

## INTERNATIONAL BUSINESS UNIVERSITY (IBU)

### POLICY CONTROL

<b>Policy Number</b>	3012 (previously 114)
<b>Policy Title</b>	IBU Policy on Length of Completion, Undergraduate
<b>Policy Owner / Responsible Offices</b>	Office of the Registrar
<b>Approval Authority</b>	Academic Council
<b>Applies To</b>	Domestic and international undergraduate students registered in a program at IBU
<b>Approval Date</b>	June 7, 2021
<b>Effective Date</b>	June 2021
<b>Review Date/s</b>	August 30, 2023 (1st review); August 28, 2025 (2nd review)
<b>Revision Date/s</b>	-
<b>Revision Implementation Date/s</b>	-

### 1. INTRODUCTION AND BACKGROUND

International Business University establishes defined program completion timelines to support student academic planning, program integrity, and regulatory compliance. Clear expectations regarding maximum time to completion promote transparency, academic currency, and consistent application of progression requirements, while allowing limited flexibility under exceptional circumstances.

### 2. PURPOSE

This policy provides guidelines for the completion timeline of the Bachelor of Commerce (Honours) in International Management and Technology program at IBU.

### 3. POLICY STATEMENT

International Business University establishes a defined maximum period for completion of undergraduate programs to ensure academic integrity and timely progression, 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

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##### 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.

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##### EXTRAORDINARY CIRCUMSTANCES

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

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##### EXTENSION

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

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##### 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 Bachelor of Commerce (Honours) in International Management and Technology program is a 120-credit four-year degree program offered over 8 semesters. Students may complete the program in under 3 years as the University operates on a continuous enrolment basis. Students are required to complete the program within seven 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 Dates:

- August 30, 2023 (1st review)
- August 28, 2025 (2nd 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, consistency in program administration, and institutional quality assurance by ensuring timely completion of undergraduate programs and consistent application of extension decisions.

#### 11. RELATED DOCUMENTS

None.