



# *&* STUDENTPLANNER HANDBOOK 2012-2013



# & STUDENTPLANNER HANDBOOK *2012-2013*



Where  
University  
Comes <sup>to</sup> Life...

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

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

While every effort was made to ensure that this 2012-2013 Student Planner and Handbook is accurate and up-to-date, some information may have changed from between the printing date and the actual distribution of this handbook.

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# MESSAGE FROM

## THE VICE PRESIDENT OF ADMINISTRATIVE & STUDENT AFFAIRS



Welcome to the Wolf Pack family. We live by the mottos *Bringing the University to Life* and *Serving the AUK Community!* Over the next few years, you will be challenged intellectually, personally, physically and emotionally. The odds of winning are in your favor because there is a team of professionals ready to assist you in defining and reaching your personal, educational and career goals as well as a group working to ensure the AUK environment is conducive to learning. We are committed to your success. The Student Affairs team is particularly committed to ensuring your time at AUK is also personally and socially engaging. We want you to experience collegiate LIFE!

In partnership with many others at AUK, the Office of the Vice President of Administrative & Student Affairs is responsible for leading the organizational units that support the moral, social, cultural, and physical development of the student. From wellness, health services, student clubs and organizations, and student leadership to athletics, career exploration, or just sharing or debating your concerns, I encourage you to take full advantage of all the resources and opportunities that AUK has to offer. *Get a life and challenge yourself!* We are confident that involvement will truly enhance your time at AUK.

This Handbook is simply about life at AUK. You do not have to search high and low to find out how to get involved, to know the student conduct rules, what your rights and responsibilities are as a student, how to get help or become a member of an organization. Whether you are reading this online or in print, your Student Handbook is your complete guide for knowing and understanding life at AUK.

Student Affairs is where the University really comes to Life! You, students, are the reason we are here. We look forward to your having an amazing academic year!

Go Wolf Pack!

**Dr. Carol A. Ross-Scott**

A handwritten signature in black ink that reads "Dr. Carol A. Ross-Scott". The signature is fluid and cursive, written in a professional style.

*Vice President*  
Administrative and Student Affairs

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# ABOUT THE AMERICAN UNIVERSITY OF KUWAIT

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

Established by Amiri Decree 139 in 2003, AUK was accredited in 2006 and re-accredited in 2008, by the Private Universities Council (PUC), Ministry of Higher Education - State of Kuwait.

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 fulfills students' educational goals and requires rigorous effort in the Major discipline (field of study); it also brings the rewards of a broad general education useful in their future career, whatever field they choose.

The AUK faculty is a highly qualified group of international academics with first-hand experience of the American style of higher education. There are over 117 faculty members, including over 78 undergraduate faculty with PhDs or terminal degrees. With a class size of 10 to a maximum of 34 students, it is easy for students to get to know their professors and classmates.

AUK currently offers thirteen degree programs. In addition, students receive instruction in academic skills, time management, and stress reduction. At AUK students will find opportunities for internships, creative talent development, health and fitness maintenance, and community involvement. Advising is very important in the American-college Liberal Arts model, so students should be sure to seek guidance from the academic advisors and counselors at the Academic Advising Center and their professors.

## MISSION STATEMENT

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



## VALUES

### The values that guide AUK:

- AUK values freedom of thought and expression and emphasizes the need for students to learn to think critically, to develop the art of questioning, to understand cause and effect, to communicate effectively, to write expressively, to learn about the world and to become life-long learners.
- AUK values self-awareness with a moral and ethical responsibility throughout its learning community.
- AUK values the importance of a strong and diverse educational experience and knowledge in varied fields.
- AUK values a multi-cultural and diverse environment and an active campus life.
- AUK values staff commitment to service.
- AUK values the role of faculty in teaching, scholarship, creative expression and service.

## 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, will co-exist and help create a dynamic and equitable environment. All members of AUK are expected to respect the diverse nature of the AUK community and interact in a manner that is respectful of such, and that supports a commitment to life-long learning and the pursuit of academic excellence in higher education. The University encourages the freedom to engage in academic inquiry, and the fair exchange of ideas, and as such supports open access to and dissemination of information.

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

## UNIVERSITY FACULTY

The faculty of the American University of Kuwait is a group of highly qualified and trained academicians and professionals who are committed to high standards of teaching excellence and proficient in the use of technology in teaching and research.

Full-time teaching faculty members have acquired terminal degrees from institutions in the United States and elsewhere in addition to having taught in a variety of international systems of higher education. The AUK faculty is a diverse group of exceptionally talented teachers-scholars, several of whom have been awarded competitive fellowships and grants, such as the Fulbright grant.

## **ACADEMIC FREEDOM**

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

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

## **FREEDOM OF EXPRESSION**

Freedom of expression and an open environment within which to pursue scholarly inquiry and to share information are encouraged, supported, and protected at the American University of Kuwait.

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

## **NON-DISCRIMINATION**

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

## SEGREGATION

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

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

## INSTITUTIONAL & PROGRAM ACCREDITATION

### Local Institutional Accreditation:

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

### Program Accreditation:

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

# AUK & DARTMOUTH COLLEGE



Dartmouth College in Hanover, New Hampshire, is the international partner institution to the American University of Kuwait (AUK), as defined by the Private Universities Council of the State of Kuwait (Resolution no. PUC (5/21-2/2005). Dartmouth and AUK have worked closely together since 2003, when the two institutions signed a Memorandum of Understanding that facilitated a series of advisory, consultative, and cooperative projects.

The initial agreement was renewed in June 2008 to extend through 2013. The two institutions share a commitment to excellence in higher learning, and the agreement between them reflects AUK's growing stature as a premier academic institution in the Gulf region and beyond. With its deep and historic commitment to the liberal arts, Dartmouth recognizes the importance of AUK's mission and works to support the University as it develops a superlative education, based on the principles of critical inquiry, mastery of subject material, depth of curriculum, and a vibrant experience in the classroom and on campus.

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

Since the relationship began, the two institutions have steadily deepened and expanded their partnership, creating a dynamic, evolving, and unique cross-cultural collaboration.

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

# AUK SYMBOLS & MEANINGS



## AUK SEAL

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

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

## AUK LOGO

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

## UNIVERSITY COLORS

*Garnet and Gold*

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

## AUK MASCOT

*Wolfpack*

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

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

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

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

# AUK CONTACT INFORMATION

## AMERICAN UNIVERSITY of KUWAIT

P.O. Box 3323, Safat 13034, Kuwait

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## GENERAL INFORMATION

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## OFFICE OF THE PRESIDENT

Tel.: 1-802040 or 965-2224-8399, Ext. 208/332

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

Tel.: 1-802040 or 965-2224-8399, Ext. 542/331

Fax: 965-2574-9301

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

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

Tel.: 1-802040 or 965-2224-8399, Ext. 453\406

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

## DIVISION OF SCIENCES & ENGINEERING

Tel.: 1-802040 or 965-2224-8399, Ext. 644

Fax: 965-2573-7039

E-Mail: [Sciences\\_Engineering@auk.edu.kw](mailto:Sciences_Engineering@auk.edu.kw)

## DIVISION OF SOCIAL SCIENCES

Tel.: 1-802040 or 965-2224-8399, Ext. 645

Fax: 965-2573-7039

E-mail: [socsci@auk.edu.kw](mailto:socsci@auk.edu.kw)

### INTENSIVE ENGLISH PROGRAM (IEP)

Tel.: 1-802040 or 965-2224-8399, Ext. 477

Fax: 965-2573-7039

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

### OFFICE OF ADMISSIONS

Tel.: 1-802040 or 965-2224-8399, Ext. 206/210

Fax: 965-2572-4947

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

### OFFICE OF THE REGISTRAR

Tel.: 1-802040 or 965-2224-8399, Ext. 214

Fax: 965-2571-5861

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

### ACADEMIC ADVISING CENTER (AAC)

Tel.: 1-802040 or 965-2224-8399, Ext. 242

Fax: 965-2-571-5863

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

### CENTER for GULF STUDIES

Tel.: 1-802040 or 965-2224-8399, Ext. 446

Fax: 965-2572-9638

Email: [cgs@auk.edu.kw](mailto:cgs@auk.edu.kw)

### DIVISION OF ADMINISTRATIVE AND STUDENT AFFAIRS

Tel.: 1-802040 or 965-2224-8399, Ext. 466

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### OFFICE OF STUDENT LIFE

Tel.: 1-802040 or 965-2224-8399, Ext. 497

Fax: 965-2571-5863

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

### CAREER SERVICES & WELLNESS CENTER

Tel.: 1-802040 or 965-2224-8399, Ext. 256

Fax: 965-2572-4947

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

### CAMPUS SERVICES

Tel.: 1-802040 or 965-2224-8399, Ext. 247

Fax: 965-2571-5842

E-Mail: [campusservices@auk.edu.kw](mailto:campusservices@auk.edu.kw) (General Inquiries)

[grpCampusServices@auk.edu.kw](mailto:grpCampusServices@auk.edu.kw) (Services Requests)

### CENTER FOR CONTINUING EDUCATION (CCE)

Tel.: 1-802040 or 965-2224-8399, Ext. 123/124/321  
Direct: 965-2224-8398  
Fax: 965-2571-5821  
E-Mail: [ccc@auk.edu.kw](mailto:ccc@auk.edu.kw)

### HUMAN RESOURCES

Tel.: 1-802040 or 965-2224-8399, Ext. 342  
Fax: 965-2574-9304  
E-Mail: [careers@auk.edu.kw](mailto:careers@auk.edu.kw)

### LIBRARY

Tel.: 1-802040 or 965-2224-8399, Ext. 505  
Fax: 965-2571-5893  
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### OFFICE OF PUBLIC AFFAIRS

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### INFORMATION TECHNOLOGY

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

### INSTITUTIONAL RESEARCH

Tel.: 1-802040 or 965-2224-8399, Ext. 111  
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### CORPORATE RELATIONS

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