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| <br>AMERICAN INTERNATIONAL UNIVERSITY<br>الجامعة الأمريكية الدولية | Policy Main Title  | Academic Policies and Procedures Policy | Effective Date   | 14/06/2026              |
|                                                                                                                                                     | Category           | Academic                                | Last Review date |                         |
|                                                                                                                                                     | Policy Number      | ACA-001                                 | Next Review date | 14/06/2029              |
|                                                                                                                                                     | Responsible Entity | Vice President for Academic Affairs     | Approved By      | Chair Board of Trustees |

## Overview

American International University maintains a structured, transparent, and governance-informed framework for the development, review, approval, implementation, revision, and retirement of all academic policies and procedures. Academic policies are the instruments through which AIU's educational standards, academic integrity, curriculum requirements, assessment practices, and faculty responsibilities are formalized and communicated. Without a coherent, current, and well-governed policy framework, an institution cannot demonstrate that its academic practices are deliberate, evidence-based, and consistently applied.

This policy establishes the governance framework for academic policy management at AIU. It defines the hierarchy of academic governance instruments, the roles of each governance body in policy development and approval, the process by which new policies are proposed and developed, the consultation and Faculty Council review requirements, the Presidential approval process, and the publication, review, and retirement cycle that keeps AIU's academic policies current and effective. It is the meta-policy, the policy that governs how all other academic policies are made.

This policy is consistent with the shared governance principles established in FAC-001 (Faculty Council Charter), the Board authority framework in GOV-001 (Board of Trustees Charter), and the Presidential authority and delegation provisions of GOV-004. It applies to all ACA-series policies and to any academic policy developed under AIU's academic governance structure.

## Scope

This policy applies to all academic policies, academic regulations, academic procedures, academic standards, and academic guidelines governing teaching, learning, curriculum, assessment, academic integrity, faculty academic responsibilities, student academic matters, and academic quality assurance activities at AIU. It applies to all academic units, schools, departments, faculty members, academic administrators, committees, and governance bodies involved in the development, implementation, or administration of academic policies, including the Faculty Council, all Deans, Department Chairs, the Registrar, and all VPAA-reporting units.

## Purpose

The purposes of this policy are to:

- Establish a consistent, transparent, and auditable process for the creation, consultation, approval, communication, implementation, review, and retirement of academic policies
- Define the academic governance hierarchy that governs how instruments at different levels interact and what takes precedence in cases of conflict
- Clarify the respective roles and responsibilities of the Board of Trustees, the President, the VPAA, the Faculty Council, Policy Owners, Deans, and Legal Counsel in academic policy governance
- Establish which academic policy categories require Faculty Council review and whether that review is binding or advisory, consistent with FAC-001.

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- Define the Interim Academic Policy mechanism that allows AIU to respond quickly to urgent governance needs without bypassing core consultation requirements
- Establish the publication, repository, and communication standards that make academic policies genuinely accessible to all affected parties
- Define the review, revision, and retirement cycle that keeps AIU's academic policy framework current, effective, and aligned with accreditation expectations
- Demonstrate compliance with institutional integrity, independent Board governance, effective faculty governance, and quality assurance and continuous improvement.

### Definitions and Abbreviations

**Academic Policy:** A formally approved statement establishing principles, requirements, responsibilities, or standards governing academic activities and operations of AIU. Academic policies are binding on the university community and are approved at the Presidential or Board level as specified in this policy.

**Academic Procedure:** A documented process describing how a specific academic policy is implemented or administered in practice. Procedures give effect to policies and are maintained by the relevant Policy Owner. Procedures do not create new policy obligations.

**Academic Regulation:** A mandatory academic requirement governing academic conduct, progression, assessment, curriculum, or student academic standing. Regulations derive their authority from an approved academic policy and are published in the Academic Catalogue and Student Handbook.

**Academic Guideline:** A recommended practice or advisory document supporting the implementation of an academic policy or procedure. Guidelines do not impose binding obligations but represent AIU's articulated best practice in a given area.

**Policy Owner:** The academic administrator, typically a Dean, Department Chair, Director, or the VPAA, designated as responsible for the development, implementation, periodic review, and maintenance of a specific academic policy

**Faculty Council:** The representative academic governance body of AIU established under FAC-001, responsible for reviewing and providing binding or advisory recommendations on academic policies within its jurisdiction. References to Faculty Council in this policy are references to the body constituted under FAC-001.

**Interim Academic Policy:** A temporary academic policy approved by the President to address urgent operational, regulatory, accreditation, or academic matters requiring immediate action before the standard policy development process can be completed.

**Shared Governance:** A collaborative decision-making process in which faculty, academic administrators, and other appropriate stakeholders participate genuinely in the development and review of academic matters, while recognizing the ultimate approval authority of the President and the Board as established in AIU's governance documents. Shared governance is substantive, not ceremonial.

**Academic Policy Repository:** The centralized institutional system, maintained by the VPAA's office, in which all current and approved academic policies are stored and made accessible to the university community.

**Academic Policy Review Committee:** A standing advisory committee supporting the VPAA in evaluating policy proposals, coordinating consultation, and reviewing consistency across the academic policy framework. Composition and terms of reference are determined by the VPAA.

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**Academic Affairs Committee:** A standing committee of the Board of Trustees responsible for overseeing academic quality and accreditation and receiving annual Faculty Council and academic governance reports.

## Policy

### Article 1: Authority for Academic Policies

Academic policy authority at AIU operates within the governance hierarchy established by the Board Charter, the Presidential authority framework, and the shared governance provisions of this policy and FAC-001.

- The President holds final approval authority for all academic policies unless such authority is expressly reserved to the Board of Trustees by the Board Charter, Board Bylaws, or applicable law.
- The Board of Trustees retains approval authority for: governance policies; policies expressly reserved to the Board by its Charter or Bylaws; and policies required by Board resolution or applicable law, including major academic program discontinuation.
- The President may delegate administrative responsibilities associated with policy development and implementation to the VPAA or other officers, but may not delegate final approval authority unless specifically authorized by Board resolution.
- The Vice President for Academic Affairs is responsible for overseeing the academic policy framework, ensuring compliance with this policy, managing the policy development and consultation process, and maintaining the Academic Policy Repository.
- The Faculty Council exercises binding or advisory authority over academic policies within its jurisdiction as specified in Article 5 and in FAC-001. Faculty Council binding recommendations on academic standards, curriculum, and related matters carry real governance weight, the President documents justification where declining to adopt a Faculty Council recommendation in matters within its binding jurisdiction, consistent with GOV-004 Article 5.

### Article 2: Academic Policy Hierarchy

Academic policies at AIU exist within a hierarchy of governance instruments. All academic policies must be consistent with instruments at higher levels. Where a conflict exists between instruments at different levels, the higher level prevails. Policy Owners are responsible for identifying and resolving conflicts between policies at the same level through the consistency review process in Article 9.

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| Level | Instrument                             | Description and Authority                                                                                                                                                                                                                   |
|-------|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1     | <b>Applicable Laws and Regulations</b> | Kuwait laws, PUC regulations, and applicable international legal obligations. No University policy may contradict binding law or regulation.                                                                                                |
| 2     | <b>Board Charter and Bylaws</b>        | The foundational governance documents of AIU adopted by the Board of Trustees. All institutional policies must be consistent with these documents.                                                                                          |
| 3     | <b>Board Policies</b>                  | Policies adopted by the Board that govern institutional matters expressly reserved to the Board, including governance, financial sustainability, major academic program decisions, and policies required by accreditation.                  |
| 4     | <b>Presidential Policies</b>           | Policies approved by the President within the authority delegated by the Board. Govern institutional operations, administrative practice, and cross-cutting matters not expressly reserved to the Board.                                    |
| 5     | <b>Academic Policies</b>               | Policies governing academic activities, standards, and quality — developed through shared governance consultation and approved by the President or the Board where required. This policy and all ACA-series policies operate at this level. |
| 6     | <b>Academic Procedures</b>             | Documented processes describing how a specific academic policy is implemented or administered. Procedures are developed by the relevant policy owner and do not require presidential approval unless they modify the substance of a policy. |
| 7     | <b>Academic Guidelines</b>             | Recommended practices or advisory documents supporting policy and procedure implementation. Guidelines do not impose binding obligations but represent best practice within AIU's academic context.                                         |

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The VPAA maintains a visual map of AIU's current academic policy framework, organized by hierarchy level and subject area, updated whenever a policy is adopted, revised, or retired. The map is published in the Academic Policy Repository and reviewed by the Board Academic Affairs Committee annually.

### Article 3: Roles and Responsibilities

Effective academic policy governance requires clarity about who is responsible for each phase of the policy lifecycle. The following table defines the primary responsibilities of each role:

| Role                                              | Responsibilities in Academic Policy Governance                                                                                                                                                                                                                                         |
|---------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Board of Trustees</b>                          | Approves policies expressly reserved to the Board; approves major academic program decisions upon Faculty Council recommendation; receives annual Academic Policy Status Report through the Board Academic Affairs Committee                                                           |
| <b>President</b>                                  | Holds final approval authority for all academic policies not expressly reserved to the Board; approves Interim Academic Policies; may return any policy for further review; documents rationale where declining a Faculty Council recommendation                                       |
| <b>Vice President for Academic Affairs (VPAA)</b> | Oversees the academic policy framework; evaluates proposals; manages the policy development and consultation process; forwards Faculty Council recommendations to the President; maintains the Academic Policy Repository; coordinates policy communication and implementation         |
| <b>Faculty Council</b>                            | Reviews and provides recommendations on academic policies within its jurisdiction (defined in Article 5); recommendations are documented and forwarded to the President through the VPAA; holds binding authority over academic standards, curriculum, and related matters per FAC-001 |

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| <b>Academic Policy Review Committee</b> | Supports the VPAA in evaluating proposals; coordinates multi-stakeholder consultation; reviews consistency across the policy framework; advises on accreditation implications |
| <b>Policy Owner</b>                     | The academic administrator designated as responsible for a specific policy; leads development and consultation; monitors implementation and effectiveness; initiates reviews  |
| <b>Deans and Department Chairs</b>      | Consult on policies affecting their Schools; ensure implementation within their areas; communicate policy changes to faculty, staff, and students                             |
| <b>Legal Counsel</b>                    | Provides legal review for compliance with Kuwait law and regulatory requirements; advises on liability, contractual, and rights implications                                  |

#### Article 4: Proposal of New Academic Policies

Any member of the AIU university community, faculty, staff, student, or administrator, may submit a proposal for a new academic policy or a significant revision of an existing policy. Proposals are not limited to academic administrators; the shared governance commitment requires that all members of the community can initiate policy dialogue.

##### 1. Proposal Submission and Content

Proposals are submitted in writing to the VPAA. A proposal must include:

- The purpose and rationale for the proposed policy, including the problem or need it addresses
- A statement of institutional need — why an academic policy rather than a guideline or procedure is the appropriate instrument
- The anticipated impact on students, faculty, staff, and academic operations
- The relationship to existing policies, including any policies that would be modified, superseded, or retired if the proposal is adopted
- Any accreditation, regulatory, strategic planning, or legal considerations
- A proposed Policy Owner if the proposer is not seeking to own the policy themselves

##### 2. VPAA Initial Evaluation

The VPAA evaluates each proposal with support from the Academic Policy Review Committee, considering:

- Institutional need and rationale

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- b. Alignment with AIU's mission, strategic priorities, and academic quality objectives
- c. Impact on academic quality, student success, and accreditation standing
- d. Consistency with existing University policies and the governance hierarchy
- e. Compliance with accreditation standards, applicable laws, and University governance requirements
- f. Whether an Interim Academic Policy may be required pending full development

Following evaluation, the VPAA communicates one of three decisions to the proposer within two months of submission, excluding official University breaks: authorize policy development; request additional information or modifications before a decision; or decline the proposal with written reasons. Where the VPAA declines, the proposer may request that the Faculty Council consider referring the matter to the President, the Faculty Council may choose to exercise its advisory role to recommend policy development even where the VPAA has declined.

#### **Article 5: Faculty Council Review- Mandatory and Advisory**

The following categories of academic policy require Faculty Council review and recommendation before Presidential approval. The table specifies whether the Faculty Council's authority in each category is binding or advisory, consistent with FAC-001 Article 5.

| <b>Academic Policy Category Requiring Faculty Council Review</b>                                            | <b>FC Authority</b> |
|-------------------------------------------------------------------------------------------------------------|---------------------|
| <b>Curriculum policies degree content, credit requirements, prerequisite structures</b>                     | Binding             |
| <b>Academic standards grading scales, GPA thresholds, probation and dismissal criteria</b>                  | Binding             |
| <b>Academic integrity policies definitions, procedures, and sanctions</b>                                   | Binding             |
| <b>Assessment policies SLO framework, assessment cycle, evidence standards, close-the-loop requirements</b> | Binding             |

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| <b>Program creation, modification, suspension, or discontinuation academic rationale</b>         | Binding (rationale); President approves; Board approves discontinuation |
| <b>General education requirements — content, credit allocation, and rationale</b>                | Binding                                                                 |
| <b>Faculty academic responsibilities teaching loads, scholarly activity, service obligations</b> | Binding                                                                 |
| <b>Academic freedom policies scope, protections, and due process</b>                             | Binding (cannot be modified without Board action per ACA-002)           |
| <b>Faculty qualification standards minimum credential requirements by rank and field</b>         | Binding                                                                 |
| <b>Other academic governance policies identified by the VPAA</b>                                 | Advisory unless VPAA designates Binding                                 |
| <b>Annual institutional budget priorities affecting academic programs</b>                        | Advisory                                                                |
| <b>Faculty hiring priorities by School and discipline</b>                                        | Advisory                                                                |
| <b>Strategic plan priorities with academic implications</b>                                      | Advisory                                                                |
| <b>Facilities and technology investments affecting academic delivery</b>                         | Advisory                                                                |

Faculty Council recommendations are documented in writing, adopted by vote of the Council, and forwarded to the VPAA within five working days of the Council's determination. The recommendation

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document must state: the vote count; the nature of the recommendation (endorse / endorse with modification / decline to endorse); the reasoning; and any dissenting views submitted for the record.

Where the President declines to adopt a Faculty Council recommendation in a matter within binding jurisdiction, the President documents the specific grounds in writing and communicates the decision to the Faculty Council Chair within 20 working days. This documentation is retained as an official governance record and reported in the Annual Faculty Council Report to the Board Academic Affairs Committee, consistent with FAC-001 Article 8.

## Article 6: Policy Development and Consultation

Upon VPAA authorization to proceed with policy development, the designated Policy Owner leads a structured development and consultation process. Policy development is a genuine consultation exercise not a process of seeking post-hoc endorsement of a pre-determined text.

### 1. Development Process

The Policy Owner drafts the policy in consultation with the relevant stakeholders from the following list as appropriate to the policy's subject matter:

- Academic units: Deans and Department Chairs whose programs are affected
- Student Affairs: where student academic rights or student life are implicated
- Institutional Effectiveness: where assessment, data collection, or improvement processes are involved
- Legal Counsel: for all policies with legal, regulatory, or contractual implications
- Accreditation and Quality Assurance personnel: where accreditation standards specifically address the policy area
- Finance Department: where resource implications arise
- Other affected stakeholders identified by the Policy Owner or VPAA

Shared governance consultation must be documented. The Policy Owner maintains a consultation record showing: who was consulted; the dates of consultation; the substantive input received; and how that input was reflected in the policy draft or the reasons it was not adopted. The consultation record is submitted to the VPAA with the final draft and is retained as part of the policy's official record.

### 2. Standard Development Timeline

The following timeline applies to standard policy development. Timelines are targets, not ceilings — complex or contested policies may require longer development periods with VPAA approval.

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| Step                                                                                      | Standard Timeline                                                                                                                          | Responsible Party                |
|-------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| <b>Policy proposal submitted to VPAA</b>                                                  | Any time                                                                                                                                   | Proposer                         |
| <b>VPAA initial decision (authorize development / request more information / decline)</b> | Within 2 months of submission, excluding official University breaks                                                                        | VPAA                             |
| <b>Draft policy developed by Policy Owner with stakeholder consultation</b>               | Agreed with VPAA; normally 30–60 working days for standard policies                                                                        | Policy Owner                     |
| <b>Legal Counsel review</b>                                                               | Within 15 working days of receiving draft                                                                                                  | Legal Counsel                    |
| <b>Faculty Council review where required</b>                                              | Within one regular meeting cycle (maximum 20 working days)                                                                                 | Faculty Council                  |
| <b>Faculty Council recommendation forwarded to VPAA</b>                                   | Within 5 working days of Faculty Council determination                                                                                     | VPAA / Faculty Council Secretary |
| <b>VPAA recommendation to President</b>                                                   | Within 5 working days of receiving Faculty Council recommendation or, for non-FC matters, within 5 working days of completing consultation | VPAA                             |
| <b>Presidential review and decision</b>                                                   | Within 20 working days of receiving VPAA recommendation                                                                                    | President                        |

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| <b>Communication and publication</b> | Within 10 working days of presidential approval                               | VPAA / Policy Owner |
| <b>Effective date</b>                | As stated in the approved policy not before publication unless Interim Policy | As stated in policy |

### Article 7: Presidential Review and Approval

Following Faculty Council review (where required) and VPAA recommendation, the President reviews the draft policy and issues a written decision within 20 working days of receiving the VPAA's recommendation.

The President may:

- Approve the policy as submitted: the policy is effective on the date stated in the text, provided it has been published
- Approve the policy with specified modifications the VPAA incorporates the modifications and confirms with the President before publication; no second Faculty Council review is required unless the modifications are material to matters within Faculty Council jurisdiction
- Return the policy for further review specifying the issues that require additional consultation or revision before re-submission
- Decline approval with written reasons communicated to the Policy Owner and the Faculty Council Chair within 20 working days

Where the President declines approval of a policy that the Faculty Council has endorsed in a matter within binding jurisdiction, the President documents the specific grounds for the decision in writing. This documentation is treated as a governance record under FAC-001 and is included in the Annual Faculty Council Report to the Board Academic Affairs Committee. The Faculty Council may, in such cases, raise the matter with the Board Academic Affairs Committee Chair directly, consistent with FAC-001 Article 8.3. Presidential decisions on academic policies are final unless Board approval is required under Article 1 of this policy.

### Article 8: Interim Academic Policies

The President may approve an Interim Academic Policy where immediate action is necessary to address an urgent situation and the standard policy development timeline cannot be met. Interim Academic Policies are exceptional instruments they are not a routine alternative to the standard process.

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### 1. Grounds for Interim Policy

An Interim Academic Policy may be approved where the situation falls within one or more of the following grounds:

- A specific, documented accreditation requirement with a defined compliance deadline that cannot be met through the standard process
- A regulatory compliance obligation arising from a change in Kuwait law or PUC regulation
- An urgent student welfare or safety concern requiring immediate academic policy response
- Academic continuity, an unforeseen event disrupting normal academic operations requiring immediate policy guidance
- Institutional risk management, a specific, documented risk to AIU's legal standing, financial position, or accreditation status
- Documented emergency circumstances

General administrative convenience, preference, or the desire to avoid Faculty Council review are not valid grounds for an Interim Academic Policy.

### 2. Required Content of an Interim Policy

Every Interim Academic Policy must contain:

- The specific ground(s) from Article 8.1 that justify the interim instrument
- An impact analysis on students, faculty, and academic operations
- An assessment of accreditation implications
- A consistency review confirming the interim policy does not conflict with existing policies at the same or higher level of the hierarchy
- A defined implementation period — normally no more than one academic year
- A commitment to initiate the standard policy development process within 30 working days of adoption if the policy is to continue beyond the interim period

### 3. Faculty Council Notification

The Faculty Council is informed of any Interim Academic Policy affecting academic governance matters within five working days of Presidential approval. The Faculty Council may advise on the interim policy. If the Interim Policy is to continue beyond one academic year, it must be converted through the standard development process including Faculty Council review where required.

Interim Academic Policies are clearly identified in the Academic Policy Repository with the label INTERIM and the expiry date. They are published separately from permanent policies until formally adopted through the standard process.

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### Article 9: Policy Consistency Review

Academic policies do not exist in isolation they interact with each other and with policies at other levels of the governance hierarchy. The VPAA is responsible for maintaining consistency across the academic policy framework. The following provisions apply:

- When a proposed academic policy conflicts with, modifies, or materially affects existing policies at the same level of the hierarchy, the Policy Owner identifies all affected policies at the proposal stage and submits a consistency assessment with the draft.
- All related policies that require modification as a result of the new or revised policy are developed and presented as a coordinated package for review and approval. Piecemeal policy development that creates internal inconsistency is not permitted.
- The VPAA maintains the AIU Policy Consistency Register a mapping of cross-references between academic policies and updates it whenever a policy is adopted, modified, or retired.
- Academic policies are periodically assessed for effectiveness through AIU's Institutional Effectiveness framework as specified in Article 13. Assessment results that identify policy-related barriers to academic quality or student success may generate a Policy Owner's recommendation to revise, retire, or create a policy without waiting for the three-year review cycle.

### Article 10: Policy Review and Revision

Academic policies are living instruments. Their effectiveness depends on regular review and timely revision in response to changing institutional needs, accreditation standards, legal requirements, and evidence of academic outcomes.

- All academic policies are reviewed at least once every three years. The VPAA maintains a rolling review schedule published in the Academic Policy Repository showing the next review date for each policy.
- Earlier review may be initiated by: (a) an accreditation requirement identifying a deficiency in the current policy; (b) a change in Kuwait law or PUC regulation that affects the policy's content or legal standing; (c) findings from institutional effectiveness review, student learning outcomes assessment, or program review that indicate the policy is not achieving its intended effect; (d) a strategic initiative requiring policy alignment; or (e) a significant operational concern raised by a Dean, Department Chair, or the Faculty Council.
- Policy owners initiate reviews by notifying the VPAA. The review follows the same development, consultation, Faculty Council review (where required), and Presidential approval process as a new policy unless the revision is minor and non-substantive. The VPAA determines whether a revision is minor or substantive.
- Substantive revisions, those that change the scope, the obligations of any party, the Faculty Council's jurisdiction, or the approval authority, follow the full development process including Faculty Council review where the category requires it.
- Non-substantive revisions, corrections of typographical errors, updating of cross-references, or clarification of language that does not alter the policy's intent, may be approved by the VPAA

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| <br>AMERICAN INTERNATIONAL UNIVERSITY<br>الجامعة الأمريكية الدولية | Policy Main Title  | Academic Policies and Procedures Policy | Effective Date   | 14/06/2026              |
|                                                                                                                                                     | Category           | Academic                                | Last Review date |                         |
|                                                                                                                                                     | Policy Number      | ACA-001                                 | Next Review date | 14/06/2029              |
|                                                                                                                                                     | Responsible Entity | Vice President for Academic Affairs     | Approved By      | Chair Board of Trustees |

and published without Presidential review, provided the Policy Owner documents the changes and notifies the Faculty Council and relevant Deans.

- f. The review period may be extended by the VPAA where significant stakeholder consultation is required, where the Faculty Council requires additional time for deliberation, or where legal review is complex. Extensions are documented and communicated to affected parties.

### Article 11: Retirement of Academic Policies

Academic policies may be retired when they are no longer required, have been superseded, or when regulatory or institutional changes make them redundant or inapplicable. Retirement is a governance action requiring the same care as adoption.

#### 1. Grounds for Retirement

A policy may be recommended for retirement where:

- a. The policy's purpose is fully served by a new or revised policy and the original policy is no longer needed
- b. The policy has been superseded by a Board policy, Presidential policy, or higher-level governance instrument
- c. Regulatory or accreditation changes have eliminated the need for the policy
- d. Institutional restructuring has made the policy's scope or subject matter inapplicable

#### 2. Pre-Retirement Assessment

Before retirement is recommended, the Policy Owner evaluates:

- a. The impact of retirement on students, faculty, staff, and academic operations — including whether retirement creates a governance gap
- b. The effects on related policies and procedures that reference the policy being retired
- c. Accreditation implications whether it is required for the policy type to exist and whether retirement would create a compliance gap
- d. Legal and regulatory considerations whether the policy reflects a legal obligation that remains in force

#### 3. Faculty Council Review for Retirement

Policies within Faculty Council jurisdiction must be reviewed by the Faculty Council before retirement is recommended to the President. The Faculty Council may endorse, decline to endorse, or condition its endorsement on the adoption of a replacement policy before retirement takes effect. The President approves all policy retirements unless Board approval is required under Article 1.

### Article 12: Publication and Communication

An academic policy that is not clearly communicated and genuinely accessible is functionally ineffective. The following publication and communication standards apply to all approved academic policies:

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- All approved academic policies are published in the Academic Policy Repository within 10 working days of Presidential approval. The Repository is organized by policy series (ACA-, FAC-, FIN-, etc.) and maintained by the VPAA's office. Both current and superseded versions are retained, with superseded versions clearly marked and dated.
- The Academic Policy Repository is publicly accessible through AIU's website for policies that address matters of public concern including academic standards, curriculum requirements, academic integrity, student rights, and faculty qualifications. Internal administrative policies may be restricted to the AIU community with login access.
- Academic units are notified of policy changes affecting their operations through a Policy Update Notice issued by the VPAA's office within five working days of publication. Policy Update Notices summarize the change, the effective date, and the practical implications for the relevant unit.
- Policies affecting students are communicated through the VPAA's office to Student Affairs for dissemination in the Student Handbook, the Academic Catalogue, and the student portal. Changes to student-facing policies take effect at the beginning of the following semester unless the urgency of the change warrants earlier application.
- All Deans and Department Chairs are responsible for ensuring that faculty and staff within their areas are aware of and comply with current academic policies. The VPAA may request confirmation of policy communication completion from each Dean within 30 working days of a major policy change.

### Article 13: Documentation and Records Retention

The complete policy record for each academic policy is maintained by the VPAA's office as an official institutional record. The complete record includes:

- The original policy proposal
- The VPAA initial evaluation and decision
- All drafts and the consultation record (Article 6.1)
- Legal Counsel review
- Faculty Council recommendation with vote count
- Presidential approval decision and any modifications specified
- Publication date and notice to affected units
- All subsequent revision records following the same structure
- The retirement record where applicable

Policy records are retained for a minimum of 10 years from the date of retirement or last revision, whichever is later. Records are available for: accreditation review; institutional audit; governance review by the Board; legal and regulatory compliance purposes; and institutional effectiveness review. The complete policy record for any policy must be retrievable within five working days of any request from an authorized party.

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#### Article 14: Continuous Improvement of the Policy Framework

The academic policy framework is itself subject to continuous improvement. The VPAA, in collaboration with the Faculty Council, undertakes the following activities annually:

- A review of the policy development process, including proposal volumes, timelines achieved, Faculty Council review efficiency, and any process bottlenecks, and identification of improvements
- An update to the AIU Policy Consistency Register identifying any inconsistencies across the current policy suite and a remediation plan for each
- A review of the Academic Policy Repository for completeness, currency, and accessibility
- A report to the Board Academic Affairs Committee on the status of the academic policy framework including policies adopted, revised, or retired in the year; policies overdue for review; and any governance concerns identified

Findings from policy framework reviews are incorporated into the AIU Annual Institutional Effectiveness Report and may be used to initiate proposals for new or revised policies under Article 4 of this policy.

#### Article 15: Conflict Resolution

Questions regarding the interpretation of academic policies are resolved through the following process:

- Questions arising in the normal course of academic operations are referred to the relevant Policy Owner in the first instance. The Policy Owner provides a written interpretation within five working days.
- Where the Policy Owner's interpretation is disputed, the matter is referred to the VPAA, who issues a written determination within 10 working days. The VPAA's interpretation is binding on the Policy Owner and the affected parties.
- The President is the final authority regarding interpretation of academic policies unless Board authority is implicated. Where a policy interpretation question reaches the President, the President issues a written determination within 20 working days. Presidential interpretations are retained as official governance records and communicated to all affected parties.
- Where an interpretation question suggests that two or more policies are genuinely in conflict, rather than simply unclear, the VPAA initiates a consistency review under Article 9 and, where necessary, a policy revision under Article 10.

#### Procedures

##### Policy Proposal and VPAA Initial Review

- The proposer submits the policy proposal to the VPAA's office using the AIU Policy Proposal Template available in the Academic Policy Repository. Proposals must include all elements listed in Article 4.1.

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2. The VPAA assigns the proposal to the Academic Policy Review Committee for initial assessment within 10 working days of receipt. The Committee reviews the proposal against the criteria in Article 4.2 and provides a written assessment to the VPAA within 15 working days.
3. The VPAA issues a written decision, authorize, request more information, or decline, to the proposer within two months of the original submission. Where the decision is to authorize development, the VPAA designates the Policy Owner and establishes the consultation requirements and timeline for the specific policy.
4. Where the VPAA requests more information, the proposer responds within 30 working days. The VPAA re-evaluates and issues a further decision within 10 working days of receiving the additional information.
5. Where the VPAA declines a proposal, the decision is communicated with written reasons. The proposer may request a meeting with the VPAA to discuss the decision. The proposer may also submit the proposal to the Faculty Council for its consideration under the Faculty Council's advisory role.

#### **Policy Development, Consultation, and Faculty Council Review**

1. The Policy Owner prepares a draft policy using the AIU Policy Template. The draft is circulated to all required consultation stakeholders (Article 6.1) with a defined response deadline (minimum 10 working days for standard consultation).
2. The Policy Owner reviews all input received, documents the consultation record (what input was received, from whom, and how it was reflected in the draft or the reasons it was not adopted), and finalizes the draft with the consultation record attached.
3. For policies requiring Faculty Council review: the Policy Owner submits the draft and consultation record to the VPAA, who places it on the Faculty Council's agenda. The Faculty Council reviews and votes within one meeting cycle (maximum 20 working days). The Faculty Council Secretary transmits the written recommendation with vote count to the VPAA within five working days of the vote.
4. For policies not requiring Faculty Council review: the VPAA reviews the draft and consultation record and prepares the recommendation to the President within five working days.
5. The VPAA submits the draft policy, consultation record, Faculty Council recommendation (where applicable), Legal Counsel review, and VPAA recommendation to the President. The President has 20 working days to issue a decision.

#### **Publication, Communication, and Repository Update**

1. On receiving Presidential approval, the VPAA's office publishes the approved policy in the Academic Policy Repository within 10 working days. The published policy includes the effective date, the approval date, the approved by field, the related policies field, and the next review date.

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2. The VPAA's office issues a Policy Update Notice to all Deans, Department Chairs, and the Faculty Council Chair within five working days of publication. The Notice includes a brief summary of the policy's purpose and any operational changes required.
3. For student-facing policies, the VPAA's office coordinates with Student Affairs to update the Student Handbook and Academic Catalogue within 30 working days of publication.
4. The VPAA's office updates the AIU Policy Consistency Register to record any cross-references from the new or revised policy to other existing policies, and flags any policies that require consequential revision for the Policy Owner's attention.

### Triennial Review Cycle

1. At the beginning of each academic year, the VPAA issues the policy review schedule for the year listing all policies whose three-year review falls within the academic year and notifying each Policy Owner of their obligations.
2. Policy Owners initiate their review by conducting an effectiveness assessment (consultation with Deans, faculty feedback, any institutional effectiveness data relevant to the policy), preparing a review summary confirming whether the policy should be continued as is, revised, or retired, and submitting this to the VPAA.
3. Where the Policy Owner recommends continuation without change: the VPAA confirms the review is complete, updates the next review date in the Repository, and files the review summary.
4. Where the Policy Owner recommends revision or retirement: the relevant development or retirement process in Articles 10 or 11 is initiated. The policy's status in the Repository is updated to Under Review until the process is complete.
5. The VPAA reports on the triennial review cycle, policies reviewed, outcomes, and any overdue reviews, in the Annual Faculty Council Report to the Board Academic Affairs Committee.

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| <b>Board Chair Signature</b> | Signature: _____ Date: _____ |
| <b>President Signature</b>   | Signature: _____ Date: _____ |