

## INTERNATIONAL BUSINESS UNIVERSITY (IBU)

### POLICY CONTROL

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| <b>Policy Number</b>                      | 3010 (previously 110)  |
| <b>Policy Title</b>                       | Transfer Credit Policy   |
| <b>Policy Owner / Responsible Offices</b> | Office of the Registrar  |
| <b>Approval Authority</b>                 | Academic Council   |
| <b>Applies To</b>                         | All domestic and international students registered in a program at IBU |
| <b>Approval Date</b>                      | February 22, 2021  |
| <b>Effective Date</b>                     | February 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 (IBU) supports student mobility within Ontario, across Canada, and internationally. Consistent with sector principles on transferability of post-secondary learning, the University recognizes that students may complete relevant learning outside of IBU through formal education, experiential learning, or approved academic arrangements.

### 2. PURPOSE

International Business University (IBU) endorses the Council of Ontario Universities' General Principles on the Transfer of Credit and the principles of the Pan-Canadian Protocol on the transferability of University Credits developed by the Council of Ministers of Education, Canada. IBU supports student mobility and affirms that students should not be required to unnecessarily duplicate courses. The Transfer Credit policy outlines the

parameters under which credit may be granted for work completed outside of an IBU programs.

### 3. POLICY STATEMENT

IBU may grant transfer credit for eligible learning completed outside the University, subject to academic standards, program requirements, and residency regulations. Eligibility to apply for transfer credit does not guarantee approval.

### 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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#### TRANSFER CREDIT

Credit awarded by International Business University (IBU) for learning completed outside an IBU program that is deemed equivalent in level, content, and learning outcomes to IBU program requirements.

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#### ACCREDITED POST-SECONDARY INSTITUTION

An institution recognized by a competent governmental, regulatory, or quality assurance authority in its home jurisdiction as authorized to award post-secondary credentials.

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#### RESIDENCY REQUIREMENT

The minimum proportion of a program that must be completed through courses delivered by IBU, as defined in the Residency Policy, regardless of the amount of transfer credit granted.

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#### COURSE EQUIVALENCY

A determination that a course completed outside IBU is comparable in credit weight, academic level, content, and learning outcomes to an IBU course.

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#### ELECTIVE CREDIT

Transfer credit granted toward the elective requirements of an IBU program where no direct course equivalency exists, but the academic level and relevance are deemed appropriate.

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#### OFFICIAL TRANSCRIPT

A certified academic record issued directly by the awarding institution that documents courses taken, grades earned, and credential status.

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#### COURSE OUTLINE

An official document describing a course's learning outcomes, content, assessment methods, contact hours, and credit value, used to assess transfer credit eligibility.

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#### CLEAR ACADEMIC STANDING

A student status indicating that the student is not subject to academic probation, suspension, or other academic restrictions at the time of application.

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#### ACADEMIC RECORD

The official institutional record maintained by IBU that documents a student's enrolment history, transfer credits, grades, and academic standing.

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#### DEAN (OR DELEGATE)

The academic authority responsible for program oversight and academic decisions related to transfer credit, challenge credit, and letters of permission, or their formally designated delegate.

## 6. POLICY

Transfer credit may be granted for:

- a) courses previously completed at another accredited post-secondary institution,
- b) experiential learning not acquired through formal education (course challenge),
- c) courses completed by an IBU student on letter of permission at another accredited post-secondary institution, and
- d) courses completed through an approved student exchange program.

The approval of transfer credit is subject to degree, grade and program requirements, including the overall residency requirement (See Academic Policy: Residency). As programs may mandate that specific required courses be completed at IBU, eligibility to submit an application for transfer credit does not guarantee approval of the request.

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#### A) TRANSFER CREDIT FOR PREVIOUS STUDIES

At the time of admission, students may apply for transfer credit for courses they have already completed at another accredited post-secondary institution. Courses whose credit weight, content and learning outcomes are equivalent to courses required for an IBU program will be considered for transfer. Courses deemed appropriate for the elective requirements of an IBU program may also be considered.

To be eligible for consideration, courses must have been completed with minimum grades equivalent to the IBU grade of B / 73% (see Academic Policy: Grading).

Official transcripts and full course outlines must be submitted with each application for transfer credit. Official academic transcripts must be sent to IBU's Office of the Registrar directly from the issuing institution.

Applications for transfer credit must be submitted within 12 months of the beginning of the student's semester of admission. Approved transfer credits will be noted on the student's IBU academic record and included in their program. Original grades received for the transferred credits will not be recorded, nor will the transfer credits be included in calculation of grade point average.

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#### B) CHALLENGE CREDIT

To receive credit for learning acquired informally through work and life experience, a student who believes they have already met the learning outcomes of a course may submit a request for course challenge.

A request for a course challenge, accompanied by the required fees, must be submitted before the end of the first week of classes of the course in question. The student will then be required to submit evidence of their grounds for the course challenge. For instance, students should provide supporting documents to substantiate prior experience and learning acquired in the past.

If the Dean grants consent for the course challenge to proceed, a faculty member specialized in the knowledge domain will be assigned to assess the student's knowledge of the course matter and fulfillment of the learning outcomes.

If the challenge is unsuccessful, a notation to that effect will be noted in the student's records. Students may not challenge a course in which they have previously been enrolled at IBU or any other institutions, nor a course which they have previously unsuccessfully challenged. Not all courses may be challenged.

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#### C) LETTER OF PERMISSION

An IBU student with clear standing may request permission to take a course at another university for credit towards their IBU program. The course must be relevant to the student's program.

A full course outline must be submitted with the request for a letter of permission and the required fee at least 6 weeks before the start of classes and before the student registers for the desired course.

If the request for letter of permission is approved, the course will be recorded on the student's transcript, and the final grade will be recorded as Pass or Fail. The grade will not be included in the grade point average.

On completion of the course, the student must make arrangements to have an official transcript sent to IBU. Non-receipt of an official transcript for an approved letter of permission will result in a designation of the course as failed (F). Approval of a letter of permission does not guarantee enrolment.

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#### D) EXCHANGE PROGRAMS

Students with clear academic standing may submit an application to complete a full-time semester at another university offering a program similar to their IBU program.

Applications will be considered regardless of whether IBU has developed a formal agreement with the other university. Full course outlines must accompany the application.

On completion of their exchange program, students must make arrangements to have an official transcript sent to IBU. The final grades will be recorded in their student record as Pass or Fail and will not be included in the grade point average. Non-receipt of an official transcript for an approved exchange program will result in a designation of the courses as failed (F).

## 7. ROLES AND RESPONSIBILITIES

- **Office of the Registrar:** Receives, verifies, and processes transfer credit applications.
- **Deans / Academic Authorities:** Review academic equivalency and approve course challenges.
- **Students:** Submit complete applications, documentation, and required fees within stated timelines.

## 8. REVIEW

This policy will be reviewed in accordance with the University's approved policy review cycle of 3 years.

## 9. COMPLIANCE PROCEDURES

Transfer credit decisions must comply with institutional academic policies, residency requirements, and published program regulations.

## 10. EVALUATION AND QUALITY ASSURANCE

The Office of the Registrar will periodically review transfer credit decisions to ensure consistency, academic integrity, and alignment with institutional and sector standards.

## 11. RELATED DOCUMENTS

IBU Grading Policy, Graduates  
IBU Grading Policy, Undergraduates  
IBU Policy on Residency for Graduates  
IBU Policy on Residency for Undergraduates