

ACADEMIC POLICIES

ACADEMIC YEAR
2019-2020



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ACADEMIC POLICIES

MATRICULATION TO THE UNDERGRADUATE DEGREE PROGRAM

Students must complete their general education and major requirements from the catalog under which they entered the American University of Kuwait as undergraduate students, 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 the curriculum in the matriculation year, all students are governed by the most recent university policies, as stated in the online catalog.**

CLASS ATTENDANCE

The American University of Kuwait recognizes that class attendance is an important element of students' classroom success. Students are expected to attend all classes, laboratories, and/or required fieldwork. Because excessive absences prevent students from receiving full course benefits and disrupt orderly course progress, AUK has established the following policy on class attendance:

Any student who misses more than 15% of class sessions of any course during a semester should expect to fail, unless s/he submits documented evidence to the course instructor of inpatient medical care, death of an immediate family member, academic instructional activities, or national athletic activities. If excused, students are required to satisfy all coursework due or assigned during their absence as determined by the course instructor. If a student does not submit documented evidence for her/his absence exceeding the limit, it is the student's responsibility to withdraw from the course by the specified deadline, as indicated on the academic calendar. Students who withdraw from a course receive a grade of "W". Students who do not withdraw from a course nor submit supporting documents for excessive absences will receive a grade of "FN" (failure for non-attendance).

GRADING SYSTEM

Passing grades are A(-), excellent; B(+/-), good; C(+/-), satisfactory; and P, passing (see Pass/No Pass option). A D(+/-) grade represents less than satisfactory work. However, a D(+/-) grade may satisfy MATH 095, free electives, or **some** General Education requirements.

The following general education requirements must be completed with a grade of **C-** or better:

- Arabic Language [A]
- Arabic Culture [K]
- UNIV 100 and UNIV 110 [L]
- English Language [E]
- Any course that is a prerequisite for a major or minor course.

All students must have a minimum cumulative GPA of 2.00 to graduate.

A student will be awarded 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 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 (the qualities of performance associated with the different grades are explained below):

AUK GRADE SCALE

Points	Letter Grade	Percentage Conversion	Letter Grade Explanation
4.00	A	94-100	“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” reflects excellent performance on assignments and exams, as well as participation and conduct. This grade denotes comprehensive mastery of course learning and its integration with previously-learned material. An “A” student is one who proactively presents originality of thought, independent creativity, and insightful reasoning above and beyond that of his/her peers.
3.70	A-	90-93	A-
3.30	B+	87-89	B+
3.00	B	84-86	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.
2.70	B-	80-83	B-
2.30	C+	77-79	C+
2.00	C	74-76	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.
1.70	C-	70-73	A “C-” implies that the student has met the minimum standards necessary to pass the course. However, a cumulative GPA of 1.70 (the quality points equivalent to a C-) is NOT sufficient to graduate from AUK.
1.30	D+	67-69	D+
1.00	D	64-66	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.

0.70	D-	60-63	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.
0.00	F	0-59	An “F” represents a failing performance. The student has not met the standards set by the course, demonstrates incomplete comprehension of the material, and/or incomplete submission of materials required for the course. An “F” is a failing grade.
0.00	FN	0-59	Failure for non-attendance

Grade notations not calculated in the GPA

I Incomplete

AU Audit—no credit

P Pass (for Pass/No Pass option only)

NP No Pass (for Pass/No Pass option only)

W Withdrawal

NR Not Reported

CR Credit awarded

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.

A "C-", however, is considered a passing grade for all major, minor, and prerequisite 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.

COURSE REPETITION POLICY

Repetition Due to Failure

If a student fails a course ("F" or "FN"), 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. A failed course may not be repeated outside AUK and transferred repeated courses will not replace failed AUK courses. A student may repeat a course up to three times. A student wishing to register for additional attempts will be referred to the appropriate department chair for review and recommendations. The highest grade earned is counted in the calculation of the GPA. Failure in a required course may not be addressed by substitution or waiver. A "Pass" grade will replace an "NP" only when "NP" was initially earned under the Pass-No Pass grading system. Students repeating foundation courses are not allowed to register for 300-level courses or above.

Repetition for Improvement of Grade

Students may elect to repeat up to four courses with a minimum earned grade of "C-". Prerequisite courses and courses that have catalog restrictions due to duplication of subject matter may not be repeated. A single course may be only repeated once. Students may not repeat a course outside AUK, and transferred repeated courses will not replace failed AUK courses. Students will not receive credits for taking a course at AUK for which they have received transfer credit. A repeated transfer course at AUK will be excluded from use toward graduation or in the student's GPA. A student will receive credit only once for any AUK course, with the highest grade earned counted in the calculation of

the GPA. Exceptions to the repeat policy are DRAM 360, MUSC 110, 160, 260, 310, 365, 399, and courses numbered 369 (Short Course), 388 (Independent Study), 389 (Special Topics), and 470 (Internship). DRAM 160, MUSC 110, 160, 260, 310, 365, 399, and all courses numbered as 470 may have credit earned to the upper limit stated in the course listing in this catalog. Students may repeat short courses, independent studies, and special topic courses for credit, provided the course material is sufficiently distinct. Grades for all courses completed at AUK will be recorded on the student's AUK transcript, and repeated courses will be identified.

Include/Exclude Grades, Earned Credits, & GPA Calculation

All course grades and credits for all attempts will appear on the student's transcript, but only the highest grade earned for a repeated course will be included in the calculation of the student's earned hours and grade point average (GPA). On the transcript, included repeat courses are indicated as "P" and are included in the GPA and earned hours calculation. Excluded repeat courses are referred to as "E" and the course attempt is excluded from the GPA calculation and earned hours calculation.

INCOMPLETE GRADES

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.

A student who receives an incomplete grade "I" must complete the coursework within one month of the first day of the following full semester (spring/summer into fall, and fall into spring). If the Incomplete grades for any one semester/term are more than two, the future registration will be removed to facilitate the student's success without jeopardizing the student's academic progress. Students in this situation may submit an appeal to the appropriate dean to extend the one calendar month.

If the coursework is completed within the period specified, the instructor must complete a Change of Grade form and submit it to the department chair in which the course is offered with the supporting evidence. If the department chair approves the change of grade, s/he will sign the form and submit it for final approval to the appropriate dean. If the coursework is not completed within the period specified, the "I" will be replaced with an "F" or "NP" as the final grade.

PUC scholarship students must contact the AUK Scholarship and Financial Aid Office regarding the ability to submit a scholarship deferral request.

NOT REPORTED GRADES (NR)

A grade code of "NR" will be recorded for grades not reported by the instructor. The grade "NR" should be replaced within 48 hours by an instructor submitting to the department chair a Change of Grade form with appropriate supporting documentation for the change. The department chair and appropriate dean must approve the change of grade and send it to the Office of the Registrar for an official grade change.

COURSE GRADE APPEALS

Students are entitled to an objective, professional evaluation of their academic work, and to a fair, equitable treatment in the course of their academic relationships with the faculty. These criteria are observed by the AUK faculty as part of their professional responsibilities. A final grade assigned by an instructor may be appealed if:

- There was a clerical/mathematical error in the calculation of the final grade.
- There were inconsistent standards of evaluation such as:
 - o Deviation from the grading criteria as outlined in the course syllabus.
 - o The final grade determination was based on factors other than the student's performance in the course and/or completion of course requirements.
 - o The student's final grade was determined by different standards than other students in the same section of the course.

The burden of proof of these conditions rests on the student. A grade resulting from absences, beyond what the catalog allows, and academic dishonesty cannot be appealed. In cases where the grade appeal is based on a complaint involving prejudice, discrimination, harassment, etc., the student is referred to the Student Complaint Against Faculty Policy.

A grade appeal must be submitted no later than the first day of the next spring or fall semester (whichever comes first) after the assignment of the grade that is appealed. Failure to do so will preclude any possibility of subsequent action. Students should avoid taking the same course until the appeal case is resolved.

The following steps apply to the grade appeal process, as per the AUK policy on grade appeals:

Step 1: Consultation with the Faculty Member

When a student does not agree with the final grade assigned for a course, s/he should first meet with the course faculty member responsible to discuss the grade within 48 hours once final grades are officially made available to students by the Office of the Registrar. This requirement allows for any clerical/calculation grade errors to be corrected by the faculty member by means of the Change of Grade form without the necessity of filing an appeal. If the grade is still in dispute after consultation, the student may complete the Grade Appeal form.

The consultation step can be skipped, and the student may go to step 2 only if:

1. The faculty member is unavailable.
2. The faculty member fails to respond within the 48-hour time-period indicated.
3. The faculty member's response does not satisfy the student.

Step 2: Appeal to College Committee

Students may file a formal grade appeal to the College Grade Appeal Committee by completing and signing the Grade Appeal form and submitting it to the chair of the department offering the course no later than 12:00pm on the first day of the fall or spring semester immediately following the session in which the action being appealed occurred.

The student's grade appeal packet must include:

- A completed and signed Grade Appeal form.
- A course syllabus (provided to the student at the beginning of the course).
- A grade breakdown if available.
- A detailed statement explaining why the student believes his/her grade should be changed.
- Any documentation that supports the student's claim.

Step 3: College Committee Decision

Upon receiving the grade appeal packet, the department chair will forward it to the chair of the College Grade Appeal Committee who will convene a meeting of the committee and provide a final decision no later than the end of the third day of add/drop week of the fall or spring semester.

By the end of the third day of add/drop week, the committee chair will communicate the decision together with its findings/reasons to the student, the faculty member, the department chair, and the dean of the appropriate college. The College Grade Appeal Committee's decision is final and binding on all parties. In cases where the College Grade Appeal Committee determines that the student's final grade should be raised, the chair of the committee must submit the appropriate form to the appropriate dean who will send the approved forms to the Office of the Registrar by 12:00pm of the fourth day of add/drop week.

Structure of a Grade Appeal Committee

The College Grade Appeal Committee will be comprised of one faculty member representative from each department of the college. The committee members will serve for a period of two consecutive terms. The chair of the committee will be appointed by the dean of the appropriate college. If the instructor is a committee member, the committee will choose a substitute in consultation with the concerned department chair. The instructor will not participate in this decision. The department chair will appoint a substitute member if the department representative on the Grade Appeals Committee is not available.

Charges of a Grade Appeal Committee

The Grade Appeal Committee must base its decision on the information presented about the work undertaken during the semester in which the student was enrolled in the course under question. The Grade Appeal Committee will not assign additional work to a student for any purpose nor shall the Grade Appeal Committee subject the student to any sort of examination on the course matter. The Grade Appeal Committee will make its decisions based on a majority vote and will have the power to raise or keep a grade unchanged.

CHANGE OF FINAL GRADES

After final grades are posted in the AUK student Self-Service system, a change of grade is not allowed unless a demonstrable mistake was made in calculating the grade. In such a case, the instructor must complete a Change of Grade Request form no later than one week after the end of final examinations and submit it to the chair of the department in which the course is offered, with the supporting evidence for the mistake warranting the change of grade. If the department chair approves the change of grade, s/he will sign the form and submit it for final approval to the appropriate dean. The dean's decision is final. Approved Change of Grade forms must be submitted to the Office of the Registrar **no later than four class days after the beginning of the next term**. A change of grade is not allowed beyond this date.

STUDENT COMPLAINTS CONCERNING STAFF & FACULTY

AUK is committed to providing an educational environment that is conducive to personal and professional development of each student. In order to ensure that commitment, the University has developed procedures for students to pursue complaints against staff and faculty, should such an action become necessary.

A. Complaints for Non-Academic Reasons

Policy

1. A student who has an unresolved disagreement or dissatisfaction with a staff or faculty member for non-academic reasons has the right to file a formal complaint to the appropriate authority without retaliation and prejudicing his or her status with the University. *See section B for complaints for academic reasons.*
2. Examples of incidents that can result in a complaint for non-academic reasons are:
 - a. Non-physical misconduct: harassment, bullying, verbal abuse, threats, intimidation, or discrimination.
 - b. Physical misconduct: inappropriate physical contact, contact that causes bodily harm, or other contact that endangers physical and emotional health or safety.
3. This policy does not apply to issues that are covered under separate policies and procedures such as a financial appeal.
4. A complaint which has not been resolved through an informal process should be filed within thirty (30) working days of the alleged incident to the appropriate authority.
5. Any student who brings a complaint has the burden of proof and must provide documentation and evidence to support the allegation.
6. Any action arising out of a student complaint will be addressed in strict confidence and in accordance with University policy.

Procedure

The student can first attempt to resolve the issue with the person(s) concerned, or their department chair (for faculty) or immediate supervisor (for staff). If a student does not pursue informal resolution or if informal resolution is unsuccessful, the student has the right to file a complaint with the vice president of student affairs or designee, or with the president if the complaint is against the vice president of student affairs.

1. The complaint shall be filed within 30 days of the alleged misconduct. The complaint shall be as specific as possible in describing the incident.
2. After review, the vice president of student affairs or designee will submit the complaint as follows:
 - a. For complaints against faculty, the report will be submitted to the dean of the college.
 - b. For complaints against staff, the report will be submitted to HR director and direct supervisor of the accused.
3. Upon receiving the complaint, the dean of the college/HR director or designee will convene a panel to review the complaint within 10 working days.

4. The panel is to be comprised as follows:

- a. For complaints against faculty, the panel will be made of the dean of the respective college/designee, vice president of student affairs/designee, and faculty representative chosen by the accused.
- b. For complaints against staff, the panel will be made of HR director/designee, vice president of student affairs/designee, and staff representative chosen by the accused.

5. The panel will select a chair.

6. The panel will arrange to meet with the parties and may gather additional information and conduct interviews in order to complete its investigation. Following this fact-finding process, the panel will submit a written report with recommendation for appropriate action to the dean of the college/HR director. The dean of the college/HR director will make the final decision and notify the vice president of student affairs and the relevant parties within 10 working days.

7. If the dean of the college/HR director 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 for as long as may be necessary to permit response to potential legal action.

8. If the dean of the college/HR director determines that the complaint is justified, an appropriate disciplinary action will be initiated, and the report will be placed in the faculty member's official personnel file.

Appeal

The decision of the dean of the college/HR director may only be appealed on grounds of procedural defect. An appeal must be directed to the Office of the President within five (5) working days of receipt of the dean's written report. The president's decision will be final and binding on all parties.

B. Complaints for Academic Reasons

Policy

1. A student who has an unresolved disagreement or dissatisfaction with a faculty member for academic reasons has the right to file a formal complaint to the appropriate authority without retaliation and prejudicing his or her status with the University. *See section A for complaints for non-academic reasons.*

2. Examples of incidents that can result in a complaint for academic reasons are: incompetent or inefficient service, neglect of duty, and mental incapacity in teaching related duties and settings.

3. This policy does not apply to issues that are covered under separate policies and procedures such as grade appeal.

4. A complaint which has not been resolved through informal process should be filed within thirty (30) working days of the alleged incident to the appropriate authority.

5. Any student who brings a complaint has the burden of proof and must provide documentation and evidence to support the allegation.

6. Any action arising out of a student complaint will be addressed in strict confidence and in accordance with University policy.

Procedure

Informal Resolution:

Normally, a student with a complaint against a faculty for academic reasons should first attempt to resolve the issue with the faculty member concerned. Lacking a satisfactory outcome, the student should discuss the matter with the chair of the faculty member's department.

If a student is uncomfortable dealing directly with the concerned faculty member, s/he may seek assistance from the department chair or faculty's immediate supervisor in resolving the complaint.

Formal Complaint:

If a student does not pursue informal resolution or if informal resolution is unsuccessful, the student may file a written complaint with the appropriate dean (or designee) of the college in which the faculty member works.

1. The complaint shall be filed within 30 days of the alleged misconduct. The complaint shall be as specific as possible in describing the incident of the faculty.
2. Upon receiving the complaint, the dean or designee will convene an advisory panel to review the complaint within 10 working days.
3. The panel will consist of three faculty members: one chosen by the faculty member concerned, and two chosen by the dean or designee.
4. The panel will select a chair.
5. The panel will arrange to meet with the parties and may gather additional information and conduct interviews in order to complete its investigation. Following this fact-finding process, the panel will submit a written report with recommendation for appropriate action to the dean. The dean will make the final decision and notify the parties within 10 working days.
6. If the 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 for as long as may be necessary to permit response to potential legal action.
7. If the dean determines that the complaint is justified, an appropriate disciplinary action will be initiated, and the report will be placed in the faculty member's official personnel file.

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 five (5) working days of receipt of the dean's written report. The president's decision will be final and binding on all parties.

TESTS AND EXAMINATIONS

General Guidelines

Following the American model of higher education, evaluations of a student's performance may be conducted via quizzes, tests, projects, and examinations, as well as other advanced assessment tools. Students' scholastic performances are measured by at least three assessment tools. Students will take a minimum of two examinations (a midterm and final examination); the third measure of assessing students' performances may take the form of a paper or project. Instructors may require more quizzes or tests. Students should refer to the syllabus of each course. These assessment measures will demonstrate an understanding of the information presented primarily during lectures.

Exam Logistics

Examination dates are usually announced in course syllabi. Final examinations must be offered by the faculty and they must be taken by the students during the scheduled period as assigned by the Office of the Registrar. Students may be asked to provide some form of photo identification, preferably their 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 exams. 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 periods. Should a student be scheduled to more than three exams on the same day, the other exams may be rescheduled as a make-up exam. A student who misses an exam because of an illness or a legitimate emergency must present documented evidence to the course instructor. The course instructor will then determine whether the student may take a make-up for the missed exam. This policy may be noted in the instructor's course syllabus.

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 is required to complete a Challenged Materials form and submit it to the library director. For classroom materials, the individual must submit the form 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 2.00. 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," "F," or "FN" grades.

Initial Probation

A student will be placed on initial probation at the end of the first semester (fall, spring, or summer) when her/his cumulative GPA earned at AUK falls below 2.00. While on initial probation, s/he may register for no more than 14 credit hours during the fall or 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," "F," or "FN" grades.

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 2.00. While on final probation, s/he may register for no more than 14 credit hours during the fall and spring semesters. No summer registrations are permitted for students who are on final probation. A student on final probation is required to repeat courses, subject to availability, in which s/he received “D,” “F,” or “FN” grades.

Removal of Academic Probation

If at the end of the semester while on either probation, the cumulative GPA is at least 2.00, the student is returned to good standing.

ACADEMIC DISMISSAL

A student will be academically dismissed from AUK with no right to appeal if the student’s earned cumulative AUK GPA is less than 2.00 at the end of the third consecutive semester (including summer sessions).

RETURN TO AUK

Academically dismissed students (both first and second dismissals) may be permitted to return to AUK after **one regular academic semester** of separation, excluding summer sessions. Students will return on an **initial probation** status with enrollment limitations as stated above. However, no summer registrations are permitted for students who have been academically dismissed. Credits completed at another institution during academic dismissal will not be transferred to AUK.

Students who stay out more than one year from the date of dismissal will be inactivated and must apply for readmission. **Students seeking readmission must meet all admission requirements and deadlines as per the most current catalog at the time of readmission. If readmitted, students must also follow the most recent academic catalog for degree requirements.**

If You Are Dismissed at the End of:

You May Return:

Fall semester
Spring semester

at the beginning of the following fall semester
at the beginning of the following spring semester

PUC Scholarship Students and Academic Dismissal

PUC scholarship students who are academically dismissed will forfeit their scholarship as per the PUC decision number 9/41-1/2010. PUC will reconsider reinstating the scholarship for a dismissed scholarship student if s/he meets the following conditions (PUC decision 6/43-1/2011):

1. A student may be reinstated to the scholarship only once during the entire period of her or his study.
2. No more than two years should have passed since the student’s dismissal (at the time of the reinstatement application submission).
3. The student must pursue a scholarship major offered at the institution to which s/he was granted an internal scholarship.
4. After the dismissal from the scholarship, the student must have completed 30 AUK credit hours or more, with a minimum cumulative GPA of 2.33 and a last semester GPA of at least of 2.00.

PUC Scholarship students should apply for reinstatement of the scholarship at the Scholarship and Financial Aid Office at AUK.

FINAL ACADEMIC DISMISSAL

A student will be dismissed for a final time from AUK if s/he earned a cumulative AUK GPA of less than 2.00 at the end of the second consecutive semester following readmission to AUK after the second dismissal. The student is dismissed for a final time with no 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, the Office of Admissions, the Office of the Registrar, the AUK Library, the Academic Advising Center, or other university departments. All holds must be cleared by the appropriate office before students are allowed to register for the upcoming term. Students can view their hold information via the 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 three days of classes. Dropped courses are not considered attempts and 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 a full-time status, the student must be registered for a minimum of 12 credits per semester. Withdrawal from individual courses is permitted up until the withdrawal deadline for the respective semester, which is generally five weeks before the last day of classes for the fall and spring semesters, two weeks before the last day of classes of the IEP summer semester, and one week before the last day of the UG summer semester.

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. Upon withdrawal, a student maintains his/her financial obligations, but is free from the academic responsibilities associated with the course. For specific information regarding the individual course withdrawal deadlines for each semester, visit the AUK website/academic calendar. Students are also encouraged to consult the tuition refund schedule before withdrawing from a course.

Scholarship students are financially obligated to settle the payment of withdrawn courses. For further assistance regarding procedures, please contact the AUK Scholarship & Financial Aid Office at scholarship@auk.edu.kw.

Withdrawal from the Semester

Students may withdraw from all courses for the semester by submitting an approved Withdrawal from the Semester request form to the Office of the Registrar. This request must be submitted before the semester withdrawal deadline. The student's account will remain active so that s/he can register for the following semester. If a student plans on taking courses at another institution during this semester, s/he must also submit an approved Study at Another Institution request form.

A grade of "W" will be recorded in the student's transcript for all courses from which the student has voluntarily withdrawn after the drop/add deadline for the semester. Upon withdrawal, a student still maintains his/her financial obligations, but is free from the academic responsibilities associated with the course.

For additional information regarding the semester withdrawal deadline, students should refer to the AUK website/academic calendar. Students are also encouraged to consult the tuition refund schedule before withdrawing from the semester.

Scholarship students cannot change their enrollment status without prior approval from their scholarship provider. For further assistance regarding procedures, please contact the AUK Scholarship & Financial Aid Office at scholarship@auk.edu.kw.

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.

In the event that a student withdraws from the university by 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.

A student who withdraws from the university is inactivated and must apply for readmission to the university. All returning students must meet the readmission requirements and all admissions deadlines if applying after one academic year. If the student takes courses elsewhere during this period, only a maximum of 60 credit hours may be considered for transfer towards a degree program.

Scholarship students cannot change their enrollment status without prior approval from their scholarship provider. For further assistance regarding procedures, please contact the AUK Scholarship & Financial Aid Office at scholarship@auk.edu.kw.

LEAVE OF ABSENCE

Students desiring a leave of absence for reasons other than studying at another institution of higher education (see Study at Another Institution section) must obtain formal permission. All leave of absence requests must be approved by the appropriate academic deans. Students who receive permission for a leave of absence are limited to one academic year only during which they cannot attend any local or foreign institution of higher education. Upon return, students must notify the Office of the Registrar so that they will be reinstated, pending verification 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. For further assistance regarding procedures, please contact the AUK Scholarship & Financial Aid Office at scholarship@auk.edu.kw.

RESUMING STUDY AT AUK

Students who stop attending the university for two consecutive semesters without submitting an approved Leave of Absence form will have their status inactivated at the end of the drop/add period of the third semester and may not resume their studies until they have been formally readmitted or reinstated. Summer sessions are not considered regular academic semesters.

Readmitted students 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.

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 auditing requirements, 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.

STUDY AT ANOTHER INSTITUTION

General Guidelines

AUK students may apply for **Study Abroad** in which they take courses at another institution for a full semester or a year and transfer those courses to AUK; or they may choose to apply for **Study Away** where they take limited coursework (less than 9 credit hours) at another institution. Students must meet the following requirements for each category (Study Abroad & Study Away):

Study Abroad

In addition to specific program eligibility requirements, all study abroad participants and prospective programs must meet AUK general requirements for eligibility:

1. Student Eligibility:

- a. Have a minimum cumulative GPA of 3.0.
- b. Have declared a major.
- c. Have earned 30 credit hours of the 60 required towards AUK residency at the time of application to study abroad.
- d. Be in good disciplinary standing per the student code of conduct.
- e. Not have a financial hold on their student account.
- f. Be 18 years of age or above as of the program start date.
- g. Meet the language proficiency requirements of the program to which they apply.
- h. Meet the eligibility requirements of the program to which they apply.

2. Courses taken abroad must meet AUK prerequisite requirements and be pre-approved by the appropriate department and college dean in order to be transferred for full academic credit.

3. Students are encouraged to register at the host institution for a minimum of 12 credits or equivalent.

4. Scholarship students cannot change their enrollment status without prior approval from their scholarship provider. For further information and assistance regarding scholarship rules, conditions and procedures, students must contact the AUK Office of Scholarship & Financial Aid.

5. The institution and major program for which courses are to be taken are on the approved list of the **Kuwait Ministry of Higher Education (MOHE)**.
6. Students may not repeat a course outside AUK, and transferred repeated courses will not replace failed AUK courses (see Repetition for Improvement of Grade section of AUK Academic Catalog).
7. Students must also meet the upper division credit hours requirement for graduation as specified in the AUK Academic Catalog.
8. The study abroad period is not during his/her senior year at AUK (last 30 credit hour residence requirement) for graduation (*See note below on Students in an AUK-Exchange Program).
9. 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 at Another Institution form.
10. Other requirements as noted in other AUK policies as set forth in the academic catalog, student handbook, and other institutional documents.

***AUK-Exchange Program Students Only:** Students at AUK who choose to enroll in an AUK Exchange Program will be exempt from the last 30 credit hour residency requirement for graduation.

Study Away

1. The student must be in good academic standing.
2. The student must have earned at least 30 credit hours towards AUK residency at the time of application.
3. The institution and program must be on the approved list of the Kuwait Ministry of Higher Education (Foreign Institutions).
4. The course is required for the student's degree program and will not be offered at AUK prior to the student's graduation.
5. Scholarship students cannot change their enrollment status without prior approval from their scholarship provider.
6. Students may not study at another institution during the last year prior to graduation as they must meet the last 30 credit hour residency requirement for graduation. All students must meet the AUK residency requirement of 60 hours and all other eligibility requirements.
7. Study Away at Institutions in Kuwait is permitted if the course is required for the student's degree program and will not be offered at AUK prior to the student's graduation.

In addition to meeting the above, students must complete the appropriate form for each type of experience:

1. Study at Another Institution – Study Abroad form (for full semester or year) OR
2. Study at Another Institution – Study Away form (for less than 9 credit hours)

Students must obtain the necessary signatures from their academic advisors and **provide a catalog course description and course syllabi (as available) for each course seeking approval**. After completing the form, gathering the supporting materials, and receiving the required signatures, the student must submit the documents to the Office of the Registrar. Additional approvals for courses **not** previously articulated on Banner will have to be evaluated by the appropriate department chair, followed by approval from the appropriate college dean.

The completed form must then be submitted to the Scholarship & Financial Aid Office for review by the scholarship provider. **All scholarship students must receive approval from their scholarship provider prior to attending any other university.** Scholarship students need to apply for approval at the Scholarship & Financial Aid Office.

AUK is not under any obligation to accept transfer credits unless the programs and courses are approved in advance by the relevant AUK departments. 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 a Study at Another Institution form.

For further assistance regarding scholarships, please contact the University's Scholarship and Financial Aid office at scholarship@auk.edu.kw.

For further assistance regarding study abroad, please contact the coordinator for study abroad at studyabroad@auk.edu.kw.

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 advisors. 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

Each course offered by the university is identified by a 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 207: Introduction to Rhetorical Studies (3) is a sophomore-level course offered by the English Department 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 department. 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 departments and programs.

PREREQUISITES

Prerequisites are courses or conditions that must be satisfactorily completed before a student is allowed to enroll 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 that a certain course **must be taken concurrently** (in the same semester) with another course. 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.

CONCURRENT COURSE

A concurrent course is a requirement that a certain course **must be taken concurrently** (in the same semester) with another course, **if it has not been successfully completed previously**. It is the student's obligation to know and meet course concurrency requirements. These are stated in the course description section of the catalog. Concurrency requirements will be enforced at registration.

INDEPENDENT STUDY COURSES

An independent study course is an individually supervised, upper-level course that 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-credit hour minimum required for graduation. Non-degree and visiting students are not permitted to take independent study courses.

SPECIAL TOPICS COURSES

A special topics 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 ***that have study abroad trips*** toward the 124-credit hour minimum required for graduation. Students are not limited in taking special topics courses that do not have a study abroad trip component or are full-semester study abroad programs and/or institutions approved by AUK.

COURSE SUBSTITUTIONS

Course substitution is restricted as follows:

1. The original course is not offered prior to the student's graduation from AUK.
2. The substituted course must be in the same field of study as the original course.
3. The substituted course contains similar content according to the course syllabi.
4. The substituted course is of equal rank or higher level. General education courses are not subject to substitutions.
5. All course substitutions require the approval of the department chair and the appropriate academic dean.

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-level courses, independent study, and other specialized programs may have unique meeting schedules, but normally are valued at three credit hours, or 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 topic courses are published online each semester via AUK Self-Service. Course syllabi provide a detailed outline of the course content with indicated dates for the assignments, exams, and other requirements. Syllabi are distributed by the instructors at the beginning 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 14 credit hours for the UG summer term.

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, department chair, and the appropriate dean.

CLASS STANDING

Class standing is determined by the number of credit hours completed:

<i>Freshman:</i>	0-29 credit hours
<i>Sophomore:</i>	30-59 credit hours
<i>Junior:</i>	60-89 credit hours
<i>Senior:</i>	90+

GENERAL EDUCATION

The general education requirements reflect AUK's liberal arts philosophy and constitute an important component of all bachelor degree programs offered at AUK. Most of the general education courses should be completed within the first two years of study.

MISSION STATEMENT

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 lifelong learning.

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, and to propose viable and creative solutions to complex problems.

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 “what” and “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.

GENERAL EDUCATION REQUIREMENTS (49 CREDIT HOURS)

Each general education requirement is noted in the course description listings with an area code. This code designates which general education area the course satisfies; e.g., courses labeled with a [P] code fulfill the sciences general education requirement. 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.

Students must complete forty-nine (49) general education credit hours in the following areas:

[E]: English Language Requirement		10 credit hours
Students can satisfy the English requirement with a grade of C- or better by taking the following courses. Students may be exempt from ENGL 100 if their TOEFL, IELTS, or Accuplacer scores meet ENGL 101 minimum requirements.		
	ENGL 100: Foundations in Academic Reading and Writing (if TOEFL, IELTS, or Accuplacer scores do not meet ENGL 101 requirements)	(4) [E]
	AND	
	ENGL 101: Approaches to Critical Reading and Writing (<i>this course should be completed by the end of the second semester</i>)	(3) [E]
	AND	
	ENGL 102: Writing and Information Literacy (<i>this course should be completed by the end of the third semester</i>)	(3) [E]
[A], [K]: Arabic Language and Culture Requirement		6 credit hours
To fulfill the general education requirement for Arabic, students must take one course (3 credit hours) in Arabic language or literature, and one course (3 credit hours) in 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 is 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 have been placed (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, s/he 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 two 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 105: Nature of Mathematics	(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]
	STAT 202: Regression for Business	(3) [M]
	STAT 214: Statistics for Engineers	(4) [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.		(3) [T]
[L]: First Year Experience Requirement		5 credit hours
To fulfill the first-year experience requirement with a grade of C- or better , students may take:		
	UNIV 100: Essentials of Learning (<i>this course should be completed by the end of the first year</i>)	(2) [L]
	UNIV 110: University, Community, and Citizenship (<i>this course should be completed by the end of the first year</i>)	(3) [L]
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 UNIV 100 course. However, the two credits must be made up in another area to satisfy degree credit hour requirements. All transfer students are required to take UNIV 110.		
[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]
	Communication and Media (COMM) (101, 111, 230, 240, 312, 325, 427)	[H]
	Drama (DRAM)	[H]
	English (ENGL) (108, 200-level courses or above)	[H]
	French (FRNC)	[H]
	Music (MUSC)	[H]
	Philosophy (PHIL)	[H]
	Religion (RELG)	[H]
	Spanish (SPAN)	[H]
	Translation (TRAN)	[H]
	Italian (ITA)	[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]
	Communication and Media (COMM) (222, 249, 265, 366)	[S]
	Environmental Studies (ENVS) (101, 215, 220, 310, 320, 325, 340)	[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) and one science course without a lab (3 credit hours). Students can take science courses from the following areas:		
	Biology (BIOL)	[P]
	Chemistry (CHEM)	[P]
	Environmental Studies (ENVS) (230, 305)	[P]
	Natural Sciences (NSCI)	[P]
	Physics (PHYS)	[P]

GENERAL EDUCATION GRADE REQUIREMENT

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 MATH 095, free electives, or some general education requirements. The following general education courses **require a C- or better**:

- Arabic Language [A]
- Arabic Culture [K]
- UNIV 100 and UNIV 110 [L]
- English Language [E]
- Any course that is a prerequisite for a major or minor course.

GENERAL EDUCATION, FOUNDATION COURSES, AND PREREQUISITES

Undergraduate students at AUK must complete all remedial and foundation courses (MATH 095, UNIV 100, UNIV 110, ENGL 100, ENGL 101, and ENGL 102) before they register for any 300-level course and above. These foundation courses, as well as other general education requirements provide students with the skillsets and foundational knowledge in preparation for their major courses. Students generally declare their degree program or major after completing many 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. Students also are not allowed to double dip credit hours between categories listed under the general education requirements or major requirements.

UPPER-LEVEL COURSES

Students are required to complete a minimum of 30 credit hours of upper-level (300 or 400-level) classes, 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.

INTERNSHIPS

An internship is a supervised experience where the student gains 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 (interns) do not always work in a paid position.

The major internship course “470” is a variable credit, from one to three credit hours. Additional non-major internships are registered as “473.” Students may be interested in participating in an internship for reasons related to their degree programs or majors. Some degree programs require an internship while others recommend participation in an internship. Internships are graded on a pass/no pass basis. Non-degree and visiting students are not permitted to take internship study courses.

Students interested in an internship must satisfy the following conditions:

1. Have declared his/her degree program or major.
2. Have earned the required number of credit hours as defined by the college.
3. 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.
4. Have permission from the faculty member who will serve as the internship supervisor to register for a 470 course.
5. 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 must complete at least 30 credit hours of upper-level (300- and 400-level) courses, 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 major or degree candidate.

DECLARATION OF MAJOR IN THE DEGREE PROGRAM

Upon admission, 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 most of the general education requirements.

Students must formally choose and declare a major no later than the completion of 60 credit hours by completing the Degree Program, Major, and/or Minor Declaration Request form and submitting it to the Academic Advising Center. After the declaration is processed by the appropriate college, the student is assigned a faculty advisor based on the student’s declared major.

All scholarship students must declare their major at AUK in accordance with their scholarship assigned major. For further information, please contact the University’s 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 completion of at least one full semester of work in the current degree program or major. The Degree Program, Major, and/or Minor Update Request form must be completed and submitted to the Academic Advising Center and to the department chair of the prospective program. If approved, the department chair submits the form to the Office of the Registrar for processing.

All scholarship students MUST declare their majors at AUK in accordance with their scholarship assigned major. For further information about scholarships and majors, please contact the University's scholarship coordinators at scholarship@auk.edu.kw.

COMPLETION OF THE MAJOR IN THE DEGREE PROGRAM

Courses in the major require a grade of C- or better. However, students must maintain a cumulative major GPA of at least 2.00 in their major requirements to earn an undergraduate degree. The GPA in the major is calculated in the same manner as the overall GPA using only the courses that fulfill major requirements: all courses listed in the major requirements, including courses in concentrations, specializations, tracks, and all courses taken in the discipline.

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 program, two majors in the Bachelor of Arts program, or two majors in the Bachelor of Science program. No more than three courses (a total of 9 credit hours) earned for general education requirements and applied for the first major requirements may be applied to the second major. Each program will determine number of credits earned in the first major that can be applied to the second major. See individual program sections for specific requirements.

Scholarship students choosing to double major are financially liable for any additional credit hours beyond those required for their assigned scholarship major.

STUDENTS WITH A BACHELOR'S DEGREE

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

AUK students may take a second BA, BE, or BS degree. Students with a BBA degree from AUK may not take a second BBA degree. Students with a bachelor's 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 free electives unless otherwise determined by the Office of the Registrar and the dean of the College of Arts and Sciences. They must complete all 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 section). Any general education requirements not satisfied by transfer credits must be taken in residence at AUK. Students with a business degree from another institution may not take AUK's BBA degree. However, they may take a BA, BE, or BS degree.

Students must satisfactorily complete at least 60 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 the English Proficiency Requirements section of this catalog).

MINOR REQUIREMENTS AND DECLARATION OF A MINOR

A minor is a group of courses that constitutes a limited focus or emphasis in an 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 more than 9 credit hours earned from the major or general education requirements may apply towards any one minor. Specific course requirements for minors are noted under the requirements for the degree programs. Students must consult their advisors about the procedure for declaring a minor.

COMPLETION OF A MINOR

Each course in the minor requires a final grade of C- or better. Failure to maintain the required minimum cumulative GPA of 2.00 in all minor courses may result in the student being dropped from the minor program. 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; however, it does not appear on the diploma. Students' minor catalog year **must** be the same as their major catalog year.

Scholarship students are financially liable for any additional credit hours beyond those required for their assigned scholarship major.

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.

GRADUATION RE-QUIREMENT	STANDARD	REMARKS
Credit hours	Minimum 124 credit hours	
General Education Require-ments	49 credit hours	See “General Education” sec-tion for distribution
Upper division credit hours	A minimum of 30 credit hours of which at least 18 credit hours are in the major; individ-ual majors or degree programs may require more	Numbered 300 or above
Grades	“C-” or better in individual courses in the major. Cumula-tive 2.00 GPA for all courses required by the major	
GPA	2.00 cumulative GPA	
Residence requirement	60 credit hours, the last 30 of which must be at AUK	Senior year must be spent at AUK or in AUK-approved exchange programs. Exchange program courses will count in the AUK residency require-ment.
Application for graduation	Must be made by deadline (see Registrar’s webpage)	
Eligibility for participation in commencement	Completion of all degree re-quirements by end of Spring semester	
Graduation Fee	A graduation fee applies	

APPLICATION FOR GRADUATION

The American University of Kuwait confers degrees at the end of each academic term (fall, spring, and summer). Commencement is typically held in June. Candidates for graduation must submit a completed application for graduation via the Self-Service Graduation Application. After the applica-tion has been filed, the Office of the Registrar conducts a degree audit and informs the student and his/her advisor of the remaining requirements.

Students are responsible for ensuring that they have met all degree requirements for gradua-tion, including curriculum and cumulative GPA requirements.

CONFERRAL OF DEGREES

The American University of Kuwait confers degrees at the end of each academic term (Fall, Spring, and Summer). The diploma notes the student's degree. If the student has earned two different degrees, s/he will receive one diploma for each degree. Additional diplomas may be ordered through the Office of the Registrar. Students who request an additional copy of their diploma will be charged a fee per diploma.

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 Science (*concentration in Anthropology*)

College of Engineering and Applied Sciences

- Bachelor of Engineering in Computer Engineering
- Bachelor of Engineering in Electrical Engineering
- Bachelor of Engineering in Systems 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 Human Resource Management
- Bachelor of Business Administration in Management
- Bachelor of Business Administration in Marketing

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 list for the semester, a student must:

1. Have earned a minimum of 12 credit hours in graded courses numbered 100 or above per semester.
2. Have no "I," "W," "NP," "F," or "FN" grades at the end of the same semester.
3. Have a 3.7 GPA or better.
4. 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 list for the semester, a student must:

- 1. Have earned a minimum of 12 credit hours in graded courses numbered 100 or above per semester.
- 2. Have no “I,” “W,” “NP,” “F,” or “FN” grades at the end the same semester.
- 3. Have a 4.00 GPA.
- 4. 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:

- **Summa cum laude** (with highest honor): 3.90 - 4.00
- **Magna cum laude** (with great honor): 3.70 - 3.89
- **Cum laude** (with honor): 3.50 - 3.69

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 catalog regulations.