

on the school's drug-free awareness program and drug and alcohol abuse prevention program may be obtained from the Student Affairs Department.

Dual Concentration Options

Students enrolled in the Bachelor of Business Administration (BBA) or Master of Business Administration (MBA) degree programs are offered the opportunity to pursue dual concentrations in other business concentration areas. Please see the campus tuition schedule for more information on dual concentration options.

The MBA dual concentration option is available at AIU Houston.

Enrollment Verification

The AIU Registrar's Office verifies enrollment for insurance companies, banks, scholarships, employment, veteran's benefits and other enrollment verification requests. The Financial Aid Office verifies enrollment for students applying for financial aid programs. Students may also access documentation for enrollment verification from Student Affairs. Students needing enrollment verification for an external agency should direct the form to or contact the Registrar's Office.

General Electives

Since the mid-1990's, AIU campuses have offered students the opportunity to utilize general electives to meet lower-level requirements. Courses that fulfill degree program requirements that allow for general electives are open electives and can be selected from courses offered at the university within or outside of the student's program discipline or fulfilled through prior learning assessment.

This also provides degree completion students with prior learning to accelerate their degree pathways to the program major while receiving lower-level academic credit for their experiences upon entrance to degree completion programs. Methods for the assessment of this prior learning, which can be used to fulfill general elective requirements, are based upon academic guidelines established for the University based upon nationally recognized methods for the assessment of prior learning.

Students are encouraged to consult their Academic or Student Advisor before registering in General Elective options.

Grade Appeals

Please refer to Campus Student Handbook for Grade Appeals procedure.

Grievance Procedure

Students who wish to process a grievance or perceive that their rights may have been denied may seek assistance through the Ombudsman's Office.

Many issues can be resolved through discussion with the appropriate instructor or staff member, and students are encouraged to make contact at the first indication of a problem or concern. If this fails to yield adequate resolution, students may submit their complaints verbally or in writing to the appropriate departmental supervisor. In the event that these steps do not yield a satisfactory resolution, students may file a written appeal with the campus Appeals Board through the Ombudsman's Office or with the Vice President of Student Affairs. Students wishing to meet with the campus Ombudsman should contact the Office of the Ombudsman to schedule an appointment.

Grade appeals should be addressed by following the Grade Appeal Procedure described in the Student Handbook.

Note: See campus Student Handbook for Ombudsman contact information.