

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Probation and Dismissal Policy	Effective Date	14/06/2026
	Category	Registration	Last Review date	
	Policy Number	REG-017	Next Review date	14/06/2029
	Responsible Entity	Executive Director of Registration	Approved By	President

Overview

This policy establishes the conditions under which an AIU undergraduate student is placed on academic probation or dismissed from the University, and the support and process that accompany each stage, consistent with consistent application of academic standards and structured support for students at academic risk. This policy completes REG-014 (Grades and Academic Standing), which states the CGPA threshold for Good Academic Standing but reserves the probation-duration and dismissal-trigger standards to this policy.

Scope

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

Purpose

The purposes of this policy are:

- Establish clear, consistent standards for academic probation and dismissal
- Provide structured support for students at risk of academic failure before dismissal becomes necessary
- Uphold the integrity of AIU's academic standards while giving students a genuine opportunity to recover
- Demonstrate compliance with accreditation requirements

Definitions and Abbreviations

Academic Dismissal: An academic standing indicating that a student's cumulative performance is unsatisfactory, resulting in involuntary termination of enrollment.

Academic Probation: A status assigned to a student whose CGPA falls below the required threshold, necessitating improvement in subsequent semesters to avoid dismissal.

Academic Standing: A student's academic progress classification under REG-014: Good Standing, Academic Probation, or Academic Dismissal.

CGPA: Cumulative Grade Point Average, as defined in REG-014.

Registration Hold: A restriction on a student's account, as defined in REG-006, applied here upon a probation determination

Policy

Article 1: General Principle

The Registration Office provides timely and accurate information on academic standing to students; students are responsible for staying informed of their own academic standing at all times. AIU enforces clear, consistently applied standards for probation and dismissal, while allowing a student on probation to continue their studies under specific conditions aimed at academic recovery. An academic probation determination is registered on the student's academic record and reported promptly to the student and their Academic Advisor.

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Article 2: Academic Probation

A student is placed on Academic Probation if their CGPA falls below 2.00 at the end of a semester. Notification of probation status and its terms is sent in January (for Fall-semester performance) or June (for Spring-semester performance). A student on probation registers only after first contacting their Academic Advisor, consistent with the PIN-code requirement in REG-006, and is subject to a maximum registration load of 13 credit hours, which may be increased to 15 credit hours where approved by the Dean of the relevant School and implemented by the Registration Office where this facilitates graduation in that semester.

A student clears their first probation by returning their CGPA to 2.00 or above, and may need to repeat a course graded below C, as advised by their Academic Advisor. A student whose CGPA falls below 1.00 at the end of any semester may be compulsorily transferred to another programme for which the student meets the applicable admission and academic requirements, in accordance with REG-012 and may not return to the original program; this compulsory transfer may occur only once during a student's period of study. Where a change in grade status, for example an Incomplete resolved under REG-015, results in the removal of a probation determination, that probation is not recorded on the student's permanent academic record.

A student who fails to clear a first probation by the end of the following regular semester receives a second probation, and has the following options: (a) continue in the same program with the endorsement of the School Council, signing an acknowledgment that dismissal will follow if probation is not cleared in the subsequent semester; or (b) change major under REG-012, in which case probation is cleared if the recalculated CGPA in the new major is 2.00 or above at the end of that semester, and remains in effect if it is not. Summer sessions and semesters with zero credit hours do not count toward the probation sequence described in this Article.

Article 3: Academic Dismissal

A student is dismissed from AIU under any of the following conditions:

- Receiving three consecutive academic probations while enrolled in the same major
- Accumulating five academic probations, consecutive or not, during the entire period of study
- Receiving two academic probations in one program, transferring to another program under REG-012, and then receiving two consecutive probations in the new program; a further transfer is not permitted in this circumstance
- A CGPA falling below 1.00 more than once during the period of study
- Failing to meet the stipulated conditions of a conditional admission under ADM-010
- Exceeding the maximum time limit to complete degree requirements under REG-005, unless the Dean of the relevant School endorses an extension in unusual and specific circumstances

A student who has completed more than 90 credit hours with a CGPA of 1.95 or above, and who receives a fifth non-consecutive probation, is given an exceptional opportunity to study for one further regular semester to raise their CGPA to the required level before dismissal is applied.

Procedures

1. After CGPA calculations each term, the Registration Office generates lists of students under probation and those subject to dismissal.

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2. Both lists are reviewed by the relevant School, with transcripts audited to confirm the courses included in the CGPA comply with REG-014 and REG-013.

3. Once confirmed, the Registration Office forwards the probation list to the relevant Schools; affected students and their Academic Advisors are notified by email.

4. A student on probation has a Registration Hold placed on their account, released only after the student signs an online undertaking confirming their understanding of the consequences of probation.

5. The Registration Office forwards the undergraduate dismissal list to the VPAA for approval; once approved, dismissal decisions are implemented on students' records.

6. Dismissed students are informed by email and asked to submit a clearance request under REG-018. A dismissed student is no longer considered enrolled at AIU.

7. A dismissed student may request a transcript from the Registration Office, with the notation "Academic Dismissal" displayed at the end of the transcript.

Exceptions

An exception to an individual probation or dismissal determination (for example, an extension endorsed by a Dean under Article 3) is handled as described in that Article, or through the Academic Petitions Committee under REG-020 where no specific exception authority is stated. An exception of substantial impact, such as a proposed change to a probation or dismissal threshold affecting a cohort, is escalated to the VPSA and requires Approval by the President.

Related Policies

- REG-005 Duration of Study and Extension Policy
- REG-006 Enrolment Eligibility and Registration Holds Policy
- REG-012 Change of Program Policy
- REG-013 Repeating Courses Policy
- REG-014 Grades and Academic Standing Policy
- REG-018 Registration Terminations and Withdrawals Policy
- REG-020 Academic Petitions Committee Policy
- EMA-006 Conditional Admission Policy

Appendix A: Diploma and Graduate Probation and Dismissal (Reserved)

Probation and dismissal standards for a postgraduate diploma or for AIU's proposed graduate programs are reserved pending PUC authorization of those programs. No graduate or diploma-level probation or dismissal standard is currently in effect at AIU.

President Signature	Signature: _____ Date: _____
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