

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Course Substitution Policy	Effective Date	14/06/2026
	Category	Registration	Last Review date	
	Policy Number	REG-019	Next Review date	14/06/2029
	Responsible Entity	Executive Director of Registration	Approved By	President

Overview

In specific, limited circumstances, an AIU student may be permitted to take a substitute course in place of a required course, so that a genuine scheduling conflict or repeated course failure does not create an unnecessary delay to graduation. This policy establishes the conditions and procedure for a course substitution, consistent with accreditation requirements.

Scope

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

Purpose

This policy clearly defines the conditions and procedure under which a student may request and be approved for a substitute course, ensuring the process is transparent, fair, and consistently applied, while maintaining AIU's academic standards.

Definitions and Abbreviations

Required Major Course: A compulsory course essential for completing a specific academic program.

Substitute Course: A course taken in place of a required major course when the specific conditions in this policy are met.

Policy

Article 1: Eligibility

A student may be permitted to take a substitute course for a required major course in their graduation semester, with the approval of the Dean of the relevant School, where either: the required course is not offered in that semester or conflicts with another required course in the student's schedule; or the student has failed the required course three times.

Article 2: Equivalency Criteria

A substitute course must have a number of credit hours equal to or greater than the original course, must be at the same level or higher, and must be delivered in the same language of instruction as the original course. A prerequisite for the substitute course may be waived by the Dean where appropriate. The substitute course must also demonstrate appropriate equivalence in course content and learning outcomes and must not compromise programme learning outcomes or applicable accreditation requirements.

Procedures

1. The Registration Office opens the online Substitute Course application on the e-services portal.
2. The student applies, and the request is reviewed by the student's School to confirm eligibility under Article 1.
3. The relevant School determines and documents academic equivalency under Article 2. The Registration Office verifies the administrative requirements and implements the approved substitution, and registers the student in the substitute course, and informs the student.

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4. The Registration Office updates the student's Study Plan, records the approved substitution against the student's Study Plan without altering the University's approved programme curriculum.

Exceptions

An exception to the equivalency criteria in Article 2 must be academically justified by the Dean and referred to the Academic Petitions Committee under REG-020 for consideration. An exception of substantial impact, such as a blanket substitution affecting a cohort due to a systemic course-availability issue, requires escalation to the VPSA and approval by the President.

Related Policies

- REG-012 Change of Program Policy
- REG-013 Repeating Courses Policy
- REG-014 Grades and Academic Standing Policy

President Signature	Signature: _____ Date: _____
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