

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Academic Petitions Committee Policy	Effective Date	14/06/2026
	Category	Registration	Last Review date	
	Policy Number	REG-020	Next Review date	14/06/2029
	Responsible Entity	Executive Director of Registration	Approved By	President

Overview

This policy establishes the Academic Petitions Committee as AIU's mechanism for considering exceptional academic matters that are not resolved through the standard provisions or exception mechanisms of existing University policies. The Committee provides a consistent, transparent and equitable process while protecting academic standards and the integrity of approved programmes.

Scope

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

Purpose

This policy defines the conditions under which a student may request an exception, or raise an academic issue not covered by an existing policy, through a single, transparent, and equitable committee process.

Definitions and Abbreviations

Academic Petitions Committee: The committee established annually by Presidential decision to review student petitions on academic matters not resolved through an existing policy's own procedure, chaired by the VPAA.

Petitions Representative: A designated member within each School responsible for handling student petitions and liaising with the Academic Petitions Committee.

Policy

Article 1: Establishment and Composition

The President establishes the Academic Petitions Committee at the start of each academic year. The Committee is chaired by the VPAA and comprises one faculty representative from each School and a representative of the Registration Office, who serves as committee secretary. Members must declare any conflict of interest and recuse themselves from consideration of a case where a conflict exists.

Article 2: Function

The Committee reviews student petitions of an academic nature not otherwise resolved through the specific exception provisions of another REG or ADM policy, including matters concerning course registration or withdrawal, and the evaluation or equivalency of academic records, where not otherwise governed by an existing policy..

Procedures

1. A student with an issue not covered by an existing policy, or requiring an exception beyond a Dean's or the Executive Director of Registration's authority, applies to the Committee through the e-services portal using the Student Issues form, explaining the request.
2. The Registration Office reviews the case and prepares a brief summary of the issue and the student's academic status.
3. The case is reviewed in turn by the student's Academic Advisor, the relevant Department Chair where applicable, the Dean, and the School's Petitions Representative.

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4. Following completion of the School-level review, the case is forwarded to the Registration Office's representative on the Committee, who submits a final recommendation to the Committee Chair.

5. The Committee presents its recommendation to the President for approval, and the Registration Office implements the approved decision.

6. At the end of each semester, the Committee Chair submits a consolidated semester report of cases and decisions to the President, with recommendations for addressing recurring issues.

Exceptions

This policy is itself AIU's general exception mechanism for cases not addressed elsewhere; it therefore has no further exception provision of its own. A recommendation of substantial impact arising from the Committee's work, such as a proposed change to a REG policy suggested by a pattern of petitions, is escalated to the VPSA and requires consultation with the President before any policy change is pursued.

Related Policies

- REG-017 Probation and Dismissal Policy
- REG-018 Registration Terminations and Withdrawals Policy
- REG-019 Course Substitution Policy

President Signature	Signature: _____ Date: _____
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