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| <br>AMERICAN INTERNATIONAL UNIVERSITY<br>الجامعة الأمريكية الدولية | Policy Main Title  | Duration of Study and Extension Policy | Effective Date   | 14/06/2026 |
|                                                                                                                                                     | Category           | Registration                           | Last Review date |            |
|                                                                                                                                                     | Policy Number      | REG-005                                | Next Review date | 14/06/2029 |
|                                                                                                                                                     | Responsible Entity | Executive Director of Registration     | Approved By      | President  |

## Overview

Students enrolled at AIU are expected to complete their studies within a stipulated timeframe that balances timely graduation against genuine flexibility for students who need it. This policy establishes AIU's minimum and maximum study periods and the process for granting extensions, consistent with sufficient student support, including for students facing legitimate delay and accreditation requirements.

## Scope

This policy applies to all undergraduate academic programs offered by AIU. Provisions for graduate degrees are reserved, pending PUC authorization of AIU's proposed graduate programs (see Appendix A).

## Purpose

The purposes of this policy are:

- Ensure students complete their academic programs within a designated timeframe, promoting timely graduation
- Provide a structured framework for extensions under exceptional circumstances
- Demonstrate compliance with accreditation requirements

## Definitions and Abbreviations

**Academic Withdrawal (Compulsory Withdrawal):** A period during which a student is not enrolled in courses due to voluntary or involuntary reasons, without an approved study postponement.

**Disciplinary Withdrawal:** A suspension or dismissal period resulting from disciplinary action under STU-001, which counts toward the student's study period.

**Extension:** Additional time granted to a student beyond the maximum residency period to complete their program, approved under special circumstances.

**Maximum Residency:** The longest period, in semesters, permitted for a student to complete a program before termination or the need for an extension.

**Minimum Residency:** The shortest period, in semesters, required for a student to complete a program.

**Study Postponement (Optional Withdrawal):** An approved leave of absence that does not count toward the student's study period.

## Policy

### Article 1: Undergraduate Study Periods

The following minimum and maximum study periods (in semesters) apply to a standard AIU Bachelor's Degree:

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

Students transferring from another university are required to spend a minimum of 4 semesters at AIU to receive a Bachelor's Degree. Each 15 credit hours transferred, from within AIU or from another institution,

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counts as one semester toward this minimum. Periods of approved Study Postponement do not count toward the study period; periods of Academic Withdrawal and Disciplinary Withdrawal do count.

## Article 2: Extensions

A student who exceeds the maximum period of study is terminated from the University unless an extension is approved. Extensions are granted only in exceptional circumstances to enable completion of studies.

### Procedures

1. The Registration Office reviews student records at the end of each semester to identify students who have exceeded their designated study period, and places the student's record under the status 'Exceed Study Period' pending determination of any eligible extension request.
2. The Registration Office promptly notifies affected students and provides instructions for applying for an extension via the e-services portal.
3. Extension applications are reviewed initially by the Registration Office, then forwarded to the student's School for evaluation, with the student's expected graduation date indicated.
4. The Dean of the School reviews the application and submits a recommendation to the VPAA, who holds final approval authority.
5. Upon approval, the Registration Office reactivates the student's record, enabling registration for the upcoming semester.

### Exceptions

Exceptions to this policy, including an extension beyond the ordinary maximum, are approved by the VPAA on the Dean's recommendation. An exception of substantial impact, such as a cohort-wide extension arising from a disruption to instruction, requires escalation to the VPSA and approval by the President.

### Related Policies

- REG-002 Awards and Graduation Policy
- REG-010 Credit Transfer Policy
- STU-001 Student Conduct and Disciplinary Policy

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| <b>President Signature</b> | Signature: _____ Date: _____ |
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#### Appendix A: Graduate Program Study Periods (Reserved)

AIU's proposed graduate programs (Master of Education in Educational Leadership; Master of Science in Robotics, Engineering Management, Computer Science, and Data Science and Business Analytics) remain pending PUC authorization as of this policy's effective date. This appendix reserves space for the minimum and maximum study periods that will apply to those programs once authorized, and for any postgraduate diploma the University may subsequently offer. No graduate study-period standard is currently in effect at AIU.

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| <b>President Signature</b> | Signature: _____ Date: _____ |
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