

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Repeating Courses Policy	Effective Date	14/06/2026
	Category	Registration	Last Review date	
	Policy Number	REG-013	Next Review date	14/06/2029
	Responsible Entity	Executive Director of Registration	Approved By	President

Overview

AIU permits students to repeat courses they have failed, or wish to improve, in order to raise their Cumulative Grade Point Average (CGPA) and meet graduation requirements, 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 repeating a course at AIU
- Demonstrate compliance with accreditation requirements

Definitions and Abbreviations

E (Excluded): A transcript notation indicating a course grade excluded from CGPA calculation after the course has been repeated.

Compulsory Course: A required course that must be completed as part of a program's curriculum.

Policy

Article 1: Repeat Requirements

A student who fails a compulsory course must repeat it. A student who fails an elective course must either repeat it or select an alternative elective from the same Study Plan group. A student may repeat a course previously passed with a grade of C+ or lower to improve their CGPA, and may repeat a given course only once after obtaining a passing grade.

Article 2: Recording

The higher grade and its associated credits are recorded on the transcript and calculated into the CGPA; the lower grade remains on the transcript with the notation 'E,' excluded from CGPA calculation and from graduation credit requirements. All attempts and grades for repeated courses appear on the academic record with the appropriate notation. Where a student replaces a failed elective with another approved elective from the same Study Plan group, the failed elective is treated as excluded for CGPA purposes in accordance with this Article.

Procedures

1. After calculating CGPAs each term, the Registration Office generates a list of students pre-registered in repeated courses that do not comply with this policy; non-compliant registrations are dropped and the student is notified by email to adjust their schedule.
2. The Registration Office maintains records of repeated courses and grades to ensure accurate CGPA calculation.
3. Students are encouraged to consult their Academic Advisor before registering for a repeated course to plan strategically toward graduation.

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Exceptions

Exceptions to the once-only repeat limit for a passed course are approved by the Dean of the relevant School. An exception of substantial impact, such as a temporary University-wide relaxation of the repeat limit, requires escalation to the VPSA and approval by the President.

Related Policies

- REG-009 Registration Load Policy
- REG-014 Grades and Academic Standing Policy

President Signature	Signature: _____ Date: _____
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