

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Readmission Policy	Effective Date	14/06/2026
	Category	Enrollment Management	Last Review date	
	Policy Number	EMA-009	Next Review date	14/06/2029
	Responsible Entity	Executive Director of Enrollment and Admission	Approved By	President

Overview

Students leave AIU for many reasons, personal circumstance, financial interruption, academic difficulty, and a fair, structured path back matters as much as a fair path in. This policy establishes the eligibility requirements and procedures governing the readmission of former students who wish to resume their studies, consistent with Accrediting agency, which requires that student support extend to students returning after an interruption, and that readmission decisions be applied consistently.

Scope

This policy applies to former undergraduate students whose enrollment at AIU was discontinued due to withdrawal, discontinuation of studies, academic dismissal, or other approved circumstances, and to the Admissions Office, Registrar, and Academic Affairs departments involved in the readmission process.

Purpose

- Provide a fair, consistent, and transparent process for former students seeking to resume their studies
- Recognize previously completed academic work while ensuring compliance with current University regulation
- Demonstrate compliance with Accrediting agency requirement

Definitions and Abbreviations

Readmission: The process through which a former AIU student is approved to resume studies after an interruption in enrollment.

Withdrawn: A student who voluntarily discontinued enrollment in accordance with University procedures.

Academic Dismissal: Termination of a student's enrollment due to failure to satisfy the University's academic standing requirements.

Disciplinary Dismissal: Termination of a student's enrollment as a result of disciplinary action under STU-001 (Student Conduct and Disciplinary Policy).

Policy

Article 1: Principle

AIU supports the successful return of former students through a structured readmission process that recognizes previously completed academic work while ensuring compliance with current University regulation. Former students who satisfy AIU's readmission requirements may be approved to resume their studies. Readmitted students retain their previous academic record and University student identification number, and continue under the academic regulation and curriculum requirements applicable at the time of readmission.

Article 2: Eligibility

Students seeking readmission retain their previously earned academic credits and grades and their original student identification number; are not required to complete placement testing again; comply with the curriculum and graduation requirements applicable at the time of readmission; and may request

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readmission to their previous program or apply for a change of major in accordance with University policy and program requirements. Students who previously completed coursework at AIU are not required to pay a new application or readmission fee unless otherwise determined by the University.

Article 3: Academic Dismissal and Disciplinary Dismissal

Students who have been academically dismissed may apply for readmission after completing the dismissal period specified in AIU's Academic Regulations; approval remains subject to compliance with all applicable academic requirements and any conditions the University establishes. Students dismissed for disciplinary reasons under STU-001 may request readmission on a case-by-case basis; such requests are reviewed in accordance with STU-001, AIU's Academic Regulations, and any other applicable institutional policy, and approval is not automatic and remains at the University's discretion.

Article 4: Exceptions

Exceptions to this policy may only be approved by the Executive Director of Enrollment and Admission in consultation with Academic Affairs or the President where appropriate.

Procedures

1. The former student submits a Readmission Application to the Admissions Office, with any updated documentation required.
2. The Admissions Office reviews the student's academic and administrative record to determine eligibility, consulting the Registrar or Academic Affairs where necessary, and confirms there are no outstanding academic, financial, or administrative obligations.
3. Where required, the student's academic record is reviewed to determine the applicable academic catalog and any additional requirements resulting from curriculum changes or a requested change of major.
4. The University issues one of the following decisions: Readmission Approved, Readmission Approved with Conditions, or Readmission Denied, communicated through official University channels.
5. Following approval, the student coordinates with the Registrar to complete registration in accordance with the academic calendar.

Responsibilities

The Admissions Office receives and reviews readmission applications, coordinates the process, communicates decisions, and maintains official records. The Registrar maintains the student's academic record, confirms the applicable academic catalog, and facilitates registration following approval. Academic Affairs provides academic guidance and approvals, particularly for curriculum changes, changes of major, or academic dismissal cases. Students submit all required documentation, comply with University deadlines, and satisfy any conditions associated with their readmission.

Appeals

An applicant who disputes a readmission decision under this policy may appeal under EMA-008, Article 8.

Related Policies

- EMA-001 Admission Process: Roles and Responsibilities

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- EMA-002 Admission Requirements and Application Management Policy
- EMA-003 Admission Criteria and Procedures
- STU-001 Student Conduct and Disciplinary Policy

President Signature	Signature: _____ Date: _____
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