

ACADEMIC POLICIES

ACADEMIC YEAR:
2018-2019



ACADEMIC POLICIES

Matriculation To The Undergraduate Degree Program	04	Course Grade Appeals	15
		<i>Structure of a Grade Appeal Committee</i>	18
Class Attendance	05	<i>Charges of a Grade Appeal Committee</i>	18
		<i>Change of Final Grade</i>	19
Grading System	06	Student Complaints Concerning Faculty	20
AUK Grade Scale	07	<i>Procedures</i>	21
<i>Grade Notations Not Calculated in the GPA</i>	09	<i>Appeal</i>	22
<i>Computing the Grade Point Average</i>	10	Tests And Examinations	23
<i>Failing Grades</i>	11	<i>General Guidelines</i>	23
		<i>Exam Logistics</i>	23
Course Repetition Policy	12	Challenging Educational Materials	25
<i>Repetition Due To Failure</i>	12		
<i>Repetition for Improvement of Grade</i>	12		
Incomplete Grades	14		
<i>Not Reported (NR) Grades</i>	14		

Academic Probation	26	Auditing	36
<i>Initial Probation</i>	26		
<i>Final Probation</i>	26	Study at Another Institution	37
<i>Removal of Academic Probation</i>	27	<i>General Guidelines</i>	37
<i>Academic Dismissal</i>	27	Study Abroad	37
<i>Return To AUK</i>	27	Study Away	39
<i>Private Universities Council Scholarship Students and Academic Dismissal</i>	28		
<i>Second Academic Dismissal</i>	29	AUK Academic Scholarships	41
<i>Final Academic Dismissal</i>	30	<i>Scholarship Criteria for First Time College Students</i>	41
		<i>Scholarship Criteria for Continuing Students</i>	41
Registration	31	<i>Scholarship Application Process and Deadlines</i>	42
<i>Registration Holds</i>	31	<i>Retention of Scholarship</i>	42
<i>Drop and Add</i>	31		
Withdrawal	32		
<i>Withdrawal from Individual Courses</i>	32		
<i>Withdrawal from The Semester</i>	33		
<i>Withdrawal from The University</i>	34		
Leave of Absence	35		
<i>Resuming Study at AUK</i>	35		

MATRICULATION TO THE UNDERGRADUATE DEGREE PROGRAM

Students must complete their general education and major requirements from the catalog under which they entered the American University of Kuwait as undergraduate students, or from any subsequent catalog. Students who withdraw and then return after one year to the American University of Kuwait must meet the university admissions requirements and follow the graduation requirements from the catalog under which they are re-admitted, or any subsequent catalog. Regardless of the catalog used for curriculum, all students are governed by the most recent university policies, as stated in the online catalog.

CLASS ATTENDANCE

GENERAL GUIDELINES

The American University of Kuwait recognizes the importance of class attendance as being an important element of the student's classroom success and has set forth the following policy on class attendance:

- Students are expected to attend all classes, laboratories, and/or required fieldwork. Excessive absences prevent students from receiving full course benefit, and disrupt orderly course progress.
- Students who miss more than 15% of the class sessions of any course during a semester, irrespective of the reasons, may be advised by the instructor to withdraw from the course. It is the student's responsibility to withdraw the course by the specified deadline (**see WITHDRAWAL** section in the Catalog). Students who withdraw from a course receive a grade of "W." Students who do not withdraw will fail the course.
- Students who miss more than 15% for reasons of: inpatient medical care, death of an immediate family member, academic instructional activities, or national athletic activities are required to submit documented evidence to the course instructor. If excused, students are required to satisfy all course work due or assigned during their absences, as determined by the course instructor.

GRADING SYSTEM

Passing grades are “A,” excellent; “B,” good; “C,” satisfactory; and “P,” passing (**see PASS/NO PASS OPTION**). These grades may be modified by a plus or minus, with the exception of the grade “A.” Grades “C-,” “D+,” and “D-,” are not awarded at the American University of Kuwait. A “D” grade represents less than satisfactory work. However, the grade may satisfy most General Education and free electives (**see “FAILING AND COURSE REPETITION”** for more information). The qualities of performance associated with the different grades are explained below.

A student will be awarded credit only once for any passed course counted toward their degree or in the calculation of the GPA. Grades for all courses completed at AUK will be recorded on the student’s AUK transcript. Repeated courses will be designated in order to distinguish them from other courses. The Grade Point Average (GPA) is based on grades earned in courses at the American University of Kuwait, and is calculated based on the following equivalencies:

AUK GRADE SCALE

AUK GRADE SCALE			
Points	Letter Grade	Percentage Conversion	Letter Grade Explanation
4.00	A	94-100	“A” is the highest grade possible to achieve at AUK. An “A” is not automatically awarded to the highest grade in the course. An “A” reflects excellent performance on assignments and exams, as well as participation and conduct. This grade denotes comprehensive mastery of course learning and its integration with previously-learned material. An “A” student is one who proactively presents originality of thought, independent creativity, and insightful reasoning above and beyond that of his/ her peers.
3.70	A-	90-93	A-
3.30	B+	87-89	B+
3.00	B	84-86	A “B” in the course represents good achievement within the course, demonstrating an understanding of concepts and a presentation of work within high standards. This student is an active participant in the class and frequently demonstrates leadership qualities, such as originality and critical inquisitiveness.
2.70	B-	80-83	B-
2.30	C+	77-79	C+

2.00	C	74-76	A “C” represents satisfactory work, demonstrating a basic comprehension of the material presented as well as basic achievement of course learning outcomes. This grade implies that the student has met the minimum standards necessary to pass the course. The student must have a minimum cumulative GPA of 2.00 “C” to graduate from AUK.
1.70	C-	70-73	AUK does not award the grade “C-” in its courses
1.30	D+	67-69	AUK does not award the grade “D+” in its courses.
1.00	D	64-66	A “D” represents less than satisfactory work. This grade implies the student has a limited understanding of the course material and concepts and does not display leadership in thought. It signifies that coursework falls below the acceptable standards in quality and quantity. A “D” is a passing grade for some General Education courses and free elective courses.
0.70	D-	60-63	AUK does not award the grade “D-” in its courses.
0.00	F	0-59	An “F” represents a failing performance. The student has not met the standards set by the course, demonstrates incomplete comprehension of the material, and/or incomplete submission of materials required for the course. An “F” is a failing grade.
0.00	FN	0-59	Failure for non-attendance (Intensive English Program only)

GRADE NOTATIONS NOT CALCULATED IN THE GPA

- **I** Incomplete
- **AU** Audit – no credit
- **P** Pass (for Pass/No Pass option only)
- **NP** No Pass (for Pass/No Pass option only)
- **W** Withdrawal
- **NR** Not Reported
- **CR** Credit awarded

The Pass/No Pass option is provided to encourage students to enrich their educational experience by venturing outside their areas of concentration or competence except for internships. Students interested in enrolling in a course using the Pass/No Pass option should consult with their respective academic advisor beforehand. To earn a pass under the Pass/No Pass option, students must perform at the “C” level or above. A grade of Pass “P” will count toward graduation, but will carry no grade points and will not be used in computing the GPA. The grade NP indicates a failing performance in courses taken on the Pass/No Pass option. No credits will be added to the student’s record, nor will the average GPA be affected. It has no quality points. The following restrictions apply:

- A student electing the Pass/No Pass option must be in good standing (not on academic probation) and should be of sophomore standing or above.
- A student electing the Pass/No Pass option must do so at registration by completing a Pass/No Pass Option Request: No change may be made after the Drop/Add period.

- No more than 6 credit hours may be taken under the Pass/No Pass option toward a degree program, and no more than one course may be taken under the Pass/No Pass option in any one semester.
- No course taken on the Pass/No Pass option may be used to satisfy the general education requirements or be taken in the student's major or minor degree program, except for internships that are required by the major.
- A course may be repeated once on a Pass/No Pass option, in the case of an "NP" grade earned. A course for which the grade "P" has been received may not be repeated except for courses numbered 388, 389, and 470.

COMPUTING THE GRADE POINT AVERAGE

Quality points per course are computed by multiplying the number of semester credit hours per course by the grade points earned in each course. The GPA is computed by dividing the total number of quality points by the total number of credit hours taken.

A cumulative GPA of 2.00 or higher on all work completed at AUK is required for graduation. In addition, students must obtain a grade of "C" or higher in all required major or minor courses. Some programs may impose higher requirements for continuance in the program or graduation.

The following types of credits are not used in computing a student's GPA, but may be accepted towards the degree program: credits earned from Advanced Placement exams, International Baccalaureate exams, and A Level exams; credits transferred from accredited institutions; credits earned through extension work; and credit for courses taken on a Pass/No Pass basis.

FAILING GRADES

A student is considered to have passed a course when s/he receives a passing grade of “A”, “B”, or “C.” The grade of “D” may satisfy only MATH 095, free electives, or general education requirements under the following restrictions: a student must have declared his/her major in the 2006-2007 catalog or subsequent catalogs. The following general education requirements must be completed with a grade of “C” or better:

- Arabic Language
- Arabic Culture
- UNIV 100 and UNIV 110
- English Language
- Any course that is a prerequisite for a major or minor course except MATH 095.

Students must receive at least a “C” in all core courses required for their declared major and/or minor.

Students must have a “C” average for all major electives. All students must have a minimum of 2.00 GPA to graduate.

COURSE REPETITION POLICY

REPETITION DUE TO FAILURE

If a student fails a course, no re-examination is permitted. If a course is required for graduation, students failing that course must repeat the course the next term it is offered at AUK. A failed course may not be repeated outside AUK and transferred repeated courses will not replace failed AUK courses. A student may repeat a course up to three times. A student wishing to register for additional attempts will be referred to the appropriate department chair for review and recommendations. The highest grade earned is counted in the calculation of the GPA. Failure in a required course may not be addressed by substitution or waiver. A “Pass” grade will replace an “NP” only when “NP” was initially earned under the Pass-No Pass grading system. Students repeating foundation courses are not allowed to register for 300-level courses or above.

REPETITION FOR IMPROVEMENT OF GRADE

Students may elect to repeat up to 12 credit hours with a minimum earned grade of “C”. Prerequisite courses and courses which have catalog restrictions due to duplication of subject matter may not be repeated. A single course may be only repeated once. Students may not repeat a course outside AUK, and transferred repeated courses will not replace failed AUK courses. Students will not receive credits for taking a course at AUK for which they have received transfer credit. A repeated transfer course at AUK will be excluded from use toward graduation or in the student’s GPA. A student will receive credit only once for any AUK course, with the exception of MUSC 110 and courses numbered 369 (Short Course), 388 (Independent Study), 389 (Special

Topics), and 470 (Internship). MUSC 110, 310, and all 470s may have credit earned to the upper limit stated in the course listing in this catalog. Students may repeat short courses, independent studies, and special topics courses for credit, provided the course material is sufficiently distinct. The highest grade earned is counted in the calculation of the GPA. Grades for all courses completed at AUK will be recorded on the student's AUK transcript, and repeated courses will be identified.

All Private Universities Council (PUC) Scholarship students should note the following:

In addition to the university policy of “Repetition for Improvement of Grade”, PUC scholarship students are allowed to repeat only up to four courses with a minimum earned grade of “C”. A single course may be only repeated once. Failure to abide by the above will result in holding the student financially liable. Non-payment will result in a financial hold, preventing students from, among other things, registering for future classes and collecting their AUK transcripts.

INCOMPLETE GRADES

Requirements noted on the course syllabus must be completed by the last day of the semester. An Incomplete grade “I” may be given when a compelling and verifiable emergency prevents timely completion of course requirements, provided that the student was doing passing work at the time of the emergency.

A student who receives an incomplete grade “I” must complete the course work within one month into the following full semester (Spring/Summer into Fall, and Fall into Spring). If the Incomplete grades for any one semester/term are more than two, the future registration would be removed to facilitate the student’s success without jeopardizing the student’s academic progress. Students in this situation may submit an appeal to the appropriate dean for more than one calendar month and it is recommended that Scholarships students be in touch with the AUK Scholarship and Financial Aid Office regarding the ability to submit a scholarship deferral request. If the course work is completed within the period specified, the instructor must complete a Change of Grade Form and submit it to the Department Chair in which the course is offered, with the supporting evidence. If the Department Chair approves the change of grade, s/he will sign the form and submit it for final approval to the appropriate Dean. If the course work is not completed within the period specified the “I” will be replaced with an “F” or “NP” as the final grade.

NOT REPORTED (NR) GRADES

A grade code of “NR” will be recorded for grades not reported by the instructor. The grade “NR” should be replaced within 48 hours on a **Change of Grade Form** with appropriate supporting documentation for the change, and receive approval by the Department Chair and the appropriate dean.

COURSE GRADE APPEALS

Students are entitled to an objective, professional evaluation of their academic work and to a fair, equitable treatment in the course of their academic relationships with the faculty. These criteria are observed by the AUK faculty as a part of their professional responsibilities. A final grade assigned by an instructor may be appealed if:

- There was a clerical/mathematical error in the calculation of the final grade;
- There were inconsistent standards of evaluation such as:
 - *Deviation from the grading criteria as outlined in the course syllabus.*
 - *The final grade determination was based on factors other than the student's performance in the course and/or completion of course requirements;*
 - *The student's final grade was determined by different standards than other students in the same section of the course.*

The burden of proof of these conditions rests on the student. A grade resulting from absences, beyond what the catalog allows, and academic dishonesty cannot be appealed. In cases where the grade appeal is based on a complaint involving prejudice, discrimination, harassment, etc., the student is referred to the “**Student Complaint against Faculty Policy.**”

A grade appeal must be submitted no later than the first day of the next spring or fall semester (whichever comes first) after the assignment of the grade that is appealed. Failure to do so will preclude any possibility of subsequent action. Students should avoid taking the same course until the appeal case is resolved.

The following steps apply to the grade appeal process, as per the AUK Policy on Grade Appeals:

STEP 1: Consultation with the Faculty Member

When a student does not agree with the final grade assigned for a course, s/he should first meet with the course faculty member responsible to discuss the grade within 48 hours once final grades are officially made available to students by the Office of the Registrar. This requirement allows for any clerical/calculation grade errors to be corrected by the faculty member by means of the Change of Grade Form without the necessity of filing an appeal. If the grade is still in dispute after consultation, the student may complete the Grade Appeal Form.

The consultation step can be skipped, and the student may go to step 2 only:

- 1) If the faculty member is unavailable; or
- 2) The faculty member fails to respond within the 48-hour time period indicated; or
- 3) If the faculty member's response does not satisfy the student.

STEP 2: Appeal to College Committee

Students may file a formal grade appeal to the College Grade Appeal Committee by completing and signing the "Grade Appeal Form" and submitting it to the Chair of the Department offering the course, no later than 12:00 pm on the first day of the fall or spring semester immediately following the session in which the action being appealed occurred.

The student's Grade Appeal Packet must include:

- A completed and signed Grade Appeal form;
- A course syllabus (provided to the student at the beginning of the course);
- A grade breakdown if available;
- A detailed statement explaining why the student believes his/her grade should be changed;
- Any documentation that supports the student's claim.

STEP 3: College Committee Decision

Upon receiving the Grade Appeal Packet, the Department Chair will forward it to the Chair of the College Grade Appeal Committee, who will convene a meeting of the committee and provide a final decision no later than the end of the third day of add/drop week of the fall or spring semester.

By the end of the third day of add/drop week, the Committee Chair will communicate its decision, together with its findings/reasons, to the student, the faculty member, the Department Chair, and the Dean of the appropriate college. The College Grade Appeal Committee's decision is final and binding on all parties. In cases where the College Grade Appeal Committee determines that the student final grade should be raised, the Chair of the Committee must submit the appropriate form to the appropriate Dean who will send the approved forms to the Office of the Registrar by 12:00 pm of the fourth day of add/drop week.

STRUCTURE OF A GRADE APPEAL COMMITTEE

The College Grade Appeal Committee will be comprised of one faculty member representative from each department of the College. The committee members will serve for a period of two consecutive terms. The chair of the committee will be appointed by the Dean of the appropriate college. If the instructor is a committee member, the committee will choose a substitute in consultation with the concerned Department Chair. The instructor will not participate in this decision. The Department Chair will appoint a substitute member if the Department representative on the Grade Appeals Committee is not available.

CHARGES OF A GRADE APPEAL COMMITTEE

The Grade Appeal Committee must base its decision on the information presented about the work undertaken during the semester in which the student was enrolled in the course under question. The Grade Appeal Committee will not assign additional work to a student for any purpose nor shall the Grade Appeal Committee subject the student to any sort of examination on the course matter. The Grade Appeal Committee will make its decisions based on a majority vote, and will have the power to raise or keep a grade unchanged.

By the end of the third day of add/drop week, the Committee Chair will communicate their decision, together with their findings/reasons, to the student, the faculty member, the Department Chair, and the Dean of the appropriate college. The College Grade Appeal Committee's decision is final and binding on all parties.

In cases where the College Grade Appeal Committee determines that the student's final grade should be raised, the Chair of the Committee must submit the appropriate form to the appropriate Dean who will send the approved forms to the Registrar's Office by 12:00 pm of the fourth day of add/drop week.

CHANGE OF FINAL GRADE

After final grades are posted in the AUK Student Self-Service System, a change of grade is not allowed unless a demonstrable mistake was made in calculating the grade. In such a case, the instructor must complete a **Change of Grade Request Form** no later than one week after the end of final examinations and submit it to the Department Chair in which the course is offered, with the supporting evidence for the mistake warranting the change of grade. If the department chair approves the change of grade, s/he will sign the form and submit it for final approval to the appropriate dean. The dean's decision is final. Approved Change of Grade forms must be submitted to the Office of the Registrar **no later than four class days after the beginning of the next term**. A change of grade is not allowed beyond this date.

STUDENT COMPLAINTS CONCERNING FACULTY

AUK is committed to providing an educational environment that is conducive to the personal and professional development of each student. In order to ensure that commitment, the University has developed procedures for students to pursue complaints against faculty, should such action become necessary.

A student, who has an unresolved disagreement or dissatisfaction with a faculty member, has the right to file a formal complaint to the appropriate authority without retaliation and prejudicing his or her status with the University.

Examples of incidents that can result into a complaint are: misconduct, incompetent or inefficient service, neglect of duty, and mental incapacity in teaching related duties and settings.

This policy does not apply to issues that are covered under separate policies and procedures such as grade appeal, allegations of discrimination or sexual harassment.

A complaint, which has not been resolved through informal processes, should be filed within thirty (30) working days of the alleged incident to the appropriate authority.

Any student who brings a complaint has the burden of proof and must provide documentation and evidence to support the allegation.

False, frivolous, or malicious complaints are reported to Student Affairs and are dealt with under the Student Code of Conduct.

PROCEDURES

Informal Resolution: Normally, a student with complaint against a faculty should first attempt to resolve the issue with the faculty member concerned. Lacking a satisfactory outcome, the student should discuss the matter with the chair of the faculty member's department.

If a Student is uncomfortable dealing directly with the concerned faculty member, s/he may seek assistance from the department chair or faculty's immediate supervisor in resolving the complaint.

Formal Complaint: If a student does not pursue informal resolution or if informal resolution is unsuccessful, the student may file a written complaint with the appropriate Dean of the college or Designee in which the faculty member works.

1. The complaint shall be filed within 30 days of the alleged conduct. The complaint shall be as specific as possible in describing the incident of the faculty.
2. Upon receiving the complaint, the Dean or designee will convene an advisory panel to review the complaint within 10 working days.

3. The panel will consist of three faculty members: one chosen by the faculty member concerned, and two chosen by the Dean or designee. The panel will select a chair.
4. The panel will arrange to meet with the parties and may gather additional information, conduct interviews, in order to complete its investigation. Following this fact-finding process, the panel will submit a written report with recommendation for appropriate action to the Dean. The dean will make the final decision and notify the parties within 10 working days.
5. If the Dean determines that the complaint is without merit, the only record will be a copy of the student complaint form upon which such a notation will be made. The form will be placed on file with the student's permanent record for as long as may be necessary to permit response to potential legal action.
6. If the Dean determines that the complaint is justified, an appropriate disciplinary action will be initiated, and the report will be placed in the faculty member's official personnel file.
7. Any action arising out of a student complaint will be addressed in strict confidence and in accordance with University policy.

APPEAL

The decision of the Dean may only be appealed on grounds of procedural defect. An appeal must be directed to the Office of the President within five (5) working days of receipt of the Dean's written report. The President's decision will be final and binding on all parties.

TESTS AND EXAMINATIONS

GENERAL GUIDELINES

Following the American model of higher education, evaluations of a student's performance may be conducted via quizzes, tests, projects, and examinations, as well as other advanced assessment tools. Students' scholastic performance is measured by at least three assessment tools. Students will take a minimum of two examinations (a midterm and final examination); the third measure of assessing students' performance may take the form of a paper or project. Instructors may require more quizzes or tests. Students should refer to the syllabus of each course. These assessment measures will demonstrate an understanding of the information presented primarily during lectures.

EXAM LOGISTICS

Examination dates are usually announced in course syllabi. Final examinations must be offered by the faculty and they must be taken by the students during the scheduled period, as assigned by the Office of the Registrar. Students may be asked to provide some form of photo identification, preferably their AUK ID, in order to enter the examination room. These proctored exams will be closed-book exams, and students will not be allowed to refer to texts, notes, or other materials while taking the exams. Additionally, students must abide by the AUK Code of Academic Honesty and Integrity when undertaking examinations. As per the code, dishonest behavior during exams "includes the use of unauthorized materials, receipt of information and/or answers from others during the examination, or the transfer of unauthorized materials, information or answers to another student."

Students are not obligated to sit for more than three examinations per day during the formal examination periods. Should a student be scheduled to more than three exams on the same day, the other exams may be rescheduled as a make-up exam. A student who misses an exam because of an illness or a legitimate emergency must present documented evidence to the course instructor. The course instructor will then determine whether the student may take a make-up the missed exam. This policy may be noted in the instructor's course syllabus.

CHALLENGING EDUCATIONAL MATERIALS

Challenges to educational materials, whether in the classroom or the library, may come from any AUK faculty, student, or staff member. When a library material challenge occurs, the individual is required to complete a “Challenged Materials Form” and submit it to the Library Director. For classroom materials, the individual must submit the form to the appropriate academic dean. The appropriate academic dean will convene a panel to review the form and determine an appropriate action. The outcome will be communicated to the individual who has completed the form.

ACADEMIC PROBATION

A student is placed on probation at the end of the semester in which her/his cumulative GPA falls below 2.00. A student on probation is required to participate in academic success initiatives organized by the Academic Advising Center. A student on probation is required to repeat courses, subject to availability, in which s/he earned "D" or "F" grades.

a) Initial Probation

A student will be placed on initial probation at the end of the first semester (fall, spring, or summer) when her/his cumulative GPA earned at AUK falls below 2.00. While on initial probation, s/he may register for no more than 14 credit hours during the fall and spring semesters and no more than 7 credit hours during the summer. A student on initial probation is required to repeat courses, subject to availability, in which s/he received "D" or "F" grades.

b) Final Probation

A student will be placed on final probation at the end of the second consecutive semester (fall, spring, or summer) when his/her cumulative earned AUK GPA falls below 2.00. While on final probation, s/he may register for no more than 14 credit hours during the fall and spring semesters. No summer registrations are permitted for students who are on final probation. A student on final probation is required to repeat courses, subject to availability, in which s/he received "D" or "F" grades.

REMOVAL OF ACADEMIC PROBATION

If at the end of the semester while on either probation, the cumulative GPA is at least 2.00, the student is returned to good standing.

ACADEMIC DISMISSAL

A student will be academically dismissed from AUK for any of the following reasons and with no right to appeal:

- 1) If the student's earned cumulative AUK GPA is less than 2.00 at the end of the third consecutive semester (including summer sessions).
- 2) If the student's earned cumulative AUK GPA is less than 2.00 at the end of the fifth non-consecutive semester (including summer sessions).

RETURN TO AUK

Academically-dismissed students may be permitted to return to AUK after **one regular academic semester** of separation, excluding summer session. Students will return on **initial probation** status with enrollment limitations as stated above. However, no summer registrations are permitted for students who have been academically dismissed. Credits completed at another institution during academic dismissal will not be transferred to AUK.

Students who stay out more than one year from the date of dismissal will be inactivated and must apply for re-admission. **Students seeking readmission must meet all admissions requirements and deadlines as per the most current catalog at the time of readmission. If readmitted, students must also follow the most recent academic catalog for degree requirements.**

IF YOU ARE DISMISSED AT THE END OF: YOU MAY RETURN:

- Fall semester at the beginning of the following Fall semester
- Spring semester at the beginning of the following Spring semester

PRIVATE UNIVERSITIES COUNCIL SCHOLARSHIP STUDENTS AND ACADEMIC DISMISSAL

PUC scholarship students who are academically dismissed will forfeit their scholarship as per PUC decision number 9/41-1/2010. The PUC will reconsider re-instating the scholarship for a dismissed scholarship student if s/he meets the following conditions (PUC decision 6/43-1/2011):

- 1) A student may be reinstated to the scholarship only once during the entire period of her or his study.
- 2) No more than two years should have passed since the student's dismissal (at the time of the reinstatement application submission).
- 3) The student must pursue a scholarship major offered at the institution to which s/he was granted an internal scholarship.

4) After the dismissal from the scholarship, the student must have completed 30 AUK credit hours or more, with a minimum cumulative GPA of 2.33 and a last semester GPA of at least of 2.00.

PUC Scholarship students should apply for re-instatement of the scholarship at the Scholarship and Financial Aid Office at AUK.

SECOND ACADEMIC DISMISSAL

A student will be dismissed from AUK for the second time if s/he earned a cumulative AUK GPA of less than 2.00 at the end of the second consecutive semester or third non-consecutive semester, following return to AUK after the first academic dismissal. The student is dismissed with no right to appeal. The student may be permitted to return to AUK after **two regular academic semesters** of separation, excluding summer session. No summer registrations are permitted for students who have been academically dismissed for the second time. Students who return after two regular academic semesters will return on **initial probation** status with enrollment limitations as stated above. **Students who stay out more than one year from the date of dismissal will be inactivated and must apply for re-admission. Students seeking readmission must meet all admissions requirements and deadlines as per the most current catalog at the time of readmission. If readmitted, students must also follow the most recent academic catalog for degree requirements.**

IF YOU ARE DISMISSED AT THE END OF: YOU MAY RETURN:

- Fall semester at the beginning of the spring semester, following **two regular academic semesters** of separation.
- Spring semester at the beginning of the fall semester, following **two regular academic semesters** of separation.

FINAL ACADEMIC DISMISSAL

A student will be dismissed for a final time from AUK if s/he earned a cumulative AUK GPA of less than 2.00 at the end of the second consecutive semester or third non-consecutive semester, following readmission to AUK after the second dismissal. The student is dismissed for a final time with no option of returning to AUK.

REGISTRATION

Students register for classes online via AUK Banner Self-Service, based on scheduled registration times published by the Office of the Registrar. Registration through a proxy is not permitted. The registration times and priority are based upon the student's earned credit hours.

REGISTRATION HOLDS

Students may have a “hold” that prevents registration. “Holds” may be placed by the Finance Department, the Office of Admissions, the Office of the Registrar, the AUK Library, or other university departments. All holds must be cleared by the appropriate office before students are allowed to register for the upcoming term. Students can view their hold information via AUK Self-Service.

DROP AND ADD

Students are allowed to drop and add courses online via AUK Banner Self-Service through the end of the Drop/Add period. The Drop/Add period during the fall and spring semesters is usually the first week of classes, and the Drop/Add period during the summer is usually the first two days of classes. Dropped courses are not considered attempts and will not be entered in the student's academic records.

Students are responsible for verifying the accuracy of their course registration on AUK Banner Self-Service throughout the semester(s) in which they are enrolled.

WITHDRAWAL

WITHDRAWAL FROM INDIVIDUAL COURSES

Students are permitted to withdraw from individual courses with the understanding that in order to maintain full-time status, the student must be registered to a minimum of 12 credits per semester. Withdrawal from individual courses is permitted up until the withdrawal deadline for the respective semester, which is generally five weeks before the last day of classes for the semester, two weeks before the last day of classes of the summer semester, and one week before the last day of a summer block.

A grade of “W” will be recorded in the student’s transcript for the course from which the student has voluntarily withdrawn after the Drop/Add deadline for the semester. Upon withdrawal, a student maintains his/her financial obligations, but is free from the academic responsibilities associated with the course. For additional information regarding the individual course withdrawal deadline, students should visit the AUK website/Academic Calendar. Students are also encouraged to consult the tuition refund schedule before withdrawing from a course.

Scholarship students are financially obligated to settle the payment of withdrawn courses. For further assistance regarding procedures, please contact the AUK Scholarship & Financial Aid Office at scholarship@auk.edu.kw.

WITHDRAWAL FROM THE SEMESTER

Students may withdraw from all courses for the semester by submitting an approved “Withdrawal from the Semester” request form to the Office of the Registrar. This request must be submitted before the semester withdrawal deadline. The student’s account will remain active so that s/he can register for the following semester. If a student plans on taking courses at another institution during this semester, s/he must also submit an approved “Study at Another Institution” request form.

A grade of “W” will be recorded in the student’s transcript for all courses from which the student has voluntarily withdrawn after the Drop/Add deadline for the semester. Upon withdrawal, a student still maintains his/her financial obligations, but is free from the academic responsibilities associated with the course.

For additional information regarding the semester withdrawal deadline, students should refer to the AUK website/Academic Calendar. Students are also encouraged to consult the tuition refund schedule before withdrawing from the semester.

Scholarship students cannot change their enrollment status without prior approval from their scholarship provider. For further assistance regarding procedures, please contact the AUK Scholarship & Financial Aid Office at scholarship@auk.edu. kw.

WITHDRAWAL FROM THE UNIVERSITY

Students may withdraw from the American University of Kuwait by submitting a completed and signed “Withdrawal from AUK” request to the Office of the Registrar. This request must be completed before the semester withdrawal deadline. If submitted after the withdrawal deadline, the action will be recorded for the following term and the registration status of the current term will be maintained.

In the event that a student withdraws from the university by the last day of the second week of classes, 50% of tuition and fees will be refunded. After the end of the second week, no refunds of tuition or fees will be made.

A student who withdraws from the university is inactivated and must apply for readmission to the university. All returning students must meet the readmission requirements and all admissions deadlines, if applying after one academic year. If the student takes courses elsewhere during this period, only a maximum of 60 credit hours might be considered for transfer towards a degree program.

Scholarship students cannot change their enrollment status without prior approval from their scholarship provider. For further assistance regarding procedures, please contact the AUK Scholarship & Financial Aid Office at scholarship@auk.edu.kw.

LEAVE OF ABSENCE

Students desiring a leave of absence for reasons other than studying at another institution of higher education (see “Study at Another Institution” section) must obtain formal permission. All leave of absence requests must be approved by the appropriate academic dean. Students who receive permission for a leave of absence are limited to one academic year only, during which they cannot attend any local or foreign institution of higher education. Upon return, students must notify the Office of the Registrar so that they will be reinstated, pending verification that they have not violated the terms of their leave of absence.

Scholarship students cannot change their enrollment status without prior approval from their scholarship provider. For further assistance regarding procedures, please contact the AUK Scholarship & Financial Aid Office at scholarship@auk.edu. kw.

RESUMING STUDY AT AUK

Students who stop attending the university for two consecutive semesters without submitting an approved “Leave of Absence” form will have their status “inactivated” at the end of the Drop/Add period of the third semester, and may not resume their studies until they have been formally readmitted or reinstated. Summer sessions are not considered regular academic semesters.

Readmitted students are subject to the regulations or requirements in effect at the time of readmission, and must complete all requirements and abide by all regulations in effect at the time of readmission.

AUDITING

Auditing allows a student to enroll in a course without having to complete all the work of the course. Students are still required to pay the tuition and fees associated with the course. No grade is awarded for an audit, but the audited class will be recorded on the student's transcript with a grade notation of Audit "AU." Students should contact the faculty member for requirements for auditing, and must register for an audit through the Office of the Registrar. Students may only change to or from audit status through the end of the Drop/Add period. An audited course does not apply toward graduation requirements.

STUDY AT ANOTHER INSTITUTION

GENERAL GUIDELINES

An AUK student who plans to take courses at another institution and transfer the credit to the American University of Kuwait for a full semester or year known as Study Abroad, or for limited courses (less than nine credit hours) known as Study Away. Students must meet the following requirements for each “Study At Another Institution” Category (Study Abroad & Study Away):

STUDY ABROAD

In addition to specific program eligibility requirements, all Study Abroad participants and prospective programs must meet AUK general requirements for eligibility:

- **Student Eligibility:**
 - *Student must have a minimum cumulative GPA of 3.0.*
 - *Student must have declared a major.*
 - *Student must have earned 30 credit hours of the 60 required towards AUK residency at the time of application to study abroad.*
 - *Student must be in good disciplinary standing per the Student Code of Conduct.*
 - *Student must not have a financial hold on their student account.*
 - *Student must be 18 years of age or above as of the program start date.*
 - *Student must meet the language proficiency requirements of the program to which they apply.*
 - *Student must meet the eligibility requirements of the program to which they apply.*

- Courses taken abroad must meet AUK pre-requisite requirements and be pre-approved by the appropriate Department and College Dean in order to be transferred for full academic credit.
- Students are encouraged to register at the host institution for a minimum of 12 credits or equivalent.
- Scholarship students cannot change their enrollment status without prior approval from their scholarship provider. For further information and assistance regarding scholarship rules, conditions and procedures, students must contact the AUK Office of Scholarship & Financial Aid.
- The institution and major program for which courses are to be taken are on the approved list of the **Kuwait Ministry of Higher Education (MOHE)**.
- Students may not repeat a course outside AUK, and transferred repeated courses will not replace failed AUK courses (**see REPETITION FOR IMPROVEMENT OF GRADE** section of AUK Academic Catalog).
- Students must also meet the upper division credit hours requirement for graduation as specified in the AUK Academic Catalog.
- The study abroad period is not during his/her senior year at AUK (last 30 credit hour residence requirement) for graduation (***See** note below on **STUDENTS IN AN AUK-EXCHANGE PROGRAM**).
- International students studying at AUK and planning to take courses at another institution are to contact the Corporate Relations Office, regarding visa and residency implications of the Kuwait residency, prior to the completion of the “Study at Another Institution” Form.
- Other requirements as noted in other AUK policies as set forth in the Academic Catalog, Student Handbook, and other institutional documents.

*** AUK-Exchange Program Students Only:** Students at AUK who choose to enroll in an AUK Exchange Program will be exempt from the last 30 credit hour residency requirement for graduation.

STUDY AWAY

- The student must be in good academic standing.
- The student must have earned at least 30 credit hours towards AUK residency at the time of application.
- The institution and program must be on the approved list of the Kuwait Ministry of Higher Education (Foreign Institutions).
- The course is required for the student's degree program and will not be offered at AUK prior to the student's graduation.
- Scholarship students cannot change their enrollment status without prior approval from their scholarship provider.
- Students may not study at another institution during the last year prior to graduation, as they must meet the last 30 credit hour residency requirement for graduation. All students must meet the AUK residency requirement of 60 hours and all other eligibility requirements.
- Study Away at **Institutions in Kuwait** is permitted if the course is required for the student's degree program and will not be offered at AUK prior to the student's graduation

In addition to meeting the above students must complete the appropriate for each type of experience:

a) Study at Another Institution – Study Abroad Form; or b) Study at Another Institution – Study Away Form. Students must obtain the necessary signatures from his/her academic advisor, **provide a catalog course description and course syllabi (as available) for each course seeking approval.** Upon completion of the form and supporting materials the student should submit it to the Office of the Registrar, Additional approvals for courses **not** previously articulated on Banner will have to be evaluated by the appropriate Department Chair, followed by approval from the appropriate College Dean.

The completed form must then be submitted to the Scholarship & Financial Aid Office for review by the scholarship provider. **All scholarship students must receive approval from their scholarship provider prior to attending any other university.** Scholarship students need to apply for approval at the Scholarship & Financial Aid office.

AUK is not under any obligation to accept transfer credits unless the programs and courses are approved in advance by the relevant AUK departments. International students studying at AUK and planning to take courses at another institution are to contact the Corporate Relations Office regarding Visa and Residency implications of the Kuwait residency prior to the completion of a Study at Another Institution Form.

*For further assistance regarding scholarships please contact the university's Scholarship and Financial Aid office via email at **scholarship@auk.edu.kw**.*

*For further assistance regarding Study Abroad please contact the Coordinator for Study Abroad via e-mail at **studyabroad@auk.edu.kw**.*

AUK ACADEMIC SCHOLARSHIPS

At the beginning of each academic year, AUK makes available to its new students a limited number of academic scholarships based on a student's academic aptitude, performance, and achievement. The AUK scholarship criteria, application process, and application due dates are listed below:

Scholarship Criteria for First Time in College Students

- Students must have a 3.75 high school GPA or higher.
- Students will be evaluated on academic measures, including but not limited to, high school and/or university GPA, TOEFL scores, and class rank.

Scholarship Criteria for Continuing Students

AUK awards a limited number of merit-based academic scholarships to our most academically-deserving continuing students.

- Scholarship applications will be evaluated on various academic measures, including, but not limited to, the AUK cumulative GPA and total earned hours at AUK, as set and announced by the AUK Scholarship Committee.

Scholarship Application Process and Deadlines

The following documents must be submitted to the Office of Admissions a month prior to the beginning of the fall semester of the academic year:

- Completed Admissions Application (for new students)
- Completed AUK Scholarship Application

Applications will be reviewed by AUK's Scholarship Committee. All applicants will be informed of their status two weeks prior to the commencement of the academic year.

Retention of Scholarship

- Maintain an AUK cumulative GPA of 3.50 or better by the end of each term.
- Register for 12 credit hours or more per regular term.
- Complete 75% of courses attempted.