

INTERNATIONAL BUSINESS UNIVERSITY (IBU)

POLICY CONTROL

Policy Number	3018 (previously 114-A)
Policy Title	Policy on Length of Completion, Graduate
Policy Owner / Responsible Offices	Office of the Registrar
Approval Authority	Academic Council
Applies To	Domestic and international graduate students registered in a program at IBU
Approval Date	March 2023
Effective Date	May 2023
Review Date/s	August 28, 2025 (1st review)
Revision Date/s	-
Revision Implementation Date/s	-

1. INTRODUCTION AND BACKGROUND

International Business University establishes clear expectations regarding program duration to support academic planning, student progression, and compliance with institutional and regulatory requirements. Defined completion timelines provide students with transparency regarding program expectations while allowing limited flexibility under exceptional circumstances.

2. PURPOSE

This policy provides guidelines for the completion timeline of the Master of Business Administration program at IBU.

3. POLICY STATEMENT

International Business University establishes a defined maximum time period for completion of graduate programs to ensure academic currency, program integrity, and student success, while permitting extensions only in extraordinary circumstances.

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.

5. DEFINITIONS

CONTINUOUS ENROLMENT

A mode of program delivery in which students may begin coursework and progress through the program without being restricted to a single annual intake cycle.

MAXIMUM TIME TO COMPLETION

The longest permissible period, measured from the start of a student's first class, within which all program requirements must be completed.

EXTRAORDINARY CIRCUMSTANCES

Exceptional, unforeseen, and documented situations beyond a student's reasonable control that materially impede timely program completion.

EXTENSION

A formally approved period beyond the maximum time to completion, granted under extraordinary circumstances and subject to review and approval.

PROGRAM START DATE

The date on which a student begins their first course in the program, from which completion timelines are calculated.

6. POLICY

The Master of Business Administration program is a 42-credit two-year degree program offered over 4 semesters. Students may complete the program in under 2 years as the University operates on a continuous enrolment basis. Students are required to complete the program within four years of starting their first class.

If a student needs longer than the stipulated time to complete the program, they may apply for an extension. Such an extension will only be considered in extraordinary circumstances and needs to be reviewed and approved by the Dean of the Program.

If the extension is denied, the student will be dismissed from the program and will need to reapply for admission. Students' prior completed coursework will be reviewed, and re-admission will be subject to the curriculum and graduation requirements in place at the time of re-applying.

7. ROLES AND RESPONSIBILITIES

STUDENTS

- Complete the program within the maximum allowable timeframe.
- Apply for an extension where extraordinary circumstances prevent timely completion.

DEAN OF THE PROGRAM

- Review and decide on extension requests.
- Determine outcomes related to dismissal and re-admission eligibility.

8. REVIEW

Review Date: August 28, 2025 (1st review)

9. COMPLIANCE PROCEDURES

Compliance with this policy is monitored through academic records maintained by the Office of the Registrar. Students exceeding the maximum completion period without an approved extension are subject to dismissal in accordance with this policy.

10. EVALUATION AND QUALITY ASSURANCE

This policy supports academic integrity, program quality, and regulatory compliance by ensuring timely program completion and consistent application of extension decisions.

11. RELATED DOCUMENTS

None