

2009-2010

Student Planner & Handbook

Name: _____

Student Number: _____



While every effort was made to ensure that this 2009-2010 Student Handbook is accurate and up-to-date, some information may have changed between the printing date and the actual distribution of this handbook.

Message from the Dean of Student Affairs



Dear Members of the Wolf Pack,

Your life at AUK will be filled with opportunities to LEARN: of course your time spent in classrooms and studios and laboratories should be thoughtful and focused. We want you to BECOME whatever you can imagine, so look through the academic catalog for courses that interest and excite you. Talk to your faculty and advisors' and plan your future.

However, LEARNING doesn't begin or end within the classroom walls. Your involvement in informal or organized co- and extracurricular activities is tantamount to your being fully engaged as a college student. Get the most out of this learning opportunity! Whether you are a member of Student Government, a student athlete, academic affiliated club member, participant in L.E.A.D., an orientation leader, peer advisors, tutor, or just a plain ole club member, I urge you to take full advantage of the opportunities for involvement. This, too, is part of your educational experience and it is life changing!

This student handbook serves as a useful starting point for finding out about how AUK's resources and opportunities can help you make the best use of your time and achieve the goals you have set for your college career. The handbook for students includes information about academic matters, student resources, and co- and extracurricular activities of all kinds. It describes your rights and responsibilities and includes the academic and disciplinary rules that apply to all members of the College. It is a tool that will come in handy throughout the year. Read it and refer to it when you have questions or need advice.

The Student Affairs team, that includes many specially trained peers, is here to assist you as you LEARN about the opportunities, THINK about the possibilities, and BECOME tomorrow what you never dreamed of becoming today. May your journey of discovery never end.

Welcome to the Wolf Pack! Have a fantastic year!

A handwritten signature in black ink that reads "Dr. Carol A. Ross". The signature is written in a cursive, flowing style.

Dr. Carol A. Ross

Dean

Division of Student Affairs

"Where University Comes to Life"

Message from the SGA President



Dear Fellow Students,

As the president of SGA I would like to welcome you to the American University of Kuwait for the new academic year of 2009-2010. Over the past few years spent at AUK, I have managed to gather knowledge and experiences which have prepared me to fill the position as your SGA President. I am extremely impressed with how the students of AUK continue to build upon past successes on a multitude of levels here in Kuwait and within the region as well.

The goal of the SGA is to represent the student body in a coordinated effort both on as well as off campus. As your elected student leaders we will work hard to provide you, the students, with the best means of service in order to make AUK a better university. We will support the unity of our students by working hand in hand and standing side by side to enhance the student body in our university.

Our role is to represent you and serve as a liaison, expressing to others a unified voice. We will be happy to receive comments, ideas, or questions that will help our community grow as we move towards building a more successful institution; an institution that supports us as current students and that of our future beyond graduation.

On behalf of the SGA, we wish you a successful year at AUK. We hope that we will meet your expectations in serving you and the university in general. Again, I wish you a pleasant and productive year at the American University of Kuwait.

A handwritten signature in black ink, appearing to be 'A. Al-Sharrad'.

Abdullah D. Al-Sharrad

President (2009-2010)

Student Government Association (SGA)

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About the American University of Kuwait

The American University of Kuwait (AUK) is an independent, private, equal opportunity, and coeducational liberal arts institution of higher education. The educational, cultural, and administrative structure, methods and standards of AUK are based on the American model of higher learning. The language of instruction is English.

Established by Amiri Decree 139 in 2003, AUK was accredited in 2006 and re-accredited in 2008, by the Council for Private Universities, Ministry of Higher Education - State of Kuwait.

AUK offers students a quality education based on an American college model. The faculty, administration, and staff work hard to create a caring environment where every aspect of student's development gets attention and support. The course of study is designed to prepare students for the contemporary world where critical thinking, communication skills, and life-long learning have become imperative. The Liberal Arts education fulfills student's educational goals and requires rigorous effort in the Major discipline (field of study); it also brings the rewards of a broad general education useful in their future career, whatever field they choose.

The AUK faculty is a highly qualified group of international academics with first-hand experience of the American style of higher education. There are over eighty faculty members, including over 50 undergraduate faculty with Ph.D.s. With a class size from 10 to a maximum of 32 students, it is easy for students to get to know their professors and classmates.

AUK currently offers thirteen degree programs. In addition, students receive instruction in academic skills, time management, and stress reduction. At AUK students will find opportunities for internships, creative talent development, health and fitness maintenance, and community involvement. Advising is very important in the American-college Liberal Arts model, so students should be sure to seek guidance from the Student Success Center academic advisors and counselors and their professors.

Mission

The American University of Kuwait is a liberal arts institution, based on the American model of higher education. It is dedicated to providing students with knowledge, self-awareness, and personal growth experiences that can enhance critical thinking, effective communication, and respect for diversity. AUK seeks to create leaders and life-long learners who aspire to the highest standards of moral and ethical responsibility in their societies.

Values

The values that guide AUK:

- AUK values freedom of thought and expression and emphasizes the need for students to learn to think critically, to develop the art of questioning, to understand cause and effect, to communicate effectively, to write expressively, to learn about the world and to become life-long learners.
- AUK values self-awareness with a moral and ethical responsibility throughout its learning community.
- AUK values the importance of a strong and diverse educational experience and knowledge in varied fields.
- AUK values a multi-cultural and diverse environment and an active campus life.
- AUK values staff commitment to service.
- AUK values the role of faculty in teaching, scholarship, creative expression and service.

University Culture

The American University of Kuwait is committed to creating an enlightened and progressive educational culture in which all students, faculty and staff, regardless of nationality, creed, or position, will co-exist and help create a dynamic and equitable environment. All members of AUK are expected to respect the diverse nature of the AUK community and interact in a manner that is respectful of such, and that supports a commitment to life-long learning and the pursuit of academic excellence in higher education. The University encourages the freedom to engage in academic inquiry, and the fair exchange of ideas, and as such supports open access to and dissemination of information.

The University founders uphold the philosophy that one cannot create a true enlightened academic environment without practicing the very virtues and ideals it hopes to instill in its students. In upholding the highest standards of professional behavior and ethical conduct among its faculty, staff and students, the University hopes to create a community of scholars and students who will benefit from AUK's collegial atmosphere. Through these principles, AUK is prepared to reinvent and improve itself continuously as a community of life-long learners.

University Faculty

The faculty of the American University of Kuwait is a group of highly qualified and trained academicians and professionals who are committed to high standards of teaching excellence and proficient in the use of technology in teaching and research. Full-time teaching faculty members have acquired terminal degrees from institutions in the Middle East and abroad in addition to having taught in a variety of international systems of higher education. The AUK faculty is a diverse group of exceptionally talented teachers-scholars, several of whom are and have been involved with the Fulbright Scholarship Program, a program that has international

prestige. AUK regularly hosts U.S. participants in the Fulbright Program, students and faculty alike.

Segregation

As per law no. 34 of 2000 on the “Establishment of Private Universities” in the State of Kuwait (Article 6), private universities/colleges and branches of foreign universities shall abide by the following:

1. Operate its buildings to ensure gender segregation in all departments, disciplines and students activities.
2. Observe Islamic values and time-honored traditions in relation to students’ costumes and activities.

AUK and Dartmouth College

The American University of Kuwait (AUK) and Dartmouth College in Hanover, New Hampshire (USA), have worked closely together since 2003, when the two institutions signed a Memorandum of Understanding that facilitated a series of advisory, consultative, and cooperative projects. That initial agreement was renewed in June 2008 to extend through 2013. The two institutions share a commitment to excellence in higher learning, and the agreement between them reflects AUK's growing stature as a premier academic institution in the Gulf region and beyond. With its deep and historic commitment to the liberal arts, Dartmouth recognizes the importance of AUK's mission and works to support the University as it develops a superlative education, based on the principles of critical inquiry, mastery of subject material, depth of curriculum, and a vibrant out of the classroom experience.

Dartmouth and AUK collaborate on numerous programs, and Dartmouth provides a wide range of administrative and academic consulting services to AUK. The two institutions have developed a flourishing relationship that involves faculty, students, and staff in both locations. Dartmouth experts in engineering, information technology, library sciences, communications, governance, and other areas routinely visit Kuwait while students, faculty, and staff from Kuwait travel to the United States to work with their counterparts at Dartmouth. AUK's commitment to providing a premier learning environment based on the American model resonates with Dartmouth's history and its understanding of the importance of higher learning in a global context. Since the relationship began, the two institutions have steadily deepened and expanded their partnership, creating a dynamic, evolving, and unique cross-cultural collaboration.



Photos by courtesy of DARTMOUTH College (www.dartmouth.edu)

AUK Symbols and Meanings

AUK SEAL

“Circle of Life, the Open Book, the Dhow, the Torch, and the Falcon”



The Circle of Life embodies the never-ending relationships among the elements that form AUK’s unique culture. The Open Book depicts the dedication to knowledge, self-awareness, and personal growth. The Dhow represents aspiration, exploration, adventure, diversity and tradition. The Torch stands for freedom and the passing of the light of knowledge and wisdom from one generation to the next. The Falcon represents the vision, pride, courage and leadership of the AUK family.

AUK LOGO



The American University of Kuwait is founded on the principles of American higher education. The coming together of this Kuwaiti culture and American principle is symbolized in the University logo by merging the Al-Seif Palace and U.S. Capitol Building. Thus, the marriage of both symbols reflects the quality and the character of AUK.

UNIVERSITY COLORS

Garnet and Gold



Garnet symbolizes love and devotion, passion and courage. Gold symbolizes excellence, wealth and prosperity. Together, they symbolize AUK’s devoted passion and courage in the pursuit of excellence in all that we do.

AUK MASCOT

Wolfpack



The Wolfpack symbolizes the unity of AUK, our common vision, values, and belief system.

Team Work: Wolves are highly social animals, usually living in packs, and work as a community. Characteristics of the AUK community.

Integration: Wolves as a pack care for the young, thus enhancing one’s chances of success. The Pack is similar to the AUK family value of mentoring new members of the community.

Communication: The call of the wolf is the howl. Done in harmony, bringing the pack together to ward off any fears while facing down any enemy. When the AUK community calls, it is one for all and all for one.

Contact Information

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AUK's portal, the SCT Luminis Platform IV portal (MyAUK) provides the AUK community with a solid foundation of infrastructure, enterprise applications and features required to support a digital campus. Over the past several years, Luminis has become the predominant portal used by universities running Banner. MyAUK provides a personalized single-sign-in access for students, faculty, and staff to existing services on campus targeting individual groups with information relevant to them.

In addition to Banner integration, features of the new portal include channeled content and layout; publish-and-subscribe channel model; end-user customization; separate channels for e-mail, personal and campus announcements, and a channel for 'My Courses'. Luminis provides other portal channels such as group collaboration tools that can be used by departments, organizations and clubs. Over time, portal features will allow users to create an online environment customized by every member of the campus community.

Luminis also comes with a calendar, SunOne, which is available to faculty, staff and students. One of the exciting functions featured on the Luminis portal is 'Group Studio', which provides an increased and efficient communications avenue. In Group Studio, groups and teams could all potentially utilize functions such as chat, message boards, and file and photo sharing areas to communicate more effectively with their individuals groups or departments.

You can access the portal through a link on the AUK Website or directly through the MyAUK URL: <http://myauk.auk.edu.kw>. Using your university username and password, you are all set to access this whole new digital campus experience.

MyAUK Features At A Glance

- **E-mail.** MyAUK provides a Web-based e-mail application that you can use to send and receive messages and maintain an address book of online contacts.
- **Calendar.** MyAUK provides a Web-based calendar application that you can use to create and manage personal calendars, access course calendars to view information added by course instructors, and access calendars for any online groups that you have joined.
- **Groups Studio.** MyAUK provides an application that allows individuals at AUK to request the creation of online groups and maintain homepages for these groups containing resources like photo albums, internet links, news articles, and applications like message boards, chat rooms, and calendars. Similar homepages are supported for courses taught at AUK.
- **Message Boards.** MyAUK provides a message board for each class in which you are

enrolled. Depending on the privileges allocated to a group, message boards may also be available to groups for which you are a member.

- **Chat.** MyAUK provides a chat room for each class in which you are enrolled. Depending on the privileges allocated to a group, chat rooms may also be available to groups for which you are a member.
- **Administrative Services.** Depending on system implementation, you may be able to access administrative services to do things like check grades, register for classes, change the personal information that AUK maintains about you, etc.

If you need more information, please contact Roland Lopes, Web/Portal Developer in the PR & Marketing Department: rolopes@auk.edu.kw



A sample view of the MyAUK Portal introduction page

Basic Principles of AUK

In any civilized society, there are basic principles by which the community lives. At AUK, recognizing that we live and operate in the framework of the State of Kuwait, we believe in the following principles:

Academic Freedom

Universities exist to promote the free inquiry and exchange of ideas. At times, individuals may find that they object to a particular idea or its formulation. However, by embracing the free inquiry and exchange of ideas, the American University of Kuwait provides a space for frank and earnest debate. Academic freedom is the right granted to members of the university community to explore, investigate, test, and publish topics of their choosing, respecting the bounds of academic honor.

The maintenance of such an open environment is difficult and contingent on active participation of all community members. A free exchange of ideas is not a license for personal attacks, slander, or libel. Likewise, individuals are expected not to impose their beliefs on other members of the university community through implied or explicit threats of violence.

Freedom of Expression

Freedom of expression and an open environment within which to pursue scholarly inquiry and to share information are encouraged, supported, and protected at the American University of Kuwait.

Students, student organizations, faculty, and staff at AUK are free to examine and discuss all questions of interest and to express opinions publicly and privately. They should always be free to support causes by orderly means that do not disrupt the regular and essential operation of the university or community and are not in violation of Kuwaiti law. At the same time, it should be made clear to the academic and larger community that students or student organizations, and individual members of the faculty or staff, speak only for themselves, not for the university as an institution, in their public expressions or demonstrations. AUK does not allow disruptive behavior at community events or on campus.

Non-Discrimination

As a liberal arts university charged with broadening the intellectual horizons of its students, the American University of Kuwait is committed to providing a quality education to all qualified students regardless of age, national origin, religion, or gender. The faculty and staff are hired and promoted without regard to these factors. All facilities and services are open for use by students, faculty, and staff in compliance with the laws of Kuwait.

Instructional Language

English is the instructional language at the American University of Kuwait. Official meetings with students and disciplinary proceedings are conducted in English and it is the responsibility of non-English speakers to secure assistance as needed.

Which Student Form Do I Use For...

STUDENT FORMS	USAGE
Application for Graduation	Use this form to apply for graduation at the beginning of your last semester at AUK
Authorization to Enroll Form	Use this form to request registration in courses that have the following restrictions: Permission to Enroll, Prerequisites or Course Capacity
Course Substitution–Waiver Form	Use this form to substitute courses taken for courses that are required for the purpose of degree audit adjustments, or to waive courses that are normally required
Course Evaluation Request	Use this form to request transfer credit evaluation or re-evaluation
Credit Hours Increase Request	Use this form to request an increase of your maximum credit hours
Facility Reservation Request	Use this form to request a room for an academic event
Grade Appeal	Use this form to appeal a grade you feel you do not deserve
Incident Report Form	Use this form to report incidents on campus, accidents, and concerns about behavior
Individual Course Withdrawal	Use this form to get permission to withdraw from individual courses
Independent Study Request	Use this form to initiate an Independent Study course
Leave of Absence	Use this form to request a leave of absence from AUK
Major/Minor Declaration Request Form	Use this form to declare your Major and/or Minor
Major/Minor Update Request Form	Use this form to update your Major and/or Minor declaration
Pass/Fail Request	Use this form to take a course as pass/fail
Permission to Audit	Use this form to audit an AUK course
Permission to Enroll	Use this form to add courses that have a “Permission of Instructor” prerequisite
Single Course Drop/Add	Use this form to Drop a course you registered for or Add a course to your schedule
Student Name Correction	Use this form to amend your name for your academic records
Study Away Request	Use this form to request permission and credit for study away from AUK
Transcript Request Form	Use this form to request an official transcript
Withdrawal from AUK	Use this form to request permission to withdraw from AUK

*You can access these forms by clicking “Student Forms” under the “Registrar” tab on the AUK website

Where Do I Go For Assistance On Campus?

INFORMATION ABOUT	LOCATION
Academic Advising	Undeclared: Student Success Center - Academic Advisor Declared: Faculty Floor - Faculty Advisors
Academic Support (Free Tutoring, Supplemental Instruction, Study Area)	Tutoring Center- Science Building (Ground Floor)
Academic Probation	Student Success Center – Retention Specialist
Career Advising (Major Exploration, Internships, Graduate School and Job Information)	Student Success Center – Career Counselor
Email/Self-Service/Computer problems	IT Help Desk (2-224-8399 Ext.225)
Financial Issues	Finance Department
Health Services	International Clinic-AUK campus
Lost & Found	AUK Store (not the bookstore!)
New ID Cards	Student Life
Personal Problems/Issues	Student Success Center - Counselor
Photocopying and Printing Center	Kwik Kopy
Registration Information	Registrar's Office
Sports, Intramurals, Student Organizations, and Activities	Student Life
Student Employment	Application on your Self-Service account.
Student Forms	Go to www.auk.edu.kw / go to Registrar icon, then click on the student forms link
Textbooks and other university supplies	AUK Bookstore (Administration building)
Writing Workshop	Writing Center- Science Building (Second Floor)



Self Service Guide - Useful Links

When you login into your account, click student services (Tab on the top) then click on student records to get to the menu below.

Personal Information Student Services

Student Records

- View Your Holds
 - View Your Midterm Grades
 - View Your Final Grades
 - View Your Electronic Gradebook
 - View Your Transfer Credit/Academic Transcript
 - View Your Account Summary by Term
 - View Your Account Summary
 - Degree-Audit
 - View Schedule of Courses
 - Catalog Course Descriptions
 - View Your Academic Information
 - Teaching Evaluation by Student
- Click to find out why you can't register/view your grades
- Click to view all your grades
- Click to check if you are on track
- Click to find out who is your advisor