

STUDENT HANDBOOK

Academic Year 2026 – 2027



Welcome to American International University. This handbook is your primary guide to the policies, rights, responsibilities, and services that shape your experience here, from the day you are admitted to the day you graduate. AIU was built to bring an authentic American model of higher education to Kuwait, and that model rests on a simple idea: that students succeed when they know what is expected of them, know what they are entitled to, and know exactly where to go when they need help.

This handbook does not stand alone. It works alongside the AIU Academic Catalog, which governs degree and program requirements, and the institutional policies referenced throughout. Where this handbook and a full policy document appear to differ, the full policy document governs. You are encouraged to raise any apparent conflict with the Office of Student Affairs.

AIU is actively pursuing institutional accreditation from the WASC Senior College and University Commission (WSCUC), one of the most respected institutional accreditors in American higher education. Many of the policies in this handbook are written to meet WSCUC's Criteria for Review (CFR), and we cite the relevant CFR where it helps explain why a policy exists in the form it does.

AIU operates under Kuwait's Private Universities Council (PUC) and within the legal and cultural framework of the State of Kuwait. Kuwaiti law applies to all members of the AIU community, and students are expected to conduct themselves in a manner consistent with Kuwaiti law and cultural norms at all times.

On behalf of the Office of Student Affairs, welcome, and best wishes for a successful year.

Vice President for Student Affairs

How to Use This Handbook

This handbook is organized so that you can find what you need quickly, whether you are reading it cover to cover during orientation or looking up a single policy during the semester.

- Each chapter covers one area of university life, admission, registration, academic policy, conduct, grievances, support services, and so on.
- Where a chapter summarizes a longer institutional policy, the policy number is given so you can request the complete text from the Office of Student Affairs or find it on the AIU policy portal.
- Passages marked 'WSCUC CFR...' identify the specific accreditation standard a policy is designed to satisfy.
- This handbook is reviewed and republished before each academic year by the Office of the Vice President for Student Affairs and approved by the Vice President for Student Affairs before distribution. The version on the student portal is always the current, authoritative version.

This handbook does not create a contract between AIU and any student. AIU reserves the right to revise this handbook at any time; students are notified of material changes through their AIU email and the student portal.

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1.1 Mission, Vision, and Values

American International University (AIU) is a private institution of higher education in Kuwait City, Kuwait, offering an American-model undergraduate education across five Schools: Business; Engineering and Technology; Education; Arts and Sciences; and Architecture and Design.

Mission: To improve and enrich lives by engaging, empowering, and enhancing our students through a transformative American education experience, building a foundation of intellectual, creative, and research excellence, and ensuring every student has the opportunity to excel and contribute meaningfully to Kuwait and make a global impact.

Vision: To be Kuwait's leading higher education institution and a recognized voice in GCC academia.

AIU's core institutional values, Integrity, Academic Excellence, Innovation, Student-Centeredness, Community, and Global Perspective, are institutional commitments, not slogans.

1.2 AIU's Five Schools

School	Sample Programs
School of Business	Business Administration, Accounting, Finance, Marketing, Global Supply Chain, Management, Entrepreneurship.
School of Engineering and Computer Science	Civil, Electrical & Computer, Industrial, Mechanical Engineering and Computer Science, Biomedical
School of Education	Elementary and Secondary Education
School of Arts and Sciences	Communication, English, Sciences, Mathematics and Biotechnology
School of Architecture and Design	Architecture, Interior Design, Graphic Design

Program-specific admission requirements and curriculum details are published in the AIU Academic Catalog, available at aiu.edu.kw and on the student portal.

1.3 Accreditation and Regulatory Status

AIU is licensed and regulated by Kuwait's Private Universities Council (PUC). All AIU degree programs currently open for enrollment are PUC-approved.

AIU is actively pursuing institutional accreditation from WSCUC. AIU is not yet a WSCUC-accredited institution; accreditation is a multi-year process and this handbook will be updated as AIU's status progresses. WSCUC evaluates institutions against four Standards and the detailed Criteria for Review (CFRs) under each Standard; many of the policies in this handbook are written to satisfy those CFRs.

Students who have questions about the current status of AIU's accreditation efforts may contact the Office of the VPAA.

1.4 Academic Calendar

AIU operates on a semester-based calendar aligned with US academic norms:

- Fall Semester: late August/early September through mid-December
- Spring Semester: January through late April/early May
- Summer Session: late May through late July (optional; subject to enrollment thresholds)

The full Academic Calendar, including registration periods, add/drop deadlines, withdrawal deadlines, final examination periods, and official Kuwait public holidays (including National Day, February 25, and Liberation Day, February 26), is published at least 60 days before the start of each Fall Semester at aiu.edu.kw and on the student portal.

1.5 How AIU Is Governed

AIU's governance runs from the Board of Trustees through the President and senior leadership. The Board approves AIU's mission and strategic direction, appoints the President, oversees financial health and accreditation progress, and confers degrees. The Vice President for Academic Affairs (VPAA) holds the responsibility for academic affairs; the Vice President for Student Affairs (VPESA) holds primary responsibility for the policies in most of this handbook.

AIU operates under shared governance: academic standards, curriculum, and degree requirements are developed primarily by the faculty through the Faculty Council, with the Board approving programs at the final stage. Students are represented in aspects of this governance through the AIU Student Council (Chapter 14).

1.6 AIU and the State of Kuwait

AIU is committed to its host country. Students are expected to be familiar with and abide by Kuwaiti law and social norms at all times. Key aspects of the Kuwaiti legal and cultural context that affect student life include:

- Dress Code: Kuwait is a predominantly Muslim country with conservative dress norms. AIU maintains a modest-dress standard on campus and at University events, consistent with Kuwaiti cultural expectations. The specific standard is published annually by the VPESA and applies to all students regardless of nationality.
- Alcohol and Controlled Substances: The possession and consumption of alcohol and controlled substances are prohibited under Kuwaiti law. Violations may result in criminal proceedings under Kuwaiti law and disciplinary action under AIU policy.
- Public Conduct: Kuwait's Cybercrime Law (Law No. 2 of 2001) prohibits conduct that is indecent or offensive to public morals, including online. AIU's conduct standards reflect these requirements.
- Friday Prayer: Friday is the Islamic day of prayer, and AIU operates on a Friday–Saturday weekend.
- Ramadan: During the Holy Month of Ramadan, eating, drinking, and smoking in public are prohibited under Kuwaiti law. The Academic Calendar may include adjusted hours during this period.

International students are particularly encouraged to familiarize themselves with Kuwaiti law and customs before arrival. The Office of Student Affairs provides orientation resources on the cultural and legal context.

This chapter summarizes AIU's undergraduate admission policies: EMA-001 (Admission Process: Roles and Responsibilities), EMA-002 (Admission Requirements and Application Management), EMA-003 (Admission Criteria and Procedures), EMA-004 (Academic Qualifications for Undergraduate Admission), EMA-005 (Placement Testing and Testing Exemptions), EMA-006 (Conditional Admission), EMA-007 (Transfer Student Admission), EMA-008 (Non-Degree Seeking Student Admission), and EMA-009 (Readmission). These policies are grounded in WSCUC CFR 1.6 and CFR 2.12.

2.1 Who Administers Admission

The Admissions Office, reporting to the VPESA through the Executive Director of Enrollment and Admissions, administers all undergraduate admissions. Admission decisions are made on the basis of published criteria applied consistently to every applicant, without regard to nationality (except where PUC government scholarship eligibility rules apply, which are external government criteria), gender, religion, disability status, or any other protected characteristic (EMA-001, EMA-003).

2.2 General Admission Requirements

To be admitted as an undergraduate degree-seeking student you must:

- Hold a recognized secondary school certificate from a school recognized by the appropriate educational authority;
- Meet the minimum high school percentage required for your intended program;
- Satisfy required high school curriculum track and subject prerequisites where applicable;
- Meet AIU's English language and Mathematics placement requirements (through placement testing or an approved exemption); and
- Submit a complete application with all required documentation.

Meeting minimum published requirements does not automatically guarantee admission. Admission is also subject to program availability, institutional capacity, and PUC-approved intake limits.

2.3 Minimum Academic Requirements by Program

The minimum high school percentage for self-pay applicants is 75% for Engineering programs and 70% for all other undergraduate programs. Applicants through the PUC Government Scholarship Program must meet PUC-published minimums:

Program	PUC Minimum % (2026 Cycle)
Engineering	90%
Computer Science	75%
Biotechnology	78%
Design/ Science Track	78%
Design/ Arts Track	80%
Business/ Science Track (non-Accounting)	78%

Program	(PUC Minimum % (2026 Cycle
Business/ Science Track (Accounting)	80%
Business/ Arts Track	80%
Education	85%

The PUC scholarship pathway is restricted by the Kuwaiti government to Kuwaiti nationals and children of Kuwaiti mothers whose high school certificate was issued within 26 months of the application date. This is an external government funding rule, not an AIU admission criterion; applicants who do not qualify for the scholarship may still apply for self-funded or employer-sponsored enrollment on the same academic terms.

2.4 Secondary School Qualifications Accepted

AIU accepts qualifications recognized by PUC and the Kuwait Ministry of Higher Education, including: Kuwaiti Secondary School Certificate, American High School Diploma, British qualifications (IGCSE and A Levels), International Baccalaureate (IB), Canadian certificate, Indian qualifications (CBSE and ISC), Pakistani qualifications, and any other international curriculum approved by PUC. Applicants with qualifications obtained outside Kuwait must obtain any equivalency or authentication required by PUC or the Ministry of Education before final admission is granted.

2.5 Required Application Documentation

A complete application includes (EMA-002):

- Completed application form and applicable fee, submitted through the AIU admissions portal;
- Civil ID and passport (and parent/guardian Civil ID where applicable);
- Official high school transcript and graduation certificate;
- High School Equivalency Certificate (where applicable);
- Certificate of Good Conduct from the applicant's high school;
- A recent passport-size photograph;
- For transfer applicants: official college transcripts and course descriptions/syllabi from all prior institutions; and
- Any additional documentation required by AIU or PUC.

The Admissions Office may request original documentation for verification. The University verifies submitted documents with issuing institutions and government authorities. Admission decisions may be withheld until verification is complete.

2.6 Placement Testing

Unless you qualify for an exemption, you must complete AIU's English Language and Mathematics Placement Tests before registering for your first semester. Placement determines whether you begin in degree-level courses or in Foundation (preparatory) coursework (EMA-005).

Placement Level	Assessment / Score Range
Foundation English Level 1	Accuplacer ESL: 56–74
Foundation English Level 2	Accuplacer ESL: 75–94
Degree-Level English	Accuplacer ESL: 95–120
Foundation Mathematics/ STEM	Accuplacer AAF: 210–262
Degree-Level Mathematics/ STEM	Accuplacer AAF: 263–300
Foundation Mathematics/ Non-STEM	Accuplacer QRAS: 200–244
Degree-Level Mathematics/ Non-STEM	Accuplacer QRAS: 245–300

Exemptions are available for: IELTS, TOEFL iBT, SAT, ACT, AP, IB, A-Level qualifications, and approved college-level transfer credit. Approved exemption scores are published annually by the Admissions Office. Students requiring testing accommodations due to a documented disability may request accommodations before scheduling their examination (see Chapter 10).

2.7 Admission Decision Categories

Decision	What It Means
Accepted	All admission requirements have been met for full admission.
Conditionally Accepted	Minimum requirements met but specific conditions must be satisfied before final admission (see Section 2.8).
Incomplete	Required documents or information not yet submitted; application remains open pending completion.
Deferred	Admission postponed to a future semester, subject to University approval.
Rejected	Admission requirements not satisfied.

2.8 Conditional Admission

AIU may offer conditional admission to applicants who demonstrate academic promise but have outstanding requirements at the time of application, for example, a final transcript not yet issued, an equivalency certificate pending, or a placement test not yet completed. Conditional admission is not a waiver of AIU's standards; it is an offer contingent on completing specific, time-bound conditions (EMA-006).

All conditions must normally be satisfied within one academic semester. Your conditional offer letter specifies the outstanding requirements, deadline, registration restrictions, and consequences of not meeting the conditions.

Important: Conditional admission does not, by itself, guarantee eligibility for a PUC scholarship or any other financial aid program. Confirm your scholarship eligibility separately.

2.9 Transfer Student Admission

To be considered for transfer admission, you must (EMA-007):

- Have completed coursework at a recognized post-secondary institution;
- Meet AIU's general admission requirements and program requirements;
- Have a minimum cumulative GPA of 2.00 or equivalent; and
- Not have been dismissed from a prior institution for academic misconduct or disciplinary reasons.

Transfer credit is evaluated separately from the admission decision; admission does not guarantee that prior credit will be accepted. Transfer credit standards: minimum grade of C; up to 50% of Study Plan credits may be transferred; transferred grades do not appear in your AIU CGPA. Transfer applicants may be exempt from placement testing where they receive approved transfer credit for equivalent English or Mathematics coursework.

2.10 Readmission

Former AIU students who withdrew or whose enrollment was discontinued may apply for readmission. Readmitted students retain their prior academic record and student ID number and are not required to repeat placement testing. They continue under the curriculum and graduation requirements in effect at the time of readmission (EMA-009). Students dismissed for disciplinary reasons may request readmission on a case-by-case basis; approval is not automatic.

2.11 Non-Degree Seeking Admission

Individuals who wish to take AIU courses without pursuing a degree may apply as non-degree seeking students. Non-degree admission does not constitute degree-program admission and does not guarantee future degree-seeking admission. Non-degree students comply with all applicable AIU policies and financial obligations (EMA-008).

2.12 Fraudulent Documentation

AIU treats the submission of forged, altered, or fraudulent documentation with the same seriousness as academic misconduct. The University may reject the application, cancel admission or enrollment, notify the appropriate Kuwaiti authorities, and take additional action permitted under University regulation and applicable law (EMA-002, EMA-003, STU-001).

2.13 Appealing an Admission Decision

Every applicant has the right to appeal an admission decision (EMA-003, Article 8). This right exists independently of the Student Grievance Policy (STU-002), which applies only once you are enrolled. Recognized grounds for appeal include: a material procedural error; a decision not supported by available information; new material evidence that was not available and would likely have changed the outcome; or belief that the decision was influenced by a protected characteristic. Submit a written appeal to the Executive Director of Enrollment and of Admissions within ten working days of notification. First-level review is by the Executive Director of Enrollment and Admissions (within ten working days); second-level review, where needed, is by the VPESA (within fifteen working days; final at the institutional level).

This chapter summarizes: REG-006 (Enrollment Eligibility and Registration Holds), REG-007 (Registration, Add, and Drop), REG-009 (Registration Load), REG-011 (Student Attendance), REG-018 (Registration Terminations and Withdrawals), and REG-005 (Duration of Study).

3.1 Registration Eligibility

To register for classes, you must (REG-006):

- Be formally admitted and continuously enrolled;
- Have no unresolved registration holds (financial, academic, or administrative);
- Not be academically dismissed, terminated, or permanently withdrawn; and
- Have placement testing completed or an approved exemption on record.

Registration holds may be placed for outstanding financial obligations, missing admission documents, unsatisfactory academic standing, academic integrity concerns, or pending disciplinary action. You are responsible for resolving the underlying issue with the office that placed the hold.

3.2 Registration Periods and Time Tickets

AIU conducts two registration periods each semester, one for new students, one for continuing students. Time Tickets (your assigned registration window, based on academic standing and credit hours completed) are announced in advance. New students who do not register by the end of their period have their enrollment terminated unless they hold an approved study postponement. Continuing students who fail to register by the end of their period are assigned Academic Withdrawal status (REG-007).

3.3 Academic Advising Requirement

Before registering each term, you must meet with your academic advisor to review your degree plan and confirm course selections. Students on academic probation (CGPA below 2.00) must meet with their advisor before being issued a registration PIN code (REG-006, REG-014). See Chapter 11 for advising standards.

3.4 Registration Load

Academic Standing (CGPA)	Registration Load
Below 2.00 (Probation)	12–13 credit hours (up to 15 with School approval for graduating students)
2.00 or above	12–19 credit hours
3.60 or above	12–21 credit hours (Subject to approval)
First semester	Up to 16 credit hours

- Full-time status: 12 or more credit hours. Dropping below full-time may affect PUC scholarship eligibility.
- Students wishing to register below the normal full-time load (except where otherwise permitted under University policy) require approval from the Dean through the e-services portal.
- Students registering fewer than 9 hours (except graduating students with fewer than 9 credits remaining) are administratively dropped.
- Students with a CGPA of 3.60 or above may request to register for up to 21 credit hours, subject to the recommendation of their academic advisor, approval by the Dean, and, where required by University policy, approval by the Vice President for Academic Affairs.
- The maximum registration load represents the maximum number of credit hours permitted and does not constitute an entitlement. Registration loads are subject to academic advising, programme requirements, course availability, and any academic restrictions imposed by the University.
- Requests to exceed the published maximum registration load may only be approved in exceptional circumstances upon the recommendation of the Dean and approval by the Vice President for Academic Affairs.

Summer maximum: 2 courses (7 credit hours), or 3 courses (10 credit hours) for students with CGPA of 3.60 or above. Students with documented disabilities may register for the minimum load their accommodation permits (STU-003). Scholarship students must maintain the load required by their scholarship agreement (FIN-007).

3.5 Adding and Dropping Courses

You may adjust your schedule during the Add/Drop period at the start of each semester (one week for regular semesters; two days for summer). After the Add/Drop period, you may drop a course, recorded as 'W' (Withdrawn), until the end of the 10th week of a regular semester or the 4th week of summer. After that withdrawal deadline, a dropped course is recorded as 'WF' (Withdrawal with Fail), which carries zero grade points.

To drop all courses at once, you may do so up to two weeks before the final examination period; your status changes to Study Postponement (subject to limits on the number of postponements) and all courses are graded 'W.'

Always verify your schedule through the self-service portal after any change and retain a copy. Disputes after the relevant deadline are not accepted on the grounds that you did not review your registration confirmation.

3.6 Attendance

Absence Level	Consequence
10% of class meetings	First warning by email
15% of class meetings	Final warning by email
20% of class meetings	Barred from final examination (grade FA); change to W possible with documented Dean approval
25% of class meetings	Permitted only for students representing Kuwait or AIU in official activities

All absences, excused or unexcused, count toward the threshold. Attendance is not used as an assessment component; your grade is not raised or lowered based on attendance within these limits. A student called for compulsory national or military service is entitled to an attendance waiver for the resulting absences, provided arrangements are made in advance with instructors (REG-011).

3.7 Study Postponement (Leave of Absence)

If you need to temporarily suspend your studies, you may apply for a Study Postponement (Optional Withdrawal) before the applicable deadline. An approved Study Postponement semester does not count toward the maximum study period or your withdrawal count (REG-018). Grounds include personal reasons, documented medical reasons, an unforeseen emergency, or compulsory national or military service under Kuwait law. You may not enroll at another institution during a Study Postponement for the purpose of transferring credit back to AIU.

PUC students must comply with all applicable PUC regulations and requirements. Students requesting to freeze their semester must provide an official excuse or supporting documentation for the request. While the request is being processed, students are required to continue attending their classes until official approval is received. Please note that the process may take approximately 10–15 working days. Submitting a request does not constitute approval of the freeze.

3.8 Academic Withdrawal and Registration Termination

A student who fails to register within the first four weeks of a semester without an approved Study Postponement is assigned Academic Withdrawal status. The maximum combined period of Optional and Academic Withdrawal for an undergraduate student is four semesters. Exceeding this limit results in Registration Termination (permanent withdrawal) (REG-018).

For PUC students, failure to register within the first two weeks of the semester without an approved Study Postponement will result in the student being considered a No-Show. Such students will be included in the report submitted to PUC for the suspension of their social allowance, in accordance with applicable PUC regulations.

3.9 Duration of Study

Program Credit Hours	Minimum Residency	Maximum Residency
Up to 130 credit hours	6 semesters	13 semesters
Above 130 credit hours	7 semesters	15 semesters

Transfer students must complete a minimum of four semesters at AIU to receive an AIU Bachelor's Degree. Approved Study Postponement semesters do not count toward the study period; Academic Withdrawal and Disciplinary Withdrawal periods do count. A student who exceeds the maximum study period is terminated from the University unless an extension is approved by the VPAA on the Dean's recommendation (REG-005).

4.1 Your Responsibilities as an AIU Student

Every AIU student is expected to:

- Become familiar with the Academic Catalog and consult academic advisors to understand degree requirements;
- Select courses that maintain reasonable progress toward the degree, in accordance with the approved degree plan;
- Attend classes regularly and punctually, and fulfill all course assignments;
- Maintain a courteous and scholarly demeanor in all University settings;
- Uphold academic honesty and follow AIU's Academic Honor Pledge (Chapter 5);
- Maintain current contact information (phone number and residence address) with the University;
- Respond promptly to all official University communications sent to your AIU email; and
- Resolve any outstanding financial obligation before the start of the following term.

A student's obligation to know and follow published policy applies whether or not the student has read this handbook. Ignorance of a published policy is not, on its own, a valid excuse.

4.2 Course Load and Classification

Your classification, Freshman, Sophomore, Junior, or Senior, is based on cumulative credit hours completed and is published in the Academic Catalog. Confirm your maximum permitted load with your academic advisor before registering. (See Chapter 3)

4.3 Transfer Credit and Credit by Examination

Three distinct decisions govern how transfer credit affects your program (REG-010, EMA-007): transferability (whether AIU accepts the credit, decided by the Registrar); equivalency (whether it matches a specific AIU course, decided through the academic review process); and applicability (whether it counts toward your specific degree, decided by your School). Credit by examination is available through AP, IB, and A-Level results at equivalencies published in the Catalog.

4.4 Repeating Courses

You may repeat a course in which you received F, or in which you received C+ or lower, once, to improve your CGPA (REG-013). The higher grade is recorded in your CGPA; the lower grade remains on your transcript with the notation 'E' (Excluded from CGPA). You must repeat a failed compulsory course. If you fail an elective, you may repeat it or substitute an approved alternative.

4.5 Incomplete Grades

If you cannot complete a final examination, project, or required training due to a documented emergency or medical condition, you may apply for an Incomplete grade ('I') before the end of the final examination period (REG-015). An 'I' grade must be resolved before the end of the Add/Drop period of the following regular semester. An unresolved 'I' converts to 'F' automatically.

4.6 Change of Program

A student who wishes to change their major or program must follow the Change of Program procedure (REG-012). Requests are submitted to the Registration Office and require approval from both the receiving School and the student's current School. Academic requirements applicable to the new program are those in effect at the time of the change.

PUC students must comply with all applicable PUC regulations and requirements. In addition, a PUC student requesting a change of program must meet the following minimum cumulative GPA requirements:

- Engineering Programs: Minimum CGPA of 3.00
- Arts & Sciences and Business Programs: Minimum CGPA of 2.67
- The student must have successfully completed at least 24 credit hours

4.7 Required Textbooks and Instructional Materials

Students enrolled in a course with a required textbook or other Required Instructional Material are expected to obtain it in the format specified by the instructor by the end of the second week of the semester or, for a course beginning after the semester start, by the end of that course's first week. Required materials, including the exact edition, ISBN or platform-access code, approximate cost, and where the material may be obtained or rented, are identified in the course syllabus. The instructor conducts Compliance Verification by the applicable deadline.

Where a student has not obtained the Required Instructional Material by the deadline, the instructor may reduce the student's Participation and Preparedness Component, where stated in the syllabus, by an amount not exceeding five percent (5%) of the final course grade in total for the semester. Students requiring an alternative-format material as a disability accommodation should contact the Disability Services Coordinator, while students experiencing genuine financial hardship may raise the matter with the Student Affairs Office before the applicable deadline.

AIU is a community dedicated to the intellectual development of its students, and that development depends on a simple premise: what a student represents as the product of their own intellectual effort must actually be their own. This chapter summarizes the academic-integrity provisions of STU-001 (Student Conduct and Disciplinary Policy), consistent with WSCUC CFR 2.9.

5.1 The Academic Honor Pledge

Every student signs the AIU Academic Honor Pledge as a condition of registration, and the Pledge is repeated in every course syllabus:

“As a student of American International University Kuwait, I pledge that all work I submit, all examinations I complete, and all contributions I make to academic activities are the product of my own honest effort. I will not misrepresent my knowledge or my work. I will not receive or provide unauthorized assistance in any academic task. I will acknowledge the sources I rely on, whether those sources are human authors, published works, or artificial intelligence tools. I will report instances of academic misconduct that I directly observe, understanding that the integrity of this academic community depends on the commitment of every one of its members. I accept that violation of this Pledge may result in sanctions up to and including dismissal from AIU.”

A student who is uncertain whether a specific action is consistent with the Pledge is responsible for asking their instructor before submitting the work; uncertainty is not, after the fact, a defense.

5.2 Academic Misconduct Defined

Academic misconduct includes, but is not limited to:

- Cheating: using unauthorized materials or assistance during examinations or assessments;
- Plagiarism: representing another’s words, ideas, or data as your own without attribution;
- Fabrication or falsification: inventing or altering data, sources, or results;
- Unauthorized collaboration: working with others on individual assignments without instructor permission;
- Impersonation: having another person complete your work, take your examination, or represent you in any academic activity;
- Undisclosed or unauthorized use of artificial intelligence tools in coursework; and
- Document fraud: submitting altered, forged, or falsified academic documents.

5.3 Examination Conduct Standards

Students are expected to comply with AIU examination requirements to ensure fair and consistent assessment conditions. Students must arrive at least 15 minutes before the scheduled start time and be seated and ready 10 minutes before the examination begins. The examination room closes 15 minutes after the official start time, and students arriving after the room has closed will not be admitted. Students must bring a valid AIU Student ID card, switch off and stow all electronic devices, including phones, smart watches, and tablets, and bring only items specifically approved for the examination. During the examination, students must remain silent, communicate with a Proctor only by raising a hand, and must not communicate with another student in any form.

Students may not leave the examination room during the first 15 minutes, except for a documented medical emergency. Upon completing the examination, students must return the answer book and question paper to the Proctor and leave quietly. Suspected academic misconduct, including unauthorized notes, communication with another student, use of prohibited electronic devices to access information, or impersonation, will be referred under the Student Conduct and Disciplinary Policy (STU-001). Students requiring approved disability accommodations will be accommodated in accordance with the Disability Services and Accessibility Policy (STU-003).

During any examination you may not: copy from another student or allow copying from you; bring unauthorized written, printed, or electronically stored material; use any electronic device other than an approved calculator (including mobile phones, tablets, laptops, and smart watches); consume food without a documented medical condition; or leave the examination room except for a genuine emergency or documented medical condition.

5.4 Use of Artificial Intelligence

The permissibility of AI tools in a specific course is determined by the course instructor and stated in the course syllabus. Where a syllabus is silent on AI, the default assumption is that AI assistance is not authorized for individual assessments. Unauthorized use of AI-generated content in submitted work is a form of academic misconduct. Where a syllabus authorizes AI use, proper attribution requires: the name of the tool used; the prompt submitted; the date the content was generated; the output, reproduced as generated; and a brief statement of how the output was used in the submitted work. Specific attribution requirements are set by the course syllabus and may vary by course and program.

5.5 Sanctions for Academic Misconduct

A suspected violation is investigated and sanctioned through the process in STU-001. Sanctions include: written warning; assignment penalty (zero on the specific assignment); course grade penalty (F for the course); course de-registration; academic probation; suspension; dismissal; and, for fraud affecting an already-awarded degree, degree revocation (requires a full hearing and Presidential approval). Multiple sanctions may apply to a single violation where warranted.

Sanctions include: written warning; mandatory attendance at an Academic Integrity Workshop, with a passing score required on the workshop's assessment; resubmission of the work in which the violation occurred, within a deadline set by the VPAA (or designee), which may or may not carry credit; assignment penalty (zero on the specific assignment); course grade penalty (F for the course); course de-registration; academic probation; suspension; dismissal; and, for fraud affecting an already-awarded degree, degree revocation (requires a full hearing and Presidential approval).

6.1 AIU's Grading System

Letter Grade	Grade Points	Percentage Range
A	4.0	93–100
A-	3.7	90–92
B+	3.5	87–89
B	3.0	83–86
B-	2.7	80–82
C+	2.5	77–79
C	2.0	73–76
C-	1.7	70–72
D+	1.3	67–69
D	1.0	63–66
D-	0.7	60–62
F	0	Below 60 (Failing)
WF — Withdrawal with Fail	0	—WF
FA — Fail for Absence	0	Exceeding 20% absences
W – Withdrawn	–	Dropped before withdrawal deadline; no GPA impact

Grade points are used in the calculation of both the Semester Grade Point Average (SGPA) and the Cumulative Grade Point Average (CGPA).

Unless otherwise specified by programme requirements, the minimum passing grade for an undergraduate course is D-. Certain programmes or individual courses may require a higher minimum grade to satisfy progression or graduation requirements.. Other transcript notations: P/NP (Pass/No Pass courses); I (Incomplete); W (Withdrawn before deadline; no GPA impact); TR (Transfer Credit; not in AIU CGPA); E (Excluded, superseded grade from repeated course).

6.2 GPA Calculation

SGPA (Semester GPA): Average of all grade points earned in courses taken in a single semester, including failed courses.

CGPA (Cumulative GPA): Aggregate grade points from every course ever taken at AIU, rounded to two decimal places. Transfer credit grades are not included in the CGPA.

6.3 Academic Standing

CGPA	Academic Standing
3.60–4.00	Excellent
3.00–3.59	Very Good
2.50–2.99	Good
2.00–2.49	Satisfactory
Below 2.00	Academic Probation

6.4 Academic Probation

A CGPA below 2.00 at the end of any semester triggers Academic Probation (REG-017). Consequences: email notification of probation status; registration hold and PIN code (advisor consultation required before registering); registration load capped at 12–13 credit hours; and a probation notation on your academic record. You clear probation by returning your CGPA to 2.00 or above by the end of the following regular semester. If your CGPA falls below 1.00, you are compulsorily transferred to another program of your choosing (this may occur only once). Failure to clear a first probation triggers a second probation with the conditions described in REG-017. PUC students must follow the PUC regulation.

Note: The above Academic Probation provisions are not applicable to PUC-students, as PUC students are subject to specific PUC regulations regarding minimum GPA requirements, registration load, and eligibility for change of program. In particular, the provisions related to compulsory transfer to another program cannot be applied to PUC students. These provisions may apply to self-pay students in accordance with University policy and applicable academic regulations.

6.5 Academic Dismissal

Academic Dismissal results from (REG-017): three consecutive probations in the same major; five probations (consecutive or not) during the entire period of study; two probations in one program, transfer, then two consecutive probations in the new program; CGPA below 1.00 more than once; failure to meet conditional admission stipulations; or exceeding the maximum study period without an approved extension. Dismissed students may apply for readmission after completing the required dismissal period.

6.6 Grade Reviews and Appeals

Final Exam Review (REG-016): A narrow, objective process limited to checking whether marks were correctly added, recorded, or transcribed. Apply through the e-services portal within two weeks of grades being posted. This process does not substitute for a Grade Appeal.

Grade Appeal (STU-002, Article 4): The proper process for challenging a final grade on grounds of mathematical error, undisclosed grading standards, discriminatory treatment, or procedural irregularity. See Chapter 9.

6.7 Transcripts and Financial Holds

Official transcripts are issued by the Registrar's Office on your written request, for a fee. Transcripts are not issued to students with outstanding financial obligations. Grades are recorded normally regardless of financial status, but your transcript will not be released until your account is cleared.

6.8 Graduation Requirements and Process

To graduate, you must (REG-002): pass all courses in your Study Plan; achieve a minimum CGPA of 2.00; complete all requirements within your maximum study period; and have no unresolved Incomplete grades.

In your final semester, you declare your intention to graduate through the approved platform. The Registrar's Office audits your transcript and Study Plan to confirm all requirements are expected to be met. The graduation list is reviewed by the VPAA and submitted to the Board of Trustees for degree conferral. The Board confers degrees at its next scheduled meeting.

Graduation honors: a CGPA of 3.80–4.00 earns Highest Honors; a CGPA of 3.60–3.79 earns Honors. Both are recorded on your academic record and degree diploma. AIU issues Academic Transcripts, Graduation Completion Certificates, and Degree Diplomas in English and Arabic. Degree Diplomas are signed by the Dean of your School, the VPAA, and the President. Students with outstanding fees may graduate but documentation is withheld until all balances are cleared.

This chapter summarizes STU-001 (Student Conduct and Disciplinary Policy), grounded in WSCUC CFR 1.6, 2.9, and 2.14.

7.1 Who Is Covered

STU-001 applies to every enrolled student, full-time, part-time, visiting, exchange, Foundation, in all AIU-related activities: on campus, at University-sponsored events, in online conduct on University platforms, and in certain off-campus settings where the conduct affects the AIU community. AIU may bring proceedings against a former student within 24 months of the end of their enrollment for violations committed while enrolled, and retains indefinite jurisdiction over fraud affecting an already-awarded degree.

7.2 Non-Academic Conduct Standards

Non-academic misconduct includes disruptive, dangerous, threatening, harassing, or dishonest behavior in University-related activities. Conduct that also violates Kuwaiti law, including the Penal Code, Cybercrime Law, or drug law, is a violation of this policy regardless of whether criminal proceedings are pursued. AIU's disciplinary process proceeds independently of any criminal case.

Hazing, endangering another student's physical or mental health as a condition of initiation into, affiliation with, or continued membership in any group, organization, or athletic team, is prohibited regardless of whether the student being hazed consented to participate (STU-001; CFR 1.6, 2.14).

AIU maintains a modest-dress standard consistent with Kuwaiti cultural norms and applicable law, published annually by the VPESA and applying to all students regardless of nationality.

7.3 Your Rights in the Disciplinary Process

Non-academic cases that are not resolved by admission of responsibility are heard by a Student Conduct Hearing Board of three members drawn from a trained standing committee of staff, faculty, and administrators: one student member and two faculty or administrator members, one of whom serves as a trained Chair. Board members must have no direct connection to the case, and the Chair votes only to break a tie. Where student-complainant privacy is a concern, the Chair may exclude the student board member from that hearing (STU-001, Article III).

Each party may bring a Support Person, a current AIU student or employee (not a lawyer) who may advise and prepare the party but may not question witnesses or speak on the party's behalf without the Chair's invitation.

Right	What It Means
Written notice	Written notice of specific charges and the hearing date, at least 7 working days before the hearing.
Presumption	Presumed not responsible unless responsibility is admitted or found through the hearing.
Right to respond	May respond in writing before the hearing and speak for yourself at the hearing.

Right	What It Means
Evidence review	May review all evidence AIU will rely on, at least 5 working days before the hearing.
Support Person	May bring one Support Person (who may not speak on your behalf unless the Chair invites it).
Witnesses	May call witnesses, subject to the Chair's relevance determination.
Written decision	Written decision with finding, rationale, and sanction (if any), within 7 working days of the hearing.
Right to appeal	On the grounds set out in Section 7.5.
Confidentiality	Proceedings are confidential, subject to legal disclosure requirements.
No retaliation	No one who files a report, participates in an investigation, or testifies may be retaliated against.

7.4 Sanctions for Non-Academic Misconduct

Sanction	Description
Verbal warning	Informal warning delivered in person, with a written record in the conduct file.
Written warning + reflection essay	Formal warning plus a required reflective essay on the conduct's impact.
Community service assignment	Assigned service relevant to AIU's values, proportional to severity.
Restriction from services/activities	Temporary suspension from specific services, facilities, clubs, or events.
Probation	Formal notice that the student is not in good standing with the University community for a defined period, which may carry conditions; a further violation during probation is grounds for suspension. The student returns to good standing when the period ends without further violation.
No Contact Order	A standing directive that two students may not contact one another, in person, electronically, or through a third party, issued as a sanction (not only as an interim measure) where continued contact would pose a risk to a party's safety or wellbeing.
Withholding or revocation of admission, degree, or diploma	Available where a non-academic violation involved fraud or material misrepresentation in obtaining admission or a degree, or where other conditions attached to a sanction remain unmet at the time a degree would otherwise be conferred.
Suspension	Temporary exclusion from AIU and all University activities for a defined period.
Dismissal	Permanent termination of enrollment.
Interim measures	Interim suspension or contact restriction before a final decision, where there is an immediate safety or investigation-integrity concern. Not a finding of responsibility.

Suspension and dismissal are noted on the academic record. Other conduct sanctions are kept in the conduct file, not on the transcript. A dismissed student's conduct record is disclosed to another institution or employer only with the student's written consent or where the law requires.

7.5 Appeals

Every student who receives a final determination may appeal on the following grounds: a material procedural error that prejudiced the outcome; a finding not supported by the evidence; a sanction disproportionate to the violation; or new material evidence that was unavailable at the hearing. General disagreement with the finding is not a valid ground.

- Standard track: appeal decided finally by the VP Student Affairs;
- Enhanced track: appeal decided finally by the VPAA;
- Severe track (suspension or dismissal): appeal decided by the President. The University President's decision on appeal is final.

7.6 PUC-Related Disciplinary Processes

Students enrolled under a Private Universities Council (PUC) government scholarship are subject to an additional, independent disciplinary track administered by the PUC, alongside AIU's own process under this chapter. Following AIU's internal investigation, academic and non-academic misconduct findings involving a PUC-sponsored student are reported to the PUC by AIU. The PUC's own committees may impose sanctions ranging from a written warning to suspension or dismissal from the scholarship, including cancellation for failure to complete registration or for violating scholarship conditions. A PUC-sponsored student has the right to appeal a PUC sanction directly to the PUC within two months of notification.

The PUC process and AIU's own disciplinary process under STU-001 are independent of one another: a PUC sanction affecting scholarship status does not substitute for, and is not superseded by, any AIU sanction, and the two may run concurrently (STU-001, Article X; CFR 1.6, 2.14).

AIU is committed to a learning and working environment free of discrimination, harassment, sexual misconduct, bullying, and retaliation. This chapter summarizes ADM-003 (Equal Opportunity, Non-Discrimination, and Anti-Harassment Policy), grounded in WSCUC CFR 1.4, 1.6, and 2.14, and in applicable Kuwaiti law including the Penal Code (Law No. 16 of 1960) and the Cybercrime Law (Law No. 2 of 2001).

8.1 Protected Characteristics

AIU does not discriminate on the basis of any protected characteristic in access to programs, services, activities, or employment. Protected characteristics at AIU include: sex, gender, nationality, disability, religion, academic background, and any other characteristic protected under Kuwaiti law or AIU policy.

8.2 Prohibited Conduct

Discrimination: treating a person less favorably on the basis of a protected characteristic in connection with their educational participation or employment at AIU.

Harassment: unwanted conduct related to a protected characteristic that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment.

Sexual Harassment: Sexual harassment is prohibited under AIU policy and may also constitute an offense under applicable Kuwaiti law. Sexual harassment includes unwelcome conduct of a sexual nature that has the purpose or effect of intimidating, humiliating, threatening, or creating an offensive, hostile, or disruptive educational or working environment, including unwelcome sexual propositions, suggesting grades or employment decisions depend on sexual favors, unwelcome sexual comments or physical contact, displaying or circulating sexually suggestive materials in work or study areas, unwelcome sexual advances or propositions, requests for sexual favors, sexually suggestive comments, jokes or gestures, unwanted physical contact, displaying or distributing sexually explicit or suggestive material, or conditioning academic, employment, or university-related decisions on the provision of sexual favors. AIU will investigate all allegations of sexual harassment and may take disciplinary action independent of any criminal proceedings.

Sexual Assault: Sexual assault is prohibited under the Kuwaiti Penal Code (Law No. 16 of 1960) and AIU policy. Sexual assault includes sexual penetration of any kind without consent and any non-consensual sexual act or unwanted sexual contact committed through force, threat, coercion, deception, or other unlawful means. Consent cannot be inferred from silence or the absence of physical resistance; a person who is asleep, unconscious, or incapacitated cannot give consent. Such conduct may constitute rape, indecent assault, or other criminal offenses under Kuwaiti law. AIU will investigate allegations of sexual assault in accordance with its policies and may impose disciplinary action independent of any criminal proceedings.

Bullying: a repeated and unwelcome pattern of conduct directed at a person that a reasonable person would find causes emotional distress and undermines that person's ability to study, work, or participate in university life.

Retaliation: any adverse action taken against a person because they reported a concern in good faith, participated in an investigation, or served as a witness. Retaliation is itself a serious policy violation.

Conduct prohibited under this policy may also violate Kuwaiti law. AIU's institutional process proceeds independently of any legal proceeding.

8.3 Reporting Options

If you experience or witness prohibited conduct, you are encouraged to report it promptly. Reporting options:

- For matters involving AIU employees: report to the Equal Opportunity Officer (EOO), who reports to the VP Administration;
- For student-on-student matters: report to the VP Student Affairs or the Office of Student Affairs; and
- In an emergency: contact Kuwait Police (112) and Campus Security immediately.

Reports are treated with confidentiality to the extent possible. You will not be retaliated against for filing a good-faith report. Amnesty provision: if you report a concern and, in doing so, reveal a minor, unrelated policy infraction of your own, AIU generally does not pursue disciplinary action for the incidental infraction so that fear of minor discipline does not discourage reporting.

8.4 Investigation and Outcome

The EOO manages all investigations under this policy. Investigations follow a defined timeline, protect all parties' interests, and result in a documented, evidence-based determination. Interim measures, schedule adjustments, no-contact requirements, or temporary exclusion from specific settings, are available to protect complainants and witnesses during an investigation. Where a violation is confirmed, sanctions are proportionate to the severity of the conduct, up to and including suspension, expulsion, or dismissal for students, and termination for employees.

STU-002 gives every AIU student a clear, timely way to challenge a decision they believe was wrong — whether it concerns a grade, an academic-standing determination, a financial charge, or the way an administrative office treated them.

9.1 Types of Grievances

Type of Grievance	Example	Track
Grade appeal	Final grade reflects a mathematical error, undisclosed standard, or discriminatory treatment	Academic — Grade Appeal
Academic standing appeal	Dispute over probation, suspension, or dismissal based on GPA/progression	Academic — Academic Standing
Assessment procedural complaint	Alleged irregularity in how an exam or assessment was administered	Academic — General Academic Grievance
Curriculum/degree requirement dispute	Dispute over transfer-credit or graduation-requirement decision	Academic — General Academic Grievance
Service/administrative complaint	An office applied a policy incorrectly or failed to provide an entitled service	Non-Academic — General Grievance
Financial dispute	Disputed charge, refund, scholarship application, or financial hold	Non-Academic — Financial Grievance
Conduct sanction appeal	Appeal of a STU-001 disciplinary outcome	Handled under STU-001 (Chapter 7)
Discrimination/harassment complaint	Handled under Student Handbook	Subsection 8.4

9.2 Your Rights in the Grievance Process

- Non-retaliation: no one who files a grievance, participates in a review, or serves on a committee suffers any adverse consequence.
- A clear, published timeline binding both the student and the University, with written notice if any deadline cannot be met.
- A meaningful, documented review at each stage, ending — for academic grievances — in a hearing before the Student Academic Grievance Committee (SAGC) if earlier stages do not resolve the matter.

9.3 The Student Academic Grievance Committee (SAGC)

The SAGC is AIU's final internal review body for academic grievances. It is chaired by a senior faculty member from outside the student's School, includes two further faculty members from other Schools and one from the student's own School, a non-voting VPESA representative, and a non-voting student observer. An appeal to the SAGC must be filed in writing within 10 working days of the prior decision, on recognized grounds. The SAGC issues a written decision within 15 working days.

If, after AIU's internal process is exhausted, you believe the process was not conducted fairly, WSCUC's own complaint process is available; the Office of the VPESA will provide information about that process on request.

9.4 Non-Academic and Financial Grievances

Non-academic and financial grievances follow a staged process through the relevant administrative office, with appeals from a Director of Finance determination going to the President, whose decision is final.

AIU is committed to equal access to education for every student, consistent with STU-003 (Disability Services and Accessibility Policy), Kuwait's ratification of the UN Convention on the Rights of Persons with Disabilities, and Law No. 8 of 2010 (People with Disabilities Law in Kuwait).

10.1 Requesting Accommodations

A student who believes they may need an academic accommodation contacts the Disability Services Coordinator to begin the accommodation process. The Coordinator works with the student to develop an Accommodation Plan based on documented need. You receive an official Accommodation Letter — the only documentation a faculty member is entitled to see. Faculty may not ask for your diagnosis or other medical information and must implement every accommodation in the Letter from the date it is presented. Accommodations are not applied retroactively to work already submitted before the Letter was presented.

10.2 Appealing an Accommodation Decision

A student who disagrees with the Disability Services Coordinator's determination, including a denial, a finding that an accommodation is not reasonable, or a finding of undue burden, may appeal in writing to the VP Student Affairs within 10 working days of receiving the written Accommodation Plan. The VP Student Affairs reviews the appeal within 15 working days and may uphold, modify, or return the determination for reconsideration; this decision is final at the administrative level. A complaint alleging discrimination on the basis of disability is handled under STU-004 (Chapter 8), not this appeal process.

10.3 Universal Design and Accessibility

AIU encourages faculty to design courses using Universal Design for Learning principles, providing materials in advance, captioning video content, and offering multiple modes of assessment where appropriate, to reduce how often an individual accommodation becomes necessary. Orientation includes information on how to register for Disability Services, and the Disability Services Coordinator publishes the accommodation request form and documentation requirements in English and Arabic on the AIU website.

STU-005 establishes the standards behind AIU's advising, library, tutoring, and orientation services.

11.1 Academic Advising Standards

Our Mission

The Academic Advising Office is dedicated to supporting students throughout their academic journey by providing accurate academic guidance, helping students make informed decisions, and promoting academic success, persistence, and timely graduation.

11.1.1 Academic Advising Services

Academic Advisors support students by providing guidance and assistance in the following areas:

- Developing and reviewing academic plans based on the approved degree requirements.
- Explaining university policies, academic regulations, and degree requirements.
- Helping students understand their DegreeWorks audit and monitor their academic progress.
- Providing guidance on course selection and academic planning.
- Supporting students in making informed decisions related to their educational goals.
- Assisting students with academic concerns and referring them to appropriate university resources when needed.
- Providing the necessary support to IAP students, conducting regular meetings and follow-ups on tutoring sessions to help them get back on track.

11.1.2 Registration Support

The Academic Advising Office supports students throughout the registration process by:

- Assisting students with course selection based on their approved degree plans.
- Reviewing DegreeWorks audits to ensure students register for required courses.
- Supporting students with registration errors, prerequisite issues, and course availability concerns.
- Assisting students with schedule adjustments during the Add/Drop period.
- Supporting transfer students with registration planning and transfer credit considerations.
- Students are encouraged to review their DegreeWorks audit and meet with their Academic Advisor before registration to ensure they are following the correct academic pathway.

11.1.3 At-Risk Student Support

The University is committed to supporting students who experience academic challenges through the Early Alert and Intervention Program. The purpose of this program is to identify students who may be at risk of academic difficulty and provide timely support to improve academic performance and promote student success.

Students may be identified as at-risk based on academic performance, attendance, academic standing, or other factors that may affect their academic progress.

Support provided to at-risk students may include:

- Individual meetings with an Academic Advisor.
- Development of an Academic Success Plan.
- Regular follow-up meetings to monitor academic progress.
- Referrals to the Student Success Center for tutoring and academic support.
- Coordination with faculty members regarding academic progress and attendance.
- Guidance on study strategies, time management, and course planning.
- Referrals to additional university support services when appropriate.
- Students participating in the Early Alert and Intervention Program are expected to actively participate in the support process, attend advising meetings, utilize recommended resources, and follow their Academic Success Plan.

11.1.4 Graduation Planning and Support

The Academic Advising Office assists students in preparing for graduation by:

- Reviewing degree requirements and graduation eligibility.
- Conducting graduation audits through DegreeWorks.
- Identifying remaining degree requirements and recommended course plans.
- Supporting students in developing graduation plans.
- Coordinating with academic departments regarding required courses and graduation needs.
- Guiding students through the graduation application process.
- Students are encouraged to meet with their Academic Advisor before their final semesters to ensure they are on track for graduation.

11.1.5 Academic Requests

Academic Advisors provide guidance and support for students submitting academic requests, including:

- Change of Major.
- Change of Specialization.
- Course Substitution.
- Prerequisite Waiver.
- Credit Overload.
- Other academic-related requests.

All requests must follow university policies and may require approval from the appropriate academic department, Dean, Academic Affairs, or the Registrar's Office.

11.1.6 Student Responsibilities

Students are expected to:

- Meet regularly with their Academic Advisor.
- Review their DegreeWorks audit before each registration period.
- Follow their approved degree plan and catalog requirements.
- Register during their assigned registration period.
- Monitor their university email and official announcements.
- Understand and comply with university academic policies and deadlines.
- Inform their Academic Advisor of any academic concerns or changes to their educational goals.
- Take responsibility for their academic decisions and progress toward graduation.

11.1.7 When Should Students Meet Their Academic Advisor?

Students are encouraged to meet with their Academic Advisor:

- Before each registration period.
- When planning their academic pathway or graduation timeline.
- When considering a Change of Major or Change of Specialization.
- When experiencing academic difficulties.
- Before submitting academic requests.
- After receiving Academic Warning or Academic Probation.
- Before applying for graduation.

11.2 Library and Learning Technology

All enrolled students have full borrowing privileges (up to 10 items for 30 days, renewable), full access to AIU's electronic book and journal collections through Single Sign-On (including during semester breaks), and access to library instruction sessions each semester. Students also have access to Canvas and other AIU digital platforms, with IT helpdesk support during business hours.

11.3 Tutoring and Academic Support

AIU provides individual and group tutoring support, writing center support, and peer learning programs. Your use of tutoring and academic support services is confidential and is not shared with faculty members without your consent.

11.4 New Student Orientation

New-student orientation covers: AIU's mission and values; key provisions of this handbook; first-semester academic policies; how academic advising works; how to access the library, tutoring center, and Student Affairs Office; campus safety, emergency procedures, and Kuwait legal context; and how to register for Disability Services. If you miss scheduled orientation, the Office of the VPESA will provide an equivalent briefing within your first two weeks.

AIU treats student mental health as part of its educational mission. Services are organized around a three-tier model and are delivered in a way that respects Kuwait's family-centered social context while ensuring that students who want professional support can access it (STU-006).

12.1 The Three Tiers of Support

Tier	What's Available
Tier 1 Prevention	Psychoeducation, wellness workshops, Mental Health First Aid training, and student Peer Wellbeing Ambassadors.
Tier 2 Early Intervention	Self-referred initial consultations within five working days; short-term individual counseling (typically 6–10 sessions); group counseling on topics like academic pressure and cultural transition.
Tier 3 Crisis Intervention	Same-day urgent appointments; Crisis Response Protocol coordinated with the VPESA and Campus Safety; external referral for needs beyond the Counseling Section's scope.

12.2 Accessing Counseling

You do not need a referral, permission from a faculty member, or a reason beyond your own judgment to contact the Counseling Section. In an emergency involving risk to life, Kuwait's emergency number is 112. The VPESA maintains an on-call contact for after-hours situations; this number is provided at orientation and on the student portal.

12.3 Confidentiality

Counseling is confidential. The only exceptions are narrow, safety-driven situations: where there is a risk to your life or someone else's, the counselor's duty to protect safety may require breaking confidentiality, coordinated through the Crisis Response Protocol.

12.4 Mental Health in Kuwait's Cultural Context

AIU recognizes that mental health support may carry social stigma in some cultural contexts. The Counseling Section is designed to be accessible, non-judgmental, and respectful of diverse cultural and religious backgrounds. If you are concerned about a fellow student, you can make a supported referral to the Counseling Section or speak with a faculty or staff member. If you believe someone is in immediate danger, contact Campus Security and Kuwait emergency services (112) immediately.

The Career Services Center (CSC) supports every AIU student by developing the necessary skills and abilities to prepare them for their future careers. CSC offers various workshops, events, presentations, and mentorship opportunities to help students enhance their professional competencies and confidence.

13.1 Career Services Center:

- Educates job seekers to effectively present themselves as candidates for employment. This is done through online resources, one-on-one sessions, resources or workshops;
- Works with School Deans and local employers to organize special events such as career seminars and industry visits which will allow students to interact with employers and network with professionals;
- Operates on-campus employment placement via the On-Campus Student Employment Program at AIU;
- Provides opportunities to connect with employers, explore career paths, and discover internship and job opportunities through the annual Career Fair event;
- Administers External internship placement through the Internship Portal at myAIU system.

13.2 On-Campus Student Employment Program (OSEP)

OSEP, operated by the CSC, is designed to promote professional development and provide diverse work experience for AIU students during their studies. Through the program, students can access part-time employment opportunities across various AIU departments via the OSEP Portal on the myAIU system.

13.3 Working in Kuwait

Kuwait's labor market has specific characteristics that students planning to work in Kuwait after graduation should be aware of. Most private-sector employment falls under Kuwait Labor Law No. 6 of 2010; government employment follows different regulations. For many private-sector roles, a valid work permit (distinct from a student residence visa) is required. International students should consult the Office of Student Affairs regarding their right to work during and after their studies. The Career Services Center maintains relationships with Kuwaiti employers and is familiar with Kuwait's civil service requirements, which may include different eligibility criteria for Kuwaiti nationals.

13.4 Employer Access and Non-Discrimination

AIU does not give an employer partner access to AIU students or student data for recruiting purposes where that employer's hiring practices are inconsistent with Chapter 8's non-discrimination standards. AIU shares job and internship opportunities with students to connect them to relevant openings. All further communication and decisions are at the student's and the company's discretion. Official credit-bearing internship placements are conducted through the Internship Portal as part of the myAIU system. Students select and apply for internships independently; only their final selection list with application and resume is shared with partner companies to complete the internship procedure.

American International University (AIU) prioritizes student engagement as a key factor in fostering holistic growth, both academically and personally. Student clubs and organizations play a vital role in this process by creating spaces where students can explore their passions, enhance their skills, build networks, and contribute positively to the AIU community. These clubs and organizations at AIU cultivate a vibrant environment where every student has the opportunity to engage, learn, and lead through active participation in activities that cater to diverse interests and ambitions.

STU-008 governs the clubs, organizations, and activities through which students build leadership, collaboration, and civic-engagement skills. WSCUC CFR 2.13 expects co-curricular programming to be intentional and outcomes-based.

14.1 Categories of Student Organizations

- Academic and professional associations: discipline-specific clubs and student chapters of professional bodies;
- Research and innovation clubs: robotics, coding, entrepreneurship, and film club
- Cultural, social, and civic organizations: cultural associations, community-service and volunteer groups, and social/interest clubs, all operating within Kuwait's legal and cultural framework; and
- Governance and leadership: the AIU Student Representative Committee (SRC), and class/program representatives.

14.2 How Organizations Are Governed

Every registered Student Organization has a faculty or staff Advisor, a defined purpose tied to AIU's eight Co-Curricular Learning Outcomes, and must remain in Good Standing, current on required reporting, financially sound, and free of unresolved conduct concerns. Advisors mentor and provide institutional guardrails; student leadership is the purpose of the program. All student organizations operate within Kuwait's legal and regulatory framework.

14.3 The AIU Student Representative Committee (SRC)

The Student Representative Committee (SRC) at American International University comprises of students nominated by Academic Affairs & Student Affairs. The SRC acts as the voice of the student body. They gather feedback, concerns, and suggestions from students and present them to the school's administration. This can include issues related to academics, facilities, policies, and other aspects of campus life. Student representatives will have the opportunity to ensure that student views are considered when decisions are made regarding student life on AIU's campus and other key areas of students' experience.

14.4 Starting a New Student Organization

To start a new student organization, you need at least five enrolled student members, a willing faculty or staff Advisor, and a written constitution or purpose statement tied to AIU's co-curricular learning outcomes. Applications are submitted to the Office of Student Affairs, which reviews them against STU-008 and applicable law before granting official recognition.

14.5 Organizational Accountability

A registered student organization, and its officers, members, and guests, must comply with all University policies while acting individually or collectively in the organization's name. Where an alleged violation involves one or more members or guests of an organization, the organization itself, its officers, or the individual student(s) involved may be held accountable, and any resulting matter is adjudicated under the process in Chapter 7 (STU-001, Article VIII).

This chapter summarizes AIU's financial aid and scholarship policies, governed by FIN-007 (Financial Aid and Scholarship Policy), consistent with WSCUC CFR 1.6 and 2.12.

15.1 Tuition, Fees, and Financial Obligations

Tuition and fees are published on the AIU website and in the Academic Catalog. Students with outstanding financial obligations: will not be permitted to register for the following term; will not receive official transcripts, Graduation Completion Letters, or degree diplomas; and will not be permitted to participate in the graduation ceremony. Grades are recorded in accordance with applicable University policies. A student who misses the Finance Department's published payment deadline is subject to being dropped from all courses and, ultimately, to dismissal.

Self-Pay students are required to meet the applicable tuition payment requirements established by the University. A minimum payment of KD 150 is required at registration, and a minimum of 30% of the total semester tuition fees must be paid prior to the commencement of classes. The remaining tuition balance must be settled within eight (8) weeks from the commencement of the semester, unless a different payment plan has been formally approved by the University. Failure to meet these payment requirements may result in financial holds and other restrictions in accordance with applicable University policies.

15.2 Types of Financial Aid Available at AIU

Aid Type	Who It's For	What It Covers
PUC Government Scholarship	Kuwaiti nationals and children of Kuwaiti mothers meeting PUC's minimum grade requirements and 26-month graduation timing rule	Tuition at the PUC-approved rate; excludes ancillary fees
Kuwait MoE External Scholarship	Kuwaiti students in an approved program, not government-employed, enrolled full-time	Tuition at the PUC-approved rate, per Ministry of Education rules
Employer/Company Sponsorship	Students whose employer has an AIU Institutional Sponsorship Agreement	As specified in the agreement, typically full or partial tuition
AIU Merit Scholarship	Undergraduates meeting specific GPA or high-school performance criteria (confirm availability)	A percentage of tuition for the awarded semester
AIU Student Support Fund	Undergraduates in good standing with documented financial hardship (confirm availability)	Tuition credit applied to the student's account
Private/External Scholarships	Any enrolled student meeting the awarding body's criteria	As specified by the awarding body

PUC scholarship students remain personally responsible for all fees the scholarship does not cover — student services, technology/LMS, library, application, registration deposit, late-registration, course-withdrawal-beyond-grace-period, and graduation fees. A PUC scholarship is cancelled upon academic dismissal; AIU notifies PUC within five working days of a scholarship student's dismissal, major change, withdrawal, or drop below full-time enrollment.

15.3 The Combination Rule

Total financial aid from all sources combined may not exceed your total tuition liability. No AIU representative may describe a scholarship as available, likely, or guaranteed where the program has not been activated or the student does not meet the published criteria (WSCUC CFR 1.6).

15.4 Appealing a Financial Aid Decision

You may submit a written appeal to the Director of Finance within 10 working days of a denial, reduction, or termination notice. Where AIU changes the terms of a financial aid program in a way that would adversely affect currently enrolled students, affected students are notified in writing at least 90 days before the change takes effect.

AIU is committed to the health, safety, and environmental wellbeing of everyone on campus. This chapter summarizes the Institutional Health, Safety, and Environment Policy (ADM-001) and the Integrated Emergency Management Plan (IEMP), consistent with WSCUC CFR 3.5 and 3.6.

16.1 Emergency Contacts

Situation	Contact
Campus Security – 24/7:	Current emergency contact number is available on the student portal and posted at key locations across campus.
AIU Campus Clinic:	For medical assistance and on-campus medical emergencies. Current Clinic locations, extensions and contact details are provided in Section 16.6 and on the student portal.

16.2 AIU's Emergency Response Framework

AIU operates under an Integrated Emergency Management Plan (IEMP) and an established Incident Command structure. Campus-wide emergency decisions, including changes in emergency status, campus closure, or remote operations, are made by authorized University leadership in accordance with the IEMP. During any emergency, students must follow instructions issued through official AIU communication channels and directions provided by Campus Security and the Incident Command structure.

16.3 Evacuation and Shelter Procedures

Evacuation: When instructed to evacuate, students must use the nearest safe exit, avoid elevators, proceed calmly to the designated assembly area, and remain there until further instructions are issued. Students must not re-enter any building until an official all-clear is provided.

Shelter-in-Place: Certain emergencies may require students to remain inside a building or relocate to designated internal safe areas rather than evacuate outdoors. Students must immediately follow instructions from Campus Security, official emergency announcements, and designated University personnel, and remain in the designated safe area until an official all-clear is issued.

16.4 Specific Emergency Scenarios

Fire: Activate the nearest fire alarm, evacuate immediately, call 112, and proceed to the building assembly point.

Medical Emergency: Immediately contact the AIU Campus Clinic or Campus Security. The Campus Clinic and Campus Security will coordinate the appropriate emergency response, including activation of Kuwait Emergency Medical Services (112) when required. In a clearly life-threatening emergency, 112 may also be contacted immediately. Do not move an injured person unless remaining in place presents an immediate danger to life.

Active Threat: If safe to do so, leave the building immediately. If you cannot leave, secure your location (lock or barricade the

door, turn off lights, silence your phone). Call 112 when safe. Follow instructions from Kuwait security forces and AIU Campus Security only.

Power Outage: Emergency lighting will activate. Remain calm. Do not use elevators. Await instruction from Campus Security.

Public Health Emergency: AIU follows Kuwait Ministry of Health directives. Follow the VPESA's communications regarding academic continuity arrangements.

16.5 Reporting Hazards and Incidents

Urgent hazards presenting an immediate risk to life, health, property, or campus operations must be reported directly to Campus Security immediately, in addition to submitting an incident report through the University reporting system.

16.6 Health and Wellness:

AIU Campus Clinic

The AIU Campus Clinic is dedicated to supporting the health, safety, and overall well-being of AIU students. The Clinic provides accessible medical support, health consultations, emergency response, medication support, and health education and wellness initiatives throughout the academic year.

Students are encouraged to make use of the Clinic whenever they have a health concern or require medical guidance during their time at AIU.

Medical Support & Consultation

The Campus Clinic provides medical assistance and professional health guidance to students. The Clinic may also provide medical assessment, recommendations, or supporting information, where appropriate, in relation to:

- Extenuating Circumstance Appeals related to a student's medical condition
- Requests for Make-Up Examinations due to illness or medical condition
- Medical Parking Passes
- Health-related concerns that may affect a student's academic activities
- General health consultations and medical guidance

Students are encouraged to consult the Campus Clinic when a health condition may affect their ability to attend classes, participate in university activities, or complete academic requirements.

Emergency Medical Response

The AIU Campus Clinic provides on-campus emergency medical response in coordination with the AIU Security Department.

When a medical emergency occurs, the Campus Doctor assesses the student's condition and determines the appropriate response. When emergency hospital care is required, the Campus Doctor coordinates with AIU Security regarding activation of emergency ambulance services through 112.

For any medical emergency on campus, students should seek assistance immediately through the Campus Clinic or AIU Security.

Support for Students with Medical Conditions and Disabilities

Students with chronic medical conditions, physical disabilities, or learning disabilities are encouraged to provide the Campus Clinic with their most recent medical report and treatment plan.

Having current medical information on file helps the Clinic's medical team understand the student's individual health needs and respond appropriately should medical assistance or emergency care be required.

Students should provide updated medical documentation whenever there is a significant change in their medical condition, treatment, or medication.

Medication Support

Students who regularly take prescribed medication may request to have their medication stored at the Campus Clinic, subject to Clinic policy, medical appropriateness, applicable storage requirements, available facilities, and submission of the relevant medical report and treatment plan.

Health Education & Wellness

The Campus Clinic plays an active role in promoting a healthy and supportive campus environment through health education and wellness initiatives.

Throughout the academic year, the Clinic organizes and participates in health awareness campaigns, educational sessions, wellness activities, and other initiatives designed to help students make informed decisions about their health and adopt healthy lifestyles.

Students are encouraged to participate in these initiatives and take advantage of the health and wellness resources available on campus.

Contact the AIU Campus Clinic

Clinic A	Building A Extension 3556
Clinic C	Building C Extension 3555
Campus Doctor – Clinic C	Extension 3551

WhatsApp: +965 604 54 364

Email: Clinic@aiu.edu.kw

For medical emergencies, seek immediate assistance from the AIU Campus Clinic or AIU Security.

AIU is committed to protecting the personal data of its students, consistent with ADM-002 (Privacy and Personal Data Protection Policy), Kuwait Law No. 2 of 2001 (Cybercrime Law), PUC student data requirements, and WSCUC CFR 1.7.

17.1 What Records AIU Keeps

- Academic records: transcripts, grades, degree plans, graduation records, transfer credit evaluations, placement test results;
- Enrollment records: registration history, attendance records, enrollment status, conduct records;
- Financial records: tuition payments, financial aid awards, scholarship records;
- Admission records: application, supporting documents, admission decisions;
- Advising records: degree plan notes, advising session records; and
- Disability and accommodation records: maintained separately from academic records.

17.2 Your Data Rights

Access: You may request access to your personal data held by AIU by contacting the Privacy Officer or the relevant administrative office.

Correction: You may request that inaccurate personal data be corrected, with supporting documentation.

Transcript Request: Official transcripts are issued by the Registrar's Office on your written request, for a fee, and only when your account has no outstanding financial obligations.

Confidentiality: Your academic records, advising records, tutoring use, disability status, and counseling records are confidential and are not shared with third parties — including family members — without your written consent, except as required by Kuwaiti law or as necessary to protect safety.

17.3 Disclosure to Third Parties

AIU does not share your personal academic records with third parties without your written consent, except: where required by Kuwaiti law or a court order; where necessary to protect safety; to PUC or the Ministry of Higher Education as part of AIU's regulatory obligations; or to scholarship sponsors where required by the scholarship agreement.

17.4 Data Security

AIU maintains physical, technical, and administrative controls to protect personal data from unauthorized access, loss, or disclosure. The Privacy Officer is responsible for overseeing AIU's privacy program, receiving data access requests, and investigating data incidents. If you believe your personal data has been mishandled, you may file a complaint with the Privacy Officer.

AIU provides students with access to a range of technology resources, including the student information system (Banner/myAIU), the learning management system (Canvas), library databases, email, and campus Wi-Fi.

18.1 Your AIU Technology Account

You are issued an AIU email account, ID Card and student portal login at the time of admission. Your AIU email is the University's official communication channel; you are responsible for checking it regularly. Do not share your login credentials with any other person.

18.2 Acceptable Use

AIU's technology resources are provided for educational, research, and administrative purposes. Prohibited uses include:

- Using AIU systems for any purpose that violates Kuwaiti law, including Kuwait's Cybercrime Law (Law No. 2 of 2001);
- Accessing, distributing, or storing material that is illegal, offensive, or violating AIU's non-discrimination standards;
- Attempting to gain unauthorized access to AIU systems or any other computer system;
- Using AIU systems to harass, threaten, or discriminate against any member of the University community; and
- Using AIU systems to disseminate false information or engage in conduct constituting an offense under Kuwaiti law.

Violations may result in disciplinary action and may constitute criminal offenses under Kuwaiti law.

18.3 Social Media and Online Conduct

Your conduct on social media and in other online environments is subject to AIU's conduct standards (Chapter 7) and Kuwaiti law (including the Cybercrime Law) when it affects the AIU community or occurs in connection with university activities. Kuwait's Cybercrime Law prohibits, among other things, publishing material that violates public order or moral standards through electronic means.

19.1 A Diverse Campus Community

AIU's student body reflects Kuwait's diverse society, including Kuwaiti nationals, Gulf nationals, Arab nationals, and students from many international backgrounds. AIU is committed to maintaining a welcoming environment for all students. Students are expected to engage with the campus community with mutual respect and cultural awareness.

The Office of Student Engagement, as part of the Division of Student Affairs, is dedicated to helping students become actively involved on campus and encouraging them to make the most of their university experience. The Office of Student Engagement fosters a strong sense of community and AIU pride while providing opportunities that promote internationalization at home and support students' social, intellectual, and personal development. This is achieved through engagement as individuals, as well as through participation in student clubs and organizations, in the following three ways:

- Organizing campus-wide events
- Supporting student organization events, and
- Sponsoring community and volunteering events

Additionally, the Office of Student Engagement is dedicated to bringing the world to AIU by encouraging students to engage with different perspectives and help the students develop international mindedness, critical thinking, global competence, and problem-solving skills to better prepare them for the global workplace.

19.2 Athletic Center and Intramural Sports

The university's Athletic Center offers extensive facilities for both men and women, featuring state-of-the-art weight rooms equipped with modern exercise equipment, including free weights, treadmills, and ellipticals. Additionally, the Center includes a full-size basketball court and an aerobics studio, both ideal for fitness sessions.

Each facility area is equipped with private locker rooms that provide individual showers and lockers, ensuring comfort and convenience. The center also hosts a variety of sports activities such as soccer, basketball, volleyball, badminton, and futsal.

Access to all these amenities is available to students through the Athletics Center membership. Membership arrangements can be made via the official AIU web page (<https://www.aiu.edu.kw/life/health-wellness>), Canvas or directly with the Athletics Department staff (email: Gym@aiu.edu.kw).

19.3 Lounges

Located across campus are various student lounges where students can relax, study, and hangout. These lounges can be found in the North, South, and West wings of AIU's beautiful campus. Additionally, a Game Room is also available to students during their free time on campus. It is located on the third floor of the Student Services building and includes a PC gaming room, board games, billiards, and table tennis. Throughout the years at AIU, students have participated in large scale activities such as gaming and billiards tournaments. All lounges are open to students during campus operating hours.

19.4 Religious Observance

AIU respects the religious diversity of its community and acknowledges Kuwait's Islamic legal and cultural framework. The University provides space and scheduling consideration for Islamic religious observances. Students of other faiths are welcome to observe their practices in a manner consistent with Kuwaiti law and campus norms. If a religious observance conflicts with a scheduled examination or assessment, notify your instructor at least one week in advance.

During the Holy Month of Ramadan, eating, drinking, and smoking in public are prohibited under Kuwaiti law. AIU's operating hours and academic schedule may be adjusted. These adjustments are announced in advance through the student portal and AIU email.

19.5 Student ID and Campus Access

Students must wear their valid AIU Student ID visibly while on campus and present it upon request to Campus Security or any authorized University official. Lost or stolen Student IDs must be reported immediately.

19.6 Dress Code on Campus

AIU maintains a modest-dress standard on campus and at University events, consistent with Kuwaiti cultural expectations and applicable law. The specific standard is published annually by the VPESA. Students who are uncertain about what is appropriate are encouraged to contact the Office of Student Affairs.

19.7 Transportation and Parking

Parking is available on the AIU campus subject to regulations and operational instructions issued by Campus Safety & Facilities (CSF). Students must park only in designated student parking areas and comply with all traffic, access, and safety instructions issued by Campus Security.

Current contact details (email, extension, and office location) for every office below are maintained in the AIU staff directory on the student portal (myAIU.edu.kw). For all urgent matters outside business hours, contact Campus Security or call Kuwait Emergency Services at 112.

Office	Email	What They Help With
Office of the Registrar	Registrar@aiu.edu.kw	Registration, transcripts, transfer credit, enrollment verification, graduation applications, attendance records
Office of the VP for Student Affairs (VPESA)	Vpesa@aiu.edu.kw	Student conduct, grievances, orientation, student welfare, general student affairs
Admissions Office	Admissions@aiu.edu.kw	Undergraduate admission, application status, placement testing, transfer admission, readmission
Academic Advising (your School)	Advising@aiu.edu.kw	Degree planning, course selection, academic-standing guidance, graduation clearance
Disability Services Coordinator	Dsc@aiu.edu.kw	Accommodation requests, Accommodation Plans and Letters, testing accommodations
Counseling Section	Cs@aiu.edu.kw	Confidential mental health and wellness support, crisis referral. Self-referral welcome.
Career Services Center	careerservices@aiu.edu.kw	Career counseling, internships, resume/ interview support, on-campus part-time job opportunities, employer connections
Finance Department / Office of Student Accounts	s.karattil@aiu.edu.kw	Tuition, fees, financial holds, payment plans
Office of Financial Aid (Finance Department)	Fa@aiu.edu.kw	PUC/MoE scholarships, AIU aid programs, sponsorship, financial aid appeals
Library	Library@aiu.edu.kw	Borrowing books, database access, library instruction sessions
IT Helpdesk	lthelp@aiu.edu.kw	Student portal access, Canvas, email, technology support
AIU Student Council	Src@aiu.edu.kw	Student representation, co-curricular governance, student advocacy
Campus Security	Security@aiu.edu.kw	Emergencies, safety concerns, incident reporting, access control — 112 for emergencies
Privacy Officer / VP Administration	Po@aiu.edu.kw	Data access requests, data correction, privacy complaints
Equal Opportunity Officer (EOO)	Eoo@aiu.edu.kw	Discrimination, harassment, and sexual misconduct complaints
Athletics Center	Gym@aiu.edu.kw	
Clinic	Clinic@aiu.edu.kw	

This appendix collects rights described in detail elsewhere in this handbook. It is a convenience summary, not a substitute for the full chapters. WSCUC CFR references are included where the right directly implements an accreditation standard.

Rights in Admission

- The right to accurate, complete information about admission requirements before applying (EMA-002, EMA-003; CFR 2.12).
- The right to written notice of an admission decision and the right to appeal it on recognized grounds (EMA-003, Article 8; CFR 2.14).

Rights in Registration and Academic Processes

- The right to register for courses within the approved period, free from holds except on legitimate grounds (REG-006; CFR 1.6).
- The right to accurate academic advising and not to be disadvantaged by erroneous advice you relied on in good faith (STU-005; CFR 2.13).
- The right to a clear, published academic calendar and to timely notification of changes (REG-004; CFR 1.6, 2.12).
- The right to have transfer credit evaluated fairly and in writing (EMA-007, REG-010; CFR 2.13).

Rights in Academic Assessment and Integrity

- The right to a course syllabus stating assessment criteria at the start of each course.
- The right to a Final Exam Review for arithmetic/transcription errors (REG-016; CFR 2.9).
- The right to a formal Grade Appeal on recognized grounds, through the SAGC (STU-002, Article 4; CFR 2.10).

Rights in Conduct Proceedings

- Written notice of charges and hearing date, at least 7 working days before the hearing (STU-001; CFR 2.14).
- Presumption of not being responsible unless responsibility is admitted or found through the hearing.
- The right to review all evidence AIU will rely on, at least 5 working days before the hearing.
- The right to a Support Person during the hearing.
- The right to a written decision with rationale, and the right to appeal on recognized grounds (STU-001; CFR 2.14).

Rights Regarding Support Services

- The right to reasonable academic accommodation without having to disclose a diagnosis to instructors (STU-003; CFR 2.13).

- The right to appeal an accommodation decision to the VP Student Affairs (STU-003).
- The right to confidential, self-referred mental health support (STU-006; CFR 2.13).
- The right to access all student support services without discrimination on the basis of any protected characteristic (STU-004, ADM-003; CFR 1.4).

Rights Regarding Equal Opportunity

- The right to education and campus life free from discrimination, harassment, sexual misconduct, and bullying (STU-004, ADM-003; CFR 1.4, 2.14).
- The right to report a concern and be free from retaliation (STU-004; CFR 2.14).
- The right to file a complaint with the Equal Opportunity Officer and to have it investigated promptly and impartially.

Rights Regarding Records and Privacy

- The right to access your own student records and to request correction of inaccurate data (ADM-002; CFR 1.7).
- The right to have your academic, counseling, disability, and advising records kept confidential (ADM-002).
- The right to have your personal data protected in accordance with Kuwaiti law and AIU's privacy policy.

Letter Grade	Grade Points	Percentage Range
A	4.0	93–100
A-	3.7	90–92
B+	3.5	87–89
B	3.0	83–86
B-	2.7	80–82
C+	2.5	77–79
C	2.0	73–76
C-	1.7	70–72
D+	1.3	67–69
D	1.0	63–66
D-	0.7	60–62
F	0	Below 60 (Failing)
WF — Withdrawal with Fail	0	Dropped after withdrawal deadline
FA — Fail for Absence	0	Exceeding 20% absences
W — Withdrawn	—	Dropped before withdrawal deadline; no GPA impact
I — Incomplete	—	Temporary; must resolve next semester or converts to F
TR — Transfer Credit	—	Not included in AIU CGPA
E — Excluded	—	Superseded grade from repeated course
P / NP — Pass / No Pass	—	Pass/Fail courses

CGPA	Standing	Key Consequence
3.60–4.00	Excellent	Eligible for maximum load (21 hrs.); graduation honors at 3.80+
3.00–3.59	Very Good	Standard load up to 19 hours
2.50–2.99	Good	Standard load up to 19 hours
2.00–2.49	Satisfactory	Standard load up to 19 hours
Below 2.00	Academic Probation	Load capped 12–13 hrs.; PIN code; mandatory advisor consult
Below 1.00 (first time)	Compulsory transfer	Must transfer to new program; may not return to original
Dismissal triggers (see § 6.5)	Academic Dismissal	Permanent termination of enrollment

This appendix collects the detailed operating rules, sanction ladders, and process timelines that support Chapter 7 (Student Conduct, Rights, and the Disciplinary Process), Chapter 18 (Technology Use and Information Systems), and Chapter 19 (Student Life, Campus Culture, and the Kuwait Context). It exists so that day-to-day questions, what counts as acceptable dress, where you may smoke, how a parking ticket escalates, can be answered without pulling the full STU-001 text. Where anything in this appendix appears to conflict with STU-001 or another full policy document, the full policy governs, and any material change to this appendix is announced through the student portal and AIU email.

C.1 Campus Dress Code

AIU maintains a modest-dress standard consistent with Kuwaiti cultural norms, referenced generally in §§ 1.6 and 7.2. Specifically, the following are not permitted on campus or at University-sponsored functions:

- Clothing bearing suggestive or offensive language or graphics;
- Tank tops and low-cut blouses;
- Shorts, skirts, or other clothing considered too short; and
- Clothing that exposes the waist or back or otherwise shows excessive skin.

The standard applies to all students regardless of nationality and is published in full annually by the VP Student Affairs (STU-001 § 3.7.4).

C.2 Smoking, Vaping, and Designated Smoking Areas

- Smoking and vaping, including electronic vape sticks, pens, and cigarettes, are permitted only in the designated Student Smoking Area.
- Smoking or vaping anywhere else on campus, including inside parked cars, stairwells, bathrooms, lounges, hallways, and building entrances, is strictly forbidden.
- Littering cigarette ends or related products is itself a sanctionable violation, separate from where the smoking occurred.

(STU-001 §§ 3.11.4, 3.17)

C.3 Incense, Bakhoor, and Oud Burners

The use of incense, bakhoor, or oud burners (mubkhar) is not permitted anywhere on campus grounds or in surrounding University facilities, including residences and offices, both for fire-safety reasons and to protect shared indoor air quality (STU-001 § 3.11.3).

C.4 Student Parking Rules and Sanctions

Students may park only in student-designated parking lots. Parking is prohibited, unless otherwise directed by Campus Security, in front of campus gates, across multiple spaces, in front of building entrances, on grass areas, in driving lanes, on sidewalks, and in service areas.

Offense	Sanction
1st offense	Verbal warning and vehicle citation
2nd offense	Written warning from the Office of Student Conduct
3rd offense	Loss of on-campus parking privileges and revocation of parking pass

(STU-001 § 3.20)

C.5 Acceptable Use of AIU Computer and IT Resources

In addition to the general acceptable-use statement in Chapter 18, the following are specific violations:

- Breaching, or attempting to breach, University IT network or computer security, including invading or hacking any system;
- Accessing, reading, deleting, or modifying a file without proper authorization;
- Copying or distributing copyrighted software or other materials, or otherwise violating a license agreement;
- Using computer facilities to send unauthorized mass emails or chain emails;
- Sending or posting confidential material, trade secrets, or proprietary information outside the University;
- Disclosing or using someone else's username or password without authorization;
- Interfering with the normal operation of any University computing system or network; and
- Tampering with or falsifying electronic information, or otherwise jeopardizing the security of AIU's computing systems and services.

(see Chapter 18)

C.6 Student ID Card Display Requirement and Sanctions

Students must wear their valid AIU Student ID visibly while on campus and present it upon request to Campus Security or any authorized University official. Lost or stolen Student IDs must be reported immediately.

Offense	Sanction
1st offense	Written warning
2nd offense	Mandatory conduct meeting and second written warning
3rd offense	Mandatory Saturday morning conduct training and test
Subsequent offenses	Increased sanctions, up to and including suspension

(STU-001 § 3.4)

C.7 Personal Electronic Devices, Recording, and Photography

- Do not photograph, record, or film a member of the AIU community without that person's prior consent.
- Do not share photos, recordings, or other filmed media of AIU, its community members, or its staff on social media without prior authorization.
- Do not use a personal recording or listening device to record a lecture, seminar, quiz, or examination without the instructor's consent (see also § 5.3 on unauthorized recording of course materials).
- Do not use a personal device to impersonate another student or person, or to circulate hate-based, offensive, explicit material, or information about weapons.
- Mobile phones and other personal devices may not be used in classrooms, laboratories, or studios during class or examinations without the course instructor's permission.

(STU-001 §§ 3.10.5, 3.19)

C.8 Conduct Process Timelines at a Glance

These timelines apply to the non-academic disciplinary process described in Chapter 7. Where a specific case is complex, the University will notify the student in writing of any necessary extension.

Step	Timeline
Notice of hearing details (time, date, place, policies allegedly violated) after referral to the Hearing Board	Within 5 business days of referral
Hearing scheduled after the initial complaint	Within 10 business days of the complaint
Student's written statement submitted to the Hearing Board	At least 24 hours before the hearing
Written decision issued after the Hearing Board reports its outcome	Within 3 business days
Student appeal of a non-academic sanction to the Student Conduct Director	Within 5 business days of the decision
Final appeal to the University President	Within 5 business days of the Hearing Board's decision
Notice of specific charges and hearing date (serious cases, suspension/expulsion possible)	At least 7 working days before the hearing
Access to evidence AIU will rely on	At least 5 working days before the hearing
PUC-sponsored students: appeal of a PUC sanction to the PUC	Within 2 months of notification

(STU-001, Part B, Articles I–IV; Article X)

C.9 Non-Academic and Academic Misconduct: Illustrative Sanction Examples

This table is a guide, not an exhaustive list. The seriousness of any specific incident, and the sanction that follows, is determined case by case under Chapter 7 and Chapter 5.

Example of Misconduct	Illustrative Sanction	Typically Decided By
Disruptive or disrespectful behavior	Warning letter	Student Conduct Director
Abusive behavior toward a member of the AIU community	Suspension	Student Conduct Director
Physically abusing a member of the AIU community	Expulsion	Student Conduct Director
Consuming illegal substances on campus grounds	Expulsion	Student Conduct Director
First instance of submitting plagiarized work	Academic Integrity Workshop	VP Academic Affairs
Sharing assignments or projects among fellow students	Grade penalty	VP Academic Affairs
Purchasing or selling assignments, projects, or exam questions	Failing course grade	VP Academic Affairs

(STU-001, Article VII)

C.10 Record Retention for Conduct Sanctions

Sanction	Retention / Disclosure Rule
Warning	Kept in the student's file; removed upon graduation or 3 years after permanent withdrawal; not disclosed outside the University after the warning period ends.
Probation	Kept in the student's file until graduation or 3 years after permanent withdrawal; may be externally reported only if the student has not yet graduated or is within that 3-year window.
Suspension	Maintained permanently in the student's file; may be externally reported.
Expulsion / Dismissal	Maintained permanently in the student's file; considered if the student later seeks readmission; may be externally reported.
Transcript notation	Not applied by default. A notation appears on the transcript only where a conduct officer or Hearing Board recommends it and the Office of the Registrar agrees.

(STU-001 §§ 4.3, 4.4, 4.7, 4.8, 4.11)

By signing below, I acknowledge that:

- I have received the AIU Student Handbook for the 2026–2027 academic year;
- I am responsible for reading and understanding its contents;
- I understand that this handbook does not create a contract between AIU and me and may be revised by AIU at any time, with notice provided through my AIU email and the student portal;
- I understand that a signed copy of this form is retained in my student file; and
- I understand that ignorance of a published policy is not, on its own, a valid excuse for non-compliance.

Student Full Name (print): _____

Student ID Number: _____ Program: _____

School: _____ Year of Study: _____

Signature: _____ Date: _____

For Office Use Only:

Received by: _____ Office: _____ Date: _____



@aiu_kw