

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Change of Program Policy	Effective Date	14/06/2026
	Category	Registration	Last Review date	
	Policy Number	REG-012	Next Review date	14/06/2029
	Responsible Entity	Executive Director of Registration	Approved By	President

Overview

AIU provides a structured process for undergraduate students to change their declared major, balancing student choice against each School's admission capacity and academic standards, consistent with accreditation requirements.

Scope

This policy applies to all undergraduate academic programs offered by AIU.

Purpose

The purposes of this policy are:

- Identify the process for changing programs within AIU
- Demonstrate compliance with accreditation requirements

Definitions and Abbreviations

Bridging (Remedial) Courses: Courses necessary to bridge a knowledge gap in a discipline to meet background entry requirements for a specific program; bridging courses do not count toward degree requirements.

Foundation Program: AIU's preparatory coursework enabling students to meet the academic requirements for degree-level study, as governed by EMA-005 and EMA-006.

Change Program: The process by which a student switches from one academic program or major to another within AIU.

Policy

Article 1: Eligibility

An undergraduate student may apply for a program change after completing at least one semester; a student with 65 or more completed credit hours is not eligible to change major. A newly admitted student may apply to change program during the Add/Drop week, and such a change in the student's first semester does not count as a transfer for purposes of this policy. Program changes may be requested only during regular Fall or Spring semesters. A student may request a transfer to a different School only once during their period of study, and may change major within the same School only once.

Article 2: Admission Standards and Restrictions

A student must meet the admission criteria for the targeted major under EMA-004 and any additional program-specific requirements. Transfer into AIU's Foundation Program placement track is not available as a program change; English or Mathematics proficiency for the new major must be satisfied on its own terms under EMA-005. A student in a bridging or Foundation pathway may not switch directly to a non-bridging program but may transfer to another bridging pathway if the admission requirements are met.

Article 3: Course Transfer and CGPA

Compulsory courses previously completed that are required by the new major are credited automatically. Elective courses are credited only where they satisfy an elective requirement in the approved Study Plan

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of the new programme. The student's new-major CGPA is calculated after completing the first semester in the new program.

Article 4: Special Cases

A student obligatorily transferred due to a CGPA below 1.0 may not return to the previous program and may be transferred only once under this provision. Time spent in the previous program counts toward the graduation time limit under REG-005, calculated as one semester per 15 transferred credits.

Procedures

1. The Registration Office opens the online Change Program Request on the e-services portal.
2. The Admissions Office reviews the request to confirm the new program's admission conditions are met.
3. The receiving School reviews the application and issues a decision.
4. The Registration Office performs regulatory checks (standing, prerequisites, holds) to confirm the student meets all requirements.
5. If all conditions are met, the Registration Office implements the change and notifies the student; if rejected at any stage, the student is notified by email with reasons.
6. Approximately four weeks after the start of the semester, once prior-semester CGPAs are finalized in the system, the Registration Office transfers credit for compulsory courses required by the new program (regardless of pass or fail) and, at the student's request, for completed elective courses that satisfy an elective requirement in the new Study Plan, then updates the Study Plan and recalculates CGPA after the first semester in the new program.

Exceptions

Exceptions to eligibility limits (for example, a second School transfer) are approved by the VPAA on the recommendation of the receiving Dean. An exception of substantial impact, such as a temporary suspension of the once-only transfer limit for an affected cohort, requires escalation to the VPSA and approval by the President.

Related Policies

- EMA-004 Academic Qualifications for Undergraduate Admission
- EMA-005 Placement Testing and Testing Exemptions Policy
- EMA-006 Conditional Admission Policy
- REG-005 Duration of Study and Extension Policy

President Signature	Signature: _____ Date: _____
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