

INTERNATIONAL BUSINESS UNIVERSITY (IBU)

POLICY CONTROL

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| Policy Number | 3014 (previously 109-A / 109) |
| Policy Title | Graduation and Distinction Policy, Graduate |
| Policy Owner / Responsible Offices | Office of the Registrar |
| Approval Authority | Academic Council |
| Applies To | All domestic and international graduate students registered in a program at IBU |
| Approval Date | March 2022 |
| Effective Date | April 2023 |
| Review Date/s | August 30, 2024 (1st review) |
| Revision Date/s | - |
| Revision Implementation Date/s | - |

1. INTRODUCTION AND BACKGROUND

International Business University (IBU) awards graduate degrees to students who successfully meet all academic, administrative, and financial requirements of their program. This policy establishes the minimum conditions required for graduation from a graduate program and the criteria under which a graduate may be awarded distinction.

2. PURPOSE

The purpose of this policy is to describe the minimum conditions a student must meet to be awarded a graduate degree at International Business University (IBU), as well as the criteria for graduation with distinction.

3. POLICY STATEMENT

IBU grants graduate degrees only to students who have satisfied all program requirements, maintained appropriate academic standing, met grade point average thresholds, completed their program within permitted timeframes, and fulfilled all institutional obligations.

4. APPLICABILITY

This policy applies to all domestic and international students registered in a graduate program at IBU. This policy is available to all past, current, and prospective domestic and international students of IBU.

5. DEFINITIONS

CLEAR ACADEMIC STANDING

An academic status indicating that a student has met the minimum cumulative grade point average (CGPA) and any other academic requirements necessary to continue in and complete their program without restriction, as defined by institutional academic regulations.

CUMULATIVE GRADE POINT AVERAGE (CGPA)

The weighted average of all final grades earned in graded courses, calculated using institutional grade point values and used to determine academic standing, eligibility for graduation, and eligibility for graduation with distinction.

MAXIMUM ALLOWABLE SEMESTERS

The maximum number of consecutive academic semesters within which a student must complete their graduate program, as defined by program requirements and adjusted proportionately for approved transfer credit.

TRANSFER CREDIT

Academic credit granted by IBU for equivalent graduate-level coursework completed at another recognized post-secondary institution, which may reduce the total number of credits and semesters required for program completion.

OUTSTANDING FINANCIAL OBLIGATIONS

Any unpaid balance or financial liability recorded on a student's official IBU statement of account, including tuition, fees, or other institutional charges, which must be cleared prior to graduation.

IBU BORROWINGS

Any institutional property loaned to a student by IBU, including but not limited to laptops, books, or equipment, which must be returned or resolved prior to graduation.

GRADUATION WITH DISTINCTION

An academic designation awarded to graduate students who achieve an overall cumulative grade point average of **3.7 or higher**, and which is formally recorded on the academic transcript and diploma.

6. POLICY

6.1 GRADUATION REQUIREMENTS

Graduate programs at IBU consist of 42 credit hours and may be completed within four (4) consecutive semesters. Students taking less than a full course load must complete their program within a maximum of eight (8) consecutive semesters. The maximum number of semesters permitted is prorated for students granted transfer credit.

To be eligible to graduate, students must have met all of the following conditions:

- Successfully fulfilled all program requirements as published in the year of admission to the program
- Have a Clear academic standing
- Achieved a cumulative grade point average (CGPA) of 3.0 or higher in all graded courses
- Completed the program within the maximum allowable number of semesters
- Cleared any balance owing or outstanding on the student's IBU statement of account
- Cleared any IBU borrowings, including but not limited to loaner laptops and books

6.2 GRADUATION WITH DISTINCTION

Students graduating from a graduate degree program with an overall cumulative grade point average of 3.7 or higher will graduate "with Distinction."

This academic distinction will be recorded on:

- The student's academic transcript, and
- The student's diploma

7. ROLES AND RESPONSIBILITIES

| Role | Responsibilities |
|--------------------------------|---|
| Student | Ensures completion of all academic, financial, and administrative graduation requirements |
| Office of the Registrar | Verifies eligibility for graduation and distinction; records graduation status |
| Academic Council | Approves graduation policy and academic standards |

8. REVIEW

This policy is reviewed in accordance with Academic Council–approved review cycles.

9. COMPLIANCE PROCEDURES

Graduation eligibility and the awarding of distinction must comply with this policy. Students who do not meet all stated conditions will not be approved for graduation.

10. EVALUATION AND QUALITY ASSURANCE

The Office of the Registrar applies this policy consistently to ensure that graduate degrees and distinctions reflect achievement of institutional academic standards.

11. RELATED DOCUMENTS

None