

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Student Conduct and Disciplinary Policy	Effective Date	14/06/2026
	Category	Student Affairs	Last Review date	
	Policy Number	STU-001	Next Review date	14/06/2029
	Responsible Entity	VP Student Affairs	Approved By	President

Overview

AIU is committed to maintaining a campus environment in which every student can learn, develop, and flourish, free from conduct that undermines educational opportunity, violates the rights and dignity of others, or compromises the integrity that makes a university degree meaningful. This commitment requires clear standards of conduct, consistently applied consequences when those standards are violated, and a disciplinary process that is both fair to the student accused and protective of the wider university community.

This policy establishes AIU's complete framework for student conduct, from the standards expected of every student to the investigation and hearing process used when those standards are allegedly violated, the range of sanctions that may be applied, and the appeal rights available to every student subject to a disciplinary decision. It is grounded in the student conduct frameworks in the student rights and disciplinary due process standards expected by Accrediting agency.

Kuwait's cultural, legal, and social context shapes this policy in meaningful ways. AIU operates as a Kuwaiti institution under Kuwait law, and the conduct standards in this policy reflect both the expectations of accredited institutions and the values and legal requirements of Kuwait. Where Kuwait law provides for criminal sanction in addition to institutional sanction, the two are independent, an institutional disciplinary process may proceed regardless of whether criminal proceedings are initiated or concluded.

Scope

This policy applies to all enrolled students of AIU, including full-time, part-time, visiting, exchange, Foundation Program, and graduate students, in all of their AIU-related activities. It applies on AIU campus premises, at all University-sponsored events and activities on or off campus, and to any online conduct through University platforms or systems. It applies to conduct off campus where that conduct adversely affects the University community, a University community member, or the reputation or operations of AIU, including conduct at AIU-affiliated conferences, site visits, field trips, and internship placements arranged through AIU.

The University may bring proceedings against a former student for violations committed while enrolled within 24 months of the conclusion of their enrolment. This provision applies particularly to fraud affecting a degree already awarded, over which the University maintains indefinite jurisdiction.

Purpose

The purposes of this policy are to:

- Establish the standards of conduct expected of all AIU students, consistent with the University's educational mission, Kuwait law and cultural norms, and the rights and dignity of all members of the University community
- Define the categories of academic misconduct and non-academic misconduct that are subject to disciplinary action, with graduated tracks based on severity

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- Establish a fair, documented, and impartial disciplinary process that provides meaningful due process to every student subject to a complaint, including written notice, the opportunity to respond, access to evidence, a hearing, a written decision, and an appeal right
- Define the range of sanctions proportionate to each category of violation, and the principles governing how sanctions are selected
- Protect students who file complaints, cooperate with investigations, or serve as witnesses from retaliation
- Demonstrate compliance with student responsibilities and academic honesty, student rights and grievances, and fair and equitably applied policies

Definitions and abbreviations

Academic Misconduct: Any act that violates the principles of academic integrity by misrepresenting a student's own learning, fabricating or falsifying academic work, improperly obtaining advantage in assessment, or otherwise undermining the honest evaluation of academic performance. Specific categories are defined in Article 3.

Non-Academic Misconduct: Conduct that violates the University's conduct standards outside of academic assessment, including disruptive, dangerous, threatening, harassing, or dishonest behavior on campus or in University-related activities. Specific categories are defined in Article 4.

Respondent: The student who is the subject of a conduct complaint under this policy.

Complainant: The person who initiates a formal complaint. The Complainant may be a faculty member, staff member, student, or any other person with reasonable grounds to believe that a student has engaged in conduct prohibited by this policy.

VP Student Affairs: The University officer responsible for administering the student conduct process, managing informal resolutions, overseeing investigations, and implementing sanctions. References to the VP of Students Affairs include their designated deputy in a specific case.

Student Conduct Committee: A standing committee responsible for conducting formal hearings on conduct complaints and issuing written determinations. Composition is defined in Article 6.

Support Person: A person chosen by the Respondent or the Complainant (where the Complainant has a right to attend the hearing) to accompany them to a hearing for moral support. The Support Person may not speak on the person's behalf or address the Committee directly unless specifically invited by the Chair. Legal counsel may serve as a Support Person.

Standard Track: The disciplinary track applicable to Category A violations, less severe instances of academic or non-academic misconduct that are subject to an informal resolution attempt or, where resolution fails, a streamlined formal process.

Enhanced Track: The disciplinary track applicable to Category B violations, more serious misconduct that requires a full Student Conduct Committee hearing with the standard due process provisions.

Sever Track: The disciplinary track applicable to Category C violations, the most serious misconduct, including potential dismissal, criminal conduct, or fraud. Subject to the full hearing process with enhanced due process provisions and Presidential involvement in the final sanction decision.

Interim Measure: A temporary protective action taken before a disciplinary hearing where necessary to protect safety, preserve the integrity of an investigation, or prevent further harm, not a sanction and not an indication of guilt.

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Mitigating Circumstances: Factors that may reduce the severity of a sanction, including: a first-time violation; voluntary disclosure before detection; genuine expression of remorse; personal circumstances that contributed to the conduct and are beyond the student's control; and proactive steps taken by the student to remedy the harm caused.

Aggravating Circumstances: Factors that may increase the severity of a sanction, including: prior conduct record; organized or premeditated misconduct; targeting of a vulnerable person; serious harm to an individual or to the University community; and attempts to intimidate witnesses or obstruct the investigation.

Conduct Record: The official institutional record maintained by the VP Students Affairs documenting all conduct proceedings involving a student, including the nature of the complaint, the finding, and the sanction (if any). The conduct record is separate from the academic record and is not disclosed on transcripts except where required by applicable law or where the student is dismissed.

Policy

Article 1: Governing Principles

The following principles govern all aspects of student conduct and the disciplinary process at AIU:

- Dignity and respect:** AIU is a community of learners. Every member of the University community, students, faculty, and staff, is entitled to be treated with dignity and respect. Conduct that violates this principle affects the entire community, not only the direct target.
- Academic integrity:** The value of an AIU degree depends entirely on the honesty with which it is earned. Academic misconduct, in any form, devalues the achievement of every student who completes their work honestly. AIU does not tolerate academic dishonesty and treats it as a serious breach of the trust on which university education depends.
- Education first:** Discipline is not primarily punitive. The first objective is to help the student understand the impact of their conduct, take responsibility for it, and develop the judgment not to repeat it. Sanctions are calibrated to this educational purpose. Where educational measures are insufficient or where serious harm has occurred, more severe consequences apply.
- Proportionality:** Sanctions are proportionate to the nature and severity of the violation, the student's conduct history, the harm caused, and any mitigating or aggravating circumstances. First-time minor violations are treated differently from repeated or serious misconduct.
- Consistency:** This policy is applied consistently to all students regardless of nationality, academic Program, performance level, scholarship status, or personal connections. A student who is an excellent performer is not treated differently from a struggling one when the same conduct violation occurs.
- Due process:** Every student subject to a conduct complaint has the right to know the charges, review the evidence, respond, and be heard before a decision is made. These rights are not procedural courtesies, they are the foundation of legitimate institutional authority.
- Cultural context:** Kuwait's legal and cultural framework shapes the conduct standards of this policy. Some conduct that might be acceptable at universities in other jurisdictions is not acceptable at AIU given Kuwait law and cultural norms. This is not a restriction of academic

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freedom, it is a recognition that AIU operates within a specific society and is responsible to that society.

Article 2: Student Rights and Responsibilities

AIU's academic integrity culture is grounded in the five values identified by the International Center for Academic Integrity:

- Honesty:** Engaging truthfully in all academic activities. This means submitting one's own work, citing sources accurately, reporting research findings honestly, and being truthful in all interactions with faculty and administrators about one's academic work and standing.
- Trust:** Building an academic community in which faculty can rely on student submissions as genuine, students can rely on fair and consistent application of standards, and the academic record can be trusted as an honest reflection of achievement. The trust that makes a university credential meaningful depends on the integrity of every person in the academic community.
- Fairness:** Ensuring that all students are assessed against the same standards. A student who submits AI-generated work or copies from another source is not competing fairly with students who do the work honestly. Fairness requires that every student accept the intellectual challenge of the assessment on the same terms as their peers.
- Respect:** Respecting the intellectual work of others by citing sources, by acknowledging collaboration, by obtaining permission before building on others' creative or scholarly work. Respect for intellectual property is the mechanism through which scholarship becomes cumulative rather than predatory.
- Responsibility:** Taking personal responsibility for one's own academic choices, for the integrity of the academic community, and for reporting violations when directly observed. Academic integrity cannot be maintained solely through enforcement, it requires every member of the community to take responsibility for their own conduct and for the community's standards.

Every AIU student has the following rights in connection with the conduct standards and disciplinary process of this policy:

Right	Description
Written notice of charges	The student is informed in writing of the specific charges, the alleged conduct, the relevant policy provisions, and the hearing date, at least 7 working days before the hearing
Presumption of responsibility not admitted	The student is presumed not responsible for the alleged violation unless responsibility is admitted or determined through the hearing process

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Right to respond	The student has the right to respond to the charges in writing before the hearing, and to present their account verbally at the hearing
Right to review evidence	The student has the right to review all documents and evidence that the University will rely on at the hearing, at least 5 working days before the hearing
Right to a Support Person	The student may bring one Support Person to the hearing. The Support Person may not speak on the student's behalf or address the Committee unless specifically invited to do so by the Chair
Right to call witnesses	The student may identify witnesses relevant to their case. The Student Conduct Committee Chair determines whether each witness is relevant and may limit the number of witnesses to avoid repetition
Right to a written decision	The student receives a written decision documenting the finding, the rationale, and the sanction (if any), within 7 working days of the hearing
Right to appeal	The student has the right to appeal the Committee's decision on the grounds specified in Article 8 of this policy
Right to confidentiality	Conduct proceedings are confidential. The University does not disclose information about a student's conduct case to parties outside the process except where required by law or where necessary to implement a remedy
Right to be free from retaliation	No person who files a report, participates in an investigation, or testifies in a conduct proceeding is subject to retaliation. Retaliation is itself a conduct violation subject to separate disciplinary action

Every AIU student also bears the following responsibilities:

- a. To be aware of and comply with this policy and all other AIU conduct standards published in the Student Handbook, the Academic Catalogue, and other official University communications. Ignorance of a published policy is not a defense.

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- b. To maintain academic integrity in all assessments, assignments, and academic work. This includes a specific obligation to familiarize oneself with the academic integrity expectations of each course and instructor.
- c. To treat all members of the University community, faculty, staff, fellow students, and visitors, with respect and dignity.
- d. To comply with the reasonable directions of faculty, staff, and security personnel exercising their institutional responsibilities.
- e. To report conduct that may violate this policy where the student has reasonable grounds to believe a violation has occurred, recognizing that AIU cannot protect its community without the cooperation of its members.
- f. To cooperate with University investigations conducted under this policy, providing truthful information and not obstructing or attempting to influence the process.

Every student enrolled at AIU signs the Academic Honor Pledge at enrolment as a condition of registration. The Pledge is also included in every course syllabus. The Pledge is not merely ceremonial, it is a formal commitment to the standards of academic integrity that this policy enforces. Faculty are encouraged to discuss the Pledge and its meaning at the beginning of each course.

The AIU Academic Honor Pledge reads as follows:

As a student of American International University Kuwait, I pledge that all work I submit, all examinations I complete, and all contributions I make to academic activities are the product of my own honest effort. I will not misrepresent my knowledge or my work. I will not receive or provide unauthorized assistance in any academic task. I will acknowledge the sources I rely on, whether those sources are human authors, published works, or artificial intelligence tools. I will report instances of academic misconduct that I directly observe, understanding that the integrity of this academic community depends on the commitment of every one of its members. I accept that violation of this Pledge may result in sanctions up to and including dismissal from AIU.

The Pledge applies with equal force to students at all levels, in all programs, and in all modes of assessment. A student who is uncertain whether a specific action is consistent with the Pledge is responsible for seeking clarification from their faculty member before submitting the work.

Article 3: Academic Misconduct - Definitions and Categories

Academic misconduct is any act that violates the principle of academic integrity by misrepresenting a student's learning or knowledge, fabricating or falsifying work or data, unfairly obtaining advantage in assessment, or otherwise undermining the honest evaluation of academic performance. The following categories of academic misconduct are recognized at AIU. All acts of academic misconduct are governed by this policy, regardless of which course, Program, or assessment they occur in:

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Violation	Definition	Track
Category A: Violations subject to instructor-level initial response		
Plagiarism (partial)	Presenting another person's words, ideas, or work as one's own without proper attribution — including failure to cite sources correctly, paraphrasing without acknowledgement, and copying text from any source (print, digital, AI-generated) without quotation marks and citation	Standard
Unauthorized collaboration	Working with other students on an individual assignment where collaboration is not permitted, or submitting substantially similar work to another student's submission for the same assignment	Standard
Fabrication of data or sources	Inventing or falsifying data, experimental results, citations, references, or other information in academic work	Standard
Submission of work prepared for another course	Resubmitting all or a substantial part of an assignment completed for another course without the current instructor's explicit advance permission	Standard
AI-generated content without disclosure	Submitting content generated by an artificial intelligence tool as the student's own work in a context where the instructor has not explicitly permitted AI-generated submissions	Standard
Category B: Violations subject to VPSA referral		
Plagiarism (substantial)	Submitting an assignment in which the majority of the content is taken from undisclosed sources, including ghost-written, purchased, or AI-generated work, with the intent to misrepresent authorship	Enhanced

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Cheating in examinations	Accessing or using unauthorized materials, notes, electronic devices, or assistance during an examination; communicating with another student during an examination; impersonating another student or allowing impersonation	Enhanced
Falsification of academic records	Altering, forging, or misrepresenting grades, transcripts, certificates, enrolment records, or other official academic documents; using forged documents in any institutional process	Enhanced
Sabotage of another student's academic work	Intentionally interfering with, destroying, or misappropriating another student's academic work or research materials	Enhanced
Research misconduct	Fabrication, falsification, or misrepresentation in research including manipulation of data or images, selective reporting of results, and violation of research ethics approval conditions	Enhanced
Category C: Violations subject to Student Conduct Committee and potential dismissal		
Repeated academic misconduct	Commission of academic misconduct on more than one occasion, regardless of category, or a pattern of violations across multiple courses or semesters	Severe
Fraud affecting degree award	Any act of academic fraud that, if undetected, would have resulted in the award of a degree or academic credential to which the student is not entitled, including falsified qualifications at admission	Severe
Orchestrating academic misconduct	Organizing, facilitating, or providing assistance to other students in committing academic misconduct, including operating or using contract cheating services	Severe

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Use of Artificial Intelligence

The permissibility of AI tools in academic work is governed by each course instructor's published course requirements. Students are responsible for knowing the AI use policy of each course they are enrolled in. Submitting AI-generated content as one's own work where the instructor has not explicitly permitted AI-generated submissions is a Category A or B academic misconduct violation, depending on the extent of the AI content and the degree of misrepresentation involved. Where a course explicitly permits AI tool use, the student is required to disclose that use as specified by the instructor. Selective disclosure, disclosing AI use for some portions of work while concealing it for others, is a violation of this policy.

Article 4: Non-Academic Misconduct - Definitions and Categories

Non-academic misconduct is conduct that violates the University's behavioral standards outside of academic assessment. It includes conduct that disrupts the University community, threatens safety, violates the rights or dignity of others, or constitutes dishonesty in institutional processes. The following categories are recognized:

Violation	Definition	Track
Category A: Violations subject to VP Students Affairs initial response		
Disruptive conduct	Behavior that disrupts the orderly operation of classes, events, offices, or campus activities, including persistent disruption of instruction, heckling, unreasonable noise, or failure to comply with reasonable directions from University staff	Standard
Disrespectful conduct toward University community members	Verbal abuse, intimidation, or deliberately offensive conduct directed at a faculty member, staff member, student, or visitor that falls short of the threshold for harassment as defined below	Standard
Misuse of University property or facilities	Unauthorized use, damage, defacement, or misappropriation of University property, facilities, equipment, or resources	Standard
Violation of University rules and regulations	Repeated or deliberate violation of published University policies, including campus access rules,	Standard

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	residential conduct standards, event management rules, dress and conduct standards	
Inappropriate dress	Wearing attire that does not comply with AIU's published dress standard, which requires modest dress consistent with Kuwait cultural norms and applicable law at all times on campus and at University events	Standard
Category B: Violations subject to Student Conduct Committee		
Harassment	Unwanted conduct directed at a member of the University community that is intimidating, humiliating, or offensive, and that a reasonable person would find constitutes a serious violation of dignity — whether verbal, written, electronic, or physical	Enhanced
Bullying and intimidation	Repeated, deliberate, targeted behavior intended to cause distress, fear, or social exclusion to another student or member of the University community	Enhanced
Theft or misappropriation	Taking, using, or misappropriating property belonging to the University, a faculty member, a student, or any other person on University premises	Enhanced
Possession or distribution of prohibited materials	Possessing, distributing, or being under the influence of any substance prohibited under Kuwait law on University premises or at University events	Enhanced
Misconduct in official proceedings	Providing false information, withholding material information, or attempting to intimidate witnesses in any University investigation or disciplinary proceeding	Enhanced

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Unauthorized recording or distribution	Recording, photographing, or distributing images of any person on University premises without their consent, in violation of ADM-002 (Privacy and Personal Data Protection Policy)	Enhanced
Category C: Violations subject to Student Conduct Committee and potential dismissal or criminal referral		
Physical violence or threat of violence	Assault, battery, or any act of physical violence against any person on University premises or at a University event; making a credible threat of violence	Severe
Sexual misconduct and harassment	Any form of unwanted sexual conduct — including sexual harassment, sexual coercion, or unwanted physical contact of a sexual nature — directed at any member of the University community on campus or at any University-related activity	Severe
Serious criminal conduct	Commission of an act that constitutes a criminal offence under Kuwait law while on University premises or at a University event, or where the conduct materially affects the University community	Severe
Organized misconduct	Coordinating or participating in organized misconduct, including incitement, mob conduct, collective intimidation, or any conduct that systematically threatens the safety or rights of members of the University community	Severe

4.1 Kuwait Law and Campus Conduct

Kuwait law applies on AIU's campus and to all AIU community members. Conduct that constitutes a violation of Kuwait law, including under the Penal Code, cybercrime law, drug law, or any other applicable legislation, is a violation of this policy regardless of whether criminal proceedings are initiated. AIU's disciplinary process is independent of and may proceed simultaneously with any legal proceedings. Where a student is convicted of a criminal offence under Kuwait law, AIU may treat the conviction as conclusive evidence of the underlying conduct for the purposes of this policy.

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4.2 Dress and Campus Appearance

AIU requires that all students dress modestly and in a manner consistent with Kuwait cultural norms and applicable law at all times on campus and at University events. The specific dress standard is published in the AIU Student Handbook. The VP Students Affairs issues guidance on the application of the dress standard at the beginning of each academic year. A student who is asked to comply with the dress standard and refuses is subject to removal from the relevant area and, on repeated occurrence, to a disciplinary complaint under this policy. The dress standard applies to all students, regardless of nationality.

Article 5: Sanctions

The following sanctions are available to the University in response to proven violations. Sanctions are not selected mechanically, they reflect the nature and severity of the violation, the student's conduct history, the harm caused, and all relevant mitigating and aggravating circumstances. The most severe sanction appropriate to the circumstances is not always the right sanction; the most educationally effective response that adequately addresses the harm is the objective:

Sanction	Description	Applicable Track
Academic Misconduct Sanctions		
Written warning	A formal written notice placed in the student's conduct record; first-time Category A violations	Standard
Assignment penalty	Zero on the specific assignment or examination in which the violation occurred	Standard / Enhanced
Course grade penalty	Reduction of the final course grade to F for the course in which the violation occurred	Enhanced
Course de-registration	Removal from the course with a recorded grade of F; the student is barred from re-enrolling in the same course for one subsequent semester	Enhanced

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Academic probation	Formal academic probation recorded on the student's file, with conditions on enrolment and conduct for a defined period	Enhanced / Severe
Degree revocation	Revocation of a degree or academic credential already awarded, where fraud affecting the award is discovered post-graduation	Severe
Non-Academic Misconduct Sanctions		
Verbal warning	Informal warning delivered in person, with a written record retained in the conduct file	Standard
Written warning and reflection essay	Formal written warning plus a requirement to submit a reflective essay on the impact of the conduct	Standard
Community service assignment	Assigned community service work relevant to the institution's values; duration proportional to the severity of the violation	Standard / Enhanced
Restriction of access to University services or activities	Temporary suspension from specific University services, facilities, clubs, events, or activities	Enhanced
Suspension	Temporary exclusion from AIU for a defined period; the student is barred from campus and all University activities during the suspension period	Enhanced / Severe
Dismissal	Permanent exclusion from AIU; the student's enrolment is terminated	Severe
Interim Measures (may be applied before a final decision is made)		

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Interim suspension from campus	Temporary exclusion from campus while an investigation is pending, where the VP Students Affairs determines there is an immediate risk to safety or the integrity of the investigation; not a sanction or a determination of guilt	Any — at VP Students Affairs or President discretion
Contact restriction	Temporary prohibition on contact between specified parties during an investigation	Any

5.1 Multiple Sanctions

More than one sanction may be applied to a single violation where the circumstances warrant. For example, a student found to have submitted a substantially AI-generated essay without disclosure may receive both an F for the assignment and academic probation. A student found to have engaged in serious harassment may receive both a suspension and a no-contact restriction. Multiple sanctions must be proportionate when considered together, piling on multiple severe sanctions for a single first-time violation is not proportionate.

5.2 Sanctions and Transcripts

Academic sanctions that affect a grade, assignment penalty, course grade penalty, course de-registration, are reflected in the academic record in the normal way. Suspension and dismissal are noted on the academic record. Other conduct sanctions (warnings, community service, activity restrictions) are recorded in the conduct file but are not reflected on the academic transcript. Where a student is dismissed, the conduct record may be disclosed to another institution or employer only where the student has provided written consent or where disclosure is required by applicable law.

5.3 Degree Revocation

Where academic fraud is discovered after a degree has been awarded, including falsification of admissions credentials, fraudulent completion of required courses, or any other fraud that, if discovered at the time, would have prevented the award of the degree, the University may revoke the degree. Degree revocation requires a full investigation and hearing under this policy, written notice to the graduate, and Presidential approval following a Student Conduct Committee recommendation. Degree revocation is a matter of last resort and is reserved for cases of serious, deliberate fraud.

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Article 6: Student Conduct Committee - Composition and Independence

The Student Conduct Committee is a standing committee responsible for conducting formal hearings on conduct complaints at the Enhanced and Severe tracks. The Committee is constituted at the beginning of each academic year by the VP Students Affairs with the endorsement of the VPAA:

- Chair: A faculty member at the Associate Professor or Professor rank, appointed by the VPAA, with no supervisory relationship with either party in any case assigned to the Committee.
- Two faculty members from Schools other than the Respondent's enrolled School, appointed by the VPAA from a rotating panel of trained faculty volunteers.
- One staff member from the VP Students Affairs' office or the Student Affairs function, who provides administrative support and ensures procedural compliance — serving as a non-voting member.
- One student representative, nominated by the AIU Student Council, serving as a non-voting observer in all matters except where the case involves a Severe track violation, in which case the student representative does not participate.

The VP Students Affairs serves as the institutional liaison to the Committee, providing procedural guidance and ensuring that the hearing is conducted in accordance with this policy. The VP of Students Affairs does not vote, deliberate on findings, or influence the Committee's determination. Any member of the Committee who has a conflict of interest in a specific case must recuse themselves and is replaced by a trained alternate from the panel. A hearing may not proceed unless at least three voting members are present.

Article 7: Disciplinary Process

The following process governs all formal conduct proceedings at AIU. The timelines in this article are binding on all parties. Extensions may be granted by the VP Students Affairs for documented good cause, such as a student's medical incapacity or a complex investigation requiring additional evidence, communicated in writing to both parties before the deadline passes.

Step	Timeline	Responsible Party
Report or complaint submitted to VP Students Affairs	Day 0	Reporting party or faculty member
Acknowledgement of receipt; student notified in writing of the report	Within 3 working days of Day 0	VP Students Affairs

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Preliminary review — determine track and whether informal resolution is possible	Within 5 working days of Day 0	VP Students Affairs
Informal resolution attempted (Standard track only)	Days 5–15	VP Students Affairs with the student
Formal investigation commenced; Student Conduct Committee convened (Enhanced and Severe tracks)	Within 10 working days of Day 0	VP Students Affairs / Student Conduct Committee Chair
Written Notice of Charges issued to the respondent student	At least 7 working days before the hearing	Student Conduct Committee Chair
Hearing conducted	Within 25 working days of Day 0 (may be extended for Severe track by up to 10 additional working days)	Student Conduct Committee
Written determination and sanctions issued to both parties	Within 7 working days of hearing close	Student Conduct Committee Chair
Appeal filed (where applicable)	Within 10 working days of written determination	Appealing party
Appeal reviewed and determination issued	Within 15 working days of appeal filing	VP Students Affairs (Standard); President (Enhanced/Severe)
Board Academic Affairs Committee review (dismissal cases only, where appealed)	Within 30 working days of Presidential determination	Board Academic Affairs Committee

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7.1 Reporting

Any member of the University community may submit a conduct report to the VP Students Affairs. Reports may be submitted by: faculty members who observe or discover academic misconduct; staff who observe or respond to non-academic misconduct; students who believe they have been the target of conduct that violates this policy; or any other person with reasonable grounds to believe that a student has engaged in prohibited conduct. Reports are submitted in writing to the VP Students Affairs, either directly or through a designated online reporting system, and must describe the alleged conduct with sufficient detail for an initial assessment to be made.

7.2 Preliminary Review and Track Assignment

The VP Students Affairs conducts a preliminary review of every report within five working days of receipt. The preliminary review determines: whether the alleged conduct, if proven, would constitute a violation of this policy; the appropriate disciplinary track; and whether informal resolution may be possible. At the conclusion of the preliminary review, the VP Students Affairs takes one of the following actions:

- Dismiss the report, where the alleged conduct does not, on any reasonable interpretation, constitute a violation of this policy. The reporting party is notified in writing with the reasons.
- Proceed to informal resolution, available only for Standard track matters where the VP Students Affairs believes a resolution is achievable.
- Refer for formal investigation and Student Conduct Committee hearing, required for Enhanced and Severe track matters; available for Standard track matters where informal resolution is not possible or appropriate.

7.3 Informal Resolution (Standard Track)

The VP Students Affairs facilitates an informal resolution meeting between the reporting party and the Respondent. The Respondent is not required to participate in informal resolution. Where informal resolution succeeds, the agreed resolution is documented in writing, signed by both parties, and placed in the Respondent's conduct file. A successfully resolved Standard track complaint may not be re-filed on the same facts unless the resolution terms are violated. Where informal resolution fails or is declined, the matter proceeds to formal investigation.

7.4 Formal Investigation

The VP Students Affairs conducts or coordinates a formal investigation covering: the review of all documentary evidence; interviews with the Respondent, the Complainant, and relevant witnesses; and the collection of any physical, electronic, or other relevant evidence. The investigation is conducted confidentially. Both parties are kept informed of the progress of the investigation and are given the opportunity to provide evidence and identify witnesses. The investigation is not a hearing, the VP Students Affairs does not determine responsibility at this stage but assembles the evidence base for the Committee hearing.

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7.5 Notice of Charges and Hearing

Where the investigation supports proceeding to a hearing, the Student Conduct Committee Chair issues a formal Notice of Charges to the Respondent. The Notice must:

- Identify the specific provisions of this policy that the Respondent is alleged to have violated
- Describe the conduct alleged, with sufficient specificity for the Respondent to understand and respond to the allegations
- Specify the date, time, and location of the hearing
- Identify the Student Conduct Committee members assigned to the case, allowing the Respondent to raise any conflict of interest concerns before the hearing
- Inform the Respondent of their rights under Article 2 of this policy, including the right to bring a Support Person and to call witnesses
- Provide access to all documents and evidence the University will rely on at the hearing

The Notice is issued at least seven working days before the hearing date. The Respondent may request one postponement of up to five additional working days without cause.

7.6 The Hearing

The Student Conduct Committee hearing is the primary forum for the determination of contested conduct matters. It is not a court proceeding. The standard of proof is the preponderance of available evidence, whether it is more likely than not that the Respondent engaged in the alleged conduct. The hearing is conducted as follows:

- The Chair opens the hearing, confirms the Committee composition, and explains the procedure to all parties.
- The VP Students Affairs (or their representative) presents the evidence gathered during the investigation.
- The Respondent has the opportunity to present their account, to challenge the evidence presented, and to call witnesses.
- Committee members may ask questions of the Respondent, the VP Students Affairs representative, and any witnesses at any time.
- Both parties provide closing statements.
- The hearing is audio-recorded. The recording is part of the official conduct record.
- The Respondent may choose not to attend the hearing. Where the Respondent does not attend, the hearing proceeds in their absence and the Committee's determination has the same force as if the Respondent had attended.

7.7 Deliberation and Written Determination

The Committee deliberates in private and reaches its determination by majority vote. The determination specifies: the finding on each charge (responsible or not responsible); if responsible, the sanction(s) to be applied and the rationale; and any conditions attached to the sanction. The written determination is issued to both parties within seven working days of the hearing close. For Severe track violations involving

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potential suspension or dismissal, the VP Students Affairs forwards the Committee's recommendation to the President, whose written decision is final at the institutional level before any Board appeal.

Article 8: Appeals

Every student who receives a final determination under this policy has the right to appeal. The appeal process is not a re-hearing, it is a review of whether the process was conducted fairly and whether the determination was supported by the evidence. The following grounds for appeal are recognized:

- A material procedural error occurred that prejudiced the outcome, for example, the Respondent was not given adequate notice, was denied the right to present relevant evidence, or the Committee was not properly constituted
- The finding was not supported by the evidence available at the hearing, the determination was clearly against the weight of the evidence
- The sanction is disproportionate to the violation, manifestly excessive or manifestly inadequate given the facts
- New material evidence has emerged that was not available at the time of the hearing and that, if considered, would likely have changed the outcome

General disagreement with the finding is not, by itself, a ground of appeal. The appeal is submitted in writing to the VP Students Affairs within ten working days of the written determination, specifying the ground(s) relied on and providing supporting evidence or argument for each ground.

8.1 Appeal Review

- Standard track: The VP Students Affairs reviews the appeal and issues a written decision within ten working days. The VPSA's decision on a Standard track appeal is final at the administrative level.
- Enhanced track: The appeal is reviewed by the VPAA, whose written decision is issued within fifteen working days of receiving the appeal. The VPAA's decision is final at the administrative level.
- Severe track (suspension or dismissal): The appeal is reviewed by the President, whose written decision is issued within twenty working days. Where the President's decision is to uphold a dismissal over the Respondent's appeal, the Respondent may submit a final appeal to the Board Academic Affairs Committee within fifteen working days of the Presidential decision. The Board Academic Affairs Committee's determination is final.

Article 9: Non-Retaliation and Confidentiality

9.1 Non-Retaliation

No person who submits a conduct report, participates in an investigation, appears as a witness, or serves on the Student Conduct Committee is subject to retaliation for that participation. Retaliation is a separate and serious violation of this policy, subject to disciplinary action independent of the underlying complaint.

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Any person who believes they have been subjected to retaliation reports this immediately to the VP Students Affairs. The VP Students Affairs investigates alleged retaliation as a matter of priority. Retaliation complaints are not subject to informal resolution and proceed directly to formal investigation.

9.2 Confidentiality

All conduct proceedings are confidential. The VP Students Affairs' office, the Student Conduct Committee, and all participants in the process maintain confidentiality throughout and after the process. Information about a conduct case is not shared with parties outside the process except: where required by applicable Kuwait law; where necessary to implement a sanction; where necessary to protect the safety of any person; or where the Respondent provides written consent. The University's privacy obligations under ADM-002 apply to all personal data processed in connection with conduct proceedings.

Article 10: Records

The VP Students Affairs maintains a Conduct Record for every student subject to a conduct complaint under this policy. The record contains: the complaint; all investigation documentation; the Notice of Charges; the hearing record and audio recording; the written determination; any appeal documentation; and documentation of sanction implementation. Conduct records are retained for seven years following the student's graduation or last date of enrolment, whichever is later. Where a student is dismissed, the record is retained permanently. Records involving criminal referrals are retained in accordance with any legal or regulatory requirements applicable to the specific matter.

Access to conduct records is restricted to: the VP Students Affairs and authorised Student Affairs staff; the VPAA where required for appeal; the President where required for Severe track review; the Board Academic Affairs Committee where required for a dismissal appeal; external auditors and Accrediting agency visiting teams upon request for accreditation purposes; and any person entitled to access under applicable Kuwait law. Conduct records are not disclosed to employers, other educational institutions, or other third parties without the student's written consent, except where required by law.

Article 11: Policy Communication and Student Orientation

This policy is published in the AIU Institutional Policy Manual, the AIU Student Handbook, and on AIU's public website before the beginning of each academic year. Every student is required to acknowledge in writing that they have received, read, and understood this policy as part of the new student orientation process. Faculty members include a reference to this policy and the academic integrity standards applicable to each course in every course syllabus. The VP Students Affairs conducts at least one awareness session per semester for students on academic integrity and conduct standards. Awareness sessions are also delivered specifically for new students during orientation week.

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Procedures

Filing a Conduct Report

1. Any member of the University community submits a written conduct report to the VP Students Affairs, by email, through the online conduct reporting system, or in person at the VP Students Affairs' office. The report must describe: the alleged conduct; when and where it occurred; the names of any persons involved or who witnessed the conduct; and any documentary or other evidence available at the time of filing.
2. The VP Students Affairs acknowledges receipt of the report within 3 working days, confirms whether the report falls within this policy's scope, and notifies the Respondent that a report has been received. The notification to the Respondent at this stage does not constitute a charge, it is a courtesy notice that a preliminary review is being conducted.
3. Where the VP Students Affairs determines at the preliminary review that the report does not support a conduct matter under this policy, both parties are notified in writing with reasons. Where the complainant disagrees with this decision, they may request reconsideration from the VPAA within 5 working days.

Academic Misconduct - Faculty Reporting and Category A Response

1. A faculty member who identifies or suspects a Category A academic misconduct violation in their course completes the AIU Academic Misconduct Report Form and submits it to the VP Students Affairs within 5 working days of discovery. The faculty member does not impose any sanction, grade change, or other consequence before the conduct process has concluded, unless a very minor matter is resolved directly with the student under the informal resolution process and documented.
2. For Category A matters, the VP Students Affairs contacts the student to discuss the matter informally. The student is given the opportunity to respond before any determination is made. If the matter is resolved informally, including where the student accepts responsibility and agrees to the proposed consequence, the outcome is documented and placed in the conduct file.
3. Where the student does not accept responsibility, denies the violation, or where the matter is Category B or C, the formal process in Procedure 3 applies.

Formal Investigation and Hearing

1. The VP Students Affairs assigns the investigation to a designated investigator, either the VPSA themselves or a trained staff member with no connection to either party. The investigator contacts the Respondent, the Complainant, and witnesses to schedule interviews. Interviews are conducted separately.
2. The investigator compiles all evidence, prepares a summary investigation report, and submits it to the VP Students Affairs and the Student Conduct Committee Chair within the timeline specified in Article 7.

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3. The Committee Chair reviews the investigation report, confirms that the matter is appropriate for a formal hearing, and issues the Notice of Charges to the Respondent at least 7 working days before the scheduled hearing date. The Notice is accompanied by copies of all documentation that will be presented at the hearing.
4. The hearing is conducted in accordance with Article 7.6. Following the hearing, the Committee deliberates and produces the written determination within 7 working days.
5. The VP Students Affairs ensures that the written determination is delivered to the Respondent and, where the matter involves an identifiable complainant (such as a harassment case), to the Complainant within the same timeframe.

Sanction Implementation and Monitoring

6. Where an academic sanction is imposed, the VP Students Affairs notifies the relevant faculty member and the Registrar of the grade adjustment or de-registration required. The Registrar implements the adjustment within 5 working days of notification.
7. Where a suspension is imposed, the VP Students Affairs notifies the Registrar, the student's School Dean, the Finance Department (for any refund obligations), and campus Security of the suspension dates and access restrictions. Suspension is effective from the date specified in the written determination unless an appeal is filed within the applicable timeframe, in which case the effective date is suspended pending the appeal outcome unless an interim measure requires immediate implementation for safety reasons.
8. Where dismissal is imposed, the VP Students Affairs coordinates with the Registrar, the Finance Department, and all relevant administrative offices to implement the dismissal, including any residual academic and financial obligations of the student and the University to each other.
9. The VP Students Affairs maintains a sanctions tracking log and confirms in writing to the relevant parties that each sanction has been implemented. The tracking log is reviewed quarterly by the VPAA.

President Signature

Signature: _____ Date: _____