

INTERNATIONAL BUSINESS UNIVERSITY (IBU)

POLICY CONTROL

Policy Number	3011 (previously 113)
Policy Title	Policy on Continuous Enrolment
Policy Owner / Responsible Offices	Office of the Registrar
Approval Authority	Academic Council
Applies To	All domestic and international students registered in a program at IBU
Approval Date	June 7, 2021
Effective Date	June 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 (IBU) requires students to maintain continuous enrolment in their academic programs in order to retain active student status. This policy establishes institutional expectations regarding continuity of study and clarifies the circumstances under which students may be required to seek re-admission following an extended absence from their program.

2. PURPOSE

This policy provides guidelines for retaining student status at International Business University and defines the maximum time frame that a student may be away from their program of study on a continuous basis without being required to seek re-admission.

3. POLICY STATEMENT

International Business University expects students to maintain continuous enrolment in their academic programs. Students who interrupt their studies beyond an approved or allowable period will be required to apply for re-admission and will be subject to the academic regulations in effect at the time they resume their studies.

4. APPLICABILITY

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

5. DEFINITIONS

Continuous Enrolment:

The uninterrupted registration of a student in an academic program at International Business University, excluding approved periods of temporary absence where applicable.

Leave of Absence:

A formally approved period during which a student is permitted to temporarily suspend studies without withdrawing from their program.

Voluntary Withdrawal:

A student-initiated decision to discontinue studies and withdraw from an academic program.

Required Withdrawal:

A withdrawal initiated by the University due to academic, administrative, or regulatory reasons.

6. POLICY

Students who have been absent from study at International Business University for a period exceeding twelve (12) consecutive months since their last attendance at the University are

required to seek re-admission, regardless of whether they intend to return to their original program or enter a new program of study.

An extended absence may result from:

- Taking a leave of absence
- Undertaking a voluntary withdrawal
- Being required to withdraw

In all cases, once a student is re-admitted to their original or a new program of study, they will be governed by the academic regulations, program requirements, and policies set out in the Academic Calendar for the academic year in which they resume studies at International Business University.

7. ROLES AND RESPONSIBILITIES

Office of the Registrar

- Monitors student enrolment status and continuity of registration
- Advises students of re-admission requirements following extended absence
- Processes applications for re-admission in accordance with this policy

Students

- Maintain awareness of enrolment status and continuity requirements
- Seek guidance from the Office of the Registrar prior to or following any interruption in studies

8. REVIEW

This policy shall be reviewed periodically to ensure continued alignment with institutional academic standards, regulatory requirements, and student progression practices.

9. COMPLIANCE PROCEDURES

Students who exceed the maximum allowable period of absence without maintaining continuous enrolment must apply for re-admission in accordance with university procedures specified in the *Re-admissions Policy and Re-admissions Procedures*.

Failure to comply with the above mentioned policy may result in the loss of student status and the inability to register in courses until re-admission is approved.

10. EVALUATION AND QUALITY ASSURANCE

The effectiveness of this policy is monitored through analysis of enrolment continuity, re-admission trends, and student progression data.

Findings inform updates to academic regulations and student support practices.

11. RELATED DOCUMENTS

- Academic Calendar
- Re-admissions Policy
- Re-admissions Procedure