DISCLAIMER

Information, programs and courses are subject to change at the discretion of the Board of Trustees and Administration of the American University of Kuwait.

While every effort was made to ensure that the 2009-2010 Academic Catalog is accurate and up-to-date, some information may have changed and revised between the printing date and actual distribution of this catalog.
TABLE OF CONTENTS

CONTACT INFORMATION 7
2009-2010 ACADEMIC CALENDAR 10
MESSAGE FROM THE PRESIDENT 16
THE AMERICAN UNIVERSITY OF KUWAIT BOARD OF TRUSTEES 17

1) ABOUT THE AMERICAN UNIVERSITY OF KUWAIT 19

THE UNIVERSITY 21
  Mission Statement 21
  Values 21

UNIVERSITY CULTURE 22

UNIVERSITY FACULTY 22

INSTITUTIONAL AFFILIATIONS 22

AUK AND DARTMOUTH COLLEGE 23

MEMBERSHIPS 23

CAMPUS ENVIRONMENT 24
  Segregation 25
  A Safe and Substance-Free Campus 25
  Smoking Policy 25

THE ADMINISTRATION BUILDING 25

THE ACADEMIC BUILDINGS 25

ACADEMIC RESOURCES 26
  University Library 26
  Student Success Center 27
  Writing Center 27

UNIVERSITY LABORATORIES 27
  Computer Laboratories 27
  Science Laboratories 28

COMMUNITY RESOURCES 28
  American Corner 28
  Center for Continuing Education 28
  Gulf Studies Center 28
  Arabian Heritage Project 29

ON-CAMPUS SERVICES 29
  AUK Bookstore 29
  Banking 29
  Business Center 29
  Electronic Mail Service (E-mail) 29
  MyAUK Portal 29
  Food Services and Coffee Shops 30
  Health Care Services 30
  Parking 30
  Student Accounts 30

2) ADMISSION, REGISTRATION GUIDANCE AND TUITION 31

ADMISSIONS OVERVIEW 33

ADMISSION PROCESS 33

ADMISSION CATEGORIES AND REQUIREMENTS 34

ADDITIONAL INFORMATION FOR APPLICANTS 39
  AUK Application Form 39
  High School Transcript 39
High School Equivalency 39
Personal Essay 39
Application Fee 39
Evidence of English Proficiency 40
Optional Examinations 40
Admission Application Timelines 41
Conditional Admission 42
Visiting Students 42
Second Bachelor’s Degree 42
Non-Degree Status 42
Academic Standards for Non-Degree Pursuing Students 43
Transferring From Non-Degree Status to Degree-Seeking Status 43
Applicants With Disabilities 43
Academic Scholarships 43
Scholarship Application Process 43
Deferred Admission 44
Readmission and Reinstatement 44

INTERNAL/GOVERNMENT SCHOLARSHIPS FROM THE PRIVATE UNIVERSITIES COUNCIL 44

REGISTRATION GUIDANCE 47
Placement, Advising and Registration (PAR) 47
Placement Testing 47
Advisement 47
Registration 47

STUDENT TUITION FEES AND CHARGES 2009-2010 47
Student Fees and Charges 48
Enrollment Deposit 49
Legal Contract 49
Payment of Fees and Charges 49
De-registration 49
Non-Payment 49
Tuition Fees Refund 49
Finance Holds 50
Payment Options 50
Summer Term Payment and Fees 50

3) GENERAL UNIVERSITY ACADEMIC INFORMATION 51

ACADEMIC POLICIES 53
Academic Advising 53
Matriculation to the Undergraduate Degree Program 53
Class Attendance 53
Grading System 54
Grade Notations that are not Calculated in the GPA 55
Computing the Grade Point Average 56
Failing and Course Repetition 56
Incomplete Grades and Make-Up Requirements 57
Not Reported 57
Course Grade Appeals 57
Tests and Examinations 58
Request for a Make Up Examination 58
Change of Final Grade 59
Challenging Educational Materials 59
Academic Probation 59
  Initial Probation 59
  Final Probation 59
  Academic Dismissal 59
  Removal of Academic Probation 60
Registration 60
  Registration Holds 60
  Drop and Add 60
Withdrawal 60
  Withdrawal from Individual Courses 60
  Withdrawal from the University 61
Auditing 61
Leave of Absence 61
Study at Another Institution 61
Academic Scholarships 62
  Continuing Student AUK Scholarship Application Process 62
  Scholarship Application Deadlines 62
COURSES AND CLASS SCHEDULES 62
Course Schedules 62
Course Prefix, Level, Title and Credit Hours Information 63
Prerequisites 63
Co-requisites 63
Independent Study Courses 63
Course Substitutions 63
University Academic Operation and Class Periods 64
COURSE DESCRIPTIONS AND SYLLABI 64
CATEGORIES OF STUDENTS AND CLASS STANDING 64
DEGREE PROGRAMS AND MAJOR REQUIREMENTS 65
  Declaration of Major in the Degree Program 65
  Change in Degree Program, Major, and/or Minor 65
  Completion of the Major in the Degree Program 65
Double Major 65
Second Bachelor’s Degree 66
MINOR REQUIREMENTS AND DECLARATION OF MINOR(S) 66
  Completion of the Minor 66
  Undergraduate Certificates 66
GRADUATION 67
  Eligibility for Graduation and Credit Hour Requirements 67
  Application for Graduation 67
  Conferral of Degrees and the Graduation Ceremony 68
  Additional Diplomas 69
STUDENT ACADEMIC RECORD 69
  Permanent Record 69
  Transcripts 69
  Disclosure of Student Records 69
UNIVERSITY HONORS AND AWARDS 69
  Dean’s Honor List 69
  President’s Honor Roll 70
  Graduation Honors 70
UNIVERSITY LIABILITY 70
## 4) COLLEGE OF ARTS & SCIENCES

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>MISSION</td>
<td>73</td>
</tr>
<tr>
<td>VISION</td>
<td>73</td>
</tr>
<tr>
<td>GOALS</td>
<td>73</td>
</tr>
<tr>
<td>ACADEMIC DIVISIONS</td>
<td>73</td>
</tr>
<tr>
<td>UNIVERSITY DEGREE REQUIREMENTS</td>
<td>74</td>
</tr>
<tr>
<td>GENERAL EDUCATION</td>
<td>74</td>
</tr>
<tr>
<td>GENERAL EDUCATION LEARNING OUTCOMES</td>
<td>75</td>
</tr>
<tr>
<td>ADEQUATE ADVANCEMENT TOWARD THE MAJOR IN THE DEGREE PROGRAM</td>
<td>76</td>
</tr>
<tr>
<td>DEGREE PROGRAM</td>
<td>76</td>
</tr>
<tr>
<td>The General Education Requirement “D” Grade</td>
<td>76</td>
</tr>
<tr>
<td>Upper Level Courses</td>
<td>77</td>
</tr>
<tr>
<td>GENERAL EDUCATION REQUIREMENTS</td>
<td>77</td>
</tr>
<tr>
<td>INTERNSHIPS</td>
<td>79</td>
</tr>
<tr>
<td>Steps Students Take For Internship Application</td>
<td>80</td>
</tr>
<tr>
<td>Loyac Internship</td>
<td>81</td>
</tr>
<tr>
<td>DIVISION OF BUSINESS AND ECONOMICS</td>
<td>83</td>
</tr>
<tr>
<td>Academic and Professional Skills Developed By the Degree Programs</td>
<td>84</td>
</tr>
<tr>
<td>Overview of Requirements for the Bachelor of Business Administration</td>
<td>85</td>
</tr>
<tr>
<td>Programs (Only ACCT, FINC, MGMT, MRKT)</td>
<td>88</td>
</tr>
<tr>
<td>Degree Programs in the Division of Business and Economics</td>
<td>88</td>
</tr>
<tr>
<td>Bachelor of Business Administration (B.B.A.) in Accounting (ACCT)</td>
<td>88</td>
</tr>
<tr>
<td>Bachelor of Business Administration (B.B.A.) in Finance (FINC)</td>
<td>89</td>
</tr>
<tr>
<td>Bachelor of Business Administration (B.B.A.) in Management (MGMT)</td>
<td>90</td>
</tr>
<tr>
<td>Bachelor of Business Administration (B.B.A.) in Marketing (MRKT)</td>
<td>91</td>
</tr>
<tr>
<td>• BBA 2009-2010 4-Year Plan</td>
<td>92</td>
</tr>
<tr>
<td>Bachelor of Business Administration (B.B.A) in Economics</td>
<td>95</td>
</tr>
<tr>
<td>• Economics 2009-2010 4-Year Plan</td>
<td>97</td>
</tr>
<tr>
<td>Minors in the Division of Business and Economics</td>
<td>99</td>
</tr>
<tr>
<td>Division of Business Economics Internship Process and Assessment</td>
<td>100</td>
</tr>
<tr>
<td>DIVISION OF HUMANITIES AND ARTS</td>
<td>103</td>
</tr>
<tr>
<td>Degree Programs in the Division of Humanities and Arts</td>
<td>105</td>
</tr>
<tr>
<td>Bachelor of Arts (B.A.) in Communication and Media</td>
<td>105</td>
</tr>
<tr>
<td>• Communication &amp; Media 2009-2010 4-Year Plan</td>
<td>107</td>
</tr>
<tr>
<td>Bachelor of Arts (B.A.) in English</td>
<td>109</td>
</tr>
<tr>
<td>• English 2009-2010 4-Year Plan</td>
<td>111</td>
</tr>
<tr>
<td>Bachelor of Arts (B.A.) in Graphic Design</td>
<td>113</td>
</tr>
<tr>
<td>• Graphic Design 4-Year Plan</td>
<td>115</td>
</tr>
<tr>
<td>Minors in the Division of Humanities and Arts</td>
<td>117</td>
</tr>
<tr>
<td>• Advertising, Journalism, or Public Relations</td>
<td>117</td>
</tr>
<tr>
<td>• Arabic</td>
<td>117</td>
</tr>
<tr>
<td>• Communication and Media</td>
<td>118</td>
</tr>
<tr>
<td>• English</td>
<td>118</td>
</tr>
<tr>
<td>• Graphic Design</td>
<td>119</td>
</tr>
<tr>
<td>• Visual-Performing Arts</td>
<td>119</td>
</tr>
<tr>
<td>Division of Humanities and Arts Internship Process and Assessment</td>
<td>120</td>
</tr>
</tbody>
</table>
DIVISION OF SCIENCES AND ENGINEERING
Degree Programs in the Division of Sciences and Engineering
Bachelor of Engineering (B.E.) in Computer Engineering
- Computer Engineering 2009-2010 4-Year Plan
Bachelor of Science (B.S.) in Computer Science
- Computer Science 2009-2010 4-Year Plan
Bachelor of Science (B.S.) in Information Systems
- Information Systems 2009-2010 4-Year Plan
Minors in the Division of Sciences & Engineering
- Computer Science
- Environmental Studies
- Information Systems
- Mathematics
- Natural Sciences (Biology, Chemistry, Physics)
Division of Sciences and Engineering Internship Process and Assessment

DIVISION OF SOCIAL SCIENCES
Degree Programs in the Division of Social Sciences
Bachelor of Arts (B.A.) in International Studies
- International Studies 2009-2010 4-Year Plan
Bachelor of Arts (B.A.) in Social and Behavioral Sciences
- Social and Behavioral Sciences 2009-2010 4-Year Plan
Gulf Studies Certificate Program
Minors in the Division of Social Sciences
- Gulf Studies
- History
- Human Resources
- International Studies
- Psychology
Division of Social Sciences Internship Process and Assessment

COURSE DESCRIPTIONS BY DISCIPLINE
Explanation of Course Descriptions
Glossary of Terms
Disciplines (Fields of Study)

5) THE PRE-UNIVERSITY INTENSIVE ENGLISH PROGRAM
IEP MISSIONS STATEMENT
ADMISSION AND PLACEMENT
DURATION OF INTENSIVE ENGLISH LANGUAGE STUDY
PEDAGOGICAL FOCI
Reading
Writing, Grammar and Vocabulary
Listening and Speaking
Hours of Study
Methods of Instruction in Intensive English
Evaluation of Student Progress
Policy on Attendance and Lateness
Program Benefits
Advising
Satisfactory Completion of the Intensive English Program
Certificate of Completion
Academic Dismissal
Appeal Process and Reinstatement
# Developmental English Course

**English 099 Program Objectives**

**English 099 Learning Outcomes**

---

## Course Descriptions - Pre-University Intensive English (IENG)

### 6) Division of Student Affairs

**Mission**

**Objectives**

**Office of the Dean of Student Affairs**

**Office of Outreach and Events**

**Office of Admissions**

**Office of the Registrar**

**Student Success Center**
- Academic Advising
- Academic Support
- Retention
- Career Counseling
- Personal Counseling
- Disability Support Services
- Healthy Student Living
- Student Ombudsman

**Testing Services**
- Placement Testing and PAR

**Health Services**

**Office of Student Life**
- Student Activities
- Clubs and Organizations
- Student Government Association
- Student Publications
- Intramural & Athletic Sports
- On-Campus Student Employment

**Office of Alumni Affairs**

---

## 7) University Policies and Regulations

**University Code of Conduct**

**Student Code of Conduct**

**Code of Academic Honesty and Integrity**

---

## 8) University Faculty and Administration

**Undergraduate Faculty**

**Pre-University Intensive English Program Instructors**

**University Administration**

---

AUK Campus Map  
Inside Back Cover