

INTERNATIONAL BUSINESS UNIVERSITY (IBU)

POLICY CONTROL

Policy Number	3022
Policy Title	Early Feedback Policy
Policy Owner / Responsible Offices	Office of the Executive Dean & Vice President Academic
Approval Authority	Academic Council
Applies To	All domestic and international students registered in a program at IBU
Approval Date	03rd October 2025
Effective Date	03rd October 2025
Review Date/s	October 2030 or earlier
Revision Date/s	–
Revision Implementation Date/s	–

1. INTRODUCTION AND BACKGROUND

Timely and meaningful academic feedback is a core component of effective teaching and learning, particularly in accelerated and structured course formats. In compressed delivery models, delayed or insufficient feedback can limit students' ability to assess academic progress, adjust learning strategies, or make informed decisions about course continuation.

This policy establishes institution-wide expectations for early academic feedback to support student learning, persistence, and informed academic decision-making across undergraduate and graduate programs.

2. PURPOSE

Providing feedback to students on academic work, completed or in progress, is an important part of teaching and learning. Feedback allows students to measure their understanding of course content, track progress on learning objectives, and make informed decisions about their academic path.

International Business University (IBU) recognizes the importance of providing feedback to students that is both timely and constructive.

3. POLICY STATEMENT

International Business University (IBU) requires the provision of timely and meaningful academic feedback to support student learning, academic decision-making, and program progression. All courses must be designed and delivered in a manner that ensures students receive graded or documented feedback early enough in the academic term to assess their academic standing prior to published withdrawal deadlines.

4. APPLICABILITY

This policy applies to all domestic and international students registered in a program at IBU. This policy is available to all past, current and prospective domestic and international students of IBU. It covers all 7-week course blocks (graduate programs) and all 12-week courses (undergraduate programs) delivered on campus, hybrid, or online.

5. DEFINITIONS

Early Feedback

Graded or documented evaluative information provided to students early enough in a course to inform learning, academic standing, and withdrawal decisions.

Final Course Grade

The total weighted grade a student earns in a course upon completion of all required assessments, expressed as a percentage or letter grade in accordance with institutional grading policies.

Withdrawal Deadline

The final date by which a student may withdraw from a course without academic penalty, as published in the academic calendar.

Course Lead

The faculty member designated with responsibility for academic coordination and quality assurance across multiple sections of the same course.

Multi-Section Course

A course offered in more than one section during the same academic term using a common course outline and assessment framework.

Written Statement of Academic Standing

A documented summary provided by an instructor outlining a student's current progress and performance in a course when graded assessments are not available prior to the withdrawal deadline.

6. POLICY

6.1 MINIMUM GRADED FEEDBACK REQUIREMENT

For all 7-week graduate courses and 12-week undergraduate courses, a minimum of twenty percent (20%) of the final course grade must be evaluated and returned to students:

- no later than the end of Week 3 for 7-week graduate courses; and
- no later than the end of Week 6 for 12-week undergraduate courses.

This requirement ensures that students receive meaningful academic feedback prior to the applicable withdrawal deadlines, which occur at the end of Week 4 for graduate courses and Week 7 for undergraduate courses.

6.2 EXCEPTIONS

Exceptions to the minimum graded feedback requirement may apply to certain course types, including but not limited to:

- capstone courses;
- independent research courses;
- internship or practicum courses; and
- performance-based courses.

Where timely graded feedback cannot reasonably be provided due to the nature of the course, this exception must be clearly stated in the course syllabus.

6.3 ALTERNATIVE FEEDBACK

If no written or graded term work is possible prior to the withdrawal deadline, instructors must, upon request, provide a written statement of the student's academic standing in the course.

6.4 GUIDING PRINCIPLE FOR COURSE DESIGN

Given the compressed nature of the 7-week graduate format, instructors are strongly encouraged to design early, meaningful assessments (e.g., short assignments, quizzes, case studies, or presentations) that allow students to receive constructive feedback well before the Week 4 withdrawal deadline.

A similar approach is recommended for 12-week undergraduate courses to ensure students receive formal feedback prior to the Week 7 withdrawal deadline.

6.5 ACADEMIC QUALITY, SUPPORT, AND OVERSIGHT

In the case of multi-section courses, course leads are responsible for ensuring that:

- course outlines reflect the minimum 20% graded feedback requirement;
- gradebooks align with this requirement; and
- quality assurance audits include criteria verifying compliance with the minimum feedback provision.

The Office of the Academic Director will issue a reminder within the first two weeks of every graduate and undergraduate course to all faculty to support timely alignment with this policy.

7. ROLES AND RESPONSIBILITIES

INSTRUCTORS

- Provide timely graded or documented feedback in accordance with this policy.
- Provide alternative feedback where graded work is not feasible prior to withdrawal deadlines.
- Clearly communicate any applicable exceptions in the course syllabus.

COURSE LEADS

- Ensure alignment of course outlines and gradebooks with the minimum feedback requirement.
- Support academic quality assurance processes related to early feedback.

OFFICE OF THE ACADEMIC DIRECTOR

- Issue timely reminders to faculty to support compliance with this policy.

8. REVIEW

Review Date: October 2030 or earlier as needed

9. COMPLIANCE PROCEDURES

Compliance with this policy is expected of all instructional staff. Alignment may be monitored through course outline reviews, gradebook audits, and academic quality assurance processes.

10. EVALUATION AND QUALITY ASSURANCE

Evaluation of early feedback practices will inform instructional support initiatives, academic quality reviews, and continuous improvement of teaching and learning practices.

11. RELATED DOCUMENTS

None