GENERAL ADMISSIONS POLICIES

TRANSFER OF CREDITS
The policy regarding the acceptance of courses by transfer is to allow credits for courses completed with satisfactory grades (C or better) at colleges and universities accredited by the Ministry of Higher Education in the State of Kuwait, provided the courses correspond in time and content to courses offered at the American University of Kuwait. Transfer credits at the 100-level and above will be applied toward the number of credit hours required for graduation. Transferred credits are not calculated in the AUK grade point average.

The undergraduate admission decision for transfer students is based upon cumulative transfer GPA (please refer to TRANSFER STUDENTS) and earned credits 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 credits earned will not be considered if courses were not disclosed at the time of application to AUK.

Transcripts from institutions with an education system different from the American system may be required to be sent to Josef Silny & Associates consultants. If required, it is the responsibility of the student to contact them and send the transcripts. The contact information is as follows: Website: www.jsilny.com Email: info@jsilny.com.

Courses taken towards a major more than seven (7) years prior to matriculation at AUK will not be considered for transfer. The decision regarding credits awarded is made solely by the appropriate academic department chair and/or Dean.

Transfer applicants must submit an official transcript from each institution where courses were attempted. 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.

The Office of the Registrar evaluates official documents showing previous college-level work completed, including Advanced Placement (AP), A-Level (IGCSE), French Baccalaureate, and International Baccalaureate (IB) exams.

The University may transfer up to 60 credits with a grade of “C” and above from institutions of higher education that are approved by the Ministry of Higher Education. Students must satisfactorily complete at least the final 30 credits in residence at AUK and fulfill all academic program requirements in order to graduate. Credits earned from AP, IB, French Baccalaureate, and A-Level (IGCSE) exams will also count towards the transfer credit maximum.

Courses recognized as equivalent in content and level to AUK courses will be transferred accordingly. Other suitable university level courses may be transferred as free electives or as unassigned courses in the relevant area of the general education requirements. The decision regarding credits awarded is made by the relevant academic department at AUK. The Office of the Registrar maintains and updates the transfer students’ records.

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.

ACCEPTABLE SECONDARY SCHOOL CERTIFICATES
AUK accepts the following Secondary School Certificates, in accordance with any set conditions for each certificate:

2. Holders of Tijari High School (Commerce) are treated as Literary Section.
3. **Modular Secondary School Certificate (Muqararat)** (Scientific, Literary). Math and Science Sections are treated as Scientific Section.
5. **Industrial Secondary School Certificate**: holders of this certificate can only major in engineering degree programs.
6. **English High Schools: GCE, GCSE, IGCSE**
   - Students must have successfully completed six courses at the Ordinary Level (O-level), with a minimum of “D” and above.
   - Graduates from the English high school system are assessed according to the following rating system:
     
     $\begin{align*}
     A+ &= 100 \\
     A &= 95 \\
     B &= 85 \\
     C &= 75 \\
     D &= 65 
     \end{align*}$
   - Only one of both Arabic IGCSE and the Ministry of Education Arabic courses can be accepted.
   - Religious Studies are considered valid only if they are part of the Ministry of Education Exams.
   - Only one of the non-academic courses is considered eligible as one of the above mentioned six required courses (e.g. Music, Physical Education or Drama etc.).
   - An English high school graduate will be classified within the Scientific section if s/he passed the following courses:
     - Mathematics
     - Chemistry
     - Physics
     - Biology
   - The applicant will be placed in the literary section if s/he has not passed any of the previous courses.
   - AUK may transfer college credits for students earning A-Level 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 transfer credits evaluation. Contact an Admissions Counselor for further information.
7. **American High Schools**:
   - Graduates of the American system are assessed according to the Modular High School system. Students should have completed all high school years in the American system.
   - Students who have transferred to different schools or systems will have their GPA calculated based on the last 4 years prior to graduation from High School.
   - An American High School graduate will be classified within the Scientific section if s/he passed the following modules:
     - Algebra 2
     - Pre-Calculus or Calculus
     - Chemistry
     - Physics
     - Biology

The following table exhibits courses that are equivalent to Algebra II, Pre-Calculus, and Calculus:
The applicant will be placed in the literary section if s/he has not passed any of the previous modules.

8. **French Secondary School** (Scientific, Literary).

9. Secondary/High School systems not covered above, will be reviewed on a case-by-case basis, and will require the State of Kuwait - Ministry of Education equivalency.

**NOTE:** Students who meet the university admissions requirement, but who are missing one subject to be considered in the “Scientific” track may be admitted provisionally to the university. In this case, the student's admission remains provisional, pending fulfillment of the following requirements:

- The missing subject is to be taken at Kuwait University, as a non-degree student, and passed with a grade of C or above.
- The grade will not be calculated in the high school GPA, nor in the university GPA.
- Students will not be allowed to declare in a major requiring Scientific High School until the fulfillment of the above requirement.

**Disclaimer:** Admission to AUK does not guarantee admission to all offered programs at the university (please refer to program specific admissions requirements section).

**ADVANCED STANDING CREDIT TRANSFER**

**Advanced Placement (AP)**

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 Office of the Registrar 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. For further information, please consult the Office of Admissions.
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 an Admissions Counselor for further information.

International Baccalaureate (IB)
IB courses accepted by AUK are recorded as transfer credits (TR) on students’ transcripts, and count towards the minimum 124 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 Office of the Registrar 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 the student's responsibility to provide laboratory notebooks and reports when seeking laboratory credit.

IB transfer credits will only be accepted under the following conditions:
1. American High School graduates applying to AUK can transfer up to a maximum of 3 courses earned in IB Diploma Program (DP) or the International Baccalaureate (IB).
2. These courses are to be transferred only to 100 Level courses at AUK.
3. Transfer conditions are:
   a. A minimum of a grade of 6 on the standard level (based on IBO grading scale 1-7).
   b. A minimum of a grade of 5 in the Higher Level (based on IBO grading scale 1-7).
4. These DP or IB certificates need to be approved and verified by the International Baccalaureate organization.

French Baccalaureate
AUK awards college credits for students who have completed the French Baccalaureate or its equivalent with a minimum average score of 10, or 60% cumulative average. Only courses or subjects with a grade of “C” and equivalent to AUK courses will be given credit. For further information, contact an Admissions Counselor.

DISABILITY DISCLOSURE
AUK evaluates requests for accommodation and access to university programs on a case-by-case basis. Prospective students with disabilities who are requesting accommodations must declare this in the relevant section of their admission application and will be requested to provide specific verifiable documentation to the Career Services and Wellness (CSW) department at AUK. Prospective students will be informed if AUK has the resources to accommodate their request.

Failure to comply with disclosure requirements waives the student’s right for evaluation of need for reasonable accommodations. For questions regarding accommodation services, please contact the Career Services and Wellness Department at ext. 3232.

To learn more about the admissions process and university life, inquiries should be sent to: admissions@auk.edu.kw. Inquirers may also call to speak with an Admissions Counselor at (+965) 2224-8399 Ext: 3148, or mail a written inquiry to 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.