

General University Academic Information

- **ACADEMIC POLICIES**
 - ACADEMIC ADVISING
 - UNDERGRADUATE DEGREE REQUIREMENTS
 - CLASS ATTENDANCE
 - GRADING SYSTEM
 - Grade Notations that are not Calculated in the GPA
 - Conversion of Quarter Hours to Semester Hours
 - Computing the Grade Point Average
 - Failing a Course
 - Incomplete Grades and Make-Up Requirements
 - Course Grade Appeals
 - Tests and Examinations
 - Request for a Make Up Examination
 - Change of Final Grade
 - Course Repetition Policy
 - Challenging Materials in the Classroom
 - ACADEMIC PROBATION
 - Initial Probation
 - Final Probation
 - Academic Dismissal
 - Removal of Academic Probation
 - REGISTRATION
 - Registration Holds
 - Drop and Add
 - WITHDRAWAL
 - Withdrawal from an Individual Course
 - Late Withdrawal from an Individual Course
 - Withdrawal from the University
 - INDEPENDENT STUDY COURSES
 - AUDITING
 - LEAVE OF ABSENCE
 - Resuming Study at AUK
 - STUDY AT ANOTHER INSTITUTION
 - Transfer of Credit
- **COURSES AND CLASS SCHEDULES**
 - COURSE SCHEDULES
 - COURSE PREFIX, LEVEL, TITLE AND CREDIT HOURS INFORMATION
 - PREREQUISITES
 - CO-REQUISITES
 - UNIVERSITY ACADEMIC OPERATION AND CLASS PERIODS
- **COURSE DESCRIPTIONS AND SYLLABI**
- **CATEGORIES OF STUDENTS AND CLASS STANDING**

- **DEGREE PROGRAMS AND MAJOR REQUIREMENTS**
 - DECLARATION OF MAJOR
 - CHANGE IN DEGREE PROGRAM, MAJOR, AND/OR MINOR
 - COMPLETION OF THE MAJOR
 - DOUBLE MAJOR
 - SECOND BACHELOR'S DEGREE
- **MINOR REQUIREMENTS AND DECLARATION OF MINOR(S)**
 - COMPLETION OF THE MINOR
- **GRADUATION**
 - ELIGIBILITY FOR GRADUATION AND CREDIT HOUR REQUIREMENTS
 - APPLICATION FOR GRADUATION
 - Conferral of Degrees and the Graduation Ceremony
 - Additional Diplomas
 - UNDERGRADUATE CERTIFICATES
- **STUDENT ACADEMIC RECORD**
 - PERMANENT RECORD
 - TRANSCRIPTS
 - DISCLOSURE OF STUDENT RECORDS
- **UNIVERSITY HONORS AND AWARDS**
 - DEAN'S HONOR LIST
 - PRESIDENT'S LIST
 - GRADUATION HONORS
- **UNIVERSITY LIABILITY**

GENERAL UNIVERSITY ACADEMIC INFORMATION

Students are individually responsible for complying with regulations in the Catalog. Failure to read, understand and/or comply does not exempt students from requirements. Students are strongly urged to

- seek approval from their academic advisors for their academic programs, and consult regularly with their advisors;
- keep their own records of transactions with the University; and
- retain copies of all tests, papers, etc., submitted in fulfillment of the coursework for which they are formally registered.

ACADEMIC POLICIES

ACADEMIC ADVISING

Advising is an essential dimension of the successful educational process, and the American University of Kuwait encourages regular student-advisor consultation. At these meetings, the student and advisor will review the student's educational plan and his or her progress towards degree completion, as well as addressing other issues of concern to the student.

All new and undeclared undergraduate students are assigned to the Student Success Center for advising. The SSC also advises declared Degree Program or Major students on probation. Once a student declares a Degree Program or Major, the student is assigned a faculty advisor. Students enrolled in Level III of the Intensive English Program should seek advising assistance from the Student Success

Center in order to facilitate a smooth transition to the undergraduate program.

UNDERGRADUATE DEGREE REQUIREMENTS

Students who have been continuously enrolled have the option of fulfilling all the graduation requirements from the Catalog under which they declared their Degree Program or Major or the requirements from any subsequent Catalog. Students who withdraw and then return to the American University of Kuwait must follow the graduation requirements from the Catalog under which they are re-admitted or any subsequent Catalog, provided that they maintained continuous enrollment.

CLASS ATTENDANCE

Students are expected to attend all classes, laboratories, or required fieldwork. All missed classes, laboratories, or fieldwork must be made up. A student is responsible for the work that is done, and for any announcements that are made, during his/her absence. Accordingly, the University has set a policy for attendance, absence, and lateness. Instructors may set more stringent policies: students should consult the syllabus of each course. The University policy is that:

- Students who do not drop/withdraw from a course and have failed to attend at least one meeting of a course by the end of the second week of classes will be withdrawn from the course by the instructor. A grade of "W" will be posted to the student's academic transcript, and full tuition will be assessed for the course.
- Any absence may affect the student's grade, in accordance with the policy outlined in the course syllabus.
- Instructors are not obligated to give substitute assignments or examinations to students who miss class. All policy is subject to the instructor's policy as stated in the course syllabus. If a student misses an announced examination or quiz, he/she must present an excuse considered valid by the instructor of the course. The course instructor may then require the student to take a make-up examination. Should there be a question about the validity of any excuse presented by the student, the matter should be referred to the Academic Student Affairs Committee for declared Degree Program and Major students, and to the SSC for undeclared Degree Program and Major students.
- Instructors are expected to maintain attendance records and to draw the student's attention to attendance requirements noted in the course syllabus.
- In the event that a student misses more than 20% of the class sessions, for any reason, the instructor will inform the Student Success Center (undeclared students) or the Academic Student Affairs Committee (declared students), who will issue a warning letter to the student.
- If a student has been suspended due to academic and/or non-academic reasons, temporary banning him/her from the University, etc, the student is required to make up all course work for the time suspended. Suspension does not constitute an excused absence.
- In case of serious illness, a student may petition Student Affairs (undeclared students) or Academic Affairs (declared students), for exemption from regular class attendance. The student must provide medical reports and supporting documentation demonstrating that he/she may not be able to attend class regularly. The Dean of the College of Arts and Sciences or the Director of the Student Success Center, in consultation with the Instructor(s), will determine the course of action regarding the student's progress in his or her course(s).
- In the event that a student must miss a class due to an instructional activity, university activity, or national athletic activity, the instructor is asked to excuse the absence.

GRADING SYSTEM

Passing grades are A, excellent; B, good; C, fair; and P, passing (see Pass/Fail option below). These grades may be modified by a plus or minus. Although a D is a passing grade in most cases, it represents less than satisfactory work (see “Failing and Course Repetition” for more information). 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		
GPA	Letter Grade	Letter Grade Explanation
4.0	A	An "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" in the course reflects a student's outstanding performance on assignments and exams as well as attendance and conduct. This grade denotes comprehensive mastery of course learning outcomes and their integration with previously learned material. An "A" student is usually one who proactively presents originality of thought, independent creativity, and insightful reasoning above and beyond that of his or her peers.
3.7	A-	A-
3.3	B+	B+
3.0	B	A "B" in the course represents excellent 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.
2.7	B-	B-
2.3	C+	C+
2.0	C	A "C" in the course 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.
1.7	C-	A 1.70 GPA is equivalent to an overall average of "C-" however, AUK does not award the grade "C-" in its courses.
1.3	D+	A 1.30 GPA is equivalent to an overall average of "D+" however, AUK does not award the grade "D+" in its courses.
1.0	D	A "D" in the course represents substandard work done for the course. 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 that are not required for the Major.
0.7	D-	A 0.70 GPA is equivalent to an overall average of "D-" however, AUK does not award the grade "D-" in its courses.
0.0	F	An "F" in the course represents work done that has not met the standards set by the course and by AUK, incomplete comprehension of the material, and incomplete submission of materials required for the course. An "F" is a failing grade.

- **Grade Notations that are not Calculated in the GPA**

I	Incomplete
AU	Audit - no credit
P	Pass (for Pass/Fail option only)
W	Withdrawal

The Pass/Fail option is provided to encourage students to enrich their educational experience by venturing outside their areas of specialization or competence. To earn a pass under the Pass/Fail 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 following restrictions apply.

- A student electing the Pass/Fail option must be in good standing (not on academic probation) and should be of sophomore standing or above.
- A student electing the Pass/Fail option must do so at registration by completing a *Pass/Fail Option Request*. No change may be made after the Drop/Add period.
- No more than 12 credit hours may be taken under the Pass/Fail option toward a degree program and no more than one course in any one semester.
- No course taken on the Pass/Fail option may be used to satisfy the General Education requirements or be taken in the student's major degree program or Minor program (except internships that are required by the Degree Program or Major).
- Internships are also graded Pass / Fail. The student is limited to a maximum of 6 credit hours of internship. Only 3 credit hours may be applied toward the Degree Program or Major if the Degree Program or Major requires an internship. If a student wishes to take another 3 credits of internship, the credits may be applied to another Degree Program, another Major, or towards another student's free electives.
- No course may be repeated on a Pass/Fail option. A course for which the grade "P" has been received may not be repeated.

Students interested in enrolling in a course using the Pass/Fail option should consult with their respective academic advisor beforehand. Students can register for a course using the Pass/Fail option through the Office of the Registrar, and may only change to or from Pass/Fail status through the end of the Drop/Add period.

- **Conversion of Quarter Hours to Semester Hours**
A quarter hour is worth only .67 of a semester hour. To convert quarter hours to semester hours, divide by 1.5 and vice versa.
- **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 grade point average 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 of their required Major and Minor courses. Some programs may impose higher requirements for continuance in the program or graduation.

Advanced Placement credits, IB, and A Level credits, credits transferred from accredited institutions, credits earned through extension work, and credit for courses taken on a Pass/Fail basis are not used in computing a student's GPA, but may be accepted toward a degree.

- **Failing and Course Repetition**

A student is considered to have passed a course, when he/she receives a passing grade of "A", "B", or "C". The grade of "D" may satisfy only free electives or the General Education Requirements under the following restrictions:

- A student must have declared his or her Degree Program or Major with the 2006 – 2007 Catalog onward
- A student who may have received the "D" grade in a course taken during the Fall 2006 semester onwards
- The following General Education Requirements must be completed with a grade of "C" or better. (A "D" is not a passing grade for the following courses):
 - Arabic Language
 - Arabic Culture
 - English Language
 - Any course that is a prerequisite for a Major or Minor course, or a Major requirement, in a degree program.

Students must receive at least a "C" in all of the core courses required for their declared Degree Program, Major and/or Minor. Students must have a "C" average for all degree electives and free electives. All students must have a minimum of 2.00 GPA to graduate.

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. A student may not attempt a course more than three times, including withdrawals. Students wishing to register for the fourth attempt will be referred to the Dean of the College of Arts and Sciences for review and recommendation.

Students may also elect to repeat up to 12 credit hours of coursework with a minimum grade of "C" to improve their GPA. This excludes prerequisite courses and courses which have Catalog restrictions due to duplication of subject matter.

A student will be given credit only once for any passed course counted towards 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.

- **Incomplete Grades and Make-Up Requirements**

The requirements that are noted on the course syllabus for a course must be ordinarily completed by the last day of the semester. An Incomplete – a grade of "I" – may be given when a compelling and verifiable emergency prevents timely completion of all course requirements, provided that the student was doing passing work at the time of the emergency. In case of unexcused incomplete work, a score of zero or grade of "F" may be given for the missing work and the final course grade computed accordingly.

If an Incomplete "I" grade has been entered by the instructor, it is the responsibility of the student to complete or fulfill the uncompleted course requirement(s) on the date specified by his/her instructor, (the date must be less than 45 days following the scheduled examination for the course in question) or within 45 calendar days following the scheduled final examination for the course in question. The instructor has 45 calendar days following the deadline for submitting final grades for the course to submit the final grade via the *Change of Incomplete/Grade of I* form to the Office of the Registrar. After 45 days, all "I" grades will be administratively converted to "F".

- **Course Grade Appeals**

A student may appeal his/her final grade if there is proof of clerical error, prejudicial evaluation or inconsistent application of the standards of evaluation not based on the criteria stated in the course syllabus. It is the responsibility of the student appealing a grade, however, to provide proof for these inconsistencies. The process for filing a grade appeal begins with a student scheduling a consultation with the faculty member. If the faculty member's response does not satisfy the student, he/she may appeal to the Division Head by filing a completed and signed *Grade Appeal Form*. If the student is dissatisfied with the Division Head's decision regarding the grade appeal, the matter may be referred to the Dean of the College of Arts and Sciences. The decision of the Dean is final and binding on all parties.

A grade appeal must be filed within the first two weeks of instruction of the next semester in which the student is enrolled.

- **Tests & Examinations**

Following the American model of higher education, evaluations of a student's performance may be via quizzes, tests, projects, and examinations, as well as via other advanced assessment tools.

The student will take a minimum of one quiz administered during the schedule time period. Instructors may require more quizzes and tests. Students should consult the syllabus of each scheduled course. These quizzes or tests will address the content and concepts presented in the lectures and text readings.

The student will take a minimum of two examinations (a midterm and final examination) to demonstrate understanding of information presented primarily during lectures. Examinations are usually announced in course syllabi. 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 exam. The student must take the exam during the scheduled time period. A student missing an exam because of an illness or legitimate emergency must present an excuse considered valid by the instructor of the course. The course instructor should will then determine whether the student take a make-up examination.

A student may be asked to show photo identification, preferably the AUK ID, in order to enter the examination room.

- **Request for Make Up Examination**

If a student misses a quiz, test, project, or examination, it is up to the faculty member's discretion as to whether to offer a make-up test. This policy may be noted in the instructor's course syllabus.

- **Change of Final Grade**

Faculty may change a final grade by submitting a *Change of Grade Request* form to the Office of the Registrar. Final grades may only be changed within 45 calendar days of "Final Grades Due" deadline for the semester in question. Final grades may not be changed after 45 days have elapsed.

- **Course Repetition Policy**

Students may elect to repeat up to 12 credit hours of coursework with a minimum earned grade of "C", excluding prerequisite courses for passed courses and courses which have Catalog restrictions due to duplication of subject material. A student will receive credit only once for any course. The highest grade 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 so designated, to distinguish them from other courses.

Courses with an earned grade lower than a "C" may be repeated up to three times without the approval of the Dean of the College of Arts and Sciences. Students wishing to register for a fourth attempt will be referred to the Dean.

- **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 will fill out a *Challenged Materials Form* and submit it to the Library Director. For classroom materials, the form will be submitted to the Dean of the College of Arts and Sciences. The Dean or Library Director 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 will be placed on academic probation if, at the end of a regular academic semester, his or her earned cumulative AUK GPA falls below 2.00. Students whose GPAs fall below 2.00 for three consecutive semesters will be dismissed from AUK.

- **Initial Probation**

A student goes on academic probation at the end of the first semester when his or her earned cumulative AUK GPA falls below 2.00. In order to regain good academic standing, students on probation may register for a maximum of 12 credit hours per semester, and should repeat courses in which "D" or "F" grades were earned and participate in academic success initiatives.

A student will be given 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.

- **Final Probation**

After the end of the second consecutive semester with an earned cumulative AUK GPA below 2.00, the student is considered "at risk," and is required to meet with the Retention Specialist. The Retention Specialist will review and adjust the student's schedule in order to give the student the best option for removing academic deficiencies. Students on final probation are required to participate in the academic support program initiatives.

- **Academic Dismissal**

At the end of the third consecutive semester with an earned cumulative AUK GPA below 2.00, a student will be academically dismissed from AUK. Academically dismissed students may apply for reinstatement to AUK after a semester of separation. Dismissed students who return to AUK must meet with the Retention Specialist who will assist them with the development of a schedule designed to remove academic deficiencies. Students may register for a maximum of 12 credit hours per semester and are required to participate in the academic support programs specified by the Retention Specialist. Failure to comply with the program as defined by the Retention Specialist jeopardizes the student's continued enrollment at AUK.

A reinstated student will begin the term on final probation. If the student does not increase his or her cumulative earned GPA to a minimum of 2.00 by the end period of one regular semester, the student will be permanently academically dismissed from AUK. Such students are not eligible to appeal or reapply to AUK.

Students is reinstated after being academically dismissed who find themselves being dismissed for a second time, are not eligible to reapply to AUK.

- **Removal of Academic Probation**

Academic probation is removed at the beginning of the semester *following* the semester in which the student's cumulative earned AUK GPA increased to 2.00 or above.

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 Library, Finance Department, Admissions, Registrar, as well as other University departments. All holds must be cleared by the appropriate office before students are allowed to register for the next term. Students can view their hold information via AUK Banner Self-Service.

- **Drop and Add**

Students are allowed to drop and add courses online via AUK 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. Courses dropped during the Drop/Add period will not be entered in the students' academic records. Students should consult with their respective academic advisors and consult the tuition refund schedule before finalizing registration changes.

WITHDRAWAL

- **Withdrawal from Individual Courses**

Students are permitted to withdraw from individual courses. However, to maintain full-time status, the student must be registered in a minimum of 12 credits per semester. Withdrawal from individual courses should occur no later than the Withdrawal deadline for the respective block or semester.

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 block or semester. After the published withdrawal deadline, students may only withdraw from individual courses following the late withdrawal process (see below). For additional information regarding the individual course withdrawal deadline, students should visit the Office of the Registrar website at <http://www.auk.edu.kw>. Students are also encouraged to consult the tuition refund schedule before withdrawing from a course.

- **Late Withdrawal from Individual Courses**

Students may request a *Late Withdrawal* between the withdrawal deadline and two instructional weeks before the last day of regular classes (regular semester). Late withdrawals are at the discretion of the faculty. A student request does not guarantee withdrawal.

- **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. Withdrawal from AUK before the withdrawal deadline will result in a grade of "W".

In the event that a student withdraws from the University before the last day of the first week of classes, 90% of tuition and fees will be refunded. If the student withdraws before 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.

INDEPENDENT STUDY COURSES

An Independent Study course is an individually supervised, upper-level course, which offers a student the opportunity for focused study in a specific area of interest. These courses are primarily intended for juniors and seniors who have received Instructor approval and have a GPA of at least 3.00. Students may not take more than two Independent Study courses (six credit hours towards the 120 semester credit minimum required for graduation).

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. Students should contact the faculty member for requirements for auditing and 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.

LEAVE OF ABSENCE

Students desiring a leave of absence for reasons other than studying at another institution of higher education must obtain formal permission from the Director of the Student Success Center. If the student is in good academic standing (with a GPA of 2.0 or above) and the leave request seems appropriate, the Dean of the College of Arts and Sciences and the Director of the Student Success Center will sign the *Leave of Absence Request* form, guaranteeing the student automatic readmission to the same degree program. There is a limit of one academic year for the guarantee of readmission. The guarantee is voided if the student attends any domestic or foreign institution of higher education during the leave.

- **Resuming Study at AUK**

Students who cease to attend the University for an entire semester or longer, whether voluntarily or not, may not resume study until they have been formally readmitted or reinstated. Unless other arrangements have been agreed to in writing by the Dean of Arts and Sciences and Dean of Student Affairs before the beginning of such an absence, readmitted students are subject to all regulations and must meet all requirements in place when studies are resumed.

Readmitted students who change their degree program 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.

STUDY AT ANOTHER INSTITUTION

An AUK student who plans to take courses at another institution and transfer the credit to American University of Kuwait must be in good academic standing, and must complete the *Study Away Request* form, obtaining the necessary signatures from the Dean of the College of Arts and Sciences and the Dean of Student Affairs. The student must be alert to the residency implications of a request to study at another institution.

A student is allowed to take courses at another institution (approved by the Ministry of Higher Education) if he/she has met the 60 hour AUK residency requirement and needs a course that is not offered at AUK that semester. A student is also allowed to take Summer courses at a Kuwaiti institution approved by the Ministry of Higher Education-State of Kuwait if the courses that he/she plans to take will not be offered at AUK prior to the student's graduation. Students may not take classes at other institutions during their last year (unless enrolled in an approved AUK-exchange program or AUK-approved Study Abroad program), irrespective of whether they have met the residency requirement of 60 credits.

Students at AUK who choose to attend an AUK-approved Study Abroad program or AUK exchange program will have transferable credits that will be counted within the 60 credit maximum for transfer credits. AUK is not under obligation to accept transfer credit unless the programs and courses are agreed upon in advance and/or if the program or courses were approved by AUK.

- **Transfer of Credit**

Transfer credit is applicable toward the requirements of a Major or graduation if the earned grade is "C" or better. Approval is granted for specific courses only, not programs. Only credit for courses from institutions of higher education approved by the Ministry of Higher Education-State of Kuwait can be transferred to AUK.

COURSES AND CLASS SCHEDULES

COURSE SCHEDULES

Each semester, the University publishes its schedule of course offerings for the following semester, available through AUK Self Service. The schedule provides information on the courses to be offered, the meeting schedule and frequency, the time schedule (time of the day and days of the week), and the classrooms and laboratories for the respective courses. Students should consult their class schedule on AUK Self Service before seeking advice from their academic advisor.

COURSE PREFIX, LEVEL, TITLE AND CREDIT HOURS INFORMATION

Each course offered by the University is identified by a three-or four-letter prefix signifying the academic discipline (field of study), followed by a three-digit number indicating the level of the course content. For example, ENGL 201 Foundations of Western Literature (3) is a sophomore course in English Literature that follows freshman course(s) at the 100 level such as ENGL 101 Approaches to Critical Reading and Writing (3). The number in parentheses following the title of a course indicates the number of credit hours for the course. All courses are valued in credit hours. Generally, each credit hour is equal to 15 contact hours. Each credit hour of laboratory is equal to at least 40 hours of laboratory experience.

If the frequency of a specific course offering is not indicated, it is offered at the discretion of the program or Division. Students should be careful to establish when the course will next be offered, in order to remain on target with their educational plan. Inquiries should be directed to academic divisions and programs.

PREREQUISITES

Prerequisites are courses or conditions that must be satisfactorily completed before enrolling in certain courses. Upper-level courses, typically with 300 and 400 designations, may require one or more prerequisites. Specific prerequisites are usually noted in the course description, with the prefixes, numbers, and titles. Equivalent courses with a grade of C or better completed at an accredited institution of higher education may meet the prerequisite requirement through transfer of credit. Prerequisite transfer equivalency is determined by AUK. Students should consult with their academic advisor for written acceptance of equivalency and permission to enroll in upper level courses. It is the responsibility of the student to enroll in the course only after completing the appropriate prerequisite(s). Students who do not satisfy the course prerequisites will have their registration for that course removed by the Office of the Registrar unless they present an approved form granting them permission to enroll.

CO-REQUISITES

A co-requisite course may be taken at the same time as another specified course, or courses, as designated by the department. A co-requisite course may also be completed before taking the course(s) with which it is paired. Specific co-requisites are noted in the course description.

UNIVERSITY ACADEMIC OPERATION AND CLASS PERIODS

The University offers courses on a five-day schedule, from Sunday through Thursday. Courses are valued in credit hours, and normally meet either two days a week for seventy-five minutes per class session or three days a week in sessions of fifty minutes. Laboratory, workshop, and specialized courses meet for two-to-three hour sessions per week. Upper or higher level courses, Independent Study, and other specialized programs may have unique meeting schedules but normally are valued at three credit hours, 45 contact hours. Class duration and meeting frequency may differ during the Summer term.

COURSE DESCRIPTIONS AND SYLLABI

The "Course Descriptions" section of this Catalog contains descriptions of approved courses in the University curriculum, listed alphabetically by discipline (field of study), and then by course number, title, and credit hours. Nonrecurring or Special Topics courses are published each semester online via AUK Self Service. Course syllabi provide a detailed outline of the course content with the dates for the assignments, exams, and other requirements indicated. Syllabi are distributed in hard copy by the Instructor at the start of the course.

CATEGORIES OF STUDENTS AND CLASS STANDING

Part-time students must complete the AUK application process and be accepted into AUK as a student. Students are considered part-time if they carry 11 credit hours or less. Full-time students carry a course load of 12 - 18 credit hours per regular semester. Students may register 21 credits in their semester of graduation or while registered for an internship, with the permission of the Dean of the College of Arts and Sciences.

The maximum enrollment for the Summer term is usually limited to 10 credit hours for the entire summer semester. Under special circumstances, a student with a cumulative average of 3.00 or above may secure the permission of the Dean of the College of Arts and Sciences to take one additional three-credit hour course.

A student who has completed up to 29 credit hours is considered Freshman or first-year; from 30 – 59, Sophomore or second-year; from 60 – 89, Junior or third-year; from 90 – 120, Senior or fourth-year. Students who have completed more than 120 credits are considered fifth-year.

DEGREE PROGRAMS AND MAJOR REQUIREMENTS

The University offers Bachelor degrees in various fields: Bachelor of Arts, Bachelor of Science, and Bachelor of Business Administration. The term “Major” refers to the specialty (major field of study) in the degree program. All the Business Administration fields at AUK constitute separate degree programs. Students wishing to gain more than one Business specialty may consider earning a Minor or a second B.B.A. degree (see “Division of Business and Economics” section). Within Bachelor of Arts and Bachelor of Science degree programs, students may choose one or more majors. All degree programs include Major requirements as well as General Education requirements (see Graduation Requirements table). No more than 9 credit hours of General Education Requirements may apply toward the major in any degree program. Students are also to complete at least 40 credit hours of upper-level (300 and 400 level) courses. Students may indicate their intended field of study at the time of application, but admission to AUK does not ensure acceptance into any specific program as a certified major or degree candidate.

DECLARATION OF MAJOR IN THE DEGREE PROGRAM

Upon admission to the American University of Kuwait, undergraduate students are admitted with an undeclared major, placed in the College of Arts and Sciences, and assigned to the Student Success Center for academic advising. A student’s first two years are usually spent satisfying General Education Requirements.

Students should formally choose and declare a major by the start of their junior or third year of full-time coursework by completing the *Degree Program, Major, and/or Minor Declaration Request* form. After students declare a degree program and major field and the declaration is certified, they are assigned to the appropriate faculty advisor. For information and forms for declaring a degree program and major within the degree (if appropriate), students are advised to visit the web page of the Office of the Registrar: <http://www.auk.edu.kw/registrar/default.jsp>.

CHANGE IN DEGREE PROGRAM , MAJOR AND/OR MINOR

Transfer from one degree program or major to another in the College of Arts and Sciences requires approval of the Division Head of the prospective program and completion of at least one full semester of work in the current degree program or major. Transfer forms (*Degree Program, Major, and/or Minor update Request*) are available at the Office of the Registrar website. The transfer form must be cleared with the SSC and submitted to the Division Head of the prospective program at least three weeks before the end of the semester. If approved, the transfer becomes effective in the following semester. Government Scholarship Students must follow a special procedure; see the AUK government scholarship coordinator before attempting to change major.

COMPLETION OF THE MAJOR IN THE DEGREE PROGRAM

Each course in the major requires a final grade of "C" or better. Persistent failure to maintain the required GPA may result in the student being decertified from the major. Courses required for the major that receive grades lower than "C" must be repeated or an equivalent course taken to satisfy the specific major or degree program requirement.

Once a student has completed his or her Major program requirements for a degree, the student is responsible for having the completion certified by filling out the *Completion of a Degree Program, Major, or Minor Form*. Forms can be obtained from the faculty advisor. After the student has collected the appropriate signatures, s/he must turn in the form to the Office of the Registrar for certification.

DOUBLE MAJOR

Students may complete two Majors by satisfactorily completing all the major and major-related coursework required by the two majors. Once a student has completed his or her program requirements for the second Major, the student is responsible for having the completion certified. This requires filling out the *Completion of a Degree Program, Major, or Minor Form*, collecting the appropriate signatures, and turning in the form to the Office of the Registrar.

A double Major is usually pursued in the same degree program: i.e., two Majors in the Bachelor of Arts programs or two Majors offered in the Bachelor of Science programs. In the case of B.B.A. degrees at AUK, the specialties of Accounting, Finance, Management, and Marketing are all constituted as separate degrees. Students who wish to complete two of these Business programs must follow the guidelines for the Second Bachelor's Degree. Students who wish to obtain additional specialization, but do not need a second major or second degree, may choose to minor in another field of study. No more than three courses (a total of 9 credit hours) earned for requirements in the first major may be applied to the second major or a minor. Credit hours taken for any course at AUK will only be counted once toward the total 120 credit hours for graduation.

SECOND BACHELOR'S DEGREE

AUK students (or graduates) who wish to earn two different degrees from AUK programs may do so by completing one major in a Bachelor of Arts degree and another major in a Bachelor of Science degree or by finishing two Bachelor of Business Administration degrees (for instance, a B.B.A. degree in Marketing and another B.B.A. degree in Accounting). Such students must satisfy the requirements for both degree programs and complete a total of at least 150 credit hours. The specific amount of coursework required to earn the second degree, beyond the minimum requirement of 150 credit hours, will depend on analysis by the Academic Advisor. Advisors will take cognizance of the student's academic background and needs, in the context of the second degree's requirements. Students must submit a separate *Completion of a Degree Program, Major, or Minor Form* for each degree to the Office of the Registrar. A second degree also requires a separate *Application for Graduation* (the Graduation Fee applies).

MINOR REQUIREMENTS AND DECLARATION OF MINOR(S)

A Minor is a group of courses that constitutes a limited focus or emphasis in a given academic discipline (field of study) or program outside their chosen Major or Degree Program. A Minor is not a Degree Program or Major. All AUK Minor programs consist of a minimum of 18 credit hours, at least 9 credit hours of which must be taken in residence at AUK. No more than 6 credit hours in the Degree Program, Major or another Minor may be counted toward a Minor.

Specific course requirements for Minors are noted under the requirements for the degree programs. Students must consult their advisers about the procedure for declaring a Minor.

A grade of C or better is required for each course used to satisfy the requirements of the Minor. Forms for *Degree Program, Major, and/or Minor Declaration Request* are available on the Office of the Registrar website.

COMPLETION OF THE MINOR

Once a student has completed his or her program requirements for a Minor, the student is responsible for having the completion certified by filling out the *Completion of a Degree Program, Major, or Minor Form*. After the student has collected the appropriate signatures, s/he must turn in the form to the Office of the Registrar. The Minor will be noted on the student's transcript. It does not appear on the diploma.

UNDERGRADUATE CERTIFICATES

The undergraduate certificate may be pursued by non-degree seeking students as well as students completing a specific program, such as the Gulf Studies Program. Undergraduate certificates are available on request to a student who has completed a minimum of 12 credit hours toward a program in residence at the American University of Kuwait. The student must have a grade of "C" or higher for each course and a minimum GPA of 2.00. Certificates should be requested from the Office of the Registrar. A certificate fee may apply.

GRADUATION

ELIGIBILITY FOR GRADUATION AND CREDIT HOUR REQUIREMENTS

A liberal arts degree is an integrated program whose components work together, as described elsewhere in the Catalog. This chart is intended to provide a quick overview to readers who may be unfamiliar with the discrete elements that make up the AUK degree program.

Graduation Requirement	Standard	Remarks
Credit hours	credit hours 120	Minimum: More may be required, depending on the Degree Program, Major and/or Minor(s)
General Education Requirements	credit hours 45	See Catalog for distribution
Upper division credit hours	credit hours 40	Numbered 300 or above
Grades	"C" or better in courses in the Major or Degree Program	Courses in the Major or the Degree Program with grades below "C" must be repeated
GPA	cumulative GPA 2.00	Earned AUK GPA
Residence requirement	credit hours, the last 30 60 of which must be at AUK	Senior year must be spent at AUK or in AUK-approved exchange programs.
Maximum number of credits that can be transferred	credit hours 60	Only grades of "C" or better transfer, all previous colleges attended must be declared at the time of application
Application for graduation	Must be made by deadline (see Registrar's web page)	Reminder sent to students with ≥ 90 credit hours
Eligibility for participation in ceremony	Completion of all requirements. Exception: Ten or fewer credit hours remaining	Must be completed in summer session immediately following the ceremony
Graduation Fee	A graduation fee applies	The fee must be paid in full in order to graduate regardless of whether participating in ceremony.

APPLICATION FOR GRADUATION

The American University of Kuwait confers degrees at the end of the academic year. Candidates for graduation must submit a completed *Application for Graduation* to the Office of the Registrar. Reminders will be sent to the AUK e-mail address of students who have minimum of 90 earned credit hours towards their degree. After the application has been filed, the Registration Coordinator will perform a degree audit and advise the student and advisor.

The report of the "Degree Audit" will list the remaining degree requirements, as well as those completed and in progress. The audit assumes successful completion of courses in progress. Students who will not complete all degree requirements by the end of the semester for which they applied to graduate may participate in the ceremony if they have ten or fewer credit hours remaining.

The Dean of Student Affairs will certify all candidates whose academic records indicate that they can satisfy degree requirements by the end of the semester for which they have applied. All applicants must satisfy all graduation requirements as specified by the Kuwait Council of Private Universities.

Students are advised that their names on the American University of Kuwait degree diploma will be spelled exactly as they appear on the *Application for Graduation*.

While academic advisors and the Office of the Registrar continue to assist students with requirements for graduation, students are ultimately responsible for ensuring that they have met all degree requirements for graduation, including curriculum and cumulative GPA requirements.

- **Conferral of Degrees and the Graduation Ceremony**

The American University of Kuwait confers degrees at the end of the academic year. The Graduation ceremony or Commencement exercise is held in June. Fall, Spring and Summer graduates (of that Academic Year) who wish to participate in June commencement should notify the Office of the Registrar of their intention by completing the appropriate form and submitting it to the Office of the Registrar no later than the specified date as noted on the Registrar's website.

The student's diploma will note the student's degree. If the student pursues and has acquired two degrees, the student will receive two diplomas, listing one degree on each diploma:

- Bachelor of Arts in Communication and Media
- Bachelor of Arts in Economics
- Bachelor of Arts in English Language and Literature
- Bachelor of Arts in Graphic Design
- Bachelor of Arts in International Studies
- Bachelor of Arts in Social and Behavioral Sciences

- Bachelor of Business Administration in Accounting
- Bachelor of Business Administration in Finance
- Bachelor of Business Administration in Management
- Bachelor of Business Administration in Marketing

- Bachelor of Science in Computer Engineering
- Bachelor of Science in Computer Science
- Bachelor of Science in Information Systems

The transcript or permanent record of the graduate is appropriately noted with the student's degree, the date the degree was awarded, the Major or Majors (if appropriate), and the Minor or Minors (if appropriate).

Eligible students will be notified about applying for graduation, the degree audit, cap and gown information, and rehearsal information via e mails and newsletters. Students should also consult the office of the Registrar website for information.

- **Additional Diplomas**

Additional diplomas may be ordered through the Office of the Registrar. Students who request an additional copy of their diploma will be assessed a KD 10 fee per diploma.

STUDENT ACADEMIC RECORD

PERMANENT RECORD

Every student who registers at the University has a permanent record, maintained in the Office of the Registrar under the student's AUK ID number. Students may access their academic records through their AUK Self-Service accounts: Academic advisors and professional staff may access students' academic records through the Banner database.

TRANSCRIPTS

Students may obtain unofficial transcripts of their own academic records through their AUK Self-Service account. Official AUK transcripts must be requested from the Office of the Registrar. Transcripts are released only upon the signed request of the student concerned and the payment of a fee. The University issues only complete transcripts and does not release any documents from the student file (e.g., copies of the non-AUK transcripts or other documents which may be part of the student's file).

DISCLOSURE OF STUDENT RECORDS

Student records are considered confidential and are only released with express written permission of the student. Students wishing to access official records must present valid identification. Parent or guardians may receive limited information such as enrollment status, declared major and class standing.

Parents/guardians wanting additional information must make an appointment to meet with the Student Ombudsman and the student. The Student Ombudsman will obtain the relevant information from the Instructor or staff member and will share the information with the concerned party. If family members request to meet with faculty, the Student Ombudsman will assist in making the arrangements through the office of the Dean of the College of Arts & Sciences.

UNIVERSITY HONORS AND AWARDS

DEAN'S HONOR ROLL

The Dean's Honor list will be published at the end of each semester. To be placed on the Honor List for the semester, a student must

- be registered for a minimum of 12 credit hours in graded courses numbered 100 or above;
- not be on probation and have no "I", "W", or "F" grades during the semester;
- have a 3.5 GPA or better;
- not have been subject to any disciplinary action within the university during the semester.

PRESIDENT'S HONOR ROLL

The President's Honor Roll will be published at the end of each semester. To be placed on the President's Honor Roll for the semester, a student must

- be registered for a minimum of 12 credit hours in graded courses numbered 100 or above;
- not be on probation and have no "I", "W", or "F" grades during the semester;
- have 4.0 GPA;
- not have been subject to any disciplinary action within the university during the semester.

GRADUATION HONORS

The University grants Latin Honors at graduation. To be eligible for graduation honors, students must have completed a minimum of 60 credit hours required for their degree in residence at American University of Kuwait and have achieved the requisite cumulative GPA. These are:

Summa Cum Laude	"With greatest honor"	3.90 - 4.00
Magna Cum Laude	"With high honor"	3.70 - 3.89
Cum Laude	"High honor"	3.50 - 3.69

Latin Honors are listed on the Commencement Program, the student's permanent record, and the diploma.

UNIVERSITY LIABILITY

The University has no liability if the student ignores the advice of academic advisors or fails to abide and comply by the regulations contained in the Catalog.