

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Registration Terminations and Withdrawals Policy	Effective Date	14/06/2026
	Category	Registration	Last Review date	
	Policy Number	REG-018	Next Review date	14/06/2029
	Responsible Entity	Executive Director of Registration	Approved By	President

Overview

A student admitted to AIU is expected to register at the start of each semester in accordance with the Academic Calendar (REG-004). This policy establishes the process for a student who needs to temporarily postpone their studies, who is absent without approval, or who wishes to withdraw from AIU altogether, ensuring each option is clearly defined and consistently applied, consistent with accreditation requirements.

Scope

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

Purpose

The purposes of this policy are:

- Establish the process for postponement of studies
- Establish the process for temporary withdrawal
- Demonstrate compliance with accreditation requirements

Definitions and Abbreviations

Academic Withdrawal: A period of absence recorded when a student does not apply for an Optional Withdrawal and fails to register for classes.

Optional Withdrawal (Study Postponement): An approved period during which a student temporarily suspends their studies without pursuing their academic award.

Registration Termination: The status assigned to a student who fails to register by the end of the Add/Drop period and exceeds the permitted number of withdrawals, resulting in permanent withdrawal from AIU.

University Withdrawal: The process by which a student formally withdraws from AIU with no intent to return, involving submission of official documentation.

Policy

Article 1: Optional Withdrawal (Study Postponement)

An Optional Withdrawal is an approved period during which a student temporarily suspends their studies without pursuing their academic award. A student may apply up to two weeks before the start of the final examination period, for personal reasons, medical reasons, an unforeseen emergency, or compulsory national or military service duties under Kuwait law, consistent with REG-011 Article 4. A student who makes satisfactory arrangements with their instructors to complete assigned coursework during a period of national or military service is granted an attendance waiver under REG-011; a student unable to make such arrangements has their registration withdrawn in full, with tuition penalties rescinded, and the leave period does not count toward the maximum study period under REG-005 or toward the withdrawal count in Article 3 below.

An approved Optional Withdrawal semester does not count toward the maximum study period. During an Optional Withdrawal, a student may not enroll in another institution for the purpose of transferring

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credit back to AIU. A student who fails to return to AIU as expected following an Optional Withdrawal has their registration terminated under Article 4, recorded on their academic record.

Article 2: Academic Withdrawal

A student who fails to register by the applicable registration deadline published in the Academic Calendar, and who does not apply for an Optional Withdrawal, is considered absent and an Academic Withdrawal is entered on their record. Such a student may still apply for an Optional Withdrawal up to two weeks before the start of the final examination period, and may resume studies the following semester provided the maximum number of withdrawals under Article 3 has not been exceeded. For an undergraduate student, a period of unnotified absence counts toward the maximum period of study under REG-005. During an Academic Withdrawal, a student may not enroll in another institution for the purpose of transferring credit back to AIU.

Article 3: Maximum Duration of Withdrawal

The maximum combined period of Optional and Academic Withdrawal for an AIU undergraduate (semester-based) program is 4 semesters.

Article 4: Registration Termination

An enrolled student who fails to register by the applicable registration deadline and who exceeds the maximum permitted withdrawal period in Article 3 is considered to have permanently withdrawn from AIU (Registration Termination). A student whose registration has been terminated is no longer considered a student of AIU.

Article 5: University Withdrawal

A student who wishes to withdraw from AIU with no intent to return submits a request through the e-services portal, including a brief reason for withdrawal, the effective date, and, for an undergraduate student, an acknowledgment letter from a parent or guardian. A student who has withdrawn from AIU is no longer considered a student of the University.

Procedures

1. A student applying for an Optional Withdrawal does so through the e-services portal after clearing any outstanding financial balance; the Registration Office updates the student's record to reflect the status, accounting for the number of withdrawals permitted under Article 3.
2. A student who fails to register and does not apply for an Optional Withdrawal is assigned Academic Withdrawal status if the permitted number of withdrawals has not been exceeded; the Registration Office restores the status to Active if the student registers in the following semester.
3. A student who fails to register, does not apply for an Optional Withdrawal, and exceeds the permitted number of withdrawals is assigned Registration Termination status.
4. A student applying for University Withdrawal clears their status with the Library, Facilities and Security, Finance, International Student and Immigration Compliance (where applicable), and the Registration Office, in that order, before the Registration Office finalizes the University Withdrawal status on the student's record.

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5. A withdrawn student may request a transcript from the Registration Office, with the notation "Withdrew from the University" displayed at the end of the transcript.

Exceptions

An exception to the withdrawal count or the University Withdrawal clearance requirements for an individual student is approved by the Executive Director of Registration, or, where the request does not fit an existing provision, referred to the Academic Petitions Committee under REG-020. An exception of substantial impact, such as a cohort-wide extension of the withdrawal count arising from a disruption to instruction, requires escalation to the VPSA and approval by the President.

Related Policies

- REG-004 Academic Calendar Policy
- REG-005 Duration of Study and Extension Policy
- REG-006 Enrolment Eligibility and Registration Holds Policy
- REG-011 Student Attendance Policy
- REG-017 Probation and Dismissal Policy
- REG-020 Academic Petitions Committee Policy

Appendix A: Diploma and Graduate Withdrawal Durations (Reserved)

Maximum withdrawal durations for a postgraduate diploma or for AIU's proposed graduate programs are reserved pending PUC authorization of those programs. No graduate or diploma-level withdrawal duration standard is currently in effect at AIU.

President Signature	Signature: _____ Date: _____
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