

## INTERNATIONAL BUSINESS UNIVERSITY (IBU)

### POLICY CONTROL

<b>Policy Number</b>	3020 (previously 103 (A))
<b>Policy Title</b>	Grading Policy, Graduate
<b>Policy Owner / Responsible Offices</b>	Office of the Registrar
<b>Approval Authority</b>	Academic Council
<b>Applies To</b>	All domestic and international graduate students registered in a program at IBU
<b>Approval Date</b>	March 2023
<b>Effective Date</b>	May 2023
<b>Review Date/s</b>	March 2026
<b>Revision Date/s</b>	-
<b>Revision Implementation Date/s</b>	-

### 1. INTRODUCTION AND BACKGROUND

International Business University (IBU) assesses graduate student academic performance using standardized grading metrics that reflect achievement of course learning outcomes. This policy establishes grading standards for graduate programs to ensure academic rigor, transparency, consistency, and alignment with program-level expectations.

### 2. PURPOSE

The purpose of this policy is to establish appropriate, universally applied metrics for assessing student academic performance at a graduate level.

### 3. POLICY STATEMENT

Grades reflect a student's grasp of the learning outcomes of a course. Most final grades must be submitted as percentages. Courses where work is solely evaluated through a practical exercise (problem, case, or presentation) may be assessed with pass/fail grades. Individual course assignments may be assessed with percentage grades or, in the case of practical exercises, with pass/fail grades.

#### 4. APPLICABILITY

This policy applies to all domestic and international students registered in a graduate program at IBU. This policy is available to all past, current, and prospective domestic and international students of IBU.

#### 5. DEFINITIONS

##### **Letter Grades**

Alphabetic indicators of student performance used in conjunction with percentage grades and grade point values.

##### **Grade Point Average (GPA / CGPA / TGPA)**

Numerical representations of academic performance calculated using assigned grade point values.

##### **FNA (Failure – Non-Attendance)**

A failure designation assigned when a student has abandoned a course without formal withdrawal.

#### 6. POLICY

##### 6.1 GRADING METHODOLOGY

IBU uses a letter-grade system for graduate programs. Grades reflect achievement of course learning outcomes. Most final grades must be submitted as percentages. Courses evaluated solely through practical exercises may be assessed using pass/fail grades.

The minimum passing grade for all individual MBA courses is B- (70%). Students are required to maintain a minimum B average to remain in good academic standing and continue in the MBA program.

To be eligible for graduation, students must achieve a minimum cumulative grade point average (CGPA) of 3.0.

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## 6.2 LETTER GRADES, PERCENTAGE CONVERSION, GRADE POINTS, AND DESCRIPTORS

<b>Letter Grade</b>	<b>Conversion of Letter Grades</b>	<b>Grade Points</b>	<b>Descriptor</b>
<b>A+</b>	90–100%	4.33	Excellent or Outstandingly Strong
<b>A</b>	85–89.9%	4.0	Evidence of original thinking; good organization; capacity to analyze and synthesize; superior grasp of subject matter with sound critical evaluations; evidence of extensive knowledge base
<b>A-</b>	80–84.9%	3.67	
<b>B+</b>	77–79.9%	3.33	Good/Satisfactory: Evidence of grasp of subject matter; evidence of critical capacity and analytic ability; reasonable understanding of relevant issues; evidence of familiarity with literature
<b>B</b>	73–76.9%	3.0	
<b>B-</b>	70–72.9%	2.67	
<b>F</b>	0–69.9%	0.0	Inadequate: Little evidence of even superficial understanding of subject matter; weakness in critical and analytic skills; limited or irrelevant use of literature
<b>FNA</b>	Nil	0.0	Failed for Non-Attendance

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## 6.3 ACADEMIC STANDING CATEGORIES

Each student's academic standing is determined at the end of each academic term based on formal course grades, as follows:

### CLEAR STANDING

A cumulative grade point average (CGPA) of at least 3.00 (out of 4.33). Students with Clear Standing may continue program studies with no restrictions.

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## PROBATIONARY STANDING

A cumulative grade point average (CGPA) of 2.7 or less.

Students with Probationary Standing must:

- Meet with a representative from their department
- Sign a Probationary Contract outlining a plan of study and required support sessions
- Take a reduced course load

Failure to sign the Probationary Contract by the last date to add courses results in deregistration and Required to Withdraw (RTW) standing.

Students may continue if they achieve a term GPA (TGPA) of 3.00 or higher and meet all contract terms. Failure results in RTW.

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## REQUIRED TO WITHDRAW (RTW)

Students will be required to withdraw if:

- CGPA is less than 2.7 (except first-semester students)

Students required to withdraw:

- Are ineligible for reinstatement for twelve (12) months
- May request permission to continue on probation in limited circumstances
- Must achieve a CGPA of 3.00 to avoid RTW
- Are placed on probation upon reinstatement

Failure to meet probationary conditions after reinstatement results in Permanent Program Withdrawal.

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## PERMANENT PROGRAM WITHDRAWAL

Students will be permanently withdrawn for:

- A second instance of Required to Withdraw standing
- Failure of a required course for a third time
- Failure to meet the terms of a Probationary Contract after reinstatement

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## 6.4 GRADUATION REQUIREMENTS (MBA – TIE)

To graduate, MBA in TIE students must:

- Complete 42 prescribed credit hours
- Achieve a program GPA of 3.0 or higher
- Include up to 50% transfer credits from other graduate programs

## 7. ROLES AND RESPONSIBILITIES

<b>Role</b>	<b>Responsibilities</b>
<b>Instructor</b>	Assigns grades in accordance with this policy
<b>Office of the Registrar</b>	Maintains official academic records; calculates academic standing
<b>Academic Council</b>	Approves grading policy and standards

## 8. REVIEW

This policy is reviewed in accordance with Academic Council requirements.

## 9. COMPLIANCE PROCEDURES

All grading and academic standing determinations must comply with this policy. Deviations must be formally approved through academic governance channels.

## 10. EVALUATION AND QUALITY ASSURANCE

These grading and academic standing policies ensure that graduate students meet program standards and understand the progressive consequences of academic performance. The framework supports early intervention, structured student support, retention improvement, and academic accountability.

## 11. RELATED DOCUMENTS

None