

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Conditional Admission Policy	Effective Date	14/06/2026
	Category	Enrollment Management	Last Review date	
	Policy Number	EMA-006	Next Review date	14/06/2029
	Responsible Entity	Executive Director of Enrollment and Admission	Approved By	President

Overview

Some applicants show genuine academic promise but have one or more outstanding requirements at the moment they apply, a final transcript not yet issued, an equivalency certificate still pending, a placement test not yet scheduled. Conditional admission lets AIU admit such applicants without lowering its standards, by making the admission explicitly contingent on the applicant completing specific, time-bound conditions. This policy establishes the principles, requirements, and approval authority for conditional admission, consistent with WSCUC CFR 1.6, which requires that exceptions of this kind be applied consistently rather than as an unstructured favor, and with Kuwait's Private Universities Council (PUC) requirements.

Scope

This policy applies to undergraduate applicants who may be considered for conditional admission, including First-Time Freshman, Transfer, Scholarship, and Sponsored applicants, and applicants requesting admission based on an approved academic exception.

Purpose

- Establish consistent eligibility, categories, and approval authority for conditional admission
- Ensure conditional admission is a genuine exception subject to defined conditions, not a waiver of admission standards
- Demonstrate compliance with WSCUC CFR 1.6 (consistent application of exceptions)

Definitions and Abbreviations

Conditional Admission: An admission offer granted to an applicant who has not yet satisfied one or more admission requirements but is permitted to enroll subject to fulfilling specified conditions within a defined period.

Admission Condition: Any academic, administrative, or regulatory requirement that must be fulfilled before conditional admission converts to full admission.

Foundation Program: Preparatory coursework enabling students to meet the academic requirements for degree-level courses.

Academic Exception: An approved exception to AIU's published admission requirements, granted under exceptional circumstances by the authorized approving authority.

Policy

Article 1: Nature of Conditional Admission

AIU may grant conditional admission to applicants who demonstrate the potential for academic success but have outstanding admission requirements that may reasonably be completed within an approved timeframe. Conditional admission is an exception to the standard admission process; it does not constitute a waiver of AIU's admission standards. Each application is reviewed individually based on the applicant's academic qualifications, supporting documentation, program requirements, and applicable regulation. **Granting conditional admission does not, by itself, guarantee eligibility for a scholarship, financial aid, or any other funding program, and applicants should confirm their scholarship-specific eligibility separately against FIN-007,** since the PUC scholarship pathway carries its own certificate-timing

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rule (within 26 months of graduation) that operates independently of the conditional-admission timeframe below.

Article 2: Eligibility

Applicants may be considered for conditional admission if they meet AIU's general admission requirements except for one or more outstanding conditions; demonstrate the academic potential to complete their chosen program; apply to a program that permits conditional admission; and agree to satisfy all conditions within the prescribed period. Conditional admission is not granted where prohibited by University policy or PUC regulation.

Article 3: Categories of Conditional Admission

Category	Description
Early Admission	Applicants who apply before release of their final secondary school results, pending submission of their final official transcript and graduation certificate.
Pending Admission Documents	Applicants who have not yet submitted all required documents (transcript, graduation certificate, equivalency certificate, Civil ID, passport, or other required document), pending completion of the file.
Pending High School Equivalency	Applicants whose admission requires a Ministry of Education equivalency certificate, pending its submission.
Placement Testing	Applicants required to complete English and/or Mathematics placement testing before final course placement.
Foundation Requirements	Applicants required to complete Foundation English, Foundation Mathematics, or other preparatory coursework before enrolling in designated degree-level courses.
Pending Transfer Credit Evaluation	Transfer applicants awaiting completion of transfer credit evaluation by the Registrar under EMA-006.
Academic Exception (Below Minimum Percentage)	Applicants whose high school percentage is below the published minimum for self-pay admission, considered for designated programs approved by the University, subject to Article 4.

Article 4: Academic Exception Conditions

Conditional admission on academic-exception grounds may be granted provided the applicant satisfies all other applicable admission requirements, the intended program is eligible for conditional admission, the applicant acknowledges the conditions and restrictions of the offer, and approval is granted by the Director of Admissions. Applicants admitted under this category are restricted to the programs approved for conditional admission and are not eligible to enroll in programs requiring higher admission standards

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unless they subsequently satisfy the University's published requirements and any additional program-specific criteria.

Article 5: Conditions of Admission and Duration

Applicants granted conditional admission receive a written Conditional Admission Offer specifying the outstanding requirements, the deadline for satisfying each condition, any restrictions on registration, and the consequences of failing to satisfy the conditions. Unless otherwise approved, applicants satisfy all conditions within one academic semester. Extensions are granted only in exceptional circumstances and require approval by the Director of Admissions.

Article 6: Failure to Satisfy Conditions, and Revocation

An applicant who fails to satisfy their admission conditions within the prescribed period may have their admission offer cancelled, be denied registration, have a registration hold placed on their record, or be required to submit a new application for a future term. The University reserves the right to revoke conditional admission where false or misleading information has been submitted, fraudulent documents are discovered, required academic qualifications are not achieved, outstanding conditions are not satisfied, or the applicant violates University regulation before enrollment.

Article 7: Exceptions

Exceptions to this policy may only be approved by the Executive Director of Enrollment and Admission or another University official authorized by the President, in consultation with the VPAA.

Procedures

1. The Admissions Office reviews the application to determine whether the applicant satisfies published requirements or may be considered for conditional admission.
2. Where a requirement remains outstanding, the Admissions Office determines whether conditional admission is appropriate under Article 3.
3. Requests involving an academic exception under Article 4 are approved by the Director of Admissions.
4. Approved applicants receive a written Conditional Admission Offer specifying all conditions and deadlines.
5. The Admissions Office monitors conditionally admitted applicants and verifies completion of all conditions before converting the status to Full Admission in the student information system.
6. The Registrar removes any registration hold upon confirmation from the Admissions Office.

Responsibilities

The Admissions Office evaluates conditional admission requests, verifies eligibility, issues Conditional Admission Offers, monitors outstanding conditions, updates admission status, and maintains official records. The Registrar removes registration holds upon confirmation, records changes to admission status, and maintains official student records. Applicants are responsible for meeting all conditions stated in their offer, submitting required documentation, completing placement testing and Foundation requirements where applicable, and meeting all published deadlines.

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Appeals

An applicant who disputes a conditional admission decision may appeal under EMA-003, Article 8.

Related Policies

- EMA-003 Admission Criteria and Procedures
- EMA-004 Academic Qualifications for Undergraduate Admission
- EMA-005 Placement Testing and Testing Exemptions Policy
- EMA-007 Transfer Student Admission Policy
- FIN-007 Financial Aid and Scholarship Policy

Appendix A: Conditional Admission by Academic Qualification

High School Percentage	Admission Status	Eligible Programs	Approval Required
75% and above (Engineering)	Regular Admission	Engineering and all eligible programs	Admissions Office
70% and above (non-Engineering)	Regular Admission	All eligible non-Engineering programs	Admissions Office
Below 70%	Conditional Admission	Designated programs approved by the University	Director of Admissions

President Signature	Signature: _____ Date: _____
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