



# **WESTERN UNIVERSITY COLLEGE**

## **GRADUATE & UNDERGRADUATE STUDIES**

### **ACADAMIC CATALOG**

**2014**

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## **BOARD OF TRUSTEES**

<b>MR. ABETU MELAKU</b>	<b>CHAIRMAN</b>
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## **ACADEMIC COMMISSION**

<b>MR. ABETU MELAKU</b>	<b>PRESIDENT</b>	<b>CHAIRMAN</b>
<b>DR. TSHAYE JEMBERU</b>	<b>DEAN</b>	<b>SECRETARY</b>
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<b>MR. SEWAGEN TENAW</b>	<b>REGISTRAR</b>	<b>MEMBER</b>
<b>MR. YONAS DEMESSIE</b>	<b>INSTRUCTOR</b>	<b>MEMBER</b>

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<b>MR. GEDIFEW MOLLA</b>	<b>ADMINISTRATOR</b>
<b>MR. MANDEFRO BEKELE</b>	<b>PROGRAM MANAGER</b>
<b>MR. DESALEGN ABRAHAM</b>	<b>DEPARTMENT HEAD</b>
<b>MR. SEWAGEN TENAW</b>	<b>REGISTRAR</b>
<b>MR. HIRUT DESTA</b>	<b>ADMINISTRATIVE ASSISTANT</b>
<b>MR. ABRAHAM ZERIHUN</b>	<b>CASHIER</b>
<b>MS. FIKIRTE ALEBACHEW</b>	<b>ACCOUNTANT</b>
<b>MR. ZERIHUN KEBEDE</b>	<b>LIBRARIAN</b>

# **FACULTY**

**DR. TSEHAY JEMBERU**

**ACADEMIC DEAN**

**MR. MANDEFRO BEKELE**

**PROGRAM MANAGER**

**MR. SEIFU MAMO**

**INSTRUCTOR**

**MR. ATLAW ALEMU**

**INSTRUCTOR**

**MR. YONAS DEMISSIE**

**INSTRUCTOR**

**MR. BEHAILU DEGU**

**INSTRUCTOR**

# ACADEMIC CALENDAR

2013-2014

Western University College

Undergraduate Program

## FALL SEMESTER

August 20 - October 11	Registration
October 12	New Student Orientation
October 14	First day of class
October 13-14	Late registration (with penalty)
December 2-8	Mid-term exams
December 13	Faculty submit student assessments to Department Head
January 24	Last day of class
January 27- February 2	Final exams
February 8	Last day for grade submission to Registrar's Office

## SPRING SEMESTER

February 11-15	Registration
February 16	New Student Orientation
February 17	First day of class
February 17-19	Late registration (with penalty)
April 7-13	Mid-term exams
April 19	Faculty submit student assessments to Department Head
May 30	Last day of class
June 3- 8	Final exams
June 14	Last day for grade submission to Registrar's Office

## SUMMER SESSION

June 21	Registration
June 22	New Student Orientation
June 23	First day of class
June 23-25	Late registration (with penalty)
July 25	Faculty submit student assessments to Department Head
August 15	Last day of class
August 18-24	Final exams
August 29	Last day for grade submission to Registrar's Office

# MESSAGE FROM THE PRESIDENT

Welcome to **Western University College, WUC** – a unique institute of higher learning where educational excellence and a state-of-the-art education system are combined with up-to-date international standards, resulting in a world-class learning experience.

Western University College is affiliated with Lincoln University of California, USA. The program in Ethiopia, including the curriculum, has been carefully created to maximize learning. Courses are conducted through face-to-face interactions with WUC professors who have extensive knowledge about the subjects they teach, including real-life experience in the business world.

Western University College was founded in 2012, a critical time as Ethiopia is in urgent need of quality educational institutions. Since then, it has been staffed with highly competent faculty members, has launched the most useful educational programs, and mentored each student all the way through to graduation. It is based on this model that WUC has developed a solid, quality program with an international emphasis. Since a successful career in the 21<sup>st</sup> century requires a deep understanding of international relations and the impact of globalization, WUC is well positioned to offer its students a competitive advantage in business and professional fields worldwide.

The prime purpose of this program is to offer qualified individuals an unparalleled education. The quality and delivery system of WUC's program deviates from other higher institutions of learning here in Ethiopia. The timetable for course delivery has been thoughtfully designed to give qualified professionals the opportunity to meet their burning desire for higher education while remaining employed.

The program mission is also to ensure that all acquired knowledge and skills will be valuable, thus providing a practical and solid foundation for each graduate's future. At WUC, we make sure that every part of our students' education serves a purpose and brings them closer to accomplishing their professional goals.

I am so fortunate to be facilitating the implementation of this program. I strongly believe the program will have a substantial, positive impact on each student's life, as well as the livelihood of the general public and our country at large.

My present reality is no doubt challenging, yet at the same time extremely fulfilling and joyful because I am privileged to spend my days with professionals, envisioning a bright future. Never doubt that a small group of thoughtful, committed citizens can change and improve the world. Indeed, it is the only thing that ever has! For me, witnessing the students' success will prove that I have made the right choice in pursuing this higher purpose.

I invite you, cordially, to discover for yourself the unique character of the program. Our excellent and meticulous curriculum, state-of-the-art mode of delivery by outstanding faculty, and convenient timetable provide all the necessary components to ensure our students' path to a successful future. Welcome aboard!

Abetu Melaku  
President & CEO

## **WESTERN UNIVERSITY COLLEGE**

Western University College, which is established under the umbrella of Care Development & Services (CDS), is an **accredited University College in Ethiopia**. Western University College offers both undergraduate and graduate programs in collaboration and agreement with Lincoln University of California. All terms and conditions of the agreement between Lincoln University of California and Western University College are specified in signed contracts.

### **EDUCATIONAL PHILOSOPHY**

Western University College's educational philosophy combines constantly evolving, up-to-date curriculum development through the recruitment of strong professional faculty. WUC meets the needs of both working professionals as well as all other qualified candidates by offering day and evening programs.

Western University College is committed to providing an educational setting where students are able to foster personal involvement and contribution by creating opportunities that are conducive to building confidence and self-worth. It encourages active student participation and individualized faculty-student interaction. The diversity of cultural backgrounds on campus enhances students' social skills and presents a great opportunity for personal growth. Thus, the educational experience at Western University College is not limited to the classroom and textbooks.

The University strives to provide students a background in general studies as well as specialized knowledge in a chosen field. While the University offers its students a wealth of valuable knowledge, it believes that its primary task is to teach students not only concepts, but also the process of discovery, analysis, and successful application. As a result, our programs encompass a foundation of concepts and theory, blended with real-life applications.

### **MISSION OF WESTERN UNIVERSITY COLLEGE**

Our Mission is to provide a unique synthesis of innovative and traditional educational opportunities designed for qualified candidates who are leading professionals with a strong desire to excel in a challenging and rewarding field, and who may not otherwise have the opportunity to study while staying employed. WUC introduces and delivers the best education through professional graduate studies and short-term training. WUC students develop into individuals with the right attitude for personal responsibility necessary to function as citizens in an interdependent world.

### **COMPLIANCE AND GRIEVANCES**

Subject to the fact that this catalog is prepared in advance of the time period it covers, some program changes will inevitably occur. Courses described in this publication are subject to change without notice, and some listed courses are not offered every year. In addition, some courses or programs that are offered may have to be canceled because of insufficient enrollment, elimination or reduction in programs, or for any reason considered sufficient by the President or Dean. All statements in this publication are announcements of present policies and are subject to change at any time without prior notice. They are not to be regarded as offers to contract.

The University does not tolerate sexual harassment and will take immediate action against any university employees, officers and students who violate this policy. The University is committed to protecting victims of sexual harassment and will not retaliate against individuals because they report sexual harassment or take part in an investigation of sexual harassment complaints. If the University learns that any employee or student has engaged in retaliation, that individual will be disciplined. The University, however, may take action against individuals who make intentionally false sexual harassment complaints. Sexual harassment is not only a violation of University policy but is also a violation of Ethiopian Criminal Code 2004.

All grievances with regard to discrimination on the basis of sex, race, creed, color, religion, age, national or ethnic origin, or handicap should be submitted in writing to the Office of the Dean.

## **ADMISSION**

Western University College welcomes applications for admission from students of serious purpose who are qualified to study in their major fields of interest. Admission is based on a review of all credentials presented by an applicant, but in no case can admission be denied due to race, color, national origin, sex, age, or handicap. Scholastic background is considered by the Admissions Committee, along with personal qualifications and aptitude of each applicant.

Individual applications are accepted for Fall and Spring Semesters and Summer Sessions. Prospective students are welcome to visit the campus before applying and to communicate with the University staff in their fields of interest. An applicant may be admitted to the University as one of the following student statuses: regular, conditional, temporary or unclassified.

## **GENERAL ADMISSION REQUIREMENTS**

### **UNDERGRADUATE PROGRAM ADMISSION REQUIREMENTS**

High school graduation, or its equivalent, is a prerequisite for entering the undergraduate program at Western University College. Applicants who were schooled in Ethiopia should meet one of the following criteria:

- National University Entrance Examination cut-off marks decided by the Ministry of Education (MOE) each year; these standards also apply to WUC admissions.
- If the applicant completed high school before the new system was established, a GPA of 2.0 or above in the ESLCE and 12+2 diploma from a recognized junior college.
- A degree from a recognized university.
- 10+3 or level 4 certificate from a recognized institution and passing of the national COC examination for TVET.

To apply for admission to WUC, the prospective student should submit the following items:

1. Completed Application for Admission Form;
2. Non-refundable application fee of 1000 ETB;
3. Official transcripts, or an equivalency certificate, or an attestation of all secondary education, or other documentation to prove high school graduation or its equivalent;
4. For applicants who wish to transfer credits, they should also submit official transcripts from each post-secondary program (this applies only to applicants who attended other post-secondary educational programs);
5. One passport-size photograph;
6. Copy of a non-expired identification document and social security card (if applicable).

Some additional documents are required from certain applicants and for admission to certain degree programs (see below). The application will be evaluated when all documents are received. At that time, the applicant will be notified of his/her admission status. Temporary acceptance may be granted to applicants who have provided the University with evidence of qualification for admission, but who have not yet submitted official records, test scores, or additional required materials.

All application documents used for the admission process become university property independent of the admission result. The documents cannot be returned. Applicants should keep copies of their documents for reference. Copies of original documents should be submitted to the school.

Applicants whose academic backgrounds do not appear to meet the stated requirements for admission will be reviewed by the Admissions Committee for conditional acceptance and will be considered for admission to regular undergraduate status after approval is given by the Ministry of Education (MOE) authorities.

### **GRADUATE (MBA) PROGRAM ADMISSION REQUIREMENTS**

Generally, a bachelor's degree, or its equivalent with a CGPA of 2.0 or better on a 4.0 scale, is required for admission to the MBA program.

To apply for admission to the WUC, the prospective student should submit the following items:

1. Completed Application for Admission Form;
2. Non-refundable application fee of 200 USD;
3. Copy of original undergraduate diploma and student copy
4. One Motivation and one recommendation letters
5. High school transcript;
6. Two passport-size photographs;
7. Copy of a non-expired identification document and social security card (if applicable), preferably in English.

Students are further required to submit official transcripts from any institutions where he/she completed undergraduate studies within two months after registration.

### **TRANSFER OF CREDITS**

Applications are welcome from students who have attended other colleges or universities. In addition to the required documents, official transcripts of all university courses he/she has taken must be submitted, and the student must be in good standing at the school(s) previously attended. Credit is granted for courses with satisfactory grades at recognized colleges and universities, including extension and professional education courses, provided the courses are applicable to the curriculum the student wishes to pursue at Western University College as determined by the Admissions Office. Credit units transferred to Western University College are recorded, but quality points and grades from other institutions are omitted and will not be included in the GPA and SAP calculations.

The maximum credit hours that may be transferred from other institutions are:

- 20 credit hours for undergraduate studies (UGS) (2 semester courses) and
- Foundation courses exemption for graduate studies (GS)

If a student presents more than the maximum amount of allowed credit hours, the academic commission decides which courses to accept for transfer and which to drop, considering factors like: grades earned, importance of the course (accepting ‘less’ important courses), time duration lapsed since taking the course, etc.

The transferred credit hours (courses) must be above a minimum grade of “C” for UGS.

Transferred credit units also influence Satisfactory Academic Progress (SAP) by redefining the required minimum credit units earned (course completion percentage) at each point of evaluation.

Students who seek to earn an additional degree and wish to use part of their credit units received earlier are treated in the same way as students transferring credit units from other schools.

## FEE SCHEDULE

(Fees in USD)

### APPLICATION FEE (non-refundable)

Undergraduate Program.....	\$50
Graduate Program.....	\$200

### TUITION

Undergraduate Programs.....	\$30 per cr hr
Graduate Programs.....	\$289 per cr hr

### MAKE-UP EXAMINATION

Undergraduate program.....	\$50
Graduate program .....	\$100

### OTHER

Student Identification Card.....	\$10
Late Registration Fee (charged on the first day of classes and after)	
a) Returning Students.....	\$60
b) New Students.....	\$20
Returned Check Fee.....	\$40
Change in Registration Fee** / Late Fee (after official date).....	\$20 (UGS) / \$50 (GS)
Advising fee.....	GS \$400
Graduation Fee/Late Fee (after 3/31, until the ceremony).....	\$150 (UGS) / \$300 (GS)
Change of Graduation Date or Diploma Replacement.....	\$75
Verification Letters (optional).....	\$20
Testing Fee.....	\$20
Pre-application Transcripts Evaluation Fee (optional).....	UGS \$25 GS\$75
Past due Balance Interest.....	\$0.05
Withdrawal Processing Fee.....	\$95
Teaching Material.....	\$250 (UGS) / \$250 (GS)
Makeup examination.....	\$ 50/ \$ 100GS

All payments are subject to revision based on various circumstances that could affect the exchange rate and the University's financial status. Furthermore, other payments not included in the above list may also be introduced when necessary.

Failure to pay fees on time may result in paying additional penalty, suspension from class, or dismissal in case These actions are, however, to be taken step-by-step on a case-by-case basis with prior notification to students.

## **REFUND POLICY**

Due to the nature of the program the Graduate (MBA) Program refund policy and procedure differs from the Undergraduate (BA) program. All application fees are **NONE** refundable.

**UNDERGRADUATE (BA) PROGRAM:** Students who withdraw before 25% of the semester is completed may be eligible to receive a refund for part of the tuition and some of the other fees. Students have the right to cancel their enrollment agreement and obtain a refund by submitting a Notice of Cancellation Form to the Registrar Office. If already enrolled in classes, students must also obtain a Withdrawal Form, secure the signatures specified on the form, and submit it to the Registrar Office along with the Notice of Cancellation Form. Only when the completed Withdrawal Form has been submitted, does the withdrawal become official. Students, who simply stop attending without filing out the withdrawal form, may receive failing grades (F) or other appropriate non-credit grades.

Refunds will be made either within 30 days of official withdrawal, 30 days from the date of the last day of attendance as reflected in the instructor's attendance records, or the end of the semester in which the withdrawal occurred, whichever is sooner.

The effective date to determine a refund of fees will be based on, and computed from, the last day of class attended. This determination is based on the instructor's attendance form. A student granted a leave of absence is considered to have withdrawn from the University. If the student drops out without officially withdrawing, the institution will designate the student's withdrawal date at the end of the enrollment period for which the student has been charged—either at the end of the current academic year or at the end of the educational program, whichever is earliest. The institution may accept medical or legal records in lieu of timely withdrawal paperwork in determining an earlier withdrawal date, as established on a case-by-case basis.

**GRADUATE (MBA) PROGRAM:** Due to the unique nature of the program the program is divided in to 3 three sessions, 4 (four) courses in each session. Payments should be made in to 3 (three) installment plans accordingly. Students who withdrew before the completion of 25% of each session or the first course will be eligible for 50% of unused tuition payment.

If the University cancels or discontinues the program or a course students will receive a full refund of all tuition and applicable fees for the program or course. Refunds will be paid within 30 days from the determination of the last day of class attendance or date of cancellation or withdrawal.

All details on the amount of refunds to be paid by the University and/or penalty on overdue date payments by students will be set by the University.

## UNPAID BALANCE

Students who have an unpaid balance with the University may not register for subsequent semesters, and will not receive grades, transcripts, or their diplomas.

## GRADUATION REQUIREMENTS

### Undergraduate Degree

Completion of a minimum of 105 credit hours and a maximum of 120 credit hours for BA degrees, with a cumulative GPA of 2.0 or higher in core subjects and a CGPA of 2.0 or higher in overall.

A student also has to earn a grade of D or above in all courses.

### Graduate Degree

Completion of a minimum of 36 credit hours of graduate course work for an MBA, including core requirements, specific area of concentration requirements, and an MBA thesis, with a cumulative GPA of 3.0 (B) or higher.

A student also has to earn a grade of C or above in all courses.

In addition to the above, all degree candidates must be approved for degree by the Dean and the Academic Commission, and must settle all financial and document obligations. Students may meet the graduation requirements as stated in the WUC Catalog under which they enrolled, provided they maintain continuous enrollment and make normal progress toward a degree.

The time permitted for degree completion is:

**Bachelor's Degree:** Three (3) years for full-time students (12 to 15 credit hours per semester) and up to four years for extension program students (9 to 12 credit hours per semester).

If a student re-enrolls to the University after withdrawal, he/she has to follow graduation requirements stated in the WUC current Catalog at the time of the re-enrollment. Students who change their program according to a subsequent WUC Catalog edition must meet all requirements for graduation as stated in that catalog.

## GRADING, EVALUATION, GRADES POINTS, AND GPA

A letter grade is used for evaluating course work. Grade requirements are announced in the syllabus of each course, and grades are earned on the basis of attendance, written work, and examinations. In all undergraduate degree programs, the minimum passing grade to receive credit is "D". While that of the graduate program is "C".

Grade points are granted corresponding to a letter grade (see chart below) multiplied by the number of credit hours of a course for determining students' academic standing. The grade point average (GPA) is the total number of points earned for a period of study divided by the total number of credit hours attempted during that period.

The grading system is as follows:

Grades	Points per course	
	BA	MBA
A	4.0	4.0
A-	NA	3.7
B+	NA	3.3
B	3.0	3.0
B-	NA	2.7
C+	NA	2.3
C	2.0	2.0
C-	NA	1.7
D+	NA	1.3
D	1.0	1.0
F	0.0	0.0

Further, grade is given as the following: no grade (NG), withdrawn (W), incomplete (I), audit (AU), or no basis for grade (Y). These grades are not included into the GPA calculation.

### **INCOMPLETE GRADE**

The grade "I" (incomplete) is a provisional grade which denotes that a student's work was of passing quality but incomplete for a valid, documented reason. Any grade "I" which has not been removed after ONE MONTH will become an "F" unless an alternative non-punitive grade is warranted.

### **REPEATED COURSES**

A student may repeat a course in which a grade was previously earned. When a course is repeated, the last grade and credit units earned replace the previous grade in computing the student's GPA.

A designation of "R" Repeat" will be entered for the previous course on the student's permanent academic record.

For undergraduate programs, if a repeated course grade earned is "B" or "A", it will be replaced by a "C" grade given that the previous grade was an "F". If the repeated grade is "C" or below, the grade will be recorded as is. On the other hand, for grades other than "F", if the repeated grade is below the previous grade, the repeated grade will be maintained and not the previous higher grade.

For graduate programs, if the repeated grade is "A", it will be replaced with a "B" grade and recorded. If it is "B" or below, the grade will be directly recorded. If the repeated grade is below the previous grade, the repeated grade will be maintained ( not the previous higher grade).

## **POLICY OF SATISFACTORY ACADEMIC PROGRESS (SAP)**

All students enrolled in a degree program—undergraduate or graduate, part-time or full-time, regular or extension—must meet minimum standards of academic achievement and successful course completion while enrolled at Western University College. The University requires that all courses be successfully completed in a specified time period in order to allow a student to graduate from one of its programs.

Undergraduate students are assessed at the end of each academic year in order to determine if adequate progress has been made to complete the desired degree in the time frame allowed by the University.

Academic Progress (AP) is defined as the total number of credits required for graduation in the designated program divided by the maximum number of years for the student classification. If cumulative AP indicates that sufficient progress has not occurred, the student may continue enrollment under academic probation for one semester. If the deficiency is not corrected by the end of the semester, the student will be suspended, dismissed, or placed in an extended enrollment status.

A student's academic performance is evaluated at the end of every two successive semesters (one academic year) for undergraduate programs and at the end of each semester for graduate programs.

The statuses are determined by the following cutoff points:

### **For BBA regular programs:**

#### **Year 1**

- |                          |  |
|--------------------------|--|
| • CGPA of 2 and above    | successful credit completion                                   |
| • CGPA of 1.85 to 2      | successful credit completion with warning                      |
| • CGPA of 1.75 to 1.85   | probationary student, but may continue at WUC                  |
| • CGPA of less than 1.75 | failure; dismissed unless placed in extended enrollment status |

#### **Year 2**

- |                          |   |
|--------------------------|---|
| • CGPA of 2 and above    | successful credit completion                                  |
| • CGPA of 1.90 to 2      | successful credit completion with warning                     |
| • CGPA of 1.85 to 1.90   | probationary student, but may continue at WUC                 |
| • CGPA of less than 1.85 | failure dismissed unless placed in extended enrollment status |

#### **Year 3**

- |                       |  |
|-----------------------|--|
| • CGPA of 2 and above | successful credit completion                                   |
| • CGPA of less than 2 | failure; dismissed unless placed in extended enrollment status |

### **For BBA extension programs:**

The statuses are determined by the same cutoff points stated above except that those stated under Year 2 will hold for Year 2 & 3, and that of Year 3 will be for Year 4.

At no point in the program should a student score a GPA of less than 1.5; in this case, the student is dismissed unless placed in an extended enrollment status.

A student should never have an “F” grade in more than 2 courses in a semester; in this case the student is dismissed unless placed in an extended enrollment status.

**For MBA programs:**

**Session I**

- CGPA of 3 and above                      successful credit completion
- CGPA of 2.5 to 3                              warning.
- CGPA of less than 2.5                      failure; dismissed unless placed in extended enrollment status by the Academic Dean

**Session II**

- CGPA of 3 and above                      successful credit completion
- CGPA of 2.75 to 3                              warning student, but may continue at WUC
- CGPA of less than 2.75                      failure; dismissed unless placed in extended enrollment status by the Academic Dean

**Session III**

- CGPA of 3 and above                      successful credit completion
- CGPA of less than 3                              failure; dismissed unless placed in an extended enrollment status by the Academic Dean

At no point in the program should a student score a GPA of less than 2.5 and keep enrolling in the program unless and other wise some exceptional and verifiable circumstances. The merit of the case should be presented and approved by the Academic Dean.

A student should not have an “F” grade in more than 1 course, or a “D” grade in more than 2 courses, in the overall sessions.

No **undergraduate** student will be awarded a BBA degree if he/she maintains an “F” grade in any of the courses taken.

No **graduate** student will be awarded a MBA degree if he/she still has a “D” or below grade in any of the courses taken.

At each evaluation point, if a student fails to meet the minimum academic achievement, he/she may be placed on probation or dismissed. The student may continue in a “conditional” status and in an extended enrollment to retake courses in which he/she was previously unsuccessful. The merit of the case however should be presented and approved by the Academic Dean.

If a student demonstrates a progress, after retaking the courses, the student may be reinstated as a probationary student until the next evaluation. The Academic Dean must approve the reinstatement. Grades earned as a probationary student or during the extended enrollment period as a conditional student may substitute the previous failures in the calculation of the student’s GPA and successful credit completion rate.

**Undergraduate** student who falls below the required minimum cumulative GPA for the first time may be allowed to continue his/her enrollment under academic probation for up to two semesters. If the GPA does not improve during the probationary period, the student will be

suspended for one semester, after which he/she may apply for readmission following the normal re-enrollment procedures, or the student may be dismissed. Even if an undergraduate student exceeds the minimum overall standards for academic achievement and successful credit completion described below, he/she must also complete the required units designated by the major area, with a minimum GPA of 2.0 or higher.

**Continuing graduate enrollment (MBA program) requires the progressive maintenance of a minimum cumulative GPA starting with 2.5 (Sesion 1) and 2.75 (Sem. 2). If the GPA falls below the set CGPAs, the student will be placed on academic probation for one semester. Failure to attain the minimum GPA at the end of that semester will result in suspension for one semester, after which the student may apply for readmission according to normal re-enrollment procedures, or the student may be dismissed.**

The impact of non-punitive grades on satisfactory progress is as follows: credits given for the non-punitive credit are (CR) grade and included in the calculation of a student's maximum program length and credit limits, but excluded from the GPA. No credit is given for the following grades: no credit (NC), withdrawal (W), incomplete (I), or no basis for grade (Y) , which are included in the calculation of a student's maximum program length and credit limits, but excluded from calculations of the GPA. No credit is given for the audit grade (AU), which is excluded from the calculations of a student's maximum program length and GPA. When a course is repeated, (R), the last grade and credit units earned replace the previous grade and credit units. Duplicate credit units are not given for two or more passing efforts. Only the last grade and credit are included in the calculation of a student's GPA, but all courses are included in the maximum program length and credit limit. An "F" grade (failure) is included in the calculation of the student's GPA, maximum program length, and credit limit.

Satisfactory attendance history is required for continued enrollment. Unsatisfactory attendance may result in dismissal from classes during the currently enrolled semester.

The Academic Dean may grant a leave of absence or temporarily waive the standards of satisfactory academic progress for circumstances of poor health, family crisis, or other significant occurrences outside the control of the student. These circumstances must be documented, and it must be demonstrated by the student that these circumstances had an adverse impact on the student's satisfactory progress in the academic program. Time for an approved leave of absence will not be included in the calculation of a student's maximum program length.

## **PROCEDURE TO APPEAL A DETERMINATION OF RECEIVING AN UNFAIR GRADE FOR A COURSE / GRIEVANCE PROCEDURE**

### UNDERGRADUATE STUDIES

Any student who believes the grade assigned to him/her for a course taken is unfair or below expected performance, can appeal for re-marking and re-grading through the following procedures:

- A course may be evaluated through a variety of mechanisms: tests, term papers, group work, final exams, etc. Instructors have the obligation to inform students of marks earned each time an assessment is made.
- The and student must agree on each and every mark earned before the next assessment.
- If agreement is not reached, the student can appeal to the UGS department head and the head can settle the dispute through mediation or can make the decision in consultation

with the academic Dean. The decision will be final.

- If a student feels that the marks given on the final exam are not fair (and thus affects his/her grade):
  - He/she has the right to ask the instructor to see how and what marks are given for the questionable items.
  - The instructor has the obligation to describe why such marks are appropriate for the student's answers.
  - If the student is still not satisfied:
    - He/she can fill out a Re-marking Form within 10 days after grades are announced, and submit it to the Dean. USD 50 will be temporarily placed at the cashiers pending the decision.
    - The Dean examines the case and if he/she believes the paper needs re-marking will sign the form and send it to the department head.
    - The department head assigns 3 teachers (as a committee) to examine the case.
    - The committee secures the papers of the class and studies all angles – fairness of marking, how the marks compare with similar responses, etc. – and issues “new” marks.
    - These “new” marks are then added to previous course assessment marks and used to decide on the grade.
    - If the new grade is above the grade assigned by the previous teacher, the student will be awarded the new grade and the money placed at the cashiers will be reimbursed.
    - If the new grade is equal to or below the previous grade, the new grade will be retained and the money will be retained as a fine to the student.

## GRADUATE STUDIES

A student, who is not satisfied with the grade he/she received, can put forward his/her appeal to the Academic Dean by producing tangible evidence for the appeal.

## **ATTENDANCE**

Western University College programs are based upon the active participation of all class members; thus, regular attendance to classes is essential. Each student is expected to be present for scheduled class periods, to be punctual, and to remain in class for the entire scheduled period. Excessive absence or tardiness may result in loss of credit, lowering of his/her grade, or dismissal from the University. Absences covering emergencies, such as serious illness, may be excused by the Dean without loss of credit for a period of up to three weeks, provided the absence is properly documented. If an excuse is not received by the Records Office, it will be assumed that the student has no excuse, and appropriate action will be taken.

Administrative policies on ABSENCES FROM CLASSES are as follows:

- Student receives a WARNING NOTICE after missing 12% of all classes registered in a semester.
- Student is placed on PROBATION after missing 18% of all classes registered in a semester.
- Student may be DISMISSED after missing 30% of all classes registered in a semester.

## **COURSE SUBSTITUTIONS AND WAIVERS OF REQUIREMENTS**

Course substitutions may be allowed only if the regular course is not available or to satisfy a specific academic interest of a student. Substitutions are not normally made for core subjects for a given major.

Waivers for requirements can be made by the Dean or a Program Director if a student has completed an equivalent of the course, or a more advanced course, in that subject. In petitioning for a substitution or waiver, the student must apply through the Record's Office.

## **COURSE CANCELLATION**

The University reserves the right to cancel a course with an enrollment of fewer than TWENTY students.

## **LEAVE OF ABSENCE**

A regular student who finds it necessary to withdraw or delay his/her education for one or more semesters, must submit a written request for a leave of absence to the Director of Admissions and Records Office.

## **THE LIBRARY**

Students and faculty will be using the library facilities of Western University College as well as the electronic databases and resources of Western University College. Carefully selected material used by well-known universities internationally will be available at the Library. Students will also have access to the Internet, which they can use to download full-text articles from thousands of professional and academic journals and e-books provided by Western University College. The Library is closely coordinated with the curriculum. Acquisition of materials and resources are adapted to the changing needs of the teaching programs of the University.

The Library's print resources and students' research capacity are greatly enhanced by a collection of electronic resources that can be accessed anywhere with Internet connection. To access these e-databases, students must log in through the University website (<http://www.lincolnuca.edu/studentlife/library>) and provide proper password entry. These electronic resources include *eBrary Academic Complete*, a collection of over 70,000 electronic books, and EBSCO databases *Business Source Premier*, *Academic Search Elite*, and *Regional Business News*. *Business Source Premier* is one of the most widely used and respected business research databases, providing full-text articles for more than 2,300 journals, including over 1,100 peer-reviewed titles, and the entire *Harvard Business Review* publication, from 1922-present. Students also have access to full-text news, business, and legal publications of 6,000 sources through the University's subscription to *LexisNexis Academic*.

## **WUC PROGRAMS OVERVIEW AND COURSES**

Western University College provides a traditional yet innovative education in business administration to qualified students at the post-secondary level. The University offers programs leading to the following degrees:

## **MASTER OF BUSINESS ADMINISTRATION (MBA) PROGRAM**

The MBA program at Western University College is not a conventional program. It is an extension program with intensively scheduled face-to-face classes. It is designed for qualified students, regardless of their area of undergraduate preparation, who have the motivation to pursue graduate-level work in business administration but cannot pursue their education on a full-time basis.

The required courses are limited to traditional "foundation" and "core" areas in order to permit students the widest possible choice of electives to tailor the program to individual needs. This approach is consistent with the previously stated educational objectives. The availability of a representative selection of courses in related areas of computer science, economics, social science and humanities extends the opportunities for matching the curriculum with individual backgrounds and interests. Students with an undergraduate major other than business or economics will be required to take foundation courses.

Lincoln University of California is responsible for the program content (curriculum), delivery and assigning instructors who will travel to Ethiopia and teach eight courses (42-46 academic hours for each course) in face-to-face sessions. The remaining three courses will be conducted with local instructors from Ethiopia. Local instructors will be recruited by LU- Extension Ethiopia. Local instructors must meet the qualification criteria set by Lincoln University. The Diploma & Transcript for the MBA will be awarded by Lincoln University of California.

Western University College will assume ALL local responsibilities to manage the program in accordance to the agreement. It's also responsible for hosting guest instructors as well as providing fully-equipped teaching facilities and administrative support.

## **MASTER OF BUSINESS ADMINISTRATION (MBA) DEGREE**

The MBA at Western University College is a professional degree offered in collaboration with Lincoln University of Oakland, California, USA. It is designed to develop broad managerial competence to enable graduates to cope with a wide variety of business situations appropriate to their diverse backgrounds. The Western University College MBA program upholds a strong international focus.

In order to fulfill the overall objective, emphasis is placed throughout the program on the development of the individual through the concentration on basic disciplines and skills as well as specific subject areas.

The program objectives include:

- 1) Use of analytical tools from the quantitative and behavioral sciences;
- 2) Coverage of basic functional areas of business with stress on their inter-relationships;
- 3) Building flexibility and adaptability for changing environments;
- 4) Development of student's ability to evaluate social, political, and economic values;
- 5) Advancement of skills in group cooperation and decision-making;
- 6) Development of communication skills;
- 7) Development of a sense of professional responsibility;
- 8) Multinational aspects as related to all subject areas.

## ENROLLMENT REQUIREMENTS

In order to maintain continuous enrollment at Western University College, all students who are working on a Master's project, completing course work in which the grade "I" (incomplete) was given, or engaging in special research projects, must register in each successive semester (excluding Summer Session) until the degree requirements are completed.

All rules and regulations of the University apply to graduate students unless specifically noted. Rules of attendance, withdrawal, and conduct, as well as admission procedures, apply to graduate and undergraduate students alike.

## MBA COURSES

### FOUNDATION COURSES FOR MBA

Students whose GPA is below 2.7 and students with Bachelor's degrees in areas other than business or economics may be required to complete foundation courses in the following areas: accounting, economics, statistics, and management. Students who have not yet completed the required foundation courses before beginning at Western University College must complete these courses prior to getting full admission status.

### ADVANCED COURSES FOR MBA

36 credit hours is the minimum requirement for major courses leading to the MBA degree.

### COURSE REQUIREMENTS FOR MBA DEGREE PROGRAM

I. Required Core Courses *			Units
MBA	301	Managerial Economics	3
MBA	304	Marketing Management	3
MBA	306	Business Research Methodology	3
MBA	307	Operations Management	3
MBA	320	Organization Behavior and Administration	3
MBA	340	Managerial Accounting & Financial Control	3
MBA	380	Business Strategy & Decision-Making	3

**Total MBA Core Courses** ..... **21**

\* One or two of these courses may be substituted by the academic dean for a cohort group pursuing a specific concentration.

### II. Elective Courses:

Four MBA courses selected from the concentration areas listed below will be added to the seven core courses enumerated above. This brings the total credit hours for MBA course work to 33 and the number of courses to 11.

### SUGGESTED ELACTIVE COURSES

MBA 302 – Principles of Management

MBA 303 – Finance Management

MBA 315 – International Business and Investment Strategy

MBA 308 – Human Resource Management

MBA 309 – Ethics of Business Management  
MBA 310 – International Economics  
MBA 313 – International Marketing  
MBA 314 – International Finance  
MBA 317 – Political and Legal Aspects of International Business  
MBA 318 – Import- Export Management  
MBA 324 – Leadership Development  
MBA 321 – Communications in Leadership and Negotiations  
MBA 316 – International Management

### **III. MBA Concentrations**

- Students should choose a concentration to complete the requirements for the MBA degree. The University offers five concentrations: **(1) International Business; (2) Finance Management and Investment Banking; (3) General Business (4) Human Resources Management: and (5) Management.**

### **IV. MBA RESEARCH PROJECT OR MBA INTERNSHIP**

An MBA candidate may complete the program by writing an MBA Research Project, Thesis, or Business Plan (a minimum GPA of 3.2 or the Program Director's permission is required for this option) OR a Graduate Internship Report. These activities result in a project defense or an oral presentation of the report in front of a graduate committee. The project's topic and choice of employment for internship must be related to the student's area of concentration and be approved by the Advisor as well as the Program Director.

## **BACHELOR OF ARTS IN BUSINESS ADMINISTRATION (BBA) PROGRAM**

Western University College has adopted a curriculum in Business Administration from Lincoln University of California and developed it to meet local requirements. The curriculum has full accreditation from Higher Education Relevance & Quality Agency (HERQA) and implementation will start in Academic Year 2013/14.

Lincoln University of California has agreed to provide instructors who will travel to Ethiopia and teach more than 25% of the upper division courses required for the undergraduate program. Each course will have 42-46 academic hours in face-to-face sessions. The remaining 75% of the courses will be conducted by the most qualified and competent local instructors from Ethiopia who meet the qualification criteria set by Lincoln University. The Diploma & Transcript will be awarded by both Lincoln University of California as well as Western University College.

## **BACHELOR OF ARTS IN BUSINESS ADMINISTRATION (BBA) DEGREE**

The BBA at Western University College is a professional degree. It is designed to develop broad managerial competence to enable graduates to cope with a wide variety of business situations appropriate to their diverse backgrounds. The Western University College BBA program upholds a strong international focus. In order to fulfill the overall objective, emphasis is placed throughout the program on the development of the individual through the concentration on basic disciplines and skills as well as specific subject areas.

The program objectives include:

- 1) Use of analytical tools from quantitative and behavioral sciences;
- 2) Coverage of basic functional areas of business with stress on their inter-relationships;
- 3) Building flexibility and adaptability for changing environments;
- 4) Development of student's ability to evaluate social, political, and economic values;
- 5) Advancement of skills in group cooperation and decision-making;
- 6) Development of communication skills;
- 7) Development of a sense of professional responsibility;
- 8) Multinational aspects as related to all the subject areas.

## **BBA UNIT REQUIREMENTS**

The BBA requirements include 45 units of General Education courses, 44 units of General Business Administration courses, 21 units of Concentration courses and 9 units of Elective courses. The program may include an optional minor of up to 18 units.

## **BACHELOR OF BUSINESS ADMINISTRATION (BBA) COURSES**

Undergraduate program courses include major courses, related courses and general courses. These courses are listed with their credit hours as follows:

### **LIST OF MAJOR COURSES**

S/N	Course No	Course Title	Cr. hrs
1	BA 111	Introduction to Management	3
2	BA 113	Mathematics for Management	3
3	BA 118	Business Communication	3
4	BA 114	Managerial Statistics	3
5	BA 112	Principles of Marketing	3
6	BA 215	Human Resources Management	3
7	BA 217	Industry and Organizational Behavior	3
8	BA 211	Materials Management	3
9	BA 210	International Marketing	3
10	BA 212	Management Information Systems	3
11	BA 318	Human Relations in Business	3
12	BA 213	Risk Management and Insurance	3
13	BA 214	Money, Banking and Finance	3
14	BA 116	Entrepreneurship and Small Business Management	3
15	BA 218	Operation Research	3
16	BA 313	Systems Analysis and Design	3
17	BA 314	Student Research Project I	3
18	BA 317	Principles of Import-Export Management	3
19	BA 311	Production Management	3
20	BA 312	Business Policy and Strategic Management	3
21	BA 216	Business and Society	3

22	BA 219	Organizational Development	3
23	BA 316	Cultural Dimension of Management	3
24	BA 315	Sales Management	2
<b>Total</b>			<b>72</b>

### LIST OF RELATED COURSES

S/N	Course No	Course Title	Cr. hrs
1	ACCT 121	Principles of Accounting I	3
2	ACCT 122	Principles of Accounting II	3
3	ACCT 221	Cost and Management Accounting I	3
4	ACCT 222	Cost and Management Accounting II	3
5	ACCT 230	Financial Accounting I	3
6	ECON 321	International Economics	3
7	ACCT 321	Project Analysis and Management	3
8	ECON 122	Micro Economics Theory I	3
9	ECON 120	Micro Economics Theory II	3
10	ECON 310	Contemporary Economic Problems	3
11	PSYC 332	General Psychology	3
12	ReMt 214	Research Methods	3
13	LAW 330	Business Law	3
<b>Total</b>			<b>40</b>

### LIST OF GENERAL COURSES

S/N	Course No	Course Title	Cr. hrs
1	ENG 101	Sophomore English	3
2	COMP 332	Database	3
3	COMP 131	Introduction to Computers	3
4	CVET 101	Civics and Ethical Education	3
<b>Total</b>			<b>12</b>

### SUMMARY OF DELIVERABLE COURSES

	Number of Courses	Credit Hours	Percentages
<b>Major Courses</b>	224	72	58.1%

<b>Related Courses</b>	13	40	32.3%
<b>General Courses</b>	4	12	9.6%
<b>Total</b>	<b>41</b>	<b>124</b>	<b>100%</b>

## **INDIVIDUAL RESPONSIBILITY**

Western University College, as an educational community, relies upon the individual responsibility and cooperative spirit of its members. The school assumes that its students will exhibit the standards of mature, responsible individuals. Any form of dishonesty, irresponsible behavior, or violation of the law will result in punitive action. The types of action include: **probation, suspension** (exclusion from the University for an indefinite period) and **dismissal** (final and permanent exclusion from the University).

## **CURRICULUM**

The educational programs at Western University College are based on a staged development of knowledge progressing from basic lower division courses, through more advanced and degree-specific upper division courses. The courses' numerical designation guides the students in planning a progression of study.

Courses with a designation of **less than 100** are lower division courses. Many are General Education courses that provide a background in the liberal arts and expose students to the fundamental aspects of human culture. They also help students to develop analytical and communication skills for advanced work. Other lower division courses provide the foundation for work in the major fields of study.

Courses numbered **100-200** are upper division courses aimed at pursuing basic major studies. There are also upper division General Education courses for students wishing to pursue a minor study.

## **ACADEMIC ADVISING**

Academic advising is provided throughout the entire academic cycle, and specifically during the registration process. The Dean is available to counsel students concerning special problems.

## **OBTAINING TRANSCRIPTS**

Students and graduates wishing to obtain transcripts of their academic record should submit a written application to the Registrar. **No transcripts will be issued until all financial obligations to the University have been fulfilled.** A fee of USD15 is charged for two official transcripts (bearing the seal of the University with the Registrar's signature). The price for additional transcripts is USD6 per copy.

## **DEAN'S LIST**

Full-time students in all programs who have maintained a GPA of 3.7 (A-) or higher for a semester, will be placed on the Dean's List for that semester.

## **GRADUATION PETITION**

During the student's final semester, any student who expects to graduate should file a **Petition for Graduation** and fill out all required forms. The petition is due 60 days before the last day of classes and should be evaluated and approved by the Dean.

## **SPECIAL RECOGNITION AT GRADUATION**

Graduation honors are open to all undergraduate students with a minimum of 40 graded units earned at Western University College. All Western University College grades are considered in calculating the cumulative GPA for honors.

Graduate students who complete a program with a GPA of 3.9 or more will receive a “University Award.” Only the grades for graduate courses taken will be considered in calculating the GPA for Special Recognition.

## **CLEARANCE FORM**

All students who have graduated from Western University College (WUC) need to complete the Clearance Form. Diplomas will not be given to any graduates who have not completed the Clearance Form, including signatures by the relevant staff members of the University.

## **CATALOG REVISION**

All or part of this catalog is subject to change before or after the completion of the academic year for which it is entitled. Any changes in this catalog will be shared with faculty, students, and staff via the University’s communication channels.