

Policy Number	3001 (previously 104)
Policy Title	Residency Policy for Undergraduates
Policy Owner / Responsible Offices	Office of the Registrar
Approval Authority	Academic Council
Applies To	All domestic and international students enrolled in undergraduate programs at IBU
Approval Date	January 25, 2021
Effective Date	February 2021
Review Date/s	August 30, 2023 (1st review); August 28, 2025 (2nd review)
Revision Date/s	-
Revision Implementation Date/s	-

1. INTRODUCTION AND BACKGROUND

International Business University delivers distinctive undergraduate programs while recognizing that students may bring prior academic learning from other accredited post-secondary institutions. Residency requirements ensure that a substantial portion of undergraduate study is completed through IBU instruction, supporting academic integrity, program coherence, and institutional standards.

2. PURPOSE

The Residency policy defines the minimum number of credits a student must fulfill through courses taken at International Business University to meet the requirements for IBU's undergraduate degree.

The purpose of this policy is to define the undergraduate residency requirements at International Business University (IBU) by specifying the minimum number of academic credits that must be completed through courses taken directly at the University. While allowing for the transfer of eligible credits from other accredited post-secondary institutions, this policy ensures that IBU degrees reflect a substantial and coherent academic experience delivered under the University's curriculum and academic standards.

3. POLICY STATEMENT

Undergraduate 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 an undergraduate 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 an undergraduate program, defined in this policy as the final set of courses required for program completion.

Course Challenge

A mechanism through which a student may be awarded credit by demonstrating mastery of course outcomes without completing the course at IBU.

6. POLICY

An undergraduate program at International Business University comprises a minimum of 120 credit hours. At least 60 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 5 courses (15 credit hours) required for program completion.

By exception and under extenuating circumstances a student may request the approval of the dean to complete their final 3 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 undergraduate 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 30, 2023 (1st review) and August 28, 2025 (2nd review), and will be reviewed in the future within 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 undergraduate 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