

Policy Title	Enrollment Policy
Responsible AIU Office (Higher Management/Directorate)	Vice President for Academic Affairs
Policy Owner (Executive Department/Office)	Admission and Registration Department
Pertinent Dates	Create Date: May 2022 Expire Date: Revise Date Approval Date: Effective Date:

I. SCOPE OF POLICY

Enrollment policy presents the regulations of student's residency, registration, actions and graduation affects the student's status in AIU.

II. DEFINITIONS

Applicant: is a prospective student who start editing the application form.

Accepted student: is a prospective student who completed all phases of the admission, and received acceptance letter.

Admitted student: is a student who filled admission application and all required documents after receiving the acceptance letter and waiting to start the first academic year.

Enrolled student: is a student who admitted as a freshman or transferred or change program to AIU, and eligible to register in courses.

Degree-seeking student: is a student enrolled in a specific program of study aiming to fulfill the graduation requirement of that program, and gain an academic degree from AIU.

Non-degree Student: is a student who is not enrolled in AIU as a full-time student. Ex: exchange student and individuals from the community.

Leave of absence: is a student who withdraws from a whole semester without registering any course.

III. POLICY STATEMENT

- To be considered an enrolled student in AIU, they must pass through the stages starting from applicant, then accepted student then admitted then enroll in AIU.
- Enrolled student must fulfill the course registration limits stated in the course registration policy.
- Enrolled student is obligated to follow all AIU's policies and procedures and any update or amendments occurred at any time.
- Enrolled student must fulfill all payments stated in the tuition fees and charges policy and scholarships policy.
- Enrolled students are eligible to benefit from the following services:

- Register in courses, participate in courses' activities and co-curricular activities;
 - Attend exams and any related assessment and receive feedback.
 - Use the library, internet and research resources;
 - Receive certificate of enrollment, transcript and graduation certificate at the end of their enrollment or when requested and;
 - Receive advisement/services from the department of academic and career advisement and any other programs offered by AIU or any of its partners offering development services to students.
- Enrolled student must register in courses in consecutive semesters unless submitted a leave of absence request or withdrawn from AIU. If a student did not register in courses till the third week of study in any semester; they will be considered absent from semester, and if the student did not register in courses in three consecutive semesters; they will be dismissed from AIU.
 - Any student may request a leave of absence or withdraw from AIU following the respective policies.
 - International students must register in courses in consecutive semesters.
 - Graduated students are eligible to benefit from the following services:
 - Receive certificate of enrollment, transcript and graduation certificate at the end of their enrollment or when requested;
 - Use the library, internet and research resources;
 - Join AIU alumni organization and;
 - Participate in the career services programs.

Classification of Enrolled Students:

- Degree-seeking Student: Students enrolled in a specific program of study aiming to fulfill the graduation requirement of that program, and gain an academic degree from AIU.
- Non-degree Student: student who is not enrolled in AIU as a full-time student. Ex: exchange student and individuals from the community. Courses taken as a non-degree cannot be changed to graded courses even if the student got enrolled as a degree-seeking student at any time.

Academic Semesters & Course Registration

The academic year comprises two main semesters, and one summer semester:

- First main semester (Fall): Begins on Saturday of the third week of September and lasts for 15 weeks of teaching followed by 3 weeks of examinations.
- Second main semester (Spring): Begins in February and lasts for 15 weeks followed by 3 weeks of examination.
- Summer semester: Begins late June or early July and lasts for 7 weeks followed by 1 week of examination. Registration in the Summer semester is optional
- New students' enrolment in the programs takes place all year long, after fulfilling all the programs requirements and paying the enrolment fees, per the student status.

Program Study Duration

- The minimum allowed study duration depends on the Program Study Duration and the fulfilment of all graduation requirements.
- The maximum allowed study duration is double the number of study semesters, which does not include leave of absence semesters for reasons accepted by AIU, after which the student is dismissed from the University.

Leave of Absence

- The student, who withdraws from a whole semester without registering any course must pay the minimum tuition fees which is equivalent to 12 CH unless they submit an accepted excuse to the Academic Council. Student will receive W grade if they registered in any courses. The student must submit a re-enrollment request to return to the study in the following semester or they will be considered absent from the semester.

Suspension

- AIU reserves the right to suspend any student according to legal procedures or for obtaining the military service. Suspension periods will not be counted in the enrollment duration. The student must submit a re-enrollment request to return to the study in the specified semester or they will be considered absent from the semester.
- If a student submits a withdraw request after being disciplinary suspended, He/she will be considered as dismissed.

Study Dismissal & Academic Probation

- A student gets an academic probation if his cumulative GPA at any main semester is less than 2.0.
- A student will be dismissed from AIU if he gets cumulative GPA less than 2.0 in six consecutive semesters excluding Summer Semesters. If the student's cumulative GPA exceeds 2.0 in any semester including summer semester, then the number of consecutive academic probation is reset.
- The student will be dismissed from AIU if he fails to achieve the graduation requirements during the maximum study duration, which is double the Program study years.
- The student who is exposed to study dismissal due to his inability to raise his cumulative GPA to at least 2.0 will be offered an additional and final chance to register in 2 consecutive main semesters and a summer semester to raise his cumulative GPA to at least 2.0 and achieves the graduation requirements, provided that he has successfully completed at least 80% of the total number of credit hours required for graduation and there is a chance for the student to raise his cumulative GPA to at least 2.0.
- AIU reserves the right to issue a disciplinary dismissal decision following the conduct policy.

Admission Revoke

- AIU reserves the right to revoke the acceptance decision if the student did not submit all the original documents required at the admission point.

Degree Revoke

- AIU reserves the right to revoke the degree if found any forgery in the student's admission, enrollment, assessment or graduation status.

Withdraw

- The student may submit a withdrawal from AIU, they must meet the academic advisor before approving the withdrawal request. Student will receive W grade if they registered in any courses before the withdrawal.

Re-admission

- Any dismissed student or withdrawn student may submit a request to re-admit to AIU for maximum four years after the last year of enrollment. The Academic Council reviews the request and approves or decline the re-admission request.

IV. RESPONSIBILITIES

The student is responsible for attending classes, paying the fees to be considered enrolled student and benefit from all the services that AIU offer to its students.

The Registrar office is responsible for following up student enrollment status and report to the Academic Council.

The Academic Council is responsible for approving the students' enrollment in AIU and any other action happen on it.

V. POLICY STANDARDS AND PROCEDURES

- 1- Accepted student submits original documents to be considered admitted students.
- 2- Before the first day of study all admitted students are eligible to be enrolled students.
- 3- Enrolled students follow all policies and procedures and its amendments and updates.

- 4- Enrolled student status may change according the above clarifications.

VI. FORMS/INSTRUCTIONS (if applicable)

- 1- Application of Admission (online)
- 2- Transfer Application of Admission.
- 3- Change Program Application of Admission.
- 4- Leave of Absence
- 5- Withdraw Form
- 6- Re-admission Request.

VII. APPENDICES (if applicable)

Admission policies (freshmen, transferred, change program and international)
 Course registration policy
 Withdraw from AIU policy
 Tuition fees and charges policy

VIII. CONTACT INFORMATION

Email: admission@Aiu.edu.eg
registrar@Aiu.edu.eg

Website: <https://aiu.edu.eg/>

Facebook Page: <https://www.facebook.com/AiuOfficialgov>

Tansik websit: <https://admission.egypt-hub.edu.eg/>

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