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| <br>AMERICAN INTERNATIONAL UNIVERSITY<br>الجامعة الأمريكية الدولية | Policy Main Title  | Registration Load Policy           | Effective Date   | 14/06/2026 |
|                                                                                                                                                     | Category           | Registration                       | Last Review date |            |
|                                                                                                                                                     | Policy Number      | REG-009                            | Next Review date | 14/06/2029 |
|                                                                                                                                                     | Responsible Entity | Executive Director of Registration | Approved By      | President  |

### Overview

This policy establishes clear and equitable standards for the number of credit hours a student may register for each term, tailored to academic standing and full-time or part-time status, consistent with accreditation requirements.

### Scope

This policy applies to all undergraduate academic programs offered by AIU. Provisions for graduate registration loads are reserved, pending PUC authorization of AIU's proposed graduate programs (see Appendix A).

### Purpose

The purposes of this policy are:

- Clearly define the minimum and maximum number of credit hours for which a student may register
- Demonstrate compliance with accreditation requirements

### Policy

#### Article 1: Undergraduate Registration Load

Undergraduate students must register for a minimum of 12 credit hours each semester to maintain their registration, subject to the following academic-standing-based bands, assessed once final grades are released:

| Academic Standing  | Registration Load     |
|--------------------|-----------------------|
| CGPA below 2.00    | 12 to 13 credit hours |
| CGPA 2.00 or above | 12 to 19 credit hours |
| CGPA 3.60 or above | 12 to 21 credit hours |
| First semester     | Up to 16 credit hours |

A student in good standing may register for up to 21 credit hours where the higher load leads to graduation at the end of the same semester; a student on academic probation may do the same up to 15 credit hours. A student registering for 9 to 11 credits requires approval from the Dean of their School, applied for via the e-services platform. A student registering for fewer than 9 credits is administratively dropped by the Registration Office and marked absent for the semester, except a student expected to graduate at semester's end with fewer than 9 remaining credits. Zero-credit-hour courses may form part of a student's required registration but do not contribute credit hours toward the minimum or maximum registration load.

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### Article 2: Summer Semester Load

The maximum undergraduate summer load is 2 courses (7 credit hours), or 3 courses (10 credit hours) where the student's CGPA is 3.60 or above, or where a higher load leads to graduation at the end of the summer semester.

### Article 3: Registration Load Management

Maximum registration hours are initially determined for early registration based on a student's academic history and current level, and adjusted following the release of final grades and updated academic standing. The Registration Office notifies students who exceed the allowed load and, absent a response, drops the additional credits. A student who registers below the minimum load without prior approval is notified during Add/Drop week and must either add courses or obtain Dean approval, or be dropped and marked absent for the semester. Students registered with AIU's Disability Services (STU-003) may register for the minimum credit hours allowed based on their documented accommodation. Undergraduate students may apply to increase their load in their final semester to facilitate graduation. Students on scholarship must register a load consistent with their scholarship requirements under FIN-007; failure to do so may result in withholding of financial support.

### Responsibilities

The Registration Office applies the credit-hour standards in this policy, manages exceptions to load limits with approval from the relevant academic authority, and monitors compliance through regular evaluation and notification.

### Exceptions

Exceptions for an individual student are approved by the Dean of the relevant School. An exception of substantial impact, such as a University-wide adjustment to load bands, requires escalation to the VPSA and approval by the President.

### Related Policies

- REG-006 Enrolment Eligibility and Registration Holds Policy
- REG-007 Registration, Add, and Drop Policy
- REG-014 Grades and Academic Standing Policy
- STU-003 Disability Services and Accessibility Policy
- FIN-007 Financial Aid and Scholarship Policy

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|----------------------------|------------------------------|
| <b>President Signature</b> | Signature: _____ Date: _____ |
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#### Appendix A: Graduate Registration Loads (Reserved)

Registration-load standards for AIU's proposed graduate programs, including any postgraduate diploma, Master's, or Doctorate program, are reserved pending PUC authorization of those programs. No graduate registration-load standard is currently in effect at AIU.

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| President Signature | Signature: _____ Date: _____ |
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