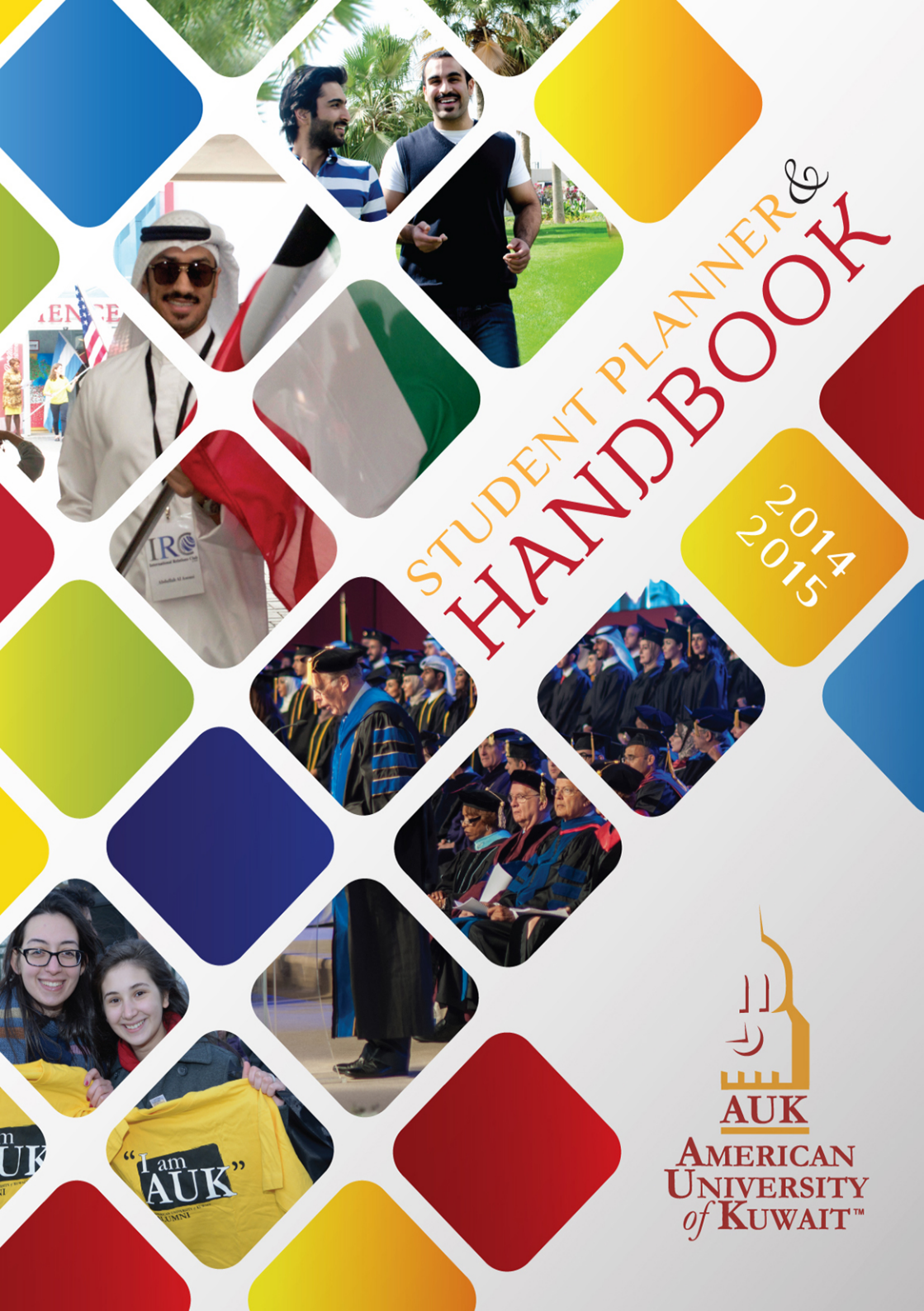


STUDENT PLANNER & HANDBOOK

2014
2015



AMERICAN
UNIVERSITY
of KUWAIT™



STUDENT & PLANNER HANDBOOK

2014 - 2015



Where
University
Comes to Life...

Name: _____

Student ID: _____

While every effort was made to ensure that this 2013-2014 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 Vice President of Student Affairs



In Fall 2004, this is the message I shared with students: “Grounded in the belief that one is more apt to be successful if they lead a balanced academic and social collegiate life, in addition to the quality academic programs, AUK is committed to providing extra- and co-curricular opportunities and services for students to use and enhance their talents and efforts. The Division of Student Affairs serves as your resource for academic and social support and development. Let the Division assist you in your thinking, learning, and becoming a truly educated member of society. Students are the reason we are here and Student Affairs is where University comes to Life!” Times have changed; new faces have come and gone but the fact still remains that you, the students, are the primary reason for our existence.

You have chosen AUK because you feel this is the best fit for achieving your goal. Whether you need assistance with course selection, adjusting to college life, trying to figure out what club, organization or sport’s team to join, have a desire to volunteer, or need guidance on what to do after you finish...we are here to help. College is a time for trial, error and success. It is about preparing today to become tomorrow. Since 2004, we have provided opportunities for you to become. Take advantage, try something new, stretch your mind; you will be amazed at your potential.

Use this Student Handbook as your guide and daily diary to manage your time, know about the rules and regulations, where to get help and your rights as a member of the Wolf Pack family. There is also an online version in the Student Affairs section of the website. Our goal remains the same as in 2004...your success and preparation for the future. You are the reason we are here. Welcome to the Wolf Pack family!

Looking forward to your becoming

Dr. Carol A. Ross

A handwritten signature in black ink that reads "Dr. A. Ross". The signature is fluid and cursive, with the first letters of "Dr." and "Ross" being capitalized and prominent.

Vice President
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 fulfilling 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 with first-hand experience in the American style of higher education. There are over 112 faculty members, 80 percent of whom have earned PhDs or terminal degrees. With most class sizes ranging from 10 to 36 students, developing bonds between students and professors is easy.

AUK currently offers fifteen degree programs. In addition, students receive instruction in academic skills, time management skills, and stress reduction. At AUK, students will find opportunities to gain professional experience through internships, develop their creative talents, maintain their personal health and fitness, and become involved members of the community. Advising plays a very important role in the American-college Liberal Arts model, so students must be sure to seek guidance from the academic advisors at the Academic Advising Center and from their professors.

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 and 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 Human Resource Management
- 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 Planner and 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.

ACADEMIC FREEDOM

Universities exist to promote free inquiry and exchange of ideas. 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, 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 allow 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:

- The Intensive English Program at AUK is accredited by the Commission on English Language Program Accreditation (CEA) for the period August 2009 through August 2014 and upholds the CEA Standards for English Language Program and Institutions.
- The Accreditation Council for Business Schools and Programs (ACBSP) Baccalaureate/Graduate Degree Board of Commissioners has awarded the American University of Kuwait accreditation of five (5) years to the Business and Economics Division on November 14, 2010. ACBSP accreditation certifies that the teaching and learning processes within the Business & Economics Division of the American University of Kuwait meet the rigorous educational standards established by ACBSP.
- The American University of Kuwait was awarded International Program Accreditation from The American Academy for Liberal Education's (AALE) Board of Trustees for its Arts and Humanities Division, Social Sciences Division as well as the University General Education Program for a five (5) year period, ending September 30, 2016. AALE Membership certifies that the institution meets or exceeds the Academy's independently established Education Standards.

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 a 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 and AUK collaborate on numerous programs, and Dartmouth provides a wide range of administrative and academic consulting services to AUK. The two institutions have developed a flourishing relationship that involves faculty, students, and staff in both locations. Dartmouth experts in engineering, information technology, library sciences, communications, governance, and other areas routinely visit Kuwait, while students, faculty, and staff from Kuwait travel to the United States to work with their counterparts at Dartmouth. AUK's commitment to providing a premier learning environment based on the American model resonates with Dartmouth's history and its understanding of the importance of higher learning in a global context. Since the relationship began, the two institutions have steadily deepened and expanded their partnership, creating a dynamic, evolving, and unique cross-cultural collaboration.

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

P.O. Box 3323, Safat 13034, Kuwait

www.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

DEPARTMENTS in ARTS & HUMANITIES

Department of English

Tel: 1-802040 or (+965) 2224-8399, **ext.** 3601

Fax: (+965) 2572-9638

E-Mail: ENGL@auk.edu.kw

Department of Music and Drama

Tel: 1-802040 or (+965) 2224-8399, **ext.** 3601

Fax: (+965) 2572-9638

E-Mail: Music_Drama@auk.edu.kw

Department of Arabic and Foreign Languages

Tel: 1-802040 or (+965) 2224-8399, **ext.** 3601

Fax: (+965) 2572-9638

E-Mail: AFL@auk.edu.kw

Department of Communication and Media

Tel: 1-802040 or (+965) 2224-8399, **ext.** 3601

Fax: (+965) 2572-9638

E-Mail: COMM@auk.edu.kw

Department of Art and Graphic Design

Tel: 1-802040 or (+965) 2224-8399, **ext.** 3601

Fax: (+965) 2572-9638

E-Mail: GraphicDesignandArts@auk.edu.kw

First Year Experience (FYE) Unit

Tel: 1-802040 or (+965) 2224-8399, **ext.** 3360

Fax: (+965) 2574-9301

COLLEGE OF BUSINESS & ECONOMICS, OFFICE OF THE DEAN

Tel: 1-802040 or (+965) 2224-8399, **ext. 3545**

Fax: (+965) 2574-2456

E-Mail: business@auk.edu.kw

E-Mail: cbe@auk.edu.kw

Department of Accounting

Tel: 1-802040 or (+965) 2224-8399, **ext. 3521**

Fax: (+965) 2574-2456

E-Mail: ACCT@auk.edu.kw

Department of Economics

Tel: 1-802040 or (+965) 2224-8399, **ext. 3521**

Fax: (+965) 2574-2456

E-Mail: ECON@auk.edu.kw

Department of Finance

Tel: 1-802040 or (+965) 2224-8399, **ext. 3521**

Fax: (+965) 2574-2456

E-Mail: FINC@auk.edu.kw

Department of Management & Human Resource Management

Tel: 1-802040 or (+965) 2224-8399, **ext. 3521**

Fax: (+965) 2574-2456

E-Mail: MGMT@auk.edu.kw

Department of Marketing

Tel: 1-802040 or (+965) 2224-8399, **ext. 3521**

Fax: (+965) 2574-2456

E-Mail: MRKT@auk.edu.kw

ACADEMIC ADVISING and LEARNING SUPPORT SERVICES (AALSS)

Tel: 1-802040 or (+965) 2224-8399, **ext. 3241**

Fax: (+965) 2574-9302

E-Mail: AALSS@auk.edu.kw

CENTER FOR CONTINUING EDUCATION (CCE)

Tel: 1-802040 or (+965) 2224-8399, **ext. 3197/3198**

Direct: 965-2224-8398

Fax: (+965) 2571-5821

E-Mail: cce@auk.edu.kw

CENTER FOR GULF STUDIES (CGS)

Tel: 1-802040 or (+965) 2224-8399, **ext.** 3761

Fax: (+965) 2572-9638

E-Mail: cgs@auk.edu.kw

LIBRARY

Tel: 1-802040 or (+965) 2224-8399, **ext.** 3065

Fax: (+965) 2571-5893

E-Mail: library@auk.edu.kw

OFFICE OF THE REGISTRAR

Tel: 1-802040 or (+965) 2224-8399, **ext.** 3164

Fax: (+965) 2571-5861

E-Mail: registrar@auk.edu.kw

DIVISION OF STUDENT AFFAIRS

DIVISION OF STUDENT AFFAIRS, OFFICE OF THE DEAN

Tel: 1-802040 or (+965) 2224-8399, **ext.** 3262

Fax: (+965) 2571-5850

E-Mail: studentaffairs@auk.edu.kw

OFFICE OF ALUMNI AFFAIRS

Tel: 1-802040 or (+965) 2224-8399 **ext.** 3279

Fax: (+965) 2571-5850

E-Mail: alumniaffairs@auk.edu.kw

CAREER SERVICES & WELLNESS CENTER (CSW)

Tel: 1-802040 or (+965) 2224-8399, **ext.** 3232

Fax: (+965) 2571-5821

E-Mail: sswamy@auk.edu.kw

OFFICE OF STUDENT LIFE

Tel: 1-802040 or (+965) 2224-8399, **ext.** 3262

Fax: (+965) 2571-5850

E-Mail: studentlife@auk.edu.kw

ADMINISTRATIVE UNITS

OFFICE OF ADMISSIONS

Tel: 1-802040 or (+965) 2224-8399, **ext.** 3148

Fax: (+965) 2572-4947

E-Mail: admissions@auk.edu.kw

CAMPUS SERVICES

Tel: 1-802040 or (+965) 2224-8399, **ext.** 3302

Fax: (+965) 2571-5842

E-Mail: campusservices@auk.edu.kw (*general inquiries*)

E-Mail: _grpCampusServices@auk.edu.kw (*service requests*)

CLINIC

Tel: 1-802040 or (+965) 2224-8399, **ext.** 3400/3401

Fax: (+965) 2571-5850

E-Mail: clinic@auk.edu.kw

OFFICE OF CORPORATE RELATIONS

Tel: 1-802040 or (+965) 2224-8399, **ext.** 3101

Fax: (+965) 2571-5849

E-Mail: azuhairy@auk.edu.kw

FINANCE DEPARTMENT

Tel: 1-802040 or (+965) 2224-8399,
Ext. 3110/3111/3113/3114/3120/3121 (scholarships)/3122

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HUMAN RESOURCES

Tel: 1-802040 or (+965) 2224-8399, **ext.** 3081

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INFORMATION TECHNOLOGY

Tel: 1-802040 or (+965) 2224-8399, **ext.** 3031

Fax: (+965) 2571-5828

E-Mail: IT@auk.edu.kw

URL: <http://aukhelpdesk.auk.edu.kw>

OFFICE OF INSTITUTIONAL RESEARCH

Tel: 1-802040 or (+965) 2224-8399, **ext.** 3004

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E-Mail: InstitutionalResearch@auk.edu.kw

OFFICE OF PUBLIC AFFAIRS

Tel: 1-802040 or (+965) 2224-8399, **ext.** 3011

Fax: (+965) 2571-5881

E-Mail: PR@auk.edu.kw

OFFICE OF SCHOLARSHIP AND FINANCIAL AID

Tel: 1-802040 or (+965) 2224-8399, **ext.** 3014/3015

Fax: (+965) 2572-4947

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

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