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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 must:

- 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/her progress towards degree completion, as well as address 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 Major students on probation. Once a student declares his/her 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.

MATRICULATION TO THE UNDERGRADUATE DEGREE PROGRAM

Students may complete their General Education requirements from the Catalog under which they entered the American University of Kuwait as undergraduate students, or from any subsequent Catalog. Students may complete their Major requirements from the Catalog under which they declared their Major, or 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.

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 covered, and for any announcements that are made, during his/her absence. Accordingly, the University has established 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 the following:

- 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. If a student misses an announced examination or quiz, s/he 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 Dean of the College of Arts and Sciences for both declared Major students and undeclared 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 and the Dean of the College of Arts and Sciences (undeclared students) or the Dean of the College of Arts and Sciences (declared students). The Dean of the College of Arts and Sciences will subsequently issue a warning letter to the student.
- If a student has been suspended due to academic and/or non-academic reasons, temporarily banning him/her from the University, 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 Academic Affairs/the Dean of the College of Arts and Sciences for exemption from regular class attendance. The student must provide medical reports and supporting documentation demonstrating that s/he may not be able to attend class regularly. The Dean of the College of Arts and Sciences, 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 “D,” passing (see Pass/No Pass option in the next page). These grades may be modified by a plus or minus, with the exception of the grades of “C-,” “D+,” and “D-,” which are not awarded in the American University of Kuwait. 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
4.00	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/her peers.
3.70	A-	A-
3.30	B+	B+
3.00	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.
2.70	B-	B-

2.30	C+	C+
2.00	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.
1.70	C-	A 1.70 GPA is equivalent to an overall average of "C-", however, AUK does not award the grade "C-" in its courses.
1.30	D+	A 1.30 GPA is equivalent to an overall average of "D+", however, AUK does not award the grade "D+" in its courses.
1.00	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.
0.70	D-	A 0.70 GPA is equivalent to an overall average of "D-", however, AUK does not award the grade "D-" in its courses.
0.00	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/No Pass option only)
NP	No Pass (for Pass/No Pass option only)
W	Withdrawal
NR	Not Reported

The Pass/No Pass option is provided to encourage students to enrich their educational experience by venturing outside their areas of concentration or competence. 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 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 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.

Students interested in enrolling in a course using the Pass/No Pass option should consult with their respective Academic Advisor beforehand. Students can register for a course using the Pass/No Pass option through the Office of the Registrar, and may only change to or from Pass/No Pass status through the end of the Drop/Add period.

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.

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/No Pass basis are not used in computing a student’s GPA, but may be accepted toward a degree.

Failing and Course Repetition

Failing

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 free electives or the General Education Requirements under the following restrictions:

A student must have declared his/her Major with the 2006 – 2007 Catalog onwards. The following General Education Requirements must be completed with a grade of “C” or better:

- 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 core courses required for their declared Major and/or Minor. Students must have a “C” average for all degree 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.

Course Repetition Policy

Students may elect to repeat up to 12 credit hours of coursework with a minimum earned grade of “C”. 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 two times without the approval of the Dean of the College of Arts and Sciences. Students wishing to register for a third attempt will be referred to the Dean.

Incomplete Grades and Make-Up Requirements

The requirements that are noted on the course syllabus for a course must ordinarily be completed by the last day of the semester. An Incomplete – 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 requirements. An assigned "I" or Incomplete grade will automatically convert to an "F" grade at the mid-semester of the Fall or Spring of the subsequent semester unless the student applies for, and is granted, additional time by the course instructor and/or Division Head.

Not Reported

A grade code of "NR" will be entered for those grades that are not reported by the instructor. This coding will automatically convert to an "F" grade at the mid-semester of the Fall or Spring of the subsequent semester.

Course Grade Appeals

Faculty are expected to evaluate student work thoughtfully, and assign grades in a timely manner. There is a presumption that the grades assigned are correct, and are based on the criteria stated in the syllabus. It is the responsibility of the student appealing a grade to demonstrate that there was clerical error, prejudicial evaluation, or inconsistent standards of evaluation.

Only final course grades may be appealed and only by the student to whom the grade was assigned. A grade appeal must be initiated within two calendar weeks of the deadline for filing grades, regardless of the student's enrollment status. Failure to start the process in a timely fashion will preclude any possibility of subsequent action.

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

- 1) When a student does not agree with the final grade assigned for a course, s/he should first meet with the faculty member to discuss it. At this time, the student should state that s/he is initiating the formal "Grade Appeal Process." Additionally, the student should explain the grounds for believing the grade to be in error, and provide concrete evidence of the alleged error. The faculty member may choose to respond at the meeting, or at a later time, but should respond within three calendar weeks. Regardless of the outcome, the faculty member should sign the student's completed "Grade Appeal Form" as evidence that the student-instructor meeting has taken place.
- 2) If a meeting cannot be arranged (e.g., the faculty member has left the University), or if the faculty member's response does not satisfy the student, or a response is not made within the required time, the student may proceed to an appeal before the relevant Divisional

Committee. Students may appeal to the Divisional Committee by filing a completed and signed “Grade Appeal Form” with the Division Head. The student must file the “Grade Appeal Form” within two calendar weeks of receiving the response from the faculty member subsequent to the meeting referred to above. Failure of the faculty member to respond within the three calendar week period specified above shall be deemed a negative response from the faculty member. Under no circumstances shall a Division Head accept a “Grade Appeal Form” prior to the student’s receipt of a response from the Faculty Member.

- 3) Upon receiving the Grade Appeal Form, the Division Head will forward it to the chair of the Grade Appeal committee, who will convene a meeting within three calendar weeks of the student’s request. A Grade Appeal Committee shall have the power to raise a grade or leave a grade unchanged.
- 4) Within one calendar week of their decision, the Committee shall communicate their decision, together with their justification for it, to the student, the course instructor, the Division Head, and the Dean of the College of Arts and Sciences. The decision of the Divisional Grade Appeal Committee is final and binding on all parties.
- 5) The decision of the Divisional Committee may only be appealed on grounds of procedural error or defect. An appeal must be directed to the Dean of the College of Arts and Sciences within one calendar week of receipt of the Committee’s written report. The Dean will act on the appeal within one calendar month by stating his/her decision in writing, together with his/her justification, to the Grade Appeal Committee members, the student, the faculty member, and the Division Head. The Dean’s decision will be final and binding on all parties.

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 other advanced assessment tools.

Students’ scholastic performance is measured by at least three assessment tools. Accordingly, the student will take a minimum of two examinations (a midterm and final examination). The third measure of assessing student performance may take the form of papers or projects. Instructors may require more quizzes or tests. Students should consult the syllabus of each course.

These assessment measures will 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. 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.” 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 will then determine whether the student can 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 a 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. Instructors may not change a student's originally assigned grade beyond the mid-point of the subsequent Fall or Spring semester in which the grade was originally earned.

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 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/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/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, should achieve a "C" or better in repeated courses, and should participate in academic success initiatives, under the guidance of the Retention Specialist.

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 help the student improve her/his scholastic performance. Students on final probation may register for a maximum of 13 credit hours per semester, and are required to participate in the academic support program initiatives, under the guidance of the Retention Specialist. If the semester GPA is between a 2.0 and 4.0, but the cumulative remains below 2.0, the student will not be academically dismissed but will continue on Final Probation.

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 help the student improve her/his scholastic performance. Students may register for a maximum of 13 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 have a semester GPA that falls between 2.0 and 4.0 or does not increase his/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.

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 Finance Department, Admissions, Registrar, Library, 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 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. Dropped courses are not considered attempts and there is no financial obligation, after the Drop/Add period, any course in which the student is enrolled is considered an attempt. Students are financially obligated for any course attempted. Students "withdraw" from courses after the Drop/Add period (Refer to section on withdrawal).

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 in a minimum of 12 credits per semester. Withdrawal from individual courses is permitted up until the Withdrawal deadline for the respective block or semester, generally two weeks before the last day of classes for the semester, or 10 days before the last days of classes of the 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 block or semester. At withdrawal, a student still has 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 Office of the Registrar website at www.auk.edu.kw. Students are also encouraged to consult the tuition refund schedule before withdrawing from a course.

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.

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. Undeclared students should obtain permission from the Director of the Student Success Center, and declared students from the Dean of the College of Arts and Sciences. 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/or 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 the College 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 the American University of Kuwait must be in good academic standing and must complete the Study Away Request form, obtaining the necessary signatures from their advisor, the Division Head relevant to the course(s) requested, and the Dean of the College of Arts and Sciences. The student must be alert to the Kuwait residency implications of a request to study at another institution.

A student is allowed to take courses at another institution if he/she has met the following criteria:

- 1) The course is not offered at AUK during the term the student plans to study away OR
- 2) The student is traveling abroad for the summer and wants to take classes while abroad AND
- 3) The institution must be on the approved list of Kuwait Ministry of Higher Education AND
- 4) All students must meet the AUK residency requirement of 60 hours AND
- 5) Students may not study away during their senior year at AUK.

Failure to meet any of the above criteria will result in automatic denial of the student's request.

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.

Students at AUK to 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. Additionally, students enrolled in an approved AUK-exchange program or AUK-approved Study Abroad program may take classes at another institution during their senior year.

ACADEMIC SCHOLARSHIPS

AUK awards a limited number of merit-based academic scholarships to our most academically-deserving continuing students. Students who are awarded a scholarship must maintain a 3.00 AUK GPA or better and complete at least 70% of courses attempted in order to retain their scholarship. Scholarship applications will be evaluated on various academic measures, including but not limited to the AUK cumulative GPA and total earned hours at AUK.

Continuing Student AUK Scholarship Application Process

The following documents must be submitted before the Scholarship Application is considered complete:

- 1) Complete Scholarship Application, which may be found on the Office of the Registrar webpage under Academic Scholarships.

Scholarship Application Deadline

To be eligible for consideration for an AUK academic scholarship, a completed continuing student scholarship application must be submitted to the Office of the Registrar by the scholarship deadline identified on the Office of the Registrar's webpage under Academic Scholarships.

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.

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 six (6) credit hours of Independent Study toward the 120 semester credit minimum required for graduation.

COURSE SUBSTITUTIONS

Students are allowed to substitute courses of an equal or higher level, in the event the original course is not offered prior to the student’s graduation from AUK. The substituted course must be in the same field of study as the original course, and contain similar content according to the course syllabi; however, credit-bearing courses may not substitute for 000 level courses. All course substitutions require the approval of the Program Lead and Division Head. General education courses are not subject to substitution.

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, the equivalent of 45 contact hours. Class duration and meeting frequency may differ during the Summer semester.

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. Non-recurring 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

Full-time students must carry a course load of 12 - 18 credit hours per regular semester. Students with a cumulative GPA of 3.00 or higher may secure the permission of the Dean of the College of Arts and Sciences to register for 19-21 credits in their semester of graduation.

Students are considered part-time if they carry a load of 11 or fewer credit hours per semester. Part-time students must complete the AUK application process and abide by the same academic policies as full-time students.

Students, who are required to maintain full-time status such as scholarship students or students in leadership offices, who by necessity must reduce their course load below 12 credits must first obtain the approval of the Director of the Student Success Center and the Dean of the College of Arts and Sciences (undeclared students), or the Division Head and Dean of the College of Arts and Sciences (declared students). In addition, if in a student leadership position, students must get approval from the Director of Student Life. This should be done no later than 10 weeks after the start of the semester, or 2 weeks in case of summer semester.

Government scholarship students must see the Scholarship Coordinator in the Office of the Registrar prior to any change in enrollment status.

Part-time students seeking full-time status are allowed to do so without obtaining permission.

The maximum enrollment for the Summer semester is usually limited to 9 credit hours for the entire Summer semester, or 10 in the case of a lab. 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 in their term of graduation, or prior to expected graduation in the Fall semester

A student who has completed up to 29 credit hours is considered a 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, Bachelor of Business Administration, and Bachelor of Engineering. The term “Major” refers to the specialty (major field of study) in the Degree Program. Within all Bachelor 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 General Education Requirements may apply toward the first 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 must formally choose and declare a Major by the end of their sophomore year or second 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 webpage of the Office of the Registrar: <http://www.auk.edu.kw/registrar/default.jsp>.

Government Scholarship recipients must declare the same AUK Major as their Government Scholarship Major. If a Government Scholarship recipient wishes to change her/his Major, the student must see the Scholarship Coordinator in the Office of the Registrar.

CHANGE IN DEGREE PROGRAM, MAJOR AND/OR MINOR

Changing 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 meet the Scholarship Coordinator in the Office of the Registrar before seeking permission to transfer to another Degree Program or 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.

DOUBLE MAJOR

Students may complete two Majors by satisfactorily completing all the Major and Major-related coursework required by the two Majors.

A Double Major is usually pursued in the same degree program: i.e., two Majors in the Bachelor of Business Administration programs, two Majors in the Bachelor of Arts programs or two Majors offered in the Bachelor of Science programs. No more than three courses (a total of 9 credit hours) earned for General Education Requirements may be applied to the second Major. 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. 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

Current AUK students, AUK graduates, or new AUK admits already possessing a Bachelor's degree may earn a second, distinct Bachelor's degree in any of the following four degree programs: Bachelor of Arts, Bachelor of Business Administration, Bachelor of Engineering, or Bachelor of Science. All general education requirements and free electives are assumed to be met by the first degree, whether from AUK or from another institution approved by the Kuwait Ministry of Higher Education.

Students must satisfy the requirements for the second Bachelor's degree by earning a minimum of 30 credits beyond the first degree. These additional credits must be taken in residency at AUK. The specific amount of coursework required to earn the second degree will depend on analysis by the relevant Division/academic advisor.

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 first Major or another Minor may be counted toward a Minor. No General Education Requirements may apply toward any 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/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, and/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 certificate 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	120 credit hours	Minimum: More may be required, depending on the Degree Program, Major and/or Minor(s)
General Education Requirements	45 credit hours	See Catalog for distribution
Upper division credit hours	40 credit hours	Numbered 300 or above, or the highest numbered course in the Major
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	2.00 cumulative GPA	Earned AUK GPA
Residence requirement	60 credit hours, the last 30 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	60 credit hours	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 semester immediately following the ceremony
Graduation Fee	A graduation fee applies	The fee must be paid in full in order to graduate regardless of whether the student is 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 Registrar, on behalf of 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 Council for 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 Commencement exercises are held in June. Students who complete graduation requirements in the Fall or Spring semester of the academic year or the Summer semester immediately following the June Commencement may participate in the commencement exercise. 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 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. AUK degrees are as follows:

- Bachelor of Arts in Communication and Media
- Bachelor of Arts in English
- 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 Economics
- Bachelor of Business Administration in Finance
- Bachelor of Business Administration in Management
- Bachelor of Business Administration in Marketing

- Bachelor of Engineering 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 charged a **KWD 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 using the Disclosure Form available at the Student Success Center. 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 seeking additional information must make an appointment to meet with the Student Ombudsman and the student, who must have filled out the Disclosure Form mentioned above. 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 LIST

The Dean's Honor List will be published at the end of each semester. To be placed on the Dean's 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 3.50 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 4.00 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 the greatest honor"	3.90 - 4.00
Magna cum laude	"With high honor"	3.70 - 3.89
Cum laude	"With 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.