

**INTERNATIONAL BUSINESS UNIVERSITY (IBU)**

**POLICY CONTROL**

<b>Policy Number</b>	3032
<b>Policy Title</b>	IBU Academic Consideration Policy
<b>Policy Owner / Responsible Offices</b>	Office of the Executive Dean & Vice President
<b>Approval Authority</b>	Academic Council
<b>Applies To</b>	All undergraduate and graduate students enrolled in programs at IBU
<b>Approval Date</b>	February 13, 2026
<b>Effective Date</b>	February 13, 2026
<b>Review Date/s</b>	Every three (3) years from approval date
<b>Revision Date/s</b>	-
<b>Revision Implementation Date/s</b>	-

**1. INTRODUCTION AND BACKGROUND**

International Business University (IBU) delivers professional business programs that are skills-based and experiential, emphasizing active student participation in seminar discussions, group work, presentations, and other applied learning exercises. In this academic environment, regular attendance and engagement with course requirements are foundational to student success and the integrity of program delivery.

At the same time, IBU recognizes that students may experience unforeseen and unavoidable circumstances that temporarily affect their ability to meet academic obligations. This policy provides an institutional framework through which such circumstances may be addressed in a manner that balances compassion, academic integrity, fairness, and consistency.

## 2. PURPOSE

This policy provides guidance for Academic Consideration at IBU, referring to a student's request to be absent from class on a temporary basis. IBU delivers professional business programs that are skills-based and experiential, emphasizing student participation in seminar discussions, group work, presentations, and other exercises. In this learning environment, student attendance to course requirements is a priority.

The purpose of this policy is to establish a clear, fair, and transparent framework for evaluating and responding to requests for Academic Consideration while maintaining academic standards. It ensures that students experiencing legitimate extenuating circumstances are supported appropriately, that instructors apply discretion consistently and ethically, and that institutional expectations regarding academic responsibility and integrity are upheld.

## 3. POLICY STATEMENT

The Academic Consideration Policy will create a learning environment for students that is respectful of their unforeseen needs and extenuating circumstances while also ensuring the academic integrity and standards of IBU's various programs and courses.

## 4. APPLICABILITY

This policy applies to all undergraduate and graduate students enrolled at International Business University. It governs the circumstances under which students may request flexibility due to extenuating, temporary circumstances and lays out the institutional expectations for documentation, timelines, and decision-making.

This policy does not cover ongoing accessibility needs. Students seeking assistance with ongoing or permanent requests for accessibility needs may refer to the *IBU Academic Accommodations Policy*.

## 5. DEFINITIONS

**Academic Consideration:**

Academic flexibility granted due to unexpected circumstances. Such Considerations are divided into *Short-Term* and *Extended*.

- a) **Short-Term Consideration:** A request covering up to 72 hours, supported by a statement of Self-Attestation.
- b) **Extended Consideration:** Requests beyond 72 hours, requiring supporting documentation focused on Functional Limitation.

**Academic Accommodation:**

A predetermined and individualized adaptation that adjusts the way a student with accessibility needs accesses curriculum and course materials, participates in the academic and non-academic components of a program, and is assessed (quizzes, exams, assignments). Academic Accommodations have the purpose of ensuring that a student with accessibility needs can meet the learning outcomes of a course or program.

**Self-Attestation:**

A written declaration submitted by a student explaining the reason for any Short-Term Consideration. A medical note is not required or accepted under these circumstances.

**Functional Limitation Document:**

A document that outlines the effects of any condition that would impede a student's ability to attend regular classes longer than 72 hours. In the event the functional limitation is medical in nature, any such document would not reveal a medical diagnosis.

**Extenuating Circumstances:**

Unexpected events that would impact a student's academic performance. Such circumstances are understood to be temporary.

**Screening:**

Initial review ensuring request completeness and matching all documentation rules.

**Academic Operations & Quality Assurance Office (AOQA):**

The institutional unit responsible for receiving, reviewing, and managing cases related to grade appeals and academic integrity violations. It oversees compliance with procedures and ensures the quality of the process.

**Academic Council Sub-Committee:**

A university body that conducts the final review of complex cases or escalated appeals. It has the authority to confirm, modify, or overturn previous decisions.

## **Student Support Services (Student Services):**

The institutional unit responsible for receiving, screening, managing, and documenting Extended Academic Considerations. Student Support Services is responsible for maintaining the Academic Considerations Log.

### **Academic Considerations Log:**

A list of all requests for Extended Academic Considerations, retaining copies of Functional Limitation Documentation.

## **6. POLICY ELIGIBILITY & PRINCIPLES**

Students may submit a request when experiencing illness, injury, family emergencies, personal crises, or other unanticipated events affecting academic participation. The university is committed to offering reasonable, equitable, and timely academic flexibility while maintaining academic standards.

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### **6.1 DOCUMENTATION REQUIREMENTS**

Short-Term Considerations of 72 hours or less require a statement of Self-Attestation; however, a medical note is neither required nor permitted.

All Considerations beyond 72 hours require a Functional Limitation Document that does not contain a medical diagnosis. At no point will IBU require or request a medical diagnosis for an Academic Consideration request.

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### **6.2 EXPECTATIONS AND LIMITATIONS**

IBU does not guarantee Academic Considerations. Students are expected to receive approval for all requests prior to any absences from class activities or assessments (when reasonable). Any requests for Academic Considerations are received in good faith with the expectation that students provide truthful information to support their requests.

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### **6.3 DECISION-MAKING AUTHORITY**

Decisions on Academic Considerations lie primarily with the student's designated instructor(s). Extended Academic Considerations are vetted by representatives of Student Services to support an instructor's decision-making. The Academic Council may retain decision-making authority in cases where the original decision requires support and/or review.

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### **6.4 PRINCIPLE OF CONFIDENTIALITY**

IBU remains committed to maintaining the confidentiality of all information collected and used under this policy. All data collected during an Academic Consideration Request is governed by the guidelines found in the IBU *Privacy Policy*.

## 7. ROLES AND RESPONSIBILITIES

### **Student:**

- Submitting Academic Consideration requests to their instructor.
- Providing all necessary supporting documentation (e.g., Self-Attestation) at the time of their Consideration request.
- Responding to faculty and Student Services requests, as necessary, to provide any additional information to support their Consideration request.
- Abiding by any decision made with regards to their Consideration request.

### **Faculty:**

- Receive, review, and respond to a student's request for Academic Consideration
- Forwarding Functional Limitation Documentation to Student Services for additional vetting and review.
- Integrating relevant findings from Student Services into decisions regarding a student's Extended Academic Consideration request.

### **Student Services**

- Vetting all Functional Limitation Documentation and student history surrounding any Extended Consideration request.
- Documenting all Extended Consideration requests and maintaining an Academic Considerations Log, along with retaining all relevant documentation.

### **Academic Council Sub-Committee:**

- Acting as the highest and final instance of the Academic Consideration review procedure.
- Reviewing the case summaries and case files in preparation for any review meeting.
- Attending and participating in the review meeting, making decision motions, voting, and reaching a decision consensus.
- Making the final decision on a case and, if necessary, devising an action plan and/or other provisions.

## 8. REVIEW

This policy shall be reviewed on a regular basis to ensure continued relevance, regulatory compliance, and alignment with institutional academic practices and applicable

requirements as referenced within the policy. The standard review cycle for this policy is every three (3) years, or earlier if required due to regulatory change or institutional need.

## 9. COMPLIANCE PROCEDURES

Compliance with this policy is mandatory. Failure to adhere to established procedures for requesting or administering Academic Consideration may result in denial of requests or academic consequences in accordance with applicable IBU policies.

## 10. EVALUATION AND QUALITY ASSURANCE

IBU ensures consistent application of this policy through academic oversight, instructor training, periodic policy review, and alignment with institutional quality assurance frameworks.

## 11. RELATED DOCUMENTS

- IBU Grade Appeals Policy
- IBU Academic Accommodations Policy
- IBU Privacy Policy