

INTERNATIONAL BUSINESS UNIVERSITY (IBU)

Policy Number	3017 (previously 104-A)
Policy Title	Residency Policy for Graduates
Policy Owner / Responsible Offices	Office of the Registrar
Approval Authority	Academic Council
Applies To	All domestic and international students enrolled in graduate programs at IBU
Approval Date	March 2023
Effective Date	April 2023
Review Date/s	August 28, 2025 (1st review)
Revision Date/s	–
Revision Implementation Date/s	–

1. INTRODUCTION AND BACKGROUND

International Business University offers distinctive graduate programs while recognizing that students may bring prior academic learning from other accredited institutions. Residency requirements ensure that a significant portion of each graduate degree is completed through IBU instruction, maintaining academic integrity, program coherence, and institutional standards.

2. PURPOSE

Although most courses offered at International Business University (IBU) are unique to the university, in some cases a student may be eligible to apply credits earned at another accredited post-secondary institution to their IBU degree.

The purpose of this policy is to define the minimum number of credits a student must fulfill through courses taken at International Business University to meet the requirements for IBU's graduate degree.

3. POLICY STATEMENT

Graduate degree programs at International Business University require students to complete a minimum number of credit hours in residence at the University in order to qualify for graduation.

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

Residency

The requirement that a specified portion of a degree program be completed through courses taken directly at international business university.

Resident credit

Credit earned through courses delivered by international business university, including online courses offered by IBU.

Transfer credit

Credit awarded for coursework completed at another accredited post-secondary institution and accepted toward an IBU degree.

Letter of permission (lop)

Formal authorization allowing a student to complete a course at another accredited post-secondary institution for credit toward an IBU degree.

Final term

The concluding academic term of a graduate program, defined in this policy as the final capstone project required for program completion.

Capstone project

A culminating academic requirement, valued at six (6) credits, completed during the final term of an IBU graduate program.

6. POLICY

A graduate program at International Business University comprises a minimum of 42 credit hours. At least 21 of these credit hours, or 50% of the program, including the final term, must be completed in residence at IBU. 'Final term' refers to the final capstone project (6 Credits) required for program completion.

By exception and under extenuating circumstances a student may request the approval of the dean to complete their final 6 credit hour course on a Letter of Permission at another accredited post-secondary institution, subject to the overall residency requirement.

Online IBU courses are considered resident; approved transfer credits, credits awarded through course challenge and credits completed through exchange programs or on letter of permission do not qualify as resident.

7. ROLES AND RESPONSIBILITIES

- **Students:** Ensure compliance with residency requirements and seek approvals where applicable.
- **Office of the Registrar:** Administer residency assessments and maintain academic records.
- **Dean of the Program:** Review and approve exceptional requests related to Letters of Permission.

8. REVIEW

This policy has been reviewed on August 28, 2025 (1st review), and following reviews will be done once every 3 years or earlier if required by institutional or regulatory change.

9. COMPLIANCE PROCEDURES

Failure to meet the residency requirements outlined in this policy may result in ineligibility for graduation from an IBU graduate program.

10. EVALUATION AND QUALITY ASSURANCE

Residency compliance supports academic integrity, program coherence, and alignment with institutional and external quality assurance expectations.

11. RELATED DOCUMENTS

None.