

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Academic Calendar Policy	Effective Date	14/06/2026
	Category	Registration	Last Review date	
	Policy Number	REG-004	Next Review date	14/06/2029
	Responsible Entity	Executive Director of Registration	Approved By	President

Overview

The Academic Calendar is the comprehensive schedule of key dates and deadlines that governs AIU's registration and related academic operations for the year, produced in alignment with Kuwait's Ministry of Higher Education calendar and PUC requirements. This policy ensures the calendar is produced, reviewed, and published through a clear and consistent process, consistent with accreditation requirements.

Scope

This policy applies to all academic programs offered by AIU, undergraduate and Foundation Program, and to all faculty, staff, and students, and the administrative departments responsible for academic planning and execution.

Purpose

This policy provides a clear framework for the creation, review, approval, and dissemination of the Academic Calendar, ensuring it accurately reflects the delivery lifecycle of AIU's programs and is communicated to all stakeholders in a timely manner.

Definitions and Abbreviations

Academic Calendar: The schedule of key dates and deadlines for the academic year, including registration periods, class dates, examination periods, and holidays.

Add/Drop Period: The designated timeframe at the start of each semester when students may add or drop courses, governed by REG-007.

Policy

Article 1: Structure and Publication

The Academic Calendar is planned on a two-year cycle, articulated annually, and published on AIU's website, serving as the official guide for students, faculty, and administration. It includes: the admissions period; the registration period; the Add/Drop period; entrance examination dates; class start and end dates; incomplete-grade resolution dates; deadlines for dropping courses without failure and for semester withdrawal; midterm and final examination periods; breaks and official holidays; and graduation ceremonies. Periods reserved for advisement, registration, and final examinations are not counted as part of the semester duration.

Article 2: Regular and Summer Terms

Regular semesters (Fall and Spring) each last sixteen weeks. The President may approve an adjustment to the duration of a Fall or Spring semester on the recommendation of the VPAA following consultation with the Deans Council, provided each credit hour retains no fewer than 15 class hours. AIU may conduct a summer semester of six to eight weeks, subject to the same recommendation and minimum-class-hour requirement.

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Procedures

1. The Executive Director of Registration, in coordination with the VPAA and the Director of Admissions, initiates preparation of the calendar by reference to the Kuwait Ministry of Higher Education's academic calendar, official holidays, and applicable PUC guidance.
2. The proposed calendar for the subsequent two years is produced no later than the first week of September, in time for the Deans Council's first meeting of the academic year.
3. The VPAA presents the final version of the calendar to the Deans Council for review.
4. On the recommendation of the Deans Council, the President approves the Academic Calendar.
5. The Registration Office publishes the approved calendar on AIU's website as the Official Academic Calendar for the upcoming academic year.
6. Any modification to the calendar follows the same sequence of review and approval.

Exceptions

Exceptions to a published calendar date (for example, a single deadline extension) are approved by the Executive Director of Registration in consultation with the VPAA and endorsement of the President. An exception of substantial impact, affecting an entire cohort, semester, or the examination period generally, requires escalation by the VSAA and approval by the President, with the Deans Council informed as appropriate.

Related Policies

- REG-006 Enrolment Eligibility and Registration Holds Policy
- REG-007 Registration, Add, and Drop Policy
- EMA-001 Admission Process: Roles and Responsibilities

President Signature	Signature: _____ Date: _____
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