

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Co-Curricular Activities and Student Organizations Policy	Effective Date	14/06/2026
	Category	Student Affairs	Last Review date	
	Policy Number	STU-008	Next Review date	14/06/2029
	Responsible Entity	VP Student Affairs	Approved By	President

Overview

Education at AIU does not end at the classroom door. A student who graduates with strong disciplinary knowledge but no experience of leadership, collaboration, civic engagement, or managing real-world complexity has received only a partial education. Co-curricular activities, the programs, events, clubs, and organizations that exist alongside the formal curriculum, are where students develop the qualities that a transcript cannot fully capture: the capacity to lead a team under pressure, to plan and execute a project with limited resources, to navigate conflict, to represent their peers, and to contribute to something beyond their own academic achievement.

Accrediting agency requires that institutions offer co-curricular programs and services sufficient in nature, scope, and capacity to promote students' academic, personal, and professional development. Accrediting agency requires that these programs are assessed and that the results are used for improvement. Accrediting agency has been explicit in its Standards that co-curricular learning must be intentional, not simply a collection of activities that students enjoy, but a structured program with defined learning outcomes, appropriate oversight, and systematic assessment.

This policy establishes the governance framework, registration requirements, financial governance, event approval process, learning outcomes framework, Co-Curricular Transcript, and assessment cycle through which AIU's co-curricular program operates.

Scope

This policy applies to all Student Organizations registered with the Vice President for Student Affairs, all co-curricular activities organized under the auspices of AIU's Student Affairs function, and all AIU students who participate in those organizations and activities. It applies to on-campus activities and to off-campus activities conducted in the name of AIU or involving AIU students in their capacity as members of a registered Student Organization. It applies to all faculty and staff who serve as Organization Advisors. It does not apply to academic program activities that are part of the formal curriculum (which are governed by academic policy), to student employment, or to activities organized independently by students without any institutional connection.

Purpose

The purposes of this policy are to:

- Affirm the role of co-curricular activities in AIU's educational mission, establishing that co-curricular learning is intentional and assessed, not incidental
- Define the categories of Student Organization recognized at AIU and the registration requirements for each
- Establish the Co-Curricular Learning Outcomes framework that connects co-curricular activities to AIU's Institutional Learning Outcomes and to Accrediting agency requirements
- Establish the AIU Co-Curricular Transcript as a formal, advisor-validated record of student co-curricular achievement

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Co-Curricular Activities and Student Organizations Policy	Effective Date	14/06/2026
	Category	Student Affairs	Last Review date	
	Policy Number	STU-008	Next Review date	14/06/2029
	Responsible Entity	VP Student Affairs	Approved By	President

- Define the governance requirements for registered Student Organizations: constitution, officer election, advisor appointment, annual reporting
- Establish the event planning and approval process that ensures all co-curricular activities are safe, compliant with Kuwait law, and consistent with AIU's policies
- Define the financial governance framework for the Student Activities Fund and for individual organization budgets
- Establish the annual assessment cycle through which AIU evaluates co-curricular program effectiveness and uses the results for improvement
- Demonstrate compliance with co-curricular programs sufficient for personal and professional development, assessment and improvement of co-curricular programs, and goals, policies, and practices for student success

Definitions and abbreviations

Co-Curricular Activity: An activity that is organized outside the formal academic curriculum, is not required for degree completion, carries no academic credit, and is intended to contribute to student learning, personal development, or community life. Co-curricular activities are distinguished from extra-curricular activities by their intentional connection to defined learning outcomes and their integration into the institution's educational effectiveness framework.

Student Organization: A group of AIU students formally registered with the VPSA under this policy, operating in accordance with an approved constitution, led by elected student officers, supervised by a Faculty or Staff Advisor, and eligible to access institutional resources including facilities, the Student Activities Fund, and administrative support.

Registered Student Organization: A Student Organization that has completed the annual registration process, has an approved constitution, active elected officers, an appointed Advisor, and is in good standing with the VPSA. Registration is renewed annually.

Faculty or Staff Advisor: A full-time AIU faculty member or professional staff member who has agreed to serve as the institutional liaison and mentor for a registered Student Organization, ensuring the organization operates in accordance with this policy and AIU's broader standards.

Student Activities Fund: The institutional fund allocated annually by the VP Student Affairs to support the activities of registered Student Organizations. Managed through the Finance Department and administered by the VPSA.

Co-Curricular Transcript (CCT): A formal, advisor-validated record maintained by the VPSA documenting a student's co-curricular roles, activities, and leadership positions at AIU. The CCT is separate from the academic transcript and is issued on student request.

Co-Curricular Learning Outcome (CCLO): A defined, measurable learning outcome that a student is expected to develop through participation in co-curricular activities, aligned with AIU's Institutional Learning Outcomes. CCLOs are specified in Article 3 of this policy.

Organization Constitution: The foundational governance document of a registered Student Organization, specifying its name, purpose, membership criteria, officer roles, election process, decision-making procedures, and alignment with AIU's policies.

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Co-Curricular Activities and Student Organizations Policy	Effective Date	14/06/2026
	Category	Student Affairs	Last Review date	
	Policy Number	STU-008	Next Review date	14/06/2029
	Responsible Entity	VP Student Affairs	Approved By	President

Student Council: The elected representative body of AIU's student population, serving as the primary student governance structure and the institutionally recognized voice of the student body in matters affecting student life and welfare.

Institutional Learning Outcomes (ILOs): The university-wide learning outcomes that all AIU graduates are expected to achieve through their academic programs and co-curricular activities. ILOs include disciplinary competency, communication, critical thinking, quantitative reasoning, information literacy, professional and civic responsibility, and cultural competence.

Good Standing: The status of a registered Student Organization that has: submitted all required reports; managed its finances in accordance with this policy; maintained an active membership and officer structure; and has no unresolved conduct or compliance concerns with the VPSA.

Policy

Article 1: Governing Principles

- a. Co-curricular learning is intentional: Activities and organizations under this policy are not organized merely to fill students' time. Every registered Student Organization has a defined purpose aligned with identified learning outcomes. Every major activity contributes to at least one of the Co-Curricular Learning Outcomes in Article 3. The difference between a co-curricular program and a recreational program is this intentionality, and it is what Accrediting agency looks for when evaluating whether co-curricular offerings are sufficient for student development.
- b. Student leadership and agency: The co-curricular program is a laboratory for student leadership. Students plan, organize, fund, and execute their own activities with institutional support and guidance. The Advisor's role is to mentor and provide institutional guardrails, not to manage the organization on the students' behalf. Interventions that diminish student ownership of their organizations diminish the educational value of those organizations.
- c. Inclusion and accessibility: Co-curricular activities are open to all enrolled AIU students regardless of academic standing (subject to minimum academic standing requirements in Article 5), program, nationality, or background. No activity may discriminate in its membership criteria except on the basis of factors directly and legitimately related to the organization's purpose (for example, an engineering society may require enrolment in an engineering program). STU-004 (Equal Opportunity) applies to all co-curricular activities.
- d. Institutional responsibility: Registered Student Organizations operate within AIU's institutional framework. They represent AIU when they conduct activities on or off campus. AIU accepts responsibility for the safety of students participating in approved activities and maintains appropriate oversight through the Advisor system and the event approval process. This responsibility does not override student leadership, it frames it.
- e. Kuwait legal and cultural context: All co-curricular activities are conducted within Kuwait's legal framework and in accordance with Kuwait's cultural and social norms. This includes but is not limited to: compliance with Kuwait law on public gatherings; compliance with laws governing charitable collections and fundraising; respect for religious and cultural sensitivities relevant to the student population; and the dress and conduct standards that apply across AIU's campus under STU-001.

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Co-Curricular Activities and Student Organizations Policy	Effective Date	14/06/2026
	Category	Student Affairs	Last Review date	
	Policy Number	STU-008	Next Review date	14/06/2029
	Responsible Entity	VP Student Affairs	Approved By	President

- f. Assessment drives improvement: AIU's co-curricular program is not self-justifying. It is assessed annually against defined KPIs and learning outcomes, and the results are used to improve both the program design and the institutional resources allocated to it. A co-curricular program that cannot demonstrate its educational contribution to student development does not satisfy Accrediting agency requirement.

Article 2: Categories of Student Organizations

AIU recognizes the following categories of Student Organization:

Category	Description and Examples	Faculty or Staff Advisor Required
Academic and Professional Associations		
Discipline-specific academic clubs	Organizations aligned with an AIU academic discipline, supporting deeper engagement with a field of study beyond the classroom: engineering societies, business associations, architecture design groups, education student associations	Yes, faculty member from the relevant School
Professional and industry associations	Student chapters of recognized professional bodies (IEEE Student Branch, ASCE Student Chapter, SHRM Student Chapter, and similar): organizations that connect students to their future profession and develop professional identity	Yes, faculty or industry professional
Research and innovation clubs	Organizations supporting student research, entrepreneurship, and innovation: robotics club, coding and technology society, entrepreneurship club, sustainability group	Yes, faculty or staff with relevant expertise
Cultural, Social, and Civic Organizations		
Cultural associations	Organizations celebrating specific cultural heritages or nationalities represented in the AIU community. Consistent with Kuwait's laws and social norms, these organizations promote cultural pride and	Yes, Student Affairs staff advisor

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Co-Curricular Activities and Student Organizations Policy	Effective Date	14/06/2026
	Category	Student Affairs	Last Review date	
	Policy Number	STU-008	Next Review date	14/06/2029
	Responsible Entity	VP Student Affairs	Approved By	President

	intercultural understanding within a respectful campus environment	
Community service and volunteer organizations	Organizations focused on community outreach, volunteering, and civic contribution: community service club, environmental club, charity and fundraising organizations. Activities conducted in accordance with Kuwait law governing public collections and charitable activities	Yes, Student Affairs staff advisor
Social and interest clubs	Organizations based on shared recreational or personal interests that contribute to student community life: photography club, debate society, language clubs, sports and fitness clubs not covered by the Athletic program	Yes, Staff or faculty advisor
Governance and Leadership		
Student Council	The representative body of AIU's student body, governed by the AIU Student Council Charter adopted under FAC-001 (Faculty Council Charter, which recognizes the principle of student participation in governance). The Student Council has formal representation on the Faculty Council and in the co-curricular governance structure under this policy	Yes -- VPSA (ex officio)
Class and program representatives	Representatives elected within specific cohorts or programs to represent student interests in program-level matters. Not a registered Student Organization in the formal sense but recognized under this policy	Yes, relevant Dean or Program Director

The VPSA may create additional categories where the needs of the student community warrant. All Student Organizations, regardless of category, are subject to the same registration, governance, financial, and compliance requirements under this policy.

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Co-Curricular Activities and Student Organizations Policy	Effective Date	14/06/2026
	Category	Student Affairs	Last Review date	
	Policy Number	STU-008	Next Review date	14/06/2029
	Responsible Entity	VP Student Affairs	Approved By	President

Article 3: Co-Curricular Learning Outcomes

AIU's co-curricular program is organized around eight Co-Curricular Learning Outcomes (CCLOs). These outcomes are drawn from the QU Student Activities Department's experiential learning framework and the UAEU Institutional Learning Outcomes, adapted to AIU's mission and educational context. Every registered Student Organization's constitution must identify the CCLOs it primarily supports. At least three CCLOs must be represented across the registered Student Organization portfolio as a whole:

Co-Curricular Learning Outcome	Observable Indicators	Connection to AIU Institutional Learning Outcomes
Leadership and decision-making	Ability to set goals, plan and organize activities, make decisions under uncertainty, motivate others, and take responsibility for collective outcomes	Communication; Critical Thinking; Professional and Civic Responsibility
Civic and community responsibility	Engagement in service, volunteerism, and community contribution; awareness of social needs and willingness to contribute to addressing them	Professional and Civic Responsibility; Cultural Competence
Teamwork and collaboration	Ability to work effectively with diverse others, manage group dynamics, negotiate differences, and contribute to shared goals	Communication; Disciplinary Competency
Intercultural competence	Understanding of and appreciation for cultural difference; ability to engage respectfully with people of different backgrounds, nationalities, and perspectives within the AIU campus community	Cultural Competence; Professional and Civic Responsibility
Event planning and project management	Ability to plan, budget, promote, execute, and evaluate an event or project from conception to completion; practical application of management skills outside the classroom	Disciplinary Competency; Critical Thinking

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Co-Curricular Activities and Student Organizations Policy	Effective Date	14/06/2026
	Category	Student Affairs	Last Review date	
	Policy Number	STU-008	Next Review date	14/06/2029
	Responsible Entity	VP Student Affairs	Approved By	President

Communication and advocacy	Public speaking, written communication for diverse audiences, persuasion, and representing a group's interests to institutional decision-makers	Communication; Critical Thinking
Financial and resource stewardship	Responsible management of the organization's allocated funds: budgeting, accounting, reporting, and ethical use of institutional resources	Professional and Civic Responsibility; Disciplinary Competency
Personal and professional identity development	Developing a clearer sense of professional identity, career direction, and personal values through the experience of leading, serving, and contributing in an organizational context	Professional and Civic Responsibility; Cultural Competence

CCLOs are not assessed in the same way as academic learning outcomes. They are assessed through: advisor observation and validation; student self-reflection (submitted annually for CCT purposes); participation records; and the annual student satisfaction survey. The VPSA compiles CCLO achievement data annually as part of the co-curricular assessment cycle. Where a specific CCLO is poorly represented across the organization portfolio, because no current organization's activities support it effectively -- the VPSA identifies this gap and works with the student community to address it, including by encouraging the formation of new organizations where appropriate.

Article 4: The AIU Co-Curricular Transcript

The AIU Co-Curricular Transcript (CCT) is a formal, advisor-validated record of a student's co-curricular roles and achievements at AIU, issued by the VPSA on student request. The CCT is modelled on Qatar University's Co-Curricular Transcript, which is the most developed CCT framework in the GCC region:

- Eligibility:** An activity, role, or experience is eligible for CCT recognition where it: is conducted under the auspices of a registered Student Organization or an approved institutional co-curricular Program; is non-credit-bearing and not required for degree completion; has clearly stated learning outcomes validated by the Faculty or Staff Advisor; has been completed to the minimum time and engagement standard specified for the activity type; and has been approved and validated by the VPSA.
- Eligible entries:** The following types of co-curricular contribution are eligible for CCT recognition: leadership positions (President, Vice-President, Secretary, Treasurer, or equivalent officer role held for at least one full semester); significant project leadership (leading the planning and execution of a substantial event or project, validated by the Advisor); community service roles

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Co-Curricular Activities and Student Organizations Policy	Effective Date	14/06/2026
	Category	Student Affairs	Last Review date	
	Policy Number	STU-008	Next Review date	14/06/2029
	Responsible Entity	VP Student Affairs	Approved By	President

with a defined minimum of 20 hours of documented service; and other significant co-curricular roles as determined by the VPSA in consultation with the relevant Advisor.

- c. Validation: Each CCT entry requires validation from the relevant Faculty or Staff Advisor, confirming that the student held the stated role, completed the minimum engagement, and demonstrated the associated learning outcomes in the Advisor's direct observation. Validation is submitted to the Co-Curricular Coordinator by the Advisor at the end of each semester.
- d. Student request: A student may request an official CCT from the VPSA at any time, in accordance with the processing timeline published by the VPSA (typically 5 working days). The CCT is issued with the AIU seal and the signature of the VPSA. It is not part of the official academic transcript issued by the Registrar.
- e. Privacy: CCT records are personal information and are managed in accordance with ADM-002. An official CCT is released only to the student or, with the student's written consent, to a third party (employer, graduate school, or other institution).

Article 5: Student Organization Registration

5.1 Annual Registration Requirement

Every Student Organization must register with the VPSA at the start of each academic year. Registration is not automatic from one year to the next. An organization that does not register by the published deadline is not recognized as a Registered Student Organization for that year and may not access institutional resources, facilities, or the Student Activities Fund during that period.

5.2 Registration Requirements

To register, a Student Organization must submit the following to the VPSA by the end of the second week of the academic year:

- a. A completed Student Organization Registration Form signed by the organization's President and the Faculty or Staff Advisor
- b. A current approved Constitution, or a revised Constitution where changes have been made since the previous registration. New organizations submit a draft Constitution for VPSA approval as part of the initial registration process
- c. A current officer list with names, student numbers, and contact details for all elected officers
- d. Confirmation of Faculty or Staff Advisor appointment, with the Advisor's signed Advisor Commitment Form
- e. A brief activity plan for the academic year, identifying the organization's key planned activities, the CCLOs each activity supports, and the estimated budget requirement

5.3 Constitution Requirements

Every Student Organization's Constitution must include:

- a. The organization's name, purpose, and the CCLO(s) it primarily supports

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Co-Curricular Activities and Student Organizations Policy	Effective Date	14/06/2026
	Category	Student Affairs	Last Review date	
	Policy Number	STU-008	Next Review date	14/06/2029
	Responsible Entity	VP Student Affairs	Approved By	President

- b. Membership eligibility criteria (open to all AIU students or, where a legitimate restriction applies, the specific eligibility criteria and their justification)
- c. Officer roles, responsibilities, and term of office
- d. Election process for officers, elections must be conducted democratically among the membership
- e. Decision-making procedures for ordinary business and for significant decisions
- f. Procedures for constitutional amendment
- g. Dissolution procedures, including the treatment of any remaining funds
- h. A statement that the organization operates in accordance with this policy and AIU's published standards

5.4 Minimum Membership and Officer Requirements

A Student Organization must have a minimum of ten active members and at least three elected officers (President, Secretary, and Treasurer as a minimum) to maintain registered status. An organization that falls below this minimum during the academic year notifies the VPSA, who grants a 30-day period to restore minimum membership before registration is placed on probationary status.

5.5 Academic Standing of Student Officers

Students holding officer positions in a registered Student Organization must maintain a minimum cumulative GPA of 2.0. Where an officer's GPA falls below this threshold, the VPSA notifies the student and allows one semester for the GPA to be restored. During this period, the student may remain in the officer role unless the VPSA determines that the academic standing issue is sufficiently serious to warrant temporary removal. This provision reflects AIU's commitment to co-curricular activities as a complement to academic success, not a substitute for it.

Article 6: Event Planning, Approval, and Safety

All co-curricular activities organized by registered Student Organizations require approval from the VPSA before they proceed. The level of approval and the required lead time depends on the nature and scale of the activity:

Event Category	Approval Required	Lead Time Required
On-campus event, internal members only, no external speakers, no budget expenditure	Notification to VPSA only -- email confirmation sufficient	3 working days

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Co-Curricular Activities and Student Organizations Policy	Effective Date	14/06/2026
	Category	Student Affairs	Last Review date	
	Policy Number	STU-008	Next Review date	14/06/2029
	Responsible Entity	VP Student Affairs	Approved By	President

On-campus event open to all AIU students, no external speakers	VPSA approval; room booking through Facilities; Faculty/Staff Advisor co-signature	5 working days
On-campus event with external speakers or guests	VPSA approval; VPAA notification where speaker addresses academic topics; Faculty/Staff Advisor co-signature; speaker biography submitted with request	10 working days
On-campus event involving media, recording, or publication	VPSA approval; VP Administration notification; Advisor co-signature	10 working days
Off-campus event, field visit, or excursion	VPSA approval; Parental/guardian consent form for students under 21; travel and safety arrangements confirmed; liability waiver signed by all participating students; Faculty/Staff Advisor accompanies the group or designates a qualified representative	15 working days
Event involving fundraising, collecting donations, or external sponsorship	VPSA approval; VP Administration endorsement; Finance Department coordination for handling of funds; compliance with Kuwait law on charitable collections and public fundraising verified	15 working days
External competition, conference, or inter-university event	VPSA approval; relevant Dean endorsement for events with academic affiliation; Advisor accompanies or designates; AIU represented in accordance with the institutional conduct standards in STU-001	15 working days

The Event Approval Request Form (available from the VPSA and on the AIU Student Portal) requires: the event name and description; date, time, and venue; expected attendance; activity budget and funding source; any external guests or speakers; safety and logistics arrangements; and the Faculty or Staff Advisor's co-signature. The VPSA reviews all requests within the required lead time and confirms approval,

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Co-Curricular Activities and Student Organizations Policy	Effective Date	14/06/2026
	Category	Student Affairs	Last Review date	
	Policy Number	STU-008	Next Review date	14/06/2029
	Responsible Entity	VP Student Affairs	Approved By	President

requests amendments, or declines with reasons in writing. Unapproved events may not proceed and their costs are not eligible for reimbursement from the Student Activities Fund.

6.1 Safety at Events

Student Organization officers are responsible for the safety of participants at their events within the scope of the reasonable precautions available to a student organizer. AIU does not hold student officers personally liable for unforeseen safety incidents where reasonable precautions were taken. The VPSA, in coordination with ADM-001 (Institutional Health, Safety, and Environment Policy), ensures that: venues used for student events meet minimum safety standards; the maximum venue capacity is not exceeded; first aid access is confirmed for events with more than 50 attendees; and emergency procedures are communicated to event organizers before the event. For off-campus events, a risk assessment is required as part of the event approval submission.

Article 7: Faculty and Staff Advisors

The Faculty or Staff Advisor role is essential to the educational integrity of the co-curricular Program. Without meaningful advisor engagement, organizations become self-referential and disconnected from the institution's educational mission. The following provisions govern the Advisor role:

- Appointment:** An Advisor must be a full-time AIU faculty member or professional staff member. Adjunct faculty, visiting faculty, and part-time staff are not eligible. Advisors are appointed by agreement between the organization and the prospective Advisor, confirmed by the VPSA. The VPSA may decline to confirm an Advisor appointment where there is a conflict of interest or a concern about the individual's suitability.
- Advisor Commitment Form:** All Advisors sign an Advisor Commitment Form at the start of each year confirming their willingness to: attend at least 75% of the organization's meetings and events; review and co-sign all Event Approval Requests; validate CCT entries at the end of each semester; report concerns about the organization's activities to the VPSA; and complete one orientation session per year on co-curricular policy and Advisor responsibilities.
- Advisor recognition:** Advisor service is recognized in the faculty and staff performance and development system as a service contribution. The VPSA provides an end-of-year written acknowledgement to each Advisor confirming their service, suitable for inclusion in performance review portfolios. AIU does not provide financial compensation for Advisor service but recognizes it as a meaningful professional contribution.
- Advisor concerns:** An Advisor who becomes concerned that an organization's planned activities are unsafe, inconsistent with AIU policy, or contrary to Kuwait law contacts the VPSA immediately. The VPSA determines the appropriate response, which may include event suspension, constitution review, or suspension of the organization's registration pending investigation.
- Advisor vacancy:** Where an organization loses its Advisor and cannot identify a replacement within 30 days, the VPSA places the organization's registration on probationary status until an Advisor is appointed. During probationary status, the organization may hold internal meetings but may not organize events or access the Student Activities Fund.

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Co-Curricular Activities and Student Organizations Policy	Effective Date	14/06/2026
	Category	Student Affairs	Last Review date	
	Policy Number	STU-008	Next Review date	14/06/2029
	Responsible Entity	VP Student Affairs	Approved By	President

Article 8: Financial Governance

Student Organization funds are institutional funds. The Student Activities Fund is not a student-controlled account independent of institutional oversight -- it is AIU money entrusted to student organizations for specific educational purposes under institutional governance. The following provisions apply:

Provision	Standard
Annual budget allocation	Each registered Student Organization in good standing may apply for an annual budget allocation from the Student Activities Fund. Applications are submitted to the VPSA by the second week of each academic year using the AIU Student Organization Budget Request Form. The VPSA allocates funds based on the organization's membership size, planned activities, alignment with co-curricular learning outcomes, and prior year's financial management record
Expenditure approval	All expenditures from the Student Activities Fund require prior approval from the VPSA regardless of amount. The Student Organization Treasurer submits an Expenditure Approval Request citing the planned amount, supplier, purpose, and connection to an approved activity. Emergency expenditures may be authorized verbally by the VPSA with written confirmation within two working days
Prohibited uses of funds	Student Activities Fund allocations may not be used for: personal gifts to officers or members; political activities or political party donations; gambling; activities that violate Kuwait law or AIU policy; or any payment to an officer or member as compensation for their role in the organization. Funds may not be transferred to another organization or to an external account without VPSA approval
External sponsorship	A Student Organization may seek external sponsorship for specific activities. All sponsorship arrangements must be disclosed to the VPSA before being accepted. The VPSA confirms that the sponsor's activities and identity are consistent with AIU's values and do not create a conflict of interest or reputational risk. Sponsorship funds are received through AIU's Finance Department and disbursed through the standard expenditure process

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Co-Curricular Activities and Student Organizations Policy	Effective Date	14/06/2026
	Category	Student Affairs	Last Review date	
	Policy Number	STU-008	Next Review date	14/06/2029
	Responsible Entity	VP Student Affairs	Approved By	President

Financial reporting	The Student Organization Treasurer submits a financial report to the VPSA at the end of each semester and at the conclusion of each event for which a budget was allocated. The report reconciles approved expenditures against actual expenditure and identifies any unexpended funds to be returned to the Student Activities Fund
Surplus funds	Unexpended funds at the end of the academic year revert to the Student Activities Fund and are not carried forward to the following year's organization account. This provision ensures that allocations reflect current-year activities and that funds are not accumulated beyond reasonable operational needs
Financial accountability	Any loss, misuse, or unexplained discrepancy in Student Organization funds is reported to the VPSA immediately upon discovery. The VPSA investigates and, where misuse is confirmed, the matter is referred to the Student Conduct process under STU-001. Officers responsible for financial misuse may be required to reimburse the Student Activities Fund and face suspension of the organization's registration

Article 9: Conduct and Compliance

The conduct standards in STU-001 (Student Conduct and Disciplinary Policy) apply to all students in all co-curricular activities. Student Organization officers and members who engage in conduct that violates AIU's policies in the course of a co-curricular activity are subject to the same disciplinary process as any other student conduct matter. In addition, the following provisions apply specifically to co-curricular contexts:

- Where an organization as a whole engages in, facilitates, or knowingly permits conduct that violates AIU's policies, the VPSA may place the organization on probationary registration, suspend its registration, or revoke its registration permanently, depending on the severity and the organization's response.
- A Student Organization whose activities bring AIU into disrepute, violate Kuwait law, or cause harm to members of the AIU community or the wider Kuwait community may have its registration revoked without the opportunity for remediation, at the VPSA's discretion with VP Student Affairs endorsement.
- Students who believe they have been treated unfairly within a Student Organization -- for example, excluded from membership on discriminatory grounds, or denied a fair election -- may raise the matter with the VPSA. The VPSA facilitates a resolution process and, where necessary, investigates under STU-002 (Student Grievance Policy).

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Co-Curricular Activities and Student Organizations Policy	Effective Date	14/06/2026
	Category	Student Affairs	Last Review date	
	Policy Number	STU-008	Next Review date	14/06/2029
	Responsible Entity	VP Student Affairs	Approved By	President

- d. No Student Organization may engage in political activities in support of or in opposition to any political party, candidate, or government in Kuwait or elsewhere. This provision does not prohibit academic debate on political topics, civic engagement activities, or community service with government-linked organizations, but it does prohibit the organization from taking institutional positions on partisan political matters.

Article 10: Assessment and Annual Reporting

The co-curricular Program is assessed annually against the following Key Performance Indicators. Assessment data is compiled by the VPSA and included in the Annual Co-Curricular Report:

KPI	Definition and Measurement	Target (Year 3)
Student Organization active registration rate	Number of registered and active Student Organizations as a proportion of the enrolled student population (one organization per approximately 50 enrolled students is a reasonable baseline)	Minimum 8 active registered organizations across at least 3 categories
Co-curricular participation rate	Percentage of enrolled students who participated in at least one registered Student Organization activity during the academic year (excluding purely passive attendance at open events)	>=40% of enrolled students
Student leadership development	Number of students holding a formal leadership position (President, Vice-President, Secretary, Treasurer, or equivalent) in a registered Student Organization during the academic year	Minimum 30 student leaders per year
Co-Curricular Transcript uptake	Number of students who have at least one validated entry on their Co-Curricular Transcript at the time of graduation	>=25% of graduating cohort in Year 3

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Co-Curricular Activities and Student Organizations Policy	Effective Date	14/06/2026
	Category	Student Affairs	Last Review date	
	Policy Number	STU-008	Next Review date	14/06/2029
	Responsible Entity	VP Student Affairs	Approved By	President

Community service hours	Total documented community service hours completed by registered Student Organizations during the academic year	>=500 hours per academic year
Student satisfaction with co-curricular Program	Percentage of students who participated in co-curricular activities rating their overall experience as Satisfactory or above in the end-of-year survey	>=75% satisfaction rate
Event success rate	Percentage of approved events successfully completed as planned, without conduct incidents, budget overruns, or safety issues	>=90% of approved events completed successfully
Advisor retention	Percentage of faculty and staff advisors who continue their advisory role for a second year	>=70% annual advisor retention

The Annual Co-Curricular Report is prepared by the VPSA by 31 October each year, covering the preceding academic year. The Report is submitted to the VP Student Affairs, who presents a summary to the President and the Board Academic Affairs Committee. The Report includes: KPI performance; CCLO achievement analysis (which outcomes were well-supported and which were gaps); organization registration summary; CCT uptake; financial summary of the Student Activities Fund; student satisfaction data; and proposed Program improvements for the following year. The IR Director incorporates key co-curricular KPIs in the Annual Institutional Effectiveness Report (IE-002), satisfying Accrediting agency's requirement that assessment results are used for improvement.

The VPSA presents the annual assessment findings to the Student Council at least once per year, creating a student-facing feedback loop that gives the student community an opportunity to contribute to Program improvement. This student voice in assessment is consistent with Accrediting agency's Standards emphasis on student participation in institutional effectiveness.

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Co-Curricular Activities and Student Organizations Policy	Effective Date	14/06/2026
	Category	Student Affairs	Last Review date	
	Policy Number	STU-008	Next Review date	14/06/2029
	Responsible Entity	VP Student Affairs	Approved By	President

Procedures

Establishing a New Student Organization

1. A group of at least ten interested students contacts the VPSA to express interest in forming a new organization. The VPSA provides an information meeting within 5 working days, covering: the registration requirements; the constitution template; the Advisor requirement; and the timeline for formal registration.
2. The founding students draft a Constitution using the AIU Constitution Template, identifying the organization's name, purpose, primary CCLOs, membership criteria, officer roles, and governance procedures. The draft is submitted to the VPSA for review.
3. The VPSA reviews the draft Constitution within 10 working days and either approves it, returns it with requested revisions, or declines registration with reasons. A constitution may be declined where: the organization's purpose duplicates an existing registered organization without sufficient differentiation; the purpose is inconsistent with AIU's mission or Kuwait law; or the governance structure does not meet the minimum requirements in Article 5.3.
4. Following constitution approval, the founding students elect their initial officers and identify a Faculty or Staff Advisor. The Advisor completes the Advisor Commitment Form. The Student Organization Registration Form, approved constitution, officer list, and Advisor Commitment Form are submitted to the VPSA. The VPSA confirms registration within 5 working days.
5. The newly registered organization is listed on AIU's Student Portal and the Student Affairs notice boards. The VPSA allocates a prorated Student Activities Fund contribution for the remainder of the current academic year and schedules an orientation meeting with the organization's officers and Advisor.

Annual Re-Registration

1. By the end of the first week of each academic year, the VPSA distributes the Annual Re-Registration Pack to all organizations registered in the previous year. The Pack includes: the Re-Registration Form; the current Advisor Commitment Form; and the Budget Request Form.
2. Each organization submits its completed Re-Registration Pack by the end of the second week of the academic year. Submissions include: updated officer list confirming elections have been held; Advisor Commitment Form signed by the continuing or new Advisor; revised Constitution if any amendments were made; and the annual activity plan with budget request.
3. The VPSA reviews all re-registration submissions within 5 working days of the deadline and confirms registration status, requests missing information, or initiates a registration review where there are concerns about the organization's status.
4. Organizations that do not submit by the deadline are placed on provisional status for 10 working days, during which they may not access institutional resources. Where re-registration is not completed within this period, the organization's registration lapses for the current year.

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Co-Curricular Activities and Student Organizations Policy	Effective Date	14/06/2026
	Category	Student Affairs	Last Review date	
	Policy Number	STU-008	Next Review date	14/06/2029
	Responsible Entity	VP Student Affairs	Approved By	President

Event Approval

1. The Student Organization President or Treasurer completes the Event Approval Request Form, attaches all required supporting documentation specified in Article 6 for the relevant event category, and secures the Faculty or Staff Advisor's co-signature.
2. The completed Request is submitted to the VPSA by the required lead time. The VPSA acknowledges receipt within 1 working day and assigns the request for review.
3. The VPSA reviews the request, consulting with relevant institutional officers (VP Administration for venue or safety concerns; Finance Department for budget matters; VPAA for academic content events) within the required review period. The VPSA issues one of three decisions: Approved; Approved with Conditions; or Declined with reasons.
4. Approved events are confirmed to the organization in writing. The confirmation specifies: the approved venue, date, time, and attendance limit; any conditions attached to approval; and the post-event reporting requirement. The organization files a post-event report within 5 working days of the event, covering: attendance; expenditure; any incidents; and a brief reflection on the learning outcomes achieved. Post-event reports are used in the annual assessment cycle.

President Signature

Signature: _____ Date: _____