



IBA California

ADMISSION REQUIREMENTS AND POLICIES

A structured catalog for online business education, institutional policies, academic programs, tuition, admissions, and student services.

➤ ADMISSION REQUIREMENTS AND POLICIES

Application for Admission

All prospective students seeking admission to IBA California must submit a completed **Application for Admission**, along with required supporting documentation for evaluation.

Required Documents

Applicants must provide:

- Completed Application Form
- Official Academic Transcripts from a recognized institution
- Copy of Government-Issued Identification
- Curriculum Vitae (CV) / Professional Resume (mandatory for DBA applicants; recommended for MBA applicants)
- Statement of Purpose (for DBA applicants)

An application will not be reviewed until all required documents and the applicable **application fee (if any)** have been submitted.

Minimum Admission Requirements Master of Business Administration (MBA)

Applicants must:

- Hold a **Bachelor's degree** from an institution recognized by the U.S. Department of Education or an equivalent international authority
- Demonstrate sufficient academic preparation to complete graduate-level coursework

Applicants with degrees in non-business disciplines may be required to complete **foundation modules** or demonstrate relevant professional experience.



Doctor of Business Administration (DBA)

Applicants must:

- Hold a Master's degree (MBA or related field preferred) from a recognized institution
- Submit a current professional resume (CV)
- Submit a Statement of Purpose outlining research interests and professional goals

Additional evaluation (e.g., interview or research proposal) may be required.

Evaluation of International Credentials

Applicants with non-U.S. academic qualifications must provide a course-by-course evaluation from a recognized credential evaluation service.

National Association of Credential Evaluation Services (NACES) member agencies are recommended.

- Transcripts not in English must be accompanied by **certified translations**
- The institution reserves the right to request additional verification

Personal Interview (If Required)

An applicant may be invited to participate in an **admissions interview**, conducted via:

- Video conferencing, or
- Telephone

The purpose is to assess:

- Academic readiness
- Professional background
- Program suitability

Acceptance Process

After review of the application and supporting documentation:

- Applicants will be notified of acceptance or denial
- Accepted applicants will receive:
 - Enrollment instructions
 - Tuition and fee information
 - Any additional requirements prior to enrollment

Enrollment is considered complete only after:

- Submission of all required documentation
- Execution of the Enrollment Agreement
- Payment of applicable fees

IBA California reserves the right to **deny admission** to any applicant who does not meet institutional standards.

Non-Discrimination Policy

IBA California is committed to providing equal educational opportunities and does not discriminate on the basis of:

- Race
- Color
- National origin
- Religion
- Gender
- Age
- Disability
- Sexual orientation
- Or any other characteristic protected under applicable law

This policy is enforced in accordance with **federal and state regulations**.

Distance Education and Residency Requirements

All programs at IBA California are delivered **100% online**.

- No physical attendance or on-campus residency is required
- Students access coursework through the institution's Learning Management System (LMS)
- Administrative offices are maintained for institutional operations only

Students residing outside the United States:

- Receive all instruction, communication, and assessments electronically

Licensure and Certification Disclosure

The MBA and DBA programs offered by IBA California are **academic degree programs**.

- These programs are **not designed to meet specific professional licensure requirements**
- Requirements for professional licensure vary by jurisdiction

Students seeking licensure or certification are advised to contact the appropriate regulatory authority in their intended jurisdiction prior to enrollment.



Program Duration and Time Limits

Programs are designed to be flexible and suitable for working professionals, within defined academic timeframes:

MBA Program

- Minimum duration: **12 months**
- Maximum duration: **5 years**

DBA Program

- Minimum duration: **3 years**
- Maximum duration: **7–10 years** (as defined in the program structure)

Enrollment Status

Enrollment status is defined as follows:

MBA Program

- Full-time: Minimum of **6 courses per year**
- Part-time: Minimum of **3 courses per year**

DBA Program

- Full-time: Minimum of **4 courses per year**
- Part-time: Minimum of **2 courses per year**

Satisfactory Academic Progress (SAP) – Time and Completion

Students must demonstrate continuous academic progress to remain in good standing.

Minimum Progress Requirement

- Completion of at least **one course every six (6) months**

Extensions

- Students may request a **90-day extension**, subject to approval
- A maximum of **three consecutive extensions** may be granted

Failure to maintain progress may result in:

- Academic Warning
- Academic Hold
- Dismissal from the program

Financial Standing Requirement

Students must remain in **good financial standing**:

- Students must remain in good financial standing:
 - Suspension of access to coursework
 - Academic or Financial Hold

Students may remain on hold for up to one year, after which:

- Failure to resolve the issue may result in dismissal

