



STUDENT PLANNER

AND

HANDBOOK

2 0 1 5 - 2 0 1 6



AMERICAN  
UNIVERSITY  
of KUWAIT

Where  
University  
Comes  
to Life...





# STUDENT PLANNER

AND

# HANDBOOK

2 0 1 5 - 2 0 1 6



Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

While every effort was made to ensure that this 2015-2016 Student Planner and Handbook is accurate and up-to-date, some information may have changed from between the printing date and the actual distribution of this handbook.

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# Message from The Dean of Student Affairs



Congratulations and welcome to the American University of Kuwait. You are now a member of our Wolf Pack family, a vibrant and diverse community that promises to enrich your life. At AUK, we strongly believe that each of you will have much to offer our community. Likewise, we are committed to providing you with support and guidance as you navigate the complexities of campus life.

The office of Student Affairs is here to assist you, guide you, and challenge you to explore all the possibilities that our co-curricular activities can provide you with. Take full advantage of everything that AUK offers. Be part of campus life, get involved in our events and activities, get to know your professors, allow our diverse culture to expand your horizons, and push yourself to explore new ideas and experiences. Your university experience will be all the richer for it, and your time here will be more memorable.

This Handbook is your map to success at AUK, containing your rights and responsibilities as a member of this community. For everything else, the Student Affairs office is always eager to help – whether it's registering courses, finding clubs and activities, volunteering, career advice, or just plain help!

Explore, expand, enrich, express, engage, and experience our unique campus culture. You are not only a part of it – you define it!

Have a great year.  
Be our success story.

A handwritten signature in Arabic script, which reads "د. هانان مضافر" (Dr. Hanan Muzaffar).

**Dr. Hanan Muzaffar**

*Dean*

Division of Student Affairs

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# About the American University of Kuwait

The American University of Kuwait (AUK) is an independent, private, equal opportunity, and coeducational liberal arts institution of higher education. The educational, cultural, and administrative structure, methods and standards of AUK are based on the American model of higher learning. The language of instruction is English.

Established by Amiri Decree 139 in 2003, AUK received its Institutional Accreditation from the Private Universities Council (PUC) – Ministry of Higher Education in the State of Kuwait, as of February 1, 2006.

AUK offers students a quality education based on an American college model. The faculty, administration, and staff work hard to create a caring environment where every aspect of the student's development gets attention and support. The course of study is designed to prepare students for the contemporary world where critical thinking, communication skills, and life-long learning have become imperative. The Liberal Arts education system aims not only to guide the students to fulfill their educational goals, but to also instill effective critical thinking skills that they can apply in their future careers in the fields of their choice.

The AUK faculty is comprised of a highly qualified group of international academics experienced in the American style of higher education. There are over 114 faculty members at AUK, 81 percent of whom have earned PhDs or terminal degrees. With most class sizes ranging from 10 to 39 students, developing bonds between students and professors is easy.

During their academic career at AUK, our students will be trained to improve their academic skills, time management skills, and learn stress reduction techniques. Our students will also find opportunities to gain professional experiences through our student employment program and internships, develop their creative talents and maintain their personal health and fitness through our extracurricular activities, and learn to become involved members of the community.

## MISSION STATEMENT

The American University of Kuwait is a liberal arts institution dedicated to teaching, learning, and scholarship. The University offers programs that provide students with the knowledge and skills necessary for lifelong learning and professional success. AUK enriches society by fostering an environment encouraging critical thinking, effective communication, personal growth, service, and leadership.

## VALUES

The AUK community strives to uphold the following values:

- Freedom of thought, expression, and intellectual inquiry.
- Respect for individual identity rights, and cultural diversity.
- Commitment to high standards of morality, integrity, and social responsibility.
- Adherence to high professional standards and ethics.

## ACADEMIC DEGREE PROGRAMS

The following Bachelor of Arts (BA), Bachelor of Engineering (BE), and Bachelor of Science (BS) degree programs are offered in the **College of Arts & 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 (Concentration in Anthropology)
- Bachelor of Engineering in Computer Engineering
- Bachelor of Engineering in Electrical Engineering
- Bachelor of Science in Computer Science
- Bachelor of Science in Information Systems

The following Bachelor of Business Administration (BBA) degree programs are offered in the **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

## UNIVERSITY CULTURE

The American University of Kuwait is committed to creating an enlightened and progressive educational culture in which all students, faculty, and staff – regardless of nationality, creed, or position – co-exist and create a dynamic and equitable environment. All members of AUK are expected to respect the diverse nature of the AUK community and interact in a manner that is respectful of such, and that supports a commitment to life-long learning and the pursuit of academic excellence in higher education. The university encourages the freedom to engage in academic inquiry and the fair exchange of ideas and, as such, supports open access to and dissemination of information.

The university founders uphold the philosophy that one cannot create a true enlightened academic environment without practicing the very virtues and ideals it hopes to instill in its students. In upholding the highest standards of professional behavior and ethical conduct among its faculty, staff, and students, the university hopes to create a community of scholars and students who will benefit from AUK's collegial atmosphere. Through these principles, AUK reinvents and improves itself continuously to maintain its status as a community of life-long learners.

## CODES OF CONDUCT

In order to sustain an environment that supports optimal learning opportunities and promotes personal growth, the American University of Kuwait expects all community members (students, faculty, and staff) to adhere to the guidelines and policies established by the institution. These guidelines and policies set forth the ethical standards and organizational values by which AUK operates as an institution of higher education.

The University Code of Conduct, Student Code of Conduct, and the Code of Academic Honesty and Integrity provide general explanations of community members' rights and responsibilities, outline acceptable and unacceptable behaviors, and describe specific disciplinary procedures and sanctions. For detailed information regarding the Codes of Conduct, students can refer to the **Student Codes** section in this Handbook.



## UNIVERSITY FACULTY

The faculty of the American University of Kuwait is a group of highly qualified and trained academics and professionals who are committed to high standards of teaching and proficient in the use of technology in teaching and research. Full-time teaching faculty members have acquired terminal degrees from renowned institutions in the United States and around the world.

in addition to being experienced in international systems of higher education. The AUK faculty is a diverse group of exceptionally talented teacher-scholars, several of whom have been awarded competitive fellowships and grants, such as the Fulbright, among many others.

## ACADEMIC FREEDOM

At times, individuals may find that they object to a particular idea or its formulation. However, by embracing free inquiry and exchange of ideas, the American University of Kuwait provides a platform for frank and earnest debate. Academic freedom is a right granted to members of the University community to explore, investigate, test, and publish topics of their choosing, while respecting the bounds of academic honor.

The maintenance of such an open environment is challenging and contingent on the active participation of all community members. A free exchange of ideas is not a license for personal attacks, slander, or libel. Likewise, individuals are expected not to impose their beliefs on other members of the University community through implied or explicit threats of violence.

## FREEDOM OF EXPRESSION

Scholarly inquiry and exchange are encouraged, supported, and protected at the American University of Kuwait, where an open environment guarantees the freedom of expression.

Students, student organizations, faculty, and staff at AUK are free to examine and discuss all questions of interest and to express opinions publicly and privately. They should always be free to support causes by orderly means that do not disrupt the regular and essential operation of the University or community and are not in violation of Kuwaiti law. At the same time, it should be made clear to the academic and larger community that students or student organizations, and individual members of the faculty or staff, speak only for themselves, not for the University as an institution, in their public expressions or demonstrations. AUK does not tolerate disruptive behavior at community events or on campus.

## **NON-DISCRIMINATION**

As a liberal arts University charged with broadening the intellectual horizons of its students, the American University of Kuwait is committed to providing a quality education to all qualified students regardless of age, national origin, religion, or gender. The faculty and staff are hired and promoted without regard to these factors. All facilities and services are open for use by students, faculty, and staff in compliance with the laws of Kuwait.

## **SEGREGATION**

As per law no. 34 of 2000 on the “Establishment of Private Universities” in the State of Kuwait (Article 6), private universities/colleges and branches of foreign universities shall abide by the following:

- 1) Operate its buildings to ensure gender segregation in all departments, disciplines and students activities.
- 2) Observe Islamic values and time-honored traditions in relation to students’ costumes and activities.

# INSTITUTIONAL & PROGRAM ACCREDITATION

## Local Institutional Accreditation:

- The American University of Kuwait received its Institutional Accreditation from the Private Universities Council (PUC) – Ministry of Higher Education in the State of Kuwait, as of February 1st, 2006.

## Program Accreditation:

- **COMMISSION ON ENGLISH LANGUAGE PROGRAM ACCREDITATION (CEA)**

The Intensive English Program (IEP) at the American University of Kuwait is accredited by the **Commission on English Language Program Accreditation (CEA)** since August 2009. In 2014, the CEA granted the IEP 10-year re-accreditation. For further information about this accreditation, visit the website: [www.cea.accredit.org](http://www.cea.accredit.org).

- **ACCREDITATION COUNCIL FOR BUSINESS SCHOOLS & PROGRAMS (ACBSP)**

The **Accreditation Council for Business Schools and Programs (ACBSP)** has awarded the American University of Kuwait full accreditation for its Bachelor of Business Administration (BBA) degree program. ACBSP is a specialized accrediting organization that reviews the quality and integrity of business degree programs. It is dedicated to improving the quality of business schools and programs around the world, and ultimately to improving the practice of business in every industry around the world.

- **AMERICAN ACADEMY FOR LIBERAL EDUCATION (AALE)**

The **American Academy for Liberal Education (AALE)** Board of Commissioners has awarded the American University of Kuwait international accreditation for the following disciplines: Arts, Humanities, Social Sciences, and the University General Education Program. For additional information, visit the AALE website: [www.aale.org](http://www.aale.org)

# AUK & Dartmouth College



Dartmouth College in Hanover, New Hampshire, is the international partner institution to the American University of Kuwait (AUK), as defined by the Private Universities Council of the State of Kuwait (Resolution no. PUC (5/21-2/2005). Dartmouth and AUK have worked closely together since 2003 when the two institutions signed a Memorandum of Understanding that facilitated a series of advisory, consultative, and cooperative projects. The initial agreement was recently renewed for the third time in April 2013 to extend through 2018. The two institutions share a commitment to excellence in higher learning, and the agreement between them reflects AUK's growing stature as a premier academic institution in the Gulf region and beyond. With its deep and historic commitment to the liberal arts, Dartmouth recognizes the importance of AUK's mission and works to support the university as it develops a superlative education, based on the principles of critical inquiry, mastery of subject material, depth of curriculum, and a vibrant experience in the classroom and on campus.

Dartmouth College is a member of the group of universities in the United States known as the "Ivy League." It was founded in 1769 and offers a broad-based undergraduate education, as well as advanced degrees in the arts and sciences, medicine, engineering, and business administration. Dartmouth has been accredited by the New England Association of Schools and Colleges (NEASC) since 1929.



# AUK Symbols & Meanings



## AUK Seal

*"Circle of Life, the Open Book, the Dhow, the Torch, and the Falcon"*

The Circle of Life embodies the never-ending relationships among the elements that form AUK's unique culture. The Open Book depicts the dedication to knowledge, self-awareness, and personal growth. The Dhow represents aspiration, exploration, adventure, diversity and tradition. The Torch stands for freedom and the passing of the light of knowledge and wisdom from one generation to the next. The Falcon represents the vision, pride, courage and leadership of the AUK family.

## AUK Logo

The American University of Kuwait is founded on the principles of American higher education. The coming together of this Kuwaiti culture and American principle is symbolized in the University logo by merging the Al-Seif Palace and U.S. Capitol Building. Thus, the marriage of both symbols reflects the quality and the character of AUK.

## University Colors

*Garnet And Gold*

Garnet symbolizes love and devotion, passion and courage. Gold symbolizes excellence, wealth and prosperity. Together, they symbolize AUK's devoted passion and courage in the pursuit of excellence in all that we do.

## AUK Mascot

*Wolfpack*

The Wolfpack symbolizes the unity of AUK, our common vision, values, and belief system.

**Team Work:** Wolves are highly social animals, usually living in packs, and work as a community. Characteristics of the AUK community.

**Integration:** Wolves as a pack care for the young, thus enhancing one's chances of success. The Pack is similar to the AUK family value of mentoring new members of the community.

**Communication:** The call of the wolf is the howl. Done in harmony, bringing the pack together to ward off any fears while facing down any enemy. When the AUK community calls, it is one for all and all for one.

# AUK Symbols & Meanings



## AUK Academic College Flags

### *College of Arts & Sciences*

The main symbol of the College of Arts & Sciences is the Torch, which was derived from the AUK Seal. The Torch stands for freedom and the passing of the light of knowledge and wisdom from one generation to the next. The ceremonial wreath framing the torch represents honor and royalty.

The Flag also bears the official motto of the College of Arts & Sciences, “*Excellence, Creativity, Integrity*”, as well as the college’s year of inception which is 2004.



### *College of Business & Economics*

The main symbol of the College of Business & Economics is the Falcon, which was also derived from the AUK Seal. The Falcon represents vision and leadership, and is illustrated with sharp curves, and formidable wings exemplifying pride and courage.

The Flag also bears the official motto of the College of Business & Economics, “*Leading Business Excellence*”, as well as the college’s year of inception which is 2011.

# AUK Contact Information

## AMERICAN UNIVERSITY of KUWAIT

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**www.auk.edu.kw**

## GENERAL INFORMATION

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## OFFICE OF THE PRESIDENT

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3001/3002

**Fax:** (+965) 22248383

**E-Mail:** [president@auk.edu.kw](mailto:president@auk.edu.kw)

# ACADEMIC UNITS

## COLLEGE OF ARTS AND SCIENCES, OFFICE OF THE DEAN

**Tel:** 1-802040 or (+965) 2224-8399, Ext: 3501/3506

**Fax:** (+965) 2574-9301

**E-Mail:** [Arts\\_andSciences\\_@auk.edu.kw](mailto:Arts_andSciences_@auk.edu.kw)

## DEPARTMENTS in ARTS & HUMANITIES

### DEPARTMENT OF ENGLISH

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3600/3601

**Fax:** (+965) 22248384

**E-Mail:** [ENGL@auk.edu.kw](mailto:ENGL@auk.edu.kw)

### DEPARTMENT OF MUSIC AND DRAMA

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3670

**Fax:** (+965) 22248391

**E-Mail:** [Music\\_Drama@auk.edu.kw](mailto:Music_Drama@auk.edu.kw)

### DEPARTMENT OF ARABIC AND FOREIGN LANGUAGES

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3640/3601

**Fax:** (+965) 22248384

**E-Mail:** [AFL@auk.edu.kw](mailto:AFL@auk.edu.kw)

## **DEPARTMENT OF COMMUNICATION AND MEDIA**

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3505/3601

**Fax:** (+965) 22248384

**E-Mail:** [COMM@auk.edu.kw](mailto:COMM@auk.edu.kw)

## **DEPARTMENT OF ART AND GRAPHIC DESIGN**

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3643

**Fax:** (+965) 22248391

**E-Mail:** [GraphicDesignandArts@auk.edu.kw](mailto:GraphicDesignandArts@auk.edu.kw)

## **FIRST YEAR EXPERIENCE (FYE) UNIT**

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3360

**Fax:** (+965) 22248391

**E-Mail:** [FYE@auk.edu.kw](mailto:FYE@auk.edu.kw)

## DEPARTMENTS in SCIENCES & ENGINEERING

### **DEPARTMENT OF ELECTRICAL AND COMPUTER ENGINEERING**

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3708

**Fax:** (+965) 22248381

**E-Mail:** [ECE@auk.edu.kw](mailto:ECE@auk.edu.kw)

### **DEPARTMENT OF COMPUTER SCIENCE AND INFORMATION SYSTEMS**

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3708

**Fax:** (+965) 22248381

**E-Mail:** [CSIS@auk.edu.kw](mailto:CSIS@auk.edu.kw)

### **DEPARTMENT OF MATH & NATURAL SCIENCES**

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3708

**Fax:** (+965) 22248381

**E-Mail:** [MathNSCI@auk.edu.kw](mailto:MathNSCI@auk.edu.kw)

## DEPARTMENTS in SOCIAL SCIENCES

### **DEPARTMENT OF INTERNATIONAL RELATIONS**

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3761

**Fax:** (+965) 22248381

**E-Mail:** [IR@auk.edu.kw](mailto:IR@auk.edu.kw)

### **DEPARTMENT OF SOCIAL AND BEHAVIORAL SCIENCES**

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3761

**Fax:** (+965) 22248381

**E-Mail:** [SBS@auk.edu.kw](mailto:SBS@auk.edu.kw)



## INTENSIVE ENGLISH PROGRAM

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**E-Mail:** [IntensiveEnglish@auk.edu.kw](mailto:IntensiveEnglish@auk.edu.kw)

## COLLEGE OF BUSINESS & ECONOMICS - OFFICE OF THE DEAN

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3545

**Fax:** (+965) 22248382

**E-Mail:** [business@auk.edu.kw](mailto:business@auk.edu.kw)

**E-Mail:** [cbe@auk.edu.kw](mailto:cbe@auk.edu.kw)

### DEPARTMENT OF ACCOUNTING

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3521

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**E-Mail:** [ACCT@auk.edu.kw](mailto:ACCT@auk.edu.kw)

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### DEPARTMENT OF FINANCE

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3521

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### DEPARTMENT OF MANAGEMENT

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3521

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### DEPARTMENT OF MARKETING

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**Fax:** (+965) 22248382

**E-Mail:** [MRKT@auk.edu.kw](mailto:MRKT@auk.edu.kw)

## ACADEMIC ADVISING and LEARNING SUPPORT SERVICES (AALSS)

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3241

**Fax:** (+965) 22248387

**E-Mail:** [AALSS@auk.edu.kw](mailto:AALSS@auk.edu.kw)

## CENTER FOR GULF STUDIES (CGS)

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3761

**Fax:** (+965) 22248381

**E-Mail:** [cgs@auk.edu.kw](mailto:cgs@auk.edu.kw)

## CENTER FOR RESEARCH IN INFORMATICS, SCIENCES & ENGINEERING (RISE)

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3705

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## LIBRARY

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3065

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## OFFICE OF THE REGISTRAR

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**Fax:** (+965) 22248378

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# DIVISION OF STUDENT AFFAIRS

## DIVISION OF STUDENT AFFAIRS, OFFICE OF THE DEAN

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3262

**Fax:** (+965) 22248374

**E-Mail:** [StudentAffairs@auk.edu.kw](mailto:StudentAffairs@auk.edu.kw)

## OFFICE OF ALUMNI AFFAIRS

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3279

**Fax:** (+965) 22248374

**E-Mail:** [AlumniAffairs@auk.edu.kw](mailto:AlumniAffairs@auk.edu.kw)

## CAREER SERVICES & WELLNESS CENTER (CSW)

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3232

**Fax:** (+965) 22248386

**E-Mail:** [CSW@auk.edu.kw](mailto:CSW@auk.edu.kw)

## OFFICE OF STUDENT LIFE

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3276

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**E-Mail:** [StudentLife@auk.edu.kw](mailto:StudentLife@auk.edu.kw)

# DIVISION OF ADMISSIONS & PUBLIC AFFAIRS

## OFFICE OF THE VICE PRESIDENT

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## OFFICE OF ADMISSIONS

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## PUBLIC RELATIONS AND MARKETING

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## OFFICE OF SCHOLARSHIP AND FINANCIAL AID

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**Fax:** (+965) 25724947

**E-Mail:** [scholarship@auk.edu.kw](mailto:scholarship@auk.edu.kw) (*all types of scholarships*)

**E-Mail:** [allowance@auk.edu.kw](mailto:allowance@auk.edu.kw) (*for inquiries about government allowance for eligible students*)

# ADMINISTRATIVE UNITS

## CAMPUS SERVICES DEPARTMENT

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3302  
**Fax:** (+965) 22248371  
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**E-Mail:** [\\_grpCampusServices@auk.edu.kw](mailto:_grpCampusServices@auk.edu.kw) (*service requests*)

## CENTER FOR CONTINUING EDUCATION (CCE)

**Tel:** 1-802040 or (+965) 2224-8399 | Ext: 3197/3198/3184/3185  
**Direct:** (+965) 2224-8398  
**Fax:** (+965) 22248373  
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## OFFICE OF CORPORATE RELATIONS

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## FINANCE DEPARTMENT

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## HUMAN RESOURCES DEPARTMENT

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