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ADMISSION, REGISTRATION GUIDANCE, AND TUITION

ADMISSIONS OVERVIEW

The American University of Kuwait places special emphasis on quality education in liberal arts. Applicants are considered on the basis of their educational qualifications regardless of race, color, gender, religion, age, disabilities, or national origin. Admission to the American University of Kuwait is competitive, based on evidence of potential for successful study, and on available space in the entering Admissions Class. In order to ensure AUK can provide disability accommodations if required, disclosure of accommodation requests should be made at the time of application. Prospective students will be informed if AUK has the resources to accommodate the request.

Each semester, the Office of Admissions will evaluate all qualified applications and extend offers of admission to academically deserving applicants. The following criteria are considered by the Office of Admissions during the admissions decision process: high school courses and grades, English proficiency, standardized test scores, any previous college level coursework and personal essay. Applicants are also encouraged to provide information regarding involvement in extracurricular activities. All applicants must abide by the application deadlines for full consideration.

Applications are accepted from individuals who have completed or are about to complete their secondary education and who have demonstrated academic achievement. The Office of Admissions is responsible for admitting all Undergraduate (First Year and Transfer) and Pre-University Intensive English students to the University. Students have the choice of being enrolled on a full-time basis (minimum of 12 credit hours and maximum of 18 credit hours per semester), or on a part-time basis (less than 12 credit hours per semester). Visiting and Non-degree students are also eligible for admission to the American University of Kuwait.

To learn more about the admissions process and University life, inquiries should be sent to: admissions@auk.edu.kw; or call to speak with an Admissions Counselor at **(+965) 2224-8399** Ext: **206**, or mail us at American University of Kuwait, Office of Admissions, P.O. Box 3323, Safat 13034, Kuwait. Applicants are encouraged to complete the online application which can be found on the AUK website at <http://www.auk.edu.kw>.

ADMISSION PROCESS

ADMISSION APPLICATION TIMELINES

Admission into the incoming class is competitive and limited. As the Office of Admissions will admit applicants on a first come, first serve basis until the incoming admissions class reaches full capacity, applicants are strongly encouraged to submit their admissions application and all required documentation as early as possible. AUK will not accept applications after the published application deadline or after the incoming admissions class has reached full capacity. Please refer to the Office of Admissions page of the AUK website for application deadlines. *The application deadlines are subject to change based upon capacity.*

International Student Admission Deadlines:

The Office of Admissions will accept and review admissions applications from international applicants according to the deadlines posted on the Office of Admissions page of the AUK website. *For more information and updates, please refer to the Office of Admissions or check the AUK website: <http://www.auk.edu.kw>.*

AUK APPLICATION FORM

Prospective students are encouraged to complete the online application which can be found on the AUK website at <http://www.auk.edu.kw>. Admissions Counselors are available to assist with any questions regarding the application process. It is the responsibility of each applicant to ensure that all required information is completed and sent directly to the Office of Admissions. The Application Form must be completed in full and signed by the applicant, guaranteeing that all information provided is complete, truthful and accurate. Submission of inaccurate and/or intentionally misleading information on the admissions application may result in the student's acceptance into AUK being rescinded.

PERSONAL ESSAY

Applicants must submit a typed personal essay written in English with the Application Packet. More information on the topic and format of the essay is provided on the Application Form. Similar to every other portion of the Application Packet, the personal essay is considered confidential, and will only be read by the AUK Admissions Counselor.

APPLICATION FEE

All applicants must submit a non-refundable application-processing fee of **KWD 35** with the Application Packet. Packets received without the fee will not be processed or reviewed. Only fees paid by check or money order made payable to the American University of Kuwait may be enclosed in the Application Packet envelope. If students wish to pay cash, they may do so at the AUK Finance Department and then submit a copy of their cash receipt with the Application Packet. **Government Scholarship students are also required to pay the admissions application fee.**

STEP I: APPLICATION

The complete Application Packet, including all material listed under Admission Requirements, must be submitted to the Office of Admissions by the publicized deadline. The Office of Admissions reviews applications as received. Applicants are encouraged to participate in the early admissions non-binding decision program. Applicants can expect to receive a decision regarding their admission status within 4 weeks of submitting their complete admissions application.

STEP II: CONFIRMATION AND ENROLLMENT DEPOSIT

Once an applicant has received an Offer of Admission from the American University of Kuwait, the applicant is required to confirm his/her intention to attend AUK. To confirm attendance and to reserve a seat in the entering class, the applicant must submit a KWD 100 non-refundable enrollment deposit. The deposit can be paid online or directly to the Finance Department. The deposit will be credited to the applicant's first semester tuition amount.

If the enrollment deposit is not received by the AUK Finance Department, applicants will not be allowed to sit for the Placement, Advisement and Registration program. Not paying the fee is considered to be an indication that the applicant is no longer interested in attending AUK. The applicant may lose his/her seat in the entering class.

STEP III: FINAL TRANSCRIPT(S)

All accepted applicants who choose to attend AUK will be required to submit an official final transcript upon graduation from high school, including any remaining test scores. All applicants must have their final high school transcript certified and stamped by the Kuwait Ministry of Education indicating that the student has met the Ministry's high school equivalency requirement.

If an applicant who is accepted into AUK submits a final transcript that no longer meets AUK's admission requirements or if the applicant cannot provide a final high school transcript certified by the Kuwait Ministry of Education, AUK will rescind the acceptance.

One official and sealed copy of an applicant's high school transcript must be submitted with the Application Packet, which should list the subjects studied, grades earned, and diploma awarded. Unofficial or unsealed copies of transcripts will not be accepted in lieu of official documents. If the transcript is in a language other than Arabic or English, the transcript should be accompanied by a certified English translation.

If an applicant is still in the final year of high school at the time of application, the transcript should include his/her GPA covering the first semester of that year. It is possible to accept applicants provisionally based upon nearly complete documentation. However, students who are provisionally accepted into AUK are still required to submit an official final transcript from their high school. The Office of Admissions reserves the right to adjust the admission status or deny admission to a provisionally accepted applicant if the GPA on the official final high school transcript fails to meet AUK admission standards or does not receive Ministry of Education's equivalency.

If an applicant has already graduated from high school, the transcript must be an official final transcript. Applicants who have completed their high school education in Kuwait must have the transcript certified and stamped by the Kuwait Ministry of Education. International high school applicants are responsible for securing the high school equivalency certification through the Kuwait Ministry of Education. Kuwait Ministry of Education certified transcripts are never considered expired by AUK. International students graduating from high schools outside of Kuwait must submit their final official transcripts and admissions application by the International Student Application deadline.

UNIVERSITY/COLLEGE TRANSCRIPT

Applicants who have attended another college or university are required to provide official transcripts from all institutions attended. This is a requirement regardless of academic standing, grade point average or whether transfer credit is being requested. *See below for university/college transfer information.*

Applicants with incomplete files will have an admission hold placed during the first term of enrollment. The hold will prevent the student from registering for the subsequent term until all admission documentation has been received.

ADMISSION CATEGORIES

Students accepted at The American University of Kuwait are classified into categories based upon their goals and educational backgrounds.

NEW FIRST –TIME COLLEGE STUDENTS

Undergraduate First-Year Students have never attended a college or university before acceptance at AUK or have earned less than 24 semester college or university credit hours. First year students meet the high school equivalency requirements and may have met the English proficiency requirement.

TRANSFER STUDENTS

Transfer Students are students who have previously attended another college or university and wish to continue their education at AUK. Transfer students must provide an official transcript from all previously attended colleges or universities. Regardless of whether students are seeking credit, all

previously attended institutions must be disclosed. Transfer students may be required to register in the Intensive English Program if the English proficiency requirement for admission purposes is not met.

PRE-UNIVERSITY INTENSIVE ENGLISH PROGRAM STUDENTS

Intensive English Program students meet all AUK admission requirements except the English requirement for admission purposes. Students who do not have the requisite TOEFL or IELTS score or are unable to demonstrate English proficiency for admission purposes through approved transfer credit will be classified as Intensive English Program students.

NON-DEGREE STATUS STUDENTS

The American University of Kuwait may offer non-degree admission to individuals who wish to enroll in undergraduate credit courses but are not pursuing an undergraduate degree program. Non-degree students may attempt up to 12 credit hours.

Credits earned in courses with a grade of “C” or better at the American University of Kuwait in non-degree status may be transferred and applied to a degree program in the College of Arts and Sciences if the student is subsequently admitted into an undergraduate degree program. Students seeking to change status to degree-seeking must meet all admission requirements and have a minimum cumulative 2.00 GPA in the non-degree status. Students are still required to meet English proficiency requirements for admissions purposes.

Academic Standards for Non-Degree Students

Non-degree status students are held to the same academic and AUK Student Code of Conduct standards as degree-seeking students. Students with less than a 2.00 GPA are subject to academic standards of progress limitations. Non-degree students are also subject to pre- and co-requisite requirements as defined in the catalog.

Transferring from Non-Degree Status to Degree-Seeking Status

To apply for degree-seeking status, a non-degree student must meet all AUK undergraduate admission requirements for the semester of intended admission and must submit all appropriate application materials and supporting documents to the Office of Admissions. Students may apply a maximum of 12 credit hours earned in courses passed with a grade of “C” or higher taken in non-degree status at AUK toward a degree program. Students are still required to meet English proficiency requirements for admissions purposes.

VISITING STUDENTS

Visiting students who plan to earn a degree from another institution and wish to take courses at the American University of Kuwait in the Fall, Spring and/or Summer semesters will be evaluated on a case-by-case basis. Students may visit for up to a maximum of one academic year or attempt up to a total of 30 semester hours. Special programs allow for students to visit up to two consecutive academic semesters. Visiting students must complete an Application Packet and meet the English proficiency requirement. In addition, students are to present documentation from their home institutions to the Office of Admissions certifying that they are currently enrolled at another institution, are academically eligible to return to their home institution and/or on a leave of absence, and are eligible to take courses at the American University of Kuwait. Visiting students should check with the Office of Admissions regarding registering for classes and tuition payment deadlines.

SECOND BACHELOR’S DEGREE STUDENTS

General Requirements

Students already possessing a Bachelor’s degree may earn a second, distinct Bachelor’s degree

in any of the following four degree programs at AUK: Bachelor of Arts, Bachelor of Business Administration, Bachelor of Engineering, or Bachelor of Science. Minimum requirements for completing a second Bachelor's degree include:

- 1) Earning a minimum of 30 credits beyond the first degree in *residence* at AUK.
- 2) Meeting major requirements for the second Bachelor's degree as specified by the relevant Division and Program (refer to individual Division and Program sections in this Catalog for specific major requirements).
- 3) Once accepted to the second Bachelor's degree program, students may not complete courses at another institution and transfer credit back to AUK.

To be eligible for Latin Honors at graduation, a second Bachelor's degree student must have completed a minimum of 60 credits of undergraduate work in the *second degree*.

Current AUK students and AUK alumni

Current AUK students and AUK alumni are assumed to have met all general education requirements and free electives through their first AUK Bachelor's degree. They are not subject to any further requirements beyond the general requirements listed above.

Non-AUK students

Students who earned their first Bachelor's degree at another institution must meet all AUK general education requirements. AUK will evaluate coursework from the first Bachelor's degree for possible transfer to the second Bachelor's degree program at AUK. No more than 90 credits may be transferred. Any general education requirements not satisfied by transfer credits must be taken in residence at AUK. Students may apply to pursue a second Bachelor's degree at AUK, subject to the following conditions:

- 1) Applicants must have earned their first Bachelor's degree from an institution approved by the Kuwait Ministry of Higher Education.
- 2) Applicants who earned their first Bachelor's degree from an institution whose language of instruction is not English must meet English proficiency requirements for Admissions purposes (see below for English proficiency requirements).

DEFERRED ADMISSION

Accepted students may defer admission to the American University of Kuwait for up to one academic year. Students who decide to defer admission to a future semester must notify the Office of Admissions in writing of this decision prior to the first day of classes of the admission semester. Deferred students wishing to matriculate within the initial deferral year must notify AUK of their intent by providing a deferral letter as well as updated transcripts in accordance with published admission deadlines.

ADMISSION REQUIREMENTS

ENGLISH PROFICIENCY

As instruction at the American University of Kuwait is in English, evidence of English proficiency is required of all undergraduate applicants for admission purposes. All applicants are required to demonstrate English proficiency with the exception of applicants who have completed high school (must have attended at least two years) in a country in which English is the native language.

Undergraduate applicants may satisfy the English proficiency requirement if they have fulfilled one of the following:

- 1) TOEFL score of 68 on internet based exam, 190 on computer based exam or 520 on paper based exam (valid for two years).
- 2) Critical Reading score of 450 or above on the SAT I.
- 3) IELTS (Academic) score of Band 5.5 or higher.
- 4) Successful completion of Pre-University Intensive English Program at the American University of Kuwait.
- 5) Completion of the AUK Language Placement Test with minimum score for the Undergraduate level.
- 6) Transfer students with more than 24 earned transferrable semester hours from a Ministry of Higher Education approved college or university where the language of instruction is English.

Applicants who do not qualify for admission to the undergraduate program due to lack of English proficiency will be considered for admission to the Pre-University Intensive English Program.

To have an official TOEFL score report sent to the Office of Admissions, AUK's official Designated Institution (DI) Code (84444) must be included in the appropriate place on the TOEFL exam paper. Official scores take anywhere between four to six weeks to reach AUK from the Educational Testing Services (ETS).

UNDERGRADUATE APPLICATION REQUIREMENTS - FIRST YEAR UNIVERSITY STUDENTS

Undergraduate applicants who have never attended another university or college are required to submit the following:

- 1) Complete Application Form with a non-refundable application fee.
- 2) Official high school transcripts complete up to the time of application. See below for Admission Grade Point Average requirements.
- 3) High School Equivalency certified by the Kuwait Ministry of Education.
- 4) Results of the TOEFL or IELTS or verification of English proficiency.
- 5) Official scores from any accelerated programs, such as International Baccalaureate (IB) or Advanced Placement (AP).
- 6) Typed Personal essay composed by the applicant.

UNDERGRADUATE APPLICATION REQUIREMENTS - TRANSFERRING STUDENTS

Undergraduate applicants who graduated from high school, attended another college-level institution, and attempted one or more courses irrespective of credit earned are required to submit the following:

- 1) Complete Application Form with a non-refundable application fee.
- 2) Official transcript(s) of college-level courses attempted for each college/university attended. If courses are in progress at the time of application, a final and official college/university transcript must be sent to the Office of Admissions upon completion. Candidates are required to disclose all institutions at the time of application. Transfer institutions must be on the approved list from the Kuwait Ministry of Higher Education.
- 3) Official final high school transcript certified by the Kuwait Ministry of Education.
- 4) High School Equivalency certified by the Kuwait Ministry of Education.
- 5) Typed Personal Essay composed by the applicant.

- 6) Applicant must meet the English proficiency requirement for admission purposes.
- 7) Applicant must submit course descriptions and syllabi for courses s/he wishes to be evaluated for transfer to AUK.

Students Transferring with at Least 24 Attempted Semester Credit Hours:

Students seeking to transfer to AUK who have attempted at least 24 semester credit hours from colleges or universities approved by the Ministry of Higher Education must satisfy the following minimum requirements:

- 1) Must have a minimum cumulative transfer GPA of 2.00 from all prior institutions.
- 2) Courses taken at institutions approved by the Kuwait Ministry of Higher Education with a grade of “C” or above may be considered for transfer evaluation. Students who have completed English language courses at institutions where the primary language of instruction is not English must have earned a grade of “B” or above for the equivalent of the following AUK English courses: ENGL 101, 102, 108, 305. A maximum of 60 credit hours of transfer credit may be awarded to students admitted under Transfer admission. “C-” or lower grades are not eligible for transfer.
- 3) Must meet the AUK English proficiency requirement.
- 4) Students are required to submit an official evaluation of courses attempted if the transfer institution is not based on the American model of higher education.

Applicants must meet English proficiency for admission purposes. The awarding of English 101 credit is based upon the student meeting English proficiency for admission purposes and the evaluation of the credit earned. Students may be required to take the English Placement exam regardless of whether they have taken college level English at a previous institution.

Students transferring with 2-Year Diplomas:

Students who have completed a 2-year Diploma from an institution approved by the Kuwait Ministry of Higher Education and who seek Undergraduate admission to AUK must satisfy the following minimum requirements:

- 1) Must present a high school equivalency certified by the Kuwait Ministry of Education.
- 2) Have a minimum GPA of 2.00 from an institution approved by the Kuwait Ministry of Higher Education.
- 3) Courses taken at the approved institution with a grade of “C” or above may be considered for transfer evaluation. “C-” grades are not eligible for transfer. Students who have completed English language courses at institutions where the primary language of instruction is not English must have earned a grade of “B” or above for the equivalent of the following AUK English courses: ENGL 101, 102, 108, 305. A maximum of 60 credit hours of transfer credit may be awarded.*
- 4) Applicants are required to submit an official translation of courses to the American equivalent if the transfer institution is not based on the American model of higher education.
- 5) Applicants must meet the minimum English proficiency requirement.

* Not all transfer credit may equate to AUK credit.

Not all evaluated credit may apply to the chosen degree program requirements.

TRANSFER OF CREDITS

The undergraduate admission decision for transfer students is based upon cumulative transfer GPA (minimum 2.00) and earned credit from all prior undergraduate coursework. All coursework taken prior to the semester of admission to AUK must be evaluated for possible transfer credit as part of the admission process. Requests for evaluation and articulation of credit earned will not be considered if courses were not disclosed at the time of application to AUK.

Transfer applicants must submit an official transcript from each institution where courses were attempted along with course descriptions and syllabi. Attendance at all institutions must be reported, regardless of whether credit was earned or whether transfer credit is desired. Failure to report all previous academic work will be considered sufficient cause for rejection of an application or for rescindment of applicant's acceptance to AUK. Transcripts received after the applicant has been admitted will not be considered for evaluation.

Applicants must submit course descriptions and course syllabi for all courses s/he wishes to be evaluated for transfer to the American University of Kuwait. Failure to provide these documents may result in the rejection of applicants' requests for transfer credit evaluation.

Transfer of credits may only be considered if the institution where prior coursework was earned is accredited by the Kuwait Ministry of Higher Education. A listing of institutions accredited by the Kuwait Ministry of Higher Education can be found on their website at:

<http://www.mohe.edu.kw>.

The Office of the Registrar evaluates official documents showing previous college-level work completed, including Advanced Placement (AP), A-Level (IGCSE), and International Baccalaureate (IB) exams. AUK academic divisions determine how and if credit will apply toward degree programs.

Grades and quality points earned in courses accepted for transfer will not be included in the GPA earned at the American University of Kuwait; however, articulated credits at the 100-level and above will be applied toward the number of credit hours required for graduation.

A maximum of 60 credit hours from two-year and four-year institutions of higher education approved by the Ministry of Higher Education with a grade of "C" or above may be considered for transfer evaluation. Academic departments determine the credit hours that apply towards a specific degree program. Credit earned from AP, IB and A-Level (IGCSE) exams will also count towards the 60 transfer credit maximum. "C-" or lower grades are not eligible for transfer credit. Please refer to the chart on **page 61** for the standard conversion of percentage averages to letter grades.

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. For example, 5 quarter hours earned is equal to 3.3 semester hours.

ADMISSION GRADE POINT AVERAGE REQUIREMENTS

The following is a list of common high school systems and the corresponding minimum high school GPA or equivalent requirements for admission to AUK. All applicants must provide official transcripts for all years in secondary school along with any final test scores. All applicants seeking admission to AUK must submit a high school equivalency certified by the Kuwait Ministry of Education.

First Year Admission:

All First Year students seeking admission to AUK must satisfy the following minimum high school GPA requirements in addition to the above:

HIGH SCHOOL SYSTEM	EQUIVALENCY	MINIMUM REQUIREMENT
Government System (Percentage)	Not- Required	60%
Government System (Modular)	Not- Required	2.00
American System	Required	2.00
Arabic Private	Required	60% or equivalent 2.00
Bilingual System	Required	2.00
British System	Required	6 IGCSE with minimum of "D" [1]
French Baccalaureate or equivalent	Required	Completion of Baccalaureate required with minimum average score of 10 or 60% cumulative average
Indian System	Required	Completion with a minimum cumulative average of 60% or equivalent for either: <i>Higher Secondary School Certificate;</i> <i>Intermediate Examination Certificate;</i> <i>Higher Secondary School Certificate;</i>
International Baccalaureate	Required	Completion of Baccalaureate with 6 subjects (at least 3 at the higher level) and a minimum score of 24
Iranian System	Required	Completion of degree required with minimum average score of 12 or 60% cumulative average
Pakistani System	Required	Higher Secondary School Certificate (Part II) required with a minimum average of 40 or 2.00 GPA equivalent

[1] Ministry of Education Arabic and Religious Studies may each substitute for an IGCSE.

High School systems not covered above will be reviewed on a case-by-case basis and will require at least a passing grade as well as Kuwait Ministry of Education equivalency.

ADDITIONAL INFORMATION FOR APPLICANTS

OPTIONAL EXAMINATIONS

SAT II: Subject Tests:

AUK does not require the SAT I Reasoning Test or any SAT II: Subject Tests for admission. However, applicants who have taken any of these tests are encouraged to submit these scores along with their Application Packet. High scores will help determine an applicant's chance for success at AUK, and will add favorably to his/her overall application material.

AUK will not automatically award course waivers or course credits for any SAT II: Subject Tests. Scores will be used for admission and placement purposes only.

Scores should be no more than two years old at the date of application. The official score report must be sent to AUK directly by ETS. In order to have an official score report sent to AUK by ETS, AUK's official Distinguished Institution (DI) Code (4185) must be included in the appropriate place on the SAT II exam paper.

Advanced Placement (AP):

General Guidelines:

AP courses accepted by AUK are recorded as transfer credits (TR) on students' transcripts, and count towards the total credit hours required for graduation. These transfer credits will not be assigned grades, and therefore will not be factored into students' grade point average (GPA) calculations. Students cannot receive AP credit for an equivalent course taken at AUK or another university, and AP credit may be removed from a student's record if subsequent AUK coursework duplicates AP credit course content. Students may earn up to 30 transfer credits at AUK based on qualifying AP exam scores.

It is the responsibility of students seeking AP credit to provide the Registrar's Office with copies of their official AP score results. In cases where the AP exam has not previously been evaluated by AUK, students must also provide syllabi and other supporting documents pertaining to the AP subject matter so AUK faculty can complete an accurate transfer credit evaluation.

Three credit courses:

Transfer credits are typically granted for 3 credit courses in the area of General Education. Some major and minor programs will grant credit for certain AP exams. Specific exams, when a score of 4 or 5 is earned, are eligible for a total of six AUK credits (two courses of 3 credits each). These exams are: Studio Art, Art History, English Literature, French Language, and Spanish Language.

Four credit courses:

Four credits may be granted for Biology, Chemistry, and Physics (laboratory courses). For certain science laboratory exams where the score of 4 or 5 is earned, AUK will grant a total of eight AUK credits (two courses of 4 credits each).

Language Exams:

Credit will not be awarded to students who have passed AP language exams in their native languages.

Advanced Placement Exams and AUK Course Equivalencies and/or Placement:

- All AUK courses are 3 credits unless otherwise specified.
- Transfer eligibility for exams not listed below will be determined on a case-by-case basis by the relevant AUK Division.

AP EXAM TITLE	WITH AN AP SCORE OF 3 THE AUK COURSE/ PLACEMENT IS	WITH AN AP SCORE OF 4 OR 5 THE AUK COURSE/ PLACEMENT IS	COMMENTS
Art: Studio Art History	ART121 ART 101	ART121 & ART115 (total 6 credits); ART 101 & ART 215 (total 6 credits)	
Biology	BIOL101 & BIOL102 (8 credits)		
Calculus AB BC	MATH201 MATH201 & MATH203 (6 credits)		
Chemistry	CHEM101 (4 Credits)		
Computer Science A	CSIS120 (4 credits)		
Economics: Micro Macro	ECON 200 ECON 201		Core courses for the BBA programs
English Language	Exemption from placement test; exemption from ENGL099	Exemption from placement test; exemption from ENGL099; award of ENGL101 (3 credits)	<i>Credits for ENGL099 will not count towards graduation.</i>
English Literature	ENGL 2XX	ENGL 2XX and ENGL 2XX (total 6 credits)	These courses can count for the ENGL core courses 201, 203, 211, or 212, depending on which authors the student studied in their AP exam. Students who score 4 or 5 on the AP English Literature exam should provide a detailed AP course syllabus listing texts studied so the English Program may determine which of the four English Core courses, if any, the student should be granted credit.
Environmental Science	BIOL-105 (3 credits) & NSCI-1xx (1 credits)		
Government & Politics: U.S Comparative	PLSC203		

History: European United States World		INST205 AMST121 HIST1XX	
Language: English Spanish	FRNC101 SPAN101	FRNC 101 & FRNC 102 (total of 6 credits); SPAN 101 & SPAN102 (total of 6 credits)	<i>Credit not granted to native speakers of either language.</i>
Music: Music Theory	MUSC 220		
Physics B C Mechanics C Electricity & Magnetism	PHYS101 (4 credits) PHYS115 (4 credits) PHYS116 (4 credits)		
Psychology	PSYC101		
Statistics	STAT201		

A-Level (IGCSE):

AUK awards college credit for students earning A Level subjects above a minimum of 8 different IGCSE subjects with a minimum grade of “C” for each subject. Only subjects classified as academic (including arts and creativity group subjects) will be considered for corresponding AUK courses. Contact the Admissions Counselor for further information.

International Baccalaureate (IB):

General guidelines:

IB courses accepted by AUK are recorded as transfer credits (TR) on students’ transcripts, and count towards the 120 total credit hours required for graduation. These transfer credits will not be assigned grades, and therefore will not be factored into the students’ grade point average (GPA) calculations. Students cannot receive IB credit for an equivalent course taken at AUK or another university, and IB credit may be removed from a student’s record if subsequent AUK coursework duplicates IB credit course content.

It is the responsibility of students seeking IB transfer credit at AUK to provide the Registrar’s Office with official copies of their IB diploma and/or certificate transcripts. Students must also provide course descriptions for each of the IB courses they wish to have transferred to AUK. Additionally, it is students’ responsibility to provide laboratory notebooks and reports when seeking laboratory credits.

Diploma-holders:

Students who have earned IB Diplomas, with a total score of 24 or higher, may earn up to 30 transfer credits at the American University of Kuwait.

Of the 30 possible transfer credits, 29 may be granted for specific AUK course equivalencies, based on student scores in individual subject area exams. The remaining 1 credit will be awarded if the student has completed successfully the Theory of Knowledge (TOK) component of the IB Diploma (score of A, B, or C), and will be awarded as 1 credit of “HUM 1XX.”

Individual subject area exam scores for diploma-holders will be awarded AUK transfer credits as follows:

EXAM TYPE	SCORE RANGE	MAXIMUM AUK CREDITS
Higher level (HL) exams	4-7	<u>Non-lab course</u> : 6 credits (2 x 3 credit course); <u>Lab course</u> : 8 credits (2 x 4 credit lab courses)
Standard level (SL) exams	5-7	<u>Non-lab course</u> : 3 credits <u>Lab course</u> : 4 credits
Theory of Knowledge	A-C	1 credit, "HUM 1XX"

Certificate-holders:

Certificate credits will be awarded to students who either 1) did not earn the IB diploma but earned scores of 5-7 on individual higher level (HL) exams or 2) took additional HL subject exams beyond the mandatory 6 diploma subjects and earned a score of 5-7.

Individual subject area exam scores for certificate-holders will be awarded AUK transfer credits as follows:

EXAM TYPE	SCORE RANGE	MAXIMUM AUK CREDITS
Higher level (HL) exams	5-7	<u>Non-lab course</u> : 6 credits (2 x 3 credit course); <u>Lab course</u> : 8 credits (2 x 4 credit lab courses)

International Baccalaureate Exams and AUK Credit Equivalencies:

All IB exams will be evaluated for AUK course equivalency by the appropriate Division(s).

Subject Groups	IB Exam Title	IB Diploma Program		IB Certificate	
		Standard Level (SL) Exam with score of 5-7	Higher Level (HL) Exam with score of 4-7	Standard Level (SL) Exam not accepted as certificate	Higher Level (HL) Exam with score of 5-7
GROUP 1: Language A1	45 Languages Available	One 3 credit course	Two 3 credit courses (6 credits total)	Not accepted	Two 3 credit courses (6 credits total)
GROUP 2: Second Language	Language ab initio	One 3 credit course	Not offered in IB curriculum	Not accepted	Not offered in IB curriculum
	Language B	One 3 credit course	Two 3 credit courses (6 credits total)	Not accepted	Two 3 credit courses (6 credits total)
	Language A2	One 3 credit course	Two 3 credit courses (6 credits total)	Not accepted	Two 3 credit courses (6 credits total)
GROUP 3: Individuals & Societies	Business & Management	One 3 credit course	Two 3 credit courses (6 credits total)	Not accepted	Two 3 credit courses (6 credits total)
	Economics	One 3 credit course	Two 3 credit courses (6 credits total)	Not accepted	Two 3 credit courses (6 credits total)
	Geography	One 3 credit course	Two 3 credit courses (6 credits total)	Not accepted	Two 3 credit courses (6 credits total)
	History	One 3 credit course	Two 3 credit courses (6 credits total)	Not accepted	Two 3 credit courses (6 credits total)
	Information Technology in a Global Society	One 3 credit course	Two 3 credit courses (6 credits total)	Not accepted	Two 3 credit courses (6 credits total)
	Islamic History	One 3 credit course	Two 3 credit courses (6 credits total)	Not accepted	Two 3 credit courses (6 credits total)
	Philosophy	One 3 credit course	Two 3 credit courses (6 credits total)	Not accepted	Two 3 credit courses (6 credits total)
	Psychology	One 3 credit course	Two 3 credit courses (6 credits total)	Not accepted	Two 3 credit courses (6 credits total)

	Social & Cultural Anthropology	One 3 credit course	Two 3 credit courses (6 credits total)	Not accepted	Two 3 credit courses (6 credits total)
GROUP 4: Experimental Sciences	Biology	One 4 credit course if lab included; one 3 credit course if no lab	Two 4 credit courses (8 credits total) if lab included; two 3 credit courses (6 credits total) if no lab	Not accepted	Two 4 credit courses (8 credits total) if lab included; two 3 credit courses (6 credits total) if no lab
	Chemistry	One 4 credit course if lab included; one 3 credit course if no lab	Two 4 credit courses (8 credits total) if lab included; two 3 credit courses (6 credits total) if no lab	Not accepted	Two 4 credit courses (8 credits total) if lab included; two 3 credit courses (6 credits total) if no lab
	Design Technology	One 3 credit course	Two 3 credit courses (6 credits total)	Not accepted	Two 3 credit courses (6 credits total)
	Physics	One 4 credit course if lab included; one 3 credit course if no lab	Two 4 credit courses (8 credits total) if lab included; two 3 credit courses (6 credits total) if no lab	Not accepted	Two 4 credit courses (8 credits total) if lab included; two 3 credit courses (6 credits total) if no lab
GROUP 5: Mathematics & Computer Science	Mathematical Studies	One 3 credit course	Not offered in IB curriculum	Not accepted	Not offered in IB curriculum
	Mathematical Methods	One 3 credit course	Not offered in IB curriculum	Not accepted	Not offered in IB curriculum
	Mathematics	Not offered in IB curriculum	Two 3 credit courses (6 credits total)	Not accepted	Two 3 credit courses (6 credits total)
	Further Mathematics	One 3 credit course	Not offered in IB curriculum	Not accepted	Not offered in IB curriculum

GROUP 6: The Arts	Film	One 3 credit course	Two 3 credit courses (6 credits total)	Not accepted	Two 3 credit courses (6 credits total)
	Music	One 3 credit course	Two 3 credit courses (6 credits total)	Not accepted	Two 3 credit courses (6 credits total)
	Theater	One 3 credit course	Two 3 credit courses (6 credits total)	Not accepted	Two 3 credit courses (6 credits total)
	Visual Arts	One 3 credit course	Two 3 credit courses (6 credits total)	Not accepted	Two 3 credit courses (6 credits total)
Trans-disciplinary Subjects	Environmental Systems & Societies	Not offered in IB curriculum	Two 3 credit courses (6 credits total)	Not accepted	Two 3 credit courses (6 credits total)

MEDICAL/HEALTH DISCLOSURE

AUK is committed to providing equality of opportunity and meaningful access for all qualified students. AUK does not discriminate in its admissions, programs or services on the basis of disability and/or medical conditions. In an effort to determine the necessity and availability of required accommodations, individuals are strongly encouraged to disclose pertinent information of any learning disability, physical limitation, or medical condition. AUK will make every effort to provide reasonable accommodations to each student based upon his/her documented condition, individual needs, and University policy.

Reasonable accommodations support students in their efforts to meet the academic rigors of college life, such as organizing and manipulating information, reproducing and applying what has been learned and meeting course objectives. Such accommodations may include the use of audio equipment, tutor support, extended time on exams, assistance with note-taking, and the use of readers and scribes when appropriate. Students with limited mobility may receive special parking assistance and adaptive chairs and desks. Requests for accommodations are managed on a case-by-case basis by the Student Success Center. Medical and health information is treated confidentially; however, it may be necessary to disclose limited information to faculty and/or staff in order to facilitate accommodations or special arrangements. The medical/health disclosure form is provided to every admitted student and can also be found in the student self-service portal.

READMISSION AND REINSTATEMENT

Any student at the American University of Kuwait who voluntarily withdraws or is dismissed for academic deficiency must apply for readmission in order to re-enroll. All students who have attempted course work at other colleges or universities must have their transcripts sent to the Office of Admissions. Transfer students must meet GPA requirements and all admission requirements and deadlines. In making readmission or reinstatement decisions the following guidelines will be used:

- 1) Students who voluntarily withdraw from the American University of Kuwait in good academic standing and are seeking readmission must meet all admissions requirement as per the catalog at the time of re-entry.
- 2) Students who have been dismissed from the American University of Kuwait for academic deficiency will be considered for reinstatement following the prescribed suspension period. Reinstated students may return to AUK with specific conditions. If the reinstated student

has not increased his/her cumulative AUK GPA to a minimum of 2.00 by the end of the first semester of readmission, the student will be 2nd dismissed without an appeal option.

- 3) Students who voluntarily leave the American University of Kuwait while on academic probation may be reinstated, but must meet the academic standards listed on **page 67**.

Readmitted and reinstated students must follow the same admission timelines required of all other applicants, unless written permission to study at another collegiate institution was secured in advance. Students who have been granted an official leave of absence may resume their studies without applying for readmission if within one academic year of last enrolled semester.

AUK ACADEMIC SCHOLARSHIPS

AUK awards a limited number of merit-based academic scholarships. Students who are awarded a scholarship must maintain a 3.50 GPA or better and complete at least 75% of courses attempted in order to retain their scholarship. Scholarship applications will be evaluated on various academic measures, including but not limited to, high school and/or university GPA, TOEFL scores, and class rank.

AUK SCHOLARSHIP APPLICATION PROCESS

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

- 1) Complete Admissions Application
- 2) Complete Scholarship Application

Scholarship Application Deadline:

To be eligible for consideration for an academic scholarship, completed scholarship applications must be submitted to the Office of Admissions a month prior to the beginning of the Fall Academic Year.

Complete applications will be reviewed by AUK's Scholarship Committee. All applicants will be informed of their status two weeks prior to the start of the Academic Year. For more information, please contact the Office of Admissions.

OTHER/EXTERNAL SCHOLARSHIPS

AUK Students on Scholarship from agencies other than AUK are requested to contact the Scholarship Coordinator at the Office of the Registrar prior to any change in enrollment status. It is the responsibility of the student to understand and apply all rules and regulations pertaining to their scholarship. Government scholarship students are not allowed to change their major at AUK before receiving prior approval from PUC.

REGISTRATION GUIDANCE

PLACEMENT, ADVISING AND REGISTRATION (PAR)

Prior to the start of the Fall, Spring and Summer semesters, the University conducts a mandatory Placement, Advising and Registration (PAR) program for all incoming undergraduate students. PAR includes placement testing (English, Math, and Arabic) for undergraduate courses, academic advisement, and registration. **PAR is required for all first time AUK students.**

PLACEMENT TESTING

AUK wants all students to be successful in accomplishing their educational goals. Therefore, it is important to evaluate the admittee's level of preparation in English, Math, and Arabic as part of the registration process. All new undergraduate students admitted into AUK are required to take the ACCUPLACER exam for assessment in English and Math as well as an Arabic exam as part of the registration process. Students whose placement scores do not meet the required college level scores for registration in College English or Math will be required to remediate. Students will be placed in courses known as college preparatory courses, which are designed to provide the skills to enhance chances of success in collegiate level courses. College preparatory courses are required but will not be used for credit towards completion of the bachelor's degree. Transfer students who have articulated college English or Math may be exempt from the Placement exam for that subject. All students sit for an Arabic Placement exam to determine the appropriate Arabic language course to meet general education requirements.

Students placing into remedial courses are required to complete those courses during the first term of enrollment.

ADVISEMENT

All incoming and non-declared students receive academic advising through the Student Success Center. For first time admits to AUK, the student educational plan is based upon placement results and intended major area of interest. To help facilitate the advisement process, students are encouraged to become familiar with the catalog and requirements for degree completion. The academic or peer advisor will assist the student in the identification and selection of courses to meet general degree requirements. Once the courses are identified in the advisement session, the student is then eligible to begin registration.

REGISTRATION

The registration process at AUK occurs online through Self-Service. Students are trained on the use of Self-Service during the PAR program. Through Self-Service students will be able to search for classes and develop a schedule that meets their academic goals. Registration in absentia or through a proxy is not permitted. Students are expected to make sure that all documents required for completing the admission file are submitted to the Office of Admissions before the term begins. Students with incomplete files will not be allowed to register for subsequent terms.

STUDENT TUITION FEES AND CHARGES 2010 - 2011

The following student tuition fees and other charges are scheduled for the 2010-2011 academic year. Fees and tuition are subject to change without notice by the Board of Trustees. Updated fee information, and payment deadlines and procedures are available on the AUK website at: <http://www.auk.edu.kw>.

STUDENT FEES AND CHARGES

STUDENT FEES and CHARGES	KWD	
TUITION FEES (1)		
Undergraduate Degree Program (2)	175	Per credit hour
Intensive English Program	1,635	Per semester
Application (3)	35	Non-refundable
Enrollment Deposit	100	Non-refundable, but adjusted with tuition fees
OTHER FEES and CHARGES (4)		
Special Course and Activity (5)	as determined	Per course/activity
Library (6)	15	Per semester
Technology (6)	50	Per semester
Student Activity (6)	50	Per semester
Graduation	50	Per graduate
Diploma Re-Issuance Fee	10	Per diploma
Deferred Payment Service Charge	10	Per installment
Late Payment (7)	25	Per payment

NOTES:

- 1) Tuition fees are 90% refundable before the last day of the first week of classes, 50% refundable before the last day of the second week of classes, and non-refundable thereafter (except in extenuating circumstances).
- 2) Tuition fees for courses in the Undergraduate Degree Program are applicable to all students.
- 3) The application fee is charged for processing a candidate's application and must be included with the Application Packet or paid in the AUK Finance Department.
- 4) Other fees and charges are non-refundable.
- 5) A Special Course and Activity fee may be charged for courses and activities with extraordinary costs as determined by the Executive Director of Finance and Administration.
- 6) Library, Technology, and Student Activity fees are reduced by 50% for Summer semester.
- 7) Students will be charged the amount of KWD 25 when paying any of the monthly installments 15 days after the due date (end of each of month).
- 8) Fees and charges for Continuing Education courses, programs, and activities are determined on a course/program/activity basis.
- 9) Library fines are determined and administered by the Director of Library.
- 10) Students are responsible for the cost of their textbooks and other course materials and supplies.
- 11) Siblings attending AUK may be eligible for a tuition fee discount – contact the AUK Finance Department for further information.

Fees and charges are payable in the AUK Finance Department located on the first floor of the Administration Building, or online through the payment gateway in Banner Self-Service.

ENROLLMENT DEPOSIT

Once an application has been accepted and the applicant has received an Offer of Admission from AUK, the applicant is required to confirm his/her enrollment in AUK by submitting a KWD 100 non-refundable Enrollment Deposit to the Finance Department. The deposit will be credited to the student's outstanding tuition balance.

If the AUK Finance Department does not receive the Enrollment Deposit, it is considered that the applicant will not be attending AUK, and s/he cannot register for courses.

LEGAL OBLIGATION

By registering for AUK courses, a student becomes financially bound and obligated to pay all associated tuition and fees, including any non-refundable fees.

PAYMENT OF FEES AND CHARGES

Before classes begin, students are expected to settle accounts or to have made satisfactory arrangements for payment of their fees and charges. Fees and charges are payable online through the payment gateway in Self-Service or in the AUK Finance Department.

The Finance Department accepts the following methods of payments:

- 1) On-line payment through the payment gateway of Self-Service
- 2) In person at the Finance Department

Means of payment at the Finance Department:

- Cashier's Checks
- Debit Cards
- Credit Cards
- Cash

Students should retain a copy of receipt of payment for their records.

DE-REGISTRATION

All registered students who have not paid their tuition fees or made financial arrangements with the Finance Department will be automatically dropped from their courses at the close of business on the day that tuition and fees are due. The University is not responsible for the re-registration of students dropped for non-payment.

NON-PAYMENT

AUK reserves the right to recover the total amount due, including any additional costs incurred as a result of a collection process or legal action, and, if necessary, to forward financial obligations owed to AUK to a collection agency and/or to initiate legal proceedings.

TUITION FEES REFUND

Students may apply for a refund of tuition as follows:

- 1) Dropping courses per the provision outlined in the University Catalog,
- 2) Withdrawal from AUK per the provision outlined in the University Catalog, or
- 3) Due to "extenuating circumstances." [2]

Students petitioning for a refund based on extenuating circumstances must:

- 1) Withdraw from courses by completing a Withdrawal (from AUK) Form and submitting it to the Office of the Registrar.
- 2) Provide a letter of request and verifiable written documentation supporting the request to the Director of Finance.

Petitioning for a refund does not guarantee that a refund will be awarded. Students will receive refunds in Cash or Check in their names.

FINANCE HOLDS

The AUK Finance Department will place a “hold” on students who fail to meet their financial obligations, including on-time payment of their respective payment plan. A “hold” prevents students from, among other things, collecting their AUK transcripts and registering for future classes.

PAYMENT OPTIONS

Students may elect to finance their tuition and fee payment in two ways:

1) Full Payment

All tuition and fees are paid by the payment deadline. This means that students pay in full the tuition and fees upon completion of their registration. For example; if a student registers for 15 credit hours (each credit hour is KWD 175), s/he pays KWD 2,625, plus KWD 115 for other fees (Library Fee, Student Activities Fee and Technology Fee) for a total of KWD 2,740. For students who have paid an enrollment deposit, the total is KWD 2,640.

2) Deferred Payment Scheme

Should students decide to participate in the Deferred Payment Scheme, they pay 50% of their tuition and fees upon completion of their registration (inclusive of the enrollment deposit for newly admitted students). The remaining 50% is paid over a 3-month period, with each payment made on or before the 30th of each month following the month of registration. A University service charge of KWD 10 is added to each installment.

SUMMER TERM TUITION AND FEES

Summer Term tuition and fees are due by the payment deadline. Library, Technology, and Student Activity fees are reduced by 50% for the Summer term. Students should consult the AUK website for fee deadlines.

[2] “**Extenuating circumstances**” may include death of an immediate family member parent, sibling, or grandparent, call to military duty or medical illness requiring hospital stay.

