



**Master's in Business Administration
and Graduate Certificate Handbook
2026-2027**

Welcome to West Liberty University

Welcome! We are honored you have chosen the West Liberty University (WLU) Gary E. West College of Business graduate program to further your educational goals!

We have created the Student Handbook to:

- Provide you with an introduction to the University
- Support you as you get started in your program and help address questions
- Provide you pertinent information about your course structure
- Inform you of policies and how they impact you
- Offer a listing of offices/services available to support you and your academic pursuit

It is imperative you take the time to review this handbook, the catalog, and any other resources associated with your program of study to become informed of expectations. WLU makes every attempt to remain flexible, however, rules and penalties will not be waived, or exceptions granted just because someone is unaware of specific policies or procedures.

In addition to this handbook, [West Liberty's webpage](#) also provides you with up-to-date information about the University, courses, and procedures that you will find invaluable.

As a West Liberty University graduate student, you will have access to experienced and accomplished professors, rich course content, and relevant library resources. Our online program delivery format provides the ability to work when and where you are able with full access to all course materials, truly providing anytime, anywhere learning which gives you the edge in completing your master's degree online.

Background and History

West Liberty University is a forward-looking, public university steeped in a rich heritage as West Virginia's oldest institution of higher education. Established as West Liberty Academy in 1837 (26 years before the state was admitted to the Union), it was created to respond to the need for higher educational opportunities west of the Appalachian ridge. The institution is named for the town in which it is located. West Liberty was so named in the late 18th Century as the westernmost point of the new liberty provided through the Declaration of Independence.

Vision

West Liberty University aspires to offer innovative, inclusive, and inspirational opportunities that prepare graduates to be leaders in their communities and professions.

Mission

West Liberty University is a public university with a rich history of providing students with a comprehensive education from undergraduate to graduate degrees. Through experiential learning and personalized support, we empower students toward scholarly exploration, creative expression, and economic opportunity.

University Catalog

The West Liberty University catalog is the authoritative source for information. The catalog is found online [Graduate Catalog](#).

ACADEMIC CALENDAR AND IMPORTANT DATES

The standard WLU Academic Calendar available at the link below:

[WLU Academic Calendar](#)

It's important to the term start dates for the WLU graduate programs as they may vary from the standard academic calendar.

Graduate Programs Overview

Master of Business Administration

The Master of Business Administration at West Liberty University is an academically robust, accessible, and focused program designed to help you achieve your career goals.

Built to enhance your core business competencies, this fully online, **30-credit hour (10 course)** program will help you build the confidence needed to thrive as a strategic and resourceful professional. The West Liberty MBA program gives you the advanced knowledge and tools needed to excel in the business world whether you are looking to advance in your current position or change careers.

You can pursue your MBA in the way that works best for you.

The MBA FlexTrack Pathway allows you to create a tailored graduate experience that aligns specifically with your schedule, your career stage, and your evolving interests by completing the program's core courses and then selecting any three courses that meet your professional goals.

In addition, if your career demands a higher level of specialization, the West Liberty MBA also offers four areas of concentration – Accounting, Management, Marketing, and Project Management – allowing you to customize your learning journey to meet your career goals.

With respect to timing, you have the ability to choose to finish your degree at an accelerated pace, completing your MBA within a year. A standard pace is also available, taking one class every 8 weeks (two 6-week summer terms), which still allows you to complete your MBA in 18 months. The West Liberty University MBA delivers a top-quality business education your way and on your schedule.

Master of Business Administration (MBA)

Program Requirements – By Degree

FlexTrack

Required Core:

ACC 550 Managerial Accounting Decision Analysis	3
CIS 530 Information Technology Management	3
ECON 520 Global Economics	3
FIN 540 Finance Management & Theory	3
MKT 535 Integrative Marketing Management	3
MGT 545 Strategic Human Resource Management	3
MGT 590 Strategic Management Capstone	3

Flex – Choose any 3 courses from the following:

ACC 515 Auditing and Attestation	3
ACC 516 Financial Accounting and Reporting	3
ACC 517 Accounting Regulation	3
GBUS 525 Social Responsibility & Business Ethics	3
MGT 560 Public and Non-Profit Management	3
MGT 565 Value Chain Management	3
MGT 580 Principles of Project Management	3
MGT 581 Project Management: Budgeting & Procurement	3
MGT 582 Project Management: Execution & Control	3
MKT 536 Consumer Behavior	3
MKT 537 Global Marketing Strategies	3
MKT 538 Marketing Data Analytics & Research	<u>3</u>

Total Hours	30
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Master of Business Administration (MBA)

Areas of Concentration

Accounting Concentration

Required Core:

ACC 550 Managerial Accounting Decision Analysis	3
CIS 530 Information Technology Management	3
ECON 520 Global Economics	3
FIN 540 Finance Management & Theory	3
MKT 535 Integrative Marketing Management	3
MGT 545 Strategic Human Resource Management	3
MGT 590 Strategic Management Capstone	3

Concentration – Accounting Required:

ACC 515 Auditing and Attestation	3
ACC 516 Financial Accounting and Reporting	3
ACC 517 Accounting Regulation	<u>3</u>

Total Hours 30

Management Concentration

Required Core:

ACC 550 Managerial Accounting Decision Analysis	3
CIS 530 Information Technology Management	3
ECON 520 Global Economics	3
FIN 540 Finance Management & Theory	3
MKT 535 Integrative Marketing Management	3
MGT 545 Strategic Human Resource Management	3
MGT 590 Strategic Management Capstone	3

Concentration – Management

GBUS 525 Social Responsibility & Business Ethics	3
MGT 560 Public and Non-Profit Management	3
MGT 565 Value Chain Management	<u>3</u>
Total Hours	30

Master of Business Administration (MBA)

Project Management Concentration

Required Core:

ACC 550 Managerial Accounting Decision Analysis	3
CIS 530 Information Technology Management	3
ECON 520 Global Economics	3
FIN 540 Finance Management & Theory	3
MKT 535 Integrative Marketing Management	3
MGT 545 Strategic Human Resource Management	3
MGT 590 Strategic Management Capstone	3

Concentration – Project Management

MGT 580 Principles of Project Management	3
MGT 581 Project Management: Budgeting & Procurement	3
MGT 582 Project Management: Execution & Control	<u>3</u>
Total Hours	30

Marketing Concentration

Required Core:

ACC 550 Managerial Accounting Decision Analysis	3
CIS 530 Information Technology Management	3
ECON 520 Global Economics	3
FIN 540 Finance Management & Theory	3
MKT 535 Integrative Marketing Management	3
MGT 545 Strategic Human Resource Management	3
MGT 590 Strategic Management Capstone	3

Concentration – Marketing

MKT 536 Consumer Behavior	3
MKT 537 Global Marketing Strategies	3
MKT 538 Marketing Data Analytics & Research	<u>3</u>
Total Hours	30

Admission Requirements

For admission to WLU's West College of Business Graduate programs, the following requirements must be met.

Admission Requirements

A bachelor's degree, in any field, from a regionally accredited institution with a minimum 2.5 overall undergraduate grade point average.

Prior to full admission and enrollment in courses, students must take the Inbound Placement Exam.

Applicants with identified deficiencies in one or more foundational business area(s) are required to complete the associated online leveling/tutorial module(s).

All required modules must be completed successfully prior to enrolling in courses.

Conditional Admission

Applicants with an undergraduate degree and an overall GPA below the minimum 2.5 may be considered for provisional admission into the MBA program at the discretion of the MBA Program Chair.

These students must meet all other requirements prior to starting coursework.

A student admitted under provisional status must achieve a grade of "B" or higher in each of the initial 12 credits of the program to continue.

International Applicant Notice

The Online MBA is delivered 100% online and does not qualify for F-1 visa eligibility. International applicants requiring an F-1 visa are not eligible for this program.

Graduation Requirements

Gary E. West College of Business graduate students must fulfill the following requirements for graduation:

- Cumulative GPA of 3.0 or higher
- Completion of the program core requirements
- Completion of the program concentration requirements
- Successful completion of the program Outbound Assessment
- Completion of all program requirements within seven years

A graduate student must fulfill the requirements listed in the WLU Graduate Catalog that was in effect at the time of his/her original entrance into the West College of Business graduate program.

After consulting with his/her academic advisor and the Graduate Program Chair, a student may request a change to a more recent Graduate Catalog if/where it is in his/her best interests to do so.

If a graduate student is not enrolled at WLU for at least one academic year – full fall, spring and summer terms – and decides to reenroll the following academic year, he/she is required to submit a new application for admission. The application must show any intervening graduate work. Official transcripts of such intervening graduate work are required. In addition returning students are required to join the current catalog and complete the graduation requirements for the most recent Graduate Catalog in effect at the time of reenrollment.

ACADEMIC POLICIES AND PROCEDURES

ACADEMIC CALENDAR

The standard WLU Academic Calendar available at the link below:

[WLU Academic Calendar](#)

The WLU College of Business courses are held in two 8-week terms in the fall and spring semesters and two 6-week terms in the summer semester.

ACADEMIC SUPPORT SERVICES

Several WLU academic support services are available to students who experience difficulties in a course or whose GPA is in danger of falling below the requirements.

- [Student Success Center \(SSC\)](#) provides free tutoring services by trained peer tutors. The SSC also assists students with disability-related accommodation needs and documented disabilities.
- [Counseling Services](#) provides free and confidential counseling by a licensed professional counselor.
- The [Writing Center](#) provides free, one-on-one tutoring throughout all stages of the writing process.
- West College of Business faculty advisors also work one-on-one with students to provide individualized support and guidance.

APPEAL OF GRADES, PROBATION OR SUSPENSION

A West College of Business graduate who believes that his/her final course grade, probation, or suspension was based on inadequate evidence or insufficient due process, may appeal by following these procedures within 14 calendar days of receiving notification of the final course grade, probation, or suspension.

1. For a grade appeal only, meet informally with the course instructor to attempt to resolve the conflict. If the conflict is not resolved, continue with #2.
2. Email a written appeal request to the Graduate Programs Chair explaining the reason for the appeal and providing documented evidence for the appeal. Within 14 calendar days of receipt, the appeal will be brought before the West College of Business faculty for discussion and resolution. The Program Chair will email the decision to the student.
3. If the appeal is not resolved with #2, email a written appeal request to the Dean of the College of Business explaining the reason for the appeal and providing documented evidence for the appeal. Within 14 calendar days of receipt, the Dean will email the decision to the student. There is no appeal of the Dean's decision.

For procedural information on the grade appeal process, please see the [Graduate Catalog](#).

ACADEMIC HONESTY

All West College of Business graduate students are expected to abide by the WLU Policy on Academic Dishonesty. Each assignment, whether a forum, blog, or paper is intended to be original work. Reusing an assignment, even when you the student was the original author is a form of self-plagiarism and is NOT acceptable.

Any work submitted by a student for academic credit must be the student's own work. Plagiarism, fabrication, collusion, cheating, or any form of academic dishonesty will result in failure of the assignment and may result in failure of the course.

For full information on types of academic dishonesty, penalties, appeals, and procedures related to academic dishonesty, please review the [University Catalog](#).

ACADEMIC PROGRESS

At WLU we want our students to be successful. We want you to graduate from your program of study.

To graduate, each student must have a minimum 3.0 cumulative grade point average in coursework taken in the West College of Business Graduate Program.

To ensure our students are progressing toward this, the program utilizes the Satisfactory Academic Progress (SAP) policy found below.

Satisfactory Academic Progress (SAP)

Students are required to maintain satisfactory progress toward degree completion. Students must maintain a GPA of 3.0.

Courses for which students receive a failing grade (F) or a D must be retaken, usually in the immediate next term it is offered after consultation with the Program Chair. Due to course rotation, a retake of a course may impede consistent scheduling—which may cause a break in a student's enrollment.

Note: A maximum of 2 courses may be repeated across the entire program.

Academic Warning

Students failing to achieve Satisfactory Academic Progress are placed on Academic Warning. Academic Warning is assigned for two terms to provide the student with the opportunity to raise the cumulative grade point average to at least 3.0.

A student placed on Academic Warning must earn only A's and B's or he or she may be dismissed from the program for poor scholarship.

If the cumulative 3.0 grade point average is achieved within two semesters, the student is returned to 'good standing' status.

If the cumulative 3.0 grade point average is not achieved by the end of the second course while on Academic Warning, the student will be considered for dismissal from the program for failing to make academic progress.

Academic Dismissal

If a student fails to achieve Satisfactory Academic Progress within the two terms of Academic Warning, the student will be reviewed for Academic Dismissal.

After consultation with the Program Chair and Dean, any student not achieving Satisfactory Academic Progress may be dismissed. The student will be notified by letter from the Registrar regarding his or her academic status.

The student who is academically dismissed will be prohibited from further enrollment for a period of one academic year, after which the student can apply for readmission.

A student who believes his or her GPA does not reflect his or her academic ability may appeal the dismissal decision within 4 weeks of the date on the dismissal letter following the Appeal Process.

Readmission after Dismissal

After one academic year, a student who has been dismissed may apply for readmission. The student should contact the Graduate Admissions Department for the readmission procedures.

If a student is granted readmission into the program, the student returns with the same Academic Warning status. However, the student will be required to return to the most recent catalog. A recovery plan will be developed, and the student must maintain A's and B's in all courses taken after readmission to show progress toward achieving a cumulative 3.0 grade point average.

If a student earns a grade below a B while on Academic Warning, he or she will be dismissed a second time, which is considered a permanent dismissal.

Students who have been academically dismissed are restricted to one petition for readmission to the WLU West College of Business graduate programs.

If the program of study has been revised the student will be reentered into the current program version.

ARTIFICIAL INTELLIGENCE

The ability to use Artificial Intelligence tools is dictated by each instructor's syllabus and by individual assignment instructions. Therefore, the use of AI can vary not only from class to class but also from assignment to assignment within the same class.

Graduate students are responsible for reviewing each course syllabus, and the individual assignment instructions, to not only be aware of the ability to use AI, but also for awareness of the penalties imposed for using AI when it is not allowed.

CATALOG DETERMINES DEGREE REQUIREMENTS

A graduate student must fulfill the requirements listed in the WLU Graduate Catalog that was in effect at the time of his/her original entrance to WLU.

After consulting with the Graduate Programs Chair, a graduate student may request a change to a more recent Graduate Catalog if it is in his/her best interest to do so. To request to change to a later catalog, a student needs to complete the Data Change Request Form on the WLU Registrar's page, using the forms tab.

If a graduate student is not enrolled at WLU for at least one academic year (fall/spring/summer) and decides to reenroll the following academic year, he/she will be required to complete the graduation requirements of the WLU Graduate Catalog in effect at the time of reenrollment.

CLASS ATTENDANCE AND PARTICIPATION

Each course requires 45 hours instruction. Instruction may take place in an online setting as well as through independent readings, videos, podcasts, online discussions/blogs, online websites/modules, assignments, projects, exams, and possibly synchronous interaction, etc. Graduate students should expect to spend at least 10-12 hours per week outside of the weekly class meeting for online courses.

Graduate students are expected to attend and actively participate every week, regardless of course modality. Failure to actively participate in online courses during

the first week of the semester may result in the student being removed from the course for non-attendance. Students removed from the course may be responsible for financial aid associated with the course.

COURSE SCHEDULES AND REGISTRATION

The WLU academic calendar specifies the days when registration occurs. Course schedules are available in WINS a few weeks prior to the registration period. Students are expected to view their DegreeWorks and will consult with the Program Chair who will register the student for the following semester.

COURSE SUBSTITUTIONS

Granted on a limited basis and for extenuating circumstances, course substitutions may be requested in consultation with the Graduate Programs Chair. After a course substitution is approved, the student's DegreeWorks will reflect the approved substitution.

CREDIT HOUR POLICY

West Liberty University assigns and awards credit hours conforming to commonly accepted practices in higher education. The school employs the Federal Credit Hour Definition in the assignment and awarding of credit hours as stated in the following policy:

At WLU a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than: one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester. at least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practicum, studio work, and other academic work leading toward to the award of credit hours.

The basic credit hour is defined as at least 15 hours of lecture, discussion, seminar, or colloquium as well as 30 hours of student preparation, homework, studying, and application.

DEGREEWORKS

DegreeWorks is the online system, which lists the graduation requirements for a student's declared degree program. When viewing DegreeWorks, always "refresh"

(top right) and select "process new" (top middle) to be sure updated information is being displayed.

DROPPING A COURSE

Students should contact the Graduate Programs Chair should they need to drop a course.

The Graduate Programs Chair will process the request and work with the student to make the necessary adjustments to their degree pathway to ensure consistent progress toward completion.

FULL-TIME GRADUATE STUDENT STATUS

For the fall and spring semesters, a graduate student must register for at least six credit hours to be considered a full-time graduate student. Student athletes must register for at least nine credit-hours to be considered a full-time graduate student. Be sure to consult with the Program Chair to ensure full-time status.

GRADE POINT AVERAGE

West College of Business students' grades earned in graduate courses compute into their graduate GPA. Courses that are graded using the standard letter grade system are figured into a student's graduate GPA using the standard point system. (See WLU Catalog for detailed explanation.)

The West College of Business graduate programs requires students to maintain a 3.0 GPA to be in good academic standing and a 3.0 GPA for graduation. Grades are monitored at the end of each semester (fall, spring, summer). Failure to maintain those standards will result in probationary status (Academic Warning) and/or dismissal from the program (Academic dismissal).

GRADING SYSTEM

The West College of Business graduate programs use the following individual letter and numeric grading system. Grade Point Averages (GPA) are computed based on the following scale with points computed for each credit hour attempted.

90% - 100%	A
80% - 89%	B

70% - 79%	C
60% - 69%	D
0% - 59%	F

Only courses with an earned grade of “C” or better will be counted toward fulfillment of the degree requirements.

Courses in a the degree program with an earned “F” or a “D” will not be counted toward degree conferral and must be repeated as soon as possible to continue in the program.

Grades may be accessed in WINS. Final grades are usually available the Friday after a term/course end date.

Good standing is defined as 3.0 GPA and progressing towards graduation during the allotted timeframe.

Incompletes

In extenuating circumstances, an incomplete (I) may be an option. The Graduate Program Chair may authorize the instructor’s request.

At the time of the request, a firm deadline for completion of the work will be agreed upon in writing by the instructor, the student, and the Program Chair. Failure to complete the course work by the stated deadline will not result in an extension, rather a 0 will be given for the work. Typically, incompletes are only given when the student has performed well in the class and minimal work remains to complete the course. Incomplete grades for a course will not be given for work that has not been submitted on time.

Grade Change

In rare situations, computational or technical errors may occur with posting grades. When this occurs, a faculty member or Program Chair can initiate an official grade change after official grades are posted. Grades may also be changed from an “I” may be changed to an earned grade or an “F” as appropriate.

Course/Grade Repeat Policy

Students who have been unsuccessful in earning the grade of “C” or better in a course will repeat that course to improve their grade. BOTH grades will remain listed on the

student's official transcript, however only the higher of the two will be computed into the student's cumulative grade point average (GPA).

A MAXIMUM of TWO (2) courses may be repeated over a student's degree program.

POLICY REGARDING STUDENTS CALLED TO ACTIVE MILITARY SERVICE

University students called to active military service should contact the Graduate Program Chair as soon as their orders are known. The Graduate Program Chair will request an official copy of the students' orders.

The Graduate Program Chair, with the assistance of the Dean where necessary, will work with the student and the impacted faculty members to determine a course completion process and/or to determine an appropriate course grade for the student. In all cases, care will be taken to ensure that credit earned by a student in a class, up to the point of the student's leaving for military service, will be granted to the student or preserved for a future grade determination.

If a student is required to withdraw from classes before a letter grade or an incomplete can be given, a 100% refund of tuition and fees will be issued. Tuition and fees will be charged only for those courses for which a letter grade or an incomplete is given. The unused portion of room and board payments will be refunded.

ONLINE COURSES

Online courses are held in *Canvas*, WLU's online learning management system. On the first day of the term, a student, who is enrolled in an online course, is responsible for logging into *Canvas* with his/her assigned student ID and password to view the course syllabus and other specific information about the course.

Failure to actively participate in online courses during the first week of the semester may result in the student being removed from the course for non-attendance. Students removed from the course may be responsible for financial aid associated with the course.

TRANSFER COURSES

West College of Business graduate students may request to have graduate courses, which were completed at another accredited institution, evaluated for transfer credit by contacting the Graduate Programs Chair.

Only courses completed within the past seven years and with a C or better will be considered. Students must provide a course description and syllabus for courses that

are being requested for transfer credit. No more than twelve credits will be approved for transfer.

UNDERGRADUATE STUDENT ENROLLMENT

An undergraduate student may be granted Concurrent Admission to enroll in up to a total of twelve (12) credit-hours within a West College of Business graduate program.

Interested undergraduate students, with the approval of the Graduate Programs Chair, must fulfill the following requirements:

- possess an overall undergraduate cumulative GPA of 2.5 or higher;
- have earned at least 75 credit-hours;
- may not be enroll in more than 18 credit-hours during the specific semester, including undergraduate and graduate coursework;
- request course substitution so that their undergraduate degree requirements may be fulfilled with the approved graduate degree courses.

Please see the [Undergraduate Catalog](#) for the Fast Track description and the listing of allowable course substitutions.

WITHDRAWAL FROM COURSES

Students can drop courses in WINS until the last date to enroll for the respective semester, per the [WLU Academic Calendar](#).

Students who do withdraw from a class may be responsible for any tuition or may be entitled to a refund in accordance with current WLU policy as noted in the [University Catalog](#).

WITHDRAWAL FROM THE UNIVERSITY

Students who find it necessary to withdraw from West Liberty University must complete the official withdrawal procedure.

Students should contact the [West Liberty University Registrar's Office](#) for the appropriate forms to ensure the process is complete.

WLU OFFICES AND SUPPORT SERVICES

ACCESSIBILITY SERVICES

Students with disabilities will be provided reasonable academic accommodations if determined eligible by Accessibility Support Services. Prior to granting a disability accommodation, the instructor must receive written verification of eligibility from the Student Success Center (SSC).

It is the student's responsibility to initiate contact with the office and to follow through with the established procedures for an academic accommodation.

ADVISING AND DEGREEWORKS

The ultimate responsibility in fulfilling graduation requirements is that of the graduate student. Each graduate student will be advised by a West College of Business faculty member. DegreeWorks, an online degree audit system, is a valuable tool that shows a student's graduation requirements.

Students are encouraged to view their DegreeWorks every semester to monitor their completion of degree requirements. If a student has questions or sees an error in their DegreeWorks, he/she should contact the Graduate Programs Chair.

COURSE EVALUATIONS

During the last week of each course, enrolled students will receive a message to their WLU email containing a link to an electronic evaluation for each course they are in the process of completing. Students are strongly encouraged to submit these course evaluations by providing valuable feedback about the course and instruction.

Summaries of completed course evaluations **do not identify students** and are provided to faculty and their supervisors.

EMAIL ACCOUNT

All enrolled students will be assigned a WLU email account.

Students are expected to regularly check their email accounts in order to stay informed of class assignments, deadlines, registration information, billing statements, and other campus information.

Students can forward their WLU email to another email to maintain consistent access to both WLU and course specific information. If a student has difficulty accessing their WLU email account, they should use another email address and contact the WLU IT Department via the IT Help Ticket from the main [West Liberty log in page](#).

Failure to check email will not remove students from responsibility in meeting stated deadlines and procedures.

FINANCIAL AID

To apply for financial aid, graduate students must:

- Complete and submit the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. The FAFSA must be submitted annually.
- First time borrowers must also complete “Entrance Counseling” and the Master Promissory Note at www.studentloans.gov.
- Be enrolled in at least six credit-hours per semester in a degree program.
- Current graduate students must maintain Satisfactory Academic Progress (SAP) by having at least a 2.5 cumulative G.P.A. and successfully complete 70% of attempted credit-hours.
 - Courses in which a student registers for and then withdraws from are included in the SAP requirements.

For more information, please visit the [WLU Financial Aid](#) page.

GRADUATE ASSISTANTS

A Graduate Assistant is a graduate student appointed as a University employee in a position that provides the student with an apprenticeship experience. Such appointments may include the waiver of graduate tuition, housing waiver, stipend, and/or other financial support for graduate education.

To be eligible for a Graduate Assistantship, a student must have been accepted into a graduate program at WLU and be registered for at least six credit-hours for the term(s) in which they will receive the assistantship. They must also maintain the minimum GPA for the program in which they are registered. An individual student may hold a Graduate Assistant position for no more than two calendar years. For more information about available assistantships and to apply, see Procedure 254 and go to WLU Graduate Programs [Graduate Assistantships](#) page.

GRADUATION

West College of Business students are conferred their degree during Commencement Ceremonies held in December and May. Students who complete their degree in August are conferred their degree during the December Commencement Ceremony.

The semester before his/her last required course, a student must complete an application for graduation and pay the graduation fee; deadlines for completing this application can be found on the [WLU academic calendar](#).

About one month prior to the Commencement Ceremony, graduating students are encouraged to attend the WLU Graduation Fair, where students receive valuable resources in preparation for the completion of their degree, pick up their ordered cap and gown, and check to be sure they have met all financial obligations to WLU.

LIBRARY

The Elbin Library, located on the WLU Main Campus, contains numerous items in print, audio, and video as well as electronic access to several databases and digital collections. Graduate students can access electronic materials using their single sign-on login and password.

Available to students via phone, email, or at the library, librarians are available to assist students in obtaining electronic copies of journal articles and borrowing materials from other university libraries. For more information, log in to the [Library home page](#).

SCHOLARSHIPS

Various scholarships are available through WLU and other entities. For more information, visit the [Financial Aid home page](#).

STATEMENT OF NON-DISCRIMINATION

West Liberty University prohibits discrimination and is committed to providing equal opportunity and an educational and work environment free from discrimination on the basis of sex, race, color, creed, religion, national origin, ancestry, physical or mental disability, age, sexual orientation, marital or family status, pregnancy, veteran status, service in the uniformed services (as defined in state and federal law), genetic information, gender identity, or gender expression. West Liberty University shall adhere to all applicable state and federal equal opportunity/affirmative action statutes and regulations. The university is dedicated to ensuring access and equal opportunity in its educational programs, related activities, and employment.

Retaliation against an individual who has raised claims of illegal discrimination or cooperated with an investigation of such claims is prohibited. Students and employees may bring questions or concerns to the attention of the Chief Human Resources and Title IX Officer following the processes identified in [Board of Governors Rule 3.5](#).

TECHNOLOGY

All students are expected to have access to a computer, printer, and the Internet in order to access courses and complete assignments. Many courses will require regular access to Sakai, which is the WLU learning management system. All students are expected to use the wireless networks, Sakai, and their assigned WLU email in accordance with the WLU Appropriate Use Policy (AUP), per the WLU Catalog.

These offices provide technology support to students, faculty, and staff:

- [Information Technology Services](#)
- [Office of E-Learning \(for Sakai\)](#)

TEXTBOOKS

Students can view required textbooks as well as order and have books shipped to them through the WLU bookstore website.

Students may also purchase textbooks from any textbook retailer or e-book provider. Ordering textbooks before the course begins is suggested since courses are only eight weeks and shipping may take some time.

TRANSCRIPTS

Official transcripts of a student's WLU academic record can be ordered through the [Registrar's Office at http://westliberty.edu/registrar/students/transcripts/](http://westliberty.edu/registrar/students/transcripts/). WLU may withhold a student's transcripts if he/she has failed to meet all financial obligations to the institution.

TUITION PAYMENTS AND REFUNDS

All registered students will be emailed an invoice to their WLU email account prior to the beginning of each semester and twice monthly for additional activity on a student's account. Students may access the most up-to-date tuition invoice in WINS. Payment plans are available for the fall and spring semesters but not summer terms. Students may pay their bill in person or online through the [WLU Business Office](#).

Bills not paid by the due date will be assessed a late fee.

WINS ACCOUNT

All enrolled students have an online WINS (West Liberty Information System) account.

This allows students to view and verify personal information (addresses, telephone numbers, major, advisor, etc.), access final grades, register for courses. Students can also access billing and financial aid information and view their unofficial transcripts and DegreeWorks.

If a student has difficulty accessing their WINS account, they should contact WLU [Admissions](#), [Registrar](#), or [Graduate Programs](#) offices.

Failure to check WINS accounts will not remove students from responsibility in meeting stated deadlines and procedures.