

AMERICAN UNIVERSITY *of* KUWAIT®



AMERICAN  
UNIVERSITY  
*of* KUWAIT®

# ACADEMIC CATALOG

2021-2022

# DISCLAIMER

Every effort has been made to ensure the accuracy of the information contained within this catalog; users should note that the laws, rules, and policies indicated are subject to amendments that may modify the information contained. Changes and modifications may come in the form of statutes enacted by the legislature, or rules and policies adopted by the Board of Trustees of the American University of Kuwait, or by the president or his/her designee of the campus.

## **The information in this catalog is effective at the time of publication.**

The AUK catalog shall not operate or be construed as a limitation to the rights, powers, or privileges of the Board of Trustees of the American University of Kuwait. The Board of Trustees is authorized by law to adopt, amend, or revoke rules and policies that apply to students if deemed necessary.

Students are individually responsible for reading, understanding, and complying with all requirements and regulations. Failure to read, understand, and/or comply does not exempt students from requirements or regulations.

The University reserves the right to make changes without prior notice to programs, course offerings, academic requirements, and/or faculty and staff, should the need arise.

The relationship of the student to the institution is one governed by laws, rules, and policies adopted by the government, the Board of Trustees, and their duly authorized designees.

## **Any approved updates to the content included in the catalog that occur during the 2020-2021 academic year will appear in the online version of the catalog, which is found on the AUK website ([www.auk.edu.kw](http://www.auk.edu.kw)).**

The normal authority, Amiri Decree 139, which authorizes the American University of Kuwait to operate and grant degrees, was issued on July 8, 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.

## **NOTICE OF OFFICIAL MEANS OF COMMUNICATION**

Emails to student accounts are considered official means of communication to all AUK students. AUK reserves the right to send communications to students via email and expects that those communications will be received and read in a timely fashion. It is the students' responsibility to check their emails frequently. Failure to do so may result in a student missing important notices or information and will not be considered an acceptable excuse for failing to receive or act upon official correspondence from the University.

# TABLE OF CONTENTS

<b>2020 - 2021 Academic Calendar</b>	9
<b>Message from The President</b>	13
<b>Board of Trustees</b>	14
<b>THE UNIVERSITY</b>	
	16
<b>Mission Statement</b>	16
<b>Values</b>	16
<b>Vision</b>	17
<b>University Culture</b>	17
<b>Institutional Accreditation</b>	17
<b>AUK and Dartmouth College</b>	18
<b>Campus services</b>	18
<b>Academic Resources</b>	19
University Library	19
Oral History and Documentation Project (OHDP)	19
<b>University Laboratories</b>	20
Computer Laboratories	20
Engineering Laboratories	20
Science Laboratories	20
<b>University Centers</b>	21
Center for Gulf Studies (CGS)	21
Center for Research in Informatics, Sciences, and Engineering (RISE)	21
Center for Continuing Education (CCE)	21
Center for Teaching Excellence (CTE)	21
<b>AUK responds to covid-19</b>	22
<b>ADMISSION</b>	
	25
<b>Admission to AUK</b>	25
<b>English proficiency</b>	26
<b>Admission application deadlines</b>	26
<b>Admission process</b>	26
<b>Admission categories &amp; requirements</b>	28
<b>General admissions policies</b>	32
<b>Transfer of credits</b>	34
<b>Disability disclosure</b>	37
<b>REGISTRATION</b>	
	37
<b>OFFICE OF THE REGISTRAR</b>	37
Registration	37
Degree Audits	37
Student Academic Records	37
Disclosure of Student Records	40
Transcripts	40

## **SCHOLARSHIPS & FINANCIAL AID**

<b>Office of Scholarship and Financial Aid</b>	42
<b>Auk Academic Scholarships</b>	42
<b>Scholarship Application Process and Deadlines</b>	43
First-Time College Students	43
Continuing Students	43
Retention of Scholarship	43
<b>Puc Scholarships at AUK</b>	43
<b>Other Scholarships at AUK</b>	44
<b>AUK Financial Aid Program</b>	45
	47

## **TUITION & FEES**

<b>Tuition &amp; Fees 2020-2021</b>	47
Enrollment Deposit	49
Legal Contract	49
Payment of Fees and Charges	49
Non-Payment	49
De-Registration	49
Payment Options	49
Tuition Fees Refund	50
Holds	50

## **STUDENT AFFAIRS**

<b>Where University Comes to Life</b>	52
<b>Mission</b>	52
<b>Objectives</b>	52
<b>Office of The Vice President For Student Affairs (VPSA)</b>	52
Holistic Student Engagement	52
Co-Curricular Transcript	53
International Programs	53
<b>Academic Advising Center (AAC)</b>	53
Academic Advising	53
Retention Initiatives	54
Student Advising Records	54
<b>Alumni Sffairs and Career Development (AACD)</b>	54
Alumni Services	54
Career Development	55
Student Employment	55
Internships	55
Networking Opportunities	55
<b>Counseling Center</b>	56
Personal Counseling	56
Disability Services	56
Art and Music Therapy	56
Student Records	57
<b>Office of Student Life</b>	57
Student Activities	57
Student Clubs and Organizations	57
Sports and Recreational Programs	58
Student Lounge	58
Judicial Affairs	58

<b>Writing and Tutoring Center (WTC)</b>	58
Writing Consultations	59
Tutoring	59
<b>AUK clinic</b>	59

## **UNIVERSITY ACADEMIC INFORMATION**

<b>Student Responsibilities</b>	62
<b>University Degree Requirements</b>	62
<b>Academic Policies</b>	63
Matriculation to The Undergraduate Degree Program	63
Class Attendance	63
Grading System	63
<b>Course Repetition Policy</b>	66
Repetition Due To Failure	66
Repetition For Improvement of Grade	66
Include/Exclude Grades, Earned Credits, & Gpa Calculation	67
<b>Incomplete Grades</b>	68
<b>Not Reported Grades (NR)</b>	68
<b>Course Grade Appeals</b>	70
<b>Change of Final Grades</b>	70
<b>Student Complaints Concerning Staff &amp; Faculty</b>	70
<b>Tests and Examinations</b>	70
<b>Challenging Educational Materials</b>	71
<b>Academic Probation</b>	71
<b>Academic Dismissal</b>	71
<b>Return to AUK</b>	72
<b>PUC Scholarship Students and Academic Dismissal</b>	72
<b>Final Academic Dismissal</b>	72
<b>Registration</b>	72
<b>Auditing</b>	75
<b>Study at Another Institution</b>	75
Study Abroad	75
AUK-Exchange Program Students Only	76
<b>Courses and Class Schedules</b>	77
Course Schedules	77
Course Prefix, Level, Title, And Credit Hours 21	77
Prerequisites	77
Co-Requisites	77
Concurrent Course	77
Independent Study Courses	78
Special Topics Courses	78
Course Substitutions	78
Academic Operation and Class Periods	78
Course Descriptions and Syllabi	78
<b>Academic Load</b>	79
<b>Class Standing</b>	79
<b>General Education</b>	79
<b>Mission Statement</b>	79
<b>Learning Outcomes</b>	80
<b>General Education Requirements (45 Credit Hours)</b>	81
<b>General Education Grade Requirement</b>	84
<b>General Education, Foundation Courses, and Prerequisites</b>	84
<b>Degree Programs and Major Requirements</b>	85
<b>Declaration of Major in The Degree Program</b>	85

<b>Change in Degree Program, Major, and/or Minor</b>	85
<b>Completion of The Major in The Degree Program</b>	85
<b>Double Major</b>	85
<b>Minor Requirements and Declaration of a Minor Graduation</b>	87
<b>Graduation</b>	88
Eligibility For Graduation and Credit Hour Requirements	88
Application For Graduation	88
<b>Conferral of Degrees</b>	89
<b>University Honors and Awards</b>	89
<b>University Liability</b>	89

## **INTENSIVE ENGLISH PROGRAM**

<b>Mission</b>	92
<b>Values</b>	92
<b>Vision</b>	92
<b>Accreditation</b>	92
<b>IEP Learning Outcomes</b>	93
<b>Program Benefits</b>	93
Admission and Placement	93
<b>Program Structure</b>	94
<b>Duration of IEP Language Study</b>	94
<b>Methods of Instruction</b>	94
<b>Certificate of Completion</b>	95
<b>Curriculum Overview</b>	95
Receptive Skills	95
Productive Skills	95
<b>Satisfactory Completion of The IEP</b>	95
<b>Advancement to The Undergraduate Program</b>	95
<b>Policy on Attendance and Lateness</b>	96
<b>Evaluation of Student Progress</b>	96
<b>Academic Probation</b>	97

## **COLLEGE OF ARTS & SCIENCES**

<b>Mission</b>	99
<b>Vision</b>	99
<b>Values</b>	99
<b>Program Accreditation</b>	99
American Academy for Liberal Education (AALE)	99
Commission on English Language Program Accreditation (CEA)	99
National Association of Schools of Art and Design (NASAD)	100
<b>Undergraduate Programs</b>	100
<b>Department of Art and Graphic Design</b>	101
Bachelor of Arts in Graphic Design	101
Minor in Graphic Design	104
<b>Department of Communication and Media</b>	105
Bachelor of Arts in Communication and Media	105
Minor in Communication & Media	107
<b>Department of English</b>	108
Bachelor of Arts in English	109
Minor in English	110
<b>Department of Arabic and Foreign Languages</b>	111
Minor in Arabic	112
<b>Department of Music and Drama</b>	114

<b>Department of Math and Natural Sciences</b>	117
Minor in Mathematics	117
Minor in The Natural Sciences [Biology, Chemistry, Physics]	119
<b>Department of International Relations</b>	121
Bachelor of Arts in International Relations	122
Minor in History	126
Minor in International Relations	127
<b>Department of Social and Behavioral Sciences</b>	128
Bachelor of Arts in Social And Behavioral Sciences – Concentration in Anthropology	129
Minor in Social and Behavioral Sciences – Concentration in Anthropology	131
<b>Gulf Studies Certificate Program</b>	132
<b>First Year Experience</b>	133
<b>COLLEGE OF BUSINESS &amp; ECONOMICS</b>	136
<b>Mission</b>	136
<b>Values</b>	136
<b>Vision</b>	136
<b>Accreditation</b>	137
<b>Bachelor of Business Administration (BBA) Majors</b>	137
<b>BBA Minors</b>	137
<b>Disciplines (Fields of Study)</b>	137
<b>Overview of Requirements</b>	137
<b>Bachelor of Business Administration in Accounting</b>	140
<b>Bachelor of Business Administration in Finance</b>	142
<b>Bachelor of Business Administration in Economics</b>	144
<b>Bachelor of Business Administration in Human Resources Management</b>	146
<b>Bachelor of Business Administration in Management</b>	148
<b>Bachelor of Business Administration in Marketing</b>	150
<b>Minors in The College of Business and Economics</b>	152
Minor in Business Administration Program Purpose	152
Minor in Economics Program Purpose	153
Minor in Human Resource Management	155
<b>COLLEGE OF ENGINEERING &amp; APPLIED SCIENCES</b>	157
<b>Office of the Dean</b>	157
<b>Mission</b>	157
<b>Vision</b>	157
<b>Values</b>	157
<b>Program Accreditation</b>	157
<b>Undergraduate programs</b>	158
Department of Engineering	158
Department of Computing	158
<b>BACHELOR OF ENGINEERING (BE) Programs</b>	158
Bachelor Of Engineering In Computer Engineering	161
Bachelor Of Engineering In Electrical Engineering	164
Bachelor Of Engineering In Systems Engineering	168
Double major in Electrical/Computer Engineering	172
Double major in Computer Systems Engineering	174
Double major in Electrical/Systems Engineering	175

<b>BACHELOR OF SCIENCE (BS) Programs</b>	177
Bachelor of Science in Computer Science	178
Bachelor of Science in Information Systems	180
Minor in Computer Science	183
Minor in Information Systems	184
Double Major	184
Internship	184
<b>UNIVERSITY CODES</b>	187
<b>University Code of Conduct</b>	188
<b>Student Rights &amp; Responsibilities</b>	191
<b>Student Code of Conduct</b>	191
<b>Adjudication Procedures</b>	194
<b>Disciplinary Procedures Flowchart</b>	199
<b>Other Policies &amp; Procedures</b>	200
Student Complaints Concerning Staff and Faculty	200
Code of Academic Honesty and Integrity	202
<b>Violations of Academic Honesty and Integrity</b>	203



# 2021-2022 ACADEMIC CALENDAR

\* Islamic holidays are determined after sighting the moon. Dates are tentative until formally announced by Kuwait's Civil Service Commission. Thus, actual dates may not coincide with the dates in this calendar. In the event of loss of teaching days due to unscheduled closings, AUK reserves the right to extend the academic calendar as necessary.

## FALL 2021

### September

23	Th	First De-Registration process for non-payment of tuition for Fall courses at 4:00 pm.
26	Su	Fall semester begins.
30	Th	Fall semester Drop/Add deadline at 4:00 pm. Last day to submit a Pass/Fail Option form, Permission to Audit form, Independent Study form, or Internship form. Online registration and forms submission for students will end at 4:00 pm.
30	Th	Final De-Registration process for non-payment of Tuition for Fall courses at 4:00 pm.

### October

01	Fri	First day to withdraw from individual Fall courses or from the university with a 50% refund.
07	Th	Last day to withdraw from individual Fall courses or from the university with a 50% refund.
11	M	Additional KWD 20 per credit hour of engineering courses for non-engineering students applied.
13	W	Submission of tuition refund, sibling discounts and installment request start.
18	M	Prophet's Birthday. University closed.
20	W	"Financial Hold" placed on students at 8:00 am; and first installment fee of KWD 10 is charged on all payments made after this time without a prior installment plan.
23	Sat	Monday Substitute
31	Su	First tuition installment due.

### November

03	W	KWD 25 late payment fee charged, and financial hold is administered at 8:00 am; the 2 <sup>nd</sup> installment fee of KWD 10 is charged on all payments made after this time without a prior installment.
14-18	Su-Th	Midterm of semester.
24	Su	Midterm grades for Fall courses due via AUK Self-Service by 9:00 am. Midterm grades for Fall Courses available to students via AUK Self-Service effective 4:00 pm. Graduation application starts for Fall 2021 graduates.

21	Su	Academic advising for Spring and Summer 2022 begins.
23	T	Registration for Spring and Summer 2022 begins ( <i>for details refer to the Advance Registration Schedule available on the website</i> ).
30	T	Second tuition installment due.

## December

02	Th	Last day to withdraw with a “W” from a single class or from the university.
05	Su	KWD 25 late payment fee charged, and financial hold is administered at 8:00 am; the 3 <sup>rd</sup> installment fee of KWD 10 is charged on all payments made after this time without a prior installment.
26-30	Su-Th	Winter break. University closed.

## January 2022

02	Su	University reopens.
02	Su	Third tuition installment due.
05	W	KWD 25 late payment fee charged, and financial hold is administered at 8:00 am.
13	Th	Last day of classes for Fall semester. Advising for <i>Declared</i> majors stops until February 19.
16-20	Su-Th	Final exams.
23	Su	Final grades for Fall courses due via AUK Self Service by 9:00 am.
24	M	Grades for Fall courses available to students via AUK Self Service at 4:00 pm.
30	Su	Must Declare Major Hold” placed on students.

## SPRING 2022

### February

03	Th	First De-registration process for non-payment of tuition for Spring courses at 4:00 pm.
06	Su	Spring 2021 Classes begin.
10	Th	Spring semester Drop/Add deadline at 4:00 pm. Last day to submit Permission to Audit form, Pass/Fail Option form, Independent Study form, or Internship form.
10	Th	Online registration and forms submission for students will end at 4:00 pm. Final De-Registration process for non-payment of tuition for Spring courses at 4:00 pm.
11	Fri	First day to withdraw from individual Spring courses or from the university with a 50% Refund.
17	Th	Last day to withdraw from individual Spring courses or university with a 50% refund.
20	Su	Academic advising resumes for Declared majors.
21	M	Additional KWD 20 per credit hour of engineering courses for non-engineering students applied.
23	W	Submission of tuition refund, sibling discounts and installment request start.
27-28	Su-M	National and Liberation Days. University closed.

## March

01	T	Prophet's Ascension. University closed.
02-03	W-Th	Spring Break University closed.
06	Su	University reopens. "Financial Hold" placed on students at 8:00 am; and first installment fee of KWD 10 is charged on all payments made after this time without a prior installment plan.
24	Th	First tuition installment due.
29	T	KWD 25 late payment fee charged and financial hold is administered at 08:00 am; the 2nd installment fee of KWD 10 is charged on all payments made after this time without a prior installment plan.
27-31	Su-Th	Midterm of semester.

## April

02	Sat	Holy Month of Ramadan begins. Office hours and class schedule adjusted.
03	Su	Midterm grades for Spring courses due via AUK Self Service by 9:00 am. Spring midterm grades available on AUK Self-Service at 4:00 pm. Graduation application starts for Spring 2022 graduates.
10	Su	Academic advising for Fall 2022 begins for all UG students.
12	T	Registration for Fall 2022 begins ( <i>for details refer to the Advance Registration Schedule available on the website</i> ).
21	Th	Last day to withdraw with a "W" from a single course or from the university.
25	M	Second tuition installment due.
28	Th	KWD 25 late payment fee charged, and financial hold is administered at 10:00 am; the 3 <sup>rd</sup> installment fee of KWD 10 is charged on all payments made after this time without a prior installment.

## May

01-05	Su-Th	Eid Al Fitr. University closed.
08	Su	University reopens.
25	W	Third tuition installment due.
30	M	KWD 25 late payment fee charged, and financial hold is administered at 8:00 am.

## June

02	Th	Last day of classes for Spring semester.
05-09	Su-Th	Final exams (see exam schedule on web).
12	Su	Final grades for Spring courses due via AUK Self Service by 9:00 am.
13	M	Final grades for Spring courses available to students via AUK Self Service at 4:00 pm.

## SUMMER 2022 – Undergraduate & Intensive English Program (8 weeks)

### June

16	Th	First De-Registration process for non-payment of UG/IEP Summer courses at 4:00 pm.
19	Su	Summer 2021 Classes begin.
23	Th	Summer semester Drop/Add deadline at 4:00 pm. Last day to submit Permission to Audit form, Pass/Fail Option form, Independent Study form, or Internship form. Final De-Registration process for non-payment of UG/IEP Summer courses at 4:00 pm.
26	Su	Graduation application starts for Summer 2022 graduates. Last day to
30	Th	withdraw from individual Summer Semester courses or university with a 50% refund.

### July

04	M	Additional KWD 20 per credit hour of engineering courses for non-engineering students applied.
05	T	Submission of tuition refund and installment request start.
07	Th	“Financial Hold” placed on students at 8:00 am; and installment fee of KWD 10 is charged on all payments made after this time without a prior installment plan.
10-14	Su-Th	Waqfat Arafat and Eid Al-Adha. University closed.
21	Th	Last day to withdraw with a “W” from Summer Full Semester courses. IEP Midterm of semester.
25	M	Summer tuition installment due.
28	Th	Financial hold is administered at 8:00 am.
31	Su	Islamic New Year. University closed.

### August

18	Th	Last day of classes for Summer Semester courses.
21	Su	Final exams for Summer Semester courses.
22	M	Final grades for Summer Semester courses due via AUK Self Service by 10:00 am.
23	T	Final grades for Summer courses available to Students via Self Service by 4:00 pm.

# MESSAGE FROM THE PRESIDENT



I am delighted to welcome everyone to a new academic year, a special welcome to our freshman class and new students, faculty, and staff.

We are incredibly excited to bring you back onto our university campus. For the past year, we have been busy preparing for your physical return only to be disappointed by the continued protraction of the pandemic. However, we are hopeful that this year will mark your transition back into a close to regular campus life that we all miss.

Notwithstanding the challenges of last year imposed by the pandemic, AUK continues to thrive.

As we move forward into a transition, our on-campus interactions will follow international health standards and practices which is a priority; teaching and learning will continue to aim at the highest norms of excellence; engagement with each other will promote a passion for exploration and personal development; and our scholarly and research pursuits will persist in advancing the social, economic, and political good and wellbeing of society.

Our common experience of a world that is fragile has made us only stronger. We are an exceptionally resilient and bold learning community, and together we will continue to make a difference.

I look forward to meeting each and every one of you; and welcome you again to our university and the AUK family and wish you an exciting and successful year.

# BOARD OF TRUSTEES

The Board of Trustees is AUK's governing body. The Board's terms of reference are outlined in the AUK By-Laws. The self-perpetuating and self-governing Board is currently composed of nine members, in addition to the University President and the Dartmouth College Relationship Coordinator (Director) as an ex-officio member. The Board of Trustees meets twice a year in AUK's Salmiya campus.

## **Shaikha Dana Nasser Sabah Al-Ahmed Al-Sabah**

Founder and Chair, Board of Trustees, American University of Kuwait  
Chair, United Education Company  
Chief Executive Officer, Al-Futooh Holding Company  
Board Member, KIPCO Asset Management Company (KAMCO)

## **Mr. Meshal Ali**

Co-Founder and Vice Chair, Board of Trustees, American University of Kuwait  
Chairman of Al Rayan Holding Company  
CEO, National Offset Company

## **Mr. Wael Abdul-Ghafoor**

Co-Founder, American University of Kuwait  
Chair, American School of Kuwait

## **Mr. Faisal Al-Ayyar**

Executive Vice Chairman, Kuwait Project Co. (Holding), KIPCO  
Chairman Panther Media Group Ltd., UAE (OSN)  
Vice Chairman, Gulf Insurance Group  
Vice Chairman, Mashare'a Al-Khair Establishment

## **Mr. Samer Khanachet**

Group Chief Operating Officer, Kuwait Project Co. (Holding), KIPCO  
Board Member, United Real Estate Co.  
Board Member, Burgan Bank  
Chairman, Taka'ud Savings & Pensions B.S.C., Bahrain

## **Thomas Bartlett, Ph.D.**

Former President, Colgate University  
Former President, American University in Cairo  
Former Chancellor, University of Alabama System, and the Oregon State System of Higher Education  
Former Chancellor, State University of New York System  
Trustee, American University in Cairo

## **Saeeda M. H. Jaffar, Ph.D.**

Managing Director, Middle East Office Co-Head, Alvarez & Marsal - Middle East  
Board Member in Bahrain Fintech Bay



**H.E. Ambassador Abdullah Y. Bishara**

Board Member – Kuwait Projects Company (Holding)  
Chairman of North Africa Holding Company – Kuwait  
Board Member of Saudia Dairy & Foodstuff Company (SADAFCO)  
Former Secretary General, Gulf Cooperation Council  
Member of the GCC Advisory Board  
President of Diplomatic Center for Strategic Studies

**Mohammad Jawad Behbehani, DMD, D.M.Sc.OB, FICD**

Associate Professor, Faculty of Dentistry, Kuwait University  
Former Dean, Faculty of Dentistry, Kuwait University

**Dale F. Eickelman, Ph.D. (ex officio member)**

Ralph and Richard Lazarus Professor of Anthropology and Human Relations Emeritus,  
Dartmouth College  
Relationship Coordinator (Director), the Dartmouth College-American University of Kuwait  
Program  
President, Tangier American Legation

**Rawda H. Awwad, Ph.D.**

President, American University of Kuwait.

# THE UNIVERSITY

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

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

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

The AUK faculty is comprised of a highly qualified group of international academics experienced in the American style of higher education. There are over 123 faculty members at AUK, 92 percent of whom have earned PhDs or terminal degrees. With most class sizes ranging from 17 to 24 students, developing bonds between students and professors is easy.

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

## MISSION STATEMENT

The American University of Kuwait is a liberal arts institution dedicated to teaching, learning, and scholarship. The University offers programs that provide students with the knowledge and skills necessary for lifelong learning and professional success. AUK enriches society by fostering an environment that encourages 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.

## VISION

AUK aspires to be a leading university recognized locally, regionally, and internationally for its institutional distinctiveness, academic excellence, and the accomplishments of its graduates.



## 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 to 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 supports open access to the 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.

In its commitment to a liberal arts model of education, the University encourages students to take courses and participate in activities that go beyond their selected fields of study or major. To cultivate this breadth of knowledge, the University requires of all students a foundational set of General Education requirements upon which students build their university education. The University offers a wide range of specializations in the arts and sciences, as well as opportunities for second degrees, double majors, minors, and electives in a variety of disciplines (fields of study). AUK believes in strengthening students' basic skills in writing and communication, logical reasoning, quantitative reasoning (through mathematics and statistics), and scientific reasoning. AUK's solid liberal arts and sciences curriculum is designed to instill in students the passion for life-long learning, and promote academic excellence, professionalism, and leadership qualities.

## 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 1, 2006.

## INTERNATIONAL PROGRAM ACCREDITATION

- The Intensive English Program is accredited by the Commission on English Language Program Accreditation (CEA).
- The College of Business & Economics is accredited by the Association to Advance Collegiate Schools of Business (AACSB).
- The College of Arts and Sciences is accredited by the American Academy for Liberal Education (AALE).
- **The Bachelor of Arts in Design (concentration in graphic design) has received substantial equivalency from the National Association of Schools of Art and Design (NASAD).**
- The B.E. in Computer Engineering is accredited by the Engineering Accreditation Commission of ABET (Accreditation Board for Engineering & Technology).
- The B.E. in Electrical Engineering is accredited by the Engineering Accreditation Commission of ABET (Accreditation Board for Engineering & Technology).
- The B.E. in Computer Science is accredited by the Computing Accreditation Commission of ABET (Accreditation Board for Engineering & Technology).

## **AUK AND 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 fourth time in April 2018 to extend through 2022. 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.

## **CAMPUS SERVICES**

The Campus Services Department (CSD) at AUK creates, maintains, and optimizes AUK's physical environment. It provides the utilities and facilities required for a great educational experience and optimal research environment.

The goal of the Department is to provide a safe, secure, and welcoming campus to all our visitors, staff, students, and members of the AUK community.

There are six areas of business in the CSD Department:

- 1- Facility Management
- 2- Safety and Security
- 3- Campus Planning, Refurbishment, and Construction
- 4- Cleaning and Classroom/Event Setup
- 5- University Transportation
- 6- AUK Housing

# ACADEMIC RESOURCES

## UNIVERSITY LIBRARY

The mission of the library at the American University of Kuwait is to support the research, teaching, and learning needs of the AUK community through information resources, expertise, and innovative services. To achieve this mission, the library provides access to print and electronic information resources in addition to information literacy sessions to students and faculty. This opens the door for library users to browse through the spectrum of information resources as they seek to achieve their educational aspirations.

The University library occupies a beautiful, two-story modern space. It is a state-of-the-art, technologically modern building. The library houses a print collection of books, references, audiovisual materials and periodicals in English, Arabic, and other languages related to the disciplines and academic programs that are offered at AUK. It also subscribes to online databases and scholarly journals needed for classroom instruction and academic research. Within the library, there are computer workstations that allow access to the library's online catalog and electronic databases, as well as the internet. All library resources are available to members of the AUK community and other authorized users with a valid AUK I.D.

As an important resource for learning, teaching, and research, the University library provides academic support for students, faculty, and staff to help them identify, locate, and use the library resources. The library staff coordinates collection development, cataloging, and the utilization of print and electronic resources.

In addition to the above, the library provides services and facilities to the AUK community, such as the circulation desk, reference services, and the reserve section, where faculty can place course materials on reserve and make them available for use for a limited time period within the building. The library also provides document supply services, photocopying machines, group study rooms, and a conference room with a multimedia system and video conference facility.

Library membership is granted to members of the local research community who would like to benefit from the resources for research purposes.

The University library is distinguished by its emphasis on the student learning experience. As knowledge in all disciplines changes, one of the primary tasks of the library user is the mastery of information strategies and skills that are transferable across subject areas and practical for a lifetime. The University library attempts to provide students, faculty, and staff with the tools and skills necessary to enhance their learning experiences, to increase their efficiency in retrieving, creating, and communicating scholarly information, and to become lifelong learners. For more information, please visit [www.auk.edu.kw/academics/library](http://www.auk.edu.kw/academics/library).

## ORAL HISTORY AND DOCUMENTATION PROJECT (OHDP)

The OHDP is the first comprehensive program to actively conduct oral histories in Kuwait on a wide range of topics and themes, to preserve the voices, memories, and experiences of generations of Kuwaitis and non-Kuwaitis. The importance and urgency of this project lies in the dearth of information and resources available on Kuwait's history since the pre-oil era. The aim of the project is to develop an archive of recorded interviews that will serve as a valuable resource to the AUK community, researchers, and the public. Currently, the OHDP is focused on recording the life histories of those born before the 1960s. These recorded interviews explore the memories of individuals who experienced the drastic shift in Kuwaiti society with the advent of oil, as well as their experiences of major events such as the Iraqi invasion of Kuwait in 1990 and the Gulf War in 1991

<http://oralhistory.auk.edu.kw/>.

# UNIVERSITY LABORATORIES

## COMPUTER LABORATORIES

The Information Technology Department (IT) maintains a computer network that serves the students, faculty, and staff of AUK. The University has 20 instructional computer labs—17 Windows-based labs and 3 iMac labs—as well as an open and a PC-equipped Library. Approximately 735 computers are available to students for research and learning purposes.

Several academic software applications such as MATLAB, Quartus, Multisim, SPSS, 3D Studio Max, Oracle, Java, Eclipse, BlueJ, Visual Studio, MS Project, Enterprise Architect, Adobe CC, Adobe Premiere, Lightwave, to name a few, are deployed in the computer labs on an as-needed basis.

All computers are connected to the internet. AUK's computer network uses state-of-the-art fiber optic cables and both wired and wireless access points to ensure complete network coverage of the campus. AUK has an internet link from one service provider, for a total available bandwidth of 140 Mbps from two different Internet Service Providers (70 Mbps LAN – 70 Mbps Wi-Fi), on which internet filtering is applied to ensure that bandwidth is available for academic and administrative use.

## ENGINEERING LABORATORIES

The College of Engineering and Applied Sciences has four electrical and computer engineering laboratories that support the laboratory courses. The laboratories contain state-of-the-art devices carefully designed to provide excellent teaching, learning, and undergraduate research environments. Supported by modern measurement devices and aided by hardware/software co-design software, the laboratory equipment supports module-based and component-level implementation options, and services several courses in the programs including: Electric Circuits, Electronics, Digital Logic Design, Computer Organization and Architecture, Signals and Systems, Microprocessors and Computer Interfacing, Embedded Systems Design, VLSI, Data Communications and Computer Networks, Measurement and Instrumentation, Automation and Data Acquisition, Electric Machines, Electric Drives, Power Systems, Power Electronics, Control Systems, Programmable Logic Controllers, among others.

In addition, the College has a capstone laboratory for its computing programs. The laboratory is equipped with state-of-the-art machines and provides workspace for capstone students.

## SCIENCE LABORATORIES

The biology laboratories provide students with basic laboratory skills in life science and research, including the use of microscopes, cell structure and function, enzymes, photosynthesis, cellular reproduction, genetics, biotechnology, and animal dissection.

The objective of the physics laboratories is to help students become better physics problem-solvers. The experiments are designed to expose students to different measuring instruments and to illustrate phenomena in the different areas of physics: mechanics, thermodynamics, electricity, and optics.

The chemistry laboratory provides students with quality reagents, equipment, and instrumentation to perform the basic experiments in introductory chemistry, ranging from volumetric to gravimetric analysis, and enables students to collect accurate data for interpretation and evaluation.

The objective of the mathematics laboratory is to aid students from different disciplines in developing their mathematical abilities, and to develop skills in study design and analysis of data, using industry standard statistical software such as Spreadsheet and Minitab. Students should be able to write and present statistical reports clearly and concisely to non-statisticians. MATLAB allows symbolic operations in several areas including calculus, linear algebra, and differential equations.

The labs are fully equipped for instructional laboratory exercises. Standards of use are established and rigorously enforced by the faculty and the lab assistants to help ensure safety.

# UNIVERSITY CENTERS

## CENTER FOR CONTINUING EDUCATION (CCE)

The Center for Continuing Education (CCE) has been recognized as a successful, leading Professional Development Training Center that offers innovative learning and development programs for job seekers, professionals, teachers, students, and corporate clients seeking specialized training and career enhancement, access to higher education, or enriched lives.

Listed as an approved training center at the Civil Service Commission and endorsed by PAAET, CCE has been operating successfully for more than 10 years with an average annual turnover of more than 2000 learners across business, leadership, soft skills, entrepreneurship, teacher training, and language courses.

From design to delivery, CCE engages a diverse team of instructors and practitioners to offer great learning opportunities in a stimulating and motivational environment that meets the market trends, learning objectives, schedule, and budget.

To learn more about CCE and all of the courses/programs it offers, please visit the CCE website: [www.auk.edu.kw/cce](http://www.auk.edu.kw/cce).

## CENTER FOR TEACHING EXCELLENCE (CTE)

The Center for Teaching Excellence (CTE) aims to provide AUK faculty with continuous support and resources necessary to apply modern curricula to their classrooms and promote a holistic educational culture that allows faculty to utilize technology while harnessing the best methods of teaching to ensure constructive and active learning environments.

CTE is a place where professors, employees, students and University community members operate in a cooperative environment to create rich, engaged learning and teaching experiences. The center aims to build a motivating learning atmosphere by fostering excellence in teaching, providing support and resources, and engaging in outreach operations. CTE provides AUK faculty members with numerous resources, facilities and personalized support to help them develop an exciting learning environment in AUK classrooms.

To learn more about the CTE and all of the courses/programs it offers, please visit the CTE website: <https://www.auk.edu.kw/cte/home>.

## OFFICE OF RESEARCH & GRANTS

Office for Research and Grants (ORG) aims to build research capacity at AUK. The ORG will provide AUK faculty with research funding and resources, research-related engagement opportunities, and appropriate training to support research and scholarly-related activities and production.

The premise of the ORG centers around the investment of AUK's resources into its faculty, staff, and students, not only to cultivate talent from within, but to manifest knowledge that is bold, innovative, and impactful.

# AUK RESPONDS TO COVID-19

## AUK COVID-19 SYMPTOM PROTOCOL AND PROCEDURES

### HOW TO REACT IN CASE I

#### HAVE SYMPTOMS

Have traveled to a highrisk country or have been in contact with someone with flu-like symptoms or a confirmed case

Are showing mild or severe symptoms and are part of the high-risk patient category

Contact HR through email: [HR.helpdesk@auk.edu.kw](mailto:HR.helpdesk@auk.edu.kw) or whats app number +965-69054321 to receive information on clinics providing the Covid-19 test and for any other needed information

Have NOT traveled to a highrisk country nor have been in contact with someone with fulike symptoms or a confirmed case

Seek medical advice or contact HR Help desk: [HR.helpdesk@auk.edu.kw](mailto:HR.helpdesk@auk.edu.kw) for any needed details

Note a declaration from a medical center stating that the designated person is negative from Covid-19 is essential for a return to campus.

#### Tested Positive for Covid-19

Follow the required 14-day quarantine and download theshlonik application

After 14 days, a second test needs to be done, once negative the said person can return back to campus.

#### DO NOT HAVE ANY SYMPTOMS

Have traveled to a highrisk country or have been in contact with someone with flu-like symptoms or a confirmed case

Follow the 14-day quarantine imposed by the Kuwait government, if during the 14 days you develop any symptoms please seek medical advice

After quarantine provide a negative Covid-19 test certificate

Have NOT traveled to a highrisk country nor have been in contact with someone with fulike symptoms or a confirmed case

Isolate yourself for 5 days, if you develop any symptoms please seek medical advice and inform your immediate supervisor.

#### Tested Negative for Covid- 19

Present your medical certificate to HR and you can report back to campus

AUK is determined to provide its community with an environment that is safe and healthy to work and educate in. Thus, the University has developed a guideline of safety measures that will be updated when needed to try to curb the spread of the disease.

AUK follows the measures set by the Kuwait Ministry of Health (MOH), the World Health Organization (WHO), and the Center for Disease Control and Prevention (CDC):

- Providing the AUK community with washable filtered masks.
- Providing the AUK community with face shields and office shields.
- Placing hand sanitizers in all areas and all individual offices.
- Utilizing enhanced cleaning protocols.
- Disinfecting the whole campus on a weekly basis.
- Encouraging the AUK community to comply with the CDC Covid-19 signage placed all over campus.
- Checking everyone's temperature prior to campus access.

The following figure shows the procedure that staff and faculty are to follow in case of exposure or arising symptoms:





# 1. ADMISSIONS

ADMISSION TO AUK

ENGLISH PROFICIENCY

ADMISSION APPLICATION DEADLINES

ADMISSION PROCESS

ADMISSION CATEGORIES & REQUIREMENTS

GENERAL ADMISSIONS POLICIES

TRANSFER OF CREDITS

DISABILITY DISCLOSURE

REGISTRATION

# ADMISSIONS

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## ADMISSION TO AUK

The American University of Kuwait places special emphasis on quality education that is rooted in the liberal arts philosophy and based on the American model of higher education. Applicants are considered based on their educational qualifications regardless of race, color, gender, religion, age, disabilities, or national origin. Admission to the American University of Kuwait is competitive, based on evidence of potential for successful performance, and on availability of space in the entering admissions class.

AUK is particularly interested in attracting students who have demonstrated academic achievement and seriousness of purpose, and who recognize the value of a broad educational experience as an important component of their personal and professional development.

AUK serves:

- Kuwaiti nationals and expatriates living in Kuwait who seek higher education based upon American standards and models but grounded in the local cultures and traditions.
- International students who may wish to study at AUK on a full-time, part-time, or intermittent basis, whether for cultural enrichment or for other reasons.

The Office of Admissions is responsible for admitting all undergraduate (first year and transfer) and Intensive English Program students to the University. Except for government and AUK scholarship recipients, students have the choice of enrolling on a full-time basis (minimum of 12 credit hours and maximum of 18 credit hours per semester), or on a part-time basis (less than 12 credit hours per semester). Visiting and non-degree students are also eligible for admission to the American University of Kuwait if they meet the admissions requirements.

The admission requirements include various measures of English language proficiency, standards based upon the performance established by applicants in their previous educational experiences, high school grade point averages, and scores on available standardized tests.

Each semester, the Office of Admissions evaluates all qualified applications and extends offers of admission to academically deserving applicants. Meeting the basic requirements does not ensure admission to AUK. Some applicants may be placed on a waiting list for admission on a space-available basis. The Office of Admissions will inform wait-listed students of the dates by which they will be notified of a final admission status.

## ENGLISH PROFICIENCY

As instruction at the American University of Kuwait is in English, evidence of English proficiency is required for all applicants seeking undergraduate admission. Proof of English proficiency is demonstrated by one of the following:

- A composite score of 60 or above on the Internet-Based TOEFL (IBT) with a minimum score of 13 on the reading and 14 on the writing sections of the exam. TOEFL scores should be no more than two years old at the date of application and an official score report must be submitted. To have an official TOEFL score sent to the Office of Admissions, AUK's official Designated Institution Code (8444) must be included in the appropriate place on the TOEFL exam paper.
- A Band score of 6.0 on the IELTS (Academic), with a minimum score of 6.0 on the Reading and 5.0 on the Writing sections of the Exam.
- Completion of the UG Accuplacer with a minimum score of 225 on reading and 250 on writing.
- Successful completion of Semester 2 in AUK's Intensive English Program (IEP).

## ADMISSION APPLICATION DEADLINES

As admission into an incoming class is competitive and limited, applicants are strongly encouraged to submit their admissions application and all required documentation as early as possible. AUK will not accept applications after the published application deadline or after the incoming admissions class has reached full capacity. Please note that the application deadlines are subject to change based upon capacity.

The Office of Admissions will accept and review applications from Kuwait-based applicants according to the following deadlines:

SEMESTER	APPLICATION DEADLINE
Fall 2021	September 15, 2021
Early Admission for Fall 2021	June 1, 2021
Spring 2022	February 1, 2022
Summer 2022	June 4, 2022

The Office of Admissions will accept and review admissions applications from international applicants according to the following deadlines:

SEMESTER	APPLICATION DEADLINE
Fall 2021	June 1, 2020
Spring 2022	January 15, 2022
Summer 2022	May 1, 2022

## ADMISSION PROCESS

### STEP I: APPLICATION

The complete application packet, including all material listed under admission requirements must be submitted to the Office of Admissions by the published deadline. The Office of Admissions reviews applications as received. Applicants can expect to receive a decision regarding their admission status within four (4) weeks of submitting their complete admissions application.

The application is also available online on the AUK website. The application form must be completed in full and signed by the applicant guaranteeing that all information provided is complete, truthful, and

accurate. Submission of inaccurate and/or intentionally misleading information on the admissions application may result in the student's acceptance into AUK being rescinded.

## **PERSONAL ESSAY**

Applicants must submit a typed personal essay, written in English, with the application packet. More information on the topic and format of the essay is provided on the application form. Like every other portion of the application packet, the personal essay is considered confidential, and will only be read by the AUK Admissions Committee.

## **APPLICATION FEE**

All applicants, including scholarship students, are required to pay a non-refundable application-processing fee of KWD 35 with the application packet. Packets received without the fee will not be processed or reviewed. Only fees paid by check or money order made payable to the American University of Kuwait may be enclosed in the application packet envelope. If students wish to pay cash, they may do so at the AUK Finance Department and then submit a copy of their cash receipt with the application packet.

## **STEP II: CONFIRMATION AND ENROLLMENT DEPOSIT**

Once an applicant has been admitted to the American University of Kuwait, the applicant is required to confirm his/her intention to attend AUK. To confirm attendance and to reserve a seat in the entering class, the applicant must pay a non-refundable KWD 100 enrollment deposit. Tuition deposits are to be paid directly to the AUK Finance Department. The deposit will be credited to the applicant's first semester tuition amount.

If the enrollment deposit is not received by the AUK Finance Department, admitted students will not be allowed to participate in the Student Advisement and Registration program (SAR). Admitted students that fail to pay the enrollment deposit may lose the opportunity to register for classes.

## **STEP III: FINAL TRANSCRIPT(S)**

All admitted students are required to submit an official final transcript, including any remaining test scores. In addition, all applicants must have their final high school transcript certified and stamped by the Ministry of Education (MOE) in the State of Kuwait indicating that the student has met the Ministry's high school equivalency requirement. College/university diplomas must be from an institution recognized by the Ministry of Higher Education in the State of Kuwait. AUK will withdraw the acceptance of an applicant if the final transcript no longer meets AUK admissions requirements.

One official and stamped copy of an applicant's high school transcript must be submitted with the application packet which should list the subjects studied, grades earned, and diploma awarded. Unofficial or unsealed copies of transcripts will not be accepted in lieu of official documents. If the transcript is in a language other than Arabic or English, the transcript should be supported with a certified English translation.

Students who have their admission to the American University of Kuwait rescinded for failing to satisfy these requirements will not be entitled to any refund of their tuition or University fees.

## ADMISSION CATEGORIES & REQUIREMENTS

Students accepted at the American University of Kuwait are classified into the following categories:

### FIRST-TIME COLLEGE STUDENTS

First-time students are those who have never attended a college or university prior to admittance at AUK. First-time students must meet the high school equivalency requirements and the English proficiency requirements.

All first-time university students seeking admission to AUK must satisfy the following minimum high school GPA requirements. The following table provides a list of common high school systems and the corresponding minimum high school GPA or equivalent requirements for admission to AUK.

HIGH SCHOOL SYSTEM	EQUIVALENCY	MINIMUM REQUIREMENT
Government System (Percentage)	Not Required	60%
Government System (Modular)	Not Required	2.00
American System	Required	2.00
Arabic Private	Required	60% or equivalent 2.00
Bilingual System	Required	2.00
British System	Required	6 IGCSE with minimum of "D" *
French Baccalaureate or equivalent	Required	Completion of Baccalaureate required with minimum average score of 12 or 60% cumulative average
Indian System	Required	Completion with a minimum cumulative average of 60% or equivalent for either: Higher Secondary School Certificate; or Intermediate Examination Certificate; or "All India Senior School" Certificate
International Baccalaureate	Required	Completion of Baccalaureate with 6 subjects (at least 3 at the higher level) and a minimum score of 24
Iranian System	Required	Completion of degree required with minimum average score of 12 or 60% cumulative average
Pakistani System	Required	Higher Secondary School Certificate (Part II) required with a minimum average of 40 or 2.00 GPA equivalent

*\* Ministry of Education Arabic and Religious Studies may each substitute for an IGCSE. High school types not covered above will be reviewed on a case-by-case basis and will require at least a passing grade as well as Kuwait Ministry of Education equivalency. Admission to AUK does not guarantee admission to specific programs (refer to program-specific admissions requirements section).*

## **TRANSFER STUDENTS**

A transfer applicant is an undergraduate student who successfully graduated from high school, attended another college-level institution approved by the Ministry of Higher Education in the State of Kuwait, and attempted one or more courses irrespective of credits earned.

- Must meet AUK's English language proficiency requirements.
- Must meet program-specific admissions requirements.

Only courses taken at institutions certified by the Ministry of Higher Education in the State of Kuwait with a grade of "C-" and above may be considered for a transfer evaluation. The grade will not be calculated in the University GPA.

## **NON-DEGREE STUDENTS**

The American University of Kuwait may offer non-degree admission to individuals who wish to take courses at AUK for personal or professional enrichment. Individuals admitted as non-degree students are to abide by the following rules and conditions:

- May take a maximum of 12 undergraduate credits.
- Must have a high school certificate or higher level of education recognized by the Ministry of Education in the State of Kuwait.
- Must meet AUK's English language proficiency requirements.
- Are subject to AUK's pre- and co-requisite requirements.
- Are held to the same academic and student code of conduct standards, and tuition and fees as degree-seeking students.

## **Transferring from Non-Degree Status to Degree-Seeking Status**

To apply for degree-seeking status, a non-degree student must:

- Meet all AUK undergraduate admission requirements for the semester of intended admission.
- Submit all appropriate application materials and supporting documents to the Office of Admissions.
- Students may apply a maximum of 12 credit hours earned in courses passed with a grade of "C-" or higher taken in non-degree status at AUK toward a degree program.

Note: Non-degree students who earn a GPA below 2.0 while at AUK are subject to the University academic probation and dismissal policies. Non-degree students cannot transfer into the University until all holds are cleared.

## **VISITING STUDENTS**

Visiting students who are enrolled in a degree program at another institution and wish to take courses at AUK may visit for up to a maximum of one academic year or attempt up to a total of 30 semester hours. Visiting students are subject to the following conditions:

- Must be in good standing at home institution.
- Must present an official document from their home institutions (an academic advisor's note) that indicates they may take courses at AUK as a visiting student.

- Must meet AUK's English language proficiency requirements.
- Are not required to take Math, English, and Arabic placement tests IF their record shows that they have taken equivalent placement tests or courses at their home institutions and accordingly placed in college-level courses.
- Must check with the Office of Admissions regarding registering for classes and tuition payment deadlines.
- Are held to the same academic and student code of conduct standards, and tuition and fees as degree-seeking students.

### **Transferring from Visiting Status to Degree-Seeking Status**

To apply for degree-seeking status, a visiting student:

- Must meet all AUK undergraduate admission requirements for the semester of intended admission and must submit all appropriate application materials and supporting documents to the Office of Admissions.
- May apply a maximum of 30 credit hours earned in courses passed with a grade of "C-" or higher taken as a visiting student at AUK toward a degree program.
- Academic history established as a visiting student at AUK carries over when a visiting student's status changes to degree-seeking.

Note: Visiting students who earn a GPA below 2.0 while at AUK are subject to the University's academic probation and dismissal policies. Visiting students cannot transfer into the University until all holds are cleared.

### **STUDENTS WITH A BACHELOR'S DEGREE**

Students in possession of a bachelor's degree may pursue a second bachelor's degree, as long as they meet all AUK undergraduate admissions requirements for the semester of intended admissions. Students must submit all appropriate application materials and supporting documents to the Office of Admissions. Requirements for completing a second bachelor's degree are as follows:

#### **AUK Graduates**

AUK graduates may earn a second bachelor's degree from AUK. However, the second degree cannot be from within the same college. 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 electives unless otherwise noted by the Office of the Registrar. They must complete major requirements for the second bachelor's degree specified by individual program sections in this catalog.

#### **Non-AUK Graduates**

Students who have earned their first bachelor's degree from other institutions may earn a second bachelor's degree from AUK. However, the second degree cannot be from within the same college. In addition, they must meet all AUK general education requirements. AUK will evaluate coursework from their first bachelor's degree for possible transfer of courses. Students from internationally accredited four-year institutions of higher education approved by the Ministry of Higher Education in the State of Kuwait with grades of "C-" and above may petition for up to an additional 30 credits. Any general education requirement not satisfied by transfer credits must be taken in residence at AUK. Students holding business degrees from other institutions may not pursue a BBA degree at AUK. However, they may pursue a BA, BE, or BS degree.

Students must satisfactorily complete at least the final 30 credits in residence at AUK and fulfill all academic program requirements to graduate. Non-AUK graduates are subject to these additional conditions:

Applicants must have earned their first bachelor's degree from an institution approved by the Kuwait Ministry of Higher Education.

Applicants who have earned their first bachelor's degree from institutions whose language of instruction is not English must meet AUK's English proficiency requirements for admissions purposes.

## **PROGRAM-SPECIFIC REQUIREMENTS**

The following degree programs require a high school certificate in the scientific track:

- Bachelor of Science in Computer Science
- Bachelor of Engineering in Electrical Engineering
- Bachelor of Engineering in Computer Engineering
- Bachelor of Engineering in Systems Engineering

NOTE: Students who meet the University admissions requirement, but who are missing one subject to be considered in the “scientific” track may be admitted provisionally to the University. In such cases, the students' admission remains provisional, pending fulfillment of the following requirements:

The missing subject is to be taken at Kuwait University, as a non-degree student, and passed with a grade of C- or above.

The grade will not be calculated in the high school GPA, or in the University GPA.

Students will not be allowed to declare a major under the scientific high school category until the fulfillment of the above requirements.

## **REQUIRED SUPPORTING DOCUMENTS**

### **For All Applicants**

- Personal photo and a copy of the civil ID/passport.
- Complete application form with a non-refundable application fee.
- High school equivalency and official final high school transcript certified by the Kuwait Ministry of Education.
- Proof of English proficiency (official TOEFL or IELTS scores). All applicants must meet the English proficiency requirement for admission purposes (see specific requirements listed above).
- Typed personal essay composed by the applicant.

### **For First-time College Students**

- Official high school transcripts complete up to the time of application.
- Official scores from any accelerated programs such as Advanced Placement (AP), A-Level (IGCSE), French Baccalaureate, or International Baccalaureate (IB).

### **For Transfer Students**

- Official transcript(s) of college-level courses attempted for each college/university attended. If courses are in progress at the time of application, a final and official college/university transcript must be sent to the Office of Admissions upon completion. Candidates are required to disclose all institutions at the time of application.



- Course descriptions and syllabi for courses to be evaluated for transfer to AUK, or an official evaluation of courses attempted if the transfer institution is not based on the American model of higher education.

### **For Visiting Students**

Official letter from the home institution academic advisor (AUK reserves the right to contact your home institution for verification of documents submitted).

## **GENERAL ADMISSIONS POLICIES**

### **PROVISIONAL ADMISSION**

Students who are currently enrolled in high school or another university/college may receive provisional admission to the American University of Kuwait. In these cases, the students' undergraduate admission remains provisional, pending the completion of in-progress coursework for the period of one semester only. The following rules apply:

- If a student fails to submit a certified final transcript, the student's acceptance to the University will be rescinded and s/he will be prevented from continuing studies at AUK until s/he satisfies these requirements.
- If a student submits a final transcript that no longer meets AUK's admission requirements, fails to meet the Ministry of Education's equivalency requirements, or cannot provide a final transcript certified by the Ministry of Higher Education, the student's acceptance to the University will be rescinded and s/he will be prevented from continuing studies at AUK until s/he satisfies these requirements.

NOTE: Students who meet the University admissions requirement, but who are missing one subject to be considered in the "scientific" track may be admitted provisionally to the University. In such cases, the students' admission remains provisional, pending fulfillment of the following requirements:

The missing subject is to be taken at Kuwait University, as a non-degree student, and passed with a grade of C- or above.

The grade will not be calculated in the high school GPA, nor in the University GPA.

Students will not be allowed to declare a major under the scientific high school category until the fulfillment of the above requirements.

Students who have their admission to the American University of Kuwait rescinded for failing to satisfy these requirements will not be entitled to any refund of their tuition or University fees.

### **DEFERRED ADMISSION**

Admitted students may defer admission to the American University of Kuwait for up to one academic year. Students who decide to defer admission to a future semester must notify the Office of Admissions in writing of this decision prior to the first day of classes of the admission semester. Deferred students wishing to matriculate within the initial deferral year must notify the Office of Admissions of their intent by providing a deferral letter as well as updated transcripts in accordance with published admission deadlines. Returning students must meet all AUK undergraduate admission requirements for the semester of intended admission.

### **READMISSION**

- Students who voluntarily withdraw from the American University of Kuwait in good academic standing and are seeking readmission must meet all admissions requirements and deadlines as per the catalog at the time of re-entry.
- Students dismissed for academic reasons are requested to consult the "General Academic Information" section of this catalog.

- Students who voluntarily leave the American University of Kuwait while on academic probation may be readmitted but must meet the academic standards listed in the “General Academic Information” section of this catalog, as well as admission requirements and deadlines as per the catalog at the time of re-entry.
- Students who have been granted an official leave of absence may resume their studies without applying for readmission if it is still within one academic year (fall, spring, summer) of their last enrolled semester.

## **HIGH SCHOOL CERTIFICATES**

AUK accepts the following high school certificates in accordance with any set conditions for each certificate:

- General Secondary School Certificate (Scientific, Literary).
- Holders of Tijari High School (Commerce) are treated in accordance with the literary section.
- Modular Secondary School Certificate (Muqararat) (Scientific, Literary). Math and science sections are treated in accordance with the scientific section.
- Secondary School Certificate of the Institute of Religious Studies is equivalent to the Literary General Secondary School Certificate.

## **English High Schools (GCE, GCSE, IGCSE):**

- Students must have successfully completed six courses at the Ordinary Level (O-level), with a minimum of “D” and above.
- Graduates from the English high school system are assessed according to the following rating system:

A+=100

A= 95

B= 85

C= 75

D= 65

- Only one of Arabic IGCSE or the Ministry of Education Arabic courses can be accepted.
- Religious studies are considered valid only if they are part of the Ministry of Education exams.
- Only one of the non-academic courses is considered eligible as one of the above mentioned six required courses (e.g. music, physical education, or drama etc.).
- An English high school graduate will be classified within the scientific section if s/he passed the following courses:
  - Mathematics
  - Chemistry
  - Physics
  - Biology
- The applicant will be placed in the literary section if s/he has not passed any of the previous courses.

AUK may transfer college credits for students earning A-Level subjects with a minimum grade of “C-” for each subject. Only subjects classified as academic (including arts and creativity group subjects) will be considered for transfer credit evaluation. Contact an admissions counselor for further information.

## **American High Schools:**

Graduates of the American system are assessed according to the Modular High School system. Students should have completed all high school years in the American system. Students who have transferred to different schools or systems will have their GPA calculated based on the last 4 years prior to graduation from high school.

An American high school graduate will be classified within the scientific section if s/he passed the following modules:

- Algebra 2
- Pre-Calculus or Calculus
- Chemistry
- Physics
- Biology

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

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

Disclaimer: Admission to AUK does not guarantee admission to all offered programs at the University.

## **TRANSFER OF CREDITS**

The undergraduate admission decision for transfer students is based upon cumulative transfer GPA and earned credits from all prior undergraduate coursework. Transfer applicants must submit an official transcript(s) of college-level courses attempted for each college/university attended. If courses are in progress at the time of application, the student will be admitted conditionally; a final and official college/university transcript must be sent to the Office of Admissions upon completion. If a student fails to submit a certified final transcript(s), the student's acceptance to the University will be rescinded and s/he will be prevented from continuing studies at AUK until s/he satisfies these requirements. Attendance at all institutions must be reported, regardless of whether credit was earned or whether transfer credit is desired. All coursework taken prior to the semester of admission to AUK must be evaluated for possible transfer credit as part of the admission process. Failure to report or attempt to misrepresent all previous academic work will be considered sufficient cause for rejection of an application or for rescindment of an applicant's acceptance to AUK.

After an admitted student pays the application fee, and before the student's advising and registration (SAR) session, the Office of the Registrar completes a course-by-course evaluation of transfer credits. The student will not be able to participate in the SAR session without the completion of the transfer evaluation process.

- Students who transfer AUK-equivalent MATH courses are exempt from the MATH placement exam.
- Students who transfer AUK-equivalent ENGL 100, ENGL 101, and/or ENGL 102 courses are exempt from the ENGL placement exam.
- Exemption from MATH or ENGL placement exams does NOT exempt students from fulfilling UG requirements.
- After an admitted student's previous university credit has been evaluated for possible transfer credit, no re-evaluation will be allowed.
- If by the time of registration courses have not been transferred, students have the right to defer their admission or take the appropriate placement exam(s) and register for the courses in which they placed.
- Once students have enrolled in their courses, no credit will be transferred for the course(s) in which they placed, irrespective of the outcome of the transfer evaluation.
- Students will not receive credits for taking a course at AUK for which they have already received transfer credit.
- Courses taken more than seven (7) years prior to matriculation at AUK may not be considered for transfer.
- Transfer credit is not calculated in the AUK grade point average.

- Transfer credit at 100-level and above may be applied toward the number of credit hours required for graduation. No courses below the 100-level will be transferred.
- The decision regarding course equivalency and applicable credit hours is made solely by the appropriate academic department. All equivalencies are subject to change or update.

Students may transfer up to 60 credits with a grade comparable to at least a “C-” at AUK from two-year and four-year institutions of higher education approved by the Ministry of Higher Education. Students must satisfactorily complete the remaining credits in residence at AUK and fulfill all academic program requirements to graduate.

Credit earned from AP, IB, and A-Level (IGCSE) exams count towards the transfer credit maximum.

Prerequisites: To use a course from a prior institution as a prerequisite, that course must be transferred in as part of the student’s academic records at AUK. Additionally, courses that do not satisfy AUK’s prerequisites may not be transferred.

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

The Office of the Registrar maintains and updates the transfer students’ records.

## **CONVERSION OF QUARTER HOURS TO SEMESTER HOURS**

A quarter hour is worth only .67 of a semester hour. To convert quarter hours to semester hours, divide by 1.5 and vice versa. For example, 5 quarter hours earned is equal to 3.3 semester hours.

## **ADVANCED STANDING CREDIT TRANSFER**

### **Advanced Placement (AP)**

AP courses accepted by AUK are recorded as transfer credits (TR) on students’ transcripts and count towards the total credit hours required for graduation. These transfer credits will not be assigned grades, and therefore will not be factored into students’ grade point average (GPA) calculations. Students cannot receive AP credit for an equivalent course taken at AUK or another university, and AP credit may be removed from a student’s record if subsequent AUK coursework duplicates AP credit course content. Students may earn up to 30 transfer credits at AUK based on qualifying AP exam scores.

It is the responsibility of students seeking AP credit to provide the Office of the Registrar with copies of their official AP score results. In cases where the AP exam has not previously been evaluated by AUK, students must also provide syllabi and other supporting documents pertaining to the AP subject matter so AUK faculty can complete an accurate transfer credit evaluation. For further information, please consult the Office of Admissions.

### **A-Level (IGCSE)**

AUK awards college credit for students earning A-Level subjects above a minimum of 8 different IGCSE subjects with a minimum grade of “C-” for each subject. Only subjects classified as academic (including arts and creativity group subjects) will be considered for corresponding AUK courses. Contact an admissions counselor for further information.

## International Baccalaureate (IB)

IB courses accepted by AUK are recorded as transfer credits (TR) on students' transcripts and count towards the minimum 124 total credit hours required for graduation. These transfer credits will not be assigned grades, and therefore will not be factored into the students' grade point average (GPA) calculations. Students cannot receive IB credit for an equivalent course taken at AUK or another university, and IB credit may be removed from a student's record if subsequent AUK coursework duplicates IB credit course content.

It is the responsibility of students seeking IB transfer credit at AUK to provide the Office of the Registrar with official copies of their IB diploma and/or certificate transcripts. Students must also provide course descriptions for each of the IB courses they wish to have transferred to AUK. Additionally, it is the student's responsibility to provide laboratory notebooks and reports when seeking laboratory credit.

IB transfer credits will only be accepted under the following conditions:

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

The following table exhibits courses that are equivalent to Algebra II, Pre-Calculus, and Calculus:

Algebra 2	Algebra 2 – Honors	Pre-Calculus	Advanced Pre-Calculus	Calculus	Advanced Calculus
MYP5/ Math 10  or  Math Extended or  Algebra2 or Geometry	IB Math Studies	IB1 Studies SL1 or IB2 Method SL2 or Applied Math or IB2 Studies SL2 or IB Math Studies 2 or Pre-Cal/Trigonometry or IB1 Method SL1 or Math 1 IB standard LE or DP1 Math SL1	DP1 Math HL1	IB1 Math HL1 or  Math2 IB Standard LE or  IB2 Math HL2 or  DP2 Math SL2 or  Applied Math	DP2 Math HL 2

*The applicant will be placed in the literary section if s/he has not passed any of the previous modules.*

## **French Baccalaureate**

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

## **DISABILITY DISCLOSURE**

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

Failure to comply with disclosure requirements waives the student’s right for evaluation of need for reasonable accommodations and might result in the rescinding of Admissions. For questions regarding accommodation services, please contact the Counseling Center at

**[Counseling@auk.edu.kw](mailto:Counseling@auk.edu.kw)**.

# 2. REGISTRATION

OFFICE OF THE REGISTRAR

*REGISTRATION*

*DEGREE AUDITS*

*STUDENT ACADEMIC RECORDS*

*DISCLOSURE OF STUDENT RECORDS*

*TRANSCRIPTS*

# REGISTRATION

## OFFICE OF THE REGISTRAR

The Office of the Registrar strives to facilitate the educational process by providing administrative services that support academic units, faculty, and students under the mission of AUK. The University registrar advises administrators and faculty on development and implementation of policies and procedures to encourage informed academic decisions that support the goals of the University. The office staff assist student registration, maintain student records, manage and update curriculum and catalog, develop the academic calendar, maintain and update AUK's course inventory, create course schedules, manage grade reporting, verify enrollment, process transfer credits, audit degree progress, process transcripts, certify graduation, and implement policies and procedures.

The University registrar collaborates with faculty, department chairs, deans of colleges, and other academic and administrative units to continuously develop services, technology, and security standards. The Office of the Registrar strives to build a reliable and efficient communication structure to collect and deliver academic information to the AUK campus.

### **Registration**

After receiving advising from their academic advisor each semester, students register online through AUK's Self-Service.

### **Degree Audits**

One of the most important responsibilities of the Office of the Registrar is the degree audit of students' academic progress. The Office staff conducts degree audits of all students who have earned 90+ 85+ credit hours to ensure that students are on track to complete all degree requirements and avoid unnecessary coursework. The report of the degree audit is emailed to students and academic advisors and it lists the remaining degree requirements, as well as those completed and in progress. The audit assumes successful completion of courses in progress. Degrees are awarded after all requirements have been met within two weeks of the end of final exams. Material received after that date will delay the degree awarded to the subsequent semester.

The registrar, on behalf of the University, certifies all candidates whose academic records indicate that they can satisfy degree requirements by the end of the semester for which they have applied. All applicants must satisfy all graduation requirements as specified by the Private Universities Council.

### **Student Academic Records**

AUK students have a permanent record, maintained in the Office of the Registrar under the student's AUK ID number. Students may access their academic records through their AUK Self-Service accounts.



## **Disclosure of Student Records**

Student academic records are considered confidential. Students wanting to access their own official records must present a valid AUK student ID to the appropriate office. With the exceptions noted below, student records will only be released to specified parties when the student has completed and signed the Disclosure of Academic Records form that is available in the Office of the Registrar. Without the student's written consent, parents, guardians, and other parties may only receive limited directory information such as enrollment status, declared major, and class standing.

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

- To authorized representatives of Ministry of Higher Education in the State of Kuwait, the Private Universities Council, for the audit or evaluation of Government supported education programs, or for the enforcement of or compliance with State legal requirements that relate to those programs.
- To University officials, academic advisors, and faculty on a need-to-know basis
- To comply with a judicial order or a lawfully issued subpoena.

## **Transcripts**

Students may obtain unofficial transcripts of their own academic records through their AUK Self-Service account. For current students, official AUK transcripts must be requested through the AUK Banner Self-Service, or from the Office of the Registrar, if they are no longer students. Transcripts are released only upon the signed request of the student. The University only issues complete transcripts and does not release any documents from the student's file (e.g., copies of the non-AUK transcripts or other documents which may be part of the student's file). Once a degree has been posted to the transcript, changes will not be made to courses or grades that were earned prior to the awarding of the degree.

# 3. SCHOLARSHIPS & FINANCIAL AID

OFFICE OF SCHOLARSHIP AND FINANCIAL AID  
AUK ACADEMIC SCHOLARSHIPS  
SCHOLARSHIP APPLICATION PROCESS AND  
DEADLINES

*FIRST-TIME COLLEGE STUDENTS*

*CONTINUING STUDENTS*

*RETENTION OF SCHOLARSHIP*

PUC SCHOLARSHIPS AT AUK  
OTHER SCHOLARSHIPS AT AUK  
AUK FINANCIAL AID PROGRAM

# SCHOLARSHIPS & FINANCIAL AID

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## OFFICE OF SCHOLARSHIP AND FINANCIAL AID

The Office of Scholarship and Financial Aid at AUK has been established to provide students a centralized gateway to everything related to government, private, and University scholarships, AUK financial aid, and government allowances. The office serves more than fifty percent of the student population as scholarship students, in addition to the cohort of students who wish to apply for a scholarship or allowance. The Office works with other University units to optimize students' educational experiences by communicating and implementing all applicable University and award sponsors' rules and conditions and managing relevant processes and applications as per set guidelines.

### Services Provided by the Office

The Office of Scholarship and Financial Aid serves the University student body, in addition to award sponsors and internal departments. The Office receives and processes scholarships, financial aid, and allowance applications in coordination with the involved internal and external bodies. In addition, it centralizes all scholarship, financial aid, and allowance related communications and announcements to the University's student body or departments, as relevant. The Office also corresponds with and generates academic and financial reports for scholarship sponsors. Its operations are scheduled with the University's academic year, and the government scholarship and allowance application cycles.

## AUK ACADEMIC SCHOLARSHIPS

At the beginning of each academic year, AUK awards a limited number of merit-based academic scholarships (based on a student's academic aptitude, performance, and achievement), to its most academically deserving first-time and continuing students. Students interested in applying to this award must meet all the requirements of their category. The AUK scholarship criteria, application eligibility and processes, and application due dates are listed below:

### Scholarship Application Criteria for First-Time College Students:

- Must have a 3.75 high school GPA or higher.
- Will be evaluated on academic measures, including but not limited to, high school, TOEFL scores, and class rank.

### Scholarship Application Criteria for Continuing Students (earned 60 AUK credits or more):

- Scholarship applications will be evaluated on various academic measures, including but not limited to, the AUK cumulative GPA and total earned hours at AUK as set and announced by the University Scholarship Committee.

# SCHOLARSHIP APPLICATION PROCESS AND DEADLINES

The following documents must be submitted to the relevant office prior to the commencement of the fall semester of the academic year and as follows:

## First-Time College Students

- Complete admissions application.
- Complete AUK Scholarship Application Form for New AUK Freshman Applicants.
- Submit documents to the Office of Admissions prior to the application deadline announced on the University website.

## Continuing Students

- Complete AUK Scholarship Application Form for Junior & Senior AUK Students.
- Submit form to the Office of Scholarship and Financial Aid prior to the application deadline announced via AUK email.

Applications will be reviewed by the University Scholarship Committee. All applicants will be informed of their status of the academic year. Although AUK strives to acknowledge and award all its deserving students, applying to the AUK scholarship award does not guarantee the applicant an award.

## Retention of Scholarship

Recipients of an AUK scholarship award may not combine it with any other award or tuition assistance provided to them by the University, PUC, or any other sponsor. In such a case, the recipient will be required to choose one award.

Recipients must maintain the following academic standings to retain their AUK scholarship award at AUK:

- Maintain a cumulative AUK GPA of 3.50 or better by the end of each semester.
- Register for 12 credit hours or more per regular semester (fall and spring semesters).
- May take a leave of absence only after submitting a deferral request to the relevant University committee and receiving an approval.

## PUC SCHOLARSHIPS AT AUK

Each academic year, the Private Universities Council (PUC) allocates a number of internal scholarship seats to students who are Kuwaiti, or are children of Kuwaiti mothers, based on their high school, or diploma, or transfer, or university academic standings. The PUC's scholarship covers tuition fees and book allowance to its awardees. A few seats are assigned each semester to AUK students. These seats are determined by current market demands and distributed based on institutions' capacities.

## PUC Internal Scholarship Maintenance Rules & Conditions

- The recipients should not be government employees, or on 'study leave', or a recipient of any other type of award throughout the duration of their study (government institutions include both those with supplementary and independent budgets).
- The recipients must adhere to the rules and conditions of the university they are admitted to.
- The recipients must adhere to all the decrees and decisions issued by the Private Universities Council – Ministry of Higher Education in the state of Kuwait.

- The scholarship has a limited number of language and remedial courses an award recipient can register for and repeat, defined by the PUC per scholarship category, without the possibility of an extension.
- The recipients are committed to maintain a full-time status (register for a minimum of 12 credit hours) per regular semester (fall and spring).
- The scholarship covers the tuition and book allowance only, and does not cover any late registration fees, or tuition fees due for courses withdrawn after the add/drop week without violating the abovementioned full-time status condition; the tuition of any such withdrawn course will be charged to the recipient.
- The recipients must not change their assigned scholarship major without the approval of the university and the PUC. The recipients are financially liable for the tuition fees of any courses not transferrable towards the new scholarship major.
- The recipients must not register in courses that are not used towards their assigned scholarship major, and the tuition of any such course will be charged to the recipient.
- The recipients must register in all regular semesters (fall & spring) and may take a leave of absence only after applying for a scholarship deferral and receiving the approval of the university and the PUC.
- The scholarship will be cancelled for recipients who are dismissed from the University.
- Dismissed recipients whose scholarships have been cancelled may submit a Scholarship Reinstatement application when they meet the PUC's announced conditions for scholarship reinstatement.

## **OTHER SCHOLARSHIPS AT AUK**

Several private sponsors approach AUK to provide financial support to students, based on either merit or need. These sponsors, in coordination with the University administration, set their own application criteria, award rules, and conditions to assure they meet their objectives, while achieving the maximum benefit to the students. Any such application opportunities are communicated to AUK students through the Office of Scholarship & Financial Aid, and applicants are considered by the relevant committees of each such award.

# **AUK FINANCIAL AID PROGRAM**

AUK awards a limited number of financial aids to its currently enrolled non-scholarship students based on financial hardship. The financial aid is only partial and depends on the applicant's financial status. Students who want to apply for this program must have earned a minimum of 24 AUK credit hours and must be in 'good' academic standing. AUK financial aid covers tuition only (not University fees) for a maximum of two semesters of an academic year (not including summer), for up to 12 credits per semester. The program does not cover the tuition fees for withdrawn or failed courses, and the recipient would be fully liable for the tuition fees of such courses.

## **Financial Aid Application Process**

Students who want to apply for this program must complete and submit the application form made available for each application period, alongside the required documents, before the announced deadline. The rules, conditions and the required documents of a set financial aid application period are announced by the University administration prior to the beginning of said period via AUK email. Incomplete and/or misrepresented and/or late applications will not be considered. Submission of a complete financial aid application package does not guarantee acceptance.

## **Retention of Financial Aid**

Recipients of an AUK financial aid may not combine it with any other award or tuition assistance provided to them by the University, PUC, or any other sponsor. In such a case, the recipient will be required to choose one award, or else be disqualified.

Recipients must maintain the following academic standings to retain their AUK financial aid at AUK for the period they have received it:

- Maintain a cumulative AUK GPA of 2.00 or better by the end of the semester.
- Register for at least 12 credit hours per regular semester (e.g. fall and spring semesters), unless it is the recipient's graduating semester.

# 4. TUITION & FEES 2021-2022

TUITION & FEES 2020-2021

*ENROLLMENT DEPOSIT*

*LEGAL CONTRACT*

*PAYMENT OF FEES AND CHARGES*

*NON-PAYMENT*

*DE-REGISTRATION*

*PAYMENT OPTIONS*

*TUITION FEES REFUND*

*HOLDS*

# TUITION & FEES

## 2021-2022

Tuition and fees are applicable to all students whether they are enrolled as degree-seeking, visiting, or non-degree students. Students must read the following table carefully along with the notes:

DESCRIPTION	KWD		COMMENTS
<b>TUITION</b>			
Standard Undergraduate Tuition	210	Per credit hour	An additional KWD 20 per credit hour is charged for engineering courses
Computer and Electrical Engineering Declared Majors	230	Per credit hour	All courses, including any other non-engineering courses, will be charged at this rate upon declaring a major in computer, electrical or systems engineering.
Intensive English Program	2,250	Per semester	
Application	35 Non-refundable		The application fee is charged for processing a candidate's admission application.
Enrollment Deposit	100 Non-refundable		Adjusted towards tuition fees. It is only valid for two regular semesters from the semester of admission.
<b>OTHER FEES and CHARGES</b>			
Special Course and Activity	As determined	Per course/ activity	Non-refundable
Library	15	Per semester	Non-refundable. Library, technology, and student activity fees are reduced by 50% for the summer semester.
Technology	50	Per semester	
Student Activity	50	Per semester	
Graduation	50	Per graduate	
Diploma Re-Issuance Fee	10	Per diploma	



Deferred Payment Service Charge (Installment Plan)	10	Per installment	Any overdue amount in excess of KWD 100 will be charged at KWD 10 per month of deferral for a maximum of KWD 30 per semester.
			Students who opt for deferred payment of their tuition & fees will be charged per installment at KWD 10.
Late Payment	25	Per semester	Any due amount that is more than KWD 100 not paid on or before the due date will also be subject to a late payment fee per semester in addition to the installment fees.
<b>IMPORTANT:</b> The University reserves the right to increase or modify tuition and fees upon approval of the University Board of Trustees and the Private Universities Council, Ministry of Higher Education.			

#### **NOTES:**

- Students should refer to the academic calendar & check their University emails on a regular basis to keep up to date on the due dates for payment & de-registration.
- If a student withdraws from the University before the last day of the first week of classes, 100% of tuition and fees will be refunded (this does not include the non-refundable enrollment deposit).
- If the student withdraws before the last day of the second week of classes, 50% of tuition and fees will be refunded (this does not include the non-refundable enrollment deposit).
- After the end of the second week, the student is liable for the tuition and fees in full, therefore no refunds of tuition and fees will be processed.
- Other fees and charges are applicable for both UG and IEP courses. Students are responsible for the cost of their textbooks and other course materials and supplies.
- Government scholarship students are subject to the PUC scholarship rules and regulations.
- Siblings attending AUK may be eligible for a tuition fee discount—contact the AUK Office of Finance for further information.
- Fees and charges are payable in the AUK Office of Finance located on the first floor of the administration building, and payable through the online payment gateway.

AUK accepts the following methods of payments:

- Checks
- Credit Cards
- Debit Cards
- Cash
- Payment through AUK Self-Service.

#### **ENROLLMENT DEPOSIT**

Once an application has been accepted and the applicant has received an offer of admission from AUK, the applicant is required to confirm his/her enrollment by submitting a KWD 100 non-refundable enrollment deposit to the AUK Office of Finance. The deposit will be adjusted with the student's first tuition payment. It is only valid for two regular semesters from the semester of admission.

If the AUK Office of Finance does not receive the enrollment deposit, it is considered that the applicant will not be attending AUK and cannot register for courses.

## **LEGAL CONTRACT**

By registering for AUK courses, the student is entering into a legally binding contract with AUK and is obligated to pay all related student fees and charges.

## **PAYMENT OF FEES AND CHARGES**

Before classes begin, students are expected to settle their accounts or to have made satisfactory arrangements for payment of the student fees and charges. Fees and charges are payable in the AUK Office of Finance.

## **NON-PAYMENT**

AUK reserves the right to recover any amount due, including any additional costs incurred as a result of a collection process or legal action, and, if necessary, to forward financial obligations owed to AUK to a collection agency and/or to initiate legal proceedings.

## **DE-REGISTRATION**

All registered students who have not paid their tuition fees and charges, as per the payment options, or who have not made financial arrangements with the AUK Office of Finance will be automatically dropped from their courses on the day student fees and charges are due.

## **PAYMENT OPTIONS**

### Full Payment

- All student fees and charges are paid on the day of registration. This means that students pay in full the fees and charges upon completion of their registration.

### Deferred Payment Scheme

- Should a student decide to participate in the deferred payment scheme, s/he pays 50% of his/her tuition and fees upon completion of his/her registration (inclusive of the enrollment deposit for newly admitted students). The remaining 50% is paid by monthly installments, within a maximum of three-monthly installments for regular semesters. A University service charge of KWD 10 is added to each installment.

## **TUITION FEES REFUND**

Students may apply for a refund of tuition fees as follows:

- Dropping courses per the provision outlined in the University catalog.
- Withdrawal from the semester or AUK per the provision outlined in the University catalog.
- Due to extenuating circumstances.

Students petitioning for a refund based on extenuating circumstances must:

- Withdraw from courses by completing a Withdrawal from AUK form and submitting it to the Office of the Registrar.
- Provide a letter of request and verifiable written documentation supporting the request to the director of finance.

Extenuating circumstances may include the death of an immediate family member, call to military duty, legal proceedings, and medical illness requiring hospital stay. Students receive their refund checks in their name.

The University will have the final discretion in deciding student refunds on a case-by-case basis when student withdrawal from AUK is due to extenuating circumstances.

## **HOLDS**

The AUK Office of Finance will place a “Finance Hold” on those students who fail to meet their financial obligations to AUK, including on-time payment of their respective payment plan. A hold prevents students from, among other things, collecting their AUK transcripts and registering for future classes.

# 5. DIVISION OF STUDENT AFFAIRS

WHERE UNIVERSITY COMES TO LIFE

MISSION

OBJECTIVES

OFFICE OF THE VICE PRESIDENT FOR

STUDENT AFFAIRS (VPSA)

*HOLISTIC STUDENT EXPERIENCE*

*CO-CURRICULAR TRANSCRIPT*

*INTERNATIONAL PROGRAMS*

ACADEMIC ADVISING CENTER (AAC)

*ACADEMIC ADVISING*

*RETENTION INITIATIVES*

*STUDENT ADVISING RECORDS*

ALUMNI AFFAIRS AND CAREER DEVELOPMENT (AACD)

*ALUMNI SERVICES*

*CAREER DEVELOPMENT*

*STUDENT EMPLOYMENT*

*INTERNSHIPS*

*NETWORKING OPPORTUNITIES*

COUNSELING CENTER

*PERSONAL COUNSELING*

*DISABILITY SERVICES*

*ART AND MUSIC THERAPY*

*STUDENT COUNSELING RECORDS*

OFFICE OF STUDENT LIFE

*STUDENT ACTIVITIES*

*STUDENT CLUBS AND ORGANIZATIONS*

*SPORTS AND RECREATIONAL PROGRAMS*

*STUDENT LOUNGE*

*JUDICIAL AFFAIRS*

WRITING AND TUTORING CENTER (WTC)

*WRITING CONSULTATIONS*

*TUTORING*

AUK CLINIC

# STUDENT AFFAIRS

## WHERE UNIVERSITY COMES TO LIFE

The Division of Student Affairs believes that involvement is an important component of a well-rounded college experience, and that students are more apt to be successful if they lead a balanced academic and social collegiate life. The departments within the division are devoted to providing the student with an environment that enhances their academic life and encourages social growth and maturity.

## MISSION

The Division of Student Affairs strives to provide a comprehensive array of effective programs and services designed to support students from matriculation to degree completion and beyond, facilitating personal and academic development and promoting lifelong learning which sustains a mutually beneficial relationship with the University.

## OBJECTIVES

- Maintain services and programs which facilitate students' mental and physical wellbeing, thus enabling them to succeed academically and socially.
- Enhance effective course selection and advancement toward their degree by developing academic planning and decision-making skills.
- Improve study skills by developing critical thinking and literacy skills towards better understanding of course content.
- Facilitate opportunities for students which are designed to promote social integration, global awareness, personal growth, collegiality, and fairness.
- Foster relationships with both internal and external communities through programs and services designed to create and sustain a lasting commitment with the American University of Kuwait.
- Provide opportunity to enrich lives beyond the traditional classroom setting through lifelong learning initiatives.

## OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS (VPSA)

The Office of the Vice President for Student Affairs oversees all student affairs departments, ensuring the offerings of programs and services that support the AUK student from matriculation to degree completion and beyond. The Office works with other administrative and academic units to provide the AUK student with all the tools necessary for their continued success and wellness.

## HOLISTIC STUDENT EXPERIENCE

The Office works on providing the AUK student with a holistic student experience that connects them with all the tools available for them at AUK while educating them on the concepts of a liberal arts education. In collaboration with the Library and the First-Year Experience Program, the Office ensures that all student affairs departments prepare opportunities to engage the student body in campus life, while providing them with the support needed to enhance their education.

## CO-CURRICULAR TRANSCRIPT

The co-curricular transcript is a record of a student's involvement in educational experiences taking place outside of the classroom. It is a verifiable University document that reflects active participation in learning experiences and provides an opportunity to highlight leadership, decision-making, team-building, problem-solving, communication, goal-setting, and networking skills.

The co-curricular transcript serves to accentuate the student's personal journey and provides a holistic view of a student's skills and abilities. It highlights student involvement in the following categories:

- Clubs & Organizations
- Athletics
- Student Employment
- Community Service & Civic Engagement
- Honors & Awards
- Workshops & Seminars

## INTERNATIONAL PROGRAMS

International Programs provide students with transformative experiences and unique opportunities for growth, with the support of professional guidance and resources. In collaboration with partner universities, AUK offers its students opportunities to study or intern abroad, while opening its doors for incoming undergraduate and graduate students to study and intern on campus. Students can also study or intern at non-partner universities of their choice by liaising with the International Programs coordinator at AUK and the chosen university.

AUK has agreements with the following institutions:

- Dartmouth College
- George Washington University
- The American University in Cairo
- Sciences Po

## ACADEMIC ADVISING CENTER (AAC)

The Academic Advising Center is dedicated to the academic success of AUK students. AAC advisors empower students to take an active role in their own education by guiding them to a deeper understanding of the liberal arts curriculum. The AAC provides academic advising, educational planning, course selection, retention initiatives, and registration to all currently undeclared students. Academic advising is a shared responsibility and planning process in which an advisor serves as a mentor/teacher aiming to enhance the student's self-awareness, personal responsibility, and ability to define, develop, and reach academic and educational goals that are consistent with the student's personal interests. Students meet with AAC advisors to discuss their educational plans and progress, and identify the academic requirements to achieve their career goals. The AAC consistently provides accurate information, in-depth and holistic advising support, and appropriate referrals to all other University resources.

## ACADEMIC ADVISING

All first-year and new transfer undergraduate students are assigned to the AAC for advising. The AAC also advises declared major students on academic probation. Students enrolled in semester 2 of the Intensive English Program should seek advising assistance from the AAC to facilitate a smooth transition to the undergraduate program. Scholarship students are required to seek advising from AAC based on their scholarship-defined major.

When a student completes 60 credits of undergraduate work, s/he is required to declare a major. However, students may declare a major prior to reaching 60 earned credits. The major declaration form must be signed by the Academic Advising Center, the appropriate department chair, and the faculty advisor, then sent to the Office of the Registrar to update the student's record. When students declare a major, they are assigned a faculty advisor by the appropriate department chair. The assigned faculty advisor is responsible for working with the student on such issues as course selection and academic challenges. Students are ultimately responsible for reviewing and understanding the requirements of the degree program in which they are declared.

To facilitate the advising process, students are encouraged to become familiar with AUK's online advising program—Degree Works, and the University's academic catalog and requirements for degree completion. Students are responsible for contacting their advisors before each registration period or when help is needed. The academic advisor assists the student in the identification and selection of courses that meet general education and degree requirements after which the student is provided with a RAC (Registration Access Control) number for online registration.

## RETENTION INITIATIVES

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

## STUDENT ADVISING RECORDS

Student advising records with the AAC are part of the college record. Advising information is released when necessary for purposes of registration and follow-up. It is the AAC's professional and ethical responsibility to respect and consider all information confidential, including academic records and status, family information, health (mental and physical), and all other issues pertaining to the student.

## ALUMNI AFFAIRS AND CAREER DEVELOPMENT (AACD)

The Office of Alumni Affairs and Career Development (AACD) seeks to reach, serve, and engage with AUK students and alumni to provide continuous support and recognition for their achievements and professional excellence. The AACD office directs students and alumni towards programs, services, and workshops that help in employment-seeking endeavors. By providing alumni and graduating students with events, such as the career fair, senior launch, alumni reunion, workshops, and sports activities, the Office encourages alumni engagement at AUK, allowing for an exchange of experiences.

## ALUMNI SERVICES

As members of the AUK community, AUK graduates are entitled to an alumni email account and alumni ID that provides them with access to the AUK library and database privileges, in addition to access to AUK facilities. Alumni get access to the online alumni portal which is an all-in-one community management system that allows graduates to network, share recruitment/internship opportunities, and update contact information at their convenience. The portal provides an array of possibilities to the community members to exchange information, business opportunities, invitations, and contacts. AUK alumni also receive discounted rates at the Center for Continuing Education and career fair, and the opportunity to showcase and promote their businesses on campus free of charge through the Alumni Business Booth Program. Our alumni also get a chance to get featured in the annual Alumni Magazine which aims to highlight our alumni's achievements whether in their fields, educational journeys, start-up companies or personal growth.

## CAREER DEVELOPMENT

In addition to an annual career fair that features around 25 businesses, the AACD helps students and alumni develop their career plans by providing one-on-one career development sessions and seminars. These services include assistance with graduate school applications and career advancement opportunities, inclusive of assistance with resume-writing, job interviews, job applications, online job hunting and etiquette, and internships.

The AACD also coordinates with other 3<sup>rd</sup> parties to offer students and alumni access to workshops, courses, training programs, and innovation programs such as the agreement with the Manpower & Government Restructuring Program (MGRP), the Center for Continuing Education (CCE), Kuwait Investment Authority, and Warba Bank Rowad Program.

## STUDENT EMPLOYMENT

The AUK on-campus Student Employment Program is designed to financially support a student's educational experience and develop the student's career skills while providing a necessary service to the University community. AUK students have the opportunity to work in various departments within the University; employment depends on the individual departmental needs and financial resources, as well as the skillset an applicant brings to the required position.

## INTERNSHIPS

AUK offers graduate internship opportunities for students every summer. The internship program is designed to provide graduate students and recent graduates the opportunity to gain essential experiences within professional areas of student affairs/student services, a deeper understanding of higher education administration, and to acquire specific skill sets that will help prepare them for a career in the profession.

The AACD also collaborates with the College of Business and Economics to provide students registered for CBE internships with resume/interview skill workshops, either conducted by AACD Staff or prospective employers. AUK students have had opportunities to intern in organizations such as NBK, Ernst and Young, Al-Ghanim Industries, Kuwait Petroleum Corporation, Al Ahli United Bank, Eminds Project Management, Deloitte, Baker Tilly, Grant Thornton, RSM Al Bazie, Gulf Bank, and many more.

## NETWORKING OPPORTUNITIES

Networking opportunities are available through the alumni portal, and multiple events such as the annual alumni reunion, senior launch, and the alumni guest speaker series. The Office also publishes an annual magazine that celebrates alumni achievements within the University and the community at large.



## COUNSELING CENTER

The Counseling Center works at ensuring the student's wellness as they navigate their AUK experience. The Center offers services that include personal counseling and disability accommodations to support students as they overcome what inhibits their success and prepare them for lifelong learning and development. The Center ensures the University is equipped with adequate resources that ensure the AUK student's physical and mental health by providing counseling, disability accommodations, coaching, therapy sessions and opportunities, and adequate clinical support for minor illnesses and injuries.

### PERSONAL COUNSELING

Personal counseling is provided to students to assist them with concerns including anxiety, depression, interpersonal relationships, academic and online learning concerns, family and social issues, and personal problems. Counseling approaches are personalized to fit each student's needs and the sessions are confidential. Information is not released without a student's written consent.

The Center also offers workshops/trainings on various topics, facilitates training, workshops, events, and guest-speaking in the field of personal counseling and psychology. In addition, the Center develops and assesses programs and initiatives designed to promote student wellness thus enhancing persistence and retention students and preparation for life after graduation.

### DISABILITY SERVICES

Disability services include identifying strategies to accommodate the learning requirements of students with disabilities. Requests for accommodation and access to university programs are addressed on a case-by-case basis. Prospective students with disabilities who are requesting accommodations must declare this in the relevant section of their admission application packet and provide specific verifiable documentation.

Students seeking accommodations who have not disclosed a disability at the time of admission or who after matriculation have discovered an impairment impeding their academic progress and success must follow the same disclosure and verification procedures as described for prospective students. The Center communicates with professors and assist them in providing the approved accommodations, refers students to other services on campus if needed, provides workshops on topics related to students with disabilities, and liaisons with various departments to maintain current and accurate information regarding students with disabilities. The Center provides short-term, solution-focused counseling services, crisis intervention and emergency support, and identifies, implements, and evaluates initiatives and accommodations designed to assist students with disabilities.

### ART AND MUSIC THERAPY

Art and music therapy is provided to engage and encourage students towards creative self-expression through art and music to promote student wellness. Two rooms are equipped to allow students to have a place to relieve anxiety and stress and to communicate issues that they may be struggling with in creative and therapeutic ways.

Art therapy focuses on arts such as sketching, painting, sculpting, soap carving, drawing, and other activities, and the room is equipped with a variety of art mediums and tools such as canvas, paint, brushes, and clay. Music therapy focuses on musical expression and the room is equipped with a variety of musical instruments such as keyboard, guitars, and drums.

The Counseling Center hosts monthly events and workshops in the Art and Music Therapy rooms, aimed at encouraging creative processes and raising awareness on topics of mental and physical health.

## STUDENT RECORDS

Student records with the Counseling Center fall under the University's confidentiality policy and consistent with American Counseling Association Standards. Records are maintained within the Counseling Center, and not part of any academic, educational, or job placement file. Records may be released without an individual's consent when there is imminent (immediate) danger to oneself or others; if it is learned that a child, disabled adult, or elderly adult has been abused or neglected; or when ordered to release information to a court of law.

## OFFICE OF STUDENT LIFE

The Office of Student Life plays an integral role in AUK's mission of building a society of diverse, critical thinkers and competent leaders who will continue to engage in the pursuit of lifelong learning. The Office provides programs, services, opportunities and environments for students to become involved in purposeful activities outside the classroom. The programs are designed to build responsible communities of learners and support their educational and personal development, and to help students accomplish their educational goals, high ethical standards and intellectual development, and respect for diversity through student engagement activities.

## STUDENT ACTIVITIES

A variety of activities and events are organized for students throughout the year. Events have included movie nights, guest speakers, various competitions, and many educational and entertaining activities. In addition, a variety of annual events take place, including Welcome Back Week, Awards Night, Talent Show, International Week, Ghabga, and Graish. In addition to posting the weekly activities schedule on Moodle and Instagram, students receive weekly activity schedules via email.

## STUDENT CLUBS AND ORGANIZATIONS

Students can join existing clubs or start a new club, from academic and literary to social and cultural. Currently, there are over twenty clubs open to students who wish to participate in and/or join. An Involvement Fair is held twice a year (once every semester) to promote clubs and encourage membership.

The Student Council (SC) provides an opportunity for students to hone their leadership skills and practice participatory government. The University encourages the active participation of the SC in university life. The SC, including student representatives from various campus constituencies through the student delegation is the principle medium of the student voice in university affairs. The SC gives members valuable learning experiences in the creation, organization, and functioning of many student activities, and members also serve on University committees where student representation is required.

*Voice* is a student-run magazine that seeks to foster active communication among the entire campus community and keep it abreast of diverse and relevant issues by providing high-quality news and information. It also strives to heighten awareness of the rights and responsibilities of membership in the AUK community and promotes an environment of academic freedom and freedom of expression. Students who work on the magazine are provided with reporting, editorial, and management experience, and are expected to observe the established standards of professional journalism.

All student clubs and organizations, including Student Council and *Voice*, are advised and guided by a member of faculty or staff.

## **SPORTS AND RECREATIONAL PROGRAMS**

The University offers intercollegiate athletics, which allow student-athletes to compete locally and regionally against universities in the following sports: soccer, basketball, volleyball, tennis, table tennis, futsal, squash, and swimming. AUK annually participates in the University Athletics Association of Kuwait (UAAK), and the Higher Education and Institutions Tournament for private and public institutions. Recreational programs allow members of the AUK community (students, alumni, faculty, and staff) to participate in fitness classes, learn a new sport, or compete in intramural sports. AUK offers a variety of fitness classes, from yoga to zumba. Throughout the year, intramural tournaments are organized for some athletic activities such as soccer, badminton, table tennis, basketball, and volleyball. This variety of individual and team activities gives members of the AUK community the chance to discover extracurricular activities that cater to their interests.

There is a men's gym, a women's gym, an indoor and a rooftop court located in the Student Center, in addition to an outdoor soccer field.

## **STUDENT LOUNGE**

Students have the opportunity to relax and be entertained in the student lounge. They can spend their free time playing board games, Foosball, PlayStation, pool, or watching television. Additionally, the lounge coordinates larger scale activities for students throughout the year such as PS4 tournaments, and billiard tournaments.

## **JUDICIAL AFFAIRS**

Judicial Affairs encompasses the services that oversee infractions of institutional policy. All AUK students must comply with the academic and behavioral regulations of the American University of Kuwait, as well as observe national laws. The Division of Student Affairs is responsible for adjudicating student violations of the University Code of Conduct. Student violations related to academic integrity are adjudicated by academic affairs.

Violations may include, but are not limited to, disregard of campus safety regulations and/or institutional operating procedures, misuse of campus facilities, and/or actions which impede the educational process. Institutional policies, inclusive of policy and procedural components that govern student behavior, are addressed in the Student Code of Conduct. Violations can be submitted via self-service to the Office of StudentLife.

## **WRITING AND TUTORING CENTER (WTC)**

The Writing and Tutoring Center (WTC) focuses on empowering students to become independent and successful learners by developing their literacy skills, enhancing their understanding, and helping them improve their academic and study skills. WTC offers tutoring and writing consultations to all AUK students, and collaborates with academic departments to continuously develop more effective learning support and classroom workshops. WTC also works with faculty and other support units on campus to recognize and respect the rights and equality of all who seek assistance.

Students can schedule appointments through the TutorTrac online appointment system, or they can drop in for assistance. The center also uses various digital platforms to conduct online operations.

## WRITING CONSULTATION

WTC provides students with multilingual writing consultations (English, Arabic, French, and Spanish) through individual or small-group sessions in which participants explore ideas through the written word. Student employees are trained in learning support's best practices. They provide a non-evaluative, reader's response to students' writing and help at any stage of the composing process: identifying and understanding audience, developing and expanding ideas, organizing ideas into a coherent whole, researching and evaluating external sources, incorporating external sources, understanding the conventions of academic writing, and communicating ideas clearly. The Center's overarching goal is to inspire a love of reading and writing within the AUK community.

## TUTORING

WTC provides students with tutoring in various subjects through individual, small-group, or supplemental instruction sessions coordinated with faculty. Student employees are trained as peer tutors in order to help students improve their problem-solving and study skills, increase their understanding of course content, enhance their academic performance, and develop a positive attitude towards learning. The center's peer tutor training program is certified by the College Reading & Learning Association's International Tutor Training Program Certification (CRLA ITTPC). In addition to setting an internationally accepted standard of skills and training for tutors, the certification allows the center to certify individual tutors after completing the training requirements, providing recognition for their successful work from an international organization.

## AUK CLINIC

The Clinic is designed to provide basic medical care for the AUK community. Emergencies and serious health cases are immediately referred to nearby facilities. The Clinic provides preventative services that include blood pressure checks, blood sugar monitoring, and treatment for elective cases.

The Clinic organizes a series of informative sessions and workshops to raise awareness for health issues and concerns as they arise in the region and provides first aid assistance during athletic games.



# 6. UNIVERSITY ACADEMIC INFORMATION

STUDENT RESPONSIBILITIES  
UNIVERSITY DEGREE REQUIREMENTS  
ACADEMIC POLICIES  
MATRICULATION TO THE UNDERGRADUATE DEGREE  
PROGRAM

CLASS ATTENDANCE  
GRADING SYSTEM  
COURSE REPETITION POLICY  
*REPETITION DUE TO FAILURE*  
*REPETITION FOR IMPROVEMENT OF GRADE*  
*INCLUDE/EXCLUDE GRADES, EARNED CREDITS, & GPA*  
*CALCULATION*

INCOMPLETE GRADES  
NOT REPORTED GRADES (NR)  
COURSE GRADE APPEALS  
CHANGE OF FINAL GRADES  
STUDENT COMPLAINTS CONCERNING STAFF &  
FACULTY  
TESTS AND EXAMINATIONS  
CHALLENGING EDUCATIONAL MATERIALS  
ACADEMIC PROBATION  
ACADEMIC DISMISSAL  
RETURN TO AUK  
PUC SCHOLARSHIP STUDENTS AND  
ACADEMIC DISMISSAL

FINAL ACADEMIC DISMISSAL  
REGISTRATION  
AUDITING  
STUDY AT ANOTHER INSTITUTION  
*STUDY ABROAD*  
*AUK-EXCHANGE PROGRAM STUDENTS ONLY*

## COURSES AND CLASS SCHEDULES

*COURSE SCHEDULES*

*COURSE PREFIX, LEVEL, TITLE, AND CREDIT HOURS 21*

*PREREQUISITES*

*CO-REQUISITES*

*CONCURRENT COURSE*

*INDEPENDENT STUDY COURSES*

*SPECIAL TOPICS COURSES*

*COURSE SUBSTITUTIONS*

*ACADEMIC OPERATION AND CLASS PERIODS*

*COURSE DESCRIPTIONS AND SYLLABI*

ACADEMIC LOAD

CLASS STANDING

GENERAL EDUCATION

MISSION STATEMENT

LEARNING OUTCOMES

GENERAL EDUCATION REQUIREMENTS (49 CREDIT HOURS)

GENERAL EDUCATION GRADE REQUIREMENT

GENERAL EDUCATION, FOUNDATION COURSES, AND

PREREQUISITES

DEGREE PROGRAMS AND MAJOR REQUIREMENTS

DECLARATION OF MAJOR IN THE DEGREE PROGRAM

CHANGE IN DEGREE PROGRAM, MAJOR, AND/OR MINOR

COMPLETION OF THE MAJOR IN THE DEGREE PROGRAM

DOUBLE MAJOR

MINOR REQUIREMENTS AND DECLARATION OF A MINOR

GRADUATION

*ELIGIBILITY FOR GRADUATION AND CREDIT HOUR*

*REQUIREMENTS*

*APPLICATION FOR GRADUATION*

CONFERRAL OF DEGREES

UNIVERSITY HONORS AND AWARDS

UNIVERSITY LIABILITY

# UNIVERSITY ACADEMIC INFORMATION

## STUDENT RESPONSIBILITIES

Students are individually responsible for complying with regulations in the catalog. Failure to comply with catalog regulations does not exempt students from requirements and responsibilities. Students must:

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

## UNIVERSITY DEGREE REQUIREMENTS

**The College of Arts and Sciences offers the following degrees:**

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

**The College of Business and Economics offers the following degrees:**

- Bachelor of Business Administration in Accounting
- Bachelor of Business Administration in Economics
- Bachelor of Business Administration in Finance
- Bachelor of Business Administration in Human Resource Management
- Bachelor of Business Administration in Management
- Bachelor of Business Administration in Marketing

**The College of Engineering and Applied Sciences offers the following degrees:**

- 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

To graduate with a bachelor's degree in Arts, or Sciences, or Business Administration (BA, BS, BBA), students must complete a minimum of 120 credit hours. To graduate with a Bachelor of Engineering degree (BE), students must complete a minimum of 140 credit hours. These credit hours are composed of the general education requirements and all degree program or major requirements. Any of the required credit hours remaining after the completion of all requirements may be used to complete a minor in another discipline or for free electives, or both. Students are encouraged to complete a minor either in a field related to their degree program or major, or in any other area of their interest.



All Private Universities Council (PUC) scholarship students should note the following:

The scholarship award covers the tuition for the assigned scholarship major only. PUC Scholarship students who register in additional courses outside of their assigned scholarship major will be charged for the tuition of the additional credit hours. Non-payment will result in a financial hold, preventing students from, among other things, registering for future classes and collecting their AUK transcripts.

## **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 is a passing grade for MATH 095, free electives, and some General Education requirements. Find exceptions below.

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 Ex- planation
4.00	A	94-100	The A range reflects excellent performance on assignments and exams, as well as participation and conduct, demonstrating comprehensive mastery of course learning and its integration with previously learned material. This grade range implies that the 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	
3.30	B+	87-89	The B range represents good achievement within the course, demonstrating an understanding of concepts and a presentation of work within high standards. This grade range implies that the student is an active participant in the class and frequently demonstrates leadership qualities such as originality and critical inquisitiveness.
3.00	B	84-86	
2.70	B-	80-83	
2.30	C+	77-79	The C range represents satisfactory work, demonstrating a basic comprehension of the material presented as well as basic achievement of course learning outcomes. This grade range implies that the student has met the minimum standards necessary to pass the course. <b>The student must have a minimum cumulative GPA of 2.00 "C" to graduate from AUK.</b> A cumulative GPA of 1.70 (the quality points equivalent to a C-) is NOT sufficient for graduating.
2.00	C	74-76	
1.70	C-	70-73	

1.30	D+	67-69	The D range represents less than satisfactory work, demonstrating that coursework falls below the acceptable standards in quality and quantity. This grade range implies that the student has a limited understanding of the course material and concepts and does not display leadership in thought. <b>The D range is a passing grade for MATH 095, free electives, and most general education courses.</b>
1.00	D	64-66	
0.70	D-	60-63	
0.00	F	0-59	An “F” represents a failing performance, demonstrating incomplete comprehension of the material, and/or incomplete submission of materials required for the course. It implies that the student has not met the standards set by the course, demonstrates. <b>An “F” is a failing grade.</b>
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:**

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 re-

quirements 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, 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 only be 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 "I" 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 semester (fall into spring, spring into summer, summer into fall).
- 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 possibility of submitting 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 during 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 a student can provide evidence to the effect that there is/are:

- Clerical/mathematical/mechanical error in the computation of the final grade.
- Inconsistent standard of evaluation that include, among others:
  - Unfair or unannounced deviation from the grading criteria as outlined in the course syllabus.
  - The final grade determination was based on factors other than the student's performance in the course and/or completion of course requirements.
  - The student's final grade was determined by different standards than other students in the same section of the course.

A grade appeal must be submitted within 14 days of receiving the disputed grade or by no later than the first day of the commencement of the fall, spring or summer semester, whichever comes first after the assigning of the grade that is appealed. Failure to do so will preclude any possibility of subsequent action.

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

## Step 1: Consultation with and Appeal to the Faculty Member

Students with questions concerning the final posted grade should first consult with their course instructor, within 48 hours once final grades are officially made available to students by the Registrar's Office, then with the course supervisor or department chair. This requirement allows for any circumstances to be considered and computational errors to be corrected by the faculty member by means of the Change of Grade Form without the necessity of filing an appeal.

In all instances, students who believe that an appropriate grade has not been assigned must first seek to resolve the matter informally with the instructor of record or the course supervisor or department chair within 48 hours of the grades being published. In the event the issue remains unresolved, the student may then proceed to formalize the grade appeal process, by completing and signing the Grade Appeal Form available at the Registrar's Office and submitting it to a designee in the Office of the Dean within 14 days of receiving the disputed grade or by the first day of the following semester (fall, spring, summer), whichever comes first. Upon receipt of the package, the designee in the Office of the Dean will submit this to the Grade Appeal Committee.

## Step 2: Formal Appeal to University Grade Appeal Committee

If the grade is still in dispute after consultation with the faculty member and/or course supervisor and/or the chair, the student must notify the faculty of his/her intention to appeal the grade and must complete the Grade Appeal Form available at the Dean's Office and to be signed by the faculty. The student's Grade Appeal Packet must include:

- A completed and signed Grade Appeal form.
- A course syllabus (the one 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.

A detailed report of the initial consultation with the faculty/course supervisor or chair is required and a response of the faculty are to be submitted to the dean.

Upon receiving the Grade Appeal Packet, the designee in the Office of the Dean will submit the documentation to the chair of the University Grade Appeal Committee.

## A. Membership and Terms of the University Grade Appeal Committee

1. The University Grade Appeal Committee will be comprised of seven members:
  - Two faculty member representatives from each college (3 colleges).
  - One designated staff member from the Office of Student Affairs.
2. The chair of the committee will be elected by the committee members.
3. The committee members will serve for a period of two consecutive terms and are eligible for reappointment.
4. If the concerned instructor is a committee member, the committee will choose a substitute in consultation with the dean. The instructor will not participate in this decision.
5. A substitute member will be appointed in the event a member is not available.
6. The quorum for a meeting shall be 4 members and must include at least one representative from each college.
7. 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 or to award an incomplete (I) grade.
8. Grade Appeal Committee meetings are called into session by the request of a dean or deans of the colleges.

## B. Powers of a Grade Appeal Committee

1. The decision of the Committee shall be binding and final.
2. The Committee can either deny the appeal or uphold the appeal and to direct the relevant parties to further actions consistent with best pedagogic practices that sustain academic integrity.
3. The Grade Appeal Committee will have the power to raise or keep a grade unchanged or to award an incomplete (I) grade.
4. In cases where the Grade Appeal Committee determines that the student final grade should be raised, the chair of the Committee must complete and submit the appropriate form to the dean who will finalize the record of the grade at the Office of the Registrar.
5. Where a decision calls for administrative action on the part of the college, the Grade Appeal Committee will render the decision to the respective dean to follow through.
6. The Committee may also report to the dean matters applicable to the process and may recommend changes to policy and/or procedure.
7. In cases of an incomplete grade being awarded, the dean is required to follow through and mitigate against any irretrievable relationships between the student and the faculty. In this instance, the dean's decision is final and binding.

## C. Deadlines

1. Submission of an appeal packet to the dean's office
  - The student has 14 days after having received the grade or by the first day of the next semester (fall, spring, summer), whichever comes first, to submit supporting documents to the designee in the dean's office, who will immediately email it to the faculty if additional information is required.
  - By 4:00PM the following day, the faculty member must respond to the appeal, providing the necessary documents.
  - The designee in the dean's office will finalize the appeal packet by collecting the required documents from the student and the faculty and submitting to the chair of the University Grade Appeal Committee by no later than 10:00AM of the third day.
  - In special circumstances, a dean may call for a meeting of the Grade Appeal Committee that deviates from the timeline.

## 2. Decision and Student Notification

- The University Grade Appeal Committee meets from 2:00-5:00PM by the 3rd day to carefully review the files. If necessary, the committee will continue into the 4th day.
- The chair of the committee will notify the parties involved by the end of the fourth day. This accords students the opportunity to register for the course of their choice at least a day before the add and drop week when meetings are scheduled the following semester.

## 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. To ensure that commitment, the University has developed procedures for students to pursue complaints against staff and faculty, should such an action become necessary. Policies and procedures for student complaints concerning staff and faculty are included in the University Codes

## 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, 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 (See University Codes) 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	At the beginning of the following fall semester
Spring 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):

- A student may be reinstated to the scholarship only once during the entire period of her or his study.
- No more than two years should have passed since the student's dismissal (at the time of the reinstatement application submission).
- The student must pursue a scholarship major offered at the institution to which s/he was granted an internal scholarship.
- 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 can register for the upcoming term. Students can view their hold information via the AUK Self-Service.

## *Drop and Add*

Students can 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 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](mailto: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](mailto: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 form 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.

If 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](mailto: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](mailto: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:

- Have a minimum cumulative GPA of 3.0.
- Have declared a major.
- Have earned 30 credit hours of the 60 required towards AUK residency at the time of application to study abroad.
- Be in good disciplinary standing per the student code of conduct.
- Not have a financial hold on their student account.
- Be 18 years of age or above as of the program start date.
- Meet the language proficiency requirements of the program to which they apply.
- Meet the eligibility requirements of the program to which they apply.
- Courses taken abroad must meet AUK prerequisite requirements and be pre-approved by the appropriate department and college dean to be transferred for full academic credit.
- The institution and major program for which courses are to be taken must be approved by the Kuwait Ministry of Higher Education (MOHE).
- Students are encouraged to register at the host institution for a minimum of 12 credits or equivalent.

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.

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). Students must also meet the upper division credit hours requirement for graduation as specified in the AUK Academic Catalog.

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).

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.

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

- The student must be in good academic standing.
- The student must have earned at least 30 credit hours towards AUK residency at the time of application.
- The institution and program must be on the approved list of the Kuwait Ministry of Higher Education (Foreign Institutions).
- The course is required for the student's degree program and will not be offered at AUK prior to the student's graduation.
- Scholarship students cannot change their enrollment status without prior approval from their scholarship provider.
- 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.
- 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:

- Study at Another Institution—Study Abroad form (for full semester or year)  
OR
- 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.

# **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 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 can 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:

- The original course is not offered prior to the student's graduation from AUK.
- The substituted course must be in the same field of study as the original course.
- The substituted course contains similar content according to the course syllabi.
- The substituted course is of equal rank or higher level. General education courses are not subject to substitutions.
- 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 12 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 can 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:

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

## GENERAL EDUCATION

The general education requirements reflect AUK's liberal arts philosophy and constitute an important component of all bachelor's 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:

## **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.

## **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.

## **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.

## **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.

## **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.

## **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 (45 OR 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-five or forty-nine (45 or 49) general education credit hours in the following areas:

<b>[E]: English Language Requirement</b>		<b>6 or 10 credit hours</b>
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 TOEFLE, IELTS, or Accuplacer scores do not meet ENGL 101 requirements)	(4) [E]
	ENGL 101: Approaches to Critical Reading and Writing (this course should be completed by the end of the second semester)	(3) [E]
	AND	
	ENGL 102: Writing and Information Literacy (this course should be completed by the end of the third semester)	(3) [E]
<b>[A], [K]: Arabic Language and Culture Requirement</b>		<b>6 credit hours</b>
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).	

<b>[M]: Mathematics Requirement</b>		<b>6 credit hours</b>
For some degree programs, specific MATH courses are required or may be pre-requisites 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 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]
<b>[T]: Computer Science and Information Systems Requirement</b>		<b>3 credit hours</b>
To fulfill the CSIS general education requirement, students may take any 100-level CSIS [T] course, excluding CSIS 150.		(3) [T]
<b>[L]: First Year Experience Requirement</b>		<b>5 credit hours</b>
To fulfill the first-year experience requirement with a grade of C- or better, students may take:		
	UNIV 100: Essentials of Learning (this course should be completed by the end of the first year)	(2) [L]
	UNIV 110: University, Community, and Citizenship (this course should be completed by the end of the first year)	(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.		
<b>[H]: Humanities Requirement</b>		<b>6 credit hours</b>
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]
<b>[S]: Social Sciences Requirement</b>		<b>6 credit hours</b>
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]
<b>[P]: Science Requirement</b>		<b>7 credit hours</b>
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.

***\* Students may be exempt from ENGL 100 if their TOEFL, IELTS, or Accuplacer scores meet ENGL 101 minimum 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:

- Have declared his/her degree program or major.
- Have earned the required number of credit hours as defined by the college.
- 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.
- Have permission from the faculty member who will serve as the internship supervisor to register for a “470” course.
- 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.

## **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. Changing from one-degree program or major to another, must be approved by the scholarship provider.

## **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 WITH A BACHELOR'S DEGREE**

Students in possession of a bachelor's degree may pursue a second bachelor's degree, as long as they meet all AUK undergraduate admissions requirements for the semester of intended admissions. Students must submit all appropriate application materials and supporting documents to the Office of Admissions. Requirements for completing a second bachelor's degree are as follows:

##### **AUK Graduates**

AUK graduates may earn a second bachelor's degree from AUK. However, the second degree cannot be from within the same college. 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 electives unless otherwise noted by the Office of the Registrar. They must complete major requirements for the second bachelor's degree specified by individual program sections in this catalog.

##### **Non-AUK Graduates**

Students who have earned their first bachelor's degree from other institutions may earn a second bachelor's degree from AUK. However, the second degree cannot be from within the same college. In addition, they must meet all AUK general education requirements. AUK will evaluate coursework from their first bachelor's degree for possible transfer of courses. Students from internationally accredited four-year institutions of higher education approved by the Ministry of Higher Education in the State of Kuwait with grades of "C-" and above may petition for up to an additional 30 credits. Any general education requirement not satisfied by transfer credits must be taken in residence at AUK. Students holding business degrees from other institutions may not pursue a BBA degree at AUK. However, they may pursue a BA, BE, or BS degree.

Students must satisfactorily complete at least the final 30 credits in residence at AUK and fulfill all academic program requirements to graduate. Non-AUK graduates are subject to these additional conditions:

Applicants must have earned their first bachelor's degree from an institution approved by the Kuwait Ministry of Higher Education.

Applicants who have earned their first bachelor's degree from institutions whose language of instruction is not English must meet AUK's English proficiency requirements for admissions purposes.



## 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 REQUIREMENT	STANDARD	REMARKS
Credit hours	Minimum 120 credit hours	
General Education Requirements	45 credit hours	See “General Education” section for distribution
Upper division credit hours	A minimum of 30 credit hours of which at least 18 credit hours are in the major; individual majors or degree programs may require more	Numbered 300 or above
Grades	“C-” or better in individual courses in the major and in a few General Education courses. Cumulative 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 requirement.
Application for graduation	Must be made by deadline (see Registrar’s webpage)	
Eligibility for participation in commencement	Completion of all degree requirements 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 application 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 graduation, 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 Design (Concentration in Graphic Design)

Bachelor of Arts in International Relations

Bachelor of Arts in Social and Behavioral Science (concentration in Anthropology)

## **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

## **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

# UNIVERSITY HONORS AND AWARDS

## *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:

- Have earned a minimum of 12 credit hours in graded courses numbered 100 or above per semester.
- Have no "I," "W," "NP," "F," or "FN" grades at the end of the same semester.
- Have a 4.00 GPA.
- Not have been found in violation of the Code of Academic Honesty and Integrity during the semester.

### *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:

- Have earned a minimum of 12 credit hours in graded courses numbered 100 or above per semester.
- Have no "I," "W," "NP," "F," or "FN" grades at the end of the same semester.
- Have a 3.7 GPA or better.
- Not have been found in violation of the Code of Academic Honesty and Integrity during the semester.

### *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.

# 7. INTENSIVE ENGLISH PROGRAM

INTENSIVE ENGLISH PROGRAM

ACCREDITATION

IEP LEARNING OUTCOMES

PROGRAM BENEFITS

PROGRAM STRUCTURE

DURATION OF IEP LANGUAGE STUDY

METHODS OF INSTRUCTION

CERTIFICATE OF COMPLETION

CURRICULUM OVERVIEW

*RECEPTIVE SKILLS*

*PRODUCTIVE SKILLS*

SATISFACTORY COMPLETION OF THE IEP

ADVANCEMENT TO THE UNDERGRADUATE PROGRAM

POLICY ON ATTENDANCE AND LATENESS

EVALUATION OF STUDENT PROGRESS

ACADEMIC PROBATION

# INTENSIVE ENGLISH PROGRAM (IEP)

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## MISSION

The mission of the American University of Kuwait's (AUK) Intensive English Program (IEP) is to prepare students seeking admission to the academic degree programs of AUK by enabling them to gain sufficient mastery of the English language and successfully apply the critical thinking skills they need to succeed as students during their undergraduate studies. IEP will achieve its mission by providing quality English language instruction and promoting international, intercultural, and self-understanding.

## VALUES

The Intensive English Program (IEP) is committed to the following values:

- Responsible interaction with and creation of text
- Ownership of skills and appreciation of their applicability to various situations
- Metacognition of learning processes
- Understanding of and respect for cause-effect relationships with regards to student success

## VISION

The Intensive English Program (IEP) aspires to:

- Prepare AUK students to pursue academic majors successfully in the medium of English language
- Create critical thinkers able to evaluate ideas and concepts and to express themselves effectively
- Nurture a sense of responsibility and encourage a work ethic amongst our students.

## ACCREDITATION

The Intensive English Program at AUK is accredited by the Commission on English Language Program Accreditation (CEA) for the period August 2014 through August 2024 and agrees to uphold the CEA Standards for English Language Program and Institutions. For further information about this accreditation, visit the website: [www.cea.accredit.org](http://www.cea.accredit.org).

## **IEP LEARNING OUTCOMES**

The Intensive English Program at the American University of Kuwait prepares students for entrance to the University's undergraduate program. Students in the program are integrated into the academic, social, and cultural life of the University, giving them a fully enriched experience. The IEP learning outcomes are:

- Apply text analysis skills to appropriate level written and oral academic texts
- Comprehend ideas contained within appropriate level academic texts
- Communicate ideas in formal writing and speaking tasks
- Demonstrate effective use of English language skills for academic purposes

## **PROGRAM BENEFITS**

The Intensive English Program at the American University of Kuwait helps prepare students with intensive English training for entrance to the University. Students in the program are integrated into the academic, social, and cultural life of the University, giving them a fully enriched experience. Some advantages include:

- Intensive instruction in American English for Academic Purposes
- Efficient, effective, integrated, focused program
- College entrance preparation
- Experience with the American model of higher education.
- Guidance in using electronic technologies
- 16-week courses, September to January and February to June
- 9-week summer course, June to August
- Small classes
- One-on-one tutoring
- Admission to AUK undergraduate courses without a TOEFL/IELTS score
- Instructors with master's degrees and experience in Teaching English as a Second Language (TESL) or related field with TESOL education
- Scholarships for qualified students
- Certificate of completion, along with a grade transcript
- Morning, afternoon, or evening classes
- Computer lab access
- Ongoing orientation program
- Retention measures

## **ADMISSION AND PLACEMENT**

English is the medium of instruction at the American University of Kuwait; therefore, competence in the language is a prerequisite for success in academic pursuits. Applicants whose TOEFL average score is below 60 (Reading 13-18, Writing 14-17) on the internet-based test or whose IELTS average score is below 6.0 (Reading 6.0, Writing 5.0) and who otherwise qualify for admission to AUK are eligible for admission into the Intensive English Program (IEP). Once admitted to IEP, students take the ACCUPLACER English as a Second Language Placement Test—a diagnostic test that enables IEP to assess students' language ability and place them at the most appropriate level. Benchmarks are subject to change.

Course	ESL Accuplacer		IELTS	TOEFL iBT
	LPT Scores Average	Write Placer Score		
Level 1	62 – 85	1 – 3	Overall 4-4.5 Reading 4-4.5 Writing 4-4.5	Overall 31-34 Reading 3 Writing ≤ 11
Level 2	86 – 105	4 – 5	Overall 5-5.5 Reading 5-5.5 Writing 5-5.5	Overall 35-59 Reading 4-12 Writing 12-13
ENGL 100	106-120	5 – 6	Overall 6.0 Reading 6.0 Writing 5.0	Overall 60-78 Reading 13-18 Writing 14-17

## PROGRAM STRUCTURE

IEP offers two semesters of instruction in receptive skills and productive skills. In each of semester I and semester II, students are required to attend 15 instructional hours per week: 7.5 hours of combined reading and listening classes and 7.5 hours of combined writing and speaking classes. Grammar and vocabulary instruction are included in both receptive and productive skills classes.

## DURATION OF IEP LANGUAGE STUDY

The length of time required to complete the Intensive English Program varies with the language ability, background, and performance of the student in his/her studies. Students who enter the program require one or two semesters to complete the objectives and attain the necessary skills for admission into the degree programs of the University.

## METHODS OF INSTRUCTION

The IEP faculty is qualified, trained, and experienced in teaching English as a Second Language (ESL), specifically for academic purposes (EAP). The program delivers the curriculum by applying a range of pedagogical strategies appropriate for learners of English as a second language. These strategies are inclusive of communicative language learning & cognitive academic language learning approaches. Class enrollment capacity is controlled to provide optimal learning and teaching within groups and on a one-on-one basis.



## **CERTIFICATE OF COMPLETION**

Certificate of completion provides proof of English language skills to undergraduate admissions. Students who complete Level 2 with a grade of 70% (C-) or above for each of the two components (receptive and productive skills) are exempt from the English placement test and TOEFL exam required for post-secondary programs at the American University of Kuwait.

## **CURRICULUM OVERVIEW**

### **RECEPTIVE SKILLS**

The IEP approaches the receptive skills of reading and listening as two halves of the same coin. Students are introduced to rhetorical features of text—organization, purpose, main idea—with the goal of developing a battery of analytical skills that may be applied to any text at any time, in any medium, concerning any subject or topic. In this way, students practice a “writerly” approach to text; in other words, they become aware of how writers (or speakers) craft text and why. Supporting skills of annotating text, note-taking and note-making, recognizing correct grammar structures and correcting incorrect structures, and developing academic vocabulary are included in receptive skills instruction.

### **PRODUCTIVE SKILLS**

The IEP approaches the productive skills of writing and speaking in much the same way as well. Having been—and continuing to be—introduced to features of text, students then apply ideas contained within texts to themselves, their experiences, their observations, their knowledge—and to other texts. The application may take the form of narration, process, cause/effect, comparison/contrast, etc., but these are practiced within the context of text response. Practice in the stages of the text-creating process, in generating correct grammar structures, and application of introduced academic vocabulary are included in productive skills instruction.

## **SATISFACTORY COMPLETION OF THE IEP**

Student achievement is assessed regularly. Practice tests, presentations, reports, written assignments, short quizzes, midterms, and final examinations are given to assess students’ progress in the program. The courses are weighted according to their importance as follows:

100%	Receptive Skills
100%	Productive Skills

Satisfactory completion of a level is determined by a semester grade average of 70% (C-) or better for each of the two components (receptive and productive skills). Credits earned cannot be used for graduation.

Successful completion of the Intensive English Program indicates that the student satisfies the University English proficiency requirements for placement into undergraduate courses.

## **ADVANCEMENT TO THE UNDERGRADUATE PROGRAM**

Students enrolled in Level 2 of the Intensive English Program will receive advising assistance from the Academic Advising Center to facilitate a smooth transition to the undergraduate program.

## **POLICY ON ATTENDANCE AND LATENESS**

Intensive English classes meet five times a week, Sunday through Thursday. Because of the intensive nature of the program, regular attendance by students in all courses is expected and required. The IEP adheres to the University's policy on attendance. The University policy on class attendance is as follows:

- Students are expected to attend all classes, laboratories, and/or required fieldwork. Excessive absences prevent students from receiving full course benefits and disrupt orderly course progress.
- It is at the instructor's discretion whether to give substitute assignments or examinations to absent students.
- Instructors are expected to maintain attendance records and to draw the student's attention to attendance requirements.
- If the student misses 15% in any one or combination of classes (whichever comes first) for any reason, and the student's grade is below 70% at that time, the student may fail the level. If the student has not withdrawn by the last withdrawal date, the student may receive a final grade FN (Failure for Non-Attendance).
- Students who withdraw from a course receive a grade of W.
- Students cannot withdraw from the IEP semester after the announced deadline, unless approved by the appropriate academic dean (see Withdrawal section in the catalog).
- Instructors are requested to consider excusing the absence of students in the following cases:
  - Documented 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.

## **EVALUATION OF STUDENT PROGRESS**

Student achievement is assessed regularly. Practice tests, presentations, reports, written assignments, short quizzes, midterms, and final examinations are given to assess students' progress in their Intensive English courses. Advancement within the Intensive English Program and from the IEP to the undergraduate program requires a grade of 70% (C-) or better.

# **ACADEMIC PROBATION**

A student is placed on academic probation at the end of the semester in which he/she fails a semester of IEP. A student on probation is required to participate in academic success initiatives. A student on probation is required to repeat the IEP semester that he/she failed. IEP academic standing does not carry over when a student is admitted to the undergraduate program.

## **Initial Probation**

A student will be placed on initial probation at the end of the first semester (fall, spring, or summer) when his/her semester score falls below 70. A student on initial probation is required to repeat the semester that he/she failed.

## **Final Probation**

A student will be placed on final probation at the end of the second consecutive semester (fall, spring, or summer) in which he/she fails the semester of IEP. A student on final probation is required to repeat the IEP semester he/she failed.

## **Removal of Academic Probation**

If at the end of the semester while on either probation, the student passes the semester, he/she is returned to good standing.

## **Academic Dismissal**

Students who fail the same semester (semester I or II) for three consecutive semesters will be academically dismissed from IEP. Academically dismissed students should remain dismissed for a period of one semester and may again seek readmission to AUK-IEP after this period of dismissal.

# 8. COLLEGE OF ARTS & SCIENCES

MISSION

VISION

VALUES

PROGRAM ACCREDITATION

*AMERICAN ACADEMY FOR LIBERAL EDUCATION (AALE)*

*COMMISSION ON ENGLISH LANGUAGE PROGRAM ACCREDITATION*

*(CEA)*

UNDERGRADUATE PROGRAMS

DEPARTMENT OF ART AND GRAPHIC DESIGN

*BACHELOR OF ARTS IN GRAPHIC DESIGN*

*MINOR IN GRAPHIC DESIGN*

DEPARTMENT OF COMMUNICATION AND MEDIA

*BACHELOR OF ARTS IN COMMUNICATION AND MEDIA*

*MINOR IN COMMUNICATION & MEDIA*

DEPARTMENT OF ENGLISH

*BACHELOR OF ARTS IN ENGLISH*

*MINOR IN ENGLISH*

DEPARTMENT OF ARABIC AND FOREIGN LANGUAGES

*MINOR IN ARABIC*

DEPARTMENT OF MUSIC AND DRAMA

DEPARTMENT OF MATH AND NATURAL SCIENCES

*MINOR IN MATHEMATICS*

*MINOR IN THE NATURAL SCIENCES*

*[BIOLOGY, CHEMISTRY, PHYSICS]*

DEPARTMENT OF INTERNATIONAL RELATIONS

*BACHELOR OF ARTS IN INTERNATIONAL RELATIONS*

*MINOR IN HISTORY*

*MINOR IN INTERNATIONAL RELATIONS*

DEPARTMENT OF SOCIAL AND BEHAVIORAL SCIENCES

*BACHELOR OF ARTS IN SOCIAL AND BEHAVIORAL SCIENCES –*

*CONCENTRATION IN ANTHROPOLOGY*

*MINOR IN SOCIAL AND BEHAVIORAL SCIENCES – CONCENTRATION*

*IN ANTHROPOLOGY*

GULF STUDIES CERTIFICATE PROGRAM

FIRST-YEAR EXPERIENCE

# COLLEGE OF ARTS & SCIENCES

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## MISSION

The College of Arts and Sciences (CAS) is committed to cultivating lifelong learning that empowers students to pursue technical competency in professional fields, self-awareness, a sense of civic and moral responsibility, and a breadth of vision in the tradition of liberal arts education. The College offers quality undergraduate programs leading to a bachelor's degree.

## VISION

The vision of CAS is to become a leading college in the region that offers innovative, quality, undergraduate liberal arts education and that excels in teaching, research, and service.

## VALUES

### EXCELLENCE IN EDUCATION

Provide students with an education that integrates the goals of the liberal arts and specialization in specific academic disciplines.

### SCHOLARLY RESEARCH AND CREATIVE ACTIVITY

Encourage and support research and creative activity that maintains high standards of education, attracts quality faculty, and promotes students' research skills.

### LEADERSHIP & INTEGRITY

Foster within the College community the values of leadership, intellectual curiosity, ethics, civic responsibility, and respect for diversity.

## PROGRAM ACCREDITATION

### AMERICAN ACADEMY FOR LIBERAL EDUCATION (AALE)

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

### COMMISSION ON ENGLISH LANGUAGE PROGRAM ACCREDITATION (CEA)

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

## **NATIONAL ASSOCIATION OF SCHOOLS OF ART AND DESIGN (NASAD)**

The Bachelor of Arts in Design (Concentration in Graphic design) received Substantial Equivalency from the National Association of Schools of Art and Design (NASAD). For further information about this, visit the website: <https://nasad.arts-accredit.org/directory-lists/substantial-equivalency-programs/>

## **UNDERGRADUATE PROGRAMS**

The College of Arts and Sciences is comprised of three major areas of study and eight departments (both degree and non-degree-offering departments), as shown below:

### **ARTS AND HUMANITIES**

Department of Art and Graphic Design (Major & Minor)  
Department of Communication and Media (Major & Minor)  
Department of English (Major & Minor)  
Department of Arabic and Foreign Languages (Minor)  
Department of Music and Drama (Certificate)

### **SCIENCES**

Department of Math and Natural Sciences (Minor in both)

### **SOCIAL SCIENCES**

Department of International Relations (Major & Minor)  
Department of Social and Behavioral Sciences (Major & Minor)  
Gulf Studies Certificate Program (Certificate)

# DEPARTMENT OF ART AND GRAPHIC DESIGN

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## MISSION STATEMENT

The Department of Art and Graphic Design Department degree program offers a balance of theory and practice in the art and science of visual communication. The program cultivates cultural and aesthetic sensibilities while emphasizing critical thinking, analysis, and problem-solving through the teaching of design history, methodology, and technologies to produce designers capable of producing meaningful designs in a diverse global community.

## VALUES

The Department of Art and Graphic Design Department actively seeks to keep on the cutting edge of the profession in theory, technology, and practice to cultivate effective global communication skills and active thinkers. We value integrity, academic freedom, creative diversity, and professional excellence. We are committed to inspiring lifelong learners who value a knowledge-based economy and will contribute to their local communities.

## VISION

The Department of Art and Graphic Design Department will be recognized as a leader in design education in the region for its innovation, rigor, design excellence, cutting-edge technology, advanced resources, and a talented and dedicated faculty and staff.

## BACHELOR OF ARTS IN GRAPHIC DESIGN

### LEARNING OUTCOMES

Upon completion of the AUK major in Design—Concentration in Graphic Design, the student will be able to:

- Have a working knowledge of the connection between type, image, and other principles of visual organization that are based on understanding design history, theory, methodology, and cultural and aesthetic differences.
- Identify and solve communication problems and question predetermined solutions through research, awareness of critical perspectives in the evaluation of design, and qualitative and quantitative analysis.
- Implement a wide range of design technologies and strategies through the understanding and ability to use current software and new media.
- Think, speak, and write clearly and effectively, and communicate with precision and rhetorical force, both generally and in design communications.
- Demonstrate cultural sensitivity, ethical values, and the ability to design for a diverse and global audience while also understanding how the audience/user values and behaviors are reflected in the design.
- Develop a portfolio with an accompanying thesis and design rationale that reflects the design methodologies necessary to produce a body of work.
- Demonstrate divergent and convergent thinking in the integration of the formal, the conceptual, and the material by using the elements and principles of design to effectively support the project's purpose.

## ADMISSION TO THE PROGRAM

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. Students wishing to major in graphic design must satisfy the following requirements:

- Grade of C- or better in ART 101, ART 102, ART 120, ART 121, and GDES 110.

## UNIVERSITY DEGREE REQUIREMENTS (120 CREDIT HOURS)

To receive a Bachelor of Arts in Design—Concentration in Graphic Design, students must complete at least 120 credit hours. In addition, students are required to complete a minimum of ten courses (30 credit hours) of upper-level courses (300-level and above) at AUK, of which at least 21 credit hours need to be taken in the major.

General Education Requirements composed of:	(45 or 49)
• Program prerequisites applicable to Gen Ed requirements	(6)
• Remaining Gen Ed requirements	(39 or 43)
Design Major Requirements, comprised of:	(63)
• Program Prerequisites (with 6 credits applicable to Gen Ed Humanities) [ART 101, 102, 120, 121, GDES 110]	(9)
• Core Courses	(33)
• Design Electives	(12)
• Design Related Field Electives	(9)
Free Electives	(12)

\*If TOEFLE, IELTS, or Accuplacer scores do not meet ENGL 101 requirements, students must take ENGL 100: Foundations in Academic Reading and Writing (4 credits) to satisfy the English Proficiency Requirements.

## MAJOR REQUIREMENTS (63 CREDIT HOURS)

The design major requirements include 9 credit hours of program prerequisites, 33 credit hours of core courses, 12 credit hours of graphic design electives, and 9 credit hours of design related field electives. Students may earn a minimum grade of C- in individual courses required for the Design major—Concentration in Graphic Design; however, they must maintain a cumulative major GPA of at least 2.00 in their major requirements to earn the BA in Graphic Design—Concentration in Graphic Design. The development and completion of an e-portfolio is part of the degree requirement.

Program Prerequisites (9 credit hours)

Two (6 credit hours) of the following courses—ART 101, 102, 120, 121—may be applied to fulfill the general education humanities [H] requirement. The remaining three courses (9 credits) must be taken as GDES prerequisites:

ART 101	Art History I	(3)[H]
ART 102	Art History II	(3)[H]
ART 120	2-D Design	(3)[H]
ART 121	Drawing I	(3)[H]
GDES 110	Digital Foundations	(3)



### Core Courses (33 credit hours)

Students must complete the following eleven core courses (33 credit hours):

ART 122	3D Design	(3) [H]
GDES 220	Graphic Design I	(3)
GDES 221	Typography I	(3)
GDES 242	Digital Imaging, I	(3)
GDES 315	History of Design	(3)
GDES 320	Graphic Design II	(3)
GDES 321	Typography II	(3)
GDES 330	Print Production	(3)
GDES 420	Graphic Design III	(3)
GDES 470	Internship in Graphic Design	(3)
GDES 490	Capstone	(3)

### Design Electives (12 credit hours)

Majors are also expected to complete 12 credit hours from the following courses:

GDES 204	Digital Photography I	(3)
GDES 208	Film Production I	(3)
GDES 260	Illustration I	(3)
GDES 304	Digital Photography II	(3)
GDES 337	Environmental Design	(3)
GDES 342	Digital Imaging II	(3)
GDES 351	Web Design	(3)
GDES 360	Illustration II	(3)
GDES 369	Short Course	(3)
GDES 388	Independent Study	(3)
GDES 389	Special Topics	(3)
GDES 421	Typography III	(3)
GDES 452	3D Modeling & Animation	(3)
GDES 453	Motion Graphics	(3)

### Design Related Field Electives (9 credit hours)

Students must select three courses (9 credit hours) in consultation with their academic advisor from the following designations:

ART, COMM, SBSA, and PHIL 100. One class must be chosen from ART 103, ART 201, ART 203, ART 204, ART 205, ART 208, ART 211, and ART 389 (Art History-type class only).

### Free Electives (12 credit hours)

Students are expected to successfully complete four courses (12 credits hours) of their choice from among courses in the CAS or CBE.

## MINOR IN GRAPHIC DESIGN (21 CREDIT HOURS)

The graphic design minor provides students with the tools necessary to compete creatively in the graphic design world. The classes taught are designed to prepare students for real world situations. Students will develop basic skills that meet international graphic design standards.

The minor requires a minimum of 21 credit hours including the core of four GDES courses (12 credit hours) listed below and one course (3 credit hours) from the GDES electives list. Please check the graphic design major listing for the GDES electives list.

### Minor Prerequisites (6 credit hours)

The following courses may be applied to fulfill the general education humanities [H] requirement:

ART 101	Art History I	(3)[H]
ART 121	Drawing I	(3)[H]

### Minor Core Requirements (12 credit hours)

ART 120	2-D Design	(3) [H]
GDES 110	Digital Foundations	(3)
GDES 220	Graphic Design I	(3)
GDES 221	Typography I	(3)

### Minor Elective Requirements (3 credit hours)

Students must complete at least 1 course (3 credit hours) in consultation with their academic advisor from the design electives list at the 300-level or above.

## INTERNSHIP

The internship program provides students with an opportunity to demonstrate their capacity for leadership, teamwork, and business activity in the context of work experience. Internships are completed in the junior or senior year and while in residency at AUK. The design program recommends that majors take GDES 470—Internship in Graphic Design—over the summer between their junior and senior year at AUK.

The student is limited to a maximum of 6 credit hours of internship. A maximum of 3 credit hours (taken in increments of 1, 2, or 3 credit hours) may be applied toward any one major. If a student takes additional 1-3 credit hours of internship, those credits may be counted towards a student's second major, minor, or as free electives. For the duration of the semester, students are responsible for working 40 hours per semester for each credit hour. Students are to refer to the program's internship handbook for further details concerning the internship process, requirements, and method of assessment.

# DEPARTMENT OF COMMUNICATION AND MEDIA

## MISSION AND VISION

The Department of Communication and Media educates students to be ethical, analytical, and creative leaders in a multimedia and multicultural society. Providing a first-class liberal arts education to undergraduates, the COMM major is designed to help students become better consumers and producers of public information, strengthen their understanding of the role of communication in their personal, professional, and civic lives, and prepare them for private and public-sector leadership positions in communication-related and other fields.

To accomplish this, the communication and media program employs a flexible approach, exposing students to various branches such as advertising, journalism, public relations, and others. Laboratory courses sharpen students' skills, lectures provide firm theoretical grounding, and internships enable students to view the profession from a variety of perspectives.

## VALUES

- Academic excellence and student success
- Ethical communication, professionalism, and competency
- Strong student-faculty relationships
- Practical and hands-on learning
- Continuous intellectual and professional growth for faculty and students
- Service to students, college, university, and profession
- Sustaining faculty excellence in research

## BACHELOR OF ARTS IN COMMUNICATION AND MEDIA

### LEARNING OUTCOMES

Upon completion of a major in communication and media, the student will be able to:

- Examine ways communication impacts interaction and behavior between individuals.
- Apply appropriate technology in the development and dissemination of media messages.
- Develop an enhanced understanding of how communication theories are linked to today's contemporary media practices.
- Design media messages for diverse target audiences.
- Comprehend the field of communication to confidently enter the workforce.
- Develop effective communication strategies based on ethical principles and respect for diversity.

### ADMISSION TO THE PROGRAM

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.

## UNIVERSITY DEGREE REQUIREMENTS (120 CREDIT HOURS)

To earn a Bachelor of Arts in Communication and Media, students must complete at least 124 credit hours. Students are required to complete a minimum of ten courses (30 credit hours) of upper-level courses (300-level and above) as part of their 120-credit hour degree requirement at AUK, of which at least 18 credits hours need to be taken in the major.

General Education Requirements	(45 or 49)
Major Requirements, composed of:	(57)
• COMM Core Courses	• (15)
• COMM Concentration Courses	• (24)
• COMM Electives	• (18)
Free Electives	• (18)

## MAJOR REQUIREMENTS (57 CREDIT HOURS)

COMM students may earn a minimum grade of C- in individual courses required for the COMM major; however, they must maintain a cumulative major GPA of at least 2.00 in the major requirements to earn their BA in Communications and Media.

## COMMUNICATION AND MEDIA CORE COURSES (15 CREDIT HOURS)

COMM 101	Introduction to Mass Communication	(3) [H]
COMM 110	Digital Foundations	(3)
COMM 211	Theories and Research Methods in Communication	(3)
COMM 470	Internship in Communication	(3)
COMM 480	Seminar in Communication	(3)

## Communication Concentration Courses (24 Credit Hours)

Students must complete, in consultation with their academic advisor, a total of 24 total credit hours from the courses listed below:

COMM 111	Images in Media	(3) [H]
COMM 206	Mass Media Writing	(3)
COMM 230	Principles of Advertising	(3) [H]
COMM 240	Principles of Public Relations	(3) [H]
COMM 310	Broadcast Journalism	(3)
COMM 312	News Reporting and Editing	(3) [H]
COMM 313	Documentary Production	(3)
COMM 320	Mass Media Law	(3)
COMM 325	Mass Communication and Society	(3) [H]
COMM 350	Organizational Communication and Leadership	(3)
COMM 360	Public Relations Writing	(3)
COMM 389	Special Topics*	(3)
COMM 402	PR Campaigns	(3)

COMM 425	International Case Studies in Public Relations	(3)
COMM 455	Advertising Media Planning	(3)
COMM 460	Advertising Campaigns	(3)

\* Can be repeated for credit under different topics

## **COMMUNICATION ELECTIVES (18 CREDIT HOURS)**

Majors must choose six additional COMM courses for their major electives (18 credit hours).

### **FREE ELECTIVES (18 CREDIT HOURS)**

Students must successfully complete 18 credit hours of free electives in consultation with their academic advisor.

## **MINOR IN COMMUNICATION & MEDIA (18 CREDIT HOURS)**

The minor requires a minimum of 18 credit hours. These include:

- Two core courses (6 credit hours): COMM 101: Introduction to Mass Communication, and COMM 110: Digital Foundations.
- Two COMM courses (6 credit hours) at the 300-level and above.

Two courses (6 credit hours) from any of the COMM concentration or COMM elective credits.

At least nine credit hours must be taken in residence at AUK. Students enrolling in the communication and media minor should have normally completed a minimum of 30 credit hours of coursework and be in good academic standing.

## **INTERNSHIP**

The internship program provides students with an opportunity to demonstrate their capacity for leadership, teamwork, and business activity in the context of work experience. Internships are completed in the junior or senior year and while in residency at AUK.

The student is limited to a maximum of 6 credit hours of internship. A maximum of 3 credit hours (taken in increments of 1, 2, or 3 credit hours) may be applied toward any one major. If a student takes additional 1-3 credit hours of internship, those credits may be counted towards a student's second major, minor, or as free electives. For the duration of the semester, students are responsible for working 40 hours per semester for each credit hour. Students are to refer to the various programs' internship handbook for further details of the internship process, requirements, and method of assessment.

# DEPARTMENT OF ENGLISH

In the AUK English Department, studying English literature and language is both a noble endeavor and one with practical and immediate benefits. The Department is committed to teaching rigorous analysis, clear and successful communication, good writing, and cultural critique and understanding.

For students majoring or minoring in English, the program provides a foundation in the structure of the English language and its literary traditions; it also educates students in the exploration of the relationships of language and literature to the individual and society, and to history and politics. The program also provides a broad range of world literature carefully selected by the faculty to include work by authors of diverse backgrounds, and in a variety of literary forms and periods.

Research shows that students who master the reading, writing, and analytic skills provided by the English major gain a competitive advantage in the pursuit of careers in a variety of fields, including education, media, business, management, technology, and civil service or, with appropriate graduate work in professions such as law and higher education.

## MISSION

In keeping with the American University of Kuwait's liberal arts tradition, the English Department provides students with the ability to use the English language effectively, think critically, and reach their full potential as creative individuals, engaged citizens, and lifelong learners. Through its emphasis on developing cultural awareness, rhetorical flexibility, information literacy, and appreciation for literary traditions, the department prepares students for the increasingly complex challenges of the 21st century.

## VALUES

The following five core values are imperative to the success and well-being of the department:

### **Honesty**

In an academic sense, honesty means representing original work and being transparent and accountable.

### **Freedom**

Freedom means being allowed to make choices appropriate to the University's objectives as well as offering a supportive environment for expressing views.

### **Quality**

We value quality as a measurement of the effectiveness of any task, be it curricular or extra-curricular.

### **Integrity**

We support a code of conduct that affirms the individual's right (faculty, staff, or student) to express her or himself morally, intelligently, and respectfully.

### **Diversity**

The cornerstone to any serious educational undertaking is a healthy and respectful appreciation for the different and new.

## VISION

The English Department at the American University of Kuwait aspires to be a leading English department locally and regionally, recognized for its academic excellence and the accomplishments of its graduates.

## BACHELOR OF ARTS IN ENGLISH LEARNING OUTCOMES

Upon completion of the AUK major in English, the student will be able to:

- Recognize a wide range of literary works of world cultures, sub-cultures, and minority groups.
- Compare and contrast texts produced in different periods and genres.
- Identify and discuss representative authors, works, and movements.
- Analyze cultural and literary texts using theory.
- Develop independent thought and judgment to carry out research projects.
- Develop and communicate ideas clearly in writing.

Evaluate cultural and literary texts within socio-political, historical, and economic contexts.

English majors begin their coursework with an introduction to literary studies, move on to surveys of Western and world literatures in English, and then advance to courses that focus on particular motifs, genres, critical approaches, time periods, authors, or countries.

### ADMISSION TO THE PROGRAM

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. Students wishing to major in English must satisfy the following requirements:

### UNIVERSITY DEGREE REQUIREMENTS (120 CREDIT HOURS)

To receive a Bachelor of Arts in English, students must complete at least 120 credit hours. In addition, students are required to complete a minimum of 30 credit hours of upper-level courses (300-level and above) at AUK, of which at least 18 credits hours need to be taken in the major.

General Education Requirements	(45 or 49)
Major Requirements, composed of:	(60)
• Core Courses	(18)
• English Electives	(42)
Free Electives	(15)

### MAJOR REQUIREMENTS (60 CREDIT HOURS)

Major requirements include six required core courses (18 credit hours), followed by fourteen English elective courses (42 credit hours):

## Core Courses (18 credit hours)

Students must complete the following six core courses (18 credit hours):

ENGL 200	Introduction to Literary Studies	(3)
ENGL 220	Survey of World Literatures I	(3)
ENGL 221	Survey of World Literatures II	(3)
ENGL 300	History of the English Language	(3)
ENGL 415	Literary Theory and Criticism	(3)
ENGL 450	Senior Seminar	(3)

## English Electives (42 credit hours)

In consultation with their academic advisor, students must complete fourteen courses (42 credit hours) from any remaining ENGL 300 or 400-level courses, or ENGL 207, or any one TRAN 200-300-level course. ENGL 485: Senior Thesis (3 credit hours), applies as an English elective.

## FREE ELECTIVES (15 CREDIT HOURS)

Choose five courses (15 credit hours) in consultation with the academic advisor.

## MINOR IN ENGLISH (18 CREDIT HOURS)

Students wishing to minor in English are required to take six courses (18 credit hours). Students must take the following three core courses (9 credit hours):

ENGL 200	Introduction to Literary Studies	(3)[H]
ENGL 220	Survey of World Literatures I	(3)[H]
ENGL 221	Survey of World Literatures II	(3)[H]

Students must also take three additional courses (9 credit hours) from any 300- or 400-level English courses, or ENGL 207, or any one TRAN 200-300-level course.

## INTERNSHIP ENGL 470

The internship program provides students with an opportunity to demonstrate their capacity for leadership, teamwork, and business activity in the context of work experience. Internships are completed in the junior or senior year and while in residency at AUK.

The student is limited to a maximum of 6 credit hours of internship. A maximum of 3 credit hours (taken in increments of 1, 2, or 3 credit hours) may be applied toward any one major. If a student takes additional 1-3 credit hours of internship, those credits may be counted towards a student's second major, minor, or as free electives. For the duration of the semester, students are responsible for working 40 hours per semester for each credit hour. Students are to refer to the English Department's internship handbook for further details of the internship process, requirements, and method of assessment.



# DEPARTMENT OF ARABIC AND FOREIGN LANGUAGES

The Department of Arabic and Foreign Languages aims to develop the skills of students in languages other than English. In addition, it seeks to introduce students to the extraordinarily rich Arabic literary heritage and to develop skills of close reading, critical thinking, and analytical and creative writing.

The Department offers courses to satisfy the general education requirements for Arabic language and Arabic culture. It also offers a minor in Arabic for those who wish to delve more deeply in the study of the language of this region and its literature. Furthermore, the department offers courses in French and Spanish for students drawn to European languages and who wish to strengthen the international component of their education.

The Department of Arabic and Foreign Languages recognizes the importance of proficiency in languages besides English for citizens of the modern world. It aims to develop skills that will enable students to function better in our increasingly interconnected and global society.

## MISSION

The Department of Arabic and Foreign Languages aims to develop the skills of students in Arabic, French, and Spanish. It seeks to introduce students to the extraordinarily rich Arabic literary heritage and to develop skills of close reading, critical thinking, and creative writing. It furthermore strives to encourage creativity, analytical skills, and research capacity, as well as to motivate students to become active members of their larger communities.

## VALUES

The Department of Arabic and Foreign Languages adheres to the values of the American University of Kuwait and emphasizes excellence in teaching Arabic language, in teaching Arabic literature, in teaching translation skills, and in teaching French and Spanish languages. It values freedom of expression, intellectual integrity, and respect for cultural diversity.

## VISION

We aspire to be the leading department for the study of Arabic and foreign languages in the Gulf region, offering rigorous instruction in languages across the variety of competence levels, as well as advanced instruction in translation and the Arabic literary heritage. We look forward to preparing students for successful careers both on the regional and global arenas.

## LIST OF ARABIC COURSES

ARAB 101	Arabic as a Second Language I	(3) [A]	once/year
ARAB 114	Arabic Basic Language Skills	(3) [A]	every semester
ARAB 150	Human Development in the Arab World	(3) [H,K]	occasionally
ARAB 201	Arabic as a Second Language II	(3) [A]	occasionally
ARAB 205	Survey of Arab-Islamic Civilization	(3) [H,K]	every semester
ARAB 215	Arabic Composition I	(3) [A]	every semester
ARAB 220	Readings in Arabic Heritage	(3) [A,H]	every semester

ARAB 221	Creative Writing	(3) [H]	occasionally
ARAB 301	Arabic as a Second Language III	(3) [A]	occasionally
ARAB 303	Literature of the Arabian Gulf	(3) [H,K]	every semester
ARAB 304	Arabic Drama	(3) [H,K]	occasionally
ARAB 308	Arab Women in History	(3) [H]	occasionally
ARAB 310	Classical Arabic Prose	(3) [H,K]	occasionally
ARAB 312	Modern Arabic Literature	(3) [H,K]	once/year
ARAB 313	Arab Women and Literature	(3) [H,K]	occasionally
ARAB 314	Classical Arabic Poetry	(3) [H,K]	occasionally
ARAB 315	Literature of Al-Andalus	(3) [H,K]	occasionally
ARAB 316	Literature in the Abbasid Era	(3) [H,K]	occasionally
ARAB 318	Modern Arabic Novel	(3) [H,K]	occasionally
ARAB 369	Short Course	(1-3)	occasionally
ARAB 388	Independent Study	(1-3)	occasionally
ARAB 389	Special Topics	(3)	occasionally
TRAN 101	Introduction to Translation	(3) [H]	every semester
TRAN 102	Theoretical and Practical Issues in Translation	(3) [H]	every semester
TRAN 380	Media Translation	(3)	occasionally

## MINOR IN ARABIC (18 CREDIT HOURS)

The minor in Arabic Studies strengthens students' communication skills in Arabic and familiarizes students with the rich Arabic literary heritage. It furthermore allows them to specialize in literary, cultural, and political aspects of Arabic.

### Learning Outcomes

Upon completion of the AUK minor in Arabic, the student will be able to:

- Express complex ideas clearly and fluently in formal Arabic language.
- Examine Arabic literary texts from diverse cultural periods.
- Evaluate Arabic literary texts within socio-historical contexts.

### Minor Requirements

A minimum of 9 credit hours must be taken at AUK.

### Minor Core Requirements (6 Credit Hours)

To complete a minor in Arabic, students must complete the following core courses:

ARAB 205 Survey of Arab-Islamic Civilization	(3)[H][K]
AND	
ARAB 215 Arabic Composition I	(3)[A]
OR	
ARAB 220 Readings in Arabic Heritage	(3)[A][H]

## Minor Electives (12 Credit Hours)

In addition, students must complete (in consultation with their academic advisor) four other ARAB courses (12 credit hours) at the 300-level or higher.

All Arabic courses are listed in the academic catalog as either taught in English or Arabic, except for ARAB 369: Short Course, ARAB 388: Independent Study, and ARAB 389: Special Topics. These courses are not listed as taught either in English or Arabic since the language of instruction may change in any given semester according to the desires of the individual professor.

## FOREIGN LANGUAGES

In addition to courses in Arabic, the Department of Arabic and Foreign Languages offers courses in French and Spanish, which aim to:

- Develop proficiency in the four basic language skills (reading, writing, listening, and speaking) of French or Spanish.
- Develop awareness and appreciation of the respective cultures of France and Spain.

### List of Foreign Language Courses

FRNC 101	Introduction to French I	(3)	every semester
FRNC 102	Introduction to French II	(3)	every semester
FRNC 201	Intermediate French	(3)	every semester
FRNC 202	Intermediate French II	(3)	occasionally
FRNC 333	Language and Civilization	(3)	occasionally
FRNC 369	Short Course	(1-3)	occasionally
FRNC 388	Independent Study	(1-3)	occasionally
FRNC 389	Special Topics	(3)	occasionally
FRNC 399	French Study Abroad	(3)	occasionally
SPAN 101	Introduction to Spanish I	(3)	every semester
SPAN 102	Introduction to Spanish II	(3)	every semester
SPAN 201	Intermediate Spanish	(3)	every semester
SPAN 202	Intermediate Spanish II	(3)	occasionally
SPAN 333	Language and Culture	(3)	occasionally
SPAN 369	Short Course	(1-3)	occasionally
SPAN 388	Independent Study	(1-3)	occasionally
SPAN 389	Special Topics	(3)	occasionally
SPAN 399	Spanish Study Abroad	(3)	occasionally

# DEPARTMENT OF MUSIC AND DRAMA

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## MISSION

The Department of Music and Drama explores music and drama in the context of a liberal arts education through both academic study and performances. By doing so, it provides artistic and cultural enrichment to the University and the surrounding community. Moreover, by educating students in culture, history, and theory, and providing training in applied skills, the Department fosters artistic proficiency, cultural appreciation, a sense of camaraderie, and a lifelong commitment to the arts.

## VALUES

- A culture of excellence that upholds the highest academic, artistic, and ethical standards.
- Development of each student's potential through interaction with engaged artist teachers and scholars.
- Musical and dramatic initiatives that encourage discovery and appreciation of diverse styles, genres, traditions, and perspectives.
- Outreach and interface with the greater community.

## VISION

The music and drama programs of the Department of Music and Drama will be recognized nationally for their outstanding quality and value. The Department will be housed in exceptional specialized facilities that are equipped with discipline-specific apparatus and superior musical instruments. The Department will be supported by a network of substantial community partnerships. It will be recognized as a major musical and dramatic arts resource for residents of Kuwait. Faculty in the Department of Music and Drama will be known for excellence in performance, scholarship, and pedagogy as well as for their contributions to the culture of the University, the community, and their professions.

## LEARNING OUTCOMES

The main objective of the Department of Music and Drama is to create a lifelong love of the performing arts while instilling in students an understanding of the complexity of music and drama and the significant role these arts play in society. These goals are achieved through coursework as well as extra-curricular department activities. In this pursuit, students achieve basic proficiency in the following skills:

- **Practical Skills:** Demonstrate an understanding of musical and dramatic components and processes.
- **Knowledge and Understanding:** Develop an understanding of various musical and dramatic cultures, historical periods, and theories of the art.

Transferable, generic skills:

- Interact effectively as part of a team.
- Communicate and present their work.
- Evaluate their product and planning process.

## MUSIC COURSES

MUSC 101	Music Appreciation	(3) [H]
MUSC 105	Introduction to World Music	(3) [H]
MUSC 110	Applied Lessons: Drums and Percussion, Piano, Voice, Violin, Cello, Saxophone, Clarinet, Trumpet, Flute	(1-3) [H]
MUSC 160	Ensemble (variable each semester)	(3) [H]
MUSC 165	Percussion Ensemble	(3) [H]
MUSC 215	Guitar Class	(3) [H]
MUSC 216	Piano Class	(3) [H]
MUSC 217	Voice Class	(3) [H]
MUSC 220	Music Theory I	(3) [H]
MUSC 230	Music Theory II	(3) [H]
MUSC 260	Choir Class	(3) [H]
MUSC 310	Applied Lessons II	(1-3) [H]
MUSC 365	Percussion Ensemble II	(3) [H]
MUSC 369	Short Course	(1-3)
MUSC 370	Music of the Arabian Peninsula	(3) [H][K]
MUSC 388	Independent Study	(3) [H]
MUSC 389	Special Topics	(3) [H]
MUSC 399	Music and Culture Study Abroad	(1-3) [H]

## DRAMA COURSES

DRAM 101	Theatre Appreciation	(3) [H]
DRAM 150	Introduction to Acting	(3) [H]
DRAM 160	Theatre Practicum	(3) [H]
DRAM 211	Contemporary Theatre	(3) [H]
DRAM 212	Ancient Greek Theatre	(3) [H]
DRAM 213	Shakespeare for Beginners	(3) [H]
DRAM 250	Acting I	(3) [H]
DRAM 350	Shakespeare in Performance	(3) [H]
DRAM 360	Theatre Production	(3) [H]
DRAM 369	Short Course	(1-3)
DRAM 388	Independent Study	(1-3)
DRAM 389	Special Topics	(1-3)

## **CERTIFICATES IN MUSIC AND DRAMA**

The Department of Music and Drama recognizes students who excel in the performing arts. AUK students who graduate with 12 credits of courses that have the prefix MUSC are eligible for the prestigious DEPARTMENT CERTIFICATE in MUSIC. SBSA 370 credits also count towards the music certificate. Several courses, like ensembles, can be repeated for credit, and students can take private lessons, MUSC 110 and 310, up to 4 times each, and each time these credits will be added to the cumulative certificate totals. The certificate in Drama is awarded to AUK students who take 9 credits of courses with the prefix DRAM or who in combination take the following drama-related courses: ARAB 304: Arabic Drama; ENGL 402: History of Theatre and Drama; and ENGL 403: Modern Drama.

The certificates are issued at the departmental level, and students who are highly involved in department plays and concerts as an extracurricular activity (without receiving credit) are also eligible for the certificate upon formal departmental review.

# DEPARTMENT OF MATH AND NATURAL SCIENCES

## MISSION

The Department of Mathematics and Natural Sciences is committed to excellence in teaching, research, and scholarly activities. The Department prepares AUK students in different disciplines with the fundamental scientific and analytical skills critical to a quality liberal education. The department strives to prepare students to be successful in their careers and promotes lifelong learning.

## VALUES

- Academic excellence and student success.
- Integrity, honesty, and productivity.
- Strong student-faculty relationship.
- Excellence in scholarly activities and research.
- Continuous professional development for faculty, staff, and students.
- Service to the department, college, university, and community.

## VISION

The Department of Mathematics and Natural Sciences seeks to be recognized nationally and regionally for our teaching, our scholarly productivity, our professional and community services, and our outstanding students and alumni. We aim to establish inter-disciplinary research and degree programs to meet future challenges. The Department is committed to the preparation of faculty who use up-to-date technology in their teaching.

## LEARNING OUTCOMES

Students who complete the mathematical and natural sciences requirement will demonstrate an:

- Understanding of the realm and importance of math and natural sciences.
- Ability in problem-solving.
- Ability to acquire, analyze, and interpret data and think critically.
- Ability to communicate scientific and mathematical ideas clearly.
- Understanding of principles and theories used to explain natural phenomena.

## MINOR IN MATHEMATICS (17-19 CREDIT HOURS)

Mathematics is a group of related subjects that concern the study of numbers, geometry, shapes, space, and patterns, and their inter-relationships, applications, generalizations, and abstractions. After centuries of evolution, it has become a body of knowledge that intersects with logic and philosophy and effectively describes natural, social, and technological processes.

Although thinking mathematically is considered difficult by most students, everyone is born with a mathematical ability. The minor in mathematics is designed to enable a student with a significant interest in mathematics to deepen his/her knowledge while pursuing a concentration in another field.

The minor in mathematics, which is administered by the Department of Mathematics and Natural Sciences, will broaden students' understanding and application of mathematical concepts to their chosen field of study. The wide range of courses available makes it attractive to students who wish to become more mathematically literate.

### LEARNING OUTCOMES FOR THE MATHEMATICS MINOR

Upon completion of the minor in mathematics, students will be able to:

1. Demonstrate a working knowledge of selected topics from calculus, linear algebra, and a distribution of other branches of mathematics.
2. Use mathematics to analyze mathematical problem situations, to make decisions, and to verify results.
3. Use computational tools effectively and apply mathematics to several fields.
4. Demonstrate the ability to communicate mathematical ideas clearly.

### PROGRAM REQUIREMENTS

To satisfy the 18 credits required for a minor at least 9 credit hours must be taken at AUK. A cumulative GPA of at least 2.00 in the minor requirements is needed to successfully complete the mathematics minor program.

#### Core Courses (12-13 credit hours)

To complete a minor in Mathematics, students must complete the following three core courses:

MATH 201	Calculus I	(3)[M]
MATH 203	Calculus II	(3)[M]
MATH 205	Linear Algebra	(3)[M]
And one of the following courses:		
MATH 206	Calculus III	(3)[M]
	OR	
MATH 207	Advanced Engineering Mathematics	(4)

#### Minor Electives (5-6 credit hours)

In addition, students must complete 5-6 credit hours of the following:

MATH 210	Differential Equations	(3) [M]
MATH 213	Discrete Mathematics	(3) [M]
MATH 325	Numerical Computing	(3)
MATH 388	Independent Study	(1-3)
MATH 389	Special Topics	(3)
STAT 214	Statistics for Engineers	(4) [M]



## **MINOR IN THE NATURAL SCIENCES [BIOLOGY, CHEMISTRY, PHYSICS] (21 CREDIT HOURS)**

Natural sciences are deeply involved in the activities that are essential to our modern civilization. The breadth of the natural sciences reflects the blurring of boundaries between the different sciences: biological problems are increasingly being solved using techniques that require an understanding of physics and chemistry, while many of the most pressing problems being addressed by chemists and environmental scientists require knowledge of physics and biology.

The mission of the natural sciences program is the development of literacy in the concepts, goals, and methods of a variety of science disciplines (fields of study) by offering courses in biology, chemistry, and physics. Students choose between a curriculum that stresses a solid knowledgebase in biology, and a curriculum that emphasizes the physical or chemical sciences with less intense coverage of biology. Students can expect to deepen their knowledge through hands-on laboratory investigations, and to develop observational and experimental skills. Students will develop critical thinking skills and a more detailed understanding of scientific concepts and methods through completion of a minor in natural sciences.

The broad flexibility of the program is intended to accommodate the needs and goals of students who wish to pursue a career in natural sciences as well as the needs of students who are taking courses in business, English literature, computer science, history and international relations, and other disciplines. The minor in natural sciences which is administered by the Department of Mathematics and Natural Sciences, combined with any major in liberal arts, prepares students for further studies and helps them in future employment in biology, physics, chemistry, medicine and allied health fields, engineering, bioinformatics, and environment management. Science-based career opportunities are widely distributed among business, industry, journalism, government, and education.

A minor in natural sciences requires the completion of 21 credit hours of coursework in natural sciences. The 7 credit hours of science courses taken under the general education requirements can be used toward fulfilling the minor requirements.

### **LEARNING OUTCOMES**

Students who successfully complete the natural sciences minor will be able to:

1. Demonstrate knowledge and understanding of the major concepts and principles in biology, chemistry, or physics according to the levels of courses completed in each subject area.
2. Demonstrate problem-solving abilities and apply scientific methods to investigate the natural world.
3. Synthesize a convincing argument in the language of science.
4. Acquire adequate preparation for careers in natural sciences and/or be admitted to and be successful in professional programs.

### **PROGRAM REQUIREMENTS**

At least 9 credit hours must be taken at AUK.

A cumulative GPA of at least 2.00 in the minor requirements is needed to successfully complete the natural sciences minor program.

### Core Courses (8 credit hours)

Students must complete, in consultation with the academic advisor, two from the following core courses (8 credit hours):

BIOL 101	General Biology I	(3) [P]
BIOL 101L	General Biology I Laboratory	(1) [P]
BIOL 102	General Biology II	(3) [P]
BIOL 102L	General Biology II Laboratory	(1) [P]
CHEM 101	General Chemistry I	(3) [P]
CHEM 101L	General Chemistry I Laboratory	(1) [P]
CHEM 102	General Chemistry II	(3) [P]
CHEM 102L	General Chemistry II Laboratory	(1) [P]
PHYS 101	Introduction to Physics I	(3) [P]
PHYS 101L	Introduction to Physics I Laboratory	(1) [P]
PHYS 102	Introduction to Physics II	(3) [P]
PHYS 102L	Introduction to Physics II Laboratory	(1) [P]
PHYS 115	General Physics I	(3)[P]
PHYS 115L	General Physics I Laboratory	(1) [P]
PHYS 116	General Physics II	(3) [P]
PHYS 116L	General Physics II Laboratory	(1) [P]

### Minor Electives (13 credit hours)

Students must choose, in consultation with their academic advisor, 13 credit hours, of which 6 hours must be upper-level courses (300-level or higher) from among BIOL, CHEM, and PHYS courses.

# DEPARTMENT OF INTERNATIONAL RELATIONS

The international relations program seeks to educate students through a traditional liberal arts and interdisciplinary curriculum. The program is committed to teaching skills in critical and perspectival thinking, problem-solving, communication, research, teamwork, and communication technology.

The program is structured with a set of general core course requirements which students should complete by the beginning of their junior year. Additionally, students take courses in three of the IR fields in which the student chooses to concentrate (diplomacy and conflict resolution, international law and organizations, international political economy, international relations, and history). Finally, in consultation with their advisor, students select courses as international relations electives.

The program is ideal for those who want to pursue careers in diplomacy, media, local and national government, and international and non-governmental organizations. It is also an excellent stepping-stone toward graduate programs in international relations, history, political science, public administration, law, and business. It is strongly recommended that a student majoring in international relations also minor in history or Arabic.

## MISSION STATEMENT

The Department of International Relations at AUK offers undergraduate students a course of study that focuses on diplomacy, conflict resolution, history, international law, and political economy. The curriculum is interdisciplinary in approach and is designed to provide students with theoretical knowledge and practical skills. The program aims to serve the University's liberal arts model of higher education by encouraging creativity, critical analysis, and research. Graduates are prepared to become civically responsible lifelong learners, role models, and leaders.

## VALUES

The Department of International Relations at the American University of Kuwait adheres to the values embraced by the University, namely freedom of expression, intellectual inquiry, individual rights, and cultural diversity, and civic mindedness. The Department also upholds strong moral principles, integrity, and high professional standards and ethics.

## VISION

The Department of International Relations aspires to create an innovative and challenging learning environment that prepares students to influence a diverse and changing global arena.

# BACHELOR OF ARTS IN INTERNATIONAL RELATIONS

## LEARNING OUTCOMES

Upon completion of the AUK major in international relations, the student will be able to:

1. Examine diverse theories and perspectives of international relations.
2. Identify problems, issues, patterns, and questions relevant to the study of international politics.
3. Apply research methods involved in the study of contemporary international relations.
4. Assess both qualitative and quantitative data relevant to different political and economic systems and their institutional arrangements.
5. Apply critical thinking and writing skills when analyzing political and economic problems, issues, and arguments in a variety of local, national, regional, and international contexts.
6. Reconstruct concepts, models, and theories of international relations.
7. Communicate decisions as leaders in the national, regional, and international arena.

### UNIVERSITY DEGREE REQUIREMENTS (120 CREDIT HOURS)

To earn a degree of Bachelor of Arts with a major in International Relations, students must complete at least 120 credit hours. Students should be mindful of the college requirement that a minimum of 30 hours of upper-level (300-level and above) courses must be completed at AUK. Twenty-seven (27) of these upper-level hours need to be taken in the IR major.

General Education Requirements, composed of	(45 or 49)
Major Requirements composed of:	(48)
• IR Core Courses	(18)
• IR Field Concentration Courses	(27)
• IR Capstone	(3)
International Relations Electives	(12)
Free Electives	(15)

### MAJOR REQUIREMENTS (48 CREDIT HOURS)

Major requirements include six required core courses (18 credit hours) followed by nine area studies courses (27 credit hours) in Diplomacy and Conflict Resolution, International Law and Organizations, International Political Economy, and International Relations and History, and one (3 credit hours) capstone. A cumulative major GPA of at least 2.00 in the major courses is required to earn an undergraduate degree in international relations.

#### Core Courses (18 credit hours)

The core requirements constitute the foundation of knowledge that is needed by all majors in international relations regardless of field concentrations. They are comprised of broad introductory courses that introduce the students to the major themes and debates within the discipline of international relations. These six courses are as follows:

HIST 105	World History Since 1900	(3) [S]
HIST 201	History and Politics of Kuwait	(3) [S]
IR 101	Introduction to International Relations	(3) [S]
IR 210	Methods of Research in International Relations	(3) [S]
	OR	

PLSC 210	Methods of Research in Political	(3) [S]
IR 202	Trends in International Relations	(3) [S]
IR 206	International Political Economy	(3) [S]

### Field Concentration Courses (27 credit hours)

Students are also expected to take nine (27 credit hours) additional upper-level (300-level or above) courses, three courses from each of the three fields in which the student chooses to concentrate. Students may select, with the approval of their advisor, special topic courses in either history (HIST 389) or international relations (IR 389) or American studies (AMST 389) to fulfill field concentration requirements.

### Diplomacy and Conflict Resolution

Students pursuing the concentration in diplomacy and conflict resolution study the evolution of international diplomacy and conflict resolution and examine the practices of bilateral and multilateral diplomacy, coercive diplomacy, preventive diplomacy and the efforts of conflict resolution ('track two diplomacy', mediation, negotiation, and facilitation). This concentration endeavors to go beyond traditional conceptions of diplomacy (i.e. as the preserve of states) and conflict resolution by investigating the emergence and activities of new actors, such as non-governmental organizations (NGOs), multinational corporations, armed groups, international experts and technocrats, and private citizens. Also, students taking the concentration are exposed to the complex relationship between religion and diplomacy, conflict management, prevention, and resolution. The learning goals are obtained through course readings, class discussion, case studies, papers, article reviews, presentations, internships, and exams.

Students who complete the Diplomacy and Conflict Resolution track will be able to:

1. Demonstrate knowledge of diplomacy and conflict resolution theory, including bilateral and multilateral diplomacy, preventive diplomacy, coercive diplomacy, and non-state diplomatic practice (NGOs, corporations, armed groups, etc.) including 'track two' diplomacy, conflict management, prevention, and resolution.
2. Relate knowledge of contemporary diplomatic practices to key international issues.
3. Apply major theories (Western and non-Western) in conflict management, prevention, and resolution.
4. Analyze policy and strategy debates and issues related to defense, development, and diplomacy in post-conflict reconstruction.
5. Construct diplomacy and conflict resolution explanations, theories of causation, and strategies for postwar rebuilding, development, and reconciliations.
6. Write a research paper that asks a significant diplomatic or conflict resolution question.
7. Give an oral presentation that shows an understanding of diplomatic and conflict management practices in relations to key international issues.

AMST 409	American Foreign Policy Since World War II	(3)
IR 307	International Relations of Arab States	(3) [S]
IR 385	Kuwait Foreign Policy	(3) [S]
IR 386	Perspectives on US Foreign Policy in the Middle East	(3) [S]
PLSC 321	Islamic Political Philosophy	(3) [S]
PLSC 322	Western Political Theory	(3) [S]
PLSC 327	Comparative Ethnicity, Identity, and Ethnic Conflict	(3) [S]

## International Law and Organizations

International Law & Organizations concentrators learn the basic principles of international law, as well as the organizational structure for discussing, developing, and enforcing international norms. Students explore how international law affects the relationships between states, and as such, is used as both a language of diplomacy and contest. Students study international law as a framework to analyze international issues and disputes—including economic, political, and security issues—with an emphasis on problem-solving and policy development. Students also study how international organizations impact the practice of international cooperation and conflict, as well as maintain international peace and security. The learning goals of the field are obtained through course readings, class discussion, case studies, papers, reflective journals, presentations, and exams.

Students who complete the International Law and Organizations concentration will be able to:

1. Recognize the sources of international law, including treaties, customary international law, jus cogens, general principles of law, judicial decisions, and teachings of the most highly qualified publicists.
2. Understand the fundamentals of treaty formation, treaty interpretation, treaty enforcement, and the consequences of treaty breach, as well as the process of formation of customary international law.
3. Identify state obligations under applicable treaty law and customary law.
4. Understand one or more areas of substantive international law, including, but not limited to international human rights law, the law of armed conflict, international environmental law, international investment law, international trade law, or international criminal law.
5. Analyze the relationship between international law and international politics.
6. Demonstrate their understanding of core literature on international organizations.
7. Engage the literature on international organizations critically by developing their own argumentation.
8. Construct international law or international organization explanations, theories of causation, and strategies for international dispute settlement mechanisms, including courts and tribunals, arbitration, and negotiation.
9. Write a research paper that asks a significant international law or international organization question.
10. Give an oral presentation that shows an understanding of the purpose, function, capacity, and politics of some of the principal international and regional organizations such as the European Union, United Nations, the International Court of Justice, and the International Criminal Court.

IR 339	International Organizations	(3) [S]
IR 341	Public International Law	(3) [S]
IR 342	International Human Rights	(3) [S]
IR 343	Terrorism and International Law	(3) [S]

## International Political Economy

International Political Economy students study an intersection between international politics and economics. They will learn about the effects of politics on economic policy at the national, regional, and international levels. Students will be exposed to a multidisciplinary curriculum that allows them to analyze their findings through a variety of theoretical approaches. The concentration of International Political Economy relies on course readings, class discussion, case studies, papers, presentations, article reviews, reflective journals, and exams to achieve these learning goals.

Students who complete the International Political Economy concentration will be able to:

1. Demonstrate knowledge of how international and domestic political influences shape economic factors.
2. Relate their knowledge of international political economy to the historical development of political and economic relations on national, regional, and international levels.
3. Apply different theories and perspectives of international political economy.
4. Analyze political and economic outcomes on national, regional, and international levels.
5. Construct international political economy explanations, theories of causation, and strategies to explain the different roles of states, international organizations and non-state actors in the politics and international economic relations.
6. Write a research paper that asks a significant international political economy question.
7. Present history, policy, or political economy arguments and analysis in an oral presentation that show an understanding of the economic challenges facing states in their foreign policy.

HIST 401	Economic History: 20th Century	(3)
IR 306	Global Political Economy	(3) [S]
IR 309	Dynamics of Globalization	(3) [S]
IR 412	Sustainable Development	(3) [S]
PLSC 405	Comparative Political and Economic Systems	(3) [S]

### International Relations and History

History and International Relations concentrators study the broader social and historical context of the formation of societies in association with the examination of the key issues and structure of power in contemporary international relations. They will learn about the nature of the expansion of the West and of the political international system, which arose in Europe in the beginning of the Modern Age. Students will study the Revolt against the West and its empires and the emergence of the future non-western global powers. They will acquire an understanding the nature of the post-western global order and the articulation between western and non-western powers. The field adopts the historical method and, therefore, the analysis of these themes is made through the study of modern political history. The field relies on course readings, class discussion, case studies, papers, presentations, reflective journals, and exams to achieve these learning goals.

Students who complete the International Relations and History will be able to:

1. Demonstrate knowledge of key historical facts, values, and ideas that have shaped civilizations throughout history.
2. Relate their knowledge of history to the historical development of international relations.
3. Apply different historical and theoretical perspectives.
4. Analyze primary and secondary sources.
5. Construct original historical arguments based on primary source material research.
6. Write a research paper that asks a significant historical or international relations question.
7. Present historical, policy, or political arguments and analysis in an oral presentation.

AMST 333	American Culture	(3) [S]
HIST 303	Ancient History	(3) [S]
HIST 305	History of the Islamic World (622-1800)	(3) [S]
HIST 307	Arab History in the Late Ottoman Period: 1800-1922	(3) [S]
HIST 311	Ottoman History (1400-1923)	(3) [S]
HIST 317	Topics in English/British History	(3) [S]
HIST 401	Economic History: 20th Century	(3)
HIST 421	Intellectual History	(3)
HIST 430	Oral History	(3)

### Capstone (3 credit hours)

In consultation with his/her advisor, students must take the capstone seminar (IR 480) designed to demonstrate their accumulated training in international relations during their senior year.

### International Relations Electives (12 credit hours)

Students must choose four courses (12 credit hours) in consultation with their academic advisors from the following prefix designations: AMST, COMM, HIST, IR, PLSC, and SBSA. Students may also substitute courses approved by the department chair from the following prefix designations: ECON, FRNC, ITAL, PHIL, and SPAN.

### Free Electives (15 credit hours)

Majors are expected to successfully complete five courses (15 credits hours) of their choice from courses in CAS or CBE.

## MINOR IN HISTORY (18 CREDIT HOURS)

### Learning Outcomes

1. Upon completion of the AUK history minor, the student will be able to:
2. Demonstrate a basic historical understanding of modern world history.
3. Acquire familiarity with the uses of historical comparison as an analytic tool.
4. Demonstrate the capacity to deal with differences in interpretation.
5. Demonstrate an ability to recognize and interpret multiple forms of evidence (textual, visual, oral, statistical, artifacts from material culture).
6. Apply basic historical methods of research.
7. Recognize the distinction between primary and secondary sources, understand how each are used to make historical claims.

Students minoring in history\* are required to take six courses (18 credit hours) of which at least three courses (9 credits hours) must be taken at AUK. Students must complete three core courses (9 credit hours):

HIST 105	World History Since 1900	(3) [S]
HIST 205	Modern Europe	(3) [S]
And one of the following:		
HIST 110	Twentieth Century Middle East	(3) [S]
HIST 201	History and Politics of Kuwait	(3) [S]



\*Since some history courses at AUK do not carry the HIST prefix, non-HIST-prefix history courses are listed below and may be counted toward the minor in history:

AMST 121	US History Since 1900	(3) [S]
AMST 220	Early American Political History	(3) [S]
AMST 402	American Social History in the Twentieth Century	(3)
AMST 409	American Foreign Policy Since WWII	(3)
IR 400	Colonialism	(3)

Students must also take an additional three 300-level or above HIST courses (9 credit hours) and/or history courses which are 300-level and above in AMST or IR.

## **MINOR IN INTERNATIONAL RELATIONS (18 CREDIT HOURS)**

Students minoring in international relations are required to take six courses (18 credit hours) of which at least three courses (9 credits hours) must be taken at AUK. Students must complete the following four core courses (12 credit hours):

HIST 201	History and Politics of Kuwait	(3) [S]
IR 101	Introduction to International Relations	(3) [S]
IR 102	Trends in International Relations	(3) [S]
AND		
PLSC 203	Comparative Politics	(3) [S]
OR		
IR 206	International Political Economy	(3)[S]

Students must also take two 300-level or above courses (6 credit hours) in the following prefixes: AMST, HIST, IR, and PLSC. Students may substitute one upper-level course approved by the minor's program lead from the following prefix designations: ECON, PHIL, and SBSA.

## **INTERNSHIP**

The internship is a practicum course that explores international relations through a variety of work experiences, both governmental and non-governmental. Students are expected to perform work for academic credit and submit as part of their course requirements, written evaluative reports based on their experiences under the guidance of faculty of the Department of IR, as well as an oral presentation at the end of the internship. Students with a cumulative GPA of 2.00 in the major at the beginning of the senior year may petition the Department for internship approval.

# DEPARTMENT OF SOCIAL AND BEHAVIORAL SCIENCES

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## MISSION

The mission of the Department of Social and Behavioral Sciences is to advance knowledge of humanity through critical inquiry. The Department strives to achieve this mission by employing multi-disciplinary methods to examine the human mind, individual and group behavior, societies, cultures, and the environment. Coursework in the disciplines of anthropology, psychology, and environmental studies prepare students for lifelong learning, to continue their education at the post-graduate level, and for careers in the public, private, and nonprofit sectors.

## VALUES

The Department of Social and Behavioral Sciences endorses the core values of a liberal arts education and supports the values of professionalism, dedication, honesty, and transparency in all academic and professional activities.

## VISION

The Department of Social and Behavioral Sciences aspires to offer intellectually engaging, challenging, and dynamic programs in anthropology, psychology, and environmental studies for the enrichment of university faculty, students, and the public. The Department seeks to advance these disciplines by pursuing excellence in all areas of teaching, research, and service, both locally and internationally.

## DISCIPLINES

The Department of Social and Behavioral Sciences includes the following disciplines (fields of study):

- Anthropology (SBSA)
- Psychology (PSYC)
- Environmental Studies (ENVS)

## DEGREE PROGRAMS

The Department of Social and Behavioral Sciences offers a Bachelor of Arts in Social and Behavioral Sciences—Concentration in Anthropology, and a minor in the same.

# BACHELOR OF ARTS IN SOCIAL AND BEHAVIORAL SCIENCES—CONCENTRATION IN ANTHROPOLOGY

The Social and Behavioral Sciences—Concentration in Anthropology major is the study of human beings and societies across time and around the globe. This includes how human societies and cultures comprise and are shaped by natural and human-made environments, systems of social groupings and status relationships, material exchanges, and capacities for symbolic expression and communication; as well as issues such as class formation, gender relationships, ethnicity and ethnic revitalization, violence, visual culture and mass media, and migration.

Graduates of the SBSA program find employment in government agencies, non-governmental organizations, international aid, and development agencies, and in the private sector in management positions, community service, social service, and in media and research organizations. With knowledge of quantitative and qualitative research methods, graduates can also be employed by research and consulting agencies, polling organizations, and print and electronic media institutions. Students can also pursue graduate studies in anthropology, cultural studies, social work, media studies, and related fields.

## LEARNING OUTCOMES

Upon completion of the AUK major in Social and Behavioral Sciences—Concentration in Anthropology, the student will be able to:

1. Recognize the fundamental concepts in social and behavioral sciences with regards to different societies and cultures.
2. Examine how categories of difference are socially constructed.
3. Examine how culture constructs behaviors of everyday life.
4. Demonstrate sensitivity to diverse cultural perspectives, critical in today's global society.
5. Apply appropriate ethical standards in the study and research of other cultures.
6. Assess the impact of global media, telecommunication, travel, migration, and immigration on societies and cultures.

## UNIVERSITY DEGREE REQUIREMENTS (124 CREDIT HOURS)

To earn a Bachelor of Arts in Social and Behavioral Sciences—Concentration in Anthropology, students must complete at least 124 credit hours. Students are required to complete a minimum 30 credit hours of upper-level courses (300-level and above) as part of their 120 credit hour degree requirement at AUK, of which at least 18 credits hours need to be taken in the SBSA major. All core and concentration courses must be passed with a C- or better, and a cumulative major GPA of at least 2.00 in the major courses is required to earn an undergraduate degree in social and behavioral sciences Concentration in Anthropology.

General Education Requirements	(45 or 49)
Major Requirements composed of:	(45)
• Core Courses	(9)
• Concentration Courses	(36)
Social and Behavioral Science Electives	(12)
Free Electives	(18)

## MAJOR REQUIREMENTS (45 CREDIT HOURS)

Core Courses (9 credit hours)

SBSA 101	Introduction to Social and Behavioral Sciences – Concentration in Anthropology	(3)[S]
SBSA 200	Ethnographic and Research Methods	(3)[S]
SBSA 485	Capstone: Seminar in Social and Behavioral Sciences – Concentration in Anthropology	(3)

### Concentration Courses (36 credit hours)

Students must complete, in consultation with their academic advisors, a total of 36 credit hours from the courses listed below. 12 of these total credit hours must be upper-level (300-level or above).

SBSA 205	Fundamentals of Arab Society	(3) [K,S]
SBSA 210	Arab Society and Culture	(3) [K,S]
SBSA 222	Global Media and Spaces of Identity	(3) [S]
SBSA 224	Shopping and Consumerism	(3) [S]
SBSA 235	Identity, Difference and Deviance	(3) [S]
SBSA 239	Nation and Migration	(3) [S]
SBSA 249	Images of Women in the Media	(3) [S]
SBSA 255	Health, Medicine and Curing	(3) [S]
SBSA 260	Ethnographic Film	(3) [S]
SBSA 270	The Indigenous Americas	(3) [S]
SBSA 280	Kinship and Family in the Global Era	(3) [S]
SBSA 341	Women in Cross-Cultural Perspective	(3) [S]
SBSA 344	Tourism and Culture Change	(3) [S]
SBSA 345	Globalization: Opportunities and Challenges	(3) [S]
SBSA 348	Anthropology of Human Rights	(3) [S]
SBSA 360	Genocide and Refugees	(3) [S]
SBSA 366	Popular Culture in South Asia: Film and Beyond	(3) [S]
SBSA 370	Music of the Arabian Peninsula	(3) [K,S]
SBSA 372	Anthropology of Business	(3) [S]
SBSA 389	Special Topics*	(3)

\* Can be repeated for credit under different topics.

### Social and Behavioral Sciences Electives (12 credit hours)

Majors must choose four courses (12 credit hours) of which one (3 credit hours) must be upper-level (300-level or above), in consultation with their academic advisor, from the following disciplines: AMST, HIST, PLSC, IR, PSYC, SBSA.

### **Free Electives (18 credit hours)**

Majors must complete six courses (18 credit hours) of their choice from among courses in the College of Arts and Sciences.

## **MINOR IN SOCIAL AND BEHAVIORAL SCIENCES— CONCENTRATION IN ANTHROPOLOGY (18 CREDIT HOURS)**

Students must complete one core course: SBSA 101 (3). Students must also complete five additional courses (15 credit hours) from any of the concentration courses listed above for the SBSA major. At least three courses (9 credit hours) must be upper-level (300-level and above). The core and concentration courses must be passed with a grade of C- or better.

## **INTERNSHIP**

The internship is a practicum course that explores the social and behavioral sciences through a variety of work experiences, both governmental and non-governmental. Students are expected to perform work for academic credit and submit as part of their course requirements written evaluative reports based on their experiences under the guidance of faculty of the Department of Social and Behavioral Sciences. Students with junior or senior standing and a minimum cumulative GPA of 2.00 may petition the department for internship approval.

# GULF STUDIES CERTIFICATE PROGRAM

## BENEFITS OF A GULF STUDIES CERTIFICATE PROGRAM

1. Exposure to Gulf society, culture, and lifestyle.
2. Opportunity to begin/expand Arabic language study.
3. Enhanced understanding of Arab traditions, history, and culture.
4. Preparation for careers in a variety of fields.

The Gulf Studies Certificate Program is designed for visiting students or non-degree-seeking students who wish to spend a semester at AUK focusing on regional history, politics, society, culture, and the arts. Students are required to take a total of four courses (12 credit hours) from the courses recommended by the director of the Center for Gulf Studies. Students are asked to contact the director for current course listings.

A cumulative GPA of at least 2.00 in the requirements is needed to successfully complete the Gulf Studies Certificate Program.

Not all courses may be available every semester. As new courses are developed, more choices will become available for certificate electives. For students with no background in Arabic, ARAB 101 or ARAB 201 (Arabic as a Second Language I or II) is recommended. For students with a background in Arabic, ARAB 215 (Arabic Composition I) or ARAB 205 (Survey of Arab-Islamic Civilization) is recommended.

It is recommended that students choose courses applicable to the Gulf Studies Certificate Program in both the humanities (including the following prefixes: ARAB, ART, COMM, ENGL, and MUSC) and in the social sciences (including the following prefixes: HIST, IR, PLSC, and SBSA) in consultation with the director and/or their academic advisor.

# FIRST-YEAR EXPERIENCE (FYE)

The first year of university is an exciting, yet often challenging time for students. Among many things, the First-Year Experience program at AUK is designed to help students transition to a university environment, while also introducing them to the value of a liberal arts education. The FYE program does this by requiring students to take two required courses (University 100 and University 110), and by involving them in extra-curricular activities on campus. By the end of the program, through both didactic and experiential learning, students will have acquired a range of academic, personal, and social skills including developing an appreciation of a liberal arts education, acquiring vital higher-level thinking skills, and ultimately attaining a sense of personal empowerment and academic self-efficacy.

## MISSION STATEMENT

The First-Year Experience strives to integrate all first-year students into the University's liberal arts environment by empowering them with essential academic, personal, and social skills. Students learn through holistic and experiential methods that encourage self-assessment and reflection. Ultimately, students in the FYE program are encouraged to become empathetic leaders and active agents of change within their communities.

## VALUES

FYE core values:

- Individual involvement in academic, social, and personal development.
- Holistic development.
- Collaboration and teamwork.
- Creating a safe, constructive, and stimulating campus-wide environment.
- Active and experimental learning.
- Integrity, empathy, and responsiveness.
- Professional growth and development.
- Community service.

## VISION

The FYE program hopes to add more campus-wide programs as well as work in partnership with other departments and campus organizations. We aim to develop more community-based opportunities for students to apply interdisciplinary course concepts. By offering more professional development opportunities in the future, we aspire to inspire faculty and staff to promote campus-wide learning.

# LEARNING OUTCOMES

Upon successful completion of this course, the student will be able to:

1. Develop an understanding and an appreciation for the meaning, purpose, and benefits of a Liberal Arts education and demonstrate this by being self-directed, productive students, and members within their community.
2. Apply a variety of transferable, durable skills needed for success at university level and beyond. Skills include goal setting, note-taking, test-taking, reading, writing, listening, and presenting.
3. Critically question and analyze their own physical, emotional, and social behavior to demonstrate awareness between academic well-being and personal choices.
4. Integrate into the AUK liberal arts culture by attending and actively participating in a variety of co-curricular events and indicate this through reflecting on and summarizing their experiences.
5. Identify and apply practical strategies for higher level thinking by successfully completing a variety of class assignments and assessments such as: reflections, exams, projects, and presentations.
6. Examine and construct self-reflective practices and employ effective behavioral strategies conducive to learning and becoming an effective member of the University community.

## COURSE REQUIREMENTS

Students must complete with a grade C- or better in the following courses:

UNIV 100	Essentials of Learning	(2) [L]
UNIV 110	University, Community, and Citizenship	(3) [L]



# 9. COLLEGE OF BUSINESS & ECONOMICS

OFFICE OF THE DEAN

MISSION

VALUES

VISION

ACCREDITATION

BACHELOR OF BUSINESS ADMINISTRATION (BBA) MAJORS

*BBA MINORS*

*DISCIPLINES (FIELDS OF STUDY)*

*OVERVIEW OF REQUIREMENTS*

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

MINORS IN THE COLLEGE OF BUSINESS AND ECONOMICS

*MINOR IN BUSINESS ADMINISTRATION PROGRAM*

*MINOR IN ECONOMICS PROGRAM*

*MINOR IN HUMAN RESOURCE MANAGEMENT*

# COLLEGE OF BUSINESS & ECONOMICS

## OFFICE OF THE DEAN

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### OFFICE OF THE DEAN

#### MISSION

The College of Business and Economics provides an American educational experience producing ethical, innovative, articulate, and globally agile graduates.

The focus is on:

- **Communication:** Demonstrate effective English language communication skills in writing and oral presentations.
- **Ethical behavior:** Articulate ethical and professional responsibilities, recognize ethical dilemmas, and formulate ethical strategies.
- **Critical thinking:** identify, evaluate, analyze, and solve diverse and unstructured management problems in unfamiliar settings, use, synthesize, and evaluate data / evidence, exercise judgment, and assess risks, understand the holistic and systemic nature of the organization and its internal and external environment.
- **Global and multi-cultural aspects of business:** Understand diverse cultures; develop intercultural skills; understand global processes; and be prepared for citizenship, both local and global.
- **Entrepreneurial behavior:** Entrepreneurship is value creation, iterative learning, opportunity identification, business development, venture creation and growth. Becoming entrepreneurial is personal development, creativity, self-reliance, initiative taking, and action orientation.
- **Technology Agility:** Develop a mastery of appropriate ICT in decision-making.

#### VALUES

The College of Business and Economics 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.

#### VISION

The College of Business and Economics aspires to be a leading academic unit recognized locally, regionally, and internationally for its institutional distinctiveness, and academic excellence through the accomplishments of its graduates.

## ACCREDITATION

In April 2019, AACSB International awarded accreditation to the College of Business and Economics and have recognized all degree programs offered by the College. AACSB, founded in 1916, is the most internationally prestigious accreditation awarded to business schools. Approximately 5% of business schools awarding bachelor's degrees and above have achieved this accreditation.

## Bachelor of Business Administration (BBA) MAJORS

The College of Business and Economics offers the Bachelor of Business Administration Degree program with majors in the following disciplines:

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

## MINORS IN BUSINESS ADMINISTRATION

The College of Business and Economics oversees the following minor programs:

Business Administration (for non-business majors)  
Economics  
Human Resource Management

## DISCIPLINES (FIELDS OF STUDY)

The College of Business and Economics offers courses in the following disciplines:

Accounting (ACCT)  
Business (BUS)  
Business Ethics and Law (BEAL)  
Economics (ECON)  
Entrepreneurship (ENTR)  
Finance (FINC)  
Human Resource Management (HR)  
Management (MGMT)  
Marketing (MRKT)

## OVERVIEW OF DEGREE REQUIREMENTS

Students must formally declare their interest in earning a BBA degree by the end of their second year of full-time coursework (60 credit hours). Students are required to have earned a cumulative GPA of at least 2.0, and successfully completed MATH 103 or MATH 110. MATH 201 (Calculus I) is also recommended for students majoring in finance.

## University Degree Requirements (120-124 credit hours)

To earn a BBA with a major in accounting, economics, finance, management, or marketing, students must complete at least 120 credit hours:

General Education Requirements	(45-49)
BBA Core Courses	(36)
BBA Major	(24)
• Major Courses	(18)
• Major Electives	(6)
Internship & Common Capstone	(6)
Free Electives	(9)

Students are required to complete a minimum of 30 credit hours of upper-level courses (300-level and above), of which at least 24 credit hours need to be taken in the major, depending on the stipulations of each program. Of the 42 credit hours of upper-level courses required for the BBA, 27 credit hours should be in residence at AUK.

### BBA Core Courses (36 credit hours)

BBA students must complete the following twelve core courses:

<b>Lower Level Courses (total credits)</b>		<b>(24)</b>
ACCT 201	Principles of Financial Accounting	(3)
ACCT 205	Managerial Accounting	(3)
BUS 209	Quantitative Methods of Business	(3)
ECON 200	Principles of Microeconomics	(3)
ECON 201	Principles of Macroeconomics	(3)
FINC 232	Financial Management	(3)
MGMT 201	Principles of Management	(3)
MRKT 200	Principles of Marketing	(3)
<b>Upper Level Courses (total credits)</b>		<b>(12)</b>
BEAL 401	Legal & Ethical Issues in Business	(3)
BUS 321	International Business Management	(3)
ENTR 313	Managing Entrepreneurial Ventures	(3)
MGMT 346	Production & Operations Management	(3)

### Internship and Common Capstone (6 credit hours)

**Internship (3 credit hours)**

All students must participate in an internship program. The internship program provides students with an opportunity to demonstrate their capacity for leadership, teamwork, and business activity in the context of work experience. Internships are completed in the senior year and while in residency at AUK. Priority is given to graduating students. For the duration of the semester, students are responsible for working 42 hours per semester for each credit hour. Students are to refer to the College's Internship Handbook for further details of the internship process, requirements, and method of assessment.

**Common Capstone BUS 490 (3 credit hours)**

All BBA students are required to complete the Common Business Administration Capstone course. This course uses case studies to integrate material from the different business subjects learned in the BBA program. The capstone requires senior standing and substantial completion of the common core.

**Free Electives (9 credit hours)**

Students must take adequate and sufficient electives to complete the 120 credit hour requirements for graduation and are strongly advised to consult with their academic advisor when choosing their free electives.

# BACHELOR OF BUSINESS ADMINISTRATION IN ACCOUNTING

Accounting is at the heart of every company and essentially functions as the “measuring stick” for all business transactions. The department’s primary objective for the accounting program is to expose students to the many facets of accounting. It provides accounting and business knowledge about practical and conceptual accounting and the use of accounting information for effective managerial decision-making. The program prepares students for careers in private, public, and non-profit organizations. It also provides a solid undergraduate foundation for students interested in graduate programs in accounting or other fields of study. The Department of Accounting reviews its curriculum on a regular basis to meet dynamic changes occurring in the accounting profession and business—both local and international.

Accounting major students have the choice to continue with their education by pursuing a master’s degree program or professional designations such as the Certified Public Accountant (CPA) to complement their degree and to make them highly attractive for a job anywhere in the world.

## MISSION STATEMENT

The department’s mission is to produce accounting graduates who have the academic and professional base of knowledge to meet real world challenges.

## VISION

The department’s vision is that it be recognized for its excellence in teaching, accounting research, and professional services.

## VALUES

- Appreciation of diversity of people and perspectives.
- Commitment to excellence in teaching.
- Concern for students and emphasis on the need for accounting students to learn to think critically and communicate effectively.
- Integrity and ethics.
- Global orientation.

## LEARNING OUTCOMES

In addition to the BBA learning outcomes, students graduating with a BBA in Accounting will be able to:

- Construct, interpret, compare, and audit annual financial statements.
- Use key financial and nonfinancial measures to evaluate performance.

- Apply International Financial Reporting Standards and US GAAP.
- Assume the role of a professional accountant in compliance with local and international regulatory authorities.
- Integrate ethical standards in financial and managerial accounting and auditing practices and overcome impediments to ethical behavior.
- Present different costing methods applied in manufacturing and service industries.
- Design, use, and maintain accounting information systems to substantiate decisions.

## ACCOUNTING MAJOR COURSES (24 CREDIT HOURS)

To be awarded a BBA in Accounting, students must complete the following six courses (18 credit hours):

ACCT 301	Intermediate Accounting I	(3)
ACCT 305	Intermediate Accounting II	(3)
ACCT 365	Financial Statement Analysis	(3)
ACCT 401	Advanced Managerial Accounting	(3)
ACCT 405	Advanced Financial Accounting	(3)
ACCT 413	Accounting Capstone	(3)

In addition, students must complete two courses (6 credits) at the 300-level or above, from the following courses:

ACCT 334	Individual and Corporate Tax	(3)
ACCT 389	Special Topics	(3)
ACCT 421	International Financial Reporting Standards	(3)
BUS 389	Special Topics	(3)
BUS 489	Interdisciplinary Honors Seminar	(3)
BEAL 403	Corporate Governance and Ethics	(3)

# BACHELOR OF BUSINESS ADMINISTRATION IN FINANCE

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Finance is a functional area that impacts all decisions in a business. Finance employs mathematics and economic concepts using information from accounting data and quantitative techniques to assess results to make decisions.

Students can specialize in any of the fields within finance to focus on a career path. Finance graduates can choose a career in the finance division of a bank, an investment company, a multinational corporation, a government entity, a not-for-profit organization, and international institutions such as the World Bank and the IMF, to support major tactical and strategic financial decisions. Graduates in finance can also become successful entrepreneurs (private equity, investment banking, financial planning, and so on); career titles in finance run the spectrum from entry-level positions to the CEO.

Finance major students have the choice to continue their education via a master's degree program or professional designations such as the Chartered Financial Analyst (CFA) Program to complement their degree and to make them highly attractive for a job anywhere in the world.

## MISSION STATEMENT

The Department's BBA in Finance degree pursues the program structure of an American education system and standards to provide students with the knowledge and skills necessary for professional success. AUK enriches society by fostering an environment encouraging critical thinking, effective communication, personal growth, service, and leadership. The Bachelor of Business Administration in Finance is to be recognized locally, regionally, and internationally by the scholarly and professional accomplishments of its graduates.

## VALUES

The following values are to be upheld:

- Respect for individual identity and rights.
- Equality for ethnic, cultural, and religious diversity.
- Commitment to high standards of morality, integrity, and social responsibility.
- Adherence to high professional standards and ethics.



## LEARNING OUTCOMES:

In addition to the BBA learning outcomes, students graduating with a BBA in Finance will be able to:

- Use time value of money concepts.
- Value a corporation and its financial assets and obligations.
- Construct and diversify investment portfolios.
- Report on financial feasibility of projects and make capital investment decisions.
- Develop the finance function from an international context.
- Assess financial market trends in Kuwait and the Gulf and their interrelations with global financial markets.

## FINANCE MAJOR COURSES (24 CREDIT HOURS)

To be awarded a BBA in Finance, students must complete the following six courses (18 credit hours):

FINC 341	Corporate Finance	(3)
FINC 345	Investment and Securities Analysis	(3)
FINC 355	Financial Institutions of the Gulf	(3)
FINC 365	International Finance	(3)
FINC 413	Finance Capstone	(3)
FINC 445	Portfolio Management	(3)

In addition, students must complete two courses (6 credits) at the 300-level or above, from the following courses:

FINC 343	Financial Services Management	(3)
FINC 350	Islamic Banking and Finance	(3)
FINC 360	Financial Derivatives	(3)
FINC 389	Special Topics	(3)
FINC 440	Fixed Income Analysis	(3)
ACCT 365	Financial Statement Analysis	(3)
BUS 389	Special Topics	(3)
BUS 489	Interdisciplinary Honors Seminar	(3)
BEAL 403	Corporate Governance and Ethics	(3)

# BACHELOR OF BUSINESS ADMINISTRATION IN ECONOMICS

Economics is the science of making choices in allocating scarce resources for consumption, production, and distribution of goods and services. It endeavors to rationally understand behaviors of decision-makers and how these behaviors can be changed. Decision-makers are called upon to make these choices within various institutional settings such as households, firms, financial institutions, and governments. Economics emphasizes the use of problem-solving skills and applies quantitative methods of analysis to investigate choices-constrained maximization to satisfy human needs. It provides the skills to assess market fluctuations by identifying correlative factors and determine their impacts on various economic sectors.

Careers in economics span a broad range of sectors such as financial, environmental, political, education, and research. Graduates in economics are sought by financial institutions, insurance companies, international businesses, and non-business organizations and governments. Many graduates elect to pursue graduate education to improve their knowledge and skill to perform complex economic analyses and provide information necessary to formulate business strategies and develop public policies. The BBA in Economics complements other business concentrations and related social sciences to provide a strong undergraduate foundation for graduate studies in economics and other related disciplines.

## MISSION STATEMENT

The Bachelor of Business Administration in Economics creates intellectual capital for knowledge-based sustainable economy. Through rigorous teaching, innovation and research, the program engages faculty, students, and the business community to provide a solid economic foundation in theory and practice for sound business decisions. The program prepares students for professional careers in a vastly changing and challenging global economy.

## VISION

The Bachelor of Business Administration in Economics is to be recognized for its research, informed teaching and learning, and active engagement with the business community.

## VALUES

The Bachelor of Business Administration in Economics is guided by the following values:

- Dedication to liberal arts education.
- Lifelong pursuit of learning.
- Innovation and continued excellence in teaching.
- Social responsibility, moral, and ethical integrity.
- Respect for freedom of thought and expression.
- Interdisciplinary and cross-disciplinary collaboration.

## LEARNING OUTCOMES

In addition to the BBA learning outcomes, upon completion of the BBA in Economics, students will be able to:

- Attain a broad understanding of the core economic functions at micro and macro levels.
- Demonstrate ability to characterize problems, recognize role of assumptions and apply analytical skills to solve business and economic problems.
- Utilize information technology in data analysis in support of decisions.
- Recognize ethical dimensions and social responsibility in economic decision-making.
- Use written and oral presentations to communicate interpretation of statistical measures to problems in economics.
- Work across disciplinary teams to solve complex business and economic problems.

## ECONOMICS MAJOR COURSES (24 CREDIT HOURS)

To be awarded a BBA in Economics, students must complete the following six courses (18 credit hours):

ECON 302	International Economics	(3)
ECON 310	Intermediate Microeconomics	(3)
ECON 312	Intermediate Macroeconomics	(3)
ECON 315	Managerial Economics	(3)
ECON 363	Environmental and Resources Economics	(3)
ECON 413	Economics Capstone	(3)

In addition, students must complete two courses (6 credits) at the 300-level or above, from the following courses:

ECON 304	Economics of Labor	(3)
ECON 389	Special Topics	(3)
ECON 405	Comparative Economic Systems	(3)
ECON 409	Economic Development	(3)
ECON 429	Environmental and Energy Policy	(3)
ECON 452	Econometrics	(3)
ECON 485	Seminar in Economics	(3)
BUS 389	Special Topics	(3)
BUS 489	Interdisciplinary Honors Seminar	(3)
BEAL 403	Corporate Governance and Ethics	(3)

# BACHELOR OF BUSINESS ADMINISTRATION IN HUMAN RESOURCE MANAGEMENT

A major in Human Resource Management (HRM) is the foundation of a career that has the potential for enabling a meaningful and positive impact on the health, well-being, and achievements of working individuals where human talent increasingly becomes a contributing factor for achieving a competitive business advantage. HRM plays a central role in this process by attracting, retaining, and developing human capital in organizations. HRM coursework focuses on developing a combination of professionally specific skills as well as soft skills critically needed for success in all business fields including management, marketing, accounting, and finance. Furthermore, human talent increasingly accounts for competitive business advantages. HRM plays a central role in this process by attracting, retaining, and developing human capital in organizations.

## LEARNING OUTCOMES

Upon completion of the AUK major in human resource management, the student will be able to:

- Effectively manage and plan key human resource functions within organizations.
- Examine current issues, trends, practices, and processes in HRM.
- Contribute to employee performance management and organizational effectiveness.
- Problem-solve human resource challenges.
- Identify and develop employability skills for the Kuwaiti workplace.
- Become a meaningful change agent.
- Demonstrate effective written and oral communication skills.

The human resource management (HRM) major is a challenging program that prepares students to become more effective managers and leaders. HRM professionals are the “employee relations” specialists in organizations, managing employee planning, recruitment, selection, compensation, training and development, health and safety, and evaluation. They are also active in labor relations taking the lead in union contract negotiations, grievance handling, including mediation and arbitration, and all other employee-related legal matters such as wrongful dismissal, personal harassment, or privacy.

Increasing numbers of graduates are deciding to earn their Certified Human Resource Professional (CHRP) designation reflecting the rising level of professionalism in the field. After acquiring some needed work experience, students will be well prepared to complete a graduate degree in either HRM or labor relations on the path to a position in senior management or a career in teaching and research at a college or university level.

BBA students pursuing the HRM major are required to complete 24 credit hours that include the following:

Students must complete the following 6 courses (18 credit hours):

HR 305	Human Resources Management	(3)
HR 310	Recruitment, Staffing and Talent Management	(3)
HR 311	Total Rewards: Compensation	(3)
HR 325	Work and Well-Being	(3)
HR 413	Capstone - Strategic Human Resources Management	(3)
MGMT 333	Organizational Behavior	(3)

In addition, students must complete an additional 2 courses, 6 credit hours (at least 3 credit hours from business) from the following options:

HR 344	Managing Conflict	(3)
HR 350	International Human Resources Management	(3)
HR 389	Special Topic	(3)
ECON 304	Economics of Labor	(3)
MGMT 301	Change Management	(3)
IR 309	Dynamics of Globalization	(3)
IR 345	Conflict Resolutions	(3)
PSYC 332	Personality Theories	(3)
BEAL 403	Corporate Governance and Ethics	(3)

# BACHELOR OF BUSINESS ADMINISTRATION IN MANAGEMENT

Management today is an exacting, challenging, and exciting field. Management systems play an essential role in powering the economy, and management decisions and practices can have substantial impact on individual lives. The management major allows students to learn strategies, techniques, and ethics for effective organization. The required courses—Quality Management; Change Management; Decision-Making in Management; Organizational Behavior; Organizational Communication and Leadership Management—provide students with an essential foundation for effective management skills and employability. Failure to master the art and science of management could result in the function of management becoming a contingent liability. The entrepreneurial approach to management education opens opportunities for creativity and initiation of new businesses. Flexibility in dynamic environments and exploitation of business opportunities are addressed in the study of Change Management. The human element in business is fundamental to success yet is often seen as difficult to manage. In response to this dilemma, the course in Organizational Behavior explores theories and perspectives on human behavior in organizations that lend an understanding of this complex aspect of business. The program focuses on achieving competitive advantage by improving efficiency and customer experiences. Management skills are in high demand worldwide. A degree in management opens employment possibilities in a broad range of industries as well as in the non-profit sector of the economy.

## MISSION STATEMENT

The focus is on preparing students for business in Kuwait, the Arabian Gulf, the Arab World, and internationally. Working together with the College of Business and Economics, the Management Department provides a rigorous program that fosters excellence in teaching, scholarship, and disseminate socially responsible practices to advance societies.

## VISION

The management major is to be recognized locally, regionally, and internationally for its distinctiveness, academic excellence, and accomplishments.

## 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.

## LEARNING OUTCOMES

In addition to the BBA learning outcomes, upon completion of the BBA in Management students will be able to:

- Demonstrate an understanding of planning, leading, organizing, and controlling as managerial functions.
- Assess managerial responses to motivation theories and formulate managerial decisions.
- Assess alternative corporate policies and use ethical dimensions and social responsibility in management activities.
- Structure cross-disciplinary teams to carry out necessary projects.
- Assume leadership roles and promote innovative and sustainable practices.

## MANAGEMENT MAJOR COURSES (24 CREDIT HOURS)

To be awarded a BBA in Management, students must complete the following six courses (18 credit hours):

MGMT 300	Quality Management	(3)
MGMT 301	Change Management	(3)
MGMT 315	Decision Making in Management	(3)
MGMT 333	Organizational Behavior	(3)
MGMT 350	Organizational Communication and Leadership	(3)
MGMT 413	Management Capstone	(3)

In addition, students must complete two courses (6 credits) at the 300-level or above, from the following courses:

MGMT 303	Management and Leadership	(3)
MGMT 343	Quantitative Research Methods for Business	(3)
MGMT 389	Special Topics	(3)
MGMT 415	Services Management	(3)
BUS 389	Special Topics	(3)
BUS 489	Interdisciplinary Honors Seminar	(3)
BEAL 403	Corporate Governance and Ethics	(3)
HR 305	Human Resources Management	(3)

# BACHELOR OF BUSINESS ADMINISTRATION IN MARKETING

Marketing is a leading field in business, responsible for researching and satisfying customer needs through product and service development, pricing, promotion, and distribution. In addition to being an exciting and creative academic major, marketing is practical and provides vital skills for success in both professional and personal lives. In today's competitive market, no business can succeed without effective marketing. At AUK, the Marketing Department offers exciting and powerful courses taught by outstanding professors that include Principles of Marketing, International Marketing, Advertising and Promotion, Consumer Behavior, Marketing Research, Marketing Strategy, E-Commerce, Marketing of Services, and Supply Chain Management. These courses provide professional skills needed in the job market, both in Kuwait and internationally.

Graduates with a BBA in Marketing are sought by many employers including international corporations, governmental agencies, private and non-governmental organizations, and financial institutions. Students with a BBA in Marketing can be employed in a diverse range of jobs in areas such as sales, retailing, advertising, public relations, logistics management, international marketing management, customer relationship management, marketing research, tourism management, e-commerce, media marketing, brand management, career (placement) marketing, real estate, market analysis, digital marketing, social media marketing, and marketing strategy. Marketing is the number one field of employment in many countries. In addition, marketing graduates with a BBA degree can pursue a great variety of graduate degrees anywhere in the world.

## MISSION STATEMENT

The BBA program in Marketing at AUK prepares the best marketing professionals in Kuwait and beyond, through an excellent American system of education based on innovation, creativity, and critical thinking.

## VISION

We aspire to make the marketing major at AUK the best in Kuwait and the Gulf region.

## VALUES

- Highest professional quality in teaching, research, and service.
- Adherence to the highest ethical standards and social responsibility.
- Equality, social justice, respect, and honesty.
- Transparency, freedom of expression, and accessibility.
- Creativity, innovation, critical thinking, and leadership.



## LEARNING OUTCOMES

In addition to the BBA learning outcomes, upon completion of the BBA in Marketing students will be able to:

- Analyze customer segments and make optimal decisions about which segment(s) to target.
- Use basic marketing research skills for gathering necessary data and for analyzing customer data.
- Make product/service decisions to fit with customer needs in target segments.
- Set prices consistent with customer willingness to pay and consistent with company needs to be profitable.
- Plan supply chain and distribution channel structures and set channel policies.
- Plan marketing communications adapted to the characteristics of the product/service and to the customer segment.
- Develop a coherent marketing plan.

## MARKETING MAJOR COURSES (24 CREDIT HOURS)

To be awarded a BBA in Marketing, students must complete the following six courses (18 credit hours):

MRKT 309	Digital Marketing	(3)
MRKT 329	International Marketing	(3)
	OR	
MRKT 330	Service Marketing	(3)
MRKT 349	Buyer Behavior	(3)
MRKT 355	Promotion and Advertising	(3)
MRKT 401	Marketing Research	(3)
MRKT 413	Marketing Capstone	(3)

In addition, students must complete two courses (6 credits) at the 300-level or above from the following courses:

MRKT 329	International Marketing	(3)
MRKT 330	Service Marketing	(3)
MRKT 340	Social Media Marketing	(3)
MRKT 389	Special Topics	(3)
MRKT 415	Supply Chain Management	(3)
BUS 389	Special Topics	(3)
BUS 489	Interdisciplinary Honors Seminar	(3)
BEAL 403	Corporate Governance and Ethics	(3)

# MINORS IN THE COLLEGE OF BUSINESS AND ECONOMICS

Students may elect to complement their major with a minor, defined as specialization in a discipline outside their chosen major. Students choosing to add a minor in one of the following areas should consult an academic advisor in the appropriate discipline.

The College oversees the following minors:

- Business Administration (for non-business majors)
- Economics
- Human Resource Management

The minor in business administration is designed for students majoring in any of AUK's degree programs (BA, BE, or BS) except the BBA degree programs in Accounting, Economics, Finance, Management, and Marketing.

The minor in human resource management is designed for students majoring in any of AUK's degree programs.

## GENERAL DEGREE REQUIREMENTS FOR A MINOR

Students 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.

## MINOR IN BUSINESS ADMINISTRATION PROGRAM

This minor is designed to provide non-business majors the opportunity to complement their undergraduate education with an understanding of business administration.

## PROGRAM REQUIREMENTS

The program requires students to complete six courses (18 credits) comprised of four core courses and two electives. The program may be completed in three consecutive semesters. Commencing in the student's junior year, the four core courses provide students with a balanced and integrated exposure to key functional areas in business and ways of thinking about, and analyzing, the world from a responsible business perspective. The two electives provide students the opportunity to develop knowledge in or explore a specific aspect of business of their choice.

## Required Core Courses (12 credit hours)

The program requires students to complete six courses (18 credit hours). Ideally, the courses must be selected from the twelve courses (36 credit hours) designated as BBA core courses. Notwithstanding this, at least 2 courses (6 credit hours) must be from the upper-level courses in business designated 300 or above with prefix ACCT; BEAL; BUS; ECON; ENTR; HR; MGMT; and MRKT.

### BBA Core Courses

#### Lower-Level Courses (Total Credits)

ACCT 201	Principles of Financial Accounting	(3)
ACCT 205	Managerial Accounting	(3)
BUS 209	Quantitative Methods of Business	(3)
ECON 200	Principles of Microeconomics	(3)
ECON 201	Principles of Macroeconomics	(3)
FINC 232	Financial Management	(3)
MGMT 201	Principles of Management	(3)
MRKT 200	Principles of Marketing	(3)

#### Upper-Level Courses (Total Credits) 12

BEAL 401	Legal & Ethical Issues in Business	(3)
BUS 321	International Business Management	(3)
ENTR 313	Managing Entrepreneurial Ventures	(3)
MGMT 346	Production & Operations Management	(3)

## MINOR IN ECONOMICS PROGRAM

A minor in economics acquaints students with economic knowledge that will be complementary to business and non-business majors. In a vastly transforming and globalizing world, an economics minor improves our understanding of economic, political, and social events and the context in which they develop. It also enhances one's analytical and decision-making competence in the realm of business and even on a personal level.

### PROGRAM REQUIREMENTS

Students must complete six courses (18 credit hours) for the minor. In terms of the University program requirements, students 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.

### Required Core Courses (6 credit hours)

The following two courses (6 credit hours) are core courses for the economics minor:

ECON 200	Principles of Microeconomics	(3)
ECON 201	Principles of Macroeconomics	(3)

#### Electives (12 credit hours)

In addition, students must choose, in consultation with their academic advisor, four courses (12 credit hours) from among the following:

ECON 302	Quantitative Methods for Business and Economics	(3)
ECON 304	Economics of Labor	(3)

ECON 305	International Economics	(3)
ECON 310	Intermediate Microeconomics	(3)
ECON 312	Intermediate Macroeconomics	(3)
ECON 315	Managerial Economics	(3)
ECON 351	Money and Banking	(3)
ECON 363	Environmental & Resource Economics	(3)
ECON 369	Short Course	(1-3)
ECON 389	Special Topics	(3)
ECON 405	Comparative Economic Systems	(3)
ECON 409	Economic Development	(3)
ECON 429	Environmental & Energy Policy	(3)
ECON 452	Econometrics	(3)
ECON 485	Seminar in Economics	(3)

Notwithstanding the electives offered above, students may opt to pursue at most 2 courses (6 credit hours) in two non-economic related courses at the 300-level or above. These courses may include at most two of the following:

BUS 389	Special Topics in Business	(3)
BUS 489	Interdisciplinary Honors Seminar	(3)
PLSC 302	Public Policy	(3) [S]
PLSC 306	Global Political Economy	(3) [S]
ELEG 400	Environmental Aspects of Energy Systems	(3)
ELEG 412	Renewal Energy Systems	(3)
ENGR 330	Engineering Economics	(3)
ENVS 310	Environmental Ethics	(3) [S]
ENVS 320	Global Environment Policy	(3) [S]
IR 309	Dynamics of Globalization	(3) [S]
IR 339	International Organizations	(3) [S]
IR 405	Comparative Economic and Political Systems	(3)

# MINOR IN HUMAN RESOURCE MANAGEMENT PROGRAM

This interdisciplinary minor seeks to develop well-rounded graduates with personal qualities and skills that extend beyond familiarity with current HR practices to include a sound understanding of social, behavioral, and political sciences. It seeks to develop graduates who can think critically, act ethically, and meet the challenges of an ever-changing environment.

The minor is structured with a small core—comprised of courses in Human Resource Management, Organizational Behavior, and Work and Well-being—embedded in a selection of electives reflecting a traditional liberal arts and interdisciplinary curriculum. The electives include courses from such disciplines as economics, international relations, political science, psychology, and the behavioral sciences.

Because an interdisciplinary background is especially appropriate for positions in HR, this minor is ideal for students majoring in one of the social science programs as well as those majoring in business. The minor is for those who want to pursue careers in business, government, and/or educational institutions.

## LEARNING OUTCOMES

- Upon completion of the minor in human resource management the student will be able to:
- Discuss the importance of thinking systematically and strategically about managing human assets.
- Explain how cultures frame options open to human resource managers around the world.
- Formulate, implement, and evaluate human resource policies and procedures.
- Demonstrate understanding of theories and practices affecting employee motivation and control.
- Critically discuss and assess contemporary issues confronting human resource policy formulation and implementation in private, public, for profit, and not-for-profit organizations.

## PROGRAM REQUIREMENTS

Students wanting to earn a minor in human resource management are required to take six courses (18 credit hours) comprised of three required core courses and three electives.

### Required Core Courses (9 Credit Hours)

Students are required to complete the following three core courses (9 credit hours):

MGMT 201	Principles of Management	(3)
MGMT 333	Organizational Behavior	(3)
HR 305	Human Resources Management	(3)

In addition, students must complete three courses (9 credit hours) designated 300 or above with the prefix HR; BUS; ECON; MGMT; PLSC; PSYC; and SBSA.)

Students may upon advisement pursue other upper-level courses offered at AUK.

# 10. COLLEGE OF ENGINEERING & APPLIED SCIENCES

OFFICE OF THE DEAN

MISSION

VISION

VALUES

PROGRAM ACCREDITATION

UNDERGRADUATE PROGRAMS

BACHELOR OF ENGINEERING (BE) PROGRAMS

*BACHELOR OF ENGINEERING IN COMPUTER ENGINEERING*

*BACHELOR OF ENGINEERING IN ELECTRICAL ENGINEERING*

*BACHELOR OF ENGINEERING IN SYSTEMS ENGINEERING*

*DOUBLE MAJOR IN ELECTRICAL/COMPUTER ENGINEERING*

*DOUBLE MAJOR IN COMPUTER SYSTEMS ENGINEERING*

*DOUBLE MAJOR IN ELECTRICAL/SYSTEMS ENGINEERING*

BACHELOR OF SCIENCE (BS) PROGRAMS

*BACHELOR OF SCIENCE IN COMPUTER SCIENCE*

*BACHELOR OF SCIENCE IN INFORMATION SYSTEMS*

*MINOR IN COMPUTER SCIENCE*

*MINOR IN INFORMATION SYSTEMS*

*DOUBLE MAJOR*

*INTERNSHIP*

# COLLEGE OF ENGINEERING & APPLIED SCIENCES OFFICE OF THE DEAN

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## OFFICE OF THE DEAN

### MISSION

The College of Engineering and Applied Sciences (CEAS) is committed to cultivating an inspiring and innovative learning environment that contributes to a culture of lifelong learning driven by the core values of liberal arts education. In its pursuit of excellence in teaching, research and community engagement, the College offers high quality programs in engineering and computing.

### VISION

CEAS aims to establish a presence as a leading college recognized locally, regionally, and internationally for offering high quality education in different fields of engineering and computing, innovative multi-disciplinary research, and the positive contributions of its graduates.

### VALUES

The values of the College of Engineering and Applied Sciences are:

- Excellence: Commitment to high quality teaching and research.
- Integrity: Commitment to professional standards and ethics.
- Creativity: Fostering ingenuity and innovation.
- Collaboration: Encouraging cross-discipline and cross-border partnerships.
- Professionalism: Reflecting collegiality, leadership, and civic responsibility.

### PROGRAM ACCREDITATION

Accreditation Board for Engineering & Technology (ABET)

The BE degree program in Computer Engineering is accredited by the Engineering Accreditation Commission of ABET, the global accreditor of college and university programs in applied science, computing, engineering, and engineering technology.

The BE degree program in Electrical Engineering is accredited by the ABET Engineering Accreditation Commission, the global accreditor of college and university programs in applied science, computing, engineering, and engineering technology.

The BSc degree program in Computer Science is accredited by the ABET Computing Accreditation Commission, the global accreditor of college and university programs in applied science, computing, engineering, and engineering technology.

## UNDERGRADUATE PROGRAMS

Students entering the College of Engineering and Applied Sciences select one of the following degrees:

### Bachelor of Engineering (BE)

Within BE, students can choose between the following programs:


BE in Computer Engineering  
BE in Electrical Engineering  
BE in Systems Engineering

### Bachelor of Science (BS)

Within BS, students can choose between the following programs:

BS in Computer Science  
BS in Information Systems

# BACHELOR OF ENGINEERING (BE) PROGRAMS



The world we live in has become increasingly dependent on advances made in part by electrical, computer, and systems engineering. The impacts of these three engineering fields span a wide spectrum of life aspects ranging from energy, electrical power, sustainable development, and communications to computers and computer networks, to instruments for all sectors of society from entertainment to healthcare, and from space exploration to ocean exploration. Computer engineers are improving the ability of computers to ‘see’ and ‘think’. They are making computers more mobile, and even incorporating computers into fabrics, clothes, and almost all industries. Electrical engineers are exploring renewable energy sources, leading sustainable development, promoting modern control of industrial machinery, to name a few. Systems engineers are concerned with managing medium to large-scale engineering projects and the effective design, production, deployment, operation, maintenance, and refinement of reliable industrial systems within constraints.

The electrical, computer, and systems engineering programs at AUK prepare future engineering leaders through an innovative engineering education that bridges science and engineering, enterprise, and the society. Their curricula are built on four pillars: math & science; electrical, computer, or systems engineering design; arts, humanities & social sciences; and entrepreneurship. The math & science sequence teaches fundamental ideas and techniques whose application makes engineering possible. Under the design pillar, students complete design projects that enable them to apply technical and non-technical knowledge and skills, develop understanding of design process, identify, and define problems and muster the resources necessary to realize solutions. This process comes to a synthesis in a yearlong capstone design course. Under the arts, humanities & social sciences pillar, students develop a broad knowledge of social, cultural, and humanistic contexts and foster the ability to apply contextual thinking in the study of electrical, computer, or systems engineering and other disciplines. Entrepreneurship is the process of identifying opportunities, fulfilling human needs, and creating value. Under this pillar, AUK’s electrical, computer, or systems engineering students will demonstrate a capacity to identify social, technical, and economic opportunities to predict challenges and the cost



associated with the pursuit of opportunities, and to make decisions about which opportunities are worthy of pursuit.

Typical industries hiring electrical, computer, and/or systems engineers include both private & government sectors such as financial services, computer software & hardware companies, petroleum & chemical companies, defense & interior contractors, consulting, transportation, power, manufacturing, and consumer goods, to name a few. Electrical, computer, or systems engineers are equally successful in large multinational firms and small startups.

Three undergraduate programs are offered by the college, that lead to the degree of Bachelor of Engineering:

Computer Engineering (CPEG)  
Electrical Engineering (ELEG)  
Systems Engineering (STEG)

## **MISSION STATEMENT**

The college strives to provide high-quality engineering education centered around the key principles of liberal arts, specifically, lifelong learning, critical thinking, and effective communication. The engineering programs prepare students to become successful engineers and be able to contribute effectively to their profession and community.

## **VISION**

The college aspires for its engineering programs to be recognized locally, regionally, and internationally for providing quality engineering education.

## **VALUES**

- Freedom of thought, expression, and intellectual inquiry.
- Respect for individual identity and rights, and cultural diversity.
- Adherence to the standards of modern and high-quality engineering education.
- Commitment to professional and ethical responsibility.
- Promoting innovation and successful contributions to the society.

## **PROGRAM EDUCATIONAL OBJECTIVES**

The objectives of the ELEG, CPEG, and STEG programs are to graduate students who:

- Communicate effectively with professionals from different areas of specialization.
- Succeed in an electrical, computer, or systems engineering career by demonstrating leadership and ability to grow professionally in competence.
- Apply principles of electrical, computer, or systems engineering, exhibit critical thinking in problem-solving, and take into consideration ethical and societal impacts.

## STUDENT OUTCOMES

By the time of graduation, ELEG, CPEG, and STEG students will possess:

- An ability to identify, formulate, and solve complex engineering problems by applying principles of engineering, science, and mathematics.
- An ability to apply engineering design to produce solutions that meet specific needs with consideration of public health, safety, and welfare, as well as global, cultural, social, environmental, and economic factors.
- An ability to communicate effectively with a range of audiences.
- An ability to recognize ethical and professional responsibilities in engineering situations and make informed judgments which must consider the impact of engineering solutions in global, economic, environmental, and societal contexts.
- An ability to function effectively on a team whose members together provide leadership, create a collaborative and inclusive environment, establish goals, plan tasks, and meet objectives.
- An ability to develop and conduct appropriate experimentation, analyze, and interpret data, and use engineering judgment to draw conclusions.
- An ability to acquire and apply new knowledge as needed, using appropriate learning strategies.

## ADMISSION TO THE PROGRAMS

Admission to the computer, electrical, or systems engineering programs takes place upon the successful completion of the course MATH 110 with a grade of (C-).

Transfer equivalencies from ABET accredited programs (<http://www.abet.org>) or equivalent will be considered. We also accept transfer from non-accredited programs for the courses that do not fall under the prefixes CPEG, ELEG, STEG, ENGR, or CSIS.

# BACHELOR OF ENGINEERING IN COMPUTER ENGINEERING UNIVERSITY DEGREE REQUIREMENTS (140 CREDIT HOURS):

To receive a Bachelor of Engineering in Computer Engineering, students must complete at least 140-144 credit hours. Students are required to complete a minimum of 30 credit hours of upper-level courses (300-level or above) at AUK, of which at least 18 credit hours need to be taken in the major.

General Education Requirements, composed of:	(45 or 49)
Related field requirements applicable to Gen Ed requirements	(16)
Remaining Gen Ed requirements	(29-33)
Related Field Requirements not applicable to Gen Ed	(26)
Major Requirements composed of:	(69)
Computer Engineering Core	(55)
Computer Engineering Electives	(14)

## MAJOR REQUIREMENTS (69 CREDIT HOURS)

Students must complete all courses (55 credit hours) listed in the computer engineering core courses and four elective courses and two lab electives (14 credit hours) from the computer engineering course electives.

### Computer Engineering Core Courses (55 credit hours)

CPEG 210	Digital Logic Design	(3)
CPEG 210L	Digital Logic Design Laboratory	(1)
CPEG 220	Computer Organization and Architecture	(3)
CPEG 330	Microprocessors and Interfacing	(3)
CPEG 330L	Microprocessors and Interfacing Laboratory	(1)
CPEG 340	Embedded System Design	(3)
CPEG 340L	Embedded System Design Laboratory	(1)
CPEG 350	Data and Computer Communications	(3)
CPEG 440	Computer Networks	(3)
CPEG 475	Senior Design Capstone I	(3)
CPEG 480	Senior Design Capstone II	(3)
CSIS 130	Computer Programming II	(4)[I]
CSIS 210	Data Structures and Algorithms	(3)
CSIS 310	Introduction to Operating Systems	(3)
CSIS 330	Software Engineering	(3)
ELEG 220	Electric Circuits	(3)
ELEG 220L	Electric Circuits Laboratory	(1)
ELEG 270	Electronics	(3)
ELEG 270L	Electronics Laboratory	(1)

ELEG 320	Signals and Systems	(3)
ELEG 320L	Signals and Systems Laboratory	(1)
ENGR 330	Engineering Economics	(3)

### Computer Engineering Course Electives (14 credit hours)

Four course electives (12 credit hours) and two lab electives (2 credit hours) must be selected in consultation with the academic advisor from 200-level or higher CPEG, ELEG, STEG, ENGR, and/ or CSIS courses. The electives must be chosen according to the following rules:

- At least two of the course electives must be CPEG courses.
- At least one of the lab electives must be a CPEG lab.
- At least two of the course electives must be 300-level or higher courses.
- A maximum of one course elective can be selected from the following CSIS courses:

CSIS 230	Programming in a Second Language	(3)
CSIS 250	Database Systems	(3)
CSIS 255	Web Technologies	(3)
CSIS 260	System Analysis and Design	(3)
CSIS 300	E-Commerce	(3)
CSIS 320	Principles of Programming Languages	(3)
CSIS 370	Computer Graphics	(3)
CSIS 400	Theory of Computation	(3)
CSIS 401	Mobile Computing	(3)
CSIS 405	Analysis of Algorithms	(3)
CSIS 415	Artificial Intelligence	(3)
CSIS 425	Advanced Software Engineering	(3)
CSIS 440	Software Project Management	(3)
CSIS 476	Computer Security and Information Assurance	(3)

The remaining course electives are restricted to the following:

CPEG 369	Short Course	(1-3)
CPEG 388	Independent Study	(1-4)
CPEG 389	Special Topics in Computer Engineering	(3)
CPEG 390	Introduction to the Internet of Things	(3)
CPEG 422	Digital Signal Processing	(3)
CPEG 430	Introduction of Soft Computing	(3)
CPEG 441	Hardware/Software Co-Design	(3)
CPEG 450	Network Security	(3)
CPEG 455	Wireless Networks and Mobile Systems	(3)
CPEG 460	Robotics	(3)
CPEG 470	Internship in Computer Engineering	(1-3)
ELEG 300	Engineering Electromagnetics	(3)
ELEG 305	Introduction to Biomedical Engineering	(3)

ELEG 321	Analog and Digital Filters	(3)
ELEG 323	Measurement and Instrumentation	(3)
ELEG 325	Communication Systems	(3)
ELEG 389	Special Topics in Electrical Engineering	(3)
ELEG 421	Control Systems	(3)
ELEG 422	Digital Control Systems	(3)
ELEG 450	Modern Antennas in Wireless Telecommunications	(3)
ELEG 472	CMOS Digital Circuit Design	(3)
STEG 220	Engineering Statistical Analysis	(3)
STEG 330	Operations Research I	(3)
STEG 340	Engineering Project Management	(3)
STEG 341	Production and Operations Management	(3)
STEG 345	Quality Control	(3)
STEG 350	Human Factors Engineering	(3)
STEG 389	Special Topics in Systems Engineering	(3)
STEG 451	Health and Safety Engineering	(3)
ENGR 200	Engineering Design	(3)
ENGR 300	Engineering Ethics	(3)
ENGR 310	Engineering Entrepreneurship II	(3)
ENGR 389	Special Topics	(3)

Lab electives are restricted to the following:

CPEG 201L	MATLAB Programming Laboratory	(1)
CPEG 303L	Advanced Programming for Engineers Laboratory	(1)
CPEG 331L	Automation and Data Acquisition Laboratory	(1)
CPEG 350L	Data and Computer Communications Laboratory	(1)
ELEG 301L	Programmable Logic Controllers Laboratory	(1)
ELEG 323L	Measurement and Instrumentation Laboratory	(1)
ELEG 421L	Control Systems Laboratory	(1)
STEG 220L	Engineering Statistical Analysis Laboratory	(1)
STEG 340L	Engineering Project Management Laboratory	(1)

### **RELATED FIELD REQUIREMENTS (42 CREDIT HOURS)**

The related field requirements component is composed of six math courses (20 credit hours), three science courses (12 credit hours), one computer science course (4 credit hours), and two management and entrepreneurship courses (6 credit hours). Students must complete:

Math Courses (20 credit hours)

MATH 201	Calculus I	(3)[M]
MATH 203	Calculus II	(3)[M]
MATH 207	Advanced Engineering Mathematics	(4)
MATH 210	Differential Equations	(3)[M]
MATH 213	Discrete Mathematics	(3)[M]
STAT 214	Statistics for Engineers	(4)[M]

Sciences Courses (12 credit hours)

PHYS 115	General Physics I	(3)[P]
PHYS 115L	General Physics I Laboratory	(1)[P]
PHYS 116	General Physics II	(3)[P]
PHYS 116L	General Physics II Laboratory	(1)[P]
CHEM 101	General Chemistry I	(3)[P]
CHEM 101L	General Chemistry Laboratory I	(1)[P]

Computer Science Course (4 credit hours)

CSIS 120	Computer Programming I	(4)[T]
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Management and Entrepreneurship Courses (6 credit hours)

MGMT 201	Principles of Management	(3)
ENGR 210	Engineering Entrepreneurship I	(3)

## BACHELOR OF ENGINEERING IN ELECTRICAL ENGINEERING UNIVERSITY DEGREE REQUIREMENTS (140 CREDIT HOURS):

To earn a Bachelor of Engineering in Electrical Engineering, students must complete at least 140-144 credit hours. Students are required to complete a minimum of 30 credit hours of upper-level courses (300-level or above) at AUK, of which at least 18 credits hours need to be taken in the major:

General Education Requirements, composed of	(45-49)
Related field requirements applicable to Gen Ed requirements	(16)
Remaining Gen Ed requirements (33)	(29-33)
Related Field Requirements not applicable to Gen Ed	(26)
Major Requirements composed of:	(69)
Electrical Engineering Core	(55)
Electrical Engineering Electives	(14)

## MAJOR REQUIREMENTS (69 CREDIT HOURS)

Students must complete all courses (55 credit hours) listed in the electrical engineering core courses and four elective courses and two lab electives (14 credit hours) from the electrical engineering course electives.

### Electrical Engineering Core Courses (55 credit hours)

CPEG 210	Digital Logic Design	(3)
CPEG 210L	Digital Logic Design Laboratory	(1)
CPEG 220	Computer Organization and Architecture	(3)
CPEG 350	Data and Computer Communications	(3)
CSIS 130	Computer Programming II	(4)[T]
CSIS 210	Data Structures and Algorithms	(3)
ELEG 220	Electric Circuits	(3)
ELEG 220L	Electric Circuits Laboratory	(1)
ELEG 270	Electronics	(3)
ELEG 270L	Electronics Laboratory	(1)
ELEG 300	Engineering Electromagnetics	(3)
ELEG 310	Electric Machines and Power Fundamentals	(3)
ELEG 310L	Electric Machines Laboratory	(1)
ELEG 320	Signals and Systems	(3)
ELEG 320L	Signals and Systems Laboratory	(1)
ELEG 330	Power System Analysis	(3)
ELEG 330L	Power Systems Laboratory	(1)
ELEG 421	Control Systems	(3)
ELEG 471	Power Electronics	(3)
ELEG 475	Senior Design Capstone I	(3)
ELEG 480	Senior Design Capstone II	(3)
ENGR 330	Engineering Economics	(3)

### Electrical Engineering Course Electives (14 credit hours)

- Four course electives (12 credit hours) and two lab electives (2 credit hours) must be selected in consultation with the academic advisor from 200-level or higher CPEG, ELEG, STEG, and/or ENGR courses. The electives must be chosen according to the following rules:
- At least two of the course electives must be ELEG courses.
- At least one of the lab electives must be an ELEG lab.

At least two of the course electives must be 300-level or higher courses.

Course electives are restricted to the following:

CPEG 330	Microprocessors & Interfacing	(3)
CPEG 340	Embedded System Design	(3)
CPEG 389	Special Topics in Computer Engineering	(3)
CPEG 390	Introduction to the Internet of Things	(3)
CPEG 422	Digital Signal Processing	(3)
CPEG 430	Introduction of Soft Computing	(3)
CPEG 441	Hardware/Software Co-Design	(3)
CPEG 450	Network Security	(3)
CPEG 455	Wireless Networks and Mobile Systems	(3)
CPEG 460	Robotics	(3)
ELEG 305	Introduction to Biomedical Engineering	(3)
ELEG 311	Power Distribution and Utilization	(3)
ELEG 321	Analog and Digital Filters	(3)
ELEG 323	Measurement and Instrumentation	(3)
ELEG 325	Communication Systems	(3)
ELEG 331	Power System Protection	(3)
ELEG 340	Fundamentals of High Voltage Engineering	(3)
ELEG 369	Short Course	(1-3)
ELEG 388	Independent Study	(1-4)
ELEG 389	Special Topics in Electrical Engineering	(3)
ELEG 411	Electric Drives	(3)
ELEG 412	Renewable Energy Systems	(3)
ELEG 422	Digital Control Systems	(3)
ELEG 450	Modern Antennas in Wireless Telecommunications	(3)
ELEG 470	Internship in Electrical Engineering	(1-3)
ELEG 472	CMOS Digital Circuit Design	(3)
STEG 220	Engineering Statistical Analysis	(3)
STEG 330	Operations Research I	(3)
STEG 340	Engineering Project Management	(3)
STEG 341	Production and Operations Management	(3)
STEG 345	Quality Control	(3)
STEG 350	Human Factors Engineering	(3)
STEG 389	Special Topics in Systems Engineering	(3)
STEG 451	Health and Safety Engineering	(3)
ENGR 200	Engineering Design	(3)
ENGR 300	Engineering Ethics	(3)
ENGR 310	Engineering Entrepreneurship II	(3)
ENGR 389	Special Topics	(3)



Lab electives are restricted to the following:

CPEG 201L	MATLAB Programming Laboratory	(1)
CPEG 330L	Microprocessors and Interfacing Laboratory	(1)
CPEG 331L	Automation and Data Acquisition Laboratory	(1)
CPEG 340L	Embedded System Design Laboratory	(1)
CPEG 350L	Data Communications and Computer Networks Laboratory	(1)
ELEG 301L	Programmable Logic Controllers Laboratory	(1)
ELEG 323L	Measurement and Instrumentation Laboratory	(1)
ELEG 331L	Power System Protection Laboratory	(1)
ELEG 421L	Control Systems Laboratory	(1)
ELEG 471L	Power Electronics Laboratory	(1)
STEG 220L	Engineering Statistical Analysis Laboratory	(1)
STEG 340L	Engineering Project Management Laboratory	(1)

### RELATED FIELD REQUIREMENTS (42 CREDIT HOURS)

The related field requirement component is composed of six math courses (20 credit hours), three science courses (12 credit hours), one computer science course (4 credit hours), and two management and entrepreneurship courses (6 credit hours). Students must complete:

#### Math Courses (20 credit hours)

MATH 201	Calculus I	(3)[M]
MATH 203	Calculus II	(3)[M]
MATH 207	Advanced Engineering Mathematics	(4)
MATH 210	Differential Equations	(3)[M]
MATH 213	Discrete Mathematics	(3)[M]
STAT 214	Statistics for Engineers	(4)[M]

#### Sciences Courses (12 credit hours)

PHYS 115	General Physics I	(3)[P]
PHYS 115L	General Physics I Laboratory	(1)[P]
PHYS 116	General Physics II	(3)[P]
PHYS 116L	General Physics II Laboratory	(1)[P]
CHEM 101	General Chemistry I	(3)[P]
CHEM 101L	General Chemistry Laboratory I	(1)[P]

#### Computer Science Course (4 credit hours)

CSIS 120	Computer Programming I	(4)[T]
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### Management and Entrepreneurship Courses (6 credit hours)

MGMT 201	Principles of Management	(3)
ENGR 210	Engineering Entrepreneurship I	(3)

## **BACHELOR OF ENGINEERING IN SYSTEMS ENGINEERING UNIVERSITY DEGREE REQUIREMENTS (140-144 CREDIT HOURS):**

To receive a Bachelor of Engineering in Systems Engineering students must complete at least 140-144 credit hours. Students are required to complete a minimum of 30 credit hours of upper-level courses (300-level or above) at AUK, of which at least 18 credits hours need to be taken in the major:

General Education Requirements, composed of	(45-49)
Related field requirements applicable to Gen Ed requirements	(16)
Remaining Gen Ed requirements (33)	(29-33)
Related Field Requirements not applicable to Gen Ed	(26)
Major Requirements composed of:	(69)
Systems Engineering Core	(55)
Systems Engineering Electives	(14)

### **MAJOR REQUIREMENTS (69 CREDIT HOURS)**

Students must complete all courses (55 credit hours) listed in the systems engineering core courses and four elective courses and two lab electives (14 credit hours) from the systems engineering course electives.

### Systems Engineering Core Courses (55)

STEG 210	Dynamic Systems	(3)
STEG 210L	Dynamic Systems Laboratory	(1)
STEG 220	Engineering Statistical Analysis	(3)
STEG 321	Systems Simulation	(3)
STEG 321L	Systems Simulation Laboratory	(1)
STEG 330	Operations Research I	(3)
STEG 331	Operations Research II	(3)
STEG 340	Engineering Project Management	(3)
STEG 341	Production and Operations Management	(3)
STEG 345	Quality Control	(3)
STEG 350	Human Factors Engineering	(3)
STEG 442	Supply Chain Engineering	(3)
STEG 475	Senior Design Capstone I	(3)
STEG 480	Senior Design Capstone II	(3)
ELEG 220	Electric Circuits	(3)
ELEG 220L	Electric Circuits Laboratory	(1)

ELEG 421	Control Systems	(3)
ENGR 200	Engineering Design	(3)
ENGR 330	Engineering Economics	(3)
CSIS 130	Computer Programming II	(4)[T]

### Systems Engineering Course Electives (14 credit hours)

Four course electives (12 credit hours) and two lab electives (2 credit hours) must be selected in consultation with the academic advisor from 200-level or higher CPEG, ELEG, STEG, ENGR, and/ or CSIS courses. The electives must be chosen according to the following rules:

- At least two of the course electives must be STEG courses.
- At least one of the lab electives must be a STEG lab.
- At least two of the course electives must be 300-level or higher courses.
- A maximum of one course elective could be selected from the following CSIS electives:

CSIS 250 Database Systems (3)

CSIS 255 Web Technologies (3)

Course electives are restricted to the following:

CPEG 210	Digital Logic Design	(3)
CPEG 221	Computer Systems Engineering	(3)
CPEG 305	Algorithms in Computer Systems Engineering	(1-3)
CPEG 389	Special Topics in Computer Engineering	(3)
ELEG 305	Introduction to Biomedical Engineering	(3)
ELEG 315	Electrical Systems Engineering	(3)
ELEG 323	Measurement and Instrumentation	(3)
ELEG 389	Special Topics in Electrical Engineering	(3)
ELEG 422	Digital Control Systems	(3)
STEG 369	Short Course	(1-3)
STEG 388	Independent Study	(1-4)
STEG 389	Special Topics in Systems Engineering	(3)
STEG 422	Advanced Simulation	(3)
STEG 431	Stochastic Operations Research	(3)
STEG 446	Engineering Reliability	(3)
STEG 451	Health and Safety Engineering	(3)
STEG 452	Productivity Improvement	(3)
STEG 465	Petroleum Engineering	(3)
STEG 470	Internship in Systems Engineering	(1-3)
ENGR 300	Engineering Ethics	(3)
ENGR 389	Special Topics	(3)

Lab electives are restricted to the following:

CPEG 201L	MATLAB Programming Laboratory	(1)
CPEG 210L	Digital Logic Design Laboratory	(1)
CPEG 221L	Computer Systems Engineering Laboratory	(1)
CPEG 331L	Automation and Data Acquisition Laboratory	(1)
ELEG 301L	Programmable Logic Controllers Laboratory	(1)
ELEG 315L	Electrical Systems Engineering Laboratory	(1)
ELEG 323L	Measurement and Instrumentation Laboratory	(1)
ELEG 421L	Control Systems Laboratory	(1)
STEG 220L	Engineering Statistical Analysis Laboratory	(1)
STEG 340L	Engineering Project Management Laboratory	(1)

### RELATED FIELD REQUIREMENTS (42 CREDIT HOURS)

The related field requirement component is composed of five math courses (17 credit hours), three science courses (12 credit hours), one computer science course (4 credit hours), and three management and entrepreneurship courses (9 credit hours). Students must complete:

#### Math Courses (17 credit hours)

MATH 201	Calculus I	(3)[M]
MATH 203	Calculus II	(3)[M]
MATH 207	Advanced Engineering Mathematics	(4)
MATH 210	Differential Equations	(3)[M]
STAT 214	Statistics for Engineers	(4)[M]

#### Sciences Courses (12 credit hours)

PHYS 115	General Physics I	(3)[P]
PHYS 115L	General Physics I Laboratory	(1)[P]
PHYS 116	General Physics II	(3)[P]
PHYS 116L	General Physics II Laboratory	(1)[P]
CHEM 101	General Chemistry I	(3)[P]
CHEM 101L	General Chemistry Laboratory I	(1)[P]

#### Computer Science Course (4 credit hours)

CSIS 120	Computer Programming I	(4)[I]
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#### Management and Entrepreneurship Courses (9 credit hours)

MGMT 201	Principles of Management	(3)
ENGR 210	Engineering Entrepreneurship I	(3)
ENGR 310	Engineering Entrepreneurship II	(3)

## INTERNSHIP

Eligibility: A student with a cumulative major GPA of at least 2.70 at the beginning of the junior or senior year may elect to pursue an internship course. The internship is completed through the following stages:

- **Program Discussion:** Potential interns (junior or senior majors) are advised on the nature and purpose of an internship. The essential point is that they learn that there is a significant difference between the theory they learn in the classroom and the practice they will encounter during their internship.
- **Internship Contract Signed:** The next stage is to have a meeting with the organization that has agreed to provide the internship. At this meeting, the nature of the internship is discussed, and the student, the off-campus supervisor, and the 470-course instructor sign the form. At this meeting, special details of the internship are agreed upon in the format of a contract between the three parties.
- **Visit to Place of Work:** At the time of the contract signing, or at a time near to this meeting, the 470 instructor visits the place of work where the student is going to be working and checks that the environment is suitable and that the nature of the work and the place of work go together.
- **Contact Off-campus Supervisor:** Contact is established between the off-campus supervisor and the 470 instructor to ensure that if any problems arise during the internship there is a clear understanding of the roles each party will play in making sure that the student has a quality learning experience.
- **Weekly Progress Reports from Intern:** During the period of the internship, interns are expected to email the 470-course instructor every week to report on progress and activity. Students are expected to record their activities so that they can, in the future, review what activities have occupied their time while they were on an internship.
- **Continuous Assessment of the Intern:** Interns will be required to fill a logbook. They should record their daily activities and have their on-site supervisor sign it at the end of every week. Also, the off-campus supervisor will be consulted by the 470-course instructor one week after the beginning of the internship to make sure that the student successfully started her/his activities.
- **Intern's Final Report:** At the end of an intern's period of work the intern is required to present a Report of Activity. This report is to record the activities that the student has completed. The program will provide a general template for the report, which is a summary of their logbook. Students may add to the template. Once the report is submitted it is reviewed by the 470-course instructor, additions may be requested during an interview and discussion with the student.
- **Final Presentation:** The student must give a public presentation to the college about his/her experience. This may be done on-site, if necessary.
- **Final Assessment:** Students should obtain a certificate of completion/accomplishment from their off-campus supervisor at the end of their internship. The 470-course instructor then confirms the off-campus supervisor's assessment. After the student presents her/his findings and submits all the required deliverables, the 470 instructor submits the final grade of either Pass or No Pass.

### Grade Distribution:

Weekly progress reports 30%

Work supervisor report 20%

Final Report 30%

Final Presentation 20%

## Guidelines

- The student is limited to a maximum of 6 credits hours of internship. A maximum of 3 credit hours (taken in increments of 1, 2 or 3 credits) may be applied to the major electives. An additional 3 credit hours of internship may be counted towards a second major, minor or as free electives.
- For the durations of the semester—16 weeks, students should work at least 2.5 hours per week (for 1 credit); 7.5 hours per week (for 3 credits); 10 hours per week (for 4 credits); and 15 hours per week (for 6 credits). A minimum of 120 hours is required for 3 credits, 80 hours for 2 credits, and 40 hours for 1 credit. For the Summer semester, a minimum of 25 hours per week is required (6 weeks).
- The college sets the standards for the internship and reserves the right to decide on the suitability of the work experience.
- The college may assist students to find suitable employment.
- Students are encouraged to find their own placements. However, the college must be advised before a student approaches a prospective organization.
- The 470 instructors will visit the place of work where the student will be working to determine if the environment is suitable and that the nature of the work and place of work are in synergy.
- Contact will be established between the 470 instructors and on-site supervisor to ensure that if any problems arise during the internship, there is a clear understanding of the roles each party will play to ensure that the student has a quality learning experience.
- A placement is not secured until it has been approved by the college, and the student has signed and returned the Student Internship Agreement.
- Students are required to meet with the 470 instructor at least once a week to report on progress and activity.
- Any student who is dismissed from his/her internship must notify the college immediately. Failure to do so within a reasonable amount of time will result in a failing grade.

## DOUBLE MAJOR IN ELECTRICAL & COMPUTER ENGINEERING

Students pursuing a double major in electrical and computer engineering need to complete at least 160-164 credit hours to meet the requirements of both majors. Students can choose between the two capstone course sequences CPEG 475 and CPEG 480, or ELEG 475 and ELEG 480; however, the selected capstone project topic must be a cross of both majors. Six course electives (18 credit hours) and two lab electives (2 credit hours) must be selected in consultation with the academic advisor from 200-level or higher CPEG, ELEG, STEG, ENGR, and/or CSIS courses.

The electives must be chosen according to the following rules:

- At least two of the course electives must be CPEG courses.
- At least two of the course electives must be ELEG courses.
- A maximum of one CSIS course elective
- One of the lab electives must be a CPEG lab.
- One of the lab electives must be an ELEG lab.
- At least four of the course electives must be 300-level or higher courses.

The course electives are restricted to the following:

CPEG Electives:

CPEG 388, 389, 390, 422, 430, 441, 450, 455, 460, 470

ELEG Electives:

ELEG 305, 311, 321, 323, 325, 331, 340, 388, 389, 411, 412, 450, 470, 471, 472

STEG Electives:

STEG 220, 330, 340, 341, 345, 350, 389,451

ENGR Electives:

ENGR 200, 300, 310, 389

CSIS Electives:

CSIS 230, 250, 255, 260, 300, 320, 370, 400, 401, 405, 415, 425, 440, 476

CPEG Lab Electives:

CPEG 201L, 303L, 331L, 350L

ELEG Lab Electives:

ELEG 301L, 323L, 331L, 421L, 471L

STEG Lab Electives:

STEG 220L, 340L

Students joining the double major option after completing a Capstone Course Sequence might need to take a second Capstone Course Sequence depending on their capstone project topic. In the case where a second Capstone Course Sequence is mandated for the student by the college, four course electives (12 credit hours) and two lab electives (2 credit hours) must be selected in consultation with the academic advisor from 200-level or higher CPEG and ELEG courses. The electives must be chosen according to the following rules and restricted to the lists provided above:

- Two of the course electives must be CPEG courses.
- Two of the course electives must be ELEG courses.
- One of the lab electives must be a CPEG lab.
- One of the lab electives must be an ELEG lab.
- At least two of the course electives must be 300-level or higher courses.

Applications from students required to finish less than 144 credit hours for their electrical/computer engineering degree (catalogs prior to AY 2014-15) to join the double major option or to have a second-degree (both AUK and non-AUK graduates) will be considered on a case-by-case basis and might be subject to additional requirements.

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

## DOUBLE MAJOR IN COMPUTER & SYSTEMS ENGINEERING

Students pursuing a double major in computer and systems engineering need to complete at least 160-164 credit hours to meet the requirements of both majors. Students can choose between the two capstone course sequences CPEG 475 and CPEG 480, or STEG 475 and STEG 480; however, the selected capstone project topic must be a cross of both majors. Six course electives (18 credit hours) and two lab electives (2 credit hours) must be selected, in consultation with the academic advisor, from 200-level or higher CPEG, ELEG, STEG, ENGR, and/or CSIS courses. The electives must be chosen according to the following rules:

- At least two of the course electives must be CPEG courses.
- At least two of the course electives must be STEG courses.
- A maximum of one CSIS course elective.
- One of the lab electives must be a CPEG lab.
- One of the lab electives must be a STEG lab.
- At least four of the course electives must be 300-level or higher courses.

The course electives are restricted to the following:

CPEG Electives:

CPEG 388, 389, 422, 430, 441, 450, 455, 460, 470

ELEG Electives:

ELEG 300, 305, 321, 323, 325, 389, 422, 450, 470, 472

STEG Electives:

STEG 388, 389, 422, 431, 446, 451, 452, 465, 470

ENGR Electives:

ENGR 300, 389

CSIS Electives:

CSIS 230, 250, 255, 260, 300, 320, 370, 400, 401, 405, 415, 425, 440, 476

CPEG Lab Electives:

CPEG 201L, 303L, 331L, 350L

ELEG Lab Electives:

ELEG 301L, 323L, 421L

STEG Lab Electives:

STEG 220L, 340L

Students joining the double major option after completing a Capstone Course Sequence might need to take a second Capstone Course Sequence depending on their capstone project topic. In the case where a second Capstone Course Sequence is mandated for the student by the college, four course electives (12 credit hours) and two lab electives (2 credit hours) must be selected in consultation with the academic advisor from 200-level or higher CPEG and STEG courses. The electives must be chosen according to the following rules and restricted to the lists provided above:

- Two of the course electives must be CPEG courses.
- Two of the course electives must be STEG courses.
- One of the lab electives must be a CPEG lab.
- One of the lab electives must be a STEG lab.
- At least two of the course electives must be 300-level or higher courses.



Applications from students required to finish less than 144 credit hours for their computer/systems engineering degree (catalogs prior to AY 2014-15) to join the double major option or to have a second-degree (both AUK and non-AUK graduates) will be considered on a case-by-case basis and might be subject to additional requirements.

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

## **DOUBLE MAJOR IN ELECTRICAL & SYSTEMS ENGINEERING**

Students pursuing a double major in electrical and systems engineering need to complete at least 160-164 credit hours to meet the requirements of both majors. Students can choose between the two capstone course sequences ELEG 475 and ELEG 480, or STEG 475 and STEG 480; however, the selected capstone project topic must be a cross of both majors. Six course electives (18 credit hours) and two lab electives (2 credit hours) must be selected in consultation with the academic advisor from 200-level or higher CPEG, ELEG, STEG, and/or ENGR courses. The electives must be chosen according to the following rules:

- At least two of the course electives must be ELEG courses.
- At least two of the course electives must be STEG courses.
- No CSIS course electives.
- One of the lab electives must be an ELEG lab.
- One of the lab electives must be a STEG lab.
- At least four of the course electives must be 300-level or higher courses.

The course electives are restricted to the following:

CPEG Electives:

CPEG 305, 330, 340, 389, 390, 422, 430, 441, 450, 455, 460, 470

ELEG Electives:

ELEG 305, 311, 321, 323, 325, 331, 340, 388, 389, 411, 412, 422, 450, 470, 471, 472

STEG Electives:

STEG 388, 389, 422, 431, 446, 451, 452, 465, 470

ENGR Electives:

ENGR 300, 389

CPEG Lab Electives:

CPEG 201L, 221L, 303L, 330L, 331L, 340L, 350L

ELEG Lab Electives:

ELEG 301L, 323L, 331L, 421L, 471L

STEG Lab Electives:

STEG 220L, 340L

Students joining the double major option after completing a Capstone Course Sequence might need to take a second Capstone Course Sequence depending on their capstone project topic. In the case where a second Capstone Course Sequence is mandated for the student by the college, four course electives (12 credit hours) and two lab electives (2 credit hours) must be selected in consultation with the academic advisor from 200-level or higher ELEG and STEG courses. The electives must be chosen according to the following rules and restricted to the lists provided above:

- Two of the course electives must be ELEG courses.
- Two of the course electives must be STEG courses.
- One of the lab electives must be an ELEG lab.
- One of the lab electives must be a STEG lab.
- At least two of the course electives must be 300-level or higher courses.

Applications from students required to finish less than 144 credit hours for their electrical/systems engineering degree (catalogs prior to AY 2014-15) to join the double major option or to have a second-degree (both AUK and non-AUK graduates) will be considered on a case-by-case basis and might be subject to additional requirements.

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

# BACHELOR OF SCIENCE (BS) PROGRAMS

Computers are everywhere today. The infrastructures of so many elements of our everyday lives are increasingly dependent on computers and digital communication. Understanding the foundations of this technology and what it can do helps control and shape the processes of modern society.

Two undergraduate programs are offered by the college, that lead to the degree of Bachelor of Science:

Computer Science (CS)  
Information Systems (IS)

The college also offers two minors—a minor in computer science and a minor in information systems.

## MISSION

The college strives to provide its computing students with a quality education based on computing fundamentals, entrepreneurship, and the Liberal Arts. The computing programs prepare its graduates for successful careers in industry, government, and graduate studies, as well as lay the foundation for lifelong learning.

## VISION

The college aspires for its computing programs to be leading programs in Kuwait and the region that offers high-quality undergraduate disciplines in the computing field.

## VALUES

- Teaching: Academic excellence, learning, understanding and application.
- Creativity: Creative ideas and solutions in teaching, learning, research, and scholarship.
- Service: Service to the College, the University, the community, and the discipline.
- Character: Integrity, honesty, professionalism, accountability, and continuous self-improvement.

## ADMISSION TO THE PROGRAMS

Admission to the computer science or information systems programs takes place upon the successful completion of the course MATH 110 with a grade of (C-).

Transfer equivalencies from ABET accredited programs (<http://abet.org>) or equivalent will be considered. We also accept transfer from non-accredited programs for the courses that do not fall under the prefix CSIS.

# BACHELOR OF SCIENCE IN COMPUTER SCIENCE

## PROGRAM EDUCATIONAL OBJECTIVES

The objectives of the CS program are to graduate students who:

- Succeed in a CS-related career by demonstrating leadership and ability to grow professionally in competence, and/or pursue and successfully complete advanced degrees.
- Apply principles of CS and industry computing practices to analyze, design, and implement computer-based solutions.
- Communicate and work effectively with professionals from different areas of specialization.
- Function ethically and responsibly in the profession and society.

## STUDENT OUTCOMES

By the time of graduation, CS students will possess:

- Analyze a complex computing problem and apply principles of computing and other relevant disciplines to identify solutions.
- Design, implement, and evaluate a computing-based solution to meet a given set of computing requirements in the context of the program's discipline.
- Communicate effectively in a variety of professional contexts.
- Recognize professional responsibilities and make informed judgments in computing practice based on legal and ethical principles.
- Function effectively as a member or leader of a team engaged in activities appropriate to the program's discipline.
- Apply computer science theory and software development fundamentals to produce computing-based solutions.

## UNIVERSITY DEGREE REQUIREMENTS (120-124 CREDIT HOURS)

To earn a Bachelor of Science in Computer Science degree, students must complete at least 120 credit hours. Students are required to complete a minimum of 30 credit hours of upper-level courses (300-level or above) at AUK, of which at least 18 credits hours need to be taken in the major.

General Education Requirements composed of:	(45-49)
Related field requirements applicable to Gen Ed requirements	(16)
Remaining Gen Ed requirements	(29-33)
Related Field Requirements not applicable to Gen Ed	(17)
Major Requirements composed of:	(58)
Computer Science Core	(49)
Computer Science Electives	(9)

## MAJOR REQUIREMENTS (58 CREDIT HOURS)

### Computer Science Core Course Requirements (49 credit hours)

Students should earn a grade of “C-” or better in individual courses in the CS major. A cumulative major GPA of at least 2.00 in the major requirements is needed to earn an undergraduate degree in computer science.

CSIS 130	Computer Programming II	(4) [T]
CSIS 150	Professional and Ethical Issues in CSIS	(3)
CSIS 210	Data Structures and Algorithms	(3)
CSIS 220	Computer Architecture and Assembly Language	(3)
CSIS 250	Database Systems	(3)
CSIS 255	Web Technologies	(3)
CSIS 310	Introduction to Operating Systems	(3)
CSIS 320	Theory and Implementation of Programming Languages	(3)
CSIS 322	Computer Networks and Data Communication	(3)
CSIS 329	Introduction to Parallel and Distributed Computing	(3)
CSIS 330	Software Engineering	(3)
CSIS 401	Mobile Computing	(3)
CSIS 405	Analysis of Algorithms	(3)
CSIS 476	Computer Security and Information Assurance	(3)
CSIS 490	CSIS Capstone I	(3)
CSIS 491	CSIS Capstone II	(3)

### Computer Science Elective Courses (9 credit hours)

Students must complete three CSIS courses (9 credit hours) with a grade of “C-” or better, selected in consultation with the academic advisor to fulfill the CSIS Electives requirement. Two courses must be 300 level or higher and the remaining course can be 200 level or higher. The three courses must be from CSIS.

## RELATED FIELD REQUIREMENTS (33 CREDIT HOURS)

CS students are also expected to complete 33 credit hours of related field requirements, of which (16 credit hours) are applicable to Gen Ed. The passing grade in related field requirements is “C-”. The related field requirement component is composed of CSIS, MATH, science, and business.

CSIS Requirements (4 credit hours)

CSIS 120	Computer Programming I	(4) [T]
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Computer science and information systems majors do not need to take CSIS 101 to fulfill their general education requirements, as CSIS 120 will automatically fulfill that requirement.

### Math Requirements (15 credit hours)\*

MATH 201	Calculus I	(3) [M]
MATH 213	Discrete Mathematics	(3) [M]
STAT 201	Statistics	(3)
MATH 203	Calculus II	(3)
Any other 200- or 300-level Math course		(3)

\* The total credit hours for the Math Requirements MUST be 15 credit hours.

### Science Requirements (8 credit hours)

BIOL 101	General Biology I	(3) [P]
BIOL 101L	General Biology I Laboratory	(1) [P]
	AND	
BIOL 102	General Biology II	(3) [P]
BIOL 102L	General Biology II Laboratory	(1) [P]
	OR	
PHYS 115	General Physics I	(3) [P]
PHYS 115L	General Physics I Laboratory	(1) [P]
	AND	
PHYS 116	General Physics II	(3) [P]
PHYS 116L	General Physics II Laboratory	(1) [P]

### Business Requirements (6 credit hours)

MGMT 201	Principles of Management	(3)
ENTR 201	Principles of Entrepreneurship	(3)

## BACHELOR OF SCIENCE IN INFORMATION SYSTEMS

### PROGRAM EDUCATIONAL OBJECTIVES

The objectives of the IS program are to graduate students who:

- Apply the knowledge of the IS discipline to succeed in productive careers in information systems by demonstrating leadership and ability to grow professionally in competence, and/or pursue and successfully complete advanced degrees.
- Apply the skills of the IS discipline which exhibit critical thinking, problem-solving, and teamwork to meet different stakeholders' objectives.
- Communicate and work effectively with professionals from different areas of specialization.
- Function ethically and responsibly in the profession and society.

## STUDENT OUTCOMES

By the time of graduation, IS students will possess:

- Analyze a complex computing problem and to apply principles of computing and other relevant disciplines to identify solutions.
- Design, implement, and evaluate a computing-based solution to meet a given set of computing requirements in the context of the program's discipline.
- Communicate effectively in a variety of professional contexts.
- Recognize professional responsibilities and make informed judgments in computing practice based on legal and ethical principles.
- Function effectively as a member or leader of a team engaged in activities appropriate to the program's discipline.
- Support the delivery, use, and management of information systems within an information systems environment.

## UNIVERSITY DEGREE REQUIREMENTS (120 CREDIT HOURS)

To earn a Bachelor of Science in Information Systems, students must complete at least 120-124 credit hours. Students are required to complete a minimum of 30 credit hours of upper-level courses (300-level or above) at AUK, of which at least 18 credit hours need to be taken in the major.

General Education Requirements composed of:	(45-49)
Related field requirements applicable to Gen Ed requirements	(16)
Remaining Gen Ed requirements (33)	(29-33)
Related Field Requirements not applicable to Gen Ed	(17)
Major Requirements composed of:	(58)
Information Systems Core	(49)
Information Systems Electives	(9)

## MAJOR REQUIREMENTS (58 CREDIT HOURS)

### Information Systems Core Course Requirements (49 credit hours)

Students should earn a grade of "C-" or better in individual courses in the IS major. A cumulative major GPA of at least 2.00 in the major requirements (core, related field, and IS electives) is needed to earn an undergraduate degree in information systems.

CSIS 110	Foundations of Information Systems	(3)
CSIS 130	Computer Programming II	(4) [I]
CSIS 150	Professional and Ethical Issues in CSIS	(3)
CSIS 210	Data Structures and Algorithms	(3)
CSIS 230	Programming in a Second Language	(3)
CSIS 250	Database Systems	(3)
CSIS 255	Web Technologies	(3)
CSIS 260	Systems Analysis, Design, and Acquisition	(3)
CSIS 302	IT Infrastructure	(3)
CSIS 322	Computer Networks and Data Communication	(3)
CSIS 330	Software Engineering	(3)

CSIS 440	Software Project Management	(3)
CSIS 476	Computer Security and Information Assurance	(3)
CSIS 480	Business Process Management	(3)
CSIS 490	CSIS Capstone I	(3)
CSIS 491	CSIS Capstone II	(3)

### Information Systems Elective Courses (9 credit hours)

Students complete three CSIS courses (9 credit hours), selected in consultation with the academic advisor, to fulfill their IS electives. Two courses must be 300-level or higher and the remaining course can be 200-level or higher. All three courses must be from CSIS.

### RELATED FIELD REQUIREMENTS (33 CREDIT HOURS)

IS students are also expected to complete 33 credit hours of related field requirements, of which 16 credit hours are applicable to Gen Ed. The related field requirement component is composed of CSIS, MATH, science, and business.

CSIS Requirements (4 credit hours)

CSIS 120	Computer Programming I	(4) [T]
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Computer science and information systems majors do not need to take CSIS 101 to fulfill their general education requirements, as CSIS 120 will automatically fulfill that requirement.

### Math Requirements (6 credit hours)

MATH 213	Discrete Mathematics	(3) [M]
STAT 201	Statistics	(3) [M]

### Science Requirements (8 credit hours)

BIOL 101	General Biology I	(3) [P]
BIOL 101L	General Biology I Lab	(1) [P]
	AND	
BIOL 102	General Biology II	(3) [P]
BIOL 102L	General Biology II Lab	(1) [P]
	OR	
PHYS 115	General Physics I	(3) [P]
PHYS 115L	General Physics I Lab	(1) [P]
	AND	
PHYS 116	General Physics II	(3) [P]
PHYS 116L	General Physics II Lab	(1) [P]



### Business Requirements (15 credit hours)

The following two courses are required for IS students:

MGMT 201	Principles of Management	(3)
ENTR 201	Principles of Entrepreneurship	(3)

Students are also required to choose ONE theme from the following coherent set options:

Option 1: Management		
MGMT 301	Change Management	(3)
MGMT 315	Decision-Making in Management	(3)
ENTR 301	Intermediate Entrepreneurship	(3)
Option 2: Accounting		
ACCT 201	Principles of Financial Accounting	(3)
ACCT 205	Managerial Accounting	(3)
ACCT 301	Intermediate Accounting I	(3)
Option 3: Finance		
ACCT 201	Principles of Financial Accounting	(3)
FINC 332	Financial Management	(3)
FINC 343	Financial Services Management	(3)
Option 4: Marketing		
ECON 200	Principles of Microeconomics	(3)
MRKT 200	Principles of Marketing	(3)
MRKT 309	Principles of E-Commerce	(3)

### MINOR IN COMPUTER SCIENCE (18 CREDIT HOURS)

Students must take the following three core courses (9 credit hours):

CSIS 210	Data Structures and Algorithms	(3)
CSIS 310	Introduction to Operating Systems	(3)
CSIS 330	Software Engineering	(3)

And three additional courses (9 credit hours) from the following list of courses:

CSIS 320	Theory and Implementation of Programming Languages	(3)
CSIS 322	Computer Networks and Data Communication	(3)
CSIS 401	Mobile Computing	(3)
CSIS 405	Analysis of Algorithms	(3)
CSIS 476	Computer Security and Information Assurance	(3)

## MINOR IN INFORMATION SYSTEMS (18 CREDIT HOURS)

Students must take the following three core courses (9 credit hours):

CSIS 110	Information Systems	(3)[T]
CSIS 210	Data Structures and Algorithms	(3)
CSIS 330	Software Engineering	(3)

And three additional courses (9 credit hours) from the following list of courses:

CSIS 302	IT Infrastructure	(3)
CSIS 322	Computer Networks and Data Communication	(3)
CSIS 401	Mobile Computing	(3)
CSIS 440	Software Project Management	(3)
CSIS 476	Computer Security and Information Assurance	(3)

## DOUBLE MAJOR

For a double major in CS and IS, core electives are mutually exclusive.

If choosing CS as the additional major, students must complete an additional 27 credit hours: 9 credit hours of MATH and 18 credit hours of core courses.

If choosing IS as the additional major, students will need an additional 24 credit hours of core courses.

## INTERNSHIP

- **Eligibility:** A student with a cumulative major GPA of at least 2.70 at the beginning of the junior or senior year may elect to pursue an internship course. The internship is completed through the following stages:
- **Program Discussion:** Potential interns (junior or senior majors) are advised on the nature and purpose of an internship. The essential point they learn is that there is a significant difference between the theory they learn in the classroom and the practice they will encounter during their internship.
- **Internship Contract Signed:** The next stage is to have a meeting with the organization that has agreed to provide the internship. At this meeting, the nature of the internship is discussed, and the student, the off-campus supervisor, and the 470-course instructor all sign the form. At this meeting, special details of the internship are agreed upon in the format of a contract between the three parties.
- **Visit to Place of Work:** At the time of the contract signing, or at a time near to this meeting, the 470 course instructor visits the place of work where the student is going to intern and checks that the environment is suitable and that the nature of the work and the place of work go together.
- **Contact Off-campus Supervisor:** Contact is established between the off-campus supervisor and the 470 course instructor to ensure that if any problems arise during the internship, there is a clear understanding of the roles each party will play in making sure that the student has a quality learning experience.

- Weekly Progress Reports from Intern: During the period of the internship, interns are expected to email the 470-course instructor bi-monthly to report on progress and activity. Students are expected to record their activities so that in the future they can review what activities occupied their time while they participated in the internship.
- Continuous Assessment of the Intern: Interns will be required to fill a logbook. They should record their daily activities and have their on-site supervisor sign it at the end of every week. Also, the off-campus supervisor will be consulted by the 470-course instructor one week after the beginning of the internship to make sure that the student successfully started her/his activities.
- Intern's Final Report: At the end of an intern's period of work, the intern is required to present a Report of Activity. This report is to record the activities that the student has completed. The program will provide a general template for the report. Students may add to the template. Once the report is submitted, it is reviewed by the 470-course instructor, and additions may be requested during an interview and discussion with the student.
- Final Presentation: The student must give a public presentation to the college about his/her experience. This may be done on-site, if necessary.
- Final Assessment: Students should obtain a certificate of completion/accomplishment from their off-campus supervisor at the end of their internship. The 470-course instructor then confirms the off-campus supervisor's assessment. After the student presents her/his findings and submits all the required deliverables, the 470 instructor submits the final grade of either Pass or No Pass.

### Grade Distribution:

Weekly progress reports 30%  
 Work supervisor report 20%  
 Final Report 30%  
 Final Presentation 20%

### Guidelines

- The student is limited to a maximum of 6 credits hours of internship. A maximum of 3 credit hours (taken in increments of 1, 2 or 3 credits) may be applied to the major electives. An additional 3 credit hours of internship may be counted towards a second major, minor, or as free electives.
- For the durations of the semester—16 weeks, students should work at least 2.5 hours per week (for 1 credit); 7.5 hours per week (for 3 credits); 10 hours per week (for 4 credits); and 15 hours per week (for 6 credits). A minimum of 120 hours is required for 3 credits, 80 hours for 2 credits, and 40 hours for 1 credit. For the Summer semester, a minimum of 25 hours per week is required (6 weeks).
- The college sets the standards for the internship and reserves the right to decide on the suitability of the work experience.
- The college may assist students to find suitable employment.
- Students are encouraged to find their own placements. However, the college must be advised before a student approaches a prospective organization.
- The 470-course instructor will visit the place of work where the student will be working to determine if the environment is suitable and that the nature of the work and place of work are in synergy.

- Contact will be established between the 470 instructors and on-site supervisor to ensure that if any problems arise during the internship, there is a clear understanding of the roles each party will play to ensure that the student has a quality learning experience.
- A placement is not secured until it has been approved by the 470-course instructor and the college, and the student has signed and returned the Student Internship Agreement.
- Students are required to meet with the 470-course instructor at least once a week to report on progress and activity.
- Any student who is dismissed from his/her internship must notify the college immediately. Failure to do so within a reasonable amount of time will result in a failing grade.

# 11. UNIVERSITY CODES

UNIVERSITY CODE OF CONDUCT

STUDENT RIGHTS & RESPONSIBILITIES

STUDENT CODE OF CONDUCT

ADJUDICATION PROCEDURES

DISCIPLINARY PROCEDURES FLOWCHART

OTHER POLICIES & PROCEDURES

*STUDENT COMPLAINTS CONCERNING STAFF AND FACULTY*

*CODE OF ACADEMIC HONESTY AND INTEGRITY*

# UNIVERSITY CODES

In order to sustain an environment that supports optimal learning opportunities and promotes personal growth, the American University of Kuwait expects all community members 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.

University codes that are included in this section provide general statements and guidelines outlining the expectations by which members of the University community should conduct themselves, including specific policies and procedures.

- I. University Code of Conduct
- II. Student Rights & Responsibilities
- III. Student Code of Conduct
- IV. Adjudication Procedures
- V. Other Policies & Procedures
  - 1. Student Complaints Concerning Staff and Faculty
  - 2. Code of Academic Honesty and Integrity

In addition, members of student clubs & organizations must also adhere to the *Student Clubs and Organizations Manual*, and student employees must also adhere to the *Student Employment Manual*. Both manuals are available on Office 365.

## I. UNIVERSITY CODE OF CONDUCT

Applicability: This Code of Conduct applies to:

1. All American University of Kuwait (AUK) employees, including faculty, staff, and student employees, when working for the University or otherwise engaged in activities that are in the course and scope of their employment with the University.
2. Consultants, vendors, and contractors as they do business with the University when required by contract.
3. Individuals who perform services for the University as volunteers, including the Trustees, and those who assert an association with the university.
4. Students of AUK when on campus or off-campus in a University-sponsored activity.

The code refers to all these persons as “members of the University community” or “community members.”

### 1. Introduction and Purpose

a. Introduction: As members of the University community, all faculty, staff, students, members of the Board of Trustees, University officers, and affiliates are responsible for sustaining the highest ethical standards of this institution, and of the broader community in which we function. The University values honesty, integrity, fairness, and responsible stewardship, and strives to integrate these values into all that we do, as reflected in the Academic Policies and Procedures, Administrative Policies and Procedures, Student Code of Conduct, and all other University policies. This Code of Conduct is intended to provide an overarching general statement that supplements, but does not replace, existing University policies and codes. Other University policies and codes provide more specific guidance and must be used as appropriate.

b. Purpose: In this spirit, this Code of Conduct (the “Code”) is a shared statement of our commitment to upholding the ethical, professional and legal standards we use as the basis for our daily and long-term decisions and behavior. We will all be cognizant of, and comply with, the relevant policies, standards, laws, and regulations that guide our efforts. We are each individually accountable for our own actions and, as members of the University community, are collectively accountable for maintaining these standards and for compliance with all applicable laws and policies.

## 2. Standards of Integrity and Quality

The University recognizes the importance of maintaining a reputation for integrity that includes, but is not limited to, compliance with laws and regulations and its contractual obligations. AUK strives at all times to maintain the highest standards of quality and integrity.

Frequently, the operating activities and conduct of the community members of AUK are not governed by specific laws or regulations. In these instances, rules of fairness, honesty, and respect for the rights of others, for local tradition and values, and for shared global human values govern our conduct at all times. In addition, each individual is required to conduct University business and academic activities with the utmost honesty, professionalism, accuracy and fairness.

## 3. Compliance with Laws

The University is in a heavily regulated environment. Compliance with laws is important as a matter of principle. Members of the University community will conduct University activities in compliance with applicable laws, regulations, and university policies and procedures. Administrators, supervisors, and faculty are responsible for teaching and monitoring compliance. When questions arise pertaining to interpretation or applicability of policy, the individual with a question should contact the appropriate individual or office that has oversight responsibility for the policy.

## 4. Contractual Obligations

The acceptance of an agreement may create a legal obligation on the part of the American University of Kuwait to comply with the terms and conditions of the agreement and applicable laws and regulations. Therefore, only individuals who have authority delegated by an appropriate University official are authorized to commit to, or enter into agreements on behalf of the University.

## 5. Confidentiality and Privacy

On behalf of the University, community members receive and have access to various types of confidential, proprietary and private information. Each community member will comply with all Kuwait laws and regulations, agreements with third parties, and University policies and principles pertaining to the use, protection and disclosure of such information. No unauthorized use or disclosure of such information is allowed either during the community member’s association with the University or after the association with the University ends.

## 6. Conflict of Interest

Community members are responsible for being familiar with, and are bound by, applicable conflict of interest policies. Outside professional activities, private financial interests or the receipt of benefits from third parties can sometimes cause an actual or perceived divergence between the University mission and an individual’s private interests.

## 7. Human Resources

American University of Kuwait is an institution dedicated to the pursuit of excellence and facilitation of an environment that fosters this goal. Central to that institutional commitment is the principle of treating each community member fairly and with respect. To encourage such behavior, the university

prohibits discrimination and harassment and provides equal opportunities for all community members and applicants regardless of their sex, race, religion, age, disability, or any other basis prohibited by Kuwait laws. Where actions are found to have occurred that violate this standard, the University will take prompt action to cease the offending conduct, prevent its recurrence and discipline those responsible.

## 8. Financial Reporting

All University accounting entries, accounts, financial reports, expense reimbursements, time sheets, and other documents, including supporting documentation, must be accurate, clear and complete, and in accordance with applicable policies, agreements, standards, and regulations.

## 9. Use of University Resources

University resources are reserved for operating purposes on behalf of the University in the pursuit of its mission. They may not be used for personal gain, and may not be used for personal use except in a manner that is incidental and reasonable in light of the person's role and responsibilities. University resources include, but are not limited to, the use of University systems, such as telephone systems, data communication and networking services, and the American University of Kuwait domain for electronic communication forums; and the use of University equipment, such as computers and peripherals, university vehicles, and other equipment; and the use of procurement tools such as credit/purchasing cards and petty cash; and the time and effort of other staff, students, and others at the University.

## 10. Profession-Specific Standards

Some professions and disciplines represented at the University are governed by standards and codes specific to their profession. Those professional standards generally advance the quality of the profession and/or discipline by developing codes of ethics, conduct, and professional responsibility and standards by which their members are guided. Those belonging to such organizations are expected to adhere to University policies and codes of conduct in addition to any professional standards. If a community member believes there is a conflict between a professional standard and University policy, he/she will consult with the appropriate member of the university administration.

## 11. Reporting Possible Violations

Members of the AUK community should report possible violations of applicable laws, regulations, contractual requirements, or other violations of this Code. The reporting should be made through avenues specified in applicable University policies and codes, normally beginning with the immediate supervisor. In the absence of applicable University policies and reporting processes, possible violations should be reported to HR. Reports may be made confidentially, and the University will make every effort to honor confidentiality to the extent it does not conflict with external regulations and laws.

Each report will be reviewed as timely as possible, and at the appropriate level within the University. If a report involves an issue that should be dealt with through processes identified in other published University policies and codes, an appropriate and timely referral will be made.

## 12. Consequences of Violations

Community members should recognize that noncompliance can have severe adverse financial and other consequences, potentially affecting the reputation and operations of the entire University. Violation of the Code, of laws and regulations, or of related university policies and procedures may carry disciplinary consequences up to and including dismissal.

## 13. Questions

Please direct questions regarding the intent or applicability of this Code to the office of the President.



## II. STUDENT RIGHTS & RESPONSIBILITIES

By accepting membership in the University community, a student acquires rights as well as responsibilities to the whole University community. The following sections outline these rights and responsibilities.

### 1. Student Rights

These rights include, but are not limited to:

- a. The right to be treated equally in academic and non-academic settings
- b. The right to attend classes in a physically safe environment
- c. The right to be free from discrimination and harassment
- d. The right to express diverse opinions
- e. The right to learn without disruption
- f. The right to due process
- g. The right to access academic and support services that enhance student learning
- h. The right to explore personal growth and development
- i. The right to participate in the creation of knowledge
- j. The right to know academic requirements and to be evaluated fairly
- k. The right to engage in educational opportunities that enhance learning outcomes, both within and outside of the campus community
- l. The right to form student organizations

### 2. Student Responsibilities

These responsibilities include, but are not limited to:

- a. Personal responsibility and accountability for one's own actions
- b. Responsibility to maintain the property and facilities of the University
- c. Responsibility for showing respect to faculty, staff, and fellow students
- d. Responsibility to communicate and work towards problem resolution utilizing appropriate methods
- e. Responsibility for academic progression and career planning
- f. Responsibility to recognize the value of diversity and an exchange of ideas within a University community
- g. Responsibility for being acquainted with and complying with rules and regulations (both academic & non-academic)
- h. Responsibility to maintain a positive image of the University

## III. STUDENT CODE OF CONDUCT

Applicability: This Code of Conduct applies to:

1. All American University of Kuwait (AUK) students when on campus or off-campus in a University-sponsored activity.
2. Student guests on campus.
3. AUK alumni visiting campus.

Code of Conduct Violations:

### 1. Physical Misconduct

Physical abuse, threats, inappropriate physical contact, or contact which causes bodily harm, coercion and/or other conduct which endangers the physical or emotional health or safety of any person.

### 2. Alcohol, Drugs & Substance Abuse

Use, possession or distribution of alcohol, narcotics or other controlled substances.

### 3. Weapons and Dangerous Materials

Possession of firearms, explosives, other weapons, dangerous chemicals, or other dangerous articles or substances.

### 4. Disruptive Behavior

Behavior which disrupts the educational process/environment or any on or off campus University function, such as unreasonable interference in or interruption of University operations or the educational environment. This includes making inappropriate demands for time and attention from faculty, staff and/or other students.

### 5. Harassment

Conduct that creates an intimidating, hostile, or offensive environment, inclusive of social media/internet harassment.

### 6. Endangering Behavior

Taking or threatening action that endangers the safety, physical or mental, or life of any person, or that creates a reasonable fear of such action, whether intentionally or as a result of recklessness or gross negligence.

### 7. Discrimination

Treating any community member differently than others are treated based upon race, color, religion, age, disability, gender, national origin, or marital status.

### 8. Dishonesty

Furnishing false information to any AUK employee, including forgery, alteration, or misuse of any AUK document, record, or instrument of identification; or tampering with the election of any recognized AUK student organization.

### 9. Inappropriate Conduct

Disorderly, lewd, or indecent conduct, and conduct which violates Islamic values, practices, beliefs, including public display of affection.

### 10. Bribery

Offering or giving money or any item of service to an AUK employee for the purpose of attempting to obtain assistance that would not have otherwise been provided.

### 11. Offensive Material

Producing, viewing, storing, possessing, or transmitting materials which are of an offensive nature (including harassing or obscene). Although personal opinions as to what is considered offensive may vary, the following items are viewed as offensive: lewd images, excessively violent or graphic content, and items considered to be discriminatory or demeaning in content.

### 12. Unauthorized Use of University Resources

Use of University resources should be in alignment with a person's role and responsibilities at the University. University resources include, but are not limited to, the use of University systems, and the use of University equipment, such as computers and peripherals, and other property; and the use of petty cash.

### 13. False Representation

False contracting or representation in the name of the University. Misuse of any University document, record, or instrument of institutional identification. Use of any such items, including the University logo, seal, and mascot require prior written approval.

### 14. Theft or Damage to Property

Attempted or actual theft of and/or damage to property of AUK or property of a member of the AUK community or other personal or public property.

### 15. Smoking Violation

Smoking is not permitted at university building entrances, within university buildings, or in University vehicles. The main hallway connecting the Administration Building to the Sciences Building is also a smoke-free zone.

### 16. University Identification

Failure to adequately identify oneself and/or produce a valid AUK identification card to a University official or designee upon request. Every effort will be made to abide by cultural standards when requesting student identification.

### 17. Non-Compliance with Directions

Non-compliance with directions of AUK officials or law enforcement officers acting in performance of their duties.

### 18. Unauthorized Soliciting or Distribution of Materials

Unauthorized soliciting, selling or promoting private business, or distributing unauthorized materials by any individual, group, or organization.

### 19. Dress Code Violations

AUK students are expected to abide by the values and traditions of Kuwaiti society; inappropriate dress for males and females is prohibited. This includes, but is not limited to, clothing bearing suggestive or offensive language or graphics, tank tops, low cut blouses, short clothing, and revealing clothes which show too much skin or expose the waist or back.

## 20. Abuse of Fire Regulations

Abuse, removal, tampering or wrongly activating fire and safety equipment. Falsely reporting a fire or dangerous materials on campus, or failure to comply with fire and safety regulations.

## 21. Unauthorized Entry & Key Use

Unauthorized possession, duplication, or use of keys to any AUK premises or unauthorized entry to or use of AUK premises.

## 22. Obstruction of Movement

Obstruction of the free flow of pedestrian or vehicular traffic on any AUK premises or at AUK sponsored or supervised functions.

## 23. Abuse of Computing Services

Use of AUK computing systems should be in alignment with a person's role and responsibilities at the University. AUK computing systems and services may be used for personal purposes provided that such use does not directly or indirectly interfere with the operation of computing facilities, interfere with the computer user's obligations to AUK, or violate AUK policies or the laws of the State of Kuwait.

## 24. Unauthorized Recording

Recording audio or video of event, instructor, or speaker without prior consent.

## 25. Pets on Campus

No pets allowed on campus, except when authorized in advance, as with animals which aid those living with a disability.

## 26. Violation of Law and AUK Discipline

Violation of local or country law on AUK premises or at AUK sponsored or supervised activities. AUK will cooperate fully with law enforcement and other agencies to the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of violators.

## 27. Unauthorized Fundraising

All fundraising activities must have the approval of the University president, following the rules established by the Private Universities Council, Ministry of Higher Education-State of Kuwait.

# IV. ADJUDICATION PROCEDURES

The Division of Student Affairs is responsible for the administration of the adjudication procedures pertaining to students, student organizations, guests and alumni. This includes the administration of the University Code of Conduct and the imposition of varying degrees of disciplinary actions. The Vice President for Student Affairs appoints the Director of Student Life to oversee this adjudication process.

The laws of the country prohibit the consumption of alcoholic beverages and the use of drugs. AUK has a zero-tolerance policy concerning the use of alcohol or any narcotic substance, weapons and/or dangerous materials brought to campus or to any University-sanctioned event, and physical altercations. Any person who is found guilty of alcohol consumption, substance abuse, carrying and/or

using weapons or dangerous materials, or participation in a physical altercation is subject to immediate removal from the University.

All records of the adjudication procedures and sanctions will be confidential and stored with the Division of Student Affairs. Upon graduation, the student's confidential record may be expunged of disciplinary actions other than expulsion and suspension upon written application to the Vice President for Student Affairs. Cases involving the imposition of sanctions other than suspension or expulsion shall be expunged from the student's confidential record seven (7) years after the student's last registration at the American University of Kuwait.

### 1. Reporting a Violation

All students have rights and responsibilities and are expected to comply with the University rules and regulations. During periods of investigation and inquiry throughout the adjudication process all parties will have similar rights, even if another member of the University Community submitted the charge itself. The adjudication process is as follows:

1. Anyone witnessing or experiencing a violation of the University Code of Conduct by students, alumni or guests should submit an incident report through University Self-Service within 30 days of the alleged incident. For grievances against staff and faculty, see *Other Policies & Procedures* below.
2. The Director of Student Life/designee will review the incident within 5 working days of receiving the report, to determine whether to dismiss the report or move to investigation.
3. If not dismissed, the Director of Student Life/designee will investigate the incident within 5 working days of the review to determine whether to dismiss the report or make a ruling. This may include meeting with all parties involved or having witnessed the incident. Rules of investigations and types of rulings are listed below.

### 2. Rules of Investigations

All parties involved in or having witnessed the incident may be called for a meeting with the investigator. They will be informed via email and relevant information will be shared with them. The rules of investigation are as follows:

1. The investigation shall be conducted in private.
2. In sessions involving more than one party, the investigator, at his or her discretion, may permit the session concerning each party to be conducted separately.
3. All parties of the investigation are responsible for presenting their own case but have the right to be assisted by any advisor they choose, at the discretion of the investigator. Advisors are not permitted to speak or to participate directly in the investigation.
4. All parties of the investigation have the right to present witnesses/evidence to the investigator, with prior notice given to the investigator.
5. Failure to appear for the investigation is subject to disciplinary sanctions as per the University Code of Conduct.
6. All parties of the investigation shall conduct themselves professionally. Harassment, dishonesty, disruption or intimidation are subject to disciplinary sanctions as per the University Code of Conduct.
7. The investigator will maintain written or taped recordings of the investigation.

### 3. Types of Rulings

Except for the oral warning, all rulings must be communicated within 5 working days of the decision, via email and in person, explaining the violation and the appeal process, and warning the violator that a repeated violation will result in more severe sanctions. The ruling is to be made depending on the violation, as follows:

1. For minor violations, such as inappropriate or disorderly conduct, abuse of property, smoking and recording violations, etc, the Director of Student Life/designee may impose the following sanctions:
  - a. Warning – Oral or written.
  - b. Probation – For a specified period of time.
  - c. Loss of Privileges – For a specified period of time. This includes access to facilities (including access to campus for guests and alumni), participation in sports, or clubs and organizations privileges.
  - d. Fines – For loss, damage or injury, in the form of monetary or material replacement.
  - e. Community Service – to AUK or general community.
2. For disruptive behavior, inclusive of harassment and endangering others, the Director of Student Life/designee shall refer the incident for the Counseling Center. See details below. (guests and alumni will be banned from campus for a specified period of time).
3. For major violations, such as physical altercations, substance abuse or weapons and dangerous materials, that require suspension or expulsion, the Director of Student Life/designee shall refer the incident to the Code of Conduct Board. See details below (guests and alumni will be banned from campus for a specified period of time).

### 4. Referral to Counseling Center

Based on a referral from the Director of Student Life/designee, the Director of the Counseling Center/designee will open a file for the student in the Counseling Center then proceed as follows:

1. The Director of the Counseling Center/designee will review the complaint and supported materials and/or information. This may include meeting with all parties involved.
2. The Director of the Counseling Center/designee will make one of the following decisions within 5 working days of the referral:
  - a. Plan Counseling Sessions with the student, informing them that failure to meet the Counseling Sessions Plan will result in further disciplinary sanctions.
  - b. Refer the student to an external professional clinician for psychological and/or psychiatric evaluation and/or treatment to assess and determine further action.
  - c. Return to Director of Student Life/designee to take necessary further action.
3. Additional conditions may be placed on the student during the evaluation/treatment period, which may include but are not be limited to suspension, expulsion, limited access to campus, or other measures.
4. If suspension or expulsion is deemed necessary during or as a result of the evaluation process, the Director of Counseling Center will return to the Director of Student Life/designee to take further necessary action.

## 5. Code of Conduct Board

The Code of Conduct Board is a committee comprised of three members; the Deans of the respective college or designees, a staff member appointed by the President, and a senior student appointed by Student Council or appointed by the Vice President for Student Affairs. The Board will be convened by the Vice President for Student Affairs under the chairmanship (a non-voting member) of the Director of Student Life/designee.

Based on referral from Director of Student Life/designee, the Vice President for Student Affairs will convene the Code of Conduct Board and proceed as follows:

1. The chair will present the report and recommend appropriate sanctions.
2. The Code of Conduct Board will start a review and investigation of the incident within 10 working days of the referral. This may include meeting with all parties involved. Rules of investigations are listed above.
3. The Code of Conduct Board will make one of the following decisions by majority vote, within 10 working days of the start of the review and investigation:
  - a. Recommend 1-2 semester suspension and submit for approval of the Vice President for Student Affairs.
  - b. Recommend expulsion and submit for approval of the President.
4. If the recommended sanction is approved, the Director of Student Life will draft a letter to the student, explaining the violation, the terms of suspension/expulsion, and the appeal process. The letter must be reviewed by the Board members for accuracy and confirmation, then dated and signed by the Board Chair.
5. If the recommended sanction isn't approved, the Vice President for Student Affairs or the President will impose another sanction.
6. The Director of Student Life/designee will deliver the letter to the student in person and via email.
7. The chair will maintain written or taped recordings of the investigation.

## 6. Appeals

All parties have the right to appeal the sanctions imposed. Such appeals must specify on what grounds the appeal is being made, as follows:

1. All appeals are to be submitted in writing within 10 days of the receipt of the sanction.
2. To appeal suspension or expulsion, submit a written appeal to the President.
3. To appeal all other sanction, submit a written appeal to the Vice President for Student Affairs.
4. The Vice President for Student Affairs or the president, respectively, shall decide if sanctions shall be in effect immediately, or pending the outcome of the appeal process.
5. The Vice President for Student Affairs or the President will review the student's disciplinary

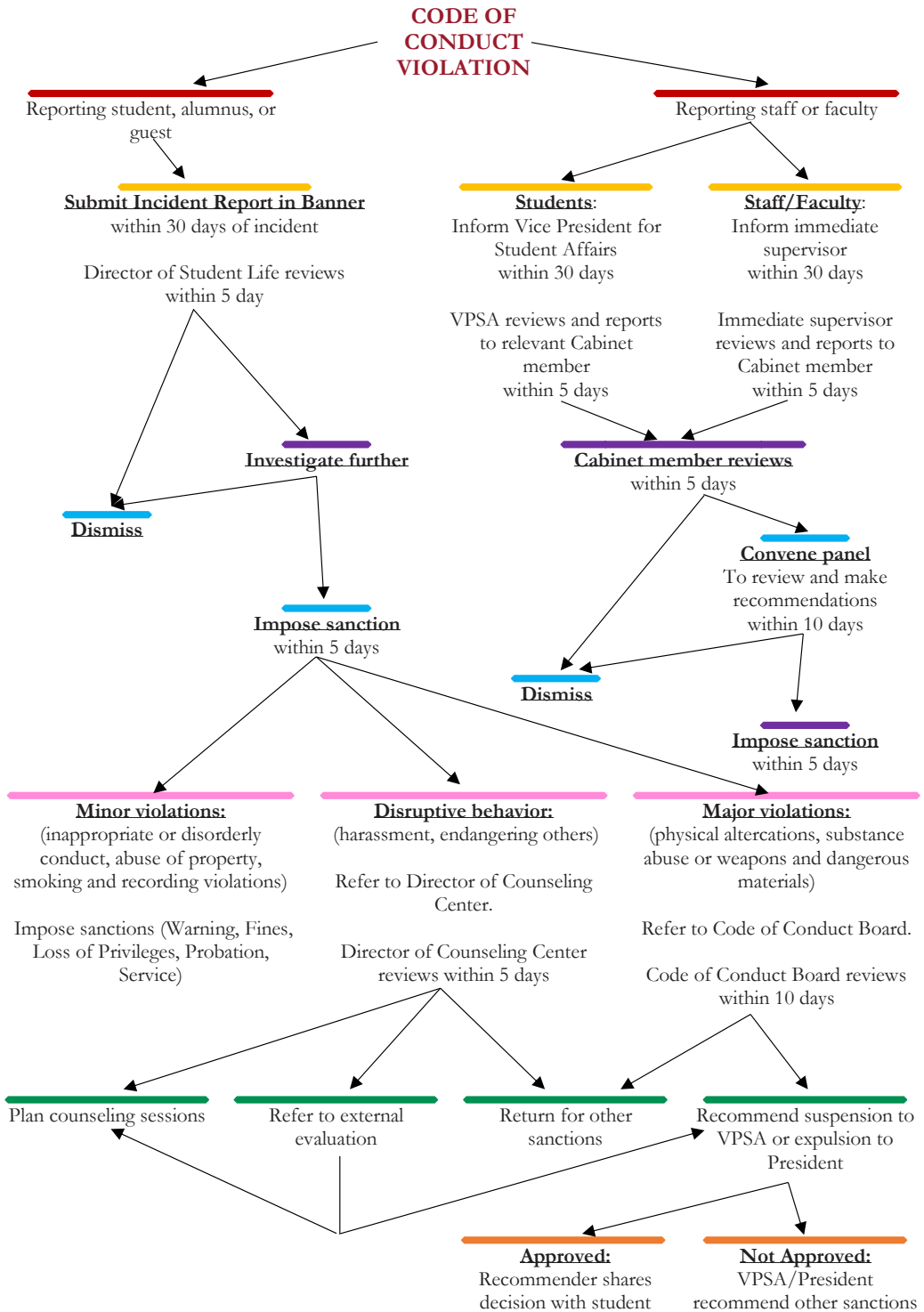
record and refer back to the Director of Student Life/Director of Counseling Center or designee or to the Code of Conduct Board within 10 working days of the receipt of the appeal.

6. After reviewing the case the Director of Student Life/Director of Counseling Center or designee or the Code of Conduct Board will make a determination to uphold, modify or overturn the decision within 10 working days of the receipt of the Vice President's referral, and inform the Vice President for Student Affairs or the President in writing.

Once the appeal decision is rendered, all appeal matters are considered final.



# DISCIPLINARY PROCEDURES FLOWCHART



*Appeals can be made in writing within 10 days of the decision: For suspension or expulsion, appeal to the President. For all other sanctions, appeal to the Vice President for Student Affairs.*

### III) OTHER POLICIES & PROCEDURES

#### 1. Student Complaints Concerning Staff and Faculty

AUK is committed to providing an educational environment that is conducive to the 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 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 B, below, for complaints for academic reasons.*
2. Examples of incidents that can result into 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 the physical and emotional health or safety.
3. This policy does not apply to issues that are covered under separate policies and procedures.
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

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 Vice President for Student Affairs or designee, or with the President if the complaint is against the Vice President for 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 for Student Affairs or designee will either dismiss the report or submit the complaint to the relevant Cabinet member within 5 days.
3. Upon reviewing the complaint, the relevant Cabinet member will either dismiss the complaint or convene a panel for review within 5 working days.
4. The panel will consist of three faculty or staff members: one chosen by the faculty or staff concerned, and two chosen by the Cabinet member.
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 relevant Cabinet member within 10 days.
7. If the Cabinet member 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 Cabinet member determines that the complaint is justified, an appropriate disciplinary action will be initiated within 5 days, and the report will be placed in the faculty or staff member's official personnel file.

## Appeal

The decision of the Cabinet member 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 A, above, for complaints for non-academic reasons.*
2. Examples of incidents that can result into 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.
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

#### 1) 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.

#### 1) Formal Complaint:

1. 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.
2. 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.
3. Upon receiving the complaint, the dean or designee will convene an advisory panel to review the complaint within 10 working days.
4. The panel will consist of three faculty members: one chosen by the faculty member concerned, and two chosen by the dean or designee. 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.

## 2. Code of Academic Honesty and Integrity

Members of the American University of Kuwait community study and work together in an institutional framework dedicated to the pursuit of knowledge and learning. Freedom of inquiry, learning and intellectual pursuit flourishes only in a community in which the participants are committed to the mutual respect of each other's role and activity.

Academic freedom, freedom of expression and dissent, tolerance of diversity are values that guide the norms of conduct of students, faculty, staff and administration at AUK. The educational mission of the University community is best realized and advanced when the rights, responsibilities, and reasonable standards of conduct and academic integrity are observed. The American University of Kuwait expects the highest standards of academic integrity and honesty from its students.

In light of the above noted values and norms of conduct, the Student Code of Academic Honesty & Integrity outlines acceptable and unacceptable academic behavior for AUK students as well as appropriate disciplinary procedures, penalties and sanctions for violations of academic integrity.

Upon admission to the American University of Kuwait, students agree to act responsibly in all areas of academic, personal and social conduct and to take full responsibility for their individual and collective action. Such regulations are found in the American University of Kuwait Catalog, Student Handbook, and the AUK website at [www.auk.edu.kw](http://www.auk.edu.kw). Any question of interpretation regarding the Code of Academic Honesty and Integrity shall be reported to the appropriate academic dean. The Code shall be reviewed annually at the discretion of the academic deans.

Any student or student organization found to have committed the following violations or misconduct, either on or off campus, is subject to the disciplinary sanctions outlined in Adjudication Procedures.

# VIOLATIONS OF ACADEMIC HONESTY AND INTEGRITY

## Academic Dishonesty

Including but not limited to the following:

### 1. Cheating:

The term “cheating” includes but is not limited to, copying homework assignments from another student; working together with another individual on a take-home test or homework when not approved by the instructor, looking at and/or copying text, notes or another person’s paper during an examination when not permitted to do so.

Cheating also includes the giving of work information to another student to be copied and/or used as his or her own. This includes but is not limited to giving someone answers to exam questions either when the exam is being given or after having taken an exam; informing another student of specific questions that appear or have appeared on an exam in the same academic semester; giving or selling a term paper, report, project or other restricted written materials to another student. Some forms of dishonesty are detailed on the next page.

### 2. Plagiarism:

The term “plagiarism” includes, but is not limited to, an attempt of an individual to claim the work of another as the product of his or her own thoughts, regardless of whether that work has been published. Plagiarism includes, but is not limited to, quoting improperly or paraphrasing text or other written materials without proper citation on an exam, term paper, homework, or other written material submitted to an instructor as one’s own work. Plagiarism also includes handing in a paper to an instructor that was purchased from a term paper service or downloaded from the Internet and presenting another person’s academic work as one’s own.

Individual academic departments may provide additional examples in writing of what does and does not constitute plagiarism, provided that such examples do not conflict with the intent of this policy.

### 3. Violations of Copyrights:

International copyright laws must be observed by all students. Violations of copyright laws include making unauthorized use of printed materials, duplicating computer software, duplicating copyrighted materials, and reproducing audio-visual works. Students found in the possession of materials violating international copyright laws will be referred in writing to the chair of the appropriate discipline and to the appropriate academic dean.

### 4. Dishonesty in Papers:

Papers submitted in courses must be the original work of the student with appropriate citations and references. Papers or other reports prepared by another person or purchased from another person or company and submitted as one’s own work is a violation of academic honesty.

### 5. Work for One Course Submitted for Another:

Work submitted for one course may not be submitted for another. It is a violation of academic integrity to submit the same work in more than one course. The incorporation by students of past writing or research into current projects must be clearly indicated.

### 6. Falsification of Data:

Deliberate falsification of data for coursework, research papers or projects and other academic activity is a violation of academic integrity.

### 7. Inappropriate Collaboration:

Working and collaborating with a fellow student or others without acknowledging their assistance is a violation of academic integrity.

#### 8. Dishonesty During Exams:

This 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.

#### 9. Adjudication of Academic Dishonesty and Integrity:

The University reserves the right of imposing on the violators of academic honesty disciplinary action ranging from a failing grade in the exam, paper or course to suspension or dismissal from the University.

### Jurisdiction

#### 1. Faculty Jurisdiction:

The course instructor has full authority to impose penalties in cases of academic violation of the University's Code of Academic Honesty and Integrity that occur in his or her course.

Students wishing to bring charges of violation of academic honesty against another student should do so through the faculty member in whose course or academic activity the alleged code violation has occurred. In the case of students bringing charges against other students, the student bringing charges must identify himself or herself to the faculty member. All cases of violations of academic honesty must be reported in writing to the chairs of the appropriate discipline and the appropriate academic dean

#### 2. Frivolous or Malicious Complaints:

In the event that a claim of violation of academic honesty against another student is found to be frivolous or malicious, the appropriate University sanctions, including disciplinary action as appropriate, shall be taken against the complainant.

#### 3. Administration Jurisdiction:

In circumstances in which the faculty member chooses to refer such violation to the chair, the following procedures will be observed:

Faculty members reporting an alleged case or incident of dishonesty must do so within two weeks from the date of discovery of the alleged dishonesty. The charge of dishonesty must be supported by appropriate documentation for the chair's review.

The chair will notify the student of the charge and will arrange to discuss the charge with the student in a preliminary meeting. The chair will also notify the appropriate academic dean that the alleged offense occurred. At the preliminary meeting, the student will be presented with the charge made and the evidence provided by the faculty member. The student will be advised of the adjudication procedures including his or her rights and given the opportunity to respond. The student may respond immediately or may be asked to respond in writing within five (5) working days. Any statement or signed document by the student will become part of the evidence in the case.

If the student fails to attend the preliminary meeting, the chair may proceed with the process as appropriate. The chair may gather additional evidence from the student, the complainant, and other appropriate parties prior to the adjudication process.

Faculty members will not submit grades for the work in question or for the course until the case has been adjudicated. The faculty member may, at his or her discretion, discuss the alleged case of dishonesty with the student before the case has been adjudicated. If a semester grade is to be submitted before the resolution of the case, a grade of "NR" will be entered on the transcript for that course.

After reviewing the charges and evidence, the chair will make a decision about the case. The chair

may dismiss the case, remand the case to the faculty member bringing charges or assign a penalty. The chair has the authority to request a meeting with the student at any time.

No legal counsel or external advisor is permitted at any point during the adjudication procedure.

#### 4. Penalties:

Students are advised that violations of the Code of Academic Honesty and Integrity will be treated seriously by the University. The adjudication of violations will take into account both the seriousness of the offense and any particular circumstances involved in assigning a penalty. Repeat offenders may be subject to more severe penalties.

Penalties for an academic offense may include but are not limited to one or more of the following, progressively more severe:

- a. Resubmission of the work or the retaking of the exam in question. The resubmitted work or retaken examinations will be subject to a one (1) grade penalty; providing for a maximum of Grade "B" for that work or exam.
- b. Submission of alternative work or exam for the course in which the offense occurred. The submission of alternative work or examinations will be subject to a one (1) grade penalty; providing for a maximum Grade "B" for that work or exam.
- c. Disciplinary probation.
- d. A grade of "F" or "NP" for the work found to be in violation of the Code of Academic Honesty and Integrity.
- e. A grade of "F" or "NP" for the course in which the offense occurred.
- f. Denial of credit for the course in which the offense occurred.
- g. Suspension for one or more academic semesters, including the semester or session in which the offense occurred.
- h. Dismissal for a specified time or permanently from the University.

The student found in violation of the Code may not withdraw from a course in which an academic infraction has occurred and a penalty applied.

No refund or cancellation of tuition or fees is provided in such cases.

The chair of the department will notify the student in writing of the finding of violation and the appropriate penalty assigned. The faculty member bringing the charge will also be notified in writing of these results.

#### 5. Student's Right of Appeal:

Students have the right of appeal of the adjudication process. Appeals must be made in writing within 21 days of the date of notice.

Appeals are limited to grounds of improper procedure or lack of relevant evidence at the time of the original administrative review, or excessive penalty. The appropriate academic dean will review appeals. This dean may consult the record of the case, the appeal request, and any person involved in the process of adjudication. This dean will make the final decision.

#### 6. Records of Disciplinary Actions:

All records related to student violation of the Code of Academic Honesty and Integrity will be retained for a period of seven (7) years after the student's last registration at the American University of Kuwait. The record will be housed in the department adjudicating the student. If the violation and penalty is noted on the student's permanent record, the record is maintained indefinitely. These, as all student records, are subject to University regulations of confidentiality of student records.

Students have the right to review their records of the violations of the Code of Academic Honesty and Integrity through a written request to the appropriate academic dean.