relations Officer

Omar Riad

BSCS – MSA University – Egypt

Student Affairs Officer

Windsor University

Zainab Elrayes

BA in English Language and Literature – ASU – Egypt

Technology Officer

Mohamed Hassan

BSCE – BU – Egypt

Faculty Members

Lina Parra

DPA – Nova Southeastern University – USA

Emmanuel Okey Ntui

Ph.D. in Applied Management & Decision Sciences, Finance - Walden University - USA

Anne Marie Ristow

Ph.D. in Curriculum and Instruction - University of South Florida Tampa - USA

Samuel Otoo

DBA – Walden University – USA

Terry Farris

Ph.D. in Educational Technology - Walden University – USA

Danny Gaviria

Ph.D. in Education in Organizational Leadership - Liberty University – USA

Hanan Awaad

MAES – University of Waterloo – Canada

Leon Townsend

MBA in Finance - California Lutheran University – USA

Alice Lawrence

MBA in Accounting - University of Phoenix – USA

John R. Antill

M.S. in Knowledge Management - Kent State University – USA

Kenya M. Walton Guillot

DBA in Leadership/Management Technology - Walden University – USA

Jerry N. Lulejian

J.D. - Southwestern University School of Law – USA

Natalie Rasco

M.S. in Organization Development - University of San Francisco – USA

Windsor University

Sarah J. Sparks

M.S. in Library Science – University of Illinois – USA

Rebecca Ways

Ph.D. in Educational Leadership – Turabo University – USA

Kyle Stewart

MBA – Bellevue University – USA

Kelly Hawkins

Ph.D. in Management in Finance Specialization – Walden University – USA

Anthony Junior

Ph.D. in Urban Higher Education – Jackson State University – USA

Kenyatta O'Bryant

MBA – Trident University International – USA

Valerie Boyd-Holsinger

MBA – University of Phoenix – USA

Abdul Majeed

MBA in Project Management – Liberty University – USA

Vernon Bachor

Ph.D. in Management - University of Calgary – Canada

Ahmed Hassan

DBA – Cairo University – Egypt

Aya Mohamed ElShahawy

DBA in Management – Cairo University – Egypt

Mohamed Hamouda

DBA in Finance & Investment – Cairo University – Egypt

Windsor University

WINDSOR UNIVERSITY
STUDENT CATALOG

Windsor University Contact Information

Chief Academic Officer	Academic@WindsorUniversity.US
Chief Administrative Officer	Administration@WindsorUniversity.US
Chief Financial Officer	Finance@WindsorUniversity.US
Initiatives Strategist	Initiatives@WindsorUniversity.US
Marketing Manager	Marketing@WindsorUniversity.US
Policy Officer	Policies@WindsorUniversity.US
Chief School Administrator	President@WindsorUniversity.US
Regional Relationship Manager	Hesham.Ali@WindsorUniversity.US
Regional Relationship Manager	Ahmed.Hassan@WindsorUniversity.US
Student Affairs Officer	Student.Affairs@WindsorUniversity.US
Technology Officer	Technology@WindsorUniversity.US
Sales Manager	Sales@WindsorUniversity.US

Windsor University
Mailing Address: P.O. BOX 712 H Street NE,
Suite No: 1286, Washington, DC 20002
www.WindsorUniversity.US
Contact@WindsorUniversity.US
WhatsApp Number: +1 702-602-1706

Windsor University