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STUDENT RESPONSIBILITIES

Students are individually responsible for complying with regulations in the catalog. Failure to read, understand, and/or comply with catalog regulations does not exempt students from requirements and responsibility. 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; and
• Retain copies of all tests, papers, and other assignments submitted for courses in which they are formally registered.

UNIVERSITY DEGREE REQUIREMENTS

The American University of Kuwait is committed to a liberal arts model of education through which students are encouraged 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 the 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.

To graduate with a Bachelor’s degree in Arts, or Sciences or Business Administration (BA, BS, BBA), students must complete a minimum of 124 credit hours. To graduate with a Bachelor of Engineering degree (BE), students must complete a minimum of 144 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 (field of study) 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. The degree programs and the university general education requirements are detailed in the following pages.

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

The PUC scholarship award does not cover the tuition fees for any additional courses. The scholarship award only 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.
The College of Arts and Sciences at the American University of Kuwait offers the following degrees:

- Bachelor of Arts in Communication and Media
- Bachelor of Arts in English
- Bachelor of Arts in Graphic Design
- Bachelor of Arts in International Relations
- Bachelor of Arts in Social and Behavioral Sciences (Concentration in Anthropology)
- Bachelor of Engineering in Computer Engineering
- Bachelor of Engineering in Electrical Engineering
- Bachelor of Science in Computer Science
- Bachelor of Science in Information Systems

The College of Business and Economics at the American University of Kuwait 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 Management
- Bachelor of Business Administration in Marketing

**ACADEMIC ADVISING**

**GENERAL GUIDELINES**

The process of academic advising assists students in selecting appropriate courses, enhancing their academic performance, planning for graduation, and maintaining an ongoing dialogue with their advisors about academic goals and career objectives commensurate with their interests and abilities. Academic advisors are responsible for assisting students with understanding and interpreting academic policies and guidelines, helping students develop an educational plan, and monitoring advisee progress towards degree completion. Advisors meet with students each semester to discuss course selection for the upcoming term and provide the RAC (Registration Access Control) number. Students are responsible for contacting their advisors before each registration period or when help is needed. Undeclared students seeking academic advisement can visit the Academic Advising Center (AAC). Declared students generally set an appointment with their assigned faculty advisor or meet with them during office hours. Once the courses have been identified and the RAC number received, students are responsible for completing the online registration.

**UNDECLARED STUDENTS**

All first year and new transfer undergraduate students are assigned to the Academic Advising Center (AAC) for advising. The AAC also advises declared major students on academic probation. Undergraduate students enrolled in Level III 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.**

**DECLARED STUDENTS**

When a student completes 60 credits of undergraduate work, s/he is required to declare a major. All declared major students are assigned a faculty advisor based upon the student’s major and advisor
availability. The assigned faculty advisor is responsible for working with the student on such issues as course selection and academic challenges. The major declaration form must be signed by the current advisor, the new advisor, the appropriate department chair, and sent to the Registrar’s Office to update the student’s record. Scholarship students are required to declare their major at AUK in accordance with their scholarship defined major.

ACADEMIC POLICY

MATRICULATION TO THE UNDERGRADUATE DEGREE PROGRAM

Students may complete their general education requirements from the catalog under which they entered the American University of Kuwait as undergraduate students, or from any subsequent catalog. Students may complete their major requirements from the catalog under which they declared their major, 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 curriculum, all students are governed by policies.

CLASS ATTENDANCE

General Guidelines

The American University of Kuwait recognizes the importance of class attendance as being an important element of the student’s classroom success and has set forth the following policy on class attendance:

- Students are expected to attend all classes, laboratories, and/or required fieldwork. Excessive absences prevent students from receiving full course benefit, and disrupt orderly course progress.
- Students who miss more than 15% of the class sessions of any course during a semester, irrespective of the reasons, may be advised by the instructor to withdraw from the course. It is the student’s responsibility to withdraw the course by the specified deadline (please refer to the Withdrawal section in the Catalog). Students who withdraw from a course receive a grade of “W.” Students who do not withdraw will fail the course.
- Students who miss more than 15% for reasons of: inpatient medical care, death of an immediate family member, academic instructional activities, or national athletic activities are required to submit documented evidence to the course instructor. If excused, students are required to satisfy all course work due or assigned during their absences, as determined by the course instructor.

GRADING SYSTEM

Passing grades are “A,” excellent; “B,” good; “C,” satisfactory; and “P,” passing (see Pass/No Pass option). These grades may be modified by a plus or minus, with the exception of the grade “A.” Grades “C-,” “D+,” and “D-,” are not awarded at the American University of Kuwait. A “D” grade represents less than satisfactory work. However, the grade may satisfy most General Education and free electives (see “Failing and Course Repetition” for more information). The qualities of performance associated with the different grades are explained below.

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 in order 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:

<table>
<thead>
<tr>
<th>GPA</th>
<th>Letter Grade</th>
<th>Percentage Conversion</th>
<th>Letter Grade Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.00</td>
<td>A</td>
<td>94-100</td>
<td>“A” is the highest grade possible to achieve at AUK. An “A” is not automatically awarded to the highest grade in the course. An “A” reflects excellent performance on assignments and exams, as well as participation and conduct. This grade denotes comprehensive mastery of course learning and its integration with previously-learned material. An “A” student is one who proactively presents originality of thought, independent creativity, and insightful reasoning above and beyond that of his/her peers.</td>
</tr>
<tr>
<td>3.70</td>
<td>A-</td>
<td>90-93</td>
<td>A-</td>
</tr>
<tr>
<td>3.30</td>
<td>B+</td>
<td>87-89</td>
<td>B+</td>
</tr>
<tr>
<td>3.00</td>
<td>B</td>
<td>84-86</td>
<td>A “B” in the course represents good achievement within the course, demonstrating an understanding of concepts and a presentation of work within high standards. This student is an active participant in the class and frequently demonstrates leadership qualities, such as originality and critical inquisitiveness.</td>
</tr>
<tr>
<td>2.70</td>
<td>B-</td>
<td>80-83</td>
<td>B-</td>
</tr>
<tr>
<td>2.30</td>
<td>C+</td>
<td>77-79</td>
<td>C+</td>
</tr>
<tr>
<td>2.00</td>
<td>C</td>
<td>74-76</td>
<td>A “C” represents satisfactory work, demonstrating a basic comprehension of the material presented as well as basic achievement of course learning outcomes. This grade implies that the student has met the minimum standards necessary to pass the course. The student must have a minimum cumulative GPA of 2.00 “C” to graduate from AUK.</td>
</tr>
<tr>
<td>1.70</td>
<td>C-</td>
<td>70-73</td>
<td>AUK does not award the grade “C-” in its courses</td>
</tr>
<tr>
<td>1.30</td>
<td>D+</td>
<td>67-69</td>
<td>AUK does not award the grade “D+” in its courses</td>
</tr>
<tr>
<td>Grade</td>
<td>Description</td>
<td>Range</td>
<td></td>
</tr>
<tr>
<td>-------</td>
<td>-------------</td>
<td>-------</td>
<td></td>
</tr>
<tr>
<td>1.00</td>
<td>D</td>
<td>64-66</td>
<td></td>
</tr>
<tr>
<td>0.70</td>
<td>D-</td>
<td>60-63</td>
<td></td>
</tr>
<tr>
<td>0.00</td>
<td>F</td>
<td>0-59</td>
<td></td>
</tr>
<tr>
<td>0.00</td>
<td>FN</td>
<td>0-59</td>
<td></td>
</tr>
</tbody>
</table>

**A“D” represents less than satisfactory work. This grade implies the student has a limited understanding of the course material and concepts and does not display leadership in thought. It signifies that coursework falls below the acceptable standards in quality and quantity. A “D” is a passing grade for some General Education courses and free elective courses.**

**AUK does not award the grade “D-” in its courses.**

**An “F” represents a failing performance. The student has not met the standards set by the course, demonstrates incomplete comprehension of the material, and/or incomplete submission of materials required for the course. An “F” is a failing grade.**

**Failure for non-attendance (Intensive English Program only)**

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**Grade notations that are not calculated in the GPA**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>AU</td>
<td>Audit - no credit</td>
</tr>
<tr>
<td>P</td>
<td>Pass (for Pass/No Pass option only)</td>
</tr>
<tr>
<td>NP</td>
<td>No Pass (for Pass/No Pass option only)</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>NR</td>
<td>Not Reported</td>
</tr>
<tr>
<td>CR</td>
<td>Credit awarded</td>
</tr>
</tbody>
</table>

The Pass/No Pass option is provided to encourage students to enrich their educational experience by venturing outside their areas of concentration or competence except for internships. Students interested in enrolling in a course using the Pass/No Pass option should consult with their respective academic advisor beforehand. To earn a pass under the Pass/No Pass option, students must perform at the “C” level or above. A grade of Pass “P” will count toward graduation, but will carry no grade points and will not be used in computing the GPA. The grade NP indicates a failing performance in courses taken on the Pass/No Pass option. No credits will be added to the student’s record, nor will the average GPA be affected. It has no quality points. The following restrictions apply:

- A student electing the Pass/No Pass option must be in good standing (not on academic probation) and should be of sophomore standing or above.
- A student electing the Pass/No Pass option must do so at registration by completing a Pass/No Pass Option Request: No change may be made after the Drop/Add period.
- No more than 6 credit hours may be taken under the Pass/No Pass option toward a degree program, and no more than one course may be taken under the Pass/No Pass option in any one semester.
- No course taken on the Pass/No Pass option may be used to satisfy the general education requirements or be taken in the student’s major or minor degree program, except for internships that are required by the major.
- A course may be repeated once on a Pass/No Pass option, in the case of an “NP” grade earned. A course for which the grade “P” has been received may not be repeated except for courses numbered 388, 389, and 470.
Computing the Grade Point Average

Quality points per course are computed by multiplying the number of semester credit hours per course by the grade points earned in each course. The GPA is computed by dividing the total number of quality points by the total number of credit hours taken.

A cumulative GPA of 2.00 or higher on all work completed at AUK is required for graduation. In addition, students must obtain a grade of “C” or higher in all required major or minor courses. Some programs may impose higher requirements for continuance in the program or graduation.

The following types of credits are not used in computing a student’s GPA, but may be accepted towards the degree program: credits earned from Advanced Placement exams, International Baccalaureate exams, and A Level exams; credits transferred from accredited institutions; credits earned through extension work; and credit for courses taken on a Pass/No Pass basis.

Failing Grades

A student is considered to have passed a course when s/he receives a passing grade of “A”, “B”, or “C.” The grade of “D” may satisfy only MATH 095, free electives, or general education requirements under the following restrictions: a student must have declared his/her major in the 2006-2007 catalog or subsequent catalogs. The following general education requirements must be completed with a grade of “C” or better:

- Arabic Language
- Arabic Culture
- UNIV 100 and UNIV 110
- English Language
- Any course that is a prerequisite for a major or minor course except MATH 095.

Students must receive at least a “C” in all core courses required for their declared major and/or minor. Students must have a “C” average for all major electives. All students must have a minimum of 2.00 GPA to graduate.

Course Repetition Policy

Repetition Due to Failure

If a student fails a course, 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 12 credit hours with a minimum earned grade of “C”. Prerequisite courses and courses which have catalog restrictions due to duplication of subject matter may not be repeated. A single course may be only repeated once. Students may not repeat a course outside AUK, and transferred repeated courses will not replace failed AUK courses. Students will not receive credits for taking a course at AUK for which they have received transfer credit. A repeated transfer course at AUK will be excluded from use toward graduation or in the student’s GPA. A student
will receive credit only once for any AUK course, with the exception of MUSC 110 and courses numbered 369 (Short Course), 388 (Independent Study), 389 (Special Topics), and 470 (Internship). MUSC 110, 310, and all 470s 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 topics courses for credit, provided the course material is sufficiently distinct. The highest grade earned is counted in the calculation of the GPA. Grades for all courses completed at AUK will be recorded on the student’s AUK transcript, and repeated courses will be identified.

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

In addition to the university policy of “Repetition for Improvement of Grade,” PUC scholarship students are allowed to repeat only up to four courses with a minimum earned grade of “C”. A single course may be only repeated once. Failure to abide by the above will result in holding the student financially liable. Non-payment will result in a financial hold, preventing students from, among other things, registering for future classes and collecting their AUK transcripts.

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 course work within one month into the following full semester (Spring/Summer into Fall, and Fall into Spring). If the Incomplete grades for any one semester/term are more than two, the future registration would 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 for more than one calendar month and it is recommended that Scholarships students be in touch with the AUK Scholarship and Financial Aid Office regarding the ability to submit a scholarship deferral request. If the course work 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 course work is not completed within the period specified the “I” will be replaced with an “F” or “NP” as the final grade.

Not Reported (NR) Grades

A grade code of “NR” will be recorded for grades not reported by the instructor. The grade “NR” should be replaced within 48 hours on a Change of Grade Form with appropriate supporting documentation for the change, and receive approval by the Department Chair and the appropriate dean.

Course Grade Appeals

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

- There was a clerical/mathematical error in the calculation of the final grade;
- There were inconsistent standards of evaluation such as:
  - 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.
The burden of proof of these conditions rests on the student. A grade resulting from absences, beyond what the catalog allows, and academic dishonesty cannot be appealed. In cases where the grade appeal is based on a complaint involving prejudice, discrimination, harassment, etc., the student is referred to the “Student Complaint against Faculty Policy.”

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

The following steps apply to the grade appeal process, as per the AUK Policy on Grade Appeals:

Step 1: Consultation with the Faculty Member
When a student does not agree with the final grade assigned for a course, s/he should first meet with the course faculty member responsible to discuss the grade within 48 hours once final grades are officially made available to students by the Office of the Registrar. This requirement allows for any clerical/calculation grade errors to be corrected by the faculty member by means of the Change of Grade Form without the necessity of filing an appeal. If the grade is still in dispute after consultation, the student may complete the Grade Appeal Form.

The consultation step can be skipped, and the student may go to step 2 only:
1. If the faculty member is unavailable; or
2. The faculty member fails to respond within the 48-hour time period indicated; or
3. If the faculty member’s response does not satisfy the student.

Step 2: Appeal to College Committee
Students may file a formal grade appeal to the College Grade Appeal Committee by completing and signing the “Grade Appeal Form” and submitting it to the Chair of the Department offering the course, no later than 12:00 pm on the first day of the fall or spring semester immediately following the session in which the action being appealed occurred.

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

Step 3: College Committee Decision
Upon receiving the Grade Appeal Packet, the Department Chair will forward it to the Chair of the College Grade Appeal Committee, who will convene a meeting of the committee and provide a final decision no later than the end of the third day of add/drop week of the fall or spring semester.

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

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

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

**Change of Final Grade**
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 Department Chair 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 three class days after the beginning of the next term. A change of grade is not allowed beyond this date.

**STUDENT COMPLAINTS CONCERNING 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 faculty, should such action become necessary.

A student, who has an unresolved disagreement or dissatisfaction with a faculty member, has the right to file a formal complaint to the appropriate authority without retaliation and prejudicing his or her status with the University.

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

This policy does not apply to issues that are covered under separate policies and procedures such as grade appeal, allegations of discrimination or sexual harassment.

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

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

False, frivolous, or malicious complaints are reported to Student Affairs and are dealt with under the Student Code of Conduct.

**Procedures**

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

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

**Formal Complaint:** If a student does not pursue informal resolution or if informal resolution is unsuccessful, the student may file a written complaint with the appropriate Dean of the college or Designee in which the faculty member works.

1. The complaint shall be filed within 30 days of the alleged conduct. The complaint shall be as specific as possible in describing the incident of the faculty.
2. Upon receiving the complaint, the Dean or designee will convene an advisory panel to review the complaint within 10 working days.
3. The panel will consist of three faculty members: one chosen by the faculty member concerned, and two chosen by the Dean or designee. The panel will select a chair.
4. The panel will arrange to meet with the parties and may gather additional information, 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.
5. 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.
6. 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.
7. Any action arising out of a student complaint will be addressed in strict confidence and in accordance with University policy.

**Appeal**

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

**TESTS & 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 performance is 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’ performance may take the form of a paper or project. Instructors may require more quizzes or tests. Students should refer to the syllabus of each course. These assessment measures will demonstrate an understanding of the information presented primarily during lectures.

**Exam Logistics**

Examination dates are usually announced in course syllabi. Final examinations must be offered by the faculty and they must be taken by the students during the scheduled period, as assigned by the Office of the Registrar. Students may be asked to provide some form of photo identification, preferably their AUK ID, in order to enter the examination room. These proctored exams will be closed-book exams, and students will not be allowed to refer to texts, notes, or other materials while taking the exams. Additionally, students must abide by the AUK Code of Academic Honesty and Integrity when
undertaking examinations. As per the code, dishonest behavior during exams “includes the use of unauthorized materials, receipt of information and/or answers from others during the examination, or the transfer of unauthorized materials, information or answers to another student.”

Students are not obligated to sit for more than three examinations per day during the formal examination periods. Should a student be scheduled to more than three exams on the same day, the other exams may be rescheduled as a make-up exam. A student who misses an exam because of an illness or a legitimate emergency must present documented evidence to the course instructor. The course instructor will then determine whether the student may take a make-up 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” or “F” grades.

a. 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 and 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” or “F” grades.

b. 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” or “F” 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 for any of the following reasons and with no right to appeal:

1. If the student's earned cumulative AUK GPA is less than 2.00 at the end of the third consecutive semester (including summer sessions).
2. If the student's earned cumulative AUK GPA is less than 2.00 at the end of the fifth non-consecutive semester (including summer sessions).
Return to AUK

Academically-dismissed students may be permitted to return to AUK after one regular academic semester of separation, excluding summer session. Students will return on initial probation status with enrollment limitations as stated above. However, no summer registrations are permitted for students who have been academically dismissed. Students who stay out more than one year from the date of dismissal will be inactivated and must apply for re-admission. Students seeking readmission must meet all admissions 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

Private Universities Council Scholarship Students and Academic Dismissal
PUC scholarship students who are academically dismissed will forfeit their scholarship as per PUC decision number 9/41-1/2010. The PUC will reconsider re-instating the scholarship for a dismissed scholarship student if s/he meets the following conditions (PUC decision 6/43-1/2011):

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

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

Second Academic Dismissal
A student will be dismissed from AUK for the second time if s/he earned a cumulative AUK GPA of less than 2.00 at the end of the second consecutive semester or third non-consecutive semester, following return to AUK after the first academic dismissal. The student is dismissed with no right to appeal. The student may be permitted to return to AUK after two regular academic semesters of separation, excluding summer session. No summer registrations are permitted for students who have been academically dismissed for the second time. Students who return after two regular academic semesters will return on initial probation status with enrollment limitations as stated above. Students who stay out more than one year from the date of dismissal will be inactivated and must apply for re-admission. Students seeking readmission must meet all admissions 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 spring semester the following academic year
Spring semester at the beginning of the fall semester the following academic year.
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 or third non-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, or other university departments. All holds must be cleared by the appropriate office before students are allowed to register for the upcoming term. Students can view their hold information via AUK Self-Service.

Drop and Add
Students are allowed to drop and add courses online via AUK Banner Self-Service through the end of the Drop/Add period. The Drop/Add period during the fall and spring semesters is usually the first week of classes, and the Drop/Add period during the summer is usually the first two days of classes. Dropped courses are not considered attempts and will not be entered in the student’s academic records.

Students are responsible for verifying the accuracy of their course registration on AUK Banner Self-Service throughout the semester(s) in which they are enrolled.

WITHDRAWAL

Withdrawal from Individual Courses
Students are permitted to withdraw from individual courses with the understanding that in order to maintain full-time status, the student must be registered to 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 semester, two weeks before the last day of classes of the summer semester, and one week before the last day of a summer block.

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 additional information regarding the individual course withdrawal deadline, students should visit the AUK website/Academic Calendar. Students are also encouraged to consult the tuition refund schedule before withdrawing from a course.

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

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

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

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

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

**Withdrawal from the University**

Students may withdraw from the American University of Kuwait by submitting a completed and signed “Withdrawal from AUK” request to the Office of the Registrar. This request must be completed before the semester withdrawal deadline. If submitted after the withdrawal deadline, the action will be recorded for the following term and the registration status of the current term will be maintained.

In the event that a student withdraws from the university by the last day of the second week of classes, 50% of tuition and fees will be refunded. After the end of the second week, no refunds of tuition or fees will be made.

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

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

**LEAVE OF ABSENCE**

Students desiring a leave of absence for reasons other than studying at another institution of higher education (see STUDY AT ANOTHER INSTITUTION section) must obtain formal permission. All leave of absence requests must be approved by the appropriate academic dean. Students who receive permission for a leave of absence are limited to one academic year only, during which they cannot attend any local or foreign institution of higher education. Upon return, students must notify the Office of the Registrar so that they will be reinstated, pending verification that they have not violated the terms of their leave of absence.

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

**Resuming Study at AUK**

Students who stop attending the university for two consecutive semesters without submitting an
approved “Leave of Absence” form will have their status “inactivated” at the end of the Drop/Add period of the second semester, and may not resume their studies until they have been formally readmitted or reinstated.

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 ‘AU.’ Students should contact the faculty member for requirements for auditing, 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**

An AUK student who plans to take courses at another institution and transfer the credit to the American University of Kuwait must be in good academic standing and must complete the “Study at Another Institution” Form, obtaining the necessary signatures from his/her academic advisor, the department chair relevant to the course(s) requested, and the appropriate dean. The completed form must then be submitted to the Office of the Registrar prior to registering at another institution. AUK is not under obligation to accept transfer credits unless the programs and courses are agreed upon in advance by the relevant AUK departments. All students desiring to study at another institution must have earned at least 45 credit hours toward AUK residency. 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.

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, please contact the University Office of Scholarship & Financial Aid.

**Study Abroad: Institutions Outside of Kuwait**

A student is allowed to take courses at institutions outside of Kuwait if s/he has met the following criteria:

1. The institution is on the approved list of the Kuwait Ministry of Higher Education; AND
2. The study abroad is not during his/her senior year at AUK.

*Failure to meet any of the above criteria will result in automatic denial of the student’s request.*

**Study Abroad at an AUK-Approved Study Abroad Program or AUK Exchange Program**

Students at AUK who choose to enroll in an AUK-approved study abroad program or AUK exchange program will earn transferable credits that will be counted within the 60 credit maximum for transfer credits. Additionally, hours earned in an approved AUK-exchange program or AUK-approved study abroad program during the senior year will be exempt from the last 30 credit hour residence requirement for graduation.

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.
Study at Institutions in Kuwait
A student is allowed to take courses at institutions in Kuwait if s/he has met the following criteria:
1. The course is required for the student’s degree program and will not be offered at AUK prior to the student’s graduation; AND
2. The institution is on the approved list of the Kuwait Ministry of Higher Education.

Failure to meet any of the above criteria will result in automatic denial of the student’s request.

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.

ACADEMIC SCHOLARSHIPS
At the beginning of each academic year, AUK makes available to its new students a limited number of academic scholarships based on a student's academic aptitude, performance, and achievement. The AUK scholarship criteria, application process, and application due dates are listed below:

Scholarship Criteria for New Students
• Students must have a 3.75 high school GPA or better.
• Students will be evaluated on academic measures, including but not limited to, high school and/or university GPA, TOEFL scores, and class rank.

Scholarship Criteria for Continuing Students
AUK awards a limited number of merit-based academic scholarships to our most academically-deserving continuing students.

• 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 AUK Scholarship Committee.

Scholarship Application Process and Deadlines
The following documents must be submitted to the Office of Admissions a month prior to the beginning of the fall semester of the academic year:
• Completed Admissions Application (for new students)
• Completed AUK Scholarship Application

Applications will be reviewed by AUK’s Scholarship Committee. All applicants will be informed of their status two weeks prior to the commencement of the academic year.

Retention of Scholarship
• Maintain an AUK cumulative GPA of 3.50 or better by the end of each term.
• Register for 12 credit hours or more per regular term.
• Complete 75% of courses attempted.

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 advisor. 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 INFORMATION**

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 course offered by the English Department that follows freshman course(s) at the 100-level such as “ENGL 101: Approaches to Critical Reading and Writing (3).” The number in parentheses following the title of a course indicates the number of credit hours for the course. All courses are valued in credit hours. Generally, each credit hour is equal to 15 contact hours. Each credit hour of laboratory is equal to at least 40 hours of laboratory experience.

If the frequency of a specific course offering is not indicated, it is offered at the discretion of the program or department. Students should be careful to establish when the course will next be offered, in order to remain on target with their educational plan. Inquiries should be directed to academic departments and programs.

**PREREQUISITES**

Prerequisites are courses or conditions that must be satisfactorily completed before enrolling 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**

A concurrent course is a requirement that a certain course may 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 requirement 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 semester credit 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 semester credit minimum required for graduation. Students are not limited in taking special topics courses that do not have a study abroad trip component or are full-semester study abroad programs and/or institutions approved by AUK.

COURSE SUBSTITUTIONS

Course substitution is restricted as follows:
1. The original course is not offered prior to the student’s graduation from AUK;
2. The substituted course must be in the same field of study as the original course;
3. The substituted course contains similar content according to the course syllabi; and
4. The substituted course is of equal rank or higher level. Gen Ed courses are not subject to substitution.

All course substitutions require the approval of the department chair and the appropriate academic dean.

UNIVERSITY 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 or higher 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 topics 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, or 13 in the case of a lab, for the entire summer term. No student may register for more than 7 (3+4) credits in one summer block.

PART-TIME STUDENTS

Students are considered part-time if they carry a load of 11 or fewer credit hours per regular semester with exception to graduate students. Part-time students must complete the AUK application process and abide by the same academic policies as full-time students. Part-time students seeking full-time status are allowed to do so without obtaining permission.
MAXIMUM CREDIT LOADS

Full-time students with a cumulative GPA of 3.00 or higher, and in their semester of graduation, may petition to register for 19-21 credit hours during a regular semester by completing a Credit Hours Increase Request Form, to be signed by their academic advisor, the department chair, and the appropriate dean.

COURSE LOAD REDUCTION

Students who must reduce their course load below 12 credit hours are required to obtain the approval of the appropriate academic dean (undeclared students see the Dean of the College of Arts & Sciences). If an approved “Request to Change from Full-Time to Part-Time Status” form is not submitted to the Office of the Registrar, a student may be dropped from her or his courses.

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.

CLASS STANDING

A student’s 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+ credit hours

GENERAL EDUCATION

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

MISSION STATEMENT FOR GENERAL EDUCATION

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 life-long learning.

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

<table>
<thead>
<tr>
<th>49 GENERAL EDUCATION CREDIT HOURS IN THE FOLLOWING AREAS:</th>
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</thead>
<tbody>
<tr>
<td>COURSES</td>
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<tr>
<td>----------------------------------------------------------</td>
</tr>
<tr>
<td>English Language Requirement</td>
</tr>
<tr>
<td>Arabic Language and Culture Requirement</td>
</tr>
<tr>
<td>Mathematics Requirement</td>
</tr>
<tr>
<td>Computer Science and Information Systems Requirement</td>
</tr>
<tr>
<td>-----------------------------------------------------</td>
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<tr>
<td>Freshmen Year Experience Requirement</td>
</tr>
<tr>
<td>Humanities Requirement</td>
</tr>
<tr>
<td>Social Sciences Requirement</td>
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<tr>
<td>Sciences Requirement</td>
</tr>
</tbody>
</table>

Each general education requirement is noted in the course description listings with a course code. This course code designates which area the course satisfies with regards to general education requirements. 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.

**GENERAL EDUCATION LEARNING OUTCOMES**

Upon completion of the general education requirements, the student will be able to:

1. Examine social, economic, political, cultural, and scientific phenomena.
2. Identify problems.
3. Apply the principles of independent inquiry.
4. Assess qualitative and quantitative information through inductive and deductive reasoning.
5. Link theory and research, and formulate generalizations and/or recommendations.
6. Communicate information and recommendations effectively.

1. **Examine social, economic, political, cultural, and scientific phenomena**
   AUK students and graduates will be keenly aware of their global surroundings and contribute positively to any society in which they live and work. With an increased awareness of their environments enhanced by their intercultural knowledge, they will be able to understand societal interactions, human behavior, and the dynamics of human relationships. This understanding will guide them in making decisions that adhere to universal norms of moral and civic behavior.

2. **Identify problems**
   AUK students and graduates will be able to pose important intellectual and academic questions in the fields of arts and sciences, a foundational process upon which solutions are developed. They will be able to contribute towards developing a model of a problem-solving intellect at work.

3. **Apply the principles of independent inquiry**
   AUK students and graduates will be able to harness broad and deep knowledge acquired in discipline-specific and interdisciplinary coursework. This knowledge will encourage engagement in unfettered and unhampered academic inquiry. They will be able to conduct research that aims at answering both the “what” and the “why” questions. They will be able to employ such an understanding in their professional, intellectual, public, and private lives.

4. **Assess qualitative and quantitative information through inductive and deductive reasoning**
   AUK students and graduates will be able to analyze patterns in any given data. They will be able to logically piece together processes and information. Through critical and analytical methods of inquiry, they will build the foundations for responsible decision-making.

5. **Link theory and research, and formulate generalizations and/or recommendations:**
   Through linking theory and research, AUK students and graduates will be able to arrive at thoughtful generalizations. They will be able to make sound decisions and recommendations. They will be able to develop leadership skills important in recognizing areas of society requiring strengthening, and
consequently spearhead societal reform.

6. Communicate information and recommendations effectively
AUK students and graduates will be able to express a broad range of ideas in a variety of communication platforms in both written and verbal applications. They will be able to critique, defend, argue, and evaluate information in public and private forums to a range of audiences in English and Arabic.

GENERAL EDUCATION REQUIREMENTS

<table>
<thead>
<tr>
<th>[E]: English Language Requirement</th>
<th>10 credit hours</th>
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</thead>
<tbody>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>ENGL 100: Foundations in Academic Reading and Writing (if TOEFL, IELTS, or Accuplacer scores do not meet ENGL 101 requirements)</td>
<td>(4) [E]</td>
</tr>
<tr>
<td>AND</td>
<td></td>
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<tr>
<td>ENGL 101: Approaches to Critical Reading and Writing <em>(this course should be completed by the end of the first year)</em></td>
<td>(3) [E]</td>
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<tr>
<td>AND</td>
<td></td>
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<tr>
<td>ENGL 102: Writing and Information Literacy <em>(this course should be completed by the end of the first year)</em></td>
<td>(3) [E]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>[A], [K]: Arabic Language and Culture Requirement</th>
<th>6 credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>To fulfill the general education requirement for Arabic, students must take 1 course (3 credit hours) on Arabic language or literature, and 1 course (3 credit hours) on 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:</td>
<td></td>
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<tr>
<td><strong>[A]: Arabic Language Requirement</strong> is fulfilled by taking one of the following courses:</td>
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<tr>
<td>ARAB 101: Arabic as a Second Language I</td>
<td>(3) [A]</td>
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<tr>
<td>OR</td>
<td></td>
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<tr>
<td>ARAB 114: Arabic Basic Language Skills</td>
<td>(3) [A]</td>
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<tr>
<td>OR</td>
<td></td>
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<tr>
<td>ARAB 215: Arabic Composition I</td>
<td>(3) [A]</td>
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<tr>
<td>OR</td>
<td></td>
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<tr>
<td>ARAB 220: Readings in Arabic Heritage</td>
<td>(3) [A]</td>
</tr>
</tbody>
</table>

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 placed (an exception to this being ARAB 215; students may take ARAB 215 after having passed ARAB 220 to improve their Arabic composition).

**[K] Arab Culture Requirement** may be fulfilled by any course listed as satisfying the general education requirement for Arab Culture (see course descriptions).
### [M]: Mathematics Requirement 6 credit hours

For some degree programs, specific MATH courses are required or may be prerequisites for major courses. If the student knows what s/he wishes to major in, the student is encouraged to refer to his/her degree program in order to satisfy both a general education requirement as well as a major prerequisite. Students can take 2 of the following college-level mathematics or statistics courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 100: College Algebra</td>
<td>(3) [M]</td>
</tr>
<tr>
<td>MATH 101: Finite Mathematics</td>
<td>(3) [M]</td>
</tr>
<tr>
<td>MATH 102: Introduction to Modern Mathematics</td>
<td>(3) [M]</td>
</tr>
<tr>
<td>MATH 103: Mathematics for Business</td>
<td>(3) [M]</td>
</tr>
<tr>
<td>MATH 110: Pre-Calculus</td>
<td>(3) [M]</td>
</tr>
<tr>
<td>MATH 201: Calculus I</td>
<td>(3) [M]</td>
</tr>
<tr>
<td>MATH 203: Calculus II</td>
<td>(3) [M]</td>
</tr>
<tr>
<td>MATH 205: Linear Algebra</td>
<td>(3) [M]</td>
</tr>
<tr>
<td>MATH 206: Calculus III</td>
<td>(3) [M]</td>
</tr>
<tr>
<td>MATH 210: Differential Equations</td>
<td>(3) [M]</td>
</tr>
<tr>
<td>MATH 213: Discrete Mathematics</td>
<td>(3) [M]</td>
</tr>
<tr>
<td>STAT 201: Statistics</td>
<td>(3) [M]</td>
</tr>
<tr>
<td>STAT 202: Regression for Business</td>
<td>(3) [M]</td>
</tr>
<tr>
<td>STAT 214: Statistics for Engineers</td>
<td>(3) [M]</td>
</tr>
</tbody>
</table>

### [T]: Computer Science and Information Systems Requirement 3 credit hours

To fulfill the CSIS general education requirement, students may take any 100-level CSIS [T] course excluding CSIS 150.

### [L]: First Year Experience Requirement 5 credit hours

To fulfill the First Year Experience requirement with a grade of “C” or better, students may take:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNIV 100: Essentials of Learning (this course should be completed by the end of the first year)</td>
<td>(2) [L]</td>
</tr>
<tr>
<td>UNIV 110: University, Community, and Citizenship (this course should be completed by the end of the first year)</td>
<td>(3) [L]</td>
</tr>
</tbody>
</table>

Students who transfer 24 or more semester credit-hours with a grade of “C” or better from another institution will be allowed to waive the UNIV 100 course. However, the two credits must be made up in another area to satisfy degree credit hour requirements. All transfer students are required to take UNIV 110.

### [H]: Humanities Requirement 6 credit hours

Students can fulfill the Humanities requirement by taking a total of six (6) credit hours from among the following areas:

<table>
<thead>
<tr>
<th>Area</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arabic (ARAB) (150, 205, 220, 303, 304, 308, 310, 312, 313, 314, 315, 316, 318)</td>
<td>[H]</td>
</tr>
<tr>
<td>Art (ART)</td>
<td>[H]</td>
</tr>
<tr>
<td>Drama (DRAM)</td>
<td>[H]</td>
</tr>
<tr>
<td>English (ENGL) (108, 200-level courses or above)</td>
<td>[H]</td>
</tr>
</tbody>
</table>
### French (FRNC) [H]
### Italian (ITAL) [H]
### Music (MUSC) [H]
### Philosophy (PHIL) [H]
### Religion (RELG) [H]
### Spanish (SPAN) [H]
### Translation (TRAN) [H]

#### [S]: Social Sciences Requirement 6 credit hours
Students can fulfill the Social Sciences requirement by taking a total of six (6) credit hours from the following areas:

- American Studies (AMST) [S]
- Environmental Studies (ENVS) (101, 215, 220, 310, 320, 325, 340) [S]
- History (HIST) [S]
- International Relations (IR) [S]
- Psychology (PSYC) [S]
- Political Science (PLSC) [S]
- Social and Behavioral Sciences (SBSA) [S]

#### [P]: Science Requirement 7 credit hours
Students are required to take a total of seven (7) credit hours to fulfill the Science requirement, one science course with a lab (4 credit hours) as well as 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]

### THE GENERAL EDUCATION REQUIREMENT “D” GRADE
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
- Arabic Culture
- UNIV 100
- English Language and Oral Communication
- Any course that is a prerequisite for a Major or Minor course except MATH 095

### FOUNDATION COURSES & 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 (see table below and the COURSE REPETITION POLICY section for further details). The policy will be enforced using Banner software prerequisites. A grade of “C” or better must be earned in each of the foundation courses to pass, except MATH 095, in which a grade of “D” is acceptable.

After the student spends his/her first two years completing the general education requirements, the student will have developed the skill sets necessary to advance towards degree program or major requirements. The student generally declares his/her degree program or major after completion 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.

Foundation Courses & Prerequisites Table

<table>
<thead>
<tr>
<th>Foundation Course</th>
<th>Registration Course Level</th>
<th>Prerequisite Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 100</td>
<td>Specified courses defined by the CAS (check with Academic Advising Center or the Dean’s Office)</td>
<td>Concurrent</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>Specified courses defined by the CAS (check with Academic Advising Center or the Dean’s Office)</td>
<td>Concurrent</td>
</tr>
<tr>
<td></td>
<td>Courses not defined by the CAS</td>
<td>Prerequisite</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>300 – 400 level courses</td>
<td>Prerequisite</td>
</tr>
<tr>
<td>UNIV 100</td>
<td>100 – 200 level courses</td>
<td>Prerequisite</td>
</tr>
<tr>
<td></td>
<td>300 – 400 level courses</td>
<td>Concurrent</td>
</tr>
<tr>
<td>UNIV 110</td>
<td>100 – 200 level courses</td>
<td>Prerequisite</td>
</tr>
<tr>
<td></td>
<td>300 – 400 level courses</td>
<td>Prerequisite</td>
</tr>
<tr>
<td>MATH 095</td>
<td>100 – 200 level courses</td>
<td>Concurrent (with the exception of predefined prerequisites for Engineering, Computer Science, Information Systems, and Science courses)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Foundation Course</th>
<th>Registration Course Level</th>
<th>Prerequisite Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 100</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>100 – 200 level courses</td>
<td>Prerequisite</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>300 – 400 level courses</td>
<td>Prerequisite</td>
</tr>
<tr>
<td>UNIV 100</td>
<td>100 – 200 level courses</td>
<td>Prerequisite</td>
</tr>
<tr>
<td></td>
<td>300 – 400 level courses</td>
<td>Prerequisite</td>
</tr>
</tbody>
</table>
UPPER-LEVEL COURSES

Students are required to complete a minimum of 36 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 is able to gain 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, or “interns,” are not always working in a paid position.

The major internship course “470” is limited to three credit hours. Additional non-major internships will be registered as “473.” Students may be interested in participating in an internship for reasons relating 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 36 credit hours of upper-level (300 and 400 level) courses in residence at AUK, 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 to the American University of Kuwait, 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 general education requirements.

Students must formally choose and declare a major no later than the end of their sophomore year or
second year of full-time coursework (60 credit hours) by completing the “Degree Program, Major, and/or Minor Declaration Request Form” for either the College of Arts and Sciences or for the College of Business, and submitting the form 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.

For information and forms for declaring a degree program and major within the degree (if appropriate), students are advised to visit the webpage of the Office of the Registrar: www.auk.edu.kw/academics/registrar_student_forms.jsp.

All scholarship students must declare their major at AUK in accordance with their scholarship assigned major; for further information, please contact the university's Scholarship Coordinators at scholarship@auk.edu.kw.

CHANGE IN DEGREE PROGRAM, MAJOR AND/OR MINOR

Changing from one degree program or major to another in any of the colleges requires a completion of at least one full semester of work in the current degree program or major. The “Degree Program, Major, and/or Minor Update Request” form must be completed and submitted to the Academic Advising Center and to the department chair of the prospective program. If approved, the department chair submits the form to the Office of the Registrar for processing.

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

COMPLETION OF THE MAJOR IN THE DEGREE PROGRAM

Each course in the major requires a final grade of “C” or better. Persistent failure to maintain the required GPA may result in the student being required to change to another major. Courses required for the major that receive grades lower than “C” must be repeated, or an equivalent course taken to satisfy the specific major or degree program requirement.

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 programs, two majors in the Bachelor of Arts programs, or two majors offered in the Bachelor of Science programs. No more than three courses (a total of 9 credit hours) earned for general education requirements may be applied to the second major. No more than three courses (a total of 9 credit hours) earned for requirements in the first major may be applied to the second major. Credit hours taken for any course at AUK will only be counted once toward the total 124 credit hours for graduation. Students who double major must follow the same catalog for both majors.

Scholarship students may not seek a double major unless within their scholarship major’s limited credit hours [the total of 124 (144 for CPEG/ELEG majors) required credit hours]; the student is financially liable for any additional credit hours beyond that.

STUDENTS WITH A BACHELOR’S DEGREE

Students already possessing a bachelor’s degree may pursue a second bachelor’s degree in any of the
following four degree programs at AUK: Bachelor of Arts, Bachelor of Business Administration, Bachelor of Engineering, or Bachelor of Science. Requirements for completing a second bachelor’s degree are as follows:

**AUK Graduates**

AUK students may take a second BA, BE, or BS degree. Students with a 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. They must complete major requirements for the second bachelor’s degree specified by individual program sections in this catalog.

Students with a BBA degree from AUK may not take a second BBA degree. The BBA program requirements include Core and Major courses, in addition to an Internship, Common Capstone, and Free Electives.

**Non-AUK Graduates**

Students who earned their first bachelor’s degree from another institution must meet all AUK general education requirements. AUK will evaluate coursework from their first bachelor’s degree for possible transfer of courses. No more than 60 credits may be transferred (see **TRANSFER OF CREDITS** section). Any general education requirements not satisfied by transfer credits must be taken in residence at AUK. Students with a Business degree from another institution may not take AUK’s BBA degree. However, they may take a BA, BE, or BS degree.

Students must satisfactorily complete at least 30 credits in residence at AUK and complete major requirements for the second bachelor’s degree specified by individual program sections in this catalog. These students are subject to the further conditions below:

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

2) Applicants who earned their first bachelor’s degree from an institution whose language of instruction is not English must meet English proficiency requirements for admissions purposes (see **ENGLISH PROFICIENCY REQUIREMENTS** section in this catalog).

**MINOR REQUIREMENTS AND DECLARATION OF A MINOR**

A minor is a group of courses that constitutes a limited focus or emphasis in a given 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 major or general education requirements may apply toward any 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.

Forms for “Degree Program, Major, and/or Minor Declaration Request” are available on the Office of the Registrar webpage of the AUK website under “Student Forms.”

**COMPLETION OF THE MINOR**

Each course in the minor requires a final grade of “C” or better. Failure to maintain the required minimum GPA of 2.00 may result in the student being decertified from the minor. 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. It does not appear on the diploma. Students’ minor catalog year must be the same as their major catalog year.
Scholarship students may not seek a minor unless within their scholarship major’s limited credit hours, or the total of 124 (144 for CPEG/ELEG majors) required credit hours; otherwise, the student is financially liable for any additional credit hours.

UNDERGRADUATE CERTIFICATES

The undergraduate certificate may be pursued by non-degree seeking students as well as students completing a specific program, such as the Gulf Studies Program. Undergraduate certificates are available on request to a student who has completed a minimum of 12 credit hours toward a certificate program in residence at the American University of Kuwait. The student must have a grade of “C” or higher for each course in the certificate and a minimum cumulative GPA of 2.00.

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.

<table>
<thead>
<tr>
<th>GRADUATION REQUIREMENT</th>
<th>STANDARD</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit hours</td>
<td>124 credit hours</td>
<td>Individual majors or degree programs may require more (e.g., ELEG/CPEG = 144 credit hours)</td>
</tr>
<tr>
<td>General Education Requirements</td>
<td>49 credit hours</td>
<td>See “General Education” section for distribution</td>
</tr>
<tr>
<td>Upper division credit hours</td>
<td>A minimum of 36 credit hours of which at least 18 credit hours are in the major; individual majors or degree programs may require more</td>
<td>Numbered 300 or above</td>
</tr>
<tr>
<td>Grades</td>
<td>“C” or better in courses in the major or degree program</td>
<td>Courses in the major or the degree program with grades below “C” must be repeated</td>
</tr>
<tr>
<td>GPA</td>
<td>2.00 cumulative GPA</td>
<td>Earned AUK GPA</td>
</tr>
<tr>
<td>Residence requirement</td>
<td>60 credit hours, the last 30 of which must be at AUK</td>
<td>Senior year must be spent at AUK or in AUK-approved exchange programs. Exchange program courses will count in the AUK residency requirement.</td>
</tr>
<tr>
<td>Maximum number of credits that can be transferred</td>
<td>60 credit hours</td>
<td>Only grades of “C” or better transfer; all previous colleges attended must be declared at the time of application. Not all transferred courses may apply to the chosen major/degree program.</td>
</tr>
<tr>
<td>Application for graduation</td>
<td>Must be made by deadline (see Registrar’s webpage)</td>
<td>Reminder sent to students with ≥ 90 credit hours</td>
</tr>
<tr>
<td>Eligibility for participation in ceremony</td>
<td>Completion of all requirements. May be eligible to walk if a maximum of 13 credit hours remains.</td>
<td>Remaining credit hours MUST be completed in summer semester immediately following the ceremony</td>
</tr>
</tbody>
</table>
Graduation Fee | A graduation fee applies | The fee must be paid in full in order to graduate regardless of whether the student is participating in ceremony.

APPLICATION FOR GRADUATION

The American University of Kuwait confers degrees at the end of each academic term (fall, spring, and summer). Candidates for graduation must submit a completed application for graduation via the Self-Service Graduation Application. Reminders will be sent to the AUK e-mail addresses of students who have a minimum of 90 earned credit hours towards their degree. After the application has been filed, the Graduation Coordinator will conduct a “Degree Audit” and inform the student and his/her advisor of the remaining requirements.

The report of the “Degree Audit” will list the remaining degree requirements, as well as those completed and in progress. The audit assumes successful completion of courses in progress. Students who will not complete all degree requirements by the end of the semester for which they applied to graduate may participate in the graduation ceremony if they have thirteen or fewer credit hours remaining. The actual awarding of the degree will not take place until the semester all requirements are completed, within two weeks of the last day of the semester final exams. Material received after that date will cause the degree to be awarded in the subsequent semester.

There will be no change of grade(s) accepted once the degree has been awarded. The Registrar, on behalf of the university, will certify 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.

While academic advisors and the Office of the Registrar continue to assist students with requirements for graduation, students are ultimately 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 will note the student’s degree. If the student has earned two different degrees, s/he will receive one diploma for each degree.

AUK degrees are as follows:

College of Arts and Sciences

• Bachelor of Arts in Communication and Media
• Bachelor of Arts in English
• Bachelor of Arts in Graphic Design
• Bachelor of Arts in International Relations
• Bachelor of Arts in Social and Behavioral Science
• Bachelor of Engineering in Computer Engineering
• Bachelor of Engineering in Electrical Engineering
• Bachelor of Science in Computer Science
• Bachelor of Science in Information Systems

College of Business and Economics

• Bachelor of Business Administration in Accounting
• Bachelor of Business Administration in Economics
• Bachelor of Business Administration in Finance
• Bachelor of Business Administration in Management
• Bachelor of Business Administration in Marketing

The transcript or permanent record of the graduate is appropriately noted with the student’s degree,
the date the degree was awarded, the major or majors (if appropriate), and the minor (if appropriate). Students are advised that their names on the American University of Kuwait degree diploma will be spelled exactly as they appear on their passport.

**THE GRADUATION CEREMONY**

The commencement exercises are held in June. Students, who complete graduation requirements in the fall or spring semester of the academic year, or the summer semester immediately following the June commencement, may participate in the commencement exercises. Fall, spring, and summer graduates (of that academic year) who wish to participate in June commencement should notify the Office of the Registrar of their intention by completing the appropriate form and submitting it to the Office of the Registrar no later than the date specified on the Registrar’s website. Students eligible to participate in the graduation ceremony will be notified about cap/gown and rehearsal information via e-mails and newsletters. Students should also consult the Office of the Registrar website for information.

**ADDITIONAL DIPLOMAS**

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.

**STUDENT ACADEMIC RECORDS**

**PERMANENT RECORD**

Every student who registers at the university has 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. Academic advisors and professional staff may access students’ academic records through the Banner database.

**TRANSCRIPTS**

Students may obtain unofficial transcripts of their own academic records through their AUK Self-Service account. Official AUK transcripts must be requested through the AUK Banner Self-Service (if a current student) or from the Office of the Registrar if no longer a student. Transcripts are released only upon the signed request of the student concerned. The university only issues complete transcripts and does not release any documents from the student 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.

**DISCLOSURE OF STUDENT RECORDS**

Student academic records are considered confidential. Students wishing 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” 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:
- When the university is presented a subpoena.
- For health and safety reasons at the discretion of the appropriate university official.
- To university officials, academic advisors, and faculty on a need-to-know basis.

**UNIVERSITY HONORS AND AWARDS**

**DEAN’S HONOR LIST**

The Dean’s Honor List will be published at the end of each semester. To be placed on the Dean’s Honor List for the semester, a student must:
• Have completed a minimum of 30 credit hours toward a major or degree program;
• Have earned a minimum of 12 credit hours in graded courses numbered 100 or above per semester;
• Not be on probation and have no “I,” “W,” “NP,” or “F” 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.

PRESIDENT’S HONOR ROLL

The President’s Honor Roll will be published at the end of each semester. To be placed on the President’s Honor Roll for the semester, a student must:

• Have completed a minimum of 30 credit hours toward a major or degree program;
• Have earned a minimum of 12 credit hours in graded courses numbered 100 or above per semester;
• Not be on probation and have no “I,” “W,” “NP,” or “F” 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.

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:

<table>
<thead>
<tr>
<th>Latin Honor</th>
<th>Description</th>
<th>GPA Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summa cum laude</td>
<td>“With the greatest honor”</td>
<td>3.90 - 4.00</td>
</tr>
<tr>
<td>Magna cum laude</td>
<td>“With high honor”</td>
<td>3.70 - 3.89</td>
</tr>
<tr>
<td>Cum laude</td>
<td>“With honor”</td>
<td>3.50 - 3.69</td>
</tr>
</tbody>
</table>

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 the catalog regulations.