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UNIVERSITY LIABILITY
STUDENT RESPONSIBILITIES

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

• Consult regularly with their Academic Advisors, and seek approval for their planned academic programs;
• Keep their own records of transactions with the University; and
• Retain copies of all tests, papers, and other assignments submitted for courses in which they are formally registered.

UNIVERSITY DEGREE REQUIREMENTS

The American University of Kuwait is committed to a liberal-arts model of education (including business), through which students are encouraged to take courses and participate in activities that go beyond their selected fields of study or Major. To cultivate this breadth of knowledge, the University requires of all students a foundational set of General Education requirements upon which students build their University education. The University offers a wide range of specializations in the Arts and Sciences as well as opportunities for second Degrees, Double Majors, Minors and electives in a variety of disciplines (fields of study). AUK believes in strengthening the student’s basic skills in writing and communication, logical reasoning, quantitative reasoning (through mathematics and statistics), and scientific reasoning. AUK’s solid liberal arts and sciences curriculum is designed to instill in students the passion for life-long learning, and promote academic excellence, professionalism and leadership qualities.

To graduate with a Bachelor’s degree (BA, BBA, BE, BS), students must complete a minimum of 124 credit hours. These 124 credit hours are composed of the General Education requirements and all Degree Program or Major requirements. Any of the 124 credit hours remaining after the completion of all requirements may be used to complete a Minor in another discipline (field of study) or for free electives, or both. Students are encouraged to complete a Minor either in a field related to their Degree Program or Major, or in any other area of their interest. The Degree Programs and the University General Education requirements are detailed in the following pages.

The College of Arts and Sciences at the American University of Kuwait offers the following degrees:

• Bachelor of Arts in Communication and Media
• Bachelor of Arts in English
• Bachelor of Arts in Graphic Design
• Bachelor of Arts in International Relations
• Bachelor of Arts in Social and Behavioral Sciences (Concentration in Anthropology)

• Bachelor of Engineering in Computer Engineering
• Bachelor of Science in Computer Science
• Bachelor of Science in Information Systems
The College of Business and Economics at the American University of Kuwait offers the following degrees:

- 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

ACADEMIC ADVISING

GENERAL GUIDELINES

The process of academic advising assists students in selecting appropriate courses, enhancing their academic performance, planning for graduation, and maintaining an on-going dialogue with their advisors about academic goals and career objectives commensurate with their interests and abilities. Academic advisors are responsible for assisting students with understanding and interpreting academic policies and guidelines, helping students develop an educational plan and monitoring advisee progress towards degree completion. Advisors meet with students each semester to discuss course selection for the upcoming term and provide the RAC (Registration Access Control) number. Students are responsible for contacting their advisors before each registration period or when help is needed. Undeclared students seeking academic advisement can walk-in to the Academic Advising Center (AAC). Declared students generally set an appointment with their assigned faculty advisor or meet with them during office hours. Once the courses have been identified and the RAC number received, students are responsible for completing the online registration.

UNDECLARED STUDENTS

All first year and new transfer undergraduate students are assigned to the AAC for advising. The AAC also advises declared Major students on academic probation. Undergraduate students enrolled in Level III of the Intensive English Program should seek advising assistance from the AAC to facilitate a smooth transition to the undergraduate program. Scholarship students are required to seek advising from AAC based on their scholarship assigned major.

DECLARED STUDENTS

When a student completes 60 credits of undergraduate work, s/he will be required to declare a major. All declared major students will be assigned a faculty advisor based upon the student’s major and advisor availability. Students may seek advice from any member of the faculty, but the assigned faculty advisor is primarily responsible for working with the student on such issues as course selection and academic challenges. Students may request a change of faculty advisor by submitting a request in writing to the Division Head. The request must be signed by the current advisor, the new advisor, and the Division Head or Program Lead. The Registrar’s Office should be informed of the change to update in the student system. Scholarship students are to declare their major at AUK in accordance with their scholarship assigned major.

ACADEMIC POLICIES

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 after one year to the American University of Kuwait must meet the University admissions requirements and follow
the graduation requirements from the catalog under which they are re-admitted, or any subsequent catalog. Regardless of the catalog used for curriculum, all students are governed by policies that have been approved by the appropriate University committees.

CLASS ATTENDANCE

**General Guidelines**
The educational process requires that students attend regularly all classes, laboratories, and/or required fieldwork because absences affect students' educational experience and may affect grades. In addition, lateness and/or absence hinder the learning experience not only for the student but also for the class. The University policy is:

- Instructors are expected to maintain attendance records and to draw students’ attention to attendance requirements noted in the course syllabus.
- Students who, during a semester, miss more than 15% (2 ½ weeks), of the class sessions (or the equivalent in the summer semester), the instructor will inform the Academic Advising Center (undeclared students) or the appropriate Division Head (declared students) who will advise the student to withdraw from the course. A student who has not withdrawn by the formal official date (see “withdrawal” on page 64) will receive a final grade of “F” for the course.
- A student who misses classes, laboratories and/or required fieldwork is responsible for the work that is covered, and for any announcements that are made, during his/her absence.
- Instructors are not obligated to give substitute assignments or examinations to students who miss class. It is left to the course instructor to determine the nature of the absence and whether to give substitute assignments or examinations to the absent student.
- Instructors are requested to excuse the absences of students who must miss class due to academic instructional activities or national athletic activities. Students are required to make up all course work due or assigned during their absences, as determined by the course instructor.

GRADING SYSTEM

Passing grades are “A,” excellent; “B,” good; “C,” satisfactory; and “P,” passing (see Pass/No Pass option on page 59). These grades may be modified by a plus or minus, with the exception of the grade “A”. Grades “C-”, “D+”, and “D-”, are not awarded at the American University of Kuwait. A “D” grade represents less than satisfactory work. However, the grade may satisfy most General Education and free electives (see “Failing and Course Repetition” for more information). The qualities of performance associated with the different grades are also explained below.

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.
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:

<table>
<thead>
<tr>
<th>GPA</th>
<th>Letter Grade</th>
<th>Percentage Conversion</th>
<th>Letter Grade Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.00</td>
<td>A</td>
<td>94-100</td>
<td>“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 excellent 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.</td>
</tr>
<tr>
<td>3.70</td>
<td>A-</td>
<td>90-93</td>
<td>A-</td>
</tr>
<tr>
<td>3.30</td>
<td>B+</td>
<td>87-89</td>
<td>B+</td>
</tr>
<tr>
<td>3.00</td>
<td>B</td>
<td>84-86</td>
<td>A “B” in the course represents good achievement within the course, demonstrating an understanding of concepts and a presentation of work within high standards. This student is an active participant in the class and frequently demonstrates leadership qualities, such as originality and critical inquisitiveness.</td>
</tr>
<tr>
<td>2.70</td>
<td>B-</td>
<td>80-83</td>
<td>B-</td>
</tr>
<tr>
<td>2.30</td>
<td>C+</td>
<td>77-79</td>
<td>C+</td>
</tr>
<tr>
<td>2.00</td>
<td>C</td>
<td>74-76</td>
<td>A “C” represents satisfactory work, demonstrating a basic comprehension of the material presented as well as basic achievement of course learning outcomes. This grade implies that the student has met the minimum standards necessary to pass the course. The student must have a minimum cumulative GPA of 2.00 “C” to graduate from AUK.</td>
</tr>
<tr>
<td>1.70</td>
<td>C-</td>
<td>70-73</td>
<td>AUK does not award the grade “C-” in its courses.</td>
</tr>
<tr>
<td>1.30</td>
<td>D+</td>
<td>67-69</td>
<td>AUK does not award the grade “D+” in its courses.</td>
</tr>
<tr>
<td>1.00</td>
<td>D</td>
<td>64-66</td>
<td>A “D” represents less than satisfactory work. This grade implies the student has a limited understanding of the course material and concepts and does not display leadership in thought. It signifies that coursework falls below the acceptable standards in quality and quantity. A “D” is a passing grade for some General Education courses and free elective courses.</td>
</tr>
<tr>
<td>0.70</td>
<td>D-</td>
<td>60-63</td>
<td>AUK does not award the grade “D-” in its courses.</td>
</tr>
<tr>
<td>0.00</td>
<td>F</td>
<td>0-59</td>
<td>An “F” represents a failing performance. The student has not met the standards set by the course, incomplete comprehension of the material, and incomplete submission of materials required for the course. An “F” is a failing grade.</td>
</tr>
<tr>
<td>0.00</td>
<td>FN</td>
<td>0-59</td>
<td>Failure for non-attendance (used by the Intensive English Program only)</td>
</tr>
</tbody>
</table>
Grade notations that are not calculated in the GPA

<table>
<thead>
<tr>
<th>Grade</th>
<th>Notation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>AU</td>
<td>Audit - no credit</td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>Pass (for Pass/No Pass option only)</td>
<td></td>
</tr>
<tr>
<td>NP</td>
<td>No Pass (for Pass/No Pass option only)</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td></td>
</tr>
<tr>
<td>NR</td>
<td>Not Reported</td>
<td></td>
</tr>
<tr>
<td>CR</td>
<td>Credit awarded</td>
<td></td>
</tr>
</tbody>
</table>

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

- A student electing the Pass/No Pass option must be in good standing (not on academic probation) and should be of sophomore standing or above.
- A student electing the Pass/No Pass option must do so at registration by completing a Pass/No Pass Option Request: No change may be made after the Drop/Add period.
- No more than 6 credit hours may be taken under the Pass/No Pass option toward a degree program, and no more than one course may be taken under the Pass/No Pass option in any one semester.
- No course taken on the Pass/No Pass option may be used to satisfy the General Education requirements or be taken in the student’s Major or Minor degree program, except for internships that are required by the Major.
- A course may be repeated once on a Pass/No Pass option, in the case of an “NP” grade earned. A course for which the grade “P” has been received may not be repeated except for courses numbered 388, 389, and 470.

**Computing the Grade Point Average**

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

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

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

**Failing 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 General Education Requirements under the following restrictions:

A student must have declared his/her Major in the 2006 – 2007 Catalog or subsequent
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.

Students must receive at least a “C” in all core courses required for their declared Major and/or Minor. Students must have a “C” average for all Major electives. All students must have a minimum of 2.00 GPA to graduate.

Course Repetition Policy

**Repetition Due to Failure**

If a student fails a course, no re-examination is permitted. If a course is required for graduation, students failing that course must repeat the course the next term it is offered at AUK. The course may not be repeated outside AUK. A student may not attempt a course more than two times, including withdrawals. Students wishing to register for the third attempt will be referred to the appropriate Academic Dean for review and recommendation. Failure in a required course may not be addressed by substitution or waiver. Courses with an earned grade lower than a “C” may be repeated one time without the approval of the appropriate Academic Dean. Foundation courses (MATH 095, EDUC 100, ENGL 100, ENGL 101, 102 & 108) may be repeated more than one time and until the student passes them with a grade of “C” or above. Students repeating foundation courses are not allowed to register for 300-level courses or above.

**Repetition for Improvement of Grade**

Students may repeat up to 12 credit hours with a minimum earned grade of “C”. Students may not repeat or retake a transferred course. Students will not receive credits for taking a course at AUK for which they have received transfer credit. The transferred course would be the credit used and the repeated transferred course would be excluded from use toward graduation. A student will receive credit only once for any AUK course, with the exception of courses numbered MUSC 110; 369 (Short Course), 388 (Independent Study), 389 (Special Topics), and 470 (Internship). Students may repeat short courses, independent studies, and special topics courses for credit provided the course material is sufficiently distinct. The highest grade earned is counted in the calculation of the GPA. Grades for all courses completed at AUK will be recorded on the student's AUK transcript, and repeated courses will be so designated, to distinguish them from other courses.

**Incomplete Grades and Make-Up Requirements**

Requirements noted on the course syllabus must be completed by the last day of the semester. An Incomplete grade “I” may be given when a compelling and verifiable emergency prevents timely completion of course requirements, provided that the student was doing passing work at the time of the emergency. 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 incomplete course requirements. An assigned “I” will automatically convert to an “F” grade at the mid-term of the subsequent Fall or Spring academic term.

**Not Reported**

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

**Course Grade Appeals**

Faculty members are expected to evaluate student work thoughtfully, and assign grades in a timely manner. Grade assignments are presumed to be correct and based on criteria stated in the
course syllabus. It is the responsibility of the student appealing his/her grade to demonstrate that the course instructor committed a clerical error or else engaged in prejudicial or inconsistent 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 date final grades are made available to students, regardless of the student’s enrollment status. Failure to begin the process in a timely fashion will preclude any possibility of subsequent action. Students should note that grade appeals initiated for Spring semester courses may be addressed when faculty members return for duty in the subsequent Fall semester. If the grade appeal is for a prerequisite course the student cannot enroll in the subsequent course(s).

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 Grade Appeal Committee. Students may appeal to the Divisional Grade Appeal 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 Divisional Grade Appeal Committee, who will convene a meeting within three calendar weeks of the student’s request. The 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 appropriate Academic Dean. The decision of the Divisional Grade Appeal Committee is final and binding on all parties.

5) The decision of the Divisional Grade Appeal Committee may only be appealed on grounds of procedural error or defect. An appeal must be directed to the appropriate Academic Dean 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 Divisional Grade Appeal Committee members, the student, the faculty member, and the Division Head. The appropriate Academic Dean’s decision will be final and binding on all parties.

Tests & Examinations

General Guidelines
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.
Students will take a minimum of two examinations (a midterm and final examination), and 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.

*Exam Logistics*
Examinations are usually announced in course syllabi. Students must take examinations during the scheduled time period. A student may be asked to show photo identification, preferably the AUK ID, in order to enter the examination room. These proctored exams will be closed-book exams, and students will not be allowed to refer to texts, notes, or other materials while taking the 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.”

Students are not obligated to sit for more than three examinations per day during the formal examination period. The fourth examination may be rescheduled as a make-up exam. 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. This policy may be noted in the instructor’s course syllabus.

*Change of Final Grade*
Faculty may change a student’s 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. If a student fails a course, no re-examination is permitted in order to raise the grade. Change of grade is not permitted once the degree has been awarded.

*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 appropriate Academic Dean. The appropriate Academic Dean will convene a panel to review the form and determine an appropriate action. The outcome will be communicated to the individual who has completed the form.

**ACADEMIC PROBATION**
A student is placed on probation at the end of the semester in which her/his cumulative GPA falls below 2.0.

A student on probation is required to participate in academic success initiatives organized by the Academic Advising Center. A student on probation is required to repeat courses, subject to availability, in which s/he earned “D” or “F” grades.

a) *Initial Probation*
A student will be placed on initial probation at the end of the first semester when her/his cumulative GPA earned at AUK falls below 2.0. While on Initial Probation, s/he may register for no more than 13 credit hours during the Fall and Spring semesters and no more than 7 credit hours during the Summer. A student on initial probation is required to repeat courses, subject to availability, in which s/he received “D” or “F” grades.

b) *Final Probation*
A student will be placed on final probation at the end of the second consecutive semester (Fall, Spring or Summer) when his/her cumulative earned AUK GPA falls below 2.0. While on Final Probation, s/he may register for no more than 13 credit hours during the Fall and Spring
semesters and no more than 7 credit hours during the Summer. A student on final probation is required to repeat courses, subject to availability, in which s/he received “D” or “F” grades.

**Removal of Academic Probation**
If at the end of the semester while on either probation, the cumulative GPA is at least 2.0, the student is returned to good standing.

**Academic Dismissal**
A student will be academically dismissed from AUK for one academic year at the end of the third consecutive semester with an earned cumulative AUK GPA below 2.0. There is no appeal for reinstatement following the Academic Dismissal. In addition, a student will be academically dismissed from AUK with an earned cumulative AUK GPA below 2.0 for a total of five probation semesters. This condition is not applicable to a student who has been re-admitted and is facing permanent academic dismissal. Scholarship Students who maintain a GPA below 2.0 for three consecutive semesters will forfeit their scholarship.

**Reapplying to AUK**
Academically dismissed students may reapply to AUK after one academic year of separation through the following:

- Have not attended another higher education institution in which case the student will be readmitted returning to Initial Probation. Enrollment limitations will be based on the Initial Probation statement above.

- Have attended another higher education institution approved by Kuwait Ministry of Higher Education; submitting an academic transcript directly from that institution showing a minimum of 30 earned credit hours with between a 2.0 and 2.99 GPA based on a 4.0 scale. The student will be readmitted returning to Initial Probation. Enrollment limitations will be based on the Initial Probation statement above.

- Have attended another higher education institution approved by Kuwait Ministry of Higher Education; submitting an academic transcript directly from that institution showing a minimum of 30 earned credit hours with a 3.00 or higher GPA based on a 4.0 scale. The student will be readmitted returning to Good Standing.

Re-admitted students on initial probation or good standing are subject to the catalog of re-admission or subsequent catalogs.

**Permanent Academic Dismissal**
The student will be permanently dismissed from AUK when s/he, following readmission to AUK, has three consecutive semesters of below a 2.0 cumulative GPA. The student is permanently dismissed with no right to appeal or option of returning to AUK.

**REGISTRATION**

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

**Registration Holds**
Students may have a “hold” that prevents registration. “Holds” may be placed by the Finance Department, 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 Banner Self-Service through the end of the Drop/Add period. The Drop/Add period during the Fall and Spring semesters is
usually the first week of classes, and the Drop/Add period during the Summer is usually the first two days of classes. Dropped courses are not considered attempts. If a student drops a course(s) before the last day of the first week of classes, s/he will be refunded up to 90% of tuition and fees. Dropped courses in this case will not be entered in the student’s academic records.

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

WITHDRAWAL

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

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

Withdrawal from the University
Students may withdraw from the American University of Kuwait by submitting a completed and signed Withdrawal from AUK request to the Office of the Registrar. This request must be completed before the semester Withdrawal deadline. If submitted after the withdrawal deadline, the action will be recorded for the following term and the registration status of the current term will be maintained. Scholarship students would immediately forfeit their scholarship award once they withdraw from the University, unless they have been granted prior approval for deferral by their scholarship provider.

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 “AU”. Students should contact the faculty member for requirements for auditing, and must register for an audit through the Office of the Registrar. Students may only change to or from audit status through the end of the Drop/Add period. An audited course does not apply toward graduation requirements.

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 petition the Director of the Academic Advising Center and declared students should petition their faculty advisors. All leave of absence requests must be approved by the appropriate Academic Dean. The leave of absence
is limited to one academic year only during which the student cannot attend any local or foreign institution of higher education. Upon return, students will be automatically readmitted to the same degree program pending that they have not violated the terms of their leave of absence.

Scholarship students cannot change their enrollment status without prior approval from their scholarship provider. Scholarship students would immediately forfeit their scholarship should they not abide by this requirement. For further assistance regarding procedures please contact the University Scholarship Coordinators via email at scholarship@auk.edu.kw, or by visiting the AUK Scholarship Office via the Admissions Lobby.

**Resuming Study at AUK**

Students, who stop attending the University for two consecutive semesters or longer, may not resume study until they have been formally readmitted or reinstated. Readmitted or reinstated students are subject to all University 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**

**General Guidelines**

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 his/her academic advisor, the Division Head relevant to the course(s) requested, and the appropriate Academic Dean. The completed form must then be submitted to the Office of the Registrar for processing. AUK is not under obligation to accept transfer credits unless the programs and courses are agreed upon in advance by the relevant AUK Divisions. All students desiring to study away must have earned at least 45 credit hours toward AUK residency. International Students studying at AUK and planning to take courses at another institution are to contact the Corporate Relations Office regarding Visa and Residency implications of the Kuwait residency prior to the completion of the Study Away Request Form.

Scholarship students cannot change their enrollment status without prior approval from their scholarship provider. For further assistance regarding procedures please contact the University Scholarship Coordinators via email at scholarship@auk.edu.kw.

**Study Abroad: Institutions Outside of Kuwait**

A student is allowed to take courses at institutions outside of Kuwait if s/he has met the following criteria:

1) The institution is on the approved list of the Kuwait Ministry of Higher Education  

AND

2) The student may not study away during his/her senior year at AUK.

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

**Study Abroad at an AUK-Approved Study Abroad Program or AUK Exchange Program**

Students at AUK who choose to enroll in an AUK-approved Study Abroad program or AUK exchange program will earn 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.
Scholarship students cannot change their enrollment status without prior approval from their scholarship provider. For further assistance regarding procedures please contact the University Scholarship Coordinators via email at scholarship@auk.edu.kw.

Study at Institutions in Kuwait
A student is allowed to take courses at institutions in Kuwait if s/he has met the following criteria:

1) The course is required for the student’s degree program and **will not be offered at AUK prior to the student’s graduation**

AND

2) The institution is on the approved list of the Kuwait Ministry of Higher Education.

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

Scholarship students cannot change their enrollment status without prior approval from their scholarship provider. For further assistance regarding procedures please contact the University Scholarship Coordinators via email at scholarship@auk.edu.kw.

ACADEMIC SCHOLARSHIPS

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

**Scholarship Criteria for New Students**

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

*Retention of scholarship*
- Students must maintain an AUK cumulative GPA of 3.50 or better by the end of each term.
- Students must register for 12 credit hours or more per regular term.
- Students must complete 75% of courses attempted.

**Scholarship Application Process and Deadlines**
The following documents must be submitted to the Office of Admissions a month prior to the beginning of the Fall semester of the Academic Year:

- Completed Admissions Application
- Completed AUK Scholarship Application

Applications will be reviewed by AUK’s Scholarship Committee. All applicants will be informed of their status two weeks prior to the commencement of the Academic Year.

**Scholarship Criteria for Continuing Students at the Beginning of Each Academic Year:**

- AUK awards a limited number of merit-based academic scholarships to our most academically-deserving continuing students. Scholarship applications will be evaluated on various academic measures, including, but not limited to, the AUK cumulative GPA and total earned hours at AUK.

- Students who are awarded a scholarship must maintain a 3.50 AUK GPA or better, register for 12 credit hours or more per regular term and complete at least 75% of courses attempted in order to retain their scholarship.
STUDENT COMPLAINTS CONCERNING FACULTY

General guidelines
A “student complaint” is an allegation that a faculty member has harmed a student by violating a University or course policy, rule, or regulation, or by engaging in perceived unprofessional or inappropriate conduct. Student complaints against faculty include but are not limited to: faculty member deviated from the syllabus; exams did not reflect material covered; faculty lectures did not provide fundamental knowledge necessary for completing assignments/exams; assignments were not explained; homework was excessive to course level or requirements; undue influence entered into the determination of the grade; or the faculty member used language offending the student's religious values. Student complaints do not include grade appeals (which are covered by the Grade Appeal Policy on page 60). Complaints regarding allegations of discrimination or sexual harassment, or other conduct, for which immediate disciplinary action or suspension could result, are covered under the Code of Conduct and adjudicated by the Division of Administrative and Student Affairs.

Students’ complaints have serious consequences for both parties, apart from requiring time and resources for their resolution. False, frivolous, or malicious complaints may lead to disciplinary or legal actions, and are reported to Student Affairs and dealt with under the Code of Conduct (University Code of Conduct standard 2-3; Student Code of Conduct section 4.2).

Procedure

Step 1: Consultation with the faculty member

When students have a concern, they are responsible for arranging a meeting with the faculty member to discuss it. A complaint must be initiated during the semester when the concern arises, or within two calendar weeks after the first day of instruction of the next regular semester. Failure to begin the process in a timely fashion will ordinarily preclude any possibility of subsequent action. Students should explain the nature of the concern and may ask for a specific action on the faculty member's part. The faculty member may elect to respond at the meeting, or at a later time, but should respond within two calendar weeks. This stage of the procedure is neither a judicial nor a disciplinary process.

If a meeting cannot be arranged, or if the faculty member's response does not satisfy the student, or a response is not made within the required time, the students may go to step 2.

Step 2: Mediation by the Division Head

Students may request assistance from the Head of the relevant Division by filing a complaint form (available on the AUK Registrar's Office webpage under “Student Forms”) with the Division within one calendar week of the meeting with the faculty member, or the expiry of the two week period. The Division Head will forward to the faculty member a copy of the complaint form and confirm with him/her the date and place set for a meeting of the parties, which will ordinarily be within two calendar weeks of the student's request. In the event that the complaint cannot be amicably resolved, the Division Head may dispose of the complaint as s/he deems warranted. The Division Head shall communicate to the parties his/her disposition of the complaint within 72 hours of the meeting. If the Division Head considers that step 2 is inappropriate in a particular case, s/he may refer the complainant(s) directly to step 3.

Step 3: Appeal to the Dean or designee

Parties not satisfied with the outcome of earlier steps may request further review by delivering the student complaint form to the appropriate Academic Dean within one calendar week of return of the form. Upon receiving the form, the Dean (or Dean’s designee) will convene an advisory panel to review the complaint.
The panel will consist of three members of the faculty. The appropriate Academic Dean and panel will arrange to meet with the parties separately. The panel may gather additional information, conduct interviews, or arrange for a joint meeting with the student(s) and the faculty member. Following this fact-finding process, the appropriate Academic Dean will issue a written report. All parties will be provided with a copy. The appropriate Academic Dean will complete this process within a calendar month, or will notify the parties of the need for additional time.

If the appropriate Academic Dean determines that the complaint is without merit, the only record will be a copy of the student complaint form, upon which such a notation will be made. The form will be placed on file with the student's permanent record. If the appropriate Academic Dean determines that the complaint is justified, an appropriate action will be initiated.

**Step 4: Appeal**

The decision of the Dean may only be appealed on grounds of procedural defect. An appeal must be directed to the Office of the President within one calendar week of receipt of the appropriate Academic Dean's written report. The President's decision will be final and binding on all parties.

**NOTE:** Divisions will maintain a record of the number of complaints (without names of either party) received at Step 2, and whether complaints are resolved at that step. This information shall be forwarded to the Office of Institutional Research.

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**COURSES AND CLASS SCHEDULES**

**COURSE SCHEDULES**

Each semester, the University publishes its schedule of course offerings for the following semester, available through AUK Banner 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 the class offerings on AUK Banner Self-Service and prepare a draft of their desired courses before seeking advice from their Academic Advisor. Students are responsible for verifying the accuracy of their course schedules on AUK Self-Service throughout the semester in which they are enrolled.

**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 World Literatures in Translation I (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 and numbers. 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. 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. A prerequisite course in appeal will not allow a student to enroll in the subsequent course(s).

CO-REQUISITES

A co-requisite is a requirement to be undertaken concurrently with another course, if it has not been taken previously. The co-requisite will be waived if a student has previously passed it. It is the student's obligation to know and meet course co-requisites. These are stated in the course description section of the Catalog. Co-requisites will be enforced at registration.

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 restricted to juniors and seniors who have received Instructor approval and have a cumulative GPA of at least 2.0. Students may not take more than six (6) credit hours of Independent Study toward the 124 semester credit minimum required for graduation.

SPECIAL TOPICS COURSES

A special topic course is an upper-level course with topics that vary by semester. These courses are normally restricted to juniors and seniors, who have received Instructor approval. Students may not take more than six (6) credits of special topics courses, which have study abroad trips, toward the 124 semester credit minimum required for graduation. Students are not limited to taking special topics courses that lack study abroad trips.

COURSE SUBSTITUTIONS

Course substitution is restricted as follows:

a) original course is not offered prior to the student's graduation from AUK;
b) substituted course must be in the same field of study as the original course;
c) substituted course contains similar content according to the course syllabi; and
d) substituted course is of equal rank or higher level. Gen Ed courses are not subject to substitution.

All course substitutions require the approval of Program Lead, Division Head and the appropriate Academic Dean.

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 or in Moodle by the Instructor at the start of the course.

**ACADEMIC LOAD**

**FULL-TIME STUDENTS**

Full-time students must carry a course load of 12-18 credit hours per regular semester. Full-time students may enroll in a maximum of 9 credit hours, or 10 in the case of a lab, for the entire Summer term. No student may register for more than 7 (6+1 Lab) credits in one Summer Block.

**PART-TIME STUDENTS**

Students are considered part-time if they carry a load of 11 or fewer credit hours per regular semester. Part-time students must complete the AUK application process and abide by the same academic policies as full-time students. Part-time students seeking full-time status are allowed to do so without obtaining permission.

**MAXIMUM CREDIT LOADS**

Full-time students with a cumulative GPA of 3.00 or higher and in their semester of graduation may petition to register for 19-21 credit hours during a regular semester by completing a Credit Hours Increase Request Form, to be signed by their Academic Advisor, Division Head and the appropriate Academic Dean. Full-time students with a cumulative average of 3.00 or higher and in their term of graduation may petition to register for 11-13 credit hours during the Summer term by completing a Credit Hours Increase Request Form, to be signed by their Academic Advisor and the appropriate Academic Dean. No student may register for more than 7 (6+1 Lab) credits in one Summer semester.

**COURSE LOAD REDUCTION**

Students who must reduce their course load below 12 credits must obtain the approval of the Director of the Academic Advising Center and the appropriate Academic Dean (undeclared students), or the Division Head and the appropriate Academic Dean (declared students). Scholarship students cannot change their enrollment status without prior approval from their scholarship provider. For further assistance regarding procedures please contact the Scholarship Coordinators via email at scholarship@auk.edu.kw.

**CATEGORIES OF STUDENTS AND CLASS STANDING**

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 90-124, Senior or fourth-year. Students who have completed more than 124 credits are considered fifth-year.
GENERAL EDUCATION

The General Education requirements reflect AUK’s liberal arts philosophy, and constitute an important component of all the Bachelor Degree programs offered at AUK. Most of the General Education courses should be completed in the first two years of studying toward a Bachelor’s Degree. The English General Education requirements should be completed in the first year of the student’s course work.

MISSION STATEMENT FOR GENERAL EDUCATION

General Education at the American University of Kuwait offers students a broad interdisciplinary learning platform for the acquisition, application, integration, evaluation and production of knowledge, combined with intellectual and practical skills that render this knowledge useful. It provides the foundation upon which further academic and professional study is possible, and serves to create a student body that understands the interconnectedness of various academic disciplines. General Education marks the beginning of the student’s journey toward civic responsibility, leadership, and propensity for life-long learning.

Students are to complete forty nine (49) General Education credit hours in the following areas:

<table>
<thead>
<tr>
<th>COURSES</th>
<th>CREDIT HOURS</th>
<th>COURSE CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Language Requirement</td>
<td>(10)</td>
<td>[ E ]</td>
</tr>
<tr>
<td>Oral Communication Requirement</td>
<td>(3)</td>
<td>[ C ]</td>
</tr>
<tr>
<td>Arabic Language and Culture Requirement</td>
<td>(6)</td>
<td>Language: [ A ] Culture: [ K ]</td>
</tr>
<tr>
<td>Mathematics Requirement</td>
<td>(6)</td>
<td>[ M ]</td>
</tr>
<tr>
<td>Computer Science and Information Systems Requirement</td>
<td>(3)</td>
<td>[ T ]</td>
</tr>
<tr>
<td>Essentials of Learning Requirement</td>
<td>(2)</td>
<td>[ L ]</td>
</tr>
<tr>
<td>Humanities Requirement</td>
<td>(6)</td>
<td>[ H ]</td>
</tr>
<tr>
<td>Social Sciences Requirement</td>
<td>(6)</td>
<td>[ S ]</td>
</tr>
<tr>
<td>Sciences Requirement</td>
<td>(7)</td>
<td>[ P ]</td>
</tr>
</tbody>
</table>

Each General Education requirement will be noted in the Course Description listings with a course code. This course code designates which area the course satisfies with regards to General Education requirements.

Grades earned in courses numbered 095 and below are not computed into the GPA, and the credit hours earned for these courses are not applied towards the total hours required for graduation.
GENERAL EDUCATION LEARNING OUTCOMES

Upon completion of the General Education Requirements, the student will be able to:

1) Examine social, economic, political, cultural and scientific phenomena:
AUK students and graduates will be keenly aware of their global surroundings and contribute positively to any society in which they live and work. With an increased awareness of their environments enhanced by their intercultural knowledge, they will be able to understand societal interactions, human behavior, and the dynamics of human relationships. This understanding will guide them in making decisions that adhere to universal norms of moral and civic behavior.

2) Identify problems:
AUK students and graduates will be able to pose important intellectual and academic questions in the fields of arts and sciences, which is a foundational process upon which solutions are developed. They will be able to contribute towards developing a model of a problem-solving intellect at work.

3) Apply the principles of independent inquiry:
AUK students and graduates will be able to harness broad and deep knowledge acquired in discipline-specific and interdisciplinary coursework. This knowledge will encourage engagement in unfettered and unhampered academic inquiry. They will be able to conduct research that aims at answering both the “what” and the “why” questions. They will be able to employ such an understanding in their professional, intellectual, public, and private lives.

4) Assess qualitative and quantitative information through inductive and deductive reasoning:
AUK students and graduates will be able to analyze patterns in any given data. They will be able to logically piece together processes and information. Through critical and analytical methods of inquiry, they will build the foundations for responsible decision-making.

5) Link theory and research, and formulate generalizations and/or recommendations:
Through linking theory and research, AUK students and graduates will be able to arrive at thoughtful generalizations. They will be able to make sound decisions and recommendations. They will be able to develop leadership skills important in recognizing areas of society requiring strengthening, and consequently spearhead societal reform.

6) Communicate information and recommendations effectively:
AUK students and graduates will be able to express a broad range of ideas in a variety of communication platforms in both written and verbal applications. They will be able to critique, defend, argue, and evaluate information in public and private forums to a range of audiences in English and Arabic.
ADEQUATE ADVANCEMENT TOWARD THE MAJOR IN THE DEGREE PROGRAM

Undergraduate students at AUK must complete all remedial and foundation courses (MATH 095, EDUC 100, ENGL 100, ENGL 101, ENGL 102 and ENGL 108) before they register for 300-level course and above (see Course Repetition Policy on page 60 for further details). The policy will be enforced using Banner software pre-requisites.

After the student spends his/her first two years completing the General Education requirements, the student will be able to obtain the skill sets to advance towards Degree Program or Major requirements. The student generally declares his/her Degree Program or Major after completion of the General Education Requirements, which normally is at the end of the second year (fourth semester). All students must declare their Majors by the time they complete 60 credit hours. Students may not apply any General Education credit hours toward their first major and vice versa.

THE GENERAL EDUCATION REQUIREMENT “D” GRADE

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

• The grade of “D” may satisfy only free electives or the General Education Requirements with the following exceptions which require a “C” or better:
  - Arabic Language
  - Arabic Culture
  - English Language and Oral Communication
  - Any course that is a prerequisite for a Major or Minor course

UPPER-LEVEL COURSES

Students are required to complete a minimum of 36 credit hours of upper-level (300 or 400-level) of which at least 18 credit hours need to be taken in the Major. Some Majors or Degree Programs require additional upper-level courses to graduate; refer to individual program sections for more information.

GENERAL EDUCATION REQUIREMENTS

[E]: English Language Requirement (10 credit hours)

Students can satisfy the English Requirement with a grade of “C” or better by taking the following two courses:

- ENGL 100 Foundations in Academic Reading and Writing (4) [E]
- ENGL 101 Approaches to Critical Reading and Writing (3) [E]
  This course should be completed by the end of the first year.

AND

- ENGL 102 Writing and Information Literacy (3) [E]
  This course should be completed by the end of the first year.

[C]: Oral Communication Requirement (3 credit hours)

Students can satisfy the Oral Communication Requirement by taking the following course:

- ENGL 108 Public Speaking (3) [C]
  This course should be completed by the end of the first year.
[A], [K]: Arabic Language and Culture Requirement (6 credit hours)
To fulfill the General Education Requirement for Arabic, students must take 1 course (3 credit hours) on Arabic language or literature and 1 course (3 credit hours) on Arab culture or society. These courses must be passed with a grade of “C” or better. The following are guidelines for fulfilling the Arabic Language and Culture Requirement:

[A]: Arabic Language Requirement
Fulfilled by taking one of the following courses:

- ARAB 101 Arabic as a Second Language I (3) [A]
- OR
- ARAB 114 Arabic Basic Language Skills (3) [A]
- OR
- ARAB 215 Arabic Composition I (3) [A]
- OR
- ARAB 220 Readings in Arabic Heritage (3) [A]

Proficiency level is determined by an Arabic Placement Exam. Students may not enroll and will not receive credit for a language-learning course taken below the level of the language-learning course into which they were tested (an exception to this being ARAB 215; students may take ARAB 215 after having passed ARAB 220 to improve their Arabic composition).

[K]: Arab Culture Requirement
May be fulfilled by any course listed as satisfying the General Education Requirement for Arab Culture (see course descriptions).

[M]: Mathematics Requirement (6 credit hours)
For some degree programs, specific MATH courses are required or may be prerequisites for Major courses. If the student knows what s/he wishes to major in, the student is encouraged to refer to his/her degree program in order to satisfy both a General Education requirement as well as a Major prerequisite. Students can take 2 of the following college-level mathematics or statistics courses:

- MATH 100 College Algebra (3) [M]
- MATH 101 Finite Mathematics (3) [M]
- MATH 102 Introduction to Modern Mathematics (3) [M]
- MATH 103 Mathematics for Business (3) [M]
- MATH 110 Pre-Calculus (3) [M]
- MATH 201 Calculus I (3) [M]
- MATH 203 Calculus II (3) [M]
- MATH 205 Linear Algebra (3) [M]
- MATH 206 Calculus III (3) [M]
- MATH 210 Differential Equations (3) [M]
- MATH 213 Discrete Mathematics (3) [M]
- STAT 201 Statistics (3) [M]

[T]: Computer Science and Information Systems Requirement (3 credit hours)
To fulfill the CSIS General Education Requirement, students may take any 100-level CSIS [T] course excluding CSIS 150.
[L]: Essentials of Learning Requirement (2 credit hours)
To fulfill the Essentials of Learning Requirement, students may take:

EDUC 100 Essentials of Learning (2) [L]
This course should be completed by the end of the first year.

Students who transfer 24 or more semester credit-hours with a grade of “C” or better from another institution will be allowed to waive the EDUC 100 course. However, the two credits must be made up in another area to satisfy degree credit hour requirements.

[H]: Humanities Requirement (6 credit hours)
Students can fulfill the Humanities Requirement by taking a total of six (6) credit hours from among the following areas:

Arabic (ARAB) (150, 205, 220, 303, 304, 308, 310, 312, 313, 314, 315, 316, 318) [H]
Art (ART) [H]
Drama (DRAM) [H]
English (ENGL) (200-level courses or above) [H]
French (FRNC) [H]
Music (MUSC) [H]
Philosophy (PHIL) [H]
Religion (RELG) [H]
Spanish (SPAN) [H]

[S]: Social Sciences Requirement (6 credit hours)
Students can fulfill the Social Sciences Requirement by taking a total of six (6) credit hours from the following areas:

American Studies (AMST) [S]
Environmental Studies (ENVS) [S]
History (HIST) [S]
International Relations (IR) [S]
Psychology (PSYC) [S]
Political Science (PLSC) [S]
Social and Behavioral Sciences (SBSA) [S]

[P]: Science Requirement (7 credit hours)
Students are required to take a total of seven (7) credit hours to fulfill the Science Requirement; one science course with a lab (4 credit hours) as well as one science course without a lab (3 credit hours).

Students can take science courses from the following areas:

Biology (BIOL) [P]
Chemistry (CHEM) [P]
Natural Sciences (NSCI) [P]
Physics (PHYS) [P]

ACADEMIC ADVISING CENTER

The Academic Advising Center (AAC) provides academic support to all currently Undeclared Students. Programs include academic advising, academic support (tutoring, supplemental instruction and success skills workshops and retention initiatives). The Director of the Academic Advising Center reports to the Vice President of Academic Affairs. In addition to supervising the center, she follows up on undeclared student cases with faculty advisors, program leads and division heads.

Student Advising records with the Academic Advising Center are part of the Colleges’ records.
Advising Information is released as necessary for purpose of registration and follow-ups. Student personal records are released only with the expressed written consent of the student. It is the Center’s professional and ethical responsibility to respect and consider confidential all information including academic records/status, family information, health (mental/physical), and all other issues derived from the student. Parents or any other family member must obtain a signed consent from the student to receive confidential information regarding a student’s record from any AAC staff member.

For additional information about the Academic Advising Center, please visit the office across from Gate 3 or contact by phone at Ext. 492 or by email: AAC@auk.edu.kw.

ACADEMIC ADVISING

The AAC provides academic advising for new students and those who have yet to declare a Major. Students meet with the AAC advisors to discuss educational plans based upon possible career goals and academic requirements. Once students have declared a Major, they are assigned by the appropriate Academic Division to a Faculty Advisor. AAC services are also available to Level III Intensive English Program students.

Within the Academic Advising program is the Peer Academic Leaders Program (PALs). The Peer Academic Advising program is comprised of Dean’s List students who serve as Peer Advisors. This service was created to provide a mutual connection between existing and newly admitted students. Peer Academic Advisors offer support in areas of educational planning, course selection, academic support, and academic information during SOAR (Student Orientation, Advising, and Registration) periods. Peer Academic Advisors serve Freshmen students only and are guided by the AAC advisors and director.

The Academic Advising program includes educational planning, course selection, and registration. Students are ultimately responsible for reviewing and understanding the requirements of their chosen degree program.

ACADEMIC SUPPORT

The Academic Advising Center advisors coordinate academic support programs such as tutoring, Supplemental Instruction (SI), and academic skills workshops. Programs are designed to help students become independent and successful learners by improving their study skills, increasing their understanding of course content, enhancing their self-confidence, and encouraging them to develop a positive attitude towards learning.

RETENTION INITIATIVES

The AAC Retention Specialists are responsible for encouraging the academic success of at-risk students by providing individual academic counseling, identifying student needs and trends, and implementing programs designed to promote student persistence. The specialists develop and maintain appropriate files and records and work with faculty for the benefit of the student. Students in academic jeopardy are required to participate in the programs defined by the Retention Specialists.

INTERNSHIPS

An internship is a supervised experience where the student is able to gain professional knowledge and training in an occupation, either working directly in the occupation or as an apprentice to an employee of the occupation. Students involved in internships, or “interns,” are not always working in a paid position.

The Major Internship course “470” is limited to three credit hours. Additional non-major internships will be registered as “473.”
Students interested in an internship must have satisfied the following prerequisites:

- The student must have declared his/her Degree Program or Major.
- The student must be either a Junior (3rd year, at least 60 earned credit hours) or a Senior (4th year, at least 90 earned credit hours).
- The student must be enrolled in a “470” (Internship) course while participating in the internship. Students must register for the 470 designation that is consistent with his/her Degree Program or Major. 470 courses are available in the following areas: Accounting, Communication and Media, Computer Engineering, Computer Science and Information Systems, Economics, English, Finance, Graphic Design, International Relations, Management, Marketing, Psychology, and Social and Behavioral Sciences.
- Enrollment in an internship course is restricted. Students must have permission from a faculty member who will serve as the internship supervisor to register for a 470 course.
- The student must have a minimum GPA of 2.0.

**DEGREE PROGRAMS AND MAJOR REQUIREMENTS**

The University offers four bachelor’s degrees: 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’s Degree Programs, students may choose no more than two majors (see double 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 36 credit hours of upper-level (300 and 400 level) courses in residence at AUK, of which at least 18 credit hours need to be taken in the major. Individual majors or Degree Programs may require additional upper-level courses. Students may indicate their intended field of study at the time of application, but admission to AUK does not guarantee 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, and are assigned to the Academic Advising Center (AAC) 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 (60 credit hours) 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 in the appropriate college. 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/student_affairs/registrar_main.jsp.

All Scholarship students are to declare their major at AUK in accordance with their scholarship assigned major, for further information please contact the University Scholarship Coordinators at scholarship@auk.edu.kw.

**CHANGE IN DEGREE PROGRAM, MAJOR AND/OR MINOR**

Changing from one Degree Program or Major to another in any of the Colleges requires a completion
of at least one full semester of work in the current Degree Program or Major. The transfer form “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 AAC 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.

All Scholarship students are to declare their major at AUK in accordance with their scholarship assigned major, for further information please contact the University Scholarship Coordinators at scholarship@auk.edu.kw.

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 and is required to consult with her/his faculty advisor to seek another 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. Students with double majors are not allowed to pursue a minor.

A Double Major must be pursued within 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 124 credit hours for graduation. Scholarship students may not seek a double major unless within their scholarship major’s limited credit hours [the total of 124 (or 135 for CE major) required credit hours], the student would be financially liable for any additional credit hours beyond that.

STUDENTS WITH A BACHELOR’S DEGREE

General Requirements

Students already possessing a Bachelor’s degree may pursue a second 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. Requirements for completing a second Bachelor’s degree are as follows:

AUK Graduates

Students with a Bachelor Degree from AUK 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 of general education and electives. They have to complete major requirements for the second Bachelor’s degree specified by individual program sections in this Catalog.

Non-AUK Graduates

Students who earned their first Bachelor’s degree from another institution must meet all AUK general education requirements. AUK will evaluate coursework from their first Bachelor’s degree for possible transfer of courses. No more than 60 credits may be transferred (see “Transfer of Credits” on page 42). Any general education requirements not satisfied by transfer credits must be taken in residence at AUK. Students must satisfactorily complete at least 30 credits in residence at AUK and complete major requirements for the second Bachelor’s degree specified by individual program sections in this Catalog. These students are subject to the further conditions below:
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 page 38 for English proficiency requirements).

MINOR REQUIREMENTS AND DECLARATION OF A MINOR

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 a student’s chosen Major or Degree Program. A Minor
is not a Degree Program or Major. Students with one major may pursue one minor only. 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 Major or 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.

Forms for “Degree Program, Major, and/or Minor Declaration Request” are available on the Office
of the Registrar webpage of the AUK website under Student Forms.

COMPLETION OF THE MINOR

Each course in the Minor requires a final grade of “C” or better. Failure to maintain the required
minimum GPA of 2.00 may result in the student being decertified from the Minor. Courses required
for the Minor that receive grades lower than “C” must be repeated or an equivalent course taken
to satisfy the specific Minor requirements. The Minor will be noted on the student’s transcript. It
does not appear on the diploma. Scholarship students may not seek a minor unless within [their
scholarship major’s limited credit hours] OR [the total of 124 (or 135 for CE major) required credit
hours], the student would be financially liable for any additional credit hours beyond that.

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 in the certificate and a minimum cumulative GPA of 2.00.
GRADUATION

ELIGIBILITY FOR GRADUATION AND CREDIT HOUR REQUIREMENTS

This chart provides a brief overview of the general requirements for attaining an AUK degree. Please refer to individual Degree Programs for their specific requirements.

<table>
<thead>
<tr>
<th>GRADUATION REQUIREMENT</th>
<th>STANDARD</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit hours</td>
<td>124 credit hours</td>
<td>Individual majors or Degree Programs may require more.</td>
</tr>
<tr>
<td>General Education Requirements</td>
<td>49 credit hours</td>
<td>See Catalog page 73 for distribution</td>
</tr>
<tr>
<td>Upper division credit hours</td>
<td>36 credit hours of which at least 18 credit hours are in the major; individual majors or Degree Programs may require more</td>
<td>Numbered 300 or above</td>
</tr>
<tr>
<td>Grades</td>
<td>“C” or better in courses in the Major or Degree Program</td>
<td>Courses in the Major or the Degree Program with grades below “C” must be repeated</td>
</tr>
<tr>
<td>GPA</td>
<td>2.00 cumulative GPA</td>
<td>Earned AUK GPA</td>
</tr>
<tr>
<td>Residence requirement</td>
<td>60 credit hours, the last 30 of which must be at AUK</td>
<td>Senior year must be spent at AUK or in AUK-approved exchange programs. Exchange program courses will count in the AUK residency requirement.</td>
</tr>
<tr>
<td>Maximum number of credits that can be transferred</td>
<td>60 credit hours</td>
<td>Only grades of “C” or better transfer; all previous colleges attended must be declared at the time of application. Not all transferred courses may apply to the chosen Major/Degree Program.</td>
</tr>
<tr>
<td>Application for graduation</td>
<td>Must be made by deadline (see Registrar’s webpage)</td>
<td>Reminder sent to students with ≥ 90 credit hours</td>
</tr>
<tr>
<td>Eligibility for participation in ceremony</td>
<td>Completion of all requirements. Exception: You may be eligible to walk if: a) two courses each of 3 credit hours remaining; b) seven credit hours (one course of 3 and one course of 4 credits) are remaining.</td>
<td>Must be completed in Summer semester immediately following the ceremony</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>A graduation fee applies</td>
<td>The fee must be paid in full in order to graduate regardless of whether the student is participating in ceremony.</td>
</tr>
</tbody>
</table>

APPLICATION FOR GRADUATION

The American University of Kuwait confers degrees at the end of each academic term (Fall, Spring, and Summer). 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 a minimum of 90 earned credit hours towards their degree. After the application has been filed, the Graduation Coordinator will perform a “Degree Audit” and inform the student and his/her advisor of the remaining requirements.

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; however, the actual awarding of the degree will not take place until the semester all requirements are completed within two weeks of the last day of the semester final exams. Material received after that date will cause the degree to be awarded in the subsequent semester.

There will be no change of grade(s) accepted once the degree has been awarded. The Registrar, on behalf of the University, 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 Private Universities Council.

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

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 each academic term (Fall, Spring, and Summer). 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 exercises. 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 date specified on the Registrar’s website.

The diploma will note the student’s degree. If the student had acquired two different degrees, s/he will receive one diploma for each degree.

AUK degrees are as follows:

**College of Arts and Sciences**
- Bachelor of Arts in Communication and Media
- Bachelor of Arts in English
- Bachelor of Arts in Graphic Design
- Bachelor of Arts in International Relations
- Bachelor of Arts in Social and Behavioral Sciences
- Bachelor of Engineering in Computer Engineering
- Bachelor of Science in Computer Science
- Bachelor of Science in Information Systems

**College of Business and Economics**
- 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
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 (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 RECORDS

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 through the AUK Banner Self-Service (if a current student) or from the Office of the Registrar if no longer a student. Transcripts are released only upon the signed request of the student concerned. The University only issues 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). Once a degree has been posted to the transcript, changes will not be made to courses or grades that were earned prior to the awarding of the degree.

DISCLOSURE OF STUDENT RECORDS

Student academic records are considered confidential. Students wishing to access their own official records must present a valid AUK Student ID to the appropriate office. With the exceptions noted below, student records will only be released when the student has completed and signed the Disclosure of Academic Records Form available on the Registrar webpage.

Without the student’s written consent, parents, guardians, and other parties may only receive limited information, such as enrollment status, declared major and class standing.

Undeclared students should submit the completed Disclosure of Academic Records Form to the Director of the Academic Advising Center, who will obtain the requested information from the appropriate instructor(s) or staff member(s) and share it with the parents, guardians, or other parties. If the parents, guardians, or other parties request to meet with the instructor(s) directly, the Director of the Academic Advising Center will assist in making arrangements through the office of the relevant Division Head.

Declared students should submit the form to their Division Head, who will assist the parents, guardians, or other parties in obtaining the requested information and/or arranging meetings with the instructor(s).

The University may disclose information, including academic records, without prior written consent of the student:

- When the University is presented a subpoena
- For health and safety reasons at the discretion of the appropriate University official
- To University officials, academic advisors and faculty on a need to know basis
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:

• have completed a minimum of 30 credit hours toward a major or degree program;
• have earned a minimum of 12 credit hours in graded courses numbered 100 or above per semester;
• not be on probation and have no “I,” “W,” “NP,” or “F” grades at the end of the same semester;
• have a 3.7 GPA or better;
• not have been found in violation of the Code of Academic Honesty and Integrity 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:

• have completed a minimum of 30 credit hours toward a major or degree program;
• have earned a minimum of 12 credit hours in graded courses numbered 100 or above per semester;
• not be on probation and have no “I,” “W,” “NP,” or “F” grades at the end of the same semester;
• have a 4.00 GPA;
• not have been found in violation of the Code of Academic Honesty and Integrity 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 the American University of Kuwait and have achieved the requisite cumulative GPA. These are:

<table>
<thead>
<tr>
<th>Honor</th>
<th>Description</th>
<th>GPA Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summa cum laude</td>
<td>“With the greatest honor”</td>
<td>3.90 - 4.00</td>
</tr>
<tr>
<td>Magna cum laude</td>
<td>“With high honor”</td>
<td>3.70 - 3.89</td>
</tr>
<tr>
<td>Cum laude</td>
<td>“With honor”</td>
<td>3.50 - 3.69</td>
</tr>
</tbody>
</table>

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

UNIVERSITY LIABILITY

The University bears no liability should a student ignore the advice of his/her Academic Advisor(s) or fail to abide by or comply with the Catalog regulations.