

# AMERICAN UNIVERSITY of KUWAIT



American University of Kuwait

- Catalog 2005/2006 Edition

Fall 2005

LEARN LEARN LEARN  
THINK THINK THINK  
BECOME BECOME BECOME

## CATALOG

2005 - 2006 Edition  
Effective Fall 2005



AMERICAN UNIVERSITY *of* KUWAIT  
**CATALOG**

Information, programs and courses  
are subject to change at the discretion of the  
Administration and Board of Trustees  
of the American University of Kuwait



**2005-2006 EDITION**

**EFFECTIVE FALL 2005**

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## AMERICAN UNIVERSITY OF KUWAIT

### ACADEMIC CALENDAR 2005-2006

#### FALL 2005

##### September

5-6	Sat-Sun	University Retreat
11-13	Sun-Tue	Placement, Advising and Registration
14	Wed	New Student Orientation Tuition and Fees due
17	Sat	Fall semester and 1 <sup>st</sup> Block courses begin
21	Wed	Last day of Drop/Add for Fall semester and 1 <sup>st</sup> Block courses Last day to withdraw from the University with a 90% refund Last day to submit Permission to Audit form Last day to submit a Pass/Fail Option form Last day to submit an Independent Study form
28	Wed	Last day to withdraw from individual Fall semester and 1 <sup>st</sup> Block courses with a 50% refund Last day to withdraw from the University with a 50% refund

##### October

1	Sat	Tuition and Fees for Drop/Add courses due
4	Tue	Holy Month of Ramadan begins *
12	Wed	Last day to withdraw with a W from 1 <sup>st</sup> Block courses
26	Wed	Disbursement of Fall semester refunds

##### November

2	Sun	Midterm grades for Fall semester courses due
3 - 6	Thu-Sun	Eid Al-Fitr, No classes. University offices closed *
7	Mon	Last day of 1 <sup>st</sup> Block courses
8	Tue	First day of 2 <sup>nd</sup> Block courses
9	Wed	1 <sup>st</sup> Block final grades due
13	Sun	Last day to withdraw with a W from Fall semester courses
14	Mon	Last day to Drop/Add 2 <sup>nd</sup> Block courses
21	Mon	Last day to withdraw from individual 2 <sup>nd</sup> Block courses with a 50% refund
26	Sat	Advance registration for Spring 2006 begins

##### December

5	Mon	Last day to withdraw with a W from 2 <sup>nd</sup> Block courses
24-31	Sat-Sat	Winter Break. No classes

##### January

1	Sun	New Year. No classes
2	Mon	Classes resume
7	Sat	Last Day of Fall semester and 2 <sup>nd</sup> Block courses
8-9	Sat-Sun	Study Days
10-14	Tue-Sat	Eid Al-Adha. University offices closed *
15-18	Sun-Wed	Final Examinations
21	Sat	Final Examinations
23	Mon	Final grades for Fall semester and 2 <sup>nd</sup> Block courses due

#### SPRING 2006

##### February

6-8	Mon-Wed	Placement, Advising and Orientation
8	Wed	Tuition and Fees due
11	Sat	Al-Hijri New Year. University Offices closed *
12	Sun	Spring semester and 1 <sup>st</sup> Block courses begin
18	Sat	Last day of Drop/Add for Fall semester and 1 <sup>st</sup> Block courses Last day to withdraw from the University with a 90% refund Last day to submit Permission to Audit form Last day to submit a Pass/Fail Option form Last day to submit an Independent Study form
25	Sat	National Day. University closed
26	Sun	Liberation Day. University closed
27	Mon	Last day to withdraw from individual Spring semester and 1 <sup>st</sup> Block courses with a 50% refund Last day to withdraw from the University with a 50% refund
28	Tue	Tuition and Fees for Drop/Add courses due

##### March

13	Mon	Last day to withdraw with a W from 1 <sup>st</sup> Block courses
15	Wed	Disbursement of Spring semester refunds

## AMERICAN UNIVERSITY OF KUWAIT

### ACADEMIC CALENDAR 2005-2006

#### April

4	Tue	Last day of 1 <sup>st</sup> Block courses Midterm grades for Fall semester courses due
5	Wed	First day of 2 <sup>nd</sup> Block courses
8-12	Sat-Wed	Spring Break. No classes
15	Sat	Prophet's Birthday. No classes. University Offices Closed *
16	Sun	Classes resume 1 <sup>st</sup> Block final grades due
18	Tue	Last day to withdraw with a W from Spring semester courses
19	Wed	2 <sup>nd</sup> Block Drop/Add deadline
26	Wed	Last day to withdraw from individual 2 <sup>nd</sup> Block courses with 50% refund
29	Sat	Advance Registration for Summer and Fall begins

#### May

10	Wed	Last day to withdraw with a W from 2 <sup>nd</sup> Block courses
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#### June

3	Sat	Last day of classes for Spring semester and 2 <sup>nd</sup> Block courses
4-5	Sun-Mon	Study Days
6-7	Tue-Wed	Final Examinations
10-12	Sat-Mon	Final Examinations
14	Wed	Final grades for Spring semester and 2 <sup>nd</sup> Block courses due

Information regarding registration, withdrawal and grade dates for Summer 2006 courses for both the Undergraduate as well as the Intensive English Program can be found on the Office of the Registrar website.

*\* Islamic holidays are determined after sighting the moon. Thus, actual dates may not coincide with the dates in this calendar. In the event of loss of teaching days due to unscheduled closings, AUK reserves the right to extend the Academic Calendar as necessary.*

## BOARD OF TRUSTEES

The American University of Kuwait is governed by a self-perpetuating and self-governing Board of Trustees, currently comprised of 15 members. The Board has its own by-laws which includes committees that oversee all aspects of the University.

**Shaikha Dana Nasser Sabah Al-Ahmed Al-Sabah**  
Founder and Chair, Board of Trustees, American University of Kuwait  
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**Ms. Ameenah Rajab Farhan, Ph.D.**  
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Member, Board of Trustees, American University of Beirut

**Mr. Samer Khanachet**  
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**Walid Moubarak, Ph.D.**  
Chair, Social Science and Education Division, Lebanese American University

**Adnan Shihab-Eldin, Ph.D.**  
Acting Secretary General, OPEC, Vienna

## PRESIDENT'S CABINET

**Shafeeq Ghabra,**  
Ph.D., President

**Larry Dawson,**  
M.B.A., C.M.A., Executive Director, Finance and  
Administration

**Sean Dollman,**  
M.B.A., M.P.A., M.S., Dean, Admissions and  
Registration

**Carol Ross-Black,**  
Ed.D., Dean, Academic Affairs (interim) and Student  
Affairs

**Marina Tolmacheva,**  
Ph.D., Dean, College of Arts and Sciences

## Message from President Shafeeq Ghabra



### Dear Students:

Since opening in September 2004, the American University of Kuwait has become a highly trusted addition to the institution of higher education in Kuwait. In its short history, AUK has established a culture of learning and teamwork and a positive academic environment, creating a university experience appreciated and desired by students, faculty, staff, and other members of the AUK community. We have made great strides in building a forward-looking institution and a model of progress contributing to society through education and learning. AUK is committed to making a difference in the life and experience of every student in the hope that they will use their education and experiences to make positive differences in the lives of others. This past year, the AUK campus became the home and center of community for students, faculty, and administration alike, creating a unifying spirit in our quest to achieve AUK's leadership and educational mission.

Walking across campus, as I often do, I witness all around me the many manifestations of student life and learning: students relaxing at Starbucks and La Maison du Café, chatting or checking e-mail, or working on computer assignments and other projects. Meanwhile, on another part of the campus, students study in the library, attend classes and lecture series, and take part in the movie club,

leadership society, sports, career fairs, and other activities. For weeks, some forty-five students participated in a library scavenger hunt, researching solutions to problems. Others worked on presentations for their communications' class. A true university in all respects came to life in September 2004 with the matriculation of AUK's first 530 students.

The AUK community can be proud of many developments over the past year. It has been personally satisfying as well as encouraging to see the "Success Center" at AUK move from an idea to a reality. The Center has become indispensable for students seeking tutoring, counseling, and planning advice. I urge every student to make use of all the center's resources. AUK's writing lab contributed to student writing and supported course assignments last year. This year it will witness further development. The lab will have a full time faculty member dedicated to its success. Also this year, AUK elected a student government in a most untraditional way: men and women competed for top positions and ran as individuals rather than as members of a list based on political orientations, as is the norm throughout the Middle East, including in Kuwait. Candidates developed campaigns and ran for office based on their unique merits and assets. Such campaigning highlighted each candidate's leadership abilities and skills.

A small core of dedicated faculty took on the university's teaching needs and created a foundation of academic standards. This same group worked with the distinguished staff of AUK to put in place the services that have allowed AUK to flourish so rapidly. Twenty-one new faculty are expected to join AUK in 2005-2006. A combined faculty of almost fifty will take the university to a new level of learning and knowledge sharing.

AUK's identity, standards, and student-centered liberal arts approach gained momentum and clarity in 2004-2005, focusing on student leadership,



## Message from President Shafeeq Ghabra

communication, writing, critical thinking, and creating life-long learners. The drive to sustain a quality learning culture will require an enormous and continual effort and the involvement of the entire AUK community.

In closing, I want to welcome the Class of 2009 to its new home and encourage each and every one of its members to become actively involved in the AUK experience. I would also like to congratulate the Class of 2008 for a successful inaugural year and urge them to help introduce AUK's new students to campus. A heartfelt welcome is extended to our new Intensive English students. Lastly, I would like to express my gratitude to AUK's faculty and staff for their contributions to this catalog, because without them it would not have been possible.

I look forward to working with them and all the members of our community in fulfilling AUK's mission.

Sincerely,



**Shafeeq Ghabra, Ph.D.**  
President  
The American University of Kuwait

## AUK Mission Statement

The American University of Kuwait is a liberal arts institution based on the American model of higher education. It is dedicated to providing students with knowledge, self-awareness, and personal growth experiences that can enhance critical thinking, effective communication, and respect for diversity.

AUK seeks to create leaders and life-long learners who aspire to the highest standards of moral and ethical responsibility in their societies.

## ABOUT THE AMERICAN UNIVERSITY OF KUWAIT

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- Electronic Mail Service (E-Mail)
- Food Services and Coffee Shops
- Health
- Parking
- Student Accounts



## The University

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

The American University of Kuwait is dedicated to providing high quality education to students from all sectors of society in Kuwait and to helping students learn and develop their skills and potential. While the research focus of faculty in many institutions of higher education makes the faculty and not the student the focus of the university, at AUK our emphasis is on the student. Our faculty is dedicated to quality teaching and enhanced learning for students, preparing them for subsequent careers in business, the professions, and public service. The University's mission is also to contribute to the intellectual and cultural life of Kuwait.

### Mission

The American University of Kuwait is a liberal arts institution, based on the American model of higher education. It is dedicated to providing students with knowledge, self-awareness, and personal growth experiences that can enhance critical thinking, effective communication, and respect for diversity. AUK seeks to create leaders and life-long learners who aspire to the highest standards of moral and ethical responsibility in their societies.

### Values

The values that guide AUK:

- AUK values freedom of thought and expression and emphasizes the need for students to learn to think critically, develop the art of questioning, understand cause and effect, communicate effectively, write expressively, learn about the world and become life-long learners.
- AUK values self-awareness with a moral and

ethical responsibility throughout its learning community.

- AUK values the importance of a strong and diverse educational experience and knowledge in varied fields.
- AUK values a multi-cultural and diverse environment and an active campus life.
- AUK values staff commitment to service.
- AUK values the role of faculty in teaching, scholarship, creative expression and service.

### University Culture

The American University of Kuwait is committed to creating an enlightened and progressive educational culture in which all students, faculty and staff, regardless of nationality, creed, or position, will co-exist and help create a dynamic and equitable environment. All members of AUK are expected to respect the diverse nature of the AUK community and interact in a manner that is respectful of such, and that supports a commitment to life-long learning and the pursuit of academic excellence in higher education. The University encourages the freedom to engage in academic inquiry, and the fair exchange of ideas, and as such supports open access to and dissemination of information.

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

### University Faculty

The faculty, of the American University of Kuwait are a group of highly qualified and trained

academicians and professionals who are committed to high standards of teaching excellence and proficient in the use of technology in teaching and research. Full-time teaching faculty members have acquired terminal degrees from institutions in the Middle East and abroad in addition to having taught in a variety of international systems of higher education. The AUK faculty is a diverse group of exceptionally talented teaching-scholars.

## AUK and Dartmouth College

The American University of Kuwait and Dartmouth College in Hanover, New Hampshire (USA), have signed a Memorandum of Understanding that allows the two institutions to initiate a series of advisory, consultative, and cooperative projects over the next five years. Areas of interest include consultation on curriculum development, advice on university administrative issues and student participation in programs with the Rassias Foundation and the Tuck Business School's prestigious "Bridge" program for undergraduates. Additionally, a series of seminars and conferences to advance the understanding of liberal arts and business education in Kuwait and the Arabian Gulf region will be launched. The Memorandum of Understanding reflects AUK's commitment to creating the best in liberal arts education, drawing from the rich tradition and expertise of Dartmouth, and Dartmouth's recognition of the AUK commitment to quality.

Dartmouth College is a private, co-educational institution of higher learning founded in 1769. A member of the Ivy League, it is an undergraduate residential college that features thriving scholarship and research, graduate programs in the arts and sciences, and professional programs in business, engineering and medicine. For more information about Dartmouth College, please visit [www.dartmouth.edu](http://www.dartmouth.edu)

## Campus Environment

The campus of AUK is located in the Salmiya district

at the intersection of Salem Al-Mubarak and Amro Ibn Al-'Asse Streets in the middle of one of Kuwait's most vibrant and prestigious neighborhoods.

AUK opened its doors in the fall of 2004 and conducts its academic activity in new, rehabilitated and refurbished facilities, which will expand as needed in the coming years. AUK's campus has the requisite number of classrooms, computer, science and language laboratories, an administration building, a state-of-the-art Library, coffee shops-restaurants, and recreation courts. Parking is available for students, staff, faculty and visitors. Beautifully designed and landscaped, a central courtyard and garden next to the Library and the Central Campus Classrooms provide outdoor shade and respite from the hectic activities. AUK offers an inviting, pleasant place for students, faculty and staff to enjoy, relax and study.

Campus life is an integral part of a student's University experience at AUK and brings students, faculty, and staff together as one community. Students are encouraged to participate in campus events and use the resources available to them on Campus to further enhance their educational experience at AUK. For example, the Student Success Center will provide students with assistance in their academic work, offering faculty and peer help in tutoring in all subjects.

Campus life contributes to making the time students spend on campus a continuous and valuable learning experience. Through both classroom learning and extracurricular activities, AUK students learn the critical skills, knowledge and values needed to succeed effectively in today's modern societies in the region and internationally. Participation in extracurricular activities allows students to learn new skills and discover hidden talents, and, therefore, enhances their educational experience.

The University has a student government association, a student-run newspaper and yearbook, intramurals, clubs and organizations, and activities which students can help establish and participate in.

AUK's location in the Salmiya district adds an important dimension to Campus life. It is located within walking distance of the country's most renowned restaurants, coffee shops, shopping malls, and movie theaters, as well as the seafront and the Scientific Center of Kuwait. The Salmiya district is active, lively and secure.

### A Safe and Substance-Free Campus

AUK offers 24-hour security service to ensure the safety of its community. The laws of the country prohibit the consumption of alcoholic beverages and the use of drugs. AUK has a zero tolerance policy towards the use or consumption of alcohol or any narcotic substance. Any person who is found guilty of alcohol consumption and substance abuse is subject to immediate expulsion from the University.

### Smoking Policy

Smoking is permitted in designated areas only.

### The Administration Building

The Administration Building includes the Offices of the President, the Dean of the College of Arts and Sciences and the Office of Executive Director of Finance and Administration. Additionally, the administration building houses the following departments: the Center for Continuing Education, Human Resources, Finance, Media and Dialogue Center, Public Relations and Marketing, and the AUK Bookstore.

### The Academic Buildings

Classrooms, computer labs and science labs are available to support the academic mission of the University. The College of Arts and Sciences houses University faculty. In addition, the Division of Student Affairs is housed on the ground floor of the Arts and Sciences Building.

## University Library

The mission of the American University of Kuwait Library is to support and advance education by facilitating access to scholarly collections and information resources. To achieve this mission the Library provides access to print and electronic information resources and offers information literacy workshops and lectures to students and faculty. This opens the door for Library users to browse through the spectrum of information resources ranging between print and non-print resources.

The University Library occupies a beautiful two-story modern space. It is a state-of-the-art electronically wired University Library building. It includes a large collection of books and periodicals in Arabic, English and other languages related to all the disciplines and degree programs that the University offers as well as the necessary reference books and journals for the courses and disciplines offered by the University. It is computerized and has online subscriptions to academic and intellectual journals needed for classroom instruction and academic research. Inside the Library, the Information Literacy Center (ILC) and computer stations allow access to the Library's online catalog and electronic databases, as well as the Internet. All Library resources are available to members of the AUK community and other authorized users.

As an important resource for learning, teaching and research, the University Library provides academic support for students, faculty and staff to help them identify, locate and use the Library's resources. The Library staff coordinates the acquisition, cataloging and utilization of print and electronic resources. Valid AUK I.D. or other authorization cards are required for Library use.

In addition, the Library maintains a Reserve section for instructional purposes where faculty place course materials on Reserve. Reserve materials are available for use for a limited time period and must be returned to the Reserve Desk.

The University Library is marked by its emphasis on the student and the learning experience. As knowledge in all disciplines changes, one of the primary tasks of the Library user is the mastery of information strategies and skills that are transferable across subject areas and practical for a lifetime. The University Library provides students, faculty and staff with the tools and skills necessary to enhance their learning experiences, to increase their efficiency in retrieving, creating and communicating scholarly information and to become life-long learners.

## University Laboratories

### Computer Laboratories

The Information Technology Department (IT) maintains a computer network that serves students, faculty, and staff. Computer Labs for use by the students are available. The University has instructional labs as well as open labs (during non-class periods) for access to the world-wide web for research and learning purposes. AUK's computer network uses state-of-the-art fiber optic cables and wireless points connecting the whole campus community and is the fast and direct gateway to the World Wide Web. The IT Department provides personal assistance in computer use. Throughout the academic year, short training courses are offered to students, faculty, and staff on the use of computer technology and software programs available at the University.

### Science Laboratories

AUK maintains instructional science laboratories in the major scientific disciplines: Biology, Chemistry and Physics. These labs are fully equipped for instructional laboratory exercises. Standards of use are established and rigorously enforced by the faculty and the lab assistants to help insure safety.

## University Centers

### The Student Success Center

The Student Success Center, a program within the Division of Student Affairs, provides academic, personal and career support to all currently enrolled students. Programs include: academic advisement, early warning, peer tutoring, supplemental instruction, personal counseling, lifestyles workshops, and career counseling. Students can also receive assistance with time management, study habits, and note taking skills.

### The Center for Continuing Education

AUK's Center for Continuing Education partners the extensive educational resources of the University with the learning needs of the personal and professional community of Kuwait. The Center provides learning opportunities using a variety of formats including certificate programs, special offerings, courses, and workshops as well as customized programs and training on demand for area corporations, small businesses and government entities. The faculty is drawn from the University and the professional community in Kuwait and internationally on an adjunct and visiting basis.

### The Media and Dialogue Center

The Media and Dialogue Center is AUK's center for the exchange of ideas and views on the issues, problems and challenges of the Arab and Middle East region. The Media Dialogue Center programs include:

- Public Lectures
- Conferences on the issues of the day
- Brainstorming sessions
- Research and production of papers and updates



## On-Campus Services

### Athletics and Recreation Facilities

Outdoor basketball, volleyball and tennis courts are available for competitive and recreational sports activity. Separate men and women lockers and showers are located near the courts.

### AUK Bookstore

The AUK Bookstore is located on the ground floor of the Administration Building. Students are able to purchase textbooks and educational supplies as well as books for general readership including fiction and non-fiction, and current, regional and international affairs in Arabic and English. In addition, the AUK Bookstore has varied clothing and gift items with the AUK logo and seal.

### Banking

The University houses an ATM machine provided by the National Bank of Kuwait.

### Business Center

Copying, mailing and related business services are provided by Kwik Kopy.

### Electronic Mail Service (E-Mail)

Students, faculty, and staff are provided with an e-mail account. E-mail is the primary means of communication within the University. Important information is often communicated via e-mail to the AUK community.

An AUK e-mail account is a privilege and is subject to the computer usage policies of the University. University e-mail accounts are not for private, personal, commercial or business transactions. Abuse of the e-mail account will not be tolerated by the University. Any purposeful activity of creating and/or disseminating computer viruses will result

in serious penalty including suspension or dismissal from the University.

### Food Services and Coffee Shops

Located on the ground floor of the Arts and Sciences Building, Starbucks is available with a variety of coffees and foods. La Maison du Café is in the Library on the mezzanine level overlooking the central garden/courtyard. Both are easily accessible to students, faculty and staff.

### Health Care Center

AUK maintains a Health Care Clinic that is staffed by Nurse for first aid, primary medical care and minor emergency care for University students, faculty, and staff. Emergencies and serious health cases are immediately referred to the nearby clinic and hospital facilities.

### Parking

The University maintains limited parking facilities for the faculty, staff and students. Parking in these facilities is free of charge.

### Student Accounts

Students pay tuition and fees at the Finance Department located in the Administration Building. Before classes begin, students are expected to settle accounts or have made satisfactory arrangements for payment of tuition and fees.



## ADMISSION, REGISTRATION GUIDANCE AND TUITION

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## Admission Overview

The American University of Kuwait places special emphasis on quality education in liberal arts. Applicants are considered on the basis of their educational qualifications regardless of race, color, gender, religion, age, disabilities, or national origin.

AUK accepts applications from individuals who have completed - or are about to complete - their secondary education and who have demonstrated academic achievement and seriousness of purpose. Admission to the American University of Kuwait is very competitive, and is based on evidence of potential for successful study and on available space in the entering Admissions Class.

Each semester the Office of Admissions will evaluate all qualified applications and extend offers of admission to the most academically deserving applicants. The following criteria are considered by the Office of Admissions during the admissions decision process: the strength of courses taken and the grades achieved in high school, standardized test scores, relationship between grades and test scores, essays, recommendations, extracurricular activities, and the comparison of an applicant's overall competencies against those of other applicants.

The Office of Admissions is responsible for admitting all Undergraduate (First Year and Transfer) and Pre-University Intensive English students to the University. Students have the choice of being enrolled on a full-time basis (minimum of 12 credit hours and maximum of 17 credit hours per semester), or on a part-time basis (minimum of 3 credit hours and maximum of 9 credit hours per semester). Both full-time and part-time students should be working toward a degree. Non-degree students are also eligible for admission to the American University of Kuwait.

All inquiries, requests for application forms and subsequent correspondence should be addressed

to: American University of Kuwait, Office of Admissions, P.O. Box 3323, Safat 13034, Kuwait, prospective students may call and speak with an Admissions professional at (+965) 224-8399 extension 206.

## Admission Process

### Step I: Application

The complete Application Packet, including all material listed under Admission Requirements, must be submitted to the Office of Admissions. The Office of Admissions will begin reviewing applications for the Fall Admissions Class starting March 1st of every year and will continue to accept and review applications and admit students on a rolling admissions (first come, first serve) basis until the Admissions Class has been filled. Review of applications for the Spring Admissions Class will begin November 1st of every year. Applicants can expect to receive a decision regarding their admission status within 4 weeks of submitting their complete admissions application.

### Step II: Confirmation and Enrollment Deposit

Once an applicant has received an Offer of Admission from the American University of Kuwait, the applicant is required to confirm his/her intention to attend AUK. In order to confirm attendance and to reserve a seat in the entering class, the applicant must submit a KD 100 non-refundable enrollment deposit to the AUK Finance Department. The deposit will be credited to the student's first semester tuition amount.

If the enrollment deposit is not received by the AUK Finance Department, it will be considered as an indication that the applicant is no longer interested in attending AUK, and the applicant may lose his/her seat in the entering class.



### Step III: Final Transcript

Step III is relevant only to those students who apply to AUK while still in their final year of high school. All such accepted students who choose to attend AUK will be required to send in a final transcript upon graduation from high school, including any remaining test scores of students applying from a non-American high school system. Applicants who have completed their secondary education in Kuwait must have the final transcript certified and stamped by the Kuwait Ministry of Education. If a student who is accepted into AUK submits a final transcript that no longer meets AUK's requirements, or if the student does not graduate from high school for whatever reason, AUK reserves the right to revoke that student's acceptance into AUK.

## Admission Categories and Requirements

In order to be considered as a candidate for admission, an applicant must submit a complete Application Packet which may be completed online or downloaded from the AUK website at <http://www.auk.edu.kw> or requested from the Office of Admissions. It is the responsibility of each applicant to ensure that all required information is completed and sent directly to the Office of Admissions.

### English Competency

As instruction at the American University of Kuwait is in English, evidence of English competency is required of all undergraduate applicants. This proficiency is demonstrated by achieving a minimum score of 190 on the computer-based Test of English as a Foreign Language (TOEFL) or a minimum score of 520 on the paper-based TOEFL. TOEFL scores are valid for 2 years. Undergraduate applicants may be eligible for exemption from the TOEFL prerequisite if they have fulfilled one of the following requirements:

1. Successful completion of a minimum of 24 credit hours of coursework with

a minimum grade of "C" from an accredited post-secondary institution where English is the language of instruction

2. Verbal score of 450 or above on the SATI
3. Evidence of continuous residency for at least five years immediately prior to application in a country where English is the primary language
4. Successful completion of Pre-University Intensive English program at the American University of Kuwait

Undergraduate applicants who wish to request an exemption from the English competency requirement should include in their Application Packet a signed letter to the Director of Admissions detailing the petition for exception. It is the responsibility of the applicant to provide the Office of Admissions with as much supporting documentation as possible to approve an exemption request.

### Undergraduate First Year Application Requirements

A First Year applicant is an undergraduate student who has not attended a university or college. Applicants for First Year admission must submit:

1. Complete Form with a nonrefundable application fee
2. Official high school transcripts complete up to the time of application
3. Results of the SAT I
4. Results of the Test of English as a Foreign Language (TOEFL)
5. Personal essay written by the applicant
6. Three letters of recommendation.

### Undergraduate Transfer Application Requirements

A Transfer applicant is an undergraduate student who graduated from high school, attended another college-level institution, and attempted one or more courses irrespective of credit earned. Applicants for transfer admission will be considered on a case-by-case basis and only if the student is eligible to return to the last institution attended as a regular student.

If an applicant has earned fewer than 24 semester hours (36 quarter hours) of college-level work with a minimum grade of "C" or its equivalent, the applicant must meet Transfer and First Year application requirements. Applicants for Transfer admission must submit:

1. Complete Application Form with a non-refundable application fee
2. Official transcript of college-level courses attempted for each college attended. If courses are in progress at the time of application, a final official transcript must be sent to the Office of Admissions upon completion.
3. Transfer applicants are required to meet the English Competency requirement. The Office of Admissions may require individual transfer applicants who have successfully completed 24 credit hours of course work at a non-English instruction institution to also submit TOEFL results.
4. A complete copy of high school records, including SAT I and TOEFL results, if fewer than 24 semester hours (36 quarter hours) with a minimum grade of "C" have been earned at another college or university. On a space-available basis, all Transfer applicants will be considered who submit the documentation outlined above, who are eligible to return to the last institution attended, and who have a

minimum cumulative GPA of 2.00 or better (on a 4.00 scale) calculated on all previous institutions attended. If accepted for admission, coursework completed at other equivalent institutions with a minimum grade of "C" will be evaluated for possible transfer to AUK.

### Transfer of Credit

Academic Affairs evaluates official documents showing previous college-level work completed. Individual teaching units determine how this credit will apply toward specific degree programs.

Grades and quality points earned in courses accepted for transfer will not be included in the grade point average to be maintained at American University of Kuwait, but the credits will count toward the total number required for graduation.

Transfer students may normally expect to receive credit for courses taken at recognized and equivalent collegiate institutions.

A maximum of 60 credit hours will be accepted for transfer from four-year colleges as designated above. A maximum of 60 credit hours will be accepted from two-year colleges as designated above. Individual teaching units determine the exact number or percentage of credit hours that apply towards their specific degree program.

Transfer applicants must submit an official transcript of each collegiate institution previously attended. Attendance at all institutions must be reported whether or not credit was earned and whether or not transfer credit is desired. Failure to report all previous academic work will be considered sufficient cause for rejection of an application.

Those who attain the minimum score on the TOEFL exam are required to sit for placement test administered by the University. The purpose of this test is to determine the sequence of English Language and/or Mathematics courses the student

is required to take. No student is allowed to sit for the placement test more than once .

### Pre-University Intensive English Program Application Requirements

Pre-University Intensive English Program students are required to take between one and three semesters of Intensive English courses. The duration of the program will be determined by a placement test administered by AUK. Applicants to the Pre-University Intensive English Program must submit:

1. Complete Application Form with a nonrefundable application fee
2. Official high school and/or university-level transcripts complete up to the time of application
3. Results of the AUK Language Placement Test
4. A personal essay written by the applicant
5. Three letters of recommendation

### Additional Information for Applicants

#### AUK Application Form

The AUK Application may be completed online or downloaded from the AUK Office of Admissions website at <http://www.auk.edu.kw> or requested from the Office of Admissions. The Application Form must be completed in full and signed by the applicant, guaranteeing that all information provided is truthful and accurate. Submission of inaccurate and/or intentionally misleading information on the admissions application may result in disciplinary action.

### High School Transcript

Two official and sealed copies of an applicant's high school transcript must be submitted with the Application Packet, which should list the subjects studied, grades received, and degree earned throughout high school. Unofficial or unsealed copies of transcripts will not be accepted. If the transcript is in a language other than Arabic or English, the transcripts should be accompanied by a certified English translation. The minimum accepted cumulative Grade Point Average (GPA) an applicant must have in order to be considered for admission into AUK is a 2.00. Having a 2.00 GPA, however, does not guarantee acceptance into AUK. A decision of acceptance is made based on all admission criteria combined, and based on the overall standard of all applicants.

If an applicant is still in the final year of high school at the time of submission of an application, the transcript should include his/her GPA up until the end of the first semester of that year. Applicants who are provisionally accepted into AUK must submit an official final transcript from their high school. The Office of Admissions reserves the right to adjust the admission status or deny admission to a provisionally accepted applicant if the applicant's GPA on their official final high school transcript differs significantly from their incomplete transcript.

If an applicant has already graduated from high school, the transcript must be the final transcript received upon graduation from high school. Applicants who have completed their high school education in Kuwait must have the transcript certified and stamped by the Kuwait Ministry of Education (Kuwaiti citizens only), or by the applicant's embassy in Kuwait. Kuwait Ministry of Education certificates are never considered expired by AUK, and a student whose certificate is considered expired by the Ministry of Education will still be able to graduate from AUK and have his/her AUK degree certified by the Kuwait Ministry of Higher Education.

### Information on Non-American Secondary School Degrees:

The following is a list of some common certificates and the corresponding minimum requirements for admission into AUK. All non-American high school students must provide official transcripts of their course work and grades of all their years in secondary school, issued by their high school, along with any final test scores and/or leaving certificates.

**IGCSE, GCSE, GCE (British System):** A minimum of 11 years of schooling is required, and the school leaving certificate must be provided. Students must complete a minimum of six (6) different subjects with a minimum grade of C for each subject. Only subjects classified as academic (including arts and creativity group subjects) will be accepted for admission consideration.

**National Secondary School Certificates:** Non-Modular Path (Arts or Science): Minimum score required is 65%

**National Secondary School Certificates:** Modular Path (All subjects): Minimum Grade Point Average required is 2.00

**International Baccalaureate (IB):** Must complete any six (6) subjects, with at least three (3) at the higher level. The equivalent minimum GPA requirement is 2.00.

**Indian Board(s) Certificates:** Completion of one of the following (12th Standard): Higher Secondary School Certificate; Intermediate Examination Certificate; All India Senior School Certificate

**Pakistani Board(s) Certificates:** Higher Secondary School Certificate (Part II) required

**Lebanese Baccalaureate:**

Completion of Baccalaureate Part II required

**French Baccalaureate or equivalent:** Completion of Baccalaureate required with minimum overall score of 10 (passable/moyen) from a lycée/e9 accredited by the French Ministry of Education

### Test of English as a Foreign Language (TOEFL)

AMIDEAST is the only organization in Kuwait that is licensed to administer the Test of English as a Foreign Language (TOEFL) exam. TOEFL scores should be no more than two years old at the date of application, and an official score report must be submitted to complete the Application Packet.

In order to have an official TOEFL score report sent to the Office of Admissions, AUK's official Designated Institution (DI) Code (8444) must be included in the appropriate place on the TOEFL exam paper. Official scores take anywhere between four and six weeks to reach AUK from the Educational Testing Services (ETS).

If students have limited knowledge of the English language, they are urged to take the TOEFL as early as possible in order to know their scores. If the score is below 190 on the computer-based TOEFL or 520 on the paper-based TOEFL, applicants should apply to the Pre-University Intensive English Program and will not need to take the SAT I. If the score is above 190 on the computer-based TOEFL and 520 on the paper-based TOEFL, applicants should apply to AUK as an undergraduate applicant and must, therefore, take the SAT I.

### SAT I: Reasoning Test

Students who are admitted into AUK as Pre-University Intensive English Program (students with scores that are below 190 on the computer based TOEFL), will not be required to submit scores on the SAT I with their applications. However, upon

completion of the Intensive English Program, Pre-University students will be required to take the SAT I before being officially registered as undergraduate students the following year.

If the student is intending to be admitted as an undergraduate student, he/she is required to submit SAT I: Reasoning Test scores with the Application Packet, regardless of the secondary school background. The purpose of the SAT I is to determine the level of an applicant's competencies in relation to their TOEFL, transcript, letters of recommendations, and essay and to provide a comparison of an applicant's strengths with those of other applicants.

If the student's high school does not offer the SAT, the student must contact AMIDEAST for information on registering for and taking the SAT I in Kuwait. Test dates are set by ETS, and the test is administered at the same date worldwide. Students must register with AMIDEAST in advance in order to take the SAT I test on one of the set dates. Applicants are strongly urged to take the SAT I as early as possible, in order to guarantee timely score reporting by the AUK application deadline dates.

SAT I scores should be no more than two years old at the date of application, and an official score report must be submitted to complete the Application Packet. The official score report must be sent to AUK directly by ETS. In order to have an official score report sent to AUK by ETS, AUK's official Designated Institution (DI) Code (4185) must be included in the appropriate place on the SAT I exam paper.

## Optional Examinations

### 1. SAT II: Subject Tests

AUK does not require any SAT II: Subject Tests for admission. However, applicants who have taken Subject Tests are encouraged to submit these scores along with their SAT I scores. High scores will help

determine an applicant's chance for success at AUK, and will add favorably to his/her overall application material.

AUK will not automatically award course waivers or course credits for any SAT II: Subject Tests. Scores will be used for admission and placement purposes only.

SAT II scores should be no more than two years old at the date of application. The official score report must be sent to AUK directly by ETS. In order to have an official score report sent to AUK by ETS, AUK's official Distinguished Institution (DI) Code (4185) must be included in the appropriate place on the SAT II exam paper.

### 2. Advanced Placement (AP)

AUK awards college credit for scores of 4 and 5 on certain Advanced Placement examinations for the corresponding AUK courses. The student will receive the relevant credit hours for the corresponding course without having to take the course at AUK. However, grades received in the AP course in high school will not be factored into the student's Grade Point Average at AUK, but the earned AP credit will count towards the minimum 120 credit hours needed for the degree programs. If a student subsequently takes and receives credit for a course for which AP credits have been awarded, the AP credits will be removed.

The official score report must be sent to AUK directly by ETS. To have an official score report sent to AUK by ETS, AUK's official Distinguished Institution (DI) Code (4185) must be included in the appropriate place on the AP exam paper.

### 3. A Level (IGCSE)

AUK awards college credit for students earning A Level subjects above a minimum of 8 different IGCSE subjects with a minimum grade of C for

each subject. Only subjects classified as academic (including arts and creativity group subjects) will be considered for corresponding AUK courses.

### 4. International Baccalaureate (IB)

AUK awards college credit for scores of 4 and above on certain International Baccalaureate (IB) examinations for the corresponding AUK courses. This does not apply to students who have taken the International Baccalaureate as their actual high school diploma, but only to students who have taken additional IB courses over their regular high school diploma.

### Letters of Recommendation

Students must submit three official and sealed letters of recommendation in order to be considered for admission. It is recommended that at least one should be from the principal or guidance counselor from the last school attended, and the remaining two must be from two different high school teachers. Recommendation Forms are provided in the Application Packet. The Counselor Recommendation Form must be given to the principal or guidance counselor. Each letter must be signed and sealed in an envelope by the individual writing the letter to be considered official. If the letters are in a language other than Arabic or English, each letter should be accompanied by a certified English translation.

### Personal Essay

Students must submit a Personal Essay written in English with the Application Packet. More information on the topic and format of the essay is provided on the Application Form. As pertaining to every other portion of the Application Packet, the Personal Essay is considered confidential, and will only be read by the AUK Admissions Committee.

### Application Fee

Students must submit a non-refundable application-processing fee of KD 35 with the Application Packet. Packets received without the fee will not be processed or reviewed. Only fees paid by check or money order, made payable to the American University of Kuwait, may be sent inside the Application Packet envelope. If students wish to pay in cash, they must do so at the AUK Finance Department and must then submit a copy of their cash receipt with the Application Packet.

### Admission Application Timelines

The Office of Admissions will begin reviewing complete applications on the following dates:

#### Undergraduate Applicants (First Year and Transfer)

Fall	Starting March 1
Spring	Starting November 1
Summer	Starting March 1

#### Pre-University Intensive English Applicants

Fall	Starting March 1
Spring	Starting November 1
Summer	Starting March 1



## The Provisional Acceptance Status (PASS) Program

The Provisional Acceptance Status (PASS) is a conditional admissions program, providing non-degree admission for a select group of American University of Kuwait students. PASS students must meet the TOEFL requirement and must show potential for successful study at AUK.

Students admitted to the PASS program must meet the following requirements before they are eligible to apply to switch from PASS program to degree-seeking status at AUK:

- May register for a maximum of 13 credit hours per semester
- Must enroll in EDUC 100 Essentials of Learning (1)
- Must participate in the Student Success Center's academic support and advising programs
- Must successfully complete a minimum of 24 credit hours of coursework at AUK with a minimum grade of "C" and have a minimum cumulative GPA of 2.00 at the time of application to degree status

Upon successful completion of the PASS program requirements, the PASS student must formally request to be switched from the PASS program to degree-seeking status in the Office of Admissions.

Undergraduate courses which PASS program students attempt while in non-degree status will apply to their major program of study and graduation requirements once the student has been admitted to degree seeking status.

## Visiting Students

Visiting students who plan to earn a degree from another institution and wish to take courses at the American University of Kuwait in the Fall, Spring and/or Summer semesters will be evaluated on a

case-by-case basis. Visiting students must complete an Application Packet and present documentation from their home institutions to the Office of Admissions certifying that they are currently enrolled at another institution, are academically eligible to return to their home institution and/or on a leave of absence, and are eligible to take courses at the American University of Kuwait. Visiting students are required to meet the English Competency requirement. The Office of Admissions may require individual visiting applicants who are concurrently enrolled at a non-English instruction institution to also submit TOEFL scores.

## Second Bachelor's Degree

A second degree in another degree program (B.A., B.S., B.B.A.) may be earned by a former graduate of the American University of Kuwait. The second degree earned will be noted on the graduate's transcript. A second diploma may be requested by the student when he/she applies to graduate. Students who elect to receive a second diploma will need to pay an additional diploma fee. For the former graduate, only the additional courses needed to complete the desired degree requirements must be taken. For the former graduate to earn another Bachelor's degree, he/she must enroll before the 7-year statute of limitations takes effect. After the 7-year period, the student may have to complete 120 minimum credit hours and all other requirements towards a second Bachelor's degree program. These requirements are established in the Catalog in effect when the student last entered degree-seeking status provided that the student maintains continuous enrollment until the completion of all degree requirements. The second major of the second degree program must be formally declared in the Program office of the intended major/degree program and in Office of the Registrar. Readmission into degree-seeking status after graduation is accomplished through the Office of Admissions.

A transfer student with a previously earned

bachelor's degree from another institution may earn a second Bachelor's degree at the American University of Kuwait. The student must complete all degree requirements stated in the Catalog in effect when the student enters degree-seeking status at AUK provided that the student maintains continuous enrollment until the granting of the degree at AUK. If enrollment is interrupted without a leave of absence, the student must complete all degree requirements stated in the Catalog in effect when the student last enters degree-seeking status at the American University of Kuwait. A minimum of 45 semester hours must be taken at the American University of Kuwait with at least 15 taken in the major field at the 200 level or above. Upon completion of all requirements, a notation will be made on the transcript that the degree requirements have been met.

## Non-Degree Program

The American University of Kuwait offers non-degree admission to students who already have completed a university degree and who wish to continue their education without seeking a second Bachelor's degree. A student enrolled in a non-degree program may enroll in credit courses at AUK but is not considered pursuing a degree program. Non-degree students are limited to a maximum of 13 credit hours per semester. In undergraduate courses with specific enrollment limits, priority may be given to students who are pursuing degree programs.

Credit earned in courses with a grade of C or better (2.00 G.P.A.) at the American University of Kuwait in non-degree status may be transferred and applied to a degree program in the College of Arts and Sciences if the student is subsequently admitted into a degree program.

## Academic Standards

The academic regulations for degree programs apply for non-degree programs. Non-degree students are held to the same academic standards as degree students. The student must maintain a 2.00 GPA.

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

To apply for degree-seeking status, a non-degree student must submit all the appropriate application forms and supporting documents to the Office of Admissions. Students transferring from non-degree to undergraduate degree-seeking status must have completed a minimum of 24 credit hours of non-degree coursework at AUK with a grade of C or above in addition to earning a minimum cumulative GPA of 2.00 for all non-degree coursework taken at AUK. Students may apply up to 30 credit hours taken in non-degree status at AUK toward a degree program.

## Tuition and Fees for the Non-Degree Program

Tuition and fees for non-degree students enrolled in undergraduate courses are the same as those for degree students in the College of Arts and Sciences.

## Admission of University Employees

Employees of the American University of Kuwait who meet the minimum admissions requirements are encouraged to enroll in AUK courses. Employees should apply for admission through the Office of Admissions.

## Applicants with Disabilities

The University intends to provide special services to applicants with certain disabilities. Students who need such special services are requested to contact the Dean of Student Affairs at AUK. This information will be treated confidentially.

## Academic Scholarships

AUK will award a limited number of merit-based academic scholarships to our most academically deserving applicants. Students who are awarded a scholarship must maintain a 3.00 G.P.A. or better in order to retain their scholarship. Scholarship

applications will be evaluated on various academic measures, including but not limited to high school and/or university grade point average (GPA), SATI scores, TOEFL scores, and rank in class.

### Scholarship Application Process

The following documents must be submitted before the Scholarship Application is considered complete:

1. Complete Admissions Application
2. Complete Scholarship Application
3. Official transcript(s) indicating courses and grades earned and/or currently in progress (required of both First Year and Transfer applicants)
4. Official SAT I score (required of First Year applicants only)
5. Official TOEFL score (required of First Year applicants only)

### Scholarship Application Deadline

To be eligible for consideration for an academic scholarship, completed scholarship applications must be submitted to the Office of Admissions by the scholarship deadline identified on the Office of Admissions website.

### Deferred Admission

Admitted students may defer admission to the American University of Kuwait for up to one academic year. Students who decide to defer admission to a future semester must notify the Office of Admissions in writing of this decision prior to the first day of classes of the admission semester. To apply for admission for a future semester, deferred students must provide the Office of Admissions with an updated Application Form as well as re-submit updated academic transcripts in accordance with the admissions deadlines for that future semester.

### Readmission

Any student at the American University of Kuwait who voluntarily withdraws or is dismissed for academic deficiency must apply for readmission in order to re-enroll. All students who have done previous work at other colleges or universities must have their transcripts sent to the Office of Admissions. All students must meet transfer G.P.A. requirements and all admission deadlines. In making decisions on those applying for readmission, the following guidelines will be used:

1. Students who voluntarily withdraw from the American University of Kuwait while in good standing and with a cumulative G.P.A. of 2.00 or above at AUK will be approved for readmission.
2. Students who have been dismissed from the American University of Kuwait for academic deficiency and who complete the suspension period will be considered for readmission. Because the simple passage of time cannot ensure that dismissed students will improve their academic record, applicants for readmission must submit with their applications for readmission a personal letter addressed to the Office of Admissions outlining how they have used their time while out of school and giving their reasons for believing that they will now be successful at the American University of Kuwait. Those students whose records at the AUK indicate that successful completion of an American University of Kuwait degree in a reasonable length of time is impossible or extremely improbable may not be accepted. They will be advised accordingly and urged to seek alternative plans. Those whose records indicate that they can reach graduation standards in a reasonable period of time must successfully meet the requirements of the PASS program for one academic year. In effect, readmitted students in the PASS program are placed on conditional acceptance when returning and are subject to immediate dismissal if they do not meet the conditions of their return.

3. Students who voluntarily leave the American University of Kuwait while on academic probation may be readmitted but under the conditions outlined in 2 above.

4. Students who voluntarily leave the American University of Kuwait and who are not on academic probation, but who have less than a 2.00 cumulative G.P.A., will be readmitted conditionally in accordance with the conditions outlined in 2 above.

5. Students who previously attended the American University of Kuwait as PASS program students but failed to meet the conditions of the program must satisfactorily complete a minimum of 24 semester hours at another institution before applying for readmission to AUK. They will be considered for admission only if they meet the admission standards applied to transfer students.

Readmitted students must follow the same admissions timelines required of all other applicants, unless written permission to study at another collegiate institution was secured in advance. Students who have been granted an official leave of absence may resume their studies without applying for readmission.

### Registration Guidance

Placement, Advising and Registration (PAR) Prior to the start of the Fall and Spring semesters, the University organizes a Placement, Advising and Registration (PAR) orientation program for all incoming students to acquaint them with University academic programs, campus facilities and campus life. PAR includes campus tours and visits, meetings, lectures, demonstrations and other relevant activities.

### Registration

Students are encouraged to consult the Schedule of Courses for course sections offered. Registration, Drop/Add, and Withdrawal from courses will occur online through AUK Self Service. Registration in absentia or through a proxy is not permitted.

Students are expected to make sure that all documents required for finalizing their registration process, particularly those indicated in the Offer of Admission, are submitted to the Office of Admissions before actual registration begins.

### Advisement and Consultation

All incoming AUK students will receive academic advising through the Student Success Center. Students are encouraged to begin the course selection process before seeking advisement. Once the courses are agreed upon in the advisement session, the student then enters them into his/her AUK Self Service account and then the student can proceed to the payment of fees.

### Payment of Fees

Assessment of tuition and fees is based on enrolled credit hours and are payable in the AUK Finance Department. Tuition fees must be paid in full or have made satisfactory arrangements have been made with the AUK Finance Department.

AUK accepts the following methods of payments:

- Cashier's checks
- Debit cards (an additional service fee will be charged)
- Credit Cards
- Cash

### Tuition And Fees For Academic

#### Year 2005-2006

- Undergraduate coursework KD 175 Per credit hour
- Intensive English Program (IEP) KD 1750 Per semester (Fees included)

### Holds and Non-Payment

The Finance Department will place a "hold" on those students who fail to meet their financial obligations, including on-time payment of their respective



payment plan. Among other things, this prevents students from registering for future classes and from collecting their University transcripts.

The University reserves the right to forward financial obligations owed to the University to a collection agency and/or to initiate legal proceedings to recover the total amount due it, including any additional costs incurred by it as a result of such collection process or legal action.

### Tuition Refund Policy

Students may apply for a refund of tuition as follows:

1. Withdrawal from the University per the University Calendar,
2. Dropped courses per the University Calendar,
3. Extenuating circumstances.

When a student withdraws from the University or drops courses per the provision of the University calendar, the refund will be posted to the student's account.

Students petitioning for a refund based upon extenuating circumstances must:

1. Withdraw from courses by completing a Withdrawal from AUK form and submitting same to the Office of the Registrar.
2. Provide a letter of request and verifiable written documentation supporting the request to the Finance Department.

Extenuating circumstances may include: death of an immediate family member; call to military duty; legal proceedings; and medical illness requiring hospital stay. Submission of a petition does not guarantee approval.

Students may request up to two refunds of credit balance in their account per semester. In order to do so, the Refund Request form must be completed

and submitted with appropriate documentation to the Finance Department. Refund checks are processed within one month from the date of request. Students who are suspended or expelled from the University are not eligible for a refund of tuition.

### Library Fee

Each student is assessed KD 15 per semester library fee.

### Student Activities Fee

Each student is assessed KD 50 per semester fee for all student activities.

### Technology Fee

Each student is assessed KD 50 per semester

### Textbooks and Supplies

Costs of textbooks and supplies are the student's responsibility.



## GENERAL UNIVERSITY ACADEMIC INFORMATION

Students are responsible for their academic requirements, behavior, and personal possessions at the American University of Kuwait. The University expects students to adhere to the highest standards of personal and academic conduct and integrity as mature members of the academic community. Students are individually responsible for the information, regulations, and degree and graduation requirements contained in this Catalog. Failure to read, understand, and comply with University regulations does not exempt students from whatever is required or penalties they may incur. Students are also responsible to safeguard their academic status. They should seek the appropriate academic approval from their academic advisor for their academic programs. Students are advised to keep their own records of all transactions with the University. These include registration course schedules and copies of advisement forms, grade reports, payment records, etc. Whenever possible, students are also advised to retain copies of all tests, papers, etc., submitted in fulfillment of the coursework for which they are formally registered.

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## Academic Advising

Advising is an essential dimension of the successful educational process. The American University of Kuwait encourages student-advisor consultation throughout the academic career but at least once a semester. Academic advisors assist students in interpreting University academic policies and procedures and in selecting the required courses for graduation and for the Major or degree programs. All students should meet regularly with the advisors of the Student Success Center. The University is responsible for ensuring that advising resources maintain high standards for serving students effectively and efficiently. However, students have the ultimate responsibility for selecting their courses, meeting course prerequisites, and adhering to University policies and procedures.

## Academic Policy

### Class Attendance

Student attendance and participation in all class, workshop, and laboratory sessions is required. Absences affect student's educational experience and, therefore, will affect grades. Lateness and/or absence hinder the learning process not only for the individual student but also for the class. Instructors will provide students with written statements on the course syllabus of their policies with respect to absences and lateness. University guidelines for attendance, absence and lateness:

1. Any absence may affect the student's grade.
2. Instructors are not obligated to give substitute assignments or examinations to students who miss class.
3. Instructors are expected to maintain attendance records and to draw the student's attention to attendance requirements noted in the course syllabus. More stringent attendance policy is at the discretion of the Instructor.
4. In the event a student misses more than 10% of the class sessions for any reason, the Instructor will inform the Student Success Center who will issue a warning letter to the student.

5. If the student misses an additional 10% of the class sessions after the warning, the Instructor may initiate an Administrative Withdrawal of the student from the course.
6. If the Administrative Withdrawal notification reaches the Office of the Registrar before the withdrawal deadline, a grade of "W" will be entered on the student's permanent record. If notification reaches the Office of the Registrar after the withdrawal deadline, the student will be withdrawn from the course with a grade of "WP" (withdrawal passing, no credit) or "WF" (withdrawal with failure), depending on the quality of the work performed in the course up to that point. A grade of "WF" will be calculated in the overall GPA.
7. In case of serious illness, the student must contact Student Affairs and provide official supporting documentation. The Dean of Student Affairs, in consultation with the faculty member, will determine the course of action regarding the student's progress in his/her course(s).

### Grading System

Passing grades are A, excellent; B, good; C, fair; P, passing (see pass/fail option below). These grades may be modified by a plus or minus. Although a D is a passing grade, it represents less than satisfactory work.

The grade point average is based on grades earned in courses offering credit at the American University of Kuwait and may be calculated based on the following numerical equivalencies to the grading system:

A	equals	4.00
A-	equals	3.70
B+	equals	3.30
B	equals	3.00
B-	equals	2.70
C+	equals	2.30
C	equals	2.00
C-	equals	1.70
D	equals	1.00
F	equals	0
WF	Administrative Withdrawal with failure (GPA of 0)	

The Grade of WF is assigned by the Instructor or the Dean in lieu of an F when the student never attends class, stops attending the class, or is administratively withdrawn with a failing grade, rendering assessment of academic performance impossible.

Grade notations not calculated in the Grade Point Average:

I	Incomplete
AU	Audit. No credit
P	Pass (for Pass-Fail option only)
NP	Not Passing (for Pass-Fail option only)
W	Withdrawn
WP	Administrative Withdrawal without academic penalty

### 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 grade point average (GPA) is computed by dividing the total number of quality points by the total number of credit hours taken.

A cumulative grade point average of 2.00 or higher is required for graduation on all work completed at AUK. In addition, students must maintain an average of 2.00 or higher in their Major courses in order to meet graduation requirements. Some programs may require a higher GPA for continuance in the program, and/or graduation.

Advanced placement credits, IB and A Level credits, credits transferred from accredited institutions, credits earned through extension work, and credit for courses taken on a Pass/Fail basis are not used in computing a student's GPA but may be accepted toward a degree. For calculating the GPA for honor graduates, see the "Honor Graduates" section later in this chapter.

### Incomplete Grades and Make-Up Requirements

The requirements that are noted on the Syllabus

for a course must be completed on the day the semester ends. No incomplete grade of I is given as a final grade in any course unless there is a compelling and verifiable emergency.

In case of unexcused incomplete work, a score of zero or grade of F may be given for the missing work and averaged into the final course grade computed accordingly.

Only in exceptional cases (such as the emergencies noted above), with written approval of the Instructor, is a student allowed to make up incomplete work. The grade of I will be replaced by the earned grade in the student's academic record once the Instructor submits a signed Change of Incomplete Grade of I form to the Office of the Registrar.

It is the responsibility of the student to complete or fulfill the uncompleted course requirement(s) on the date specified by his/her Instructor within 45 calendar days following the scheduled final examination for the course in question. The Instructor has 45 calendar days following the Final Grades Due deadline for the course to submit the final grade via the Change of Incomplete Grade of I form to the Office of the Registrar. After this deadline, all incomplete grades of I will be converted to a final grade of F.

### Change of Final Grade

Faculty may change a final grade by submitting a Change of Grade Request form to the Office of the Registrar. Final grades may only be changed within 60 calendar days of Final Grades Due deadline for the semester in question. Following this deadline, a final grade may not be changed.

### Course Repetition Policy

Under this policy, students may elect to repeat up to 12 credit hours of passed coursework excluding:

1. Prerequisite courses for passed courses
2. Courses which have Catalog restrictions due to duplication of subject material

A passed course may be repeated only once regardless of the outcome. Repetition of previously passed courses will not increase the number of transcript credits (a student will receive credit once for any course passed twice). Grades for repeated, previously passed courses will both be computed (averaged) in the student's grade point average.

Students may repeat any course they have previously failed. The grade earned in the repeated course and the failing grade will both be computed (averaged) in the student's GPA.

All grades of courses completed at AUK will be recorded on the student's American University of Kuwait transcript, and repeated courses will be so designated to distinguish them from other courses. Repeated course grade points will not be used to calculate honors at graduation.

### Academic Probation

A student will be placed on academic probation if, at the end of a semester, the student's cumulative grade point average falls below 2.00.

Students who remain on academic probation with a cumulative GPA below 2.00 for three consecutive semesters will be dismissed from AUK. The academic load of a student who is on probation shall not be more than 12 credit hours per semester until the probationary status is released.

### Removal of Academic Probation

Academic probation will be removed if the student's cumulative GPA increases to 2.00 or above. Students remain on academic probation until the end of the semester.

### Academic Dismissal and Appeal Process

The Academic Standards Committee will notify academically dismissed students that they may appeal their academic dismissal. If a student chooses to appeal a dismissal, the student will be interviewed by the Academic Standards Committee. After interviewing the dismissed student, the

Academic Standards Committee may elect to allow the student to return to AUK as a non-degree student for a specific period of time under specific conditions or may decide that the student should remain dismissed for a period of 1 semester to 1 year.

The decision of the Academic Standards Committee is both final and binding. Appeal to the Academic Standing Committee is the final appeal option available to the dismissed student.

### Registration

Students register for classes each semester based on their scheduled registration times. Students register for classes online via AUK Self Service. For additional information on the registration process and the scheduled registration times, please see the Office of the Registrar website at . Registration through a proxy is not permitted.

### Registration Priority

The Office of the Registrar assigns registration times and priority based upon the student's earned credit hours. Students can view their registration times and priority online via the Office of the Registrar website at [www.auk.edu.kw](http://www.auk.edu.kw). Students may register at their appointed registration time or anytime thereafter.

### Registration Holds

Students may have a "hold" that prevents registration. "Holds" may be placed by the Library, Finance Department, Admissions, Registrar, as well as other University departments. All student "hold" obligations must be cleared by the appropriate office before students are allowed to register for the subsequent term. Students can view their hold information via AUK Self Service.

### Drop and Add

Students are allowed to drop and/or add courses through the end of the Drop/Add period. Students



interested in adding or dropping courses should consult first with their respective academic advisor before making their registration changes. Students can add and drop courses online via AUK Self Service. Courses dropped during the Drop/Add period will not be inscribed in students' academic record. Students are also encouraged to consult the tuition refund schedule before dropping a course.

### Pass-Fail Option

The pass-fail option is provided to encourage students to enrich their educational experience and to venture outside their Major areas of concentration or competence. To earn a pass under the Pass-Fail 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. A grade of not passing ("NP") will be recorded on the transcript, but will carry no grade points and will also not be used in calculating the GPA.

### The following restrictions apply:

1. A student electing the Pass-Fail option must be in good standing (not on academic probation) and should be of sophomore standing or above.
2. A student electing the Pass-Fail option must do so at registration by completing a Pass-Fail Option Request, and no change may be made after the Drop/Add period.
3. No more than 12 credit hours may be taken under the Pass-Fail option, and no more than one course in any one semester.
4. No course taken on the Pass-Fail option may be used to satisfy the general education requirements or be taken in one's Major or Minor.
5. No course may be repeated on a Pass-Fail option. A course for which the grade "P" has been received may not be repeated. Students interested in enrolling in a course using the Pass-Fail option should consult first with their respective academic advisor before making their registration changes. Students

can register for a course using the Pass-Fail option through the Office of the Registrar. Students may only change to or from Pass-Fail status through the end of the Drop/Add period. Please consult the Academic Calendar.

### Independent Study Courses

An independent study course is an individually supervised, upper-level course, which offers a student the opportunity for intense study in a specific area of interest. These courses are primarily intended for juniors and seniors who have received Instructor approval and have at least a 3.00 GPA or are in the semester prior to graduation and need a course to graduate which is not offered at AUK that semester.

### Auditing a Class

Auditing a class allows a student to enroll in a class for no academic credit. Students are still required to pay the tuition and fees associated with the course. No grade is awarded for an audit. The audited class will be recorded on the student's transcript with a grade of Audit. Students should contact the faculty member for requirements for auditing and can register for an audit through the Office of the Registrar. Students may only change to or from an audit status through the end of the Drop/Add period. Please consult the Academic Calendar.

### Withdrawal from Individual Courses

Students are permitted to voluntarily withdraw from individual courses. However, to maintain full-time status a student must maintain a minimum of 12 credits per semester. Withdrawal from individual courses should occur no later than the Withdrawal deadline for the respective Block or semester. Please consult the Academic Calendar.

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 Block or semester. After the published Withdrawal deadline, students may not withdraw themselves from courses. For additional information regarding individual course withdrawal, please see the Office of the Registrar website at [www.auk.edu.kw](http://www.auk.edu.kw). Students are also encouraged to consult the tuition refund schedule before withdrawing from a course.

### Withdrawal from the University

Students may decide to withdraw from the American University of Kuwait for a variety of understandable reasons. Students must withdraw from the University by submitting a signed Withdrawal from AUK request to the Office of the Registrar. Withdrawal from AUK before the Withdrawal deadline will result in a grade of W. Withdrawal from AUK after the Withdrawal deadline will result in a grade of either WP or WF (depending on the student's grades at the time of withdrawal).

In the event a student withdraws from the University for justifiable reasons, the following refund schedule will be applied:

By the last day of the first week of classes:  
90% of tuition and fees  
By the last day of the second week of classes:  
50% of tuition and fees

After the end of the second week, no refunds are made. No refund will be made of application fee, technology fee, Library fee, activities fee or other

fees for special services rendered to students.

### Leave of Absence

Students desiring a leave of absence for reasons other than studying at another institution of higher education must obtain formal permission from the Student Success Center and the Dean of Student Affairs. If the student is in good academic standing and it seems appropriate to guarantee the student an automatic readmission, the Dean of Student Affairs will sign the Leave of Absence Request form. This permit will specify a maximum limitation of one academic year for automatic readmission to the same degree program.

The permit becomes void if the student attends any domestic or foreign institution of higher education during the period of leave.

### Resuming Study at AUK

Students, who without permission cease to attend the University for a minimum of an entire semester, whether voluntarily or not, may not resume study until they have been formally re-admitted.

Unless other arrangements have been agreed to in writing by the Dean of Student Affairs before the beginning of such an absence, readmitted students are subject to all regulations and must meet all requirements in place when studies are resumed.

Readmitted students who change Degree Program, School, or College or who are subject to the new regulations or requirements must complete all requirements and abide by all regulations in effect at the time such a change is made.

### Study at another Institution

AUK students who wish to study at another institution of higher education during the summer must acquire permission in advance by completing the Study Away Request form and receiving the necessary signatures from Academic Affairs and the Student Success Center before doing so.

An enrolled AUK student who plans to take courses at another institution of higher education for transfer credit to American University of Kuwait must be in good academic standing and must receive prior approval by completing the Study Away Request form and obtaining the necessary signatures from Academic Affairs and the Student Success Center.

Students are allowed to take courses at another institution if they meet one or more of the following criteria:

1. It is the student's last semester before graduating from AUK and he or she needs a course that is not offered at AUK that semester
2. The student wants to take summer classes in Kuwait, but the courses that he or she plans to take are not offered at AUK that summer
3. The student is traveling abroad for the summer and wants to take classes while on vacation

All students must still meet the AUK residency requirement of 60 hours. If a student meets one or more of the above criteria, but will not meet the AUK residency requirement of 60 hours, his/her request to study away will be denied.

AUK can assist students in finding appropriate courses at another institution, but does not guarantee a student's admission to study at another institution of higher learning. It is the responsibility of the student to obtain such permission.

Transfer credit is applicable toward the requirements of a major or graduation if the earned grade is C or better. Approval is granted for specific courses only, not programs. Only courses from accredited institutions of higher education can be transferred to AUK.

## Courses and Class Schedules

### Course Schedules

Each semester the University publishes an online schedule of course offerings for the following semester which is accessible to students via AUK Self Service. This schedule provides information

on the courses to be offered, the meeting schedule and meeting frequency, the time schedule (hour of the day and which days of the week), and the classrooms and laboratories for the respective courses. Students should consult the Schedule of Courses through AUK Self Service before seeking advice from their academic advisor.

### Course Code, Level, Title and Credit Hours Information

Each academic discipline offered by the University is summarized by a three- or four-letter code, followed by a number indicating the level of the course content.

For example,

**ENGL 201** Foundations of Western Literature (3)

is a second level course in English Literature that follows introductory level course(s) at the 100 level such as ENGL 101 First Year Writing Seminar: Thinking and Writing Across the Curriculum (3). The number in parentheses following the title of a course indicates the number of credit hours for that course. If the frequency of the course offering is not indicated, the course is offered at the discretion of the Program or Department. Student's inquiries should be directed to academic units and programs.

### Courses Numbered 099 or Below

Hours of credit may be awarded for the successful completion of these courses. However, grades earned in these courses are not averaged into the GPA, and the credit hours earned for these courses are not applied toward the total hours required for graduation.

### Course Prerequisites

Upper or higher level courses, typically with 200, 300, and 400 designations, may have one or more introductory level prerequisites. Typically 200 level courses are for freshman and sophomore students

and 300 and 400 level courses are for juniors and seniors. Specific prerequisites are usually noted in the course description. Codes, numbers and titles are those of AUK.

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 hours. Equivalency is determined by AUK. Students should consult with their academic advisor for written acceptance of equivalency and permission to enroll in upper level courses. 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.

### Course Credit Value

All courses are valued in credit hours. Generally, each credit hour is equal to 50 minutes of class instruction a week. Each credit hour of laboratory is equal to 120-180 minutes of laboratory experience.

### University Academic Operation and Class Periods

The University offers most courses on a five-day schedule, from Saturday through Wednesday. Classes normally meet either two days a week for one hour and fifteen 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 Independent Study or Continuing Education and other specialized programs may meet in the evenings and on weekend days and for varied hours of meeting.

### Course Descriptions and Syllabi

Course descriptions of permanent courses in the University curriculum are listed alphabetically by discipline, and then by course number, title, and

credit hours in the Course Descriptions section of this Catalog. Nonrecurring or Special Topics courses are published online via AUK Self Service each semester in the Schedule of Courses issued by the Registrar. Course Syllabi (Syllabus in the singular) provide a detailed outline of the course content with the dates for the assignments, exams and other requirements indicated. Course Syllabi are available from the Instructor at the start of the course, and from the Office of the Dean of Academic Affairs.

## Graduation

### Application for Graduation

The American University of Kuwait confers degrees at the end of the academic year (Spring semester). Candidates for degrees must complete and submit an Application for Graduation form in the Office of the Registrar prior to the registration period of the last semester of study. Failure to apply for graduation by the required deadline may result in the student's graduation being delayed.

After the application for graduation has been filed, the Office of the Registrar will begin processing the information and checking the requirements for final certification for graduation. Students who fail to complete all degree requirements by the end of the semester for which they applied to graduate must reapply in order to graduate at the next graduation ceremony.

### Degree Audit

E-mail reminders will be sent to the AUK e-mail address of those students who have earned a minimum of 100 credit hours towards their AUK degree. Students should check their Degree Audit and their personal information via their **AUK Self Service account** to ensure that their information is correct.

Students should also review the audit with their academic advisor and report any discrepancies to the Office of the Registrar. The substitution of



courses for Degree Audit and graduation purposes may be petitioned through the Student Success Center.

The Degree Audit will list remaining degree requirements, as well as requirements completed and in progress. The audit assumes successful completion of courses in progress. It is dynamic and changes as students progress with their academic career.

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 cumulative GPA and Major GPA requirements.

### Conferral of Degrees and Commencement

Students who successfully complete degree requirements by the end of the semester for which they have applied (or reapplied) to graduate are certified by the Dean of Admissions and Registration for conferral of a degree. All candidates for degrees whose academic records indicate that they can satisfy degree requirements by the end of the term for which they have applied are permitted to participate in Spring Commencement ceremonies.

The permanent record of the graduate is appropriately noted with a statement and date of graduation.

### Names on Degrees

The names of students on degrees of the American University of Kuwait will be spelled exactly as they appear on the Application for Graduation as completed by the student and will be printed according to the personal preference of the student concerned.

### Official Student Class Standing

Credit Hours Completed	Class Standing
0-29 hours	Freshman or First Year

30-59 hours	Sophomore or Second Year
60-89 hours	Junior or Third Year
90-120 hours	Senior or Fourth Year
121+ hours	Fifth Year

### Student Academic Load

A student admitted to and enrolled as degree-seeking normally registers for 15 to 17 credit hours each semester so that the required minimum of 120 credit hours for the Bachelor's degree in a major in Arts and Sciences may be completed in four years. In any given semester, a student may register for a minimum of 12 credit hours and be classified as full-time for that semester. The additional credit hours through summer enrollment, transfer credits from other universities, or by an overload (if approved by the advisor and/or Student Success Center) in another semester may be needed in order to maintain normal annual progress toward a degree. A total of 17 credit hours per semester is the maximum load a student is permitted to take. PASS Program students are permitted to enroll in a maximum of 13 credit hours per semester.

### Categories of Students

#### Full-time Students

To be considered full-time, a student must carry a course load between 12 and 17 credit hours per semester. Under special circumstances a student with a cumulative average of 3.00 or above may secure the permission of the Student Success Center to take an additional three-credit course (up to a maximum of six courses). Students on academic probation should not enroll in more than 12 credit hours per semester while on probation.

#### Part-Time Students

Part-time students carry 11 credit hours or less. No special permission is required to enroll at AUK as a part-time student.

## Student Academic Record

### Permanent Record

For each student who registers at the University, a permanent record, specifying academic achievement, is maintained in the Office of the Registrar. Students may access their academic records through their **AUK Self-Service account**: 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 from their AUK Self-Service account. Official AUK transcripts must be requested from the Office of the Registrar. Transcripts are released only upon the signed request of the student concerned. The University issues only complete transcripts, not parts of transcripts or student records. The University does not release any documents from the student file. The University does not make copies of transcripts or other official documents in the student's file from other colleges or universities.

### Disclosure of Student Records

Student information is only afforded to verified family members. The preference is that the information be limited to parents/guardians of the students. Information that can be released includes the following: enrollment status, grades at midterm, final grades, and declared major.

Parents/guardians wanting additional information must make an appointment to meet with the both the Student Ombudsman and the student. The Student Ombudsman will obtain the relevant information from the faculty member and will share the information with the concerned party. If family members request to meet with faculty, the Student Ombudsman will make the arrangements.

## University Honors and Awards

### Dean's Honor List

Each School or College will issue a Dean's List of Honor students at the end of each semester. To be placed on the Honor List for the semester, a student must:

1. Be full-time, earning a minimum of 12 credit hours numbered 100 or above for the semester;
2. Have at least a 3.50 semester GPA;
3. Have no incomplete grades, WF, or F grades for the semester; and,
4. Have no disciplinary action against him or her.

### 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 American University of Kuwait and have achieved the requisite cumulative GPA. These are:

Summa cum laude:	3.90-4.00 GPA
Magna cum laude:	3.70-3.89 GPA
Cum laude:	3.50-3.69 GPA

Latin Honors are listed in the Commencement Program and on the student's permanent record and degree.

### University Liability

The University has no liability if the student ignores the advice of academic advisors or fails to abide and comply by the regulations contained in the Catalog. Also, the University community (students, faculty, and staff) and guests are responsible for their personal possessions and property. The University does not provide insurance to cover losses of or damage to such possessions or personal articles nor does it assume any responsibility for such losses.

## DIVISION OF STUDENT AFFAIRS

*The Division of Student Affairs is responsible for the social development and welfare of students at the American University of Kuwait. The Division is in charge of cultivating a co- and extra-curricular environment that supports and enriches student psycho-social development in the course of his/her academic career at AUK. Its objectives are advanced through non-academic extra-curricular activities.*

*The Division of Student Affairs establishes programs and activities that contribute to the process of personality development, individual self-esteem, self-confidence, self-discovery and social awareness. It also creates programs and activities for educating and enhancing the development of coordination, teamwork and leadership skills. Its goal is to enhance the student's positive and proactive attitude towards himself/herself, the community and the world.*

*The University is a community of individuals working together to create the crucial conditions for learning and personal growth. The relationship that governs their interaction is primarily educational and is guided by a sense of mutual respect and responsibility. Each individual is expected to honor his/her obligations and commitments. Thus, the rules and regulations of the University constitute not only basic and uncompromising standards and guidelines for conduct on and off Campus, but are also commitments that one and all are obligated to respect, honor and promote when one becomes a member of the AUK community.*

*The Division of Student Affairs enforces the rules and regulations concerning students' life at the University.*

*Students have the freedom of not joining the University or withdrawing from it if they consider its regulations inconsistent with their values and expectations. The University has moral and legal obligations to uphold and promote the highest academic and behavioral standards among its students.*

*To ensure such high standards, the University reserves its right, through due process, to take disciplinary action against students for violation of institutional standards of behavior and academic regulations and procedures which are clearly defined in this Catalog.*

### Dean of Student Affairs Office

### Code of Academic Honesty

- Violations of Academic Honesty and Integrity
- Jurisdiction

### The Code of Conduct

- Violations of Student Code of Conduct
- Rights and Responsibilities
- Student Code of Conduct Procedures
- Policy Regarding Disruptive Students

### Campus Life

### Campus Security

### Student Success Center

### Student Ombudsman

### Student Employment





## Dean of Student Affairs Office

In collaboration with academic units and officers of the University, the Dean of Student Affairs and staff are responsible for the student's moral, spiritual, psychological, social, cultural and physical development. In pursuit of these objectives, the Division of Student Affairs provides a variety of programs, activities and functions. The mission of Student Affairs is:

- To assist students in their transition to university life by providing a comprehensive orientation program
- To organize sport, social, cultural and entertainment activities for the students and the University community
- To provide enriching experiences for all students through developing student sport, cultural and other clubs
- To encourage student participation in activities and clubs where they learn to exercise responsibility and to build leadership skills.
- To develop, organize and stimulate interaction among students, faculty and staff in areas of common interest.
- To assist students in their personal growth and development while providing guidance for life decisions.

## Code of Academic Honesty

Members of the American University of Kuwait community study and work together in an institutional framework dedicated to the pursuit of knowledge and learning. Freedom of inquiry, learning and intellectual pursuit flourishes only in a community in which the participants are

committed to the mutual respect of each other's role and activity. Academic freedom, freedom of expression and dissent, tolerance of diversity are values of AUK that guide the norms of conduct of students, faculty, staff and administration. The educational mission of the University community is best realized and advanced when the rights, responsibilities, and reasonable standards of conduct and academic integrity are observed. The American University of Kuwait expects from its students the highest standards of academic integrity and honesty in their conduct.

In light of the above noted values and norms of conduct, the Student Code of Academic Honesty outlines acceptable and unacceptable academic behavior for AUK students as well as appropriate disciplinary procedures, penalties and sanctions for violations of academic integrity.

Upon admission to the American University of Kuwait, students agree to act responsibly in all areas of academic, personal and social conduct and to take full responsibility for their individual and collective action. Such regulations are found in the American University of Kuwait Catalog, Student Handbook, other official publications, and the AUK website at [www.auk.edu.kw](http://www.auk.edu.kw).

Any student or student organization found to have committed the following violations or misconduct, either on or off campus, is subject to the disciplinary sanctions outlined in Adjudication Procedures:

### Violations of Academic Honesty and Integrity

#### *Academic Dishonesty*

Including but not limited to the following:

#### *Cheating*

The term "cheating," includes but is not limited to, copying homework assignments from another student; working together with another individual

on a take-home test or homework when specifically prohibited from doing so by the Instructor, looking at and/or copying text, notes or another person's paper during an examination when not permitted to do so.

Cheating also includes the giving of work information to another student to be copied and/or used as his/her own. This includes but is not limited to giving someone answers to exam questions either when the exam is being given or after having taken an exam; informing another student of specific questions that appear or have appeared on an exam in the same academic semester; giving or selling a term paper, report, project or other restricted written materials to another student. Some forms of dishonesty are detailed below.

#### *Plagiarism*

The term "plagiarism" includes, but is not limited to, an attempt of an individual to claim the work of another as the product of his/her own thoughts, regardless of whether that work has been published.

Plagiarism includes, but is not limited to, quoting improperly or paraphrasing text or other written materials without proper citation on an exam, term paper, homework, or other written material submitted to an Instructor as one's own work. Plagiarism also includes handing in a paper to an Instructor that was purchased from a term paper service or downloaded from the Internet and presenting another person's academic work as one's own.

Individual academic departments may provide additional examples in writing of what does and does not constitute plagiarism, provided that such examples do not conflict with the intent of this policy.

#### *Violations of Copyrights*

International copyright laws must be observed by all students. Violations of copyright laws include making unauthorized use of printed materials,

duplicating computer software, duplicating copyrighted materials, and reproducing audio-visual works.

#### *Dishonesty in Papers*

Papers submitted in courses must be the original work of the student with appropriate citations and references. Papers or other reports prepared by another person or purchased from another person or company and submitted as one's own work is a violation of academic honesty.

#### *Work for One Course Submitted for Another*

Work submitted for one course may not be submitted for another. It is a violation of academic integrity to submit the same work in more than one course. The incorporation by students of past writing or research into current projects must be clearly indicated.

#### *Falsification of Data*

Deliberate falsification of data for coursework, research papers or projects and other academic activity is a violation of academic integrity.

#### *Inappropriate Collaboration*

Working and collaborating with a fellow student or others without acknowledging their assistance is a violation of academic integrity.

#### *Dishonesty during Exams*

This includes the use of unauthorized materials, receipt of information and/or answers from others during the examination, or the transferal of unauthorized materials, information or answers to another student.

## Adjudication of Academic Dishonesty

The University reserves the right of imposing on the violators of academic honesty disciplinary action ranging from a failing grade in the exam, paper or course to suspension or dismissal.

### Jurisdiction

#### Faculty Jurisdiction

The course Instructor has full authority to impose penalties in cases of academic violation of the University's Code of Academic Honesty that occur in his/her course.

Students wishing to bring charges of violation of academic honesty against another student should do so through the faculty member in whose course or academic activity the alleged code violation has occurred. In the case of students bringing charges against other students, the student bringing the charge must identify himself or herself to the faculty member.

All cases of violations of academic honesty must be reported to the Dean of Student Affairs or designee.

#### Administrative Jurisdiction

In circumstances in which the faculty member chooses to refer such violation to the Student Success Center, the following procedures will be observed:

Faculty members reporting an alleged case or incident of dishonesty must do so within two weeks from the date of discovery of the alleged dishonesty. The charge of dishonesty must be supported by appropriate documentation and should be reported to the Student Success Center.

The Student Success Center will notify the student of the charge and will arrange to discuss the charge with the student in a preliminary meeting. The

Student Success Center will also notify the Dean of Student Affairs that the alleged offense occurred. At the preliminary meeting, the student will be presented with the charge made and the evidence provided by the faculty member. The student will be advised of the adjudication procedures including his/her rights and given the opportunity to respond. The student may respond immediately or may be asked to respond in writing within five (5) working days. Any statement or signed document by the student will become part of the evidence in the case.

If the student fails to attend this preliminary meeting, the Student Success Center may proceed with the process as appropriate. The Student Success Center may, if needed, gather additional evidence from the student, the complainant, and other appropriate parties prior to the adjudication process.

Faculty members will not submit grades for the work in question or for the course until the case has been adjudicated. The faculty member may, at his/her discretion, discuss the alleged case of dishonesty with the student before the case has been adjudicated. If a semester grade is to be submitted before the resolution of the case, a grade of N will be entered on the transcript for that course.

After reviewing the charges and the evidence, the Student Success Center will recommend disciplinary action to the Dean of Academic Affairs. The Dean (or Dean's appointed designee) may dismiss the case, remand the case to the faculty member bringing the charge or assign a penalty.

The Dean has the authority to request a meeting with the student at any time.

No legal counsel or external advisor is permitted at any point during the adjudication procedure.

### Penalties

Students are advised that violations of the Code of Academic Honesty will be treated seriously by the University. The adjudication of violations will take into account both the seriousness of the offense and any particular circumstances involved in assigning a penalty. Repeat offenders may be subject to more severe penalties.

Penalties for an academic offense may include but are not limited to one or more of the following, progressively more severe:

- Resubmission of the work or the retaking of the exam in question
- Submission of alternative work or exam for the course in which the offense occurred
- Disciplinary probation
- A grade of F for the work found to be in violation of the Code of Academic Honesty
- A grade of F or WF for the course in which the offense occurred
- Denial of credit for the course in which the offense occurred
- Suspension for one or more academic semesters, including the semester or session in which the offense occurred
- Dismissal for a specified time or permanently from the University

The student found in violation of the Code may not withdraw from a course in which an academic infraction has occurred and a penalty applied. No refund or cancellation of tuition or fees is

provided in such cases.

The Student Success Center will notify the student in writing of the finding of violation and the appropriate penalty assigned. The faculty member bringing the charge will also be notified in writing of these results.

### Student's Right of Appeal

Students have the right of appeal of the adjudication process.

Appeals must be made in writing within 21 days of the date of notice.

Appeals are limited to grounds of improper procedure and lack of relevant evidence at the time of the original administrative review, or excessive penalty. Appeals will be reviewed by the Dean of Academic Affairs. The Dean may consult the record of the case, the appeal request, and any person involved in the process of adjudication. The Dean of the College of Arts and Sciences in consultation with the Dean of Student Affairs make the final decision. The Dean of the College of Arts and Sciences will issue a final determination of the case.

### Records of Disciplinary Actions

All records related to student violation of the Code of Academic Honesty will be retained for a period of seven (7) years after the student's last registration at American University of Kuwait. If the violation and penalty is noted on the student's permanent record, the record is maintained indefinitely. These, as all student records, are subject to University regulations of confidentiality of student records.

Students have the right to review their records of the violations of the Code of Academic Honesty through a written request.

## The Code of Conduct

The Student Code of Conduct governs behavior on or off campus that is illegal according to Kuwaiti law, affects the learning and teaching process in the University and that disrupts or potentially disrupts the learning process of fellow students or the teaching or administrative processes of the University. Because learning and intellectual growth can only be achieved in an atmosphere free of intimidation and coercion, students must observe local and state laws as well as the academic and behavioral regulations of the American University of Kuwait. Examples of violations of Student Code of Conduct include but are not limited to the following:

### Violations of Student Code of Conduct

#### *Unauthorized Computer Usage*

Unauthorized use of computers may include entry into a computer file, to use, read, or change the contents, or for any other purpose; unauthorized transfer of a file; unauthorized use of another individual's identification and password; use of computing facilities to interfere with the work of another student, faculty member or AUK official; use of computing facilities to send or receive obscene or abusive messages; use of computing facilities to interfere with the normal operation of AUK computing system.

#### *Telephone Tampering*

Tampering with, damaging or destroying telephone equipment or service, tampering or unauthorized use of access codes, falsely using telephone credit cards or otherwise fraudulently use of University telephones.

#### *False Information*

Providing false information to any AUK official or faculty member is a violation of the Conduct Code.

#### *Forgery*

Altering, forging or misusing any AUK document, record, or certificate of identification. Possession of forged, fraudulent, or altered documents of identification on University Campus or at University sponsored events or activity.

#### *Disruption of University Activity*

Disruption or obstruction of teaching, research, administration, adjudication or disciplinary proceedings, other AUK activities, including its public functions on or off campus, or other authorized non-AUK activities, when the act occurs on the AUK campus.

#### *Physical or Verbal Abuse*

Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct, which threatens or endangers the physical or emotional health or safety of any person on University Campus is a violation of the Conduct Code.

#### *Theft or Damage to Property*

Attempted or actual theft of property of AUK or property of a member of the AUK community or other personal or public property is a violation of the Code of Conduct. Willful, purposeful or irresponsible damage to University premises or property or to other property on University Campus is also a violation of the Conduct Code.

Possession of stolen or unauthorized property on University Campus or at University events or activities is a violation of the Conduct Code.

#### *Discrimination*

Discrimination towards a person or group on the basis of age, sex, sexual orientation, religion, race, color, disability, marital status or national origin is against University policy.

#### *Sexual Harassment*

Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, which makes submissions to or rejection of such conduct either an explicit or implicit basis for academic decisions affecting the individual, or unreasonably interferes with the individual's academic performance by creating an intimidating, hostile, or offensive environment.

Conduct which falls into the definition of sexual harassment includes, but is not limited to unwelcome physical contact of a sexual nature such as patting, pinching, or unnecessary touching; overt or implied threats against an individual to induce him or her to perform sexual favors or to engage in an unwelcome sexual relationship; verbal innuendos or jokes of a sexual nature, including graphic or degrading verbal comments about an individual and/or his/her appearance; use of sexually suggestive terms or gestures to describe a person's body, clothing, or sexual activities.

#### *Sexual Battery/Assault*

Sexual battery or assault is commonly referred to as rape of a male or female. Any sexual act that is perpetrated on a person without that person's consent is sexual battery/assault and is a criminal act.

Both males and females may be victims of sexual battery. It does not matter whether the victim knows his/her attacker (date/acquaintance rape) or did not know his/her attacker (stranger rape). It does not matter if the victim has had a previous relationship with his/her attacker.

Consent means intelligent, knowing, and voluntary consent and does not include a coerced submission or a submission obtained by threatening the victim.

Consent shall not be deemed or construed to mean the failure by the alleged victim to offer physical resistance to the offender. Furthermore, consent cannot be obtained from a person who is

temporarily or permanently incapable of appraising the nature of his/her conduct. For example, a person who is under the influence of an intoxicating substance may be unable to appraise the nature of his/her conduct.

#### *Compliance with University Policies*

Failure to comply with published University policies, regulations, rules and procedures is a violation of those policies.

#### *Non-Compliance with Directions*

Failure to comply with directions of AUK officials or law enforcement officers who are acting in performance of their duties, and/or failure to identify oneself to these persons when requested to do so is a violation of the Code of Conduct.

#### *Unauthorized Use of Keys*

Unauthorized possession, duplication, or use of keys to any AUK premises, or unauthorized entry to or use of AUK premises is considered a violation of the Code of Conduct.

#### *Unauthorized or Unlawful Entry*

Entry or attempt to enter without lawful authority any building or facility of the University, including entry against the will of the lawful occupant or of the person authorized to remain. Refusing to depart the premises in accordance with the demand of the authorized occupant or of the person in charge is also a violation of the Code of Conduct.

#### *False Representation*

Unauthorized contracting or representation in the name of the University and/or the unauthorized use of the University's corporate name, seal, logo or images is a violation of the Code of Conduct. The same holds for any subdivision of the University.



**Unauthorized Soliciting**

Unauthorized soliciting, selling or promoting private business by any individual, group, or organization on University Campus or any University event or function is a violation of the Code of Conduct.

**Violation of Law**

Violation of local or country law on AUK premises or at AUK sponsored or supervised activities and events is also a violation the Code of Conduct.

**Violation of Law and AUK Regulations**

If a student is charged only with an off-campus violation of the law, but not with any other violation of the Code of Conduct, disciplinary action may be taken and sanctions imposed for grave misconduct that demonstrates flagrant disregard for the AUK community and/or disrupts the educational mission of the University.

AUK disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of this student Code of Conduct. Proceedings under this Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

When authorities charge a student with a violation of law, AUK will not request or agree to special consideration for that individual because of his/her status as a student. If the alleged offense is also the subject of a proceeding before the Student Conduct Committee under the Code of Conduct, however, AUK may advise off-campus authorities of the existence of the Student Code of Conduct and of how such matters will be handled internally within the AUK community.

AUK will cooperate fully with law enforcement and other agencies to the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student

violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.

**Controlled or Illegal Substances**

Use, possession or distribution of narcotic or other controlled or illegal substances except as expressly permitted by law is a violation of the Code of Conduct.

Smoking in classrooms, on elevators, and in other designated non-smoking areas is prohibited.

**Alcohol**

Use, possession or distribution of alcoholic beverages is not permitted by Kuwaiti law and AUK regulations.

**Public Intoxication**

Public intoxication is not acceptable and is against AUK regulations.

**Gambling**

Gambling, betting or other illegal or unauthorized games or contests of chance, on University Campus or through the use of University computers are a violation of the Code of Conduct.

**Weapons and Dangerous Materials**

Illegal or unauthorized possession, distribution or use of firearms, explosives, other weapons, or dangerous chemicals on AUK premises are a violation of the Code of Conduct.

**Unauthorized Demonstration**

Participation in a campus demonstration which disrupts the normal operations of the University and infringes on the rights of other members of the

AUK community, or leading or inciting others to disrupt scheduled and/or normal activities within any campus/center building or area, or intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus is a violation of the Code of Conduct.

**Obstruction of Movement:**

Obstruction of the free flow of pedestrian or vehicular traffic on AUK Campus or at University sponsored or supervised functions is a violation of the Code of Conduct.

**Disorderly Conduct**

Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on AUK Campus or at functions sponsored by, or participated in by AUK is a violation of the Code of Conduct.

**Abuse of the Student Discipline System, including but not limited to:**

Failure to appear before a responsible Student Affairs Officer, Hearing Officer, Student Conduct Committee, or other AUK officials when requested to do so.

Falsification, distortion, or misrepresentation of information before a Student Conduct Committee is a violation of the Code of Conduct.

Disruption or interference with the orderly conduct of a Student Conduct Hearing and false accusations of student misconduct knowingly without cause is a violation of the Code of Conduct.

Attempting to discourage an individual's proper participation in, or use of, the student discipline system is a violation of the Code of Conduct.

Attempting to influence the impartiality of a member

of a Student Conduct Committee prior to, and/or during the course of, the Student Conduct Hearing is a violation of the Code of Conduct. Harassment (verbal or physical) and/or intimidation of a member of Student Conduct Committee prior to, during, and/or after a Student Conduct Hearing is a violation of the Code of Conduct.

Failure to comply with the sanction(s) imposed under the Student Code, and/or influencing or attempting to influence another person to commit an abuse of the student discipline system is a violation of the Code of Conduct.

**Bribery**

Offering or giving money or other property, or any item of service to an AUK employee for the purpose of attempting to obtain assistance that would not have otherwise been provided is a violation of the Code of Conduct..

**Tampering with Student Elections or Organizational Records**

Tampering with the election of any recognized AUK student organization or its records is a violation of the Code of Conduct.

**Rights and Responsibilities**

Each student has a duty to understand the rules and regulations set forth by the University. Ignorance of a rule or regulation shall not be an acceptable defense during the adjudication process.

No student or member of the University community shall be deprived of academic freedom, civil rights and liberties without due processes of applicable University regulations.

No disciplinary sanctions may be imposed upon any student or member of the University community under authority of the University without due process provided.

## Student Code of Conduct Procedures

The administration of student discipline shall be flexible and consistent with the philosophy and educational objectives of the American University of Kuwait. In those cases not likely to result in a termination of a student's enrollment at the University, the Dean of Student Affairs or designee shall have the responsibility for the administration of student sanctions and may impose varying degrees and types of disciplinary actions.

### Student Conduct Review Procedures

Any member of AUK community may file charges against any student or student organization for misconduct. Charges must be prepared in writing and directed to the Dean of Student Affairs. Any charge(s) should be submitted as soon as possible after the event takes place, preferably within forty-eight hours. The Dean of Student Affairs or designee will investigate and address the allegation or the Dean of Student Affairs will convene the Code of Conduct Committee.

The Code of Conduct Committee will review evidence, meet with witnesses and the accused. The Conduct Committee will recommend adjudication to the Dean of Student Affairs. The Dean of Student Affairs will render a decision. The student will be informed of the sanctions in writing.

The Code of Conduct Committee shall consist of five members chosen from Academic and Student Affairs, and one student representative. The University Ombudsman, from among the five members of the Code of Conduct Committee, shall assume the role of the Chair of the Committee.

### Sanctions

**Warning.** An oral or written notice that the student is violating or has violated institutional regulations may be issued.

**Probation.** A written reprimand for violation of specified regulations may be issued. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during or after the probationary period.

**Loss of Privileges.** Denial of specified privileges for a designated period of time may be issued.

**Fines.** Established and published fines may be imposed.

**Restitution.** Compensation for loss, damage or injury must be made. This may take the form of appropriate service and/or monetary or material replacement.

**Discretionary Sanctions.** Work assignments, service to AUK or other related discretionary assignments.

**Suspension.** This entails separation of the student from AUK for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

**Expulsion.** Dismissal or permanent separation of the student from AUK may be imposed. Expulsion is imposed by the Dean of Student Affairs in consultation with the President of the University.

Regarding **groups** or **organizations**, the following sanctions may be imposed.

**Sanctions** listed above.

**Deactivation** or loss of specific organizational privileges for a specified period of time may be imposed.

**Expunging of Student Record.** Other than AUK suspension and expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record but shall become part of the student's confidential record held by the Dean of Student Affairs. Upon graduation, the student's confidential record may be expunged of disciplinary actions other than suspension or expulsion upon written application to the Dean of Student Affairs. Cases involving the imposition of sanctions other than suspension or expulsion shall be expunged from the student's confidential record seven years after final disposition of the case.

### Appeals

A student, student organization, or complainant may appeal the sanctions imposed by the Code of Conduct Committee. Such appeals shall be in writing and shall be delivered to the Dean of Student Affairs within five business days of the receipt of the sanctions.

If a student appeals the decision, the Dean of Student Affairs shall decide if sanctions shall be in effect immediately, or pending the outcome of the appeal process. If the student or student organization poses a threat to any person, is unruly, disruptive, uncontrollable, damages or threatens to damage any property or some other very serious condition exists, the Dean of Student Affairs may suspend the student or organization from activity at AUK immediately, and have the student(s) escorted off AUK property.

The Code of Conduct Committee will forward all necessary paperwork to the Dean of Student Affairs, including, but not limited to, all incident reports filled out by AUK personnel, all security reports, any witness statements, and any police reports.

If the matter is referred to the Dean of Student Affairs, a decision will be made as to whether the matter will be heard and notify the student or student organization in writing of the decision.

The Dean of Student Affairs will review all pertinent paperwork forwarded from the Committee Chair. A time shall be set for a hearing, not less than five or more than fifteen business days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the Dean.

The Dean of Student Affairs, after hearing the case in the manner outlined in this Procedure, shall recommend upholding or overturning the decision. The Dean may also modify the recommended adjudication.

### Hearing Procedures

Hearings normally shall be conducted in private.

In hearings involving more than one accused student, the Chair of the Hearing Committee, in his/her discretion, may permit the hearings concerning each student to be conducted separately.

The complainant and the accused have the privilege of being assisted by any advisor they choose. The complainant and/or the accused are responsible for presenting his/her own case and therefore, advisors are not permitted to speak or participate directly in any hearing.

The complainant, the accused, and the Code of Conduct Committee shall have the privilege of presenting witnesses, who may be subject to questioning.

The student or student organization must notify the Committee Chair of any witnesses and/or evidence they wish to present, at least three business days prior to the hearing.

Pertinent records, exhibits and written statements may be accepted as evidence for consideration at the discretion of the Committee Chair. All procedural questions are subject to the final



decision of the Committee Chair.

At the discretion of the Committee Chair the accused may have the privilege of facing the accuser.

There shall be a single verbatim record, such as a tape recording, of all hearings before the Code of Conduct Committee. The record shall be the property of AUK and stored in the Office of the Dean of Student Affairs.

After the hearing, the Code of Conduct Committee shall determine by simple majority vote if the student has violated the section(s) of the Student Code that the student is charged with violating.

The Code of Conduct Committee's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Conduct Code.

If the Code of Conduct Committee determines that a violation(s) of the Student Code has occurred, it will vote on sanction(s) to recommend to the Dean of Student Affairs.

The Dean of Student Affairs after receiving the recommendation of the Committee Chair may impose sanctions on the student or student organization. Sanctions will be delivered in writing.

Except in the case of a student charged with failing to obey the summons of the Code of Conduct Committee or AUK official, no student may be found to have violated the Student Conduct Code solely because the student failed to appear before the Code of Conduct Committee. In all cases, the evidence in support of the charges shall be presented and considered.

A quorum for the Code of Conduct Committee will be the Committee Chair and three members of the Code of Conduct Committee. The decision of the Dean of Student Affairs is final.

### *Interpretation and Revision*

Any question of interpretation regarding the Student Code shall be referred to the Dean of Student Affairs or designee for final determination.

The Student Conduct Code shall be reviewed periodically at the discretion of the Dean of Student Affairs.

### **Policy Regarding Disruptive Students**

The University values academic freedom, freedom of expression and dissent, and tolerance of diversity. Students, faculty, staff and administration are expected to honor these values. The Disruptive Student Policy protects students, faculty and staff and administration from any disruptive behavior of students:

Students who do not conform to the standards of appropriate behavior as set forth by the American University of Kuwait will not be permitted to interfere with other students' access to an education. American University of Kuwait students are subject to State of Kuwait laws, and all policies and procedures of the Board of Trustees of AUK. Violation of these published laws and University policies and procedures may subject the violator to appropriate action by University authorities.

The Dean of Student Affairs is authorized to suspend or expel students because of disruptive behavior. If required, the Dean of Student Affairs will use appropriate legal processes. Nonviolent student dissent does not fall under the purview of this policy.

Students who exhibit disruptive behavior serious enough to merit disciplinary action, may cause University officials to refer the students for appropriate psychological/psychiatric evaluation. The University will retain the services of a psychological/psychiatric evaluator to assess the behavior and psychological condition of students

who exhibit disruptive behavior or threaten bodily harm to themselves or others or exhibit severely disoriented perceptions and/or behaviors. Alternatively, counselors may be called upon to assist students who exhibit less severe disruptive behavior.

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Students who exhibit disruptive behavior serious enough to merit disciplinary action, may cause University officials to refer the students for appropriate psychological/psychiatric evaluation. The University will retain the services of a psychological/psychiatric evaluator to assess the behavior and psychological condition of students who exhibit disruptive behavior or threaten bodily harm to themselves or others or exhibit severely disoriented perceptions and/or behaviors. Alternatively, counselors may be called upon to assist students who exhibit less severe disruptive behavior.

All records associated with the treatment or disciplinary process are confidential.

Students suspended under this policy may re-enroll only after certification by a licensed clinical psychologist or psychiatrist and upon approval of the Dean of Student Affairs.

### *Procedures Regarding Dismissal of Disruptive Students*

For students suspended or expelled under this policy, the Dean of Student Affairs shall consult with the student's professors regarding the student's grades for the term during which he/she has been suspended or expelled. Final determination of grades, however, shall rest with the professors.

If a student has been removed from the University through disciplinary dismissal, expulsion, or suspension due to disruption of the educational process, or the endangerment of the health and safety of others, and returns to the University in a subsequent academic semester as a student, the Dean Student Affairs may share with the student's Instructors otherwise confidential information concerning the student when in his/her judgment it will further the educational interests.

To protect confidentiality and the possible sensitive nature of the information, the Dean of Student

Affairs should share the information in person with the faculty member, and point out the nature of the information and its educational relevance. Only relevant information should be shared, not the entire record. No copies of the confidential record shall be made.

All referrals for immediate intervention with a disruptive student will be made to the Dean of Student Affairs. The Dean will assess the student's condition. The Dean will determine whether an evaluation with a consultant is necessary, and/or his/her designated representative will make the referral to a professional clinician for psychological and/or psychiatric evaluation.

The student will be informed of the reason(s) that he or she is being referred for the initial evaluation at his/her expense. The results of the evaluation will be used by the Dean and other appropriate staff in determining the student's enrollment status with the University.

The University will identify and recommend the services of professional clinicians who are appropriately licensed and have appropriate credentials in the field of mental health and who are available to the student within three hours after initial contact with the Dean of Student Affairs and his/her designee. The mental health professional will provide a written evaluation and diagnosis of the student in a timely manner following referral and will provide information regarding follow-up treatment if necessary. On campus counselors will provide immediate crisis intervention if the severity of the incident or the condition of the student so warrants.

#### *Re-enrollment Process of Disruptive Students*

If a student who has been removed from the University under the Disruptive Student Policy, applies for re-entry to the University, the following process will be followed.

The student must contact the Dean of Student Affairs regarding his/her request for resuming studies.

The Director of the Student Success Center must approve the student's course selection prior to the first semester of re-enrollment in the University. Courses chosen will be appropriate to student's background and to his/her educational plans.

Prior to the beginning of the student's first semester of re-enrollment, the Dean of Student Affairs or designee will inform the student's Instructors of any relevant educational information.

### **Campus Life**

The University provides services and facilities for the needs of students including those with disabilities. These services are free of charge and are provided to help students learn better and more effectively and enjoy an active campus life.

#### *Intramural Sports*

The University believes that students should be provided with opportunities to participate in individual and team sports and to develop their talents through a wide variety of sports. Sport activity helps students develop and excel in individual physical skills, team play, sportsmanship and emotional and moral growth.

Through the Division of Student Affairs, separate Intramural Sports opportunities for men and women will be organized to encourage interest and participation in sports activity, team spirit and cooperation. Students can participate in football, basketball, volleyball and tennis.

#### *Student Government Association*

The University encourages the active participation of the Student Government Association (SGA) in university life. SGA provides an opportunity for

students to hone their leadership skills and practice participatory government.

The Student Government Association is the principle medium for student voice in the affairs of the University. It can express student concerns and participate through representation on University Committees in the formulation of policies and priorities. The SGA has also voice in the creation, organization, and functioning of student activities including special events, clubs, sport clubs, and student media.

#### *Student Clubs and Organizations*

The University believes that involvement in co- and extra- curricular activities enriches the collegiate experience. Through the Division of Student Affairs, students can establish clubs and organizations of interest from academically related, sports and literary to musical, theatrical and social fellowship. Involvement provides students with an opportunity to develop communication, leadership and social skills.

Participation in activities and organizations is open to any registered student at the American University of Kuwait.

#### *Student Publications*

Student publications for the University are important media for information and communication with fellow students, and for creating and maintaining an environment of academic freedom and free expression. The University-sponsored student newspaper, Voice of AUK, provides students with reporting, editorial and management experiences and skills development. In addition, AUK's Literary Journal offers students the opportunity to publish their creative works, poetry, short fiction, and drawings. All student run print or electronic media are expected to observe the established standards of professional journalism.

Students are advised and guided by faculty. The Dean of Student Affairs has the supervisory and ultimate responsibility for all student publications.

### **Campus Security**

The American University of Kuwait seeks to create a secure environment for individuals and property. Security Officers patrol and monitor the campus 24 hours a day. They also coordinate with the local authorities to insure the safety of AUK students, faculty, staff, and property.

All students, faculty, and staff must have proper AUK identification and may be asked to display their ID at the request of uniformed Security Officers before access to or permission for the use of campus facilities is granted.

Students in violation of the campus security policies are referred to Student Affairs for adjudication.

### **Student Success Center**

The Student Success Center is a department within the Division of Student Affairs. The Center offers counseling, advising, and academic support services to students at AUK.

#### *Academic Support*

The Student Success Center coordinates academic support programs such as tutoring, Writing Lab, honor code education program, and college/academic success skills workshops. Programs are designed to help students become independent and successful learners by improving their writing skills, study skills, increasing their understanding of course content, enhancing their self-confidence, and encouraging them to develop a positive attitude toward learning.

*Counseling and Advising*

Student Affairs staff work with students as they explore attitudes and interests relating to their academic, social and emotional life. Academic advising is available through the Student Success Center for all undergraduate students who have not yet declared a major. Staff members assist students with course selection, registration, and educational planning.

Students are prepared to make informed decisions about their futures through a variety of resources, programs, and guidance on career development, internships, summer and full-time employment, and graduate school. Confidential personal counseling is also available to students who have issues and concerns of a sensitive nature. No information is released to others without the student's written consent unless the situation is deemed a health and safety concern. Healthy Student Living

The Student Success Center sponsors healthy living programs in an effort to promote "wellness" throughout the academic year. Students are encouraged to participate in the lectures and awareness campaigns that include such topics as emotional wellness, eating disorders, and substance abuse. These are voluntary participation activities that are available in addition to the required course in Health and Fitness for students.

*Disability Support Services*

The campus of the American University of Kuwait is architecturally designed with ramps and elevators needed by the disabled. The Student Success Center staff works with individuals having temporary or permanent disabilities to promote their full participation in academic programs and campus life. Student Affairs provides information, consultation and relevant training for faculty, staff and students, with the overall goal of ensuring equal access in an environment that is non-discriminatory.

**Student Ombudsman**

The Coordinator of Student Activities shall serve as the University Student Ombudsman, and will serve as an advocate for students' general issues and concerns. The Ombudsman guides students to appropriate personnel and assists students with interpreting University policies and procedures.

If a student's issue is related to academic standards of progress, graduation requirements, access to courses, or other academic policies, the Ombudsman will refer the student to the appropriate Dean/Director. The Dean/Director or designee will review the student's petition and interview the student. The Dean/Director or designee shall approve or disapprove the petition.

**Student Employment**

AUK students have the opportunity of employment in various units of the University. Employment opportunities are available in Academic Affairs, Student Affairs, University Library, Information Technology, Media and Dialogue Center, and Admissions and Registration.

AUK also has available to students a limited number of Research Assistantships to assist faculty in research projects. These are available through the Office of the Dean, College of Arts and Sciences. Students interested in such assistantships should consult with the Dean's Office or directly with professors who are in need of research assistance. Selection of student assistants is made by the professors.





## UNIVERSITY DEGREE REQUIREMENTS

To earn a Bachelor's Degree, students are governed by the following minimum requirements including a set of General Education requirements. Each specific degree program has further major and major-related requirements that are detailed in the respective discipline and teaching unit sections of the Catalog.

### General Education Requirements

### Credit Hour and Residence Requirements

### Two Bachelor of Arts Degrees

### Major Requirements and Declaration of Major

### Double Major

### Minor(s) and Declaration of Minor(s)

### Good Academic Standing Requirement for Graduation

### Change or Transfer in Degree Program (Major)

## General Education Requirements

General education courses are designed to provide all students with a foundation of core knowledge from which degree programs are built. Students must successfully complete:

Forty-five (45) General Education credit hours in the following courses:

- English Language Requirement (6)
- Oral Communication Requirement (3)
- Arabic Language and Culture Requirement (6)
- Mathematics Requirement (6)
- Computer Literacy Requirement (3)
- Health and Wellness Requirement (1)
- Essentials of Learning Requirement (1)
- Humanities Requirement (6)
- Social Sciences Requirement (6)
- Sciences Requirement (7)

Courses in the **General Education Requirements** should be completed in the first two years. However, the following two courses of English (ENGL 101 and ENGL 108) should be completed in the first year. Students should consult with their academic advisor before choosing and scheduling their General Education Requirements.

Grades earned in courses numbered 099 and below are not averaged into the GPA, and the credit hours earned for these courses are not applied toward the total hours required for graduation.

### English Requirement (6)

Students can satisfy the English requirement with a grade of C (2.00 GPA) or better by taking the following two courses:

- ENGL 101 First Year Writing: Thinking and Writing Across the Curriculum (3)
- ENGL 102 Imaginative Literature and Critical Writing (3). This course should be completed by the end of the second year.

### Oral Communication Requirement (3)

- ENGL 108 Public Speaking (3)

### Arabic Language and Culture Requirement (6)

To fulfill the General Education Requirement for Arabic, the student must take one (1) course on culture or society and one (1) course on language or literature. Those courses must be passed with a grade of C or better. The following are guidelines for fulfilling the Arabic requirement:

1. Arabic Culture Requirement  
\*ARAB 150 Human Development in the Arab World (3)

2. Arabic Language Requirement  
\*Native speakers of an Arabic-speaking educational background should take the following course to satisfy the language/literature Arabic general education requirement:

ARAB 220 Readings in Arabic Heritage (3)

\*Native speakers of a non-Arabic speaking educational background (those who attended foreign schools) should take the following course to satisfy the language/literature Arabic general education requirement:

ARAB 110 Arabic Composition (3)

\*Non-Native speakers of Arabic should take the following course to satisfy the language/literature Arabic general education requirement:

ARAB 101 Arabic as a Second Language (3)

**Mathematics Requirement (6)**

Students can take TWO of the following college-level math or statistic courses:

MATH 101	Finite Mathematics (3)
MATH 103	Mathematics in Business (3)
MATH 110	Pre-Calculus (3)
MATH 201	Calculus (3)
MATH 203	Calculus II (3)
MATH 210	Differential Equations (3)
MATH 213	Discrete Mathematics (3)
STAT 201	Statistics (3)

**Computer Literacy Requirement (3)**

To fulfill the Computer Literacy General Education Requirement, students can take any 100-level CSIS course:

- CSIS 100 Computers and Information (3)
- CSIS 110 Information Systems (3)
- CSIS 120 Computer Programming (3)

**Health and Wellness Requirement (1)**

To fulfill the Health and Wellness requirement, students must take:

- HFIT 101 Introduction to Health and Wellness (1)

**Essentials of Learning Requirement**

- EDU 100 Essentials of Learning (1)

This course is designed to provide students with the skills essential to success in the university environment and for life. Students who successfully transfer 24 or more semester hours of credit from another institution will be allowed to waive the EDUC course. However, the one credit must be made up in another area to satisfy degree credit hour requirements.

**Humanities (6)**

Students need a total of six (6) credit hours and can take any humanities course to satisfy the

General Education Requirement from the following areas:

ARABIC STUDIES (ARAB)
ART (ART)
ENGLISH (ENGL)
FRENCH (FRNC)
MUSIC (MUSC)
PERFORMING ARTS (PERF)
PHILOSOPHY (PHIL)
RELIGION (RELG)

**Social Sciences (6)**

Students need a total of six (6) credit hours and can take any social science courses to satisfy the General Education Requirement:

AMERICAN STUDIES (AMST)
ANTHROPOLOGY (ANSO)
ECONOMICS (ECON)
HISTORY (HIST)
INTERNATIONAL STUDIES (INST)
PSYCHOLOGY (PSYC)
POLITICAL SCIENCE (PLSC)
SOCIOLOGY (ANSO)

**Science Requirement (7)**

A total of seven (7) credit hours are required: One science course with lab (4) as well as one science course without lab (3). Students can take any science course to satisfy the General Education Requirement:

BIOLOGY (BIOL)
CHEMISTRY (CHEM)
PHYSICS (PHYS)

**Credit Hour and Residence Requirements**

- All Bachelor degrees offered by the University require completion of a minimum of 120 credit hours of coursework.
- A minimum of 60 of the last 75 credit hours must be completed in residence at American University of Kuwait.
- A minimum of 21 credit hours must be completed at American University of Kuwait in upper-division courses (usually numbered in the 300s and 400s) in the student's major.
- A maximum of 60 credit hours may be transferred towards a degree from another accredited college or university.

**Two Bachelor of Arts Degrees**

Two Bachelor of Arts degrees may be earned at American University of Kuwait if the student satisfies both major and major-related requirements within two Departments and accrues at least 150 credit hours or more if one of the degrees is in Management and Business Administration. Students must consult their advisors and the appropriate academic program.

**Major Requirements and Declaration of Major**

The term major refers to the degree program in the University. In every degree program or major, the student must complete at least 36 credit hours in the major and major-related courses. No fewer than 21 credit hours must be earned in upper-level courses taken in residence at American University of Kuwait.

A 2.00 cumulative grade point average or better is required in each major, major-related, or minor course. Course grades lower than C in the major

must be repeated or an equivalent course taken to satisfy the specific major requirement. Students are encouraged not to declare a major until the second semester of the second year. Students are admitted with an undeclared major, placed in the College of Arts and Sciences, and assigned to the Student Success Center for advisement. Students must formally choose and declare a major by the end of the second year of full-time coursework (minimum of 60 credit hours).

When students declare a major, they are then assigned to the appropriate faculty advisor. For information and forms for declaring a major, visit the Office of the Registrar.

**Double Major**

Student may complete two majors by satisfactorily completing all the major and major-related coursework required by the two majors.

Students may apply the same course(s) to both majors if it meets both sets of requirements. A maximum of 9-12 credits may be applied to both majors.

**Minor(s) and Declaration of Minor(s)**

A minor is a limited focus or emphasis in a given academic discipline or program but that is not a degree program. All minor programs consist of a minimum of 21 credit hours including at least 9 credit hours in upper-level courses in the discipline. The number of credit hours required for a minor may vary by the discipline and degree program. At least 12 credit hours of the minor must be taken in residence at American University of Kuwait.

Specific course requirements for minors are noted under the requirements for the degree programs. Students must consult their advisers and/or the academic area about the procedure for declaring a Minor.

A grade of C or better is required for each course used to satisfy the requirements of the minor.

Forms for Declaration of Minor are available in the Office of the Registrar.

Minors are noted on the student's transcript at the time of graduation, but do not appear on the degree.

### **Good Academic Standing Requirement for Graduation**

To remain in good academic standing, students enrolled in a degree program must maintain an overall Grade Point Average of at least 2.00.

If the overall grade point average is below 2.00 GPA in any one semester, the student is placed on probation. If the GPA is not raised above the 2.00 level by the end of the third semester, the student may be dismissed from the University.

### **Change or Transfer in Degree Program (Major)**

This refers to a change of Concentration, Major or Degree Program. To be eligible for transfer the student must meet the requirements for admission to the new Concentration, Major or Degree Program.

Students seeking transfer must submit to the new Degree Program or Major a special application form provided by the Office of Admissions and Registration together with a transcript of academic record.

Relevant and applicable transfer credit hours may be granted only with a minimum C grade in the courses and a 2.00 Grade Point Average (GPA) toward the completion of graduation requirements in the new Major or Degree Program.



## COLLEGE OF ARTS AND SCIENCES

### Dean of the College Of Arts and Sciences Office

#### Academic Areas

- Humanities and Social Sciences
- Computer Science and Information Systems
- The Pre-Intensive English Program

#### Degree Programs

- Anthropology and Sociology (ANSO)
- Business Administration (BUS)
- Communication and Media Studies (COMM, MDIA)
- Computer Science and Information Systems (CSIS)
- Economics (ECON)
- History and International Studies (HIST, INST)
- English and Comparative Literature (ENGL)
- Pre-University Intensive English (IEP)

#### Course Descriptions by Discipline

### Dean of the College of Arts and Sciences Office

The College of Arts and Sciences provides students with a well-rounded learning experience that motivates life-long learning and encourages analytical and critical thinking in areas of the arts and sciences. The curriculum is designed to inform, inspire and invigorate the intellectual, scientific, quantitative, cultural, health and creative potential of the students. Particular emphasis is placed on issues related to leadership, moral development and ethical practices.

Students also learn to examine and appreciate the traditions and contributions of Arab/Islamic, Eastern and Western cultures. Furthermore, in this increasingly global and interconnected world, students will develop the knowledge of world affairs and an appreciation of the moral and ethical dimensions of collective life.

Graduates of the College of Arts and Sciences at the American University of Kuwait will be well prepared and qualified to pursue varied careers, graduate training in professional fields and graduate studies towards a Master's or Doctoral degree in their chosen disciplines. Arts and Sciences are the foundation for careers in all public and private sectors.

#### Academic Areas

The College of Arts and Sciences is administratively divided into three principal areas:

- Humanities and Social Sciences
- Computer Science and Information Systems
- The Pre-Intensive English Program

#### Humanities and Social Sciences

Humanities and Social Sciences comprises the following degree programs:

- Business Administration
- Communication and Media Studies

- Economics
- History and International Studies
- Language and Literature
- Sociology/Anthropology

And the following Service disciplines:

- Arabic
- Music
- Performing Arts
- Philosophy
- Religion

#### Computer Science and Information Systems

Computer Science and Information Systems comprises the following degree program and service disciplines:

- Computer Science
- Information Systems Program

And the following service disciplines:

- Biology
- Chemistry
- Mathematics and Statistics
- Physics

#### The Pre-University Intensive English Program

The American University of Kuwait has developed a special preparatory program in Intensive English for students who qualify for admission into the University but whose English Language skills fall below the minimum TOEFL score (520) needed for University studies. The Program is designed to increase the language skills of students and empower them to succeed in University studies. This preparatory program is intended to provide the student not only with the necessary skills for English language but also in study skills, note taking, and other learning methods for success in the University. The Intensive English Program is described in detail later in the Catalog.

**All available courses are described in the Course Description section of the Catalog.**



## Degree Programs

### Anthropology and Sociology Program (ANSO)

Human societies exist in a world shaped by natural and human-made environments ("ecology"); systems or structures of social relationships, exchanges, and groupings ("society"); and language-based capacities for expressing thought, telling stories, constructing theories, making art, and reasoning ("culture"). These aspects of being human are the subject matter of the closely related disciplines of anthropology and sociology. Anthropology is the study of the historically changing and contemporary unity and diversity of human environments, institutions, social relationships, systems of thought, and their dynamic interconnections. Sociology investigates how individuals form groups, create and change social patterns, and how their social creations in turn influence their lives. Both disciplines use qualitative ("ethnographic") and quantitative methods to analyze the social world. The micro level focuses on the individual in society. The middle level concerns institutions such as the family and kinship, social processes such as social mobility, population change, migration and urbanization, and aspects of society such as work and leisure and the emergence of "network" societies. The macro level focuses on societies interacting as parts of global systems in which prior frontiers of geography and culture become increasingly eroded. Anthropologists and sociologists both study issues such as class formation, gender relationships, ethnicity and ethnic revitalization, religious movements and authority, poverty and economic development, nation building, mass media, migration, and the culture of business organizations and markets, trans-national cultural competency, and intercultural business communication. Sociology and Anthropology are disciplines that seek knowledge of human socialization as an end in itself and as a means for informed social change.

Graduates of the Anthropology and Sociology programs often find employment in government agencies, non-governmental organizations,

international aid and development agencies, and in the private sector in management positions, community service, social service and in media and research organizations. With knowledge of the quantitative and qualitative methods of social science research, Sociology and Anthropology graduates can also be employed by research and consulting organizations, polling organizations, and print and electronic media organizations.

The Anthropology and Sociology (ANSO) Program includes both a core of required courses and concentration requirements in each of the two disciplines.

Bachelor of Arts (B.A.) in Anthropology and Sociology (ANSO)

#### Admission to the Program

A cumulative grade point average (GPA) of 2.00, and a grade of 2.00 or higher in the two semester sequence, ANSO 101 and 201, "Ways of Knowing: An Introduction to Anthropology and Sociology."

#### University Degree Requirements (120)

A total of 120 semester hours are required that include the following:

#### General Education Requirements (45):

#### Major Requirements for Anthropology and Sociology (36) including common core of (24)

#### Related Field Requirements (21)

#### Electives (18)

#### \*The Major in Anthropology and Sociology has a common core of eight required courses (24 credit hours):

- ANSO 101 Ways of Knowing I (3)
- ANSO 201 Ways of Knowing II (3)
- ANSO 323 Qualitative Research Methods (3)
- ANSO 324 Quantitative Research Methods (3)
- ANSO 338 Social Theory (3)
- ANSO 461 Seminar in Anthropology and Sociology (3)
- ANSO 481 Internship in Anthropology and Sociology (3)
- STAT 201 Statistics (3)

#### Concentration Courses in Anthropology and Sociology (12)

Anthropology and Sociology majors must complete four courses (12 credit hours) from among the following:

- ANSO 205 Arab Society (3)
- ANSO 206 The Socio-Economics of Arab States (3)
- ANSO 207 Kuwaiti Society (3)
- ANSO 213 Thought, Ideology and Change in the Middle East (3)
- ANSO 215 Social and Cultural Change in Post-Colonial Africa (3)
- ANSO 216 South Asian Societies and Cultures (3)
- ANSO 302 Inequality: Class, Race, and Gender (3)
- ANSO 321 Family and Kinship in Contemporary Societies (3)
- ANSO 322 Population Studies (3)
- ANSO 329 Agrarian and Pastoral Societies in the Arab World (3)

- ANSO 333 Economic Development and Socio-Cultural Change (3)
- ANSO 338 Social Theory (3)
- ANSO 339 Labor Migration and Work in Multicultural Societies (3)
- ANSO 341 Gender, Society and Culture (3)
- ANSO 342 Womenpower: Debates over Women in Public Life (3)
- ANSO 343 Gender and Feminist Theory (3)
- ANSO 345 Global Environment and Society (3)
- ANSO 347 Urbanization and Urban Life (3)
- ANSO 403 Comparative Study of Social Movements (3)
- ANSO 404 The Scientific Study of Religion (3)
- ANSO 410 The Anthropology and Sociology of Business (3)
- ANSO 421 Organizational Culture (3)
- ANSO 427 Media Institutions in Arab Society (3)
- ANSO 429 International and Inter-Cultural Marketing: Anthropological and Sociological Approaches (3)
- ANSO 434 Globalization and Its Discontents (3)
- ANSO 471 Independent Study in Anthropology and Sociology
- ANSO 472 Seminar on the Study of Kuwaiti Society (3)
- ANSO 481 Internship in Anthropology and Sociology (3)
- PLSC 304 Arab Politics (3)
- PLSC 327 Comparative Ethnicity,

- PSYC 203 Social Psychology (3)
- RELG 315 Religions of the World (3)

### Related Field Course Requirements (21)

Anthropology and Sociology students must choose in consultation with the academic advisor seven Related Field courses (21 credit hours), four from Area Studies and three from Comparative Studies or Global Studies:

#### Area Studies (12)

##### American Studies

- AMST 333 American Culture (3)
- AMST 407 Religion, Race, Gender and Politics in America (3)
- AMST 409 American Foreign Policy Since WWII (3)
- HIST 320 American History up to the Twentieth Century (3)
- HIST 321 Twentieth Century American History (3)
- HIST 402 American Social History (3)
- PLSC 315 American Government (3)
- PLSC 316 Politics in the U.S. (3)

##### European Studies

- ART 101 Art History (3)
- HIST 203 Ancient and Classical History (3)
- HIST 204 Survey of European History (3)
- HIST 205 History of Modern Europe (3)
- HIST 317 History of Britain (3)
- HIST 319 The British Empire (3)
- PHIL 101 Introduction to Philosophy (3)

- PLSC 303 Politics of Postindustrial Societies (3)

#### Arab and Islamic World

- ART 103 Arab and Islamic Art (3)
- ECON 405 Comparative Economic Systems (3)
- ECON 485 Seminar in Economics (3)
- HIST 305 History of the Islamic World: 622-1800 (3)
- HIST 307 Arab History in the Late Ottoman Period: 1800-1922 (3)
- HIST 309 Twentieth Century Arab History (3)
- HIST 311 Ottoman History (3)
- HIST 333 Modern History of Kuwait and the Gulf (3)
- PHIL 201 Survey of Arab-Islamic Philosophy (3)
- PLSC 203 Arab Politics (3)
- PLSC 207 International Relations of Arab States (3)
- RELG 101 Introduction to Islamic Studies (3)
- RELG 315 Religions of the World (3)

#### African Studies

- INST 409 Contemporary Africa (3)

And either three courses (9 credit hours) in Comparative Studies or in Global Studies:

#### Comparative Studies (9)

- COMM 225 Communication in Multicultural Settings (3)
- ECON 305 International Economics (3)
- ECON 405 Comparative Economic Systems (3)

- HIST 401 Economic History: Twentieth Century (3)
- INST 101 Introduction to International Studies (3)
- INST 339 International Organizations (3)
- INST 400 Colonialism (3)
- PLSC 201 World Politics (3)
- PLSC 204 International Political Economy (3)
- PLSC 303 Politics of Postindustrial Societies (3)
- PLSC 305 Third World Politics (3)
- PLSC 327 Comparative Ethnicity, Identity and Ethnic Conflict (3)
- PLSC 405 International Relations Theory (3)
- RELG 315 Religions of the World (3)

#### OR

#### Global Studies (9)

- ECON 351 Capital Markets (3)
- ECON 409 Economic Development (3)
- FINC 431 International Finance, Financial Markets and Institutions (3)
- INST 309 The Dynamics of Globalization
- INST 412 Sustainable Development (3)

#### Electives (18)

Students must choose in consultation with the academic advisor six courses (18 credit hours).

Minor in Anthropology and Sociology (21)

Students must complete the following four courses (12 credit hours):

- ANSO 101 Ways of Knowing I: An Introduction to Sociology and Anthropology (3)
- ANSO 201 Ways of Knowing II: Enduring Issues and Findings in Sociological and Anthropological Research (3)
- ANSO 323 Introduction to Qualitative Research Methods (3)
- ANSO 324 Introduction to Quantitative Research Methods (3)
- ANSO 338 Social Theory (3)

And any three additional courses (9 credit hours) from the ANSO list selected in consultation with the academic advisor.

## Business Administration (BUS)

The study of business provides students with concepts and skills useful for decision-making in organizations. Our AUK undergraduate curriculum covers accounting principles, economics principles, and functional areas of business administration such as marketing, management theories and practices, finance and accounting.

AUK's business administration department stresses the overall development of the individual, offering sufficient background for able students to pursue careers in business, accounting, economics, management, or government. Our approach is toward analytical problem-solving and business-related case studies.

At AUK we believe strongly that a liberal arts education is the best preparation for a career in business. While specializing provides specific skills, the liberal arts background will ensure broad academic experiences in the humanities, sciences, arts, and social sciences that teach students to think critically, analyze problems, reach creative solutions, and communicate clearly.

The social and leadership opportunities at a college like AUK encourage students to develop the ability to deal effectively with people, to learn and practice organizational and management skills, and to develop their potential for leadership in their careers and their communities. The skills gained through the B.B.A. program are transferable to many career fields, but they are particularly appropriate for students who wish to start their careers in business administration. This unique program partners special training with the flexibility, adaptability and creativity necessary for growth and job satisfaction in our rapidly changing global society.

An excellent way to prepare for a career is to supplement academic education with on-the-job experience. At AUK we offer a program designed with that purpose in mind. Business Administration majors are required to participate in an internship for a minimum of ten-weeks. Student interns learn

to apply their knowledge to the practice of work that needs to be done. We help students find a position that suits their needs. Some graduates will find the internship is the start of their career. Others will find that just having practical business experience makes them more confident in their job search and interviews. National and international opportunities for internships are available.

Careers in business are varied but the following is a list of possibilities:

Marketing: Wholesale and Retail Consumer Public Relations

Management: Manufacturing, Real Estate, Government

Finance: Banking, Investment Analysis, Financial Analysis

Accounting: Management Information Systems, Strategic Planning, Cash Management

A Bachelor in Business Administration provides students with the specialized knowledge, critical thinking and communication skills useful for today's competitive market. While AUK's Business Administration curriculum covers key functional areas of business including accounting, marketing, management, and finance, students also develop the range of mathematical and computer skills they will need in a business career. AUK's business majors gain other competencies useful for decision-making: critical thinking, clear analysis, communication and self-awareness, all skills essential in any interpersonal situation.

AUK's Business Administration program stresses the overall development of the individual, giving students the foundation needed to pursue careers in business, management, government, or attend graduate school.

Our approach is toward analytical problem-solving and business related case studies. Students may choose the generalist B.B.A. or they may choose

to specialize within this major in any of the key functional areas.

### Admission to the Program

- A cumulative grade point average (GPA) of 2.50
- ECON 201 Macroeconomics (3)
- ECON 203 Microeconomics (3)
- STAT 201 Statistics (3)
- MATH 103 Math for Business (3) for other concentrations or
- MATH 201 Calculus I (3) for Finance Concentration

These courses must be completed with a grade of C or better before admission to the program.

### University Degree Requirements

**The Bachelor of Business Administration (BBA) program requires 120 credit hours and is structured as follows:**

**General Education (45)**  
**Core Courses (25)**  
**Internship (3-6)**  
**Concentration (18)**  
**Electives (26-29)**

#### Core Courses:

All BBA students must complete the following core courses:

- ACCT 201 Principles of Financial Accounting (4)
- ACCT 205 Managerial Accounting (3)  
ACCT 420 Auditing (3)
- BEAL 403 Corporate Governance (3)
- FINC 332 Financial Management (3)
- MGMT 327 Planning and Strategic Management (3)
- MGMT 345 Business Operations (3)
- MRKT 200 Principles of Marketing (3)

### MGMT 470 Internship in Management (3-6)

All students must participate in an internship program. The Internship Program provides students with an opportunity to demonstrate their capacity for leadership, teamwork, and business activity in the context of work experience.

### Concentration Requirements (18)

Students may select to pursue the general administration degree or a more focused area of concentration. Students who choose to pursue a concentration must follow the specified guidelines for completing the requisite eighteen (18) credit hours in the program of choice. Students who choose to pursue the general business administration program must in consultation with their advisor select and complete eighteen (18) credit hours from the sophomore (200), junior (300), and senior (400) level courses with the following designations: ACCT, BEAL, ECON, ENTR, FINC, IBUS, MGMT, MRKT.

#### Concentration in Accounting

Students must complete the following three courses (9 credit hours):

- ACCT 301 Intermediate Accounting 1 (3)
- ACCT 305 Intermediate Accounting 2 (3)
- ACCT 389 Special Topics in Accounting (3)

And the students must choose in consultation with the academic advisor three courses (9 credit hours), sophomore level or above, from among the business administration and management electives.

Business administration and management electives include courses with the following designations: ACCT, BEAL, ECON, ENTR, FINC, IBUS, MGMT, MRKT.



### Concentration in Finance

Students must complete the following three courses (9 credit hours):

- FINC 321 Corporate (Managerial) Finance (3)
- FINC 355 Financial Markets and Institutions in Kuwait and the Gulf (3)
- FINC 431 International Finance, Financial Markets and Institutions (3)

And the students must choose in consultation with the academic advisor three courses (9 credit hours), sophomore level or above, from among the business administration and management electives.

Business administration and management electives include courses with the following designations: ACCT, BEAL, ECON, ENTR, FINC, IBUS, MGMT, MRKT.

### Concentration in Marketing

Students must complete the following three courses (9 credit hours):

- MRKT 301 Marketing Planning and Strategy (3)
- MRKT 309 Principles of E-Commerce (3)
- MRKT 355 Promotion and Advertising (3)

And the students must choose in consultation with the academic advisor three courses (9 credit hours), sophomore level or above, from among the business administration and management electives.

Business administration and management electives include courses with the following designations: ACCT, BEAL, ECON, ENTR, FINC, IBUS, MGMT, MRKT.

### Concentration in Management

Students must complete the following three courses (9 credit hours):

- MGMT 388 Independent Study in Management (3)
- MGMT 413 Management Strategy and International Affairs (3)
- PSYC 203 Social Psychology (3)

And the students must choose in consultation with the academic advisor three courses (9 credit hours), sophomore level or above, from among the business administration and management electives.

Business administration and management electives include courses with the following designations: ACCT, BEAL, ECON, ENTR, FINC, IBUS, MGMT, MRKT.

### Electives (26-29)

Students must choose in consultation with the academic advisor a minimum of 26 credit hours of elective courses.

### Minor in Business Administration (22)

To complete a minor in Business Administration, students must complete the following:

- ACCT 201 Principles of Financial Accounting (4)
- ECON 201 Macroeconomics (3)
- ECON 203 Microeconomics (3)
- MGMT 327 Planning and Strategic Management (3)
- MRKT 301 Marketing Planning and Strategy (3)

And two courses (6 credit hours) from among the Business Administration and Management Electives.

Business administration and management electives include courses with the following designations: ACCT, BEAL, ECON, ENTR, FINC, IBUS, MGMT, MRKT.

## Communication and Media Studies Program (COMM, MDIA)

Communications and media studies prepare students for careers not only in journalism, advertising, and public relations but also in business and diplomacy, finance, politics, and education. Long recognized as essential to the modern world, media and communications today have become dynamic, fast-changing fields with multiple opportunities for employment in the growing 'information age' and the global trends toward more interconnection of societies, markets, politics, and cultures. The Communications and Media Studies Program focuses on how this works and how to make it work by training students both to critically evaluate and to produce reporting and creative media. These are inherently interdisciplinary fields, to which the Program brings AUK's commitments to interdisciplinary training and the liberal arts by grounding communications and media studies broadly in the humanities, social science, ethics, and thorough training in communications arts. The Communication and Media Studies Program aims to equip graduates to become leaders in their chosen careers, whether those are the traditional professions of journalism, advertising, and public relations or in business, diplomacy or other government service.

The Communications and Media Studies Program offers two majors:

- BA in Public Relations and Advertising
- BA in Journalism

Both programs combine the liberal arts backgrounds valued in modern corporations with analytical and research skills of the social sciences and humanities as bases for accuracy and integrity in communication and reporting.

Each major begins with core courses in critical studies of media and theories of communications and culminates in a senior-year practicum for integrating learning with the current practices of journalism, advertising, and public relations in business and government, followed by a seminar

where students can apply lessons learned. Majors take a total of twelve courses in these concentrations, plus five advanced courses in related fields, three in area studies and two on global issues and comparative studies in order to learn about the research methods as well as the current state of knowledge in those fields.

The Program also offers minors of seven courses (21 credit hours) that focus on critical studies of journalism and of creative media to complement other majors from business to international affairs, in humanities and social sciences.

Students pursuing the B.A. either in Public Relations and Advertising or in Journalism should complete the University General Education Requirements in the first two years and begin the core courses in the respective majors. Majors in this Program must be declared by the end of the second semester of the sophomore or second year. Then, majors must consult with the Program Academic Advisor to set up a schedule of courses to complete the degree program requirements in the last two years. Each of the degree programs has a check list of requirements and a proposed schedule to follow.

### Bachelor of Arts (B.A.) in Public Relations and Advertising

#### Admission to the Program

Students must apply and be approved for formal admission into the degree program (or major) by the end of the second semester of their sophomore or second year. Student must have a minimum 2.00 GPA.

### University Degree Requirements (120)

A minimum of 120 credit hours, including the following:

**General Education Requirements (45)**  
**Major Requirements (39)**  
**Related Fields Requirements (24)**  
**Electives (12)**

**Major Requirements (39)**

Major requirements include five required core courses (15 credit hours), two Capstone Courses (a practicum and a seminar, 6 credit hours), and six major elective courses (18 credit hours) in Public Relations and Advertising:

**Core Courses (15 credit hours)**

- COMM 101 Introduction to Mass Communication (3)
- COMM 210 Research for Public Relations, Advertising and Media (3)
- COMM 225 Theories of Communication in Multicultural Settings (3)
- COMM 301 Principles of Public Relations and Advertising (3)
- COMM 335 Communications Across Media (3)

Capstone courses in the senior year (6 credit hours)

- COMM 471 Practicum in Public Relations and Advertising (3)
- COMM 481 Seminar in Public Relations and Advertising (3)

**Major Electives (18)**

Student must choose in consultation with the academic advisor six courses (18 credit hours) from among the following:

- COMM 205 Writing for Public Relations and Advertising (3)
- COMM 333 Research, Writing and Speech Delivery (3)
- COMM 338 Copywriting in Public Relations and Advertising (3)
- COMM 402 Multimedia Public Relations and Advertising Campaigns (3)
- COMM 405 International Public

- MDIA 312 Reporting and Editing News (3)
- MDIA 322 Writing and Editing Feature Articles (3)
- MDIA 427 Media Institutions in Arab Society (3)
- MKTG 200 Principles of Marketing (3)
- ANSO 406 Business Culture and Society: Anthropological and Sociological Perspectives (3)
- ANSO 429 Cultural and Social Marketing (3)

**Related Fields Requirements (24)**

Students must choose in consultation with the academic advisor:

- Two advanced courses (6 credit hours) in the Humanities
- Two advanced courses (6 credit hours) in the Social Sciences.
- Two advanced courses (6 credit hours) in Area Studies
- Two advanced courses (6 credit hours) in Global/Comparative Studies

Introductory (typically 100 level) courses in these fields should be taken in the General Education Requirements.

**Humanities (6 credit hours)**

- ARAB 312 Modern Arab Literature (3)
- ARAB 313 Arab Women and Literature (3)
- ARAB 400 Arab Identity and Thought (3)
- ART 103 Arab and Islamic Art (3)
- ENGL 355 Contemporary World Literature (3)
- ENGL 415 Literary Theory and Criticism (3)

- HIST 204 Survey of European History (3)
- HIST 205 History of Modern Europe (3)
- HIST 309 Twentieth Century Arab History (3)
- MUSIC 105 Introduction to World Music (3)
- PHIL 201 Survey of Arab-Islamic Philosophy (3)
- RELG 101 Introduction to Islamic Studies (3)
- RELG 315 Religions of the World (3)

**Social Sciences (6 credit hours)**

- ANSO 339 Labor Migration and Working in Multicultural Societies (3)
- ANSO 302 Inequality (3)
- ANSO 322 Population Studies (3)
- ANSO 324 Intro to Quantitative Research Methods (3)
- ANSO 347 Urbanization and Urban Life (3)
- ANSO 403 Comparative Study of Social Movements (3)
- ANSO 421 Organizational Culture (3)
- ECON 201 Macroeconomics (3)
- ECON 351 Capital Markets (3)
- ECON 485 Seminar in Economics (3)
- PLSC 201 World Politics (3)
- PLSC 202 International Relations (3)
- PLSC 305 Third World Politics (3)
- PSYC 203 Social Psychology (3)
- PSYC 335 Psychology of Addictions (3)
- PSYC 315 Industrial and Organizational Psychology (3)

**Area Studies Courses (6 credit hours)**

- ANSO 207 Introduction to Kuwaiti Society (3)

- ANSO 213 Thought, Ideology and Change the Middle East (3)
- ANSO 215 Social and Cultural Change in Post-Colonial Africa (3)
- ANSO 216 South Asian Societies and Culture (3)
- ECON 405 Comparative Economic Systems (3)
- HIST 333 Modern History of Kuwait and the Gulf (3)
- INST 400 Colonialism (3)
- PLSC 304 Arab Politics (3)
- PLSC 317 Government and Politics in Kuwait (3)
- PLSC 207 International Relations of Arab States (3)

**Global/Comparative Studies (6 credit hours)**

- ANSO 434 Globalization and Its Discontents (3)
- ECON 351 Capital Markets (3)
- INST 309 Dynamics of Globalization (3)
- PLSC 303 Politics of Postindustrial Societies (3)

**Electives (12)**

Students must choose four courses (12 credit hours) in consultation with the academic advisor.

**Minor in Public Relations and Advertising (21)**

Students must complete seven courses (21 credit hours) for the minor, including the following five courses (15 credit hours):

- COMM 101 Introduction to Mass Communication (3)
- COMM 225 Theories of Communication in Multicultural Settings (3)
- COMM 301 Principles of Public Relations and Advertising (3)

- COMM 335 Communication Across Media (3)
- MDIA 427 Media Institutions in Arab Society (3)

Students must choose in consultation with the academic advisor one additional course (3 credit hours) from advanced courses in Public Relations and Advertising and one course (3 credit hours) from the lists approved for Related Fields, Area Studies, and Global/Comparative Studies

### Bachelor of Arts (B.A.) in Journalism

#### Admission to the Program

Students must apply and be approved for admission into the degree program (or major) by the end of the second semester of their sophomore or second year. Student must have a minimum 2.00 GPA.

#### University Degree Requirements (120)

A minimum of 120 credit hours, including the following:

#### General Education Requirements (45):

#### Major Requirements (39)

#### Related Fields Requirements (24)

#### Electives (12)

#### Major Requirements (39)

Major requirements include five required Core Courses (15 credit hours), two Capstone Courses (a practicum and a seminar, 6 credit hours) in the senior year, and six courses (18 credit hours) in Journalism.

Journalism majors are encouraged to participate in the student newspaper, Voice of AUK, Yearbook and other AUK student publications as part of their training in the Journalism major.

#### Core Courses (15 credit hours)

- COMM 101 Introduction to Mass Communication (3)
- COMM 210 Research for Public Relations, Advertising and Media (3)
- COMM 225 Theories of Communication in Multicultural Settings (3)
- COMM 335 Communications Across Media (3)
- MDIA 301 Principles of Reporting and Editing (3)

#### Capstone Courses in the senior year (6 credit hours)

- MDIA 471 Practicum in Journalism (3)
- MDIA 481 Seminar in Journalism (3)

#### Major Electives (18)

Students must choose in consultation with the academic advisor six courses (18 credit hours) from among the following:

- MDIA 312 Reporting and Editing News (3)
- MDIA 322 Writing and Editing Feature Articles (3)
- MDIA 332 Writing and Editing Opinion-Editorials (3)
- MDIA 333 Broadcast Journalism (3)
- MDIA 402 Editing and Editorial Policies (3)
- MDIA 427 Media Institutions in Arab Society (3)
- ANSO 406 Business Culture and Society: Anthropological and Sociological Perspectives (3)
- COMM 205 Writing for Public Relations and Advertising (3)
- COMM 333 Research, Writing and Speech Delivery (3)
- COMM 402 Multimedia Public Relations and Advertising Campaigns (3)

- COMM 405 International Public Relations and Advertising (3)

#### Related Fields Requirements: Humanities and Social Sciences (12)

Students must choose in consultation with the academic advisor:

- Two advanced courses (6 credit hours) in the Humanities
- Two advanced courses (6 credit hours) in the Social Sciences.

Introductory (typically 100 level) courses in these fields should be taken in the General Education Requirements.

#### Humanities (6 credit hours)

- ARAB 312 Modern Arab Literature (3)
- ARAB 313 Arab Women and Literature (3)
- ARAB 400 Arab Identity and Thought (3)
- ART 103 Arab and Islamic Art (3)
- ENGL 355 Contemporary World Literature (3)
- ENGL 415 Literary Theory and Criticism (3)
- HIST 204 Survey of European History (3)
- HIST 205 History of Modern Europe (3)
- HIST 309 Twentieth Century Arab History (3)
- HIST 319 The British Empire (3)
- MUSIC 105 Introduction to World Music (3)
- PHIL 201 Survey of Arab-Islamic Philosophy (3)
- RELG 101 Introduction to Islamic Studies (3)
- RELG 315 Religions of the World (3)

#### Social Sciences (6 credit hours)

- ANSO 213 Thought, Ideology and Change in the Middle East (3)
- ANSO 302 Inequality (3)
- ANSO 322 Population Studies (3)
- ANSO 324 Intro to Quantitative

- ANSO 333 Economic Development and Socio-Cultural Change (3)
- ANSO 339 Labor Migration and Work in Multicultural Societies (3)
- ANSO 347 Urbanization and Urban Life (3)
- ANSO 403 Comparative Study of Social Movements (3)
- ECON 201 Macroeconomics (3)
- ECON 351 Capital Markets (3)
- ECON 485 Seminar in Economics (3)
- PLSC 201 World Politics (3)
- PLSC 202 International Relations (3)
- PLSC 203 Comparative Politics (3)
- PLSC 305 Third World Politics (3)
- PSYC 203 Social Psychology (3)
- PSYC 315 Industrial and Organizational Psychology (3)

#### Related Fields Requirements: Area and Global Comparative Studies (12)

Students must choose in consultation with the academic advisor:

- Two advanced courses (6 credit hours) in Area Studies
- Two advanced courses (6 credit hours) in Global/Comparative Studies

#### Area Studies Courses (9 credit hours)

- ANSO 207 Introduction to Kuwaiti Society (3)
- ANSO 213 Thought and Change the Middle East (3)
- ANSO 215 Cultural Changes in Postcolonial Africa (3)
- ANSO 216 South Asian Societies and Culture (3)
- ANSO 342 Womenpower: The Debate over the Role of Women in Public Life (3)
- ECON 405 Comparative Economic Systems (3)



- ECON 409 Economic Development (3)
- HIST 333 Modern History of Kuwait and the Gulf (3)
- INST 400 Colonialism (3)
- PLSC 207 International Relations of Arab States (3)
- PLSC 304 Arab Politics (3)
- PLSC 317 Government and Politics in Kuwait (3)

#### Global/Comparative Studies (6 credit hours)

- ANSO 434 Globalization and Its Discontents (3)
- ECON 485 Capital Markets (3)
- INST 309 Dynamics of Globalization (3)
- PLSC 303 Politics of Postindustrial Societies (3)

#### Electives (12)

Students must choose four courses (12 credit hours) in consultation with the academic advisor.

#### Minor in Journalism (21)

Students must complete seven courses (21 credit hours) for the minor, including the following five courses (15 credit hours)

- COMM 101 Introduction to Mass Communication (3)
- COMM 225 Theories of Communication in Multicultural settings (3)
- COMM 335 Communications Across Media (3)
- MDIA 301 Principles of Reporting and Editing (3)
- MDIA 427 Media Institutions in Arab Society (3)

Students must choose in consultation with the academic advisor one additional course (3 credit hours) from advanced courses in Media Studies or Communication and one course (3 credit hours) from the lists approved for Related Fields, Area Studies, and Global/Comparative Studies.

## Computer Science and Information Systems Program (CSIS)

Computer Science and Information Systems professional are deeply involved in the activities that are essential in our modern civilization. These activities include design and development of software and information systems that serve society and its many needs. The objective of the CSIS program is to graduate computer science and information system students who have strong technical backgrounds in computer science and information systems; who are good communicators and team members capable of developing and using a variety of systems and software applications; and who have a positive attitude toward the computing profession and a desire for life-long learning.

The Bachelor of Science in Computer Science and the Bachelor of Science in Information Systems program at the American University of Kuwait is designed on a well-rounded core body of courses that provides a breadth view that encompasses both theoretical foundations and applied knowledge; advanced topics in computer science and information systems that builds on the core body to provide depth of knowledge.

The program is intended to produce Computer Science and Information Systems professionals who are equipped to enter the workforce as system analysts, application programmers, software specialists, network specialists, software project managers, and web developers. The CSIS program also provides an excellent basis for graduate education in computer science, information systems and other disciplines.

#### Bachelor of Science (B.S.) in Computer Science

#### Admission to Program

Students must apply and be approved for formal admission into the degree program (or major) by the end of their second semester of their sophomore or second year. Students must have a minimum 2.00 GPA.

#### University Degree Requirements (120)

A minimum of 120 credit hours, including the following:

#### General Education Requirements (45)

#### Computer Science Core Course Requirements (36)

- CSIS 120 Computer Programming I (3)
- CSIS 130 Computer Programming II (3)
- CSIS 210 Data Structures and Algorithms (3)
- CSIS 240 Professional and Ethical Issues in CSIS (3)
- CSIS 250 Database Systems (3)
- CSIS 255 Web Technologies (3)
- CSIS 310 Operating Systems (3)
- CSIS 320 Principles of Programming Languages (3)
- CSIS 330 Software Engineering (3)
- CSIS 335 Computer Architecture and Assembly Language (3)
- CSIS 400 Theory of Computation (3)
- CSIS 410 CS Capstone (3)

#### Computer Science Elective Courses (9)

Three Computer Science elective courses must be selected from the of CSIS courses along with the approval of the academic advisor. Note, CSIS 101 does not count towards the degree.

#### The following additional courses are required:

MATH 201	Calculus I (3)
MATH 213	Discrete Mathematics (3)
STAT 201	Statistics (3)

Students must also complete one (1) of the following course sequences:

BIOL 101 and BIOL 102 and an additional 3 hour course in BIOL, CHEM, or PHYS.

**OR**

CHEM 101 and CHEM 102 and an additional 3 hour course in BIOL, CHEM, or PHYS.

**OR**

PHYS 115 and PHYS 116 and an additional 3 hour course in BIOL, CHEM, or PHYS.

Related Field Requirements: Business

Students must select 4 courses (12 credit hours) from the following disciplines:

- Accounting (ACCT)
- Business Ethics and Law (BEAL)
- Economics (ECON)
- Entrepreneurship Studies (ENTR)
- Finance (FINC)
- International Business (IBUS)
- Management (MGMT)
- Marketing (MRKT)

### Free Electives

Sufficient to meet the 120 credit hours for graduation.

### Minor in Computer Science (21)

Students must take the following four courses (12 credit hours):

- CSIS 120 Computer Programming I (3)
- CSIS 130 Computer Programming II (3)
- CSIS 210 Data Structures and Algorithms (3)
- CSIS 250 Database Systems (3)

And any three courses (9 credit hours) from the Core Computer Science requirement:

- CSIS 240 Professional and Ethical Issues in CSIS (3)
- CSIS 250 Database Systems (3)
- CSIS 255 Web Technologies (3)
- CSIS 310 Operating Systems (3)
- CSIS 330 Software Engineering (3)
- CSIS 335 Computer Architecture and Assembly Language (3)
- CSIS 400 Theory of Computation (3)
- CSIS 410 Computing Capstone (3)

### Bachelor of Science in Information System Admission to Program

Students must apply and be approved for formal admission into the degree program (or major) by the end of their second semester of their sophomore. Students must have a minimum 2.00 GPA.

### University Degree Requirements (120)

A minimum of 120 credit hours, including the following:

### General Education Requirements (45)

Core Information Systems Course Requirements (36 hours)

- CSIS 110 Information Systems (3)
- CSIS 120 Computer Programming I (3)
- CSIS 130 Computer Programming II (3)
- CSIS 210 Data Structures and Algorithms (3)
- CSIS 240 Professional and Ethical Issues in CSIS (3)
- CSIS 250 Database Systems (3)
- CSIS 255 Web Technologies (3)
- CSIS 260 Systems Analysis and Design (3)
- CSIS 322 Net-Centric Computing (3)
- CSIS 330 Software Engineering (3)
- CSIS 340 Software Project Management (3)
- CSIS 420 IS Capstone (3)

### Information Systems Elective Courses: (9 hours)

Three Information Systems elective courses (9 credit hours) must be selected from the list of CSIS courses along with the approval of the academic advisor. Note, CSIS 101 does not count towards the degree.

### The following additional courses are required:

MATH 201	Calculus I (3)
MATH 213	Discrete Mathematics (3)
STAT 201	Statistics (3)

Students must also complete one (1) of the following course sequences:

BIOL 101 and BIOL 102 and an additional 3 hour course in BIOL, CHEM, or PHYS.

**OR**

CHEM 101 and CHEM 102 and an additional 3 hour course in BIOL, CHEM, or PHYS.

**OR**

PHYS 115 and PHYS 116 and an additional 3 hour course in BIOL, CHEM, or PHYS.

### Related Field Requirements: Business

Students must select 4 courses (12 credit hours) from the following disciplines:

- Accounting (ACCT)
- Economics (ECON)
- Business Ethics and Law (BEAL)
- Entrepreneurship Studies (ENTR)
- Finance (FINC)
- International Business (IBUS)
- Management (MGMT)
- Marketing (MRKT)

### Free Electives

Sufficient to meet the 120 credit hours for graduation.

### Minor in Information Systems (21)

Students must take the following 4 courses (12 credit hours):

- CSIS 110 Information Systems (3)
- CSIS 120 Computer Programming I (3)
- CSIS 130 Computer Programming II (3)
- CSIS 210 Data Structures and Algorithms (3)

And any three courses (9 credit hours) from the Core Information Systems Requirement:

- CSIS 240 Professional and Ethical Issues in CSIS (3)
- CSIS 250 Database Systems (3)
- CSIS 255 Web Technologies (3)
- CSIS 260 Systems Analysis and Design (3)
- CSIS 322 Net-Centric Computing (3)
- CSIS 330 Software Engineering (3)
- CSIS 340 Software Project Management (3)
- CSIS 420 IS Capstone (3)

## Economics Program (ECON)

Economics is the science of making choices when resources are scarce. These choices are made by individuals who act through numerous social institutions such as families, business firms, financial institutions, governments, labor unions, trade associations, and charities. Economics applies a rigorous method for analyzing choices—constrained maximization—to investigate how these institutions make decisions to purchase, produce, and trade resources and goods that satisfy human needs and desires. The Economics degree program at AUK provides the student with the comprehensive study of domestic and international economics. The student will learn the principles of economics, the theories and methods of economic analysis, the nature of international economic activity, the character of regional Arab economics and the economics of oil and energy. In this Program, students will also examine economic issues including labor, trade, finance and investment.

Graduates of the degree program in economics are often sought after by banks, businesses, international corporations, government agencies and NGOs. In addition, the degree program in economics at AUK will provide the student with a solid foundation to continue graduate work towards an M.A. or Ph.D. in economics. Furthermore, the study of economics is a very useful adjunct to the study of management and business administration and other social sciences, including anthropology, political science, and sociology and is helpful for students intending to pursue graduate programs in business, law, accounting, finance and public administration.

### Bachelor of Arts (B.A.) in Economics

#### Admission to the Program

Students must apply and be approved for formal admission into the degree program (or major) by the second semester of the sophomore or second year. Student must have a minimum 2.00 GPA and have completed STAT 201, and MATH 203 with a grade of C or better.

### University Degree Requirements (120)

A minimum of 120 credit hours, including the following:

#### General Education Requirements (45):

#### Core Requirements (33)

#### Related Field Course Requirements (18)

#### Electives (24)

#### Requirements for the Major (33)

Students must take the following eleven Core Courses (33 credit hours):

- ECON 201 Macroeconomics (3)
- ECON 203 Microeconomics (3)
- ECON 304 Economics of Labor (3)
- ECON 305 International Economics (3)
- ECON 351 Capital Markets (3)
- ECON 388 Independent Study (1-3)
- ECON 405 Comparative Economic Systems (3)
- ECON 409 Economic Development (3)
- ECON 452 Introduction to Econometrics (3)
- ECON 481 Internship in Economics (3)
- ECON 485 Seminar in Economics (3)

#### Related Field Course Requirements (18)

Students must choose in consultation with the academic advisor six courses (18 credit hours) from among the following:

- ANSO 101 Ways of Knowing I: An Introduction to Sociology and Anthropology (3)
- ANSO 201 Ways of Knowing II: Enduring

Issues and Findings in Sociological and Anthropological Research (3)

- ANSO 205 Arab Society (3)
- ANSO 207 Kuwaiti Society (3)
- ANSO 213 Thought, Ideology and Change in the Middle East (3)
- ANSO 215 Social and Cultural Change in Postcolonial Africa (3)
- ANSO 216 South Asian Societies and Cultures (3)
- ENTR 201 Principles of Entrepreneurship (3)
- HIST 101 World History Since 1900 (3)
- HIST 204 Survey of European History (3)
- HIST 205 History of Modern Europe (3)
- HIST 309 Twentieth Century Arab History (3)
- HIST 421 Intellectual History (3)
- INST 101 Introduction to International Relations (3)
- PLSC 303 Politics of Postindustrial Societies (3)
- PSYC 315 Industrial and Organizational Psychology (3)

- ECON 304 Economics of Labor (3)
- ECON 305 Introduction to International Economics (3)
- ECON 409 Economic Development (3)
- HIST 317 History of Britain (3)
- HIST 321 Twentieth Century American History (3)
- PSYC 315 Industrial and Organizational Psychology (3)

#### Electives (24)

Choose eight courses (24 credit hours) in consultation with the academic advisor.

#### Minor in Economics (21)

Student must complete seven courses (21 credit hours) including:

- ECON 201 Macroeconomics (3)
- ECON 203 Microeconomics (3)

And, students must choose in consultation with the academic advisor five courses (15 credit hours) from among the following:

- ANSO 333 Economic Development and Socio-Cultural Change (3)



## History and International Studies (HIST, INST)

An understanding of international affairs anchored in the history of the world and the region is essential for living in our interconnected global society. All modern history study is international and all international studies are grounded in the knowledge of history. The movements of people, ideas, technologies, capital and even diseases across borders are dramatically reshaping our world. We face challenges today in the form of political and ideological conflict, environmental change, and inequality in the distribution of income and wealth. An understanding of these developments in historical perspective is essential to building a more just and peaceful world.

The History and International Studies Program at the American University of Kuwait is built on a foundation of liberal arts and is interdisciplinary in character. It is structured both in area studies and thematic issues such as globalization, democratization, environmental change, and human rights.

Graduates of the degree program in History and International Studies may find careers in a variety of institutions including the diplomatic corps, banking, international business, journalism and education. It will also equip students to pursue advanced academic study in history, political science or international relations.

The degree program or major is structured with a set of Core Course requirements followed by concentrations in Area Studies (Western, i.e., America and Europe, the Islamic worlds, Africa, East Asia, South Asia, or Africa), Comparative Studies (i.e., Colonialism, Gender Studies, Labor and Migration Studies, Ethnic Conflict, Economic History) and Global Studies (i.e., Population Studies, World Demography and Health, International Finance and Trade, Environment and Environmental Problems, Dynamics of Global Culture).

### Bachelor of Arts (B.A.) in History and International Studies

#### University Degree Requirements (120)

A minimum of 120 credit hours, including the following:

#### General Education Requirements (45):

#### Major Requirements (48)

#### Related Field Course Requirements (15)

#### Electives (12)

#### Requirements for the Major (48)

For the major in History and International Studies the student must complete sixteen courses (48 credit hours). The major is structured with a required set of four Core Courses (12 credit hours) followed by twelve Concentration Courses (36 credit hours) in:

- Area Studies
- Comparative Studies
- Global Studies

The "Gulf Semester Program" is administered by the History and International Studies Program for students from abroad (although not limited to these students) who will spend a semester at AUK.

#### Core Course Requirements (12)

Students must take the following core courses (12 credit hours):

- HIST 101 World History Since 1900 (3)
- INST 309 The Dynamics of Globalization (3)
- PLSC 202 International Relations (3) OR
- PLSC 203 Comparative Politics (3)

- HIST 388 Independent Study in History and International Studies (3)

OR

- INST 485 Seminar in History and International Studies (3)

#### Concentration Requirements (36)

The student must choose in consultation with the academic advisor three courses (9 credit hours) in each of the following:

- Area Studies: Group A (9)
- Area Studies: Group B (9)
- Comparative Studies (9)
- Global Studies (9)

Area Studies concentration has two broad regional options: Group A (America, Europe) and Group B (Africa, the Arab and Islamic Worlds, East Asia, and South Asia).

#### Area Studies: Group A

##### American Studies

- AMST 333 American Culture (3)
- AMST 407 Religion, Race, Gender and Politics in America (3)
- AMST 409 American Foreign Policy Since WWII (3)
- HIST 320 American History from European Colonization to 1900 (3)
- HIST 321 Twentieth Century American History (3)
- HIST 402 American Social History (3)
- PLSC 303 Politics of Postindustrial Societies (3)
- PLSC 315 American Government (3)
- PLSC 316 Political and Social Force in the U.S. (3)

#### European Studies

- ART 101 Art History (3)
- HIST 203 Ancient And Classical History (3)
- HIST 205 History of Modern Europe (3)
- HIST 294 Survey of European History (3)
- HIST 317 History of Britain (3)
- INST 400 Colonialism (3)
- PHIL 101 Introduction to Philosophy (3)
- PLSC 303 Politics of Postindustrial Societies (3)

#### Area Studies: Group B

##### Arab and Islamic World

- ANSO 213 Thought, Ideology and Change in the Middle East (3)
- ANSO 329 Agrarian and Pastoral Societies in the Middle East (3)
- ART 103 Arab and Islamic Art (3)
- ECON 405 Comparative Economic Systems (3)
- ECON 485 Seminar in Economics (3)
- HIST 305 History of the Islamic World: 622-1800 (3)
- HIST 307 Arab History in the Late Ottoman Period: 1800-1922 (3)
- HIST 309 Twentieth Century Arab History (3)
- HIST 311 Ottoman History (3)
- HIST 333 Modern History of Kuwait and the Gulf (3)
- INST 400 Colonialism (3)
- MDIA 427 Media Institutions in Arab Society (3)
- PHIL 201 Survey of Arab-Islamic Philosophy (3)
- PLSC 207 International Relations of Arab States (3)
- PLSC 304 Arab Politics (3)
- RELG 101 Introduction to Islamic Studies (3)
- RELG 315 Religions of the World (3)

**Africa**

- ANSO 301 Social and Cultural Change in Post-Colonial Africa (3)
- ANSO 341 Gender in Society and Culture (3)
- HIST 305 History of the Islamic World: 622-1800 (3)
- HIST 307 Arab History in the Late Ottoman Period: 1800-1922 (3)
- INST 400 Colonialism (3)
- INST 409 Contemporary Africa (3)

**South Asia**

- ANSO 216 South Asian Societies and Culture (3)
- ART 103 Arab and Islamic Art (3)
- ENGL 405 Postcolonial Literature (3)
- INST 400 Colonialism (3)
- INST 410 Contemporary South and Southeast Asia (3)
- RELG 315 Religions of the World (3)

**East Asia**

- ANSO 321 Population Studies (3)
- ANSO 341 Gender in Society and Culture (3)
- ANSO 342 The Social Study of Urban Life (3)
- ANSO 345 Global Environment and Society (3)
- HIST 401 Economic History: Twentieth Century (3)
- INST 410 Contemporary South and Southeast Asia (3)
- RELG 315 Religions of the World (3)

**Comparative Studies**

- ANSO 339 Labor Migration and Work in Multicultural Societies (3)
- ANSO 341 Gender in Society and Culture (3)
- ANSO 342 Womenpower: Debates on Women in Public Life (3)

- ANSO 343 Gender and Feminist Theory (3)
- ANSO 347 Urbanization and Urban Life (3)
- ANSO 403 The Comparative Study of Social Movements (3)
- COMM 225 Communication in Multicultural Settings (3)
- ECON 305 International Economics (3)
- ECON 405 Comparative Economic Systems (3)
- ENGL 355 Contemporary World Literature (3)
- ENGL 405 Postcolonial Literature (3)
- HIST 319 The British Empire (3)
- HIST 401 Economic History: Twentieth Century (3)
- HIST 421 Comparative Intellectual History (3)
- INST 101 Introduction to International Studies (3)
- INST 339 International Organizations (3)
- INST 400 Colonialism (3)
- PLSC 202 International Relations (3)
- PLSC 204 International Political Economy (3)
- PLSC 303 Politics of Postindustrial Societies (3)
- PLSC 305 Third World Politics (3)
- PLSC 327 Comparative Ethnicity, Identity and Ethnic Conflict (3)
- PLSC 328 International Relations Theory (3)
- RELG 315 Religions of the World (3)

**Global Studies**

- ANSO 322 Population Studies (3)
- ANSO 344 Global Environment and Society (3)
- ANSO 434 Globalization and Its Discontents (3)
- ECON 409 Economic Development (3)

- ECON 485 Seminar in Economics (3)
- ENGL 355 Contemporary World Literature (3)
- ENGL 405 Postcolonial Literature (3)
- FINC 431 International Finance, Financial Markets and Institutions (3)
- INST 412 Sustainable Development (3)
- PLSC 202 International Relations (3)
- PLSC 328 International Relations Theory (3)
- RELG 315 Religions of the World (3)

**Related Field Course Requirements for the Major (15)**

Student must choose five courses (15 credit hours) in consultation with the academic advisor.

**Electives (12)**

Student must choose four courses (12 credit hours) in consultation with the academic advisor.

**GULF STUDIES SEMESTER PROGRAM (15)**

The Gulf Studies Semester Program is administered by the History and International Studies Program and is designed for, but not limited to, students from abroad who will spend a semester at AUK studying and researching Arabic, Islam and the Gulf region as part of their concentration in Middle East or Gulf Studies programs in their home universities.

Students with no background in Arabic language are advised to take ARAB 101 Arabic as a Second Language (3) and ARAB 201 Arabic for Non-native Speakers II (3) and three other courses (9 credit hours) in history, economics and politics or society and culture of the region.

Students with Arabic language background are advised to take ARAB 110 Arabic Composition I (3) or ARAB 205 Survey of Arab-Islamic Civilization (3) and four other courses (12 credit hours) in the history, economics and politics or society and culture

of the Gulf region. For those students, an internship or a research independent study option may also be possible.

**Minor in History and International Studies (21)**

The Minor in History and International Studies is composed of seven courses (21 credit hours).

Students must complete the following three courses (9 credit hours):

- HIST 101 World History Since 1900 (3)
- INST 309 The Dynamics of Globalization (3)
- PLSC 202 International Relations (3)
- PLSC 203 Comparative Politics (3)

And an additional four courses (12 credit hours) selected in consultation with the academic advisor from among the Area Studies, Comparative Studies, and Global Studies offerings listed above.

## English and Comparative Literature (ENGL)

The English language is the international language of global business, science, engineering, medicine, news, literary studies both in English and in translation, and the entertainment industry. The mission of the English and Comparative Literature Program at the American University of Kuwait is twofold. First, the program cultivates and enhances the student's mastery in the creative and professional use of English through language and literature courses. Second, the program provides students with the opportunity to gain knowledge and appreciation of English and comparative literature and the Anglo-American and other cultures. It also introduces students to the tradition of literary criticism, contemporary literary theory and other approaches that provide new interpretations and offer new ways of reading classical and modern English and Comparative Literature and the cultures out of which they come.

The major in English and Comparative Literature provides a solid foundation in the structure of the English language and its literary traditions and those of comparative literature; it also educates students in the exploration of the relationships of the language and literature to the individual and society, and to history and politics. This major also provides the historical and critical contexts for evaluating literary works. The texts studied are written in English, but will also include translations of major European, Postcolonial and Arab authors.

Graduates of the program will be prepared for further study in English and Comparative Literature, English language electronic and print journalism, and the possibility for certification as an English language and literature teacher. Strong command of the English language and English and Comparative Literature and respective cultures may also give the graduate competitive advantage in the pursuit of careers in diplomacy, journalism, media or business. Fluency in and effective command of the English language and culture is increasingly important in the diplomatic and business worlds as

well as in the world of international organizations and agencies. For example, Arabs who have attained high positions at the United Nations, the International Monetary Fund, and the World Bank have excellent command of oral and written English, the primary working language in those organizations.

### Bachelor of Arts (B. A.) in English and Comparative Literature

Literature majors begin their coursework with a survey of English Literature and then advance to courses that focus on particular motifs, genres, critical approaches, time periods, authors or countries. In comparative literature, courses in Arabic, French, Spanish and Russian Literature in translation are available. In related disciplines, courses in History, Society and Politics offer students the literary, socio-political and historical tools necessary to interpreting literary texts far more complex and exciting than that of simple narrative.

### Admission to the Program

Formal admission to the major requires a cumulative grade point average (GPA) of 2.00 and a GPA of 2.00 or higher in two English language courses.

### University Graduation Requirements (120)

A total of 120 credit hours, including the following:

### General Education Requirements (45)

### English Program

The English Program consists of 3 courses required of all students as part of the University Graduation Requirements. These courses should be completed by the end of the student's sophomore or second year:

\*English 101 First Year Writing: Thinking and Writing Across the Curriculum (3)

\*English 102 Imaginative Literature and Critical Writing (3)

\*English 108 Public Speaking (3)

### Core Course Requirements for the English and Comparative Literature Major (33)

Students must complete in consultation with the academic advisor eleven courses (33 credit hours) from among the following:

ENGL 201 Foundation of Western Literature (3)  
ENGL 203 Survey of Literature (3)

ENGL 303 English Poetry and Prose: 1500-1660 (3) OR  
ENGL 304 English Poetry and Prose: 1660-1800 (3) OR  
ENGL 307 Shakespeare (3)

ENGL 309 19th Century British Literature (3) OR  
ENGL 310 19th Century American Literature (3)

ENGL 311 English Novel (3) OR  
ENGL 312 American Novel (3)  
ENGL 314 Modernism/Postmodernism (3) OR  
ENGL 315 20th Century American Literature (3)

ENGL 329 German Literature in Translation (3) OR  
ENGL 339 French Literature in Translation (3) OR  
ENGL 349 Arabic Literature in Translation (3)

ENGL 355 Contemporary World Literature (3) OR  
ENGL 405 Postcolonial Literature (3) OR  
ENGL 406 African American Literature (3)

ENGL 400 Seminar in British Authors (3) OR  
ENGL 401 Seminar in American Authors (3)

ENGL 415 Literary Theory and Criticism (3)

ENGL 485 Senior Thesis (3)

### Related Field Requirements (21)

A—English and Comparative Literature majors in consultation with the academic advisor must choose three courses (9 credit hours) from the following courses:

ART 101 Art History (3)  
ART 103 Arab and Islamic Art (3)  
HIST 101 World History Since 1900 (3)

HIST 203 Ancient and Classical History (3)  
HIST 204 Survey of European History (3)  
HIST 205 History of Modern Europe (3)  
HIST 317 History of Britain (3)  
HIST 320 American History up to the Twentieth Century (3)  
HIST 321 Twentieth Century American History (3)  
HIST 421 Intellectual History (3)  
MUSC 101 Music Appreciation (3)  
MUSC 105 Introduction to World Music (3)  
PHIL 101 Introduction to Philosophy (3)

PHIL 311 Modern Western Philosophy (3)

B-- English and Comparative Literature majors in consultation with the academic advisor must complete four course (12 credit hours) from among the following:

ENGL 120 Introduction to the Study of the English Language (3)  
ENGL 207 Oratory and Rhetoric (3)  
ENGL 301 Literature and Film (3)  
ENGL 308 Early American Literature (3)  
ENGL 319 Women and Literature (3)  
ENGL 345 Creative Writing (3)  
ENGL 355 Contemporary World Literature (3)  
ENGL 389 Special Topics (3)  
ENGL 402 History of Theater and Drama (3)  
ENGL 403 Modern Drama (3)  
ENGL 405 Postcolonial Literature (3)  
ENGL 421 Culture and Imperialism (3)  
TRAN 101 Introduction to Translation (3)

### ELECTIVES (21)

Choose seven courses (21 credit hours) in consultation with the academic advisor.

Minor in English and Comparative Literature (21)

The Minor consists of a total of seven courses (21 credit hours) hours.

Student must choose in consultation with the academic advisor four courses (12 credit hours) from the following including:



Two courses (6 credit hours) from among the following:

ENGL 203	Survey of Literature (3)
ENGL 303	English Poetry and Prose: 1500-1660 (3) OR
ENGL 304	English Poetry and Prose: 1660-1800 (3)
ENGL 307	Shakespeare (3)
ENGL 311	English Novel (3) OR
ENGL 312	American Novel (3)

And two courses (6 credit hours) from among the following:

ENGL 314	Modernism/Postmodernism (3)
ENGL 329	German Literature in Translation (3)
ENGL 339	French Literature in Translation (3)
ENGL 349	Arabic Literature in Translation (3)

Students must also choose in consultation with the academic advisor three courses (9 credit hours) from among the following.

ENGL 301	Literature and Film (3)
ENGL 315	20th Century American Literature (3)
ENGL 319	Women and Literature (3)
ENGL 345	Creative Writing (3)
ENGL 402	History of Theater and Drama (3)
ENGL 403	Modern Drama (3)
ENGL 415	Literary Theory and Criticism (3)

## Pre-University Intensive English Program (IEP)

The mission of the Intensive English Program is to prepare students to gain sufficient mastery of the English Language in order to enter the degree programs of the University and to excel as students. The purpose of the Intensive English Program is to train non-native speakers in specific uses of English for academic, technical, or professional purposes, as well as to provide quality English language instruction to all individuals who have chosen English as their medium of communication for academic or professional pursuits and to promote international and intercultural understanding. The main goal of the Intensive English Program is to increase students' language competence to a level suitable for study in University courses taught in English. A second goal is to enhance the students' academic skills in order for them to succeed in their first and successive years of education. The courses are designed to enable students to enhance their linguistic and communicative skills in order to become effective, fully participating members of the academic or professional community both during their time on campus and beyond.

### Admission and Placement

English is the medium of instruction at the American University of Kuwait. Competence in the language is a prerequisite for success in academic pursuits at AUK. Applicants who score below 520 on the Test of English as a Foreign Language (TOEFL) or 190 on the computerized version and who otherwise qualify for admission to AUK are eligible for admission into the Intensive English Program. Once admitted to the Program, students take the ACCUPLACER English as a Second Language Placement Test. This is a diagnostic test that enables the Intensive English faculty to assess students' language ability and place them at the most appropriate level.

A student who scores between 179 and 190 on the computerized version of TOEFL may be permitted to take Remedial English in the University

Undergraduate program. Students must gain the approval of the Director of the Intensive English Program.

### Duration of Intensive English Language Study

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

### Pedagogical Foci

Throughout all of the levels of instruction the focus is on reading and writing, including grammar and vocabulary. As the student's proficiency in English increases, the Intensive English courses become increasingly academic in character. At the advanced level, coursework simulates the academic, credit-bearing University courses.

### Reading

The objectives of the reading component of intensive English training are two: the first is to improve the student's reading comprehension and the second is to increase the student's reading speed. These objectives will be achieved through intensive practice in a variety of reading skills of diverse textual forms and literary genres. Through these techniques, it is hoped that students will gain an appreciation for the importance of reading not only in the academic context but also in life and at work.

### Writing, Grammar and Vocabulary

The writing component of intensive English instruction is designed to educate the student in the different steps of the writing process: from generating and organizing ideas to writing, revising, and editing written work. The student will be expected to develop the necessary skills to produce academic and other texts, such as journalistic or advertising texts, from basic sentences to paragraphs to essays and other academic papers and reports. Instruction will focus on developing

writing fluency, grammatical and lexical accuracy, and a strong and varied vocabulary. This will be achieved through the analysis and practice of the various rhetorical and writing modes typically employed in academic writing.

Vocabulary is an essential and integral part of every language skill. Student acquisition and development of the English language vocabulary is integrated into all the courses of the Intensive English Program.

Vocabulary instruction will focus initially on high frequency vocabulary in use in everyday English and will then emphasize academic, technical, business and journalistic vocabulary. Most significantly, by the time the student completes the Intensive English Program he or she will be familiar with much of the commonly used academic, business and journalistic vocabulary that is commonly used in these endeavors and that is necessary for success in University coursework.

### Listening and Speaking

The fundamental objective of the listening and speaking components is to improve the student's ability to effectively comprehend English in academic and social settings. This goal will be achieved through repeated practice in interactive listening and speaking activities. Initial learning will emphasize understanding basic everyday conversations and determining the main ideas of such conversations. At this level, instruction will include training in comprehending short, simple lectures. The highest-level courses in Intensive English will focus on improving the student's comprehension of longer and more complex academic lectures. The student will also learn to develop methods of accurate note taking in lectures and texts and to organize the ideas and information in a useful written format.

The speaking component leads the student to communicate effectively and successfully in social and academic contexts. Instruction will be given in how to describe an event, make an observation correctly, express an opinion confidently, agree or disagree effectively, and argue and persuade convincingly. Instruction in developing the ability

to make oral presentations and to participate in classroom discussions will also be provided. Instruction in the use of computer technology for presentations will be developed. All these important skills will, over the years of studying at AUK, improve both the student's speaking fluency and accuracy and will prepare him or her for public speaking and communication in varied contexts.

### Hours of Study

On average, a student will receive 20 hours of classroom instruction a week. In addition, a student is required to participate in self-access computer-aid instruction for five or more hours each week. These programs consist of independent learning modules in computer, reading, and audio-visual labs

### Methods of Instruction in Intensive English

The texts, materials, equipment and methods used in the Intensive English Program are all state-of-the-art and are designed to meet the student's needs. Instructors are specially trained and experienced in teaching English as a second language, especially for academic contexts. Intensive English classes are small, and each student will receive extensive individual attention.

### Evaluation of Student Progress

Varied progress tests in proficiency are held regularly and frequently. Practice tests, short quizzes, midterms, and final examinations are given to assess students' progress in their Intensive English courses.

Advancement from one level to a higher level in the Intensive English program is determined by examination, the Instructor's and Director's assessments, a grade of C or better, and the recommendation of the Instructor. Promotion to University Freshman status is by the ACCUPLACER Placement Test.

### Policy on Attendance and Lateness

Intensive English classes meet daily, Saturday through Wednesday. Because of the intensive nature of the program, regular attendance by students in all courses is expected and required.

Lateness and/or absence hinder the learning process not only for the individual student but also for the class.

Instructors will provide students with written statements on the course syllabus of their policies with respect to absences and lateness. A more stringent attendance policy is at the discretion of the Instructor.

University guidelines for lateness, absence and attendance are as follows:

1. Any absence may affect the student's grade.
2. Instructors are not obligated to give substitute assignments or examinations to students who miss class.
3. Two occasions of lateness (5 minutes or more) count as one absence.
4. In the event a student misses more than 10% of the class sessions for any reason, the Instructor will inform the Director of the Intensive English Program. The Department of Student Success will issue a warning letter to the student with a copy to his/her parents.
5. If the student misses an additional 10% of the class sessions after the warning, the Instructor, with the approval of the Director, may initiate administrative withdrawal of the student from the course.
6. If the notification reaches the Director before the end of the eighth week of classes, a grade of "W" will be entered on the student's permanent record. If notification reaches the Director's Office after the eighth week of classes, the student will be withdrawn with a grade of "WP" (passing withdrawal, no credit) or "WF" (withdrawal with failure), depending on the quality of the work performed in the course up to that point. A grade of WF will be calculated in the overall GPA.
7. In case of serious illness, the student must contact the Program Director and provide official supporting

documentation. The Program Director, in consultation with the faculty member, will determine the course of action regarding the student's progress in his/her course(s).

## Course Descriptions by Discipline

Accounting (ACCT)  
 African Studies (See International Studies)  
 American Studies (AMST)  
 Anthropology and Sociology (ANSO)  
 Arabic Language and Literature (ARAB)  
 Art (ART)  
 Business Ethics and Law (BEAL)  
 Biology (BIOL)  
 Chemistry (CHEM)  
 Communication Studies (See Public Relations and Advertising)  
 Computer Science and Information Systems (CSIS)  
 Economics (ECON)  
 Education (EDUC)  
 English and Comparative Literature (ENGL)  
 Finance (FINC)  
 French (FRNC)  
 History (HIST)  
 International Studies (INST)  
 Journalism (See Media Studies)  
 Management (MGMT)  
 Marketing (MRKT)  
 Mathematics (MATH)  
 Media Studies-Journalism (MDIA)  
 Music (MUSC)  
 Philosophy (PHIL)  
 Political Science (PLSC)  
 Public Relations and Advertising (COMM)  
 Physics (PHYS)  
 Psychology (PSYC)  
 Religion (RELG)  
 Statistics (STAT)  
 Translation (TRAN)

## Accounting (ACCT)

### ACCT 201 Principles of Financial Accounting (4)

An introduction and overview of financial accounting. Topics include basic concepts and principles of accounting, the accounting cycle; financial statements; cash; cash flow statements; receivables; inventories; assets and liabilities; merchandizing operations.

### ACCT 205 Managerial Accounting (3)

An introduction to internal accounting including cost measurement, product costing, cost-volume relationship, budgeting and budget variance analysis, performance evaluation. Prerequisite: ACCT 201.

### ACCT 301 Intermediate Accounting 1 (3)

The analysis of how organizations project income and costs. The study of the process of projecting and monitoring the revenue and expenditure of an organization. Include cash flow analysis and projection and the daily, monthly and yearly monitoring of current budgets. Prerequisite: ACCT 205.

### ACCT 305 Intermediate Accounting II (3)

An overview of financial statements, measuring assets, income and equities; accounting standards and techniques for researching and assessing standards; applications to accounting and reporting revenues, receivables, inventories, cost of sales, fixed assets, liabilities, equity and statements of cash flows. Prerequisite: ACCT 301.

### ACCT 334 Individual and Corporate Taxation (3)

An analysis of international taxation theory and the application of tax theory for domestic and international activity in Kuwait.

### ACCT 388 Independent Study (1-3)

Prerequisite: Instructor's approval.

### ACCT 389 Special Topics (3)

An analysis of contemporary issues in accounting theory; new techniques in managerial accounting; and in the global regulation of corporate financial reporting.

### ACCT 401 Advanced Managerial Accounting (3)

Issues of cost management and its use to achieve organizational goals. Relationship of performance measurement, compensation, authority to organizational structure and organizational development and success. Prerequisite: ACCT 205.

### ACCT 420 Auditing (3)

Accounting and auditing principles and standards, reporting methods, controls and test of controls, function of independent auditor. Prerequisite: ACCT 201

### ACCT 421 International Financial Reporting Standards (3)

An overview of International Financial Reporting Standards and the accounting standards generally accepted in Kuwait. Students are introduced to the financial reporting requirements of Global Capital Markets.

## American studies (AMST)

### AMST 333 American Culture (3)

An interdisciplinary study of America's view of itself; contemporary society including race, ethnicity, politics, literature, and film; issues of violence, discrimination, racism and attitudes that shape contemporary American culture.

### AMST 388 Independent Study (1-3)

Prerequisite: Permission of Instructor.

### AMST 389 Special Topics (3)

### AMST 407 Religion, Race, Gender and Politics in America (3)

How religion, race, ethnicity, and gender have shaped modern American society and its social, cultural and political system.



**AMST 409 American Foreign Policy Since WWII (3)**

Investigation of American foreign policy since WW II; the process of decision making; the role of the Presidency, the State Department and Pentagon bureaucracy, the Congress and public opinion. Focus is on the Cold War and the Middle East. Prerequisite: AMST 333.

**Anthropology and Sociology (ANSO)****ANSO 101 Ways of Knowing I: An Introduction to Anthropology and Sociology (3)**

An introduction to the study of human cultures in a comparative perspective and fundamentals of anthropological and sociological thought. A prerequisite for most ANSO courses.

**ANSO 201 Ways of Knowing II: Enduring Issues and Findings in Sociological and Anthropological Research (3)**

An investigation into key issues in social thought. It includes the methods historically and currently used by individuals on how to make sense of the social, political and cultural worlds, and the impact of new technologies, new modes of communication, and new media that create new ways of knowing set apart from the conventional modes. Prerequisite: ANSO 101.

**ANSO 205 Arab Society (3)**

An examination of the main features of the contemporary Arab world: its geography, population, natural resources, culture and social structure. It emphasizes the complexity, diversity and internal dynamics of Arab society and investigates the process, agents and problems of social, political and economic development and change. The course includes such topics as "orientalism", identity, religion, minorities, social values, the family and kinship system, women and gender relations, regional migration, brain drain and urbanization. Prerequisite: ANSO 101.

**ANSO 206 The Socio-Economics of Arab States (3)**

An introductory course to the Arab states and

societies. Investigates the historical roots and formation of Arab states, and the impact of the West on the Arab world. It also deals with the process of modernization in Arab states. The course concentrates on the varied factors affecting social, political and ideological structures and institutions of selected Arab states. Prerequisite: ANSO 101.

**ANSO 207 Introduction to Kuwaiti Society (3)**

This course provides an analysis of the contemporary social, economic and political life in the State of Kuwait. Kuwait, like most Arab Gulf societies, has a distinctive demographic and ethnic structure, and oil revenues have generated a particular form of social and economic development. This course reviews developments since the mid-twentieth century and examines some of the important social issues such as the family, migration, population, women, youth, delinquency, civil society, the development of democracy and the public sphere, and changing values, norms, and identity.

**ANSO 213 Thought, Ideology and Change in the Middle East (3)**

This course introduces the region's complex societies and cultures. It also suggests how the historical and economic dynamics of events in the Middle East have contributed to ongoing debates in understanding political thought and action. The course deals with the societies of the Arab world, Iran, and Turkey, as well as Berbers and Kurds, and religious and linguistic diversity. Additional topics include the study of kinship, tribes, peasants, urban and rural societies, and ongoing debates concerning law, religion, politics, and resources. Prerequisite: ANSO 101.

**ANSO 215 Social and Cultural Change in Postcolonial Africa (3)**

This course surveys the principal changes in institutions and belief-systems which have taken place during the past half century. Emphasis will be placed on study of the responses and adaptations of indigenous arts and ideologies to the intrusions and appropriations of Western institutions and interests. Case study material will

draw from contemporary communities of diverse African nations. Prerequisite: ANSO 101.

**ANSO 216 South Asian Societies and Culture (3)**

The structure and dynamics of contemporary societies and cultures of the South Asia; the study of tribes, peasantry, and urban conglomerations; includes issues of social organization, law, religion, politics, ecology and social and cultural change. Prerequisite: ANSO 101.

**ANSO 302 Inequality: Socio-Economic, Ethnic and Racial (3)**

An investigation of the theories and systems of inequality and stratification in comparative and historical perspective. The course analyzes systems of social inclusion and exclusion and the structures of differential access to resources and opportunities in a stratified society in relation to social class, race and ethnicity. Stratification and individual life chances. Prerequisite: ANSO 201.

**ANSO 321 Family and Kinship in Contemporary Societies (3)**

Cross-cultural and historical study of family and kinship systems; includes the study of gender, sibling and generational relations. Analysis of diverse factors which lead to change. Future trends in change of family patterns globally. Prerequisite: ANSO 201.

**ANSO 322 Population Studies (3)**

Basic principles of population studies. Comparative analysis of global populations, dynamics of growth; population movement; rural to urban migration; demographic transition theory; population growth and the problem of economic development; international migration. Prerequisite: ANSO 201.

**ANSO 323 Introduction to Qualitative Research Methods (3)**

The course introduces students to ethnographic field research, with emphasis on participant-observation and informal interviewing. Planning for and implementing research projects are described. Note taking, expanding notes, coding

and analysis are also covered. Techniques for assuring data quality are presented. Consideration of ethics and of protection of human subjects in relation to case study materials is provided. Special reference to research conducted in Kuwait, the Arabian Peninsula and the rest of the Arab World will be made. Prerequisite: ANSO 201.

**ANSO 324 Introduction to Quantitative Research Methods (3)**

The course covers the following: Selection of "problems" for social research; how to translate a theoretic notion into a set of research questions; the nature of "grounded theory" or how to raise theoretic questions from collected data; formulation and testing of hypotheses; design of observations, experiments and measurement scales; sampling procedures. Techniques of data collection will be emphasized: interviewing and survey approaches, observation, and how results of these modes of inquiry can be quantitatively analyzed. Issues of reliability and validity of measures are reviewed. Prerequisites: ANSO 201 and STATS 201.

**ANSO 329 Agrarian and Pastoral Societies in the Middle East (3)**

The course analyzes peasant and nomadic tribal structures in the Arab World and their transformation through the influx of oil revenues in some regions and increased opportunities for labor migration in others. The course also explores the impact of colonialism, the expanding urban centered national economies, and the world system on peasant and pastoral communities in the region. Prerequisite: ANSO 201

**ANSO 333 Economic Development and Socio-Cultural Change (3)**

An analysis of the relationship between economic development and social change. The measurement and indicators of societal development including material, economic, political, social, and cultural dimensions that are necessary for sustainable development. A review of contemporary theories and strategies of sustainable development in the global system is emphasized. Prerequisite: ANSO 201.

**ANSO 334 Culture, Society, and Development Policies in the Third World (3)**

Comparative and interdisciplinary analysis of historical Third World development dilemmas; theories of development; assessments of the political, economic, social, cultural and technological factors structuring the development process. Prerequisite: ANSO 201.

**ANSO 338 Social Theory (3)**

Introduction to major theories in anthropology and sociology; a historical account of the development of the two disciplines and of contemporary sociological and anthropological social thought; schools of social theory and major figures in the field. The basic and unresolved issues of contemporary sociological and anthropological social thought. Prerequisite: ANSO 201.

**ANSO 339 Labor Migration and Work in Multicultural Societies (3)**

The comparative study of the dynamics and impact that labor migration, foreign trade, and tourism have on the structure of varied contemporary societies. Analysis of the globalization of migration and labor; dynamics of pull and push factors, routes and patterns of migration; social, economic and cultural consequences on the exporting and importing countries; issues of civil and human rights and international law; structure and dynamics of ethnic enclaves in the importing countries. Examples from the Arabian Peninsula, the United States, and other societies will be analyzed. Prerequisite: ANSO 201.

**ANSO 341 Gender in Society and Culture (3)**

A comparative analysis of gender and society. The study of women and social change in varied social, cultural, economic and political contexts focusing on work, distributive justice, development policy and democratization. Prerequisite: ANSO 201.

**ANSO 342 Womenpower: The Debate over the Role of Women in Public Life (3)**

This course examines how the role of women in changing societies has been discussed among religious and state authorities and the general public

over the last half century, and the ways in which rising educational opportunities, greater opportunities for travel, and access to the new media have altered how women participate in society both in the Arab world and elsewhere. Prerequisite: ANSO 201.

**ANSO 343 Gender and Feminist Theory (3)**

An examination of theories of gender as constructed and problematic; history of gender and feminist theories; contemporary issues in gender and feminist theories; comparative consideration across nationality, religion, race, class, and sexualities. Prerequisites: ANSO 201.

**ANSO 345 Global Environment and Society (3)**

Analysis of the relationship between society and the physical environment in a comparative context. The emphasis is on the actions of social groups and societies and their consequences on the environment and the reactions of the public, international organizations and policy groups in identifying and addressing technological and natural environmental problems. Social impact assessment approaches. Prerequisite: ANSO 201

**ANSO 347 Urbanization and Urban Life (3)**

The comparative processes of urbanization including population movement, residential and work patterns in modern cities, urban congestion, urban problems, patterns of urban conflict, multi-ethnic cities, the nature of urban society, and the question of city planning in sociological and anthropological perspectives. Prerequisite: ANSO 201.

**ANSO 388 Independent Study (1-3)**

Prerequisite: Permission of Instructor.

**ANSO 389 Special Topics (3)****ANSO 403 Comparative Study of Social Movements (3)**

Comparative analysis of the structure and dynamics of social movements. Comparative analysis of factors contributing to the rise of social, political and cultural movements for change; reform

movements; revolutions; anatomy of revolutions and revolutionary change; national liberation movements; religiously-inspired political movements. Single factor movements; international social movements. Prerequisite: ANSO 201.

**ANSO 405 The Scientific Study of Religion (3)**

A comparative study of religions and symbol systems and their relationship to social structure and social movements. Anthropological and sociological theories of religion and religious life; contemporary trends in religious practices and expression; the contemporary emergence of political movements utilizing religious idioms; the individual, society and belief systems and the relationship between religion and culture as a system of meaning. The course includes the study of ritual, values, organization, ecstatic and other forms of religious life. Prerequisite: ANSO 201.

**ANSO 406 Business Culture and Society: Anthropological and Sociological Perspectives (3)**

To varying degrees in different settings business organizations and business practice are embedded in society and in culture. People do not "check" their ideologies or social relationships upon entering a firm or factory. Indeed the conduct of business is profoundly affected by participants' taken for granted ideas of social order and morality. Businesses in different cultures reflect those differences. This course will survey empirical research, which has documented this intimate connection between where a business is located, the background of its labor force and the people and firms with which it deals. Prerequisite: ANSO 201.

**ANSO 421 Organizational Culture (3)**

In the past 25 years, the concept of organizational culture has gained wide acceptance as a way to understand human systems. This way of looking at organizations borrows heavily from anthropology and sociology and uses many of the same terms to define the building blocks of culture - a pattern of shared basic assumptions that the group learned as it solved its problems of external adaptation and

internal integration, that has worked well enough to be considered valid and therefore, to be taught to new members as the right way to think and act. How anthropologists and sociologists use the concepts of their disciplines to describe and explain the workings of formal organizations is the focus of this course. Prerequisites: ANSO 201.

**ANSO 427 Media Institutions in Arab Society (3)**

A survey of the role and impact of the "new" media in Arab societies, including fax machines, photocopy machines, audio/video cassettes, digital technology, satellite television, and the Internet in Arab society, and the changing uses of older media, including newspapers, radio, and broadcast television. Prerequisite: ANSO 201. [Cross Listed with MDIA 427]

**ANSO 429 Cultural and Social Dimensions of Marketing (3)**

This course imparts skills required to assess how the social and cultural background of audiences affects the ways in which they interpret and understand messages communicated through advertising media. It will show how societal and cultural forces affect what is said, what is meant and what is understood and how these can often come into conflict with one another to disrupt communication. Analysis of social categories, social groups, consumer patterns and marketing strategies; methods of sociological research and marketing. Business and marketing practices and ethical responsibility to community and society are discussed. This course is typically team taught by Sociology and Marketing faculty. Prerequisite: ANSO 323 OR 324. [Cross listed with MRKT 333].

**ANSO 434 Globalization and Its Discontents (3)**

The process of globalization is well underway on all levels of world society. The nature of "network societies". It is a new stage in world history, with profound socio-political impacts on all societies and cultures. The course explores the economics of globalization, labor migration, technological advancement, the role of the information revolution, the regionalization of the world, and the internalization of cities. It also investigates the

differential impact of globalization on varied societies and the emergence of movements of resistance to globalization. Prerequisite: ANSO 339.

### **ANSO 461 Seminar in Anthropology and Sociology (3)**

Study of current theoretical and methodological issues in anthropology and sociology. Content may vary from year to year. Prerequisites: ANSO 201.

### **ANSO 471 Independent Study in Anthropology or Sociology (1- 3)**

Prerequisite: permission of the Instructor and Program Chair. Student must write a theoretically and methodologically sound research paper. Prerequisite: ANSO 461.

### **ANSO 472 Seminar in the Study of Kuwaiti Society (3)**

Theoretical and research approaches to the analysis of Kuwaiti society; its current dilemmas; its future direction; prospects for reform and democratization. Prerequisite: ANSO 207.

### **ANSO 481 Internship in Anthropology and Sociology (3)**

An internship experience with the requirement that the student write a report or summarizing what the internship job added to his/her knowledge of anthropology and/or sociology and related fields. Prerequisite: Permission of the Instructor and Program Chair. Prerequisite: ANSO 461 OR ANSO 472.

## **Arabic Language & Literature (ARAB)**

### **ARAB 101 Arabic for Non-Native Speakers I (3).**

This course introduces the student to the Arabic language including Arabic alphabet, the script of modern written Arabic, and develops the student's knowledge in the four language skill areas. The materials are designed in the effective modern approach to foreign language teaching.

### **ARAB 110 Arabic Composition I (3).**

This course introduces native speakers of Arabic—with English curricula education—to intermediate reading and writing skills in Arabic. Using various literary and non-literary styles, students will be exposed to functional grammar, sentence structure and paragraph writing.

### **ARAB 150 Human Development in the Arab World (3)**

An examination of human development in the Arab world using the UN Development Program and the Arab Fund for Economic and Social Development Reports which were released in 2002/2003. The course will examine the Arab world's political and economic development. Topics include growth, income distribution, access and opportunities, health, education, language and women's issues. Prerequisite: ENGL 101

### **ARAB 201 Arabic for Non-Native Speakers II (3)**

This course extends Arab 101 and is designed to further enhance the non-native speaker's knowledge and proficiency of Arabic. Prerequisite: ARAB 101

### **ARAB 202 Composition for Native Speakers of Arabic (3)**

The course is designed as a practical language-based writing course whose goal is to develop and refine the writing skills of the native speaker of Arabic. The course will also develop writing skills in varied styles such as letter writing, essays and Op Ed articles. Included in the course is an introduction to historical styles of writing in Arabic.

### **ARAB 205 Survey of Arab-Islamic Civilization (3).**

A survey of Arabic prose literature that reflects the intellectual, literary, and cultural development of the Arabs from pre-Islamic times up to the present day.

### **ARAB 210 Arabic Composition II (3).**

This course extends Arabic Composition I using more advanced strategies designed to enhance the grammar, sentence structure and paragraph writing skills of students. Prerequisite: ARAB 110

### **ARAB 220 Readings in Arabic Heritage (3).**

This course surveys selections of writings from classical Arabic works. The aim of the selections is to reflect the intellectual, literary and cultural developments of the Arabs from pre-Islamic times to present. Thematically organized, students are allowed the opportunity to study the continuity or changes of certain values and belief systems in Arabic culture.

### **ARAB 301 Arabic for Non-Native Speakers III (3).**

This course builds on the earlier Arabic courses for non-native speakers. It uses more advanced materials to strengthen the reading, writing, listening and speaking abilities of the student. Prerequisite: ARAB 201

### **ARAB 303 Literature of the Arabian Gulf (3).**

A focus on selected texts in translation. This course looks at the contribution of literary figures in the Arabian Gulf, especially those of the Kuwait, to Arabic literature in general. Prerequisite: Permission of the Instructor.

### **ARAB 308 Arab Women in History (3).**

An exploration of the diversity of voices of Arab women, both past and present, from a multidisciplinary perspective. Topics include women as revolutionaries and nationalists, male-female relations, women in the workforce, female circumcision, family structures and lifestyles.

### **ARAB 312 Modern Arab Literature (3).**

This course surveys modern and postmodern Arabic creative writing: novel, short story, drama, poetry and literary criticism. Some of the topics to be covered are love, death, social pressures, exile and political concerns. This course demonstrates the nexus between Arabic literary production and contemporary challenges of Arab life.

### **ARAB 313 Arab Women and Literature (3).**

A survey of the history of Arab women's literature, from the medieval period to the present day. Special attention is paid to the questions of literary tradition.

### **ARAB 388 Independent Study (1-3).**

Prerequisite: Permission of Instructor.

### **ARAB 389 Special Topics (3).**

### **ARAB 400 Arab Identity and Thought (3).**

The course examines representative writings by Arab thinkers and authors, which deal with issues concerning the state formation, modernization, nationalism, democracy, Islamism, women's rights and minority issues.

## **Art (ART)**

### **ART 101 Art History (3).**

A survey of the chronological development of Western Art. Its major forms, styles and content focusing on art since the Renaissance to the present.

### **ART 103 Arab and Islamic Art (3).**

A survey of the chronological development of Islamic Art. Its major forms, styles and content focusing on art since the rise of Islam to the present.

## **Business Ethics and Law (BEAL)**

### **BEAL 401 Legal Issues in Business (3).**

Examines business legal issues such as; legal concepts, philosophy, and functions of the court systems. Survey of contracts, sales, agency, legal forms of business, and regulation of businesses. Prerequisite: Junior standing.

### **BEAL 403 Corporate Governance (3).**

The issues of human rights in labor relations in international business operations. International law, labor exploitation, child labor, piracy of intellectual rights, and other issues. Prerequisite: Junior Standing.

### **BEAL 407 International Business Law (3).**

An study of international investment law, the law of international trade, currency exchange, and World Trade Organization regulations. Prerequisite: Junior standing.



## Biology (BIOL)

### BIOL 101 General Biology I (4).

Part one of a two-semester course. An in-depth introduction to scientific method, and exploration of study of life from atoms to cellular levels of organization. Emphasis on the cell structure, function, energy and metabolism, genes, evolution and speciation, the origins of life, bacteria, plants and animals. A required laboratory is part of the course.

### BIOL 102 General Biology II (4).

This is part two of a two-semester course. Emphasis on the organismal and higher levels of biological organization. The plant and animal diversity, animal evolution, plant and animal form and function, body systems, animal behavior, ecology and conservation biology. A required laboratory is part of the course. Prerequisite: BIOL 101.

### BIOL 103 Biology in Everyday Life (4).

An exploration of biological concepts related to everyday life. The student is introduced to the basic principles that govern the biological world. Topics include cell structure and function, energy and metabolism, evolution and diversity of life, plant structure and function, animal anatomy and physiology, genetics, ecology and behavior. A required laboratory is part of the course.

### BIOL 105 Environmental Science (3).

This introduction course addresses the relationship between human activity and the environment. Ecosystems; dynamics of human populations; resource use and resource conservation; pollution; management and eradication of pollution; ethics and the environment.

### BIOL 200 Structure and Function of the Human Body (3).

A course designed to help students understand the biological basis of human health and disease. Study of cell and molecular biology, physiology, anatomy, reproductive biology, and function of various organs as they relate to humans. Emphasis

will be placed on specific topics in human health and disease. Prerequisite: BIOL 101, BIOL 102 OR BIOL 103.

### BIOL 212 Introduction to Neurobiology (3).

A general introduction to basic anatomy and physiology of the brain, with discussions of current issues in neuroscience. Specific topics include neuronal function, synaptic transmission, sensory processing, movement, sleep and wakefulness, hunger, thirst, caloric and body fluid homeostasis, recovery function of the brain after damage, and various neurological and psychiatric disorders. Prerequisite: BIOL 101, BIOL 102 OR BIOL 103.

## Chemistry (CHEM)

### CHEM 101 General Chemistry I (4).

This introductory course covers the fundamental chemical principles and laws. Topics include chemical reactions, stoichiometry, gas laws, kinetic theory of gases, thermochemistry, atomic structure and periodicity, the solid state and crystallography, the liquid state and phase diagrams. Laboratory experiments illustrate principles discussed in the course.

### CHEM 102 General Chemistry II (4).

Continuation of General Chemistry I. Covers properties of solutions; oxidation-reduction reactions, colligative and chemical properties, acid-base complex ion equilibria, laws of thermodynamics, enthalpy and free energy, electrochemistry, representative elements, transition metals and nuclear chemistry. Laboratory includes experiments illustrating principles discussed in the course. Prerequisite: CHEM 101.

### CHEM 103 Chemistry in Everyday Life (4).

An introduction to the principles of chemistry and its role in our daily life. A number of topics will be addressed such as the nuclear chemistry and the atomic bomb, acids and bases, petroleum, chemistry in the kitchen, food additives and coloring, perfumes, soaps and detergents, toxins and poisons, medicine and drugs, forensic chemistry

and DNA fingerprinting, global warming, acid rain, air and water pollution. A laboratory is required in this course.

### CHEM 105 Environmental Chemistry (3).

A study of the chemistry of current environmental problems and potential solutions. Topics include water pollution and treatment, air pollution, photochemical smog, hazardous wastes, heavy metal soils, ground level pollution, and toxicology. It also includes issues of the ozone layer, global warming, acid rain, nuclear waste disposal and the problem and treatment of oil spills

### CHEM 221 Organic Chemistry I (4).

An introduction to organic chemistry. The course covers the chemistry of hydrocarbons and halogenated hydrocarbons; aromatic hydrocarbons; alkanes, alkenes, alkynes, and alkyl halides. Analysis of: terms, origin, synthesis and reactions. Emphasis is placed on synthesis and mechanisms. Prerequisite: CHEM 101 OR CHEM 102 OR CHEM 103.

## Communication Studies (COMM)

### COMM 101 Introduction to Mass Communication (3).

The "heart" of this course is to examine fundamentals and to analyze the structure and dynamics of contemporary mass media and its impact on society. Major units in the course include: the social, ethical, political, and historical functions of the various media. Also included are the practices, influences, responsibilities, and nature of mass communication theories.

### COMM 205 Writing for Advertising, Public Relations and Media (3).

Basic writing principles and techniques for influencing mass audiences. Intensive practice in writing materials for mass audiences, mass media, organizational audience, political groups and other specialized audiences. Prerequisite: ENGL 101.

### COMM 210 Research in Public Relations, Advertising and Media (3).

Survey research methods as they apply to issues in public relations, advertising and as used by reporting media. Hands-on practice in creating a research project for a local client. Prerequisites: COMM 205 AND STAT 201.

### COMM 225 Communication in Multi-cultural Settings (3).

The problems and dilemmas of public communication met in advertising and public relations and in reporting in multi-cultural and multi-language settings from local to transnational levels.

### COMM 301 Principles of Public Relations and Advertising (3).

The principles of public relations and advertising. Media relations; community relations; relations with employees in an organization and with other publics. Case studies of advertising, public relations and advertising campaigns.

### COMM 333 Research for Speech Writing and Delivery (3).

The preparation and delivery of speeches and presentations, from research and writing to practical delivery. Prerequisite: COMM 205.

### COMM 335 Communication Across Media (3).

General theories of communication from the message to interactive social processes, their application to different media, and history of media development. This along with COMM 225 is a basic theory course for communications and media studies.

### COMM 338 Copywriting for Advertising (3).

The principles and practice of writing advertising copy. Prerequisite: COMM 205 AND COMM 301.

### COMM 402 Multimedia Public Relations and Advertising Campaigns (3).

The principles and practice in multimedia public relations and advertising campaigns including print, broadcast and Internet. Planning publicity and public relations for special events, product

placements and other marketing issues. Prerequisite: COMM 301.

### **COMM 405 International Public Relations and Advertising (3).**

The principles and practice of developing international public relations campaigns through the use of news releases, planning and publicity for special events, feature stories; institutional advertising; house publications; public service announcements. Prerequisite: COMM 301.

### **COMM 471 Practicum in Public Relations and Advertising (3).**

An internship experience with the requirement that the student write a report or summarizing what the internship job added to his/her knowledge of public relations and advertising and related fields. Prerequisite: Permission of the Instructor.

### **COMM 481 Seminar in Public Relations and Advertising (3).**

Topics and current issues in advertising to be determined by the Instructor. Student report on a research project would be presented in the seminar. Prerequisite: Permission of Instructor.

## **Computer Science (CSIS)**

### **CSIS 101 Computers and Information (3).**

An introduction to the use of computers. The hardware and system software of computers are described. Commonly-used software applications (word processing, spread sheets, databases, etc.) as well as communication (e-mail, World Wide Web, etc.) are reviewed and discussed. Students will have extensive hands-on training during supervised laboratory sessions.

### **CSIS 110 Information Systems (3).**

An overview of information systems. Topics include: computer hardware, operating systems, database, telecommunications and networks, Internet, information systems software, designing information systems, applications, and artificial intelligence.

### **CSIS 120 Computer Programming I (3).**

Examination of the fundamental programming constructs: data types, variables, operators, expressions and statements, conditional and iterative control structures, classes, objects and methods; arrays, strings, testing and debugging programs.

### **CSIS 130 Computer Programming II (3).**

Topics include: objects, classes, object-oriented programming concepts. Stream I/O operations. Graphics and Graphical User Interfaces. Event-driven programming and some advanced programming topics. Prerequisite: CSIS 120.

### **CSIS 210 Data Structures and Algorithms (3).**

Study of basic data structures and their applications. Lists and trees; graph algorithms; internal and external sort and search techniques; analysis and design of efficient algorithms; file processing techniques. Prerequisites: CSIS 130 AND MATH 213.

### **CSIS 230 Programming in Second Languages: (3).**

Overview of programming design and analysis of programs in C++, data types, operators and expressions, input/output, structures, functions, arrays and pointers and concepts of object-oriented programming. Prerequisite: CSIS 210.

### **CSIS 240 Professional and Ethical Issues in CSIS (3).**

Legal, ethical, privacy and security issues in Computer usage. Group work, student presentations and discussions and student essays addressing the above issues. Case studies relating to computer ethics will be discussed. Prerequisite: CSIS 110 OR CSIS 120.

### **CSIS 250 Database Systems (3).**

An Introduction to database concepts, database advantages and users, data independence relational data model, object oriented model, database design by analysis and synthesis, relational algebra, data definition and manipulation languages, semantic

integrity constraints, semantic query transformation and optimization. Prerequisite: CSIS 210

### **CSIS 255 Web Technologies (3).**

This course focuses on building web applications and their associated technologies. Client and server languages, professional website development tools, databases on the web, and web servers. Students are expected to complete a project in the development and maintenance of websites as well as web services. Prerequisite: CSIS 210.

### **CSIS 260 Systems Analysis and Design (3).**

Study of the principles, tools and practices of information systems analysis. Emphasis on learning pragmatic aspects of working as a system analyst and employing the tools of systems analysis and design. Prerequisites: CSIS 110 AND CSIS 120

### **CSIS 310 Introduction to Operating Systems (3).**

Study of supervisory programs. System services and file systems; CPU scheduling; memory management; virtual memory; disk scheduling. Deadlock characterization, prevention, and avoidance; concurrent processes; semaphores; critical sections; synchronization. Distributed systems and communication protocols. Prerequisite: CSIS 210.

### **CSIS 320 Principles of Programming Languages (3).**

Formal definition of programming languages including specification of syntax and semantics. Simple statements including precedence, infix, and postfix notation. Global properties of algorithmic languages including scope of declarations, storage allocation, grouping of statements, binding time of constituents, subroutines, co-routines, and tasks. List processing, string manipulation, data description, and simulation languages. Run-time representation of program and data structures. Prerequisite: CSIS 210.

### **CSIS 322 Net-Centric Computing (3).**

Covers the Internet, its protocols and architecture, Internet application protocols, designing Internet-based clients and servers, and multi-tiered

applications, network security, network management and distributed object computing. Lab works on Internet-based applications. Prerequisite: CSIS 210.

### **CSIS 330 Software Engineering (3).**

Study of software engineering models, requirements, and system models. Validation and verification techniques for the analysis and design of software requirements. Prerequisite: CSIS 210.

### **CSIS 335 Computer Architecture and Assembly Language (3).**

An introduction to digital computer hardware architecture and organization. Topics include digital logic, processor design, instruction sets, and system architecture. Programs written in assembly language will be used to gain hands-on experience with the underlying system architecture. Prerequisite: CSIS 210.

### **CSIS 340 Software Project Management (3).**

Study of project management in the context of software systems development. The course will cover the processes, contexts, metrics, planning and management concerns of projects for modern software systems. Prerequisite: CSIS 330.

### **CSIS 345 Artificial Intelligence (3).**

Introduction to the types of problems and techniques in Artificial Intelligence; problem-solving methods. Major structures used in Artificial Intelligence programs. Study of knowledge representation techniques, natural language understanding and various syntactic and semantic structures, problem-solving through problem decomposition and interaction among subparts. Prerequisite: CSIS 210.

### **CSIS 350 Information Theory (3).**

Information Concept, communication and data transmission, Shannon's theory, the mathematical concept of information, encoding of data and binary representation, Huffman coding, entropy as a measure of the amount of information. Markov processes and probability, area of application. Prerequisites: CSIS 110 AND CSIS 210.

**CSIS 355 Management Information Systems (3).**

Covers foundation of management of information systems based on information technology. It includes decision-making, inter-organizational information, office automation, system development, networks, and IT structure. Prerequisites: CSIS 110 AND CSIS 210.

**CSIS 360 Analysis of Algorithms (3).**

Covers algorithmic analysis and strategies, advanced searching and sorting algorithms, hashing, graph and spanning trees algorithms, topological sort, complexity, approximation algorithms, and basic computability theory. Prerequisites: CSIS 210 AND MATH 201.

**CSIS 365 Expert Consultant Systems (3).**

Introduces the basic concepts, techniques, and tools involved in the development of information systems based on human expertise. It includes: identification of expert system projects, knowledge acquisition, architecture of expert systems, inference, verification and validation of expert systems. Prerequisite: CSIS 345.

**CSIS 370 Computer Graphics (3).**

Detailed study of two-dimensional graphics and introduction to issues from three-dimensional graphics. Graphics hardware and applications. Study of graphics primitives in two dimensions: lines, attributes, windowing, clipping, transformations. Overview of other topics: three-dimensional transformations, modeling, color science, rendering. Prerequisites: CSIS 210 AND MATH 201.

**CSIS 375 Compiler Construction (3).**

Review of program language structures, translation, loading, execution, and storage allocation. Compilation of simple expressions and statements. Organization of a compiler including compile-time and run-time symbol tables, lexical scan, syntax scan, object code generation, error diagnostics, object code optimization techniques, and overall design. Use of compiler writing languages and bootstrapping. Prerequisite: CSIS 210.

**CSIS 389 Special Topics in Computer Science (3).**

Prerequisites: Permission of Instructor

**CSIS 390 Special Topics in Information Systems (3).**

Prerequisites: Permission of Instructor

**CSIS 400 Theory of Computation (3).**

Abstract models of computers (finite automata, pushdown automata, and Turing machines) and the language classes they recognize or generate (regular, context-free, and recursively enumerable) will be represented. Prerequisites: CSIS 210.

**CSIS 410 Computing Capstone (3).**

This course integrates core topics of the computer science body of knowledge, teamwork, and professional practices through the implementation of a large-scale project. Prerequisite: Senior standing.

**CSIS 420 Information Systems Capstone (3).**

This course integrates core topics of the Information Systems body of knowledge, teamwork, and professional practices through the implementation of a large-scale project. Prerequisite: Senior standing.

**CSIS 430 Practicum in Computing and Information Systems (3-6).**

An internship experience with the requirement that the student write a report or summarizing what the internship job added to his/her knowledge of computer science or information systems and related fields. Prerequisite: Permission of the Instructor.

**Economics (ECON)****ECON 101 Introduction to Economics (3).**

Course surveys basic concepts in economics and of methods of economic analysis in both macro and micro economic issues. Topics include markets, market structures, supply and demand, GNP, GDP, financial markets, theory of the firm, resource

allocation, price determination implications for social welfare. This course is used for social science general education or elective credit only and cannot be credited toward Economics degree requirement.

**ECON 201 Macroeconomics (3).**

An introduction to macroeconomics. The course focuses on national income and product accounts, consumption, investment, international trade and output. It also provides students with a theoretical basis in macroeconomics, introduces them to the use of Macro models in a real-world context. Topics covered include the nature of risk and its impact, the use of forecasts, the volatility of foreign exchange markets, and the role of fiscal and monetary policy in stabilizing the economy.

**ECON 203 Microeconomics (3).**

An introduction to microeconomics. The course focuses on supply, demand and product markets, production costs and pricing, and output under different market structures.

**ECON 301 Intermediate Macroeconomics (3).**

Mathematically-based theory and concepts of national income determination, employment, and economic growth. Prerequisite: ECON 201 AND MATH 201.

**ECON 303 Intermediate Microeconomics (3).**

Mathematically-based theory of relative prices of commodities and services under perfect and imperfect competition; theory of the firm; consumer demand. Prerequisite: ECON 203 AND MATH 201.

**ECON 304 Economics of Labor (3).**

The application of economic theory to current labor problems, domestic and foreign. Problems include wage theory and wage differentials, training policy, poverty, unemployment and underemployment, migration, discrimination, issues of productivity, industrialization, and union policies.

**ECON 305 International Economics (3).**

Theories and concepts of international trade; real flows; terms of trade; industry structure and resource differences; international competitiveness; the

effects of international trade on the economies of importing and exporting countries; the effects of tariffs and quotas and other nontariff barriers on international trade. Also includes multinational corporations, trade and development, customs, and unions.

**ECON 315 Managerial Economics (3).**

The course focuses on the application of the concepts of economics to managerial issues. It integrates economics principles with modern management techniques and theory for the purpose of efficient managerial decision-making. Topics include optimization techniques, demand estimation and forecasting, production and cost analysis, market structure and pricing practices. Prerequisite: STAT 201.

**ECON 350 History of Business (3).**

Exposition and analysis of the development of economic theory. Emphasis on tracing the evolution of economic theories out of specific historical contexts. Major theorists and schools of economic thought, from Adam Smith to the present will be reviewed.

**ECON 351 Capital Markets (3).**

An analysis of capital markets and the role of banks and other financial institutions in the economy.

**ECON 388 Independent Study (1-3).**

Prerequisite: Permission of Instructor.

**ECON 389 Special Topics (3).****ECON 401 Economic History: Twentieth Century (3).**

Historical investigation of economic development; comparison of European and Third World development as contrastive case studies. Prerequisite: ECON 101 [Cross listed with HIST 401].

**ECON 405 Comparative Economic Systems (3).**

A theoretical and historical evaluation of different economic systems, planning strategies and their effects on economic growth, democracy, equity



and effectiveness; assessment of the historical the basic assumptions of the regression model, dummy variables and analysis of variance; index numbers and time series analysis. Prerequisite: MATH 203, ECON 301 AND STAT 201.

### **ECON 470 Internship in Economics (3-6).**

An internship experience with the requirement that the student write a report or summarizing what the internship job added to his/her knowledge of economics and related fields. Prerequisite: Permission of the Instructor.

### **ECON 485 Seminar in Economics (3).**

A seminar for seniors; majors conduct research projects on varying relevant economic issues; presentation of research approaches, subjects and results; a group project and an individual research project may be allowed. Topics and Instructor may vary. Prerequisite: Senior Standing.

## **Education (EDUC)**

### **EDUC 100 Essentials of Learning (1)**

The course consists of modules that direct students in a methodical way through a sequence of active learning strategies. Several self-discovery units will lead students through practical activities which are designed to enhance their personal growth and development as active learners. Specifically, the coursework is designed to provide students with tools to be successful as life-long learners.

## **English and Comparative Literature (ENGL)**

### **ENGL 090 Fundamentals of Composition (3).**

This course is designed to help students improve their basic writing skills, including sentence structure and the mechanics of writing. By the end of the course, students will be able to write a coherent, unified paragraph; they will also become familiar with academic essay writing. The English 090 students must earn a final grade of C or better in

this course to be eligible for ENGL 101. This course has 5 contact hours.

### **ENGL 101 First Year Writing: Thinking and Writing Across the Curriculum (3).**

This course gives students the opportunity to write in the discourses of specific disciplines. Sections of the course will focus on writing for the arts and humanities, writing in the social sciences, and writing in the sciences. Students may select sections to their interests and professional aspirations. The focus of instruction is on reading and writing across a range of academic disciplines as well as on introducing students to methods of reporting research. Prerequisite: Passing score on English Placement Test OR passing IEP Level 3 class and passing exit exam OR passing with a grade of C or better from English 090.

### **ENGL 102 Imaginative Literature and Critical Writing (3).**

This course introduces the student to the aesthetic, intellectual, and academic experience of literature. The course will include studies of a variety of fiction, poetry, drama and a variety of critical responses to those texts. The student will be responsible for composing critical analysis multi-disciplinary terms, critical approaches, and research methodologies. Prerequisite: ENGL 101.

### **ENGL 108 Public Speaking (3).**

This course focuses on the principles of public speaking in large and small group environments with emphasis on audience analysis, research and evidence, reasoning, rhetoric, organization, and delivery. Through analyzing professional speeches and their effectiveness, the student practices the more common speech types: informative, persuasive, special occasion and impromptu.

### **ENGL 120 Introduction to the Study of English Language (3).**

An introduction to the study of the structure and function of language and development of the English language to the present day: phonetics, phonology, morphology, syntax, semantics, and pragmatics and the changes over historical eras. It also includes

the study of language acquisition, language evolution, variation and language education. Prerequisite: ENGL 101.

### **ENGL 201 Foundation of Western Literature (3).**

Traces the development of early Western doctrines, concepts and practices of Western civilization. Course covers texts from ancient Greece, Rome and up to the Middle Ages. Required of Literature Majors. Prerequisite: ENGL 101.

### **ENGL 203 Survey of Literature (3).**

An introduction to English and Comparative Literature from Medieval times to mid-19th century. Representative texts will be studied in relationship to the social, political, and historical background. Required of Literature Majors. Prerequisite: ENGL 101.

### **ENGL 207 Oratory and Rhetoric (3).**

A study of rhetoric from its European roots in the literatures of the classical world to its many variations over time and culture. Central to the course will be the role of rhetoric and oratory in determining the way in which discourse is constructed to achieve specific ends. Prerequisite: ENGL 101.

### **ENGL 301 Literature and Film (3).**

This course will involve viewing a variety of films and critical responses to those films. Students will demonstrate in their own written and oral responses to film their ability to use effectively the critical language and methodology of professional film criticism in its varied aesthetic, historical and ideological forms. Prerequisite: ENGL 101.

### **ENGL 303 English Poetry and Prose: 1500-1660 (3).**

Examination of Renaissance poetry and prose, not including Shakespeare; Renaissance literature and its impact on the "modern world". Review and evaluation of the works of Sidney, More, Bacon, Marlowe, Johnson, Donne and Milton. Also includes selections from the King James Bible for students of Literature. Prerequisite: ENGL 203.

### **ENGL 304 English Poetry and Prose: 1660-1800 (3).**

The English Enlightenment; the Restoration and the Age of Reason figures including Dryden, Swift, Pope and Johnson. The rise of technology and technological culture and the impact of science and scientific methodology on Enlightenment literature. Prerequisite: ENGL 203.

### **ENGL 307 Shakespeare (3).**

An introduction to Shakespeare; intensive study of selected comedies, tragedies, history plays and Shakespeare's poetry. Works are discussed in their socio-historical context. Required of Literature Majors. Prerequisite: ENGL 101.

### **ENGL 308 Early American Literature (3).**

A historical study of American literary forms and intellectual life, writers and their contributions from the 17th century world of the Puritans to the work of the early Transcendentalists in the 19th century. Prerequisite: ENGL 101.

### **ENGL 309 Nineteenth Century British Literature (3).**

This course will examine major British literary texts from the Romantic and Victorian eras, including poetry and prose by Wordsworth, Shelley, Byron, Coleridge, Keats, Wollstonecraft, Ruskin, Wilde, Tennyson, Dickens, Arnold, Browning, Mill and Carlyle. The course presents the relationship between each author's works and various historical and cultural developments such as the industrial revolution and colonialism. Prerequisite: ENGL 101.

### **ENGL 310 Nineteenth Century American Literature (3).**

This course will examine major American literary text written by American writers of the nineteenth century, including poetry and prose by Poe, Emerson, Thoreau, Melville, Whitman, Cooper, Douglass, Jacobs, Twain, Hawthorne, and other writers concerned with issues of gender, race, and social justice. The course presents the relationship between each author and his/her works and various historical and cultural developments, such as the Civil War and Abolition and Suffrage. Prerequisite: ENGL 101.

**ENGL 311 English Novel (3).**

An examination of representative English novels from the beginning up to the Nineteenth Century. Prerequisite: ENGL 101.

**ENGL 312 American Novel (3).**

An examination of representative American novels from the beginning up to the Nineteenth Century. Prerequisite: ENGL 101.

**ENGL 314 Modernism/Postmodernism (3).**

This course investigates the trends in the intellectual and aesthetic movements that inform twentieth century Western ideas about art. Students will look at various modernist trends such as emphasis on impressionism and subjectivity, blurring of distinctions between genres, tendency toward fragmented forms, discontinuous narratives, etc., and will trace the continuation and/or rejection of those early twentieth century trends in postmodernism. Prerequisite: ENGL 101.

**ENGL 315 Twentieth Century American Literature (3).**

Examines major trends in 20th century United States literature. Students may study artistic movements such as Naturalism, the Beats, the Harlem Renaissance, Lost Generation, and New Journalism, as well as literary responses to major historical events, such as the Great Depression, World Wars I and II, the Vietnam War, major social movements of the second half of the century. Prerequisite: ENGL 101.

**ENGL 319 Women and Literature (3) .**

An examination of representations of women and womanhood over time and the way in which those representations are culturally constructed. The course will also offer an introduction to feminist theory and examine the discourses of selected women writers. Prerequisite: ENGL 101.

**ENGL 329 German Literature in Translation (3).**

An aesthetic and cultural evaluation of German literature in translation. Poetry and fiction of major German authors will be studied. Prerequisite: ENGL 101.

**ENGL 339 French Literature in Translation (3).**

An aesthetic and cultural evaluation of French literature in translation. Poetry and fiction of major French authors will be studied. Prerequisite: ENGL 101.

**ENGL 345 Creative Writing (3).**

The craft and practice of creative writing (short fiction and poetry) involving extensive writing throughout the semester. The course includes regular examination of professional models and the writing generated and revised by students. Prerequisites: ENGL 101 AND permission of the Instructor.

**ENGL 349 Arabic Literature in Translation (3).**

The course is an aesthetic and cultural evaluation of Arabic literature in translation. Poetry and fiction of Mahmoud Darwish, Naguib Mahfouz, Sahar Khalifeh, Jabra Ibrahim Jabra are some of the authors studied. Prerequisite: ENGL 101.

**ENGL 355 Contemporary World Literature (3).**

An exploration of the ways contemporary literature responds to the complex reality of our world; modernist and postmodernist fiction from a variety of national literatures; examples from Robbe-Grillet, Lessing, Boll, Mann, Duras; Morrison, Walker, Kundera, Atwood, Munro, Coetzee, Achebe, Eco and Garcia Marquez. Prerequisite: ENGL 101.

**ENGL 388 Independent Study (1-3).**

Prerequisite: Permission of Instructor.

**ENGL 389 Special Topics (3).****ENGL 400 Seminar in British Authors (3).**

An in-depth study of the work of a significant British writer, or a small group of British writers. It will include the author's context, approach, and contributions to literature and society. Prerequisite: ENGL 203 OR permission of Instructor.

**ENGL 401 Seminar in American Authors (3).**

An in-depth study of work of a significant American

theories of drama and performance from Ancient Greece and the Near East to the modern period. Special attention will be given to works representative to distinct periods and schools of theater and drama. Prerequisites: ENGL 203. author, or a small group of American writers. It will include the author's context, approach, and contributions to literature and society. Prerequisite: ENGL 203 OR permission of Instructor.

**ENGL 402 History of Theater and Drama (3).**

A comparative study of major works in theater and theories of drama and performance from Ancient Greece and the Near East to the modern period. Special attention will be given to works representative to distinct periods and schools of theater and drama. Prerequisites: ENGL 203.

**ENGL 403 Modern Drama (3).**

This course extends the subject matter of ENGL 402 into the 20th century by focusing both on major dramatists but also tracing the development of national and regional dramas. Special attention will be paid to transformations of "classical" conventions of character, plot and audience as well as a broadening of subject matter and use of a variety of vernaculars. Prerequisite: ENGL 203.

**ENGL 405 Postcolonial Literature (3).**

This course in postcolonial literature will allow students an opportunity to read and discuss novels, short stories, poetry, and essays from former British colonies in Asia, Africa, and the Caribbean, as well as from the postcolonial diaspora. Emphasis will be placed on the common experience of a "postcolonial condition" across various regions, even as we acknowledge their specific historical conditions. Prerequisite: ENGL 203.

**ENGL 406 African American Literature (3).**

The purpose of this course is to acquaint students with a variety of classic texts, writers, and themes that have shaped the African American literary tradition. Prerequisite: ENGL 203.

**ENGL 415 Literary Theory and Criticism (3).**

An introduction to central issues in Literary Criticism;

the concept of literature, the relationship of literature to criticism and the establishment of literary canons; key schools of criticism, including formalism, structuralism, post-structuralism, deconstruction and reception theory, and post-colonialism and their respective historical contexts; required of Literature Majors. Prerequisite: ENGL 203.

**ENGL 421 Culture and Imperialism (3).**

Senior seminar whose content varies while retaining one focus, the theme of "orientalism" or the image of the West in representative texts of the English and American literary traditions. Prerequisite: ENGL 203.

**ENGL 485 Senior Thesis (3).**

This is a capstone seminar that offers Majors an opportunity to apply their writing abilities, research skills and knowledge in an independent study project. Seniors select one of three areas: (1) English Literature Research Paper that will focus on thematic, critical, period, theoretic, or genre studies (2) Comparative Literature Research Paper that requires a study of works written in English or other languages in translation or in the original language to focus on thematic, critical, period, theoretic, or genre studies (3) Creative Writing Project, students submit at the end of the semester a portfolio of poetry or fiction writing. Prerequisite: Senior standing AND Permission of Instructor.

**Entrepreneurship Studies (ENTR)****ENTR 201 Principles of Entrepreneurship (3)**

The philosophy, motivation and characteristics of entrepreneurship. Social, psychological, economic and business factors in the success and failure of entrepreneurship; the entrepreneur; identifying and evaluating entrepreneurial opportunities; planning and developing a new business venture; managing the new venture; applications to creation and management of stand-alone ventures and those developed within corporations.

**ENTR 301 Intermediate Entrepreneurship (3).**

Study of the nature and special conditions related to proprietorships, partnerships and small business enterprises. Prerequisite: ENTR 201.

**ENTR 388 Independent Study (1-3).**

Prerequisite: Permission of Instructor.

**ENTR 389 Special Topics (3).**

Prerequisite: Permission of Instructor.

**Finance (FINC)****FINC 321 Corporate (Managerial) Finance (3).**

Overview of money and capital markets, management of assets, liability, and capital accounts; acquisition and use of short-term funds and long-term capital; financial analysis; cash; long-term budgeting; leasing; corporate securities; dividend policies; and cost of capital.

**FINC 332 Financial Management (3).**

Financial planning and analysis; financial theory and methods of analysis; risk measurement; management of investment decisions and capital structure, sources of financing; capital markets. Prerequisite: MGMT 201.

**FINC 355 Financial Markets and Institutions in Kuwait and the Gulf (3).**

Organization of short-term money markets and long-term capital markets and institutions; investment instruments; investment constraints; resulting portfolios.

**FINC 388 Independent Study (1-3).**

Prerequisite: Permission of Instructor.

**FINC 389 Special Topics (3).****FINC 431 International Finance, Financial Markets and Institutions (3).**

The structure and institutions of the international monetary system; the operations of foreign capital markets; the cost of capital in international markets; exchange markets, foreign exchange systems;

issues in international accounting, banking and taxation. Prerequisite: FINC 332.

**French (FRNC)****FRNC 101 Introduction of French I (3).**

The objective of this course is to provide students with necessary skills and confidence to cope with everyday situations when the spoken language is French. The focus will be on both oral and written communication. Through extensive use of audio material, the course provides training and practice in all language skills, with an initial emphasis on listening and speaking. The class is conducted almost entirely in French.

**FRNC 102 Introduction to French II (3).**

This course continues to reinforce communication skills with more emphasis placed on reading and writing texts. It will develop the ability to communicate with accurate pronunciation and intonation. Students will be exposed to French culture with the use of video and other authentic material. Prerequisites: FREN 101 OR permission of Instructor.

**FRNC 103 Intermediate French (3).**

This course focuses on active communication skills, while working on spontaneous conversations related to daily-life topics. More emphasis is placed on writing and using a variety of formats with increasing control of grammar. Students will perfect their knowledge of French society through reading newspaper articles and literary texts. Prerequisites: FRNC 102 OR permission of Instructor.

**Health and Fitness (HFIT)****HFIT 101 Health and Fitness for Life (1).**

An introduction to the physiological, social and psychological factors in life-long health and fitness and self-responsibility for total wellness. Introduction to wellness concerns issues such as disease prevention, stress management, and behavioral and mental health.

**HFIT 103 Nutrition and Health (3).**

An analysis of the role of and value of nutrition in maintaining health, mental health and physical fitness; diet and nutrition; special needs of overweight and underweight individuals; food mythologies.

**HFIT 110 Physical Activity (1).**

This course offers students an opportunity to participate in physical activities/sports such as aerobics, yoga, basketball, soccer, volleyball or other physical activities.

**History (HIST)****HIST 101 World History Since 1900 (3).**

Nineteenth Century colonialism and imperialism, Great Power rivalry, the expansion of capitalism into non-capitalist Third World; World War I and World War II; the Bolshevik revolution; the Cold War; de-colonization; collapse of communism and the Soviet Union.

**HIST 203 Ancient and Classical History (3).**

A review of the classical and ancient history: Egypt; Mesopotamia; Greece and the Roman Empire.

**HIST 204 Survey of European History (3).**

A survey of European History from the fall of the Roman Empire to the "Westphalian" period of independent states.

**HIST 205 History of Modern Europe (3).**

An examination of the political, military, social, and economic factors that have shaped historical events in modern Europe. Students will be trained in historical data collection and analysis of related topics. Prerequisite: HIST 101.

**HIST 305 History of the Islamic World: 622-1800 (3).**

Survey of Islamic history from the time of the Prophet Mohammad to 1800. Includes political, social, and intellectual history. An introduction to the fundamental doctrines of Islam; Islamic institutions; classical and medieval Arab-Islamic

history; major themes and disciplines that have informed the writing of Arab-Islamic history and their relation to Islamic law, theology, politics, ethics and science; selections from important and influential historians and historiographers.

**HIST 307 Arab History in the Late Ottoman Period: 1800-1922 (3).**

History of the Arab World in the late Ottoman period until the Great Arab Revolt. Includes European intervention in Arab domains of the Ottoman Empire. Major doctrines and ideologies of modern Islamic and Arab thought are outlined; intellectual history of Arab-Islamic writers; writings on history, Islam, Arabism and Arab nationalism of well-known historians and intellectuals that have contributed and shaped modern Islamic and Arab thought are required reading. Transformation of Arab societies as a result of integration into European capitalism. Prerequisite: HIST 305.

**HIST 309 Twentieth Century Arab History (3).**

Contemporary Arab history including European colonialism, struggles for independence, and Zionism and the colonization of Palestine; Arab nationalism; Arab socialism; rise of oil revenues; rise of political Islam; current conflicts in the region. Prerequisite: HIST 307.

**HIST 311 Ottoman History (3).**

Survey of Ottoman History with emphasis on the 19th and early twentieth centuries. European imperialism and Ottoman responses to European encroachment and intervention; Ottoman Reforms; Ottoman and Turkish nationalism. Prerequisite: HIST 101.

**HIST 317 History of Britain (3).**

Political, economic, social and cultural transformation of England and Britain up to the present; the development of Parliament, Common Law, civil war, rebellions, the question of kingship, conflict of church and state; the Industrial Revolution; the growth of the British Empire; World War I and II; Constitutional monarchy; the creation of the United Kingdom. Prerequisite: HIST 101.



**HIST 319 The British Empire (3).**

The rise, structure and dynamics of the British Empire with special emphasis on its policies, actions and impact on India, the Arabian Peninsula and the rest of the Middle East. Prerequisite: HIST 101.

**HIST 320 American History from European Colonization to 1900 (3).**

Discovery of the Western Hemisphere; European colonial settlement; birth of the nation; history of the United States until the Civil War including slavery and emancipation; westward expansion and Native American response; modernization. Prerequisite: HIST 101.

**HIST 321 Twentieth Century American History (3).**

World War I; Prohibition and the Depression; World War II and the rise of American international power; the Korean War; the Cold War; the Vietnam War; the two Gulf Wars; challenge to traditional ideologies and political processes. Prerequisite: HIST 101.

**HIST 333 Modern History of Kuwait and the Gulf (3).**

The colonial era; independence and contemporary political, economic and social history. Prerequisite: HIST 101.

**HIST 388 Independent Study (1-3).**

Prerequisite: Permission of Instructor.

**HIST 389 Special Topics (3).****HIST 401 Economic History: Twentieth Century (3).**

Historical investigation of economic development. Comparison of European and the Third World development. Prerequisite: HIST 101 [Cross listed with ECON 401].

**HIST 402 American Social History in the Twentieth Century (3).**

The economic boom and the conservative/traditional 50s; the Civil Rights movement; the antiwar movement; the feminist movement; the counter-culture movement; the student movement; the

response of the political right; the information revolution; transformation of the cultural and political landscape. Prerequisite: HIST 321.

**HIST 421 Comparative Intellectual History (3).**

Survey of Western and non-Western intellectual History in the context of social, economic and political change; major intellectual movements in the modern times. Prerequisite: Two History OR Two Political Science OR Two Sociology courses.

**Pre-university Intensive English (IENG)****IENG 010 Elementary Intensive English Language, Level 1, Oral Communication I.**

Develops basic listening and speaking skills used in everyday situations and related to purposeful social interaction. Special emphasis is given to listening for specific information while focusing on a limited number of options. Increases fluency in listening and speaking in everyday situations. Work on developing basic reading and listening skills, developing self-awareness of learning styles and learning progress, building vocabulary, and recognizing main ideas and supporting details. Prerequisite: Placement Test, TOEFL 65-96. Co-requisite: IENG 011

**IENG 011 Elementary Intensive English Language, Level 1, Reading and Writing I.**

Develops fluency through ample free writing and a variety of other writing activities. Students are taught to use and to express thoughts clearly using simple and compound sentences as well as writing basic paragraphs using proper formats. In addition, students learn to comprehend narrative and simple, factual tests, and to distinguish main ideas from supporting details. Focuses on clear expression of ideas as fluency increases. They also apply the content of readings to specific tasks such as problem solving or decision making, thus learning social and educational skills. Prerequisite: Placement Test, TOEFL 65-96. Co-requisite: IENG 010

**IENG 020 Intermediate Intensive English Language, Level 2, Oral Communication II.**

The focus of this course is on academically-oriented listening and speaking skills at the intermediate level. Students receive opportunities to improve oral vocabulary, grammar, and fluency through a variety of communicative activities including pair work, group presentations, and interviews. Students listen to academically-oriented texts while practicing note taking skills. Prerequisite: Placement Test, TOEFL 97-129 OR IENG 010. Co-requisite: IENG 021

**IENG 021 Intermediate Intensive English Language, Level 2, Reading and Writing II (0).**

This course focuses on refining sentence writing skills as well as introducing paragraph structure and organization. Students learn to write well-developed sentences and paragraphs including both personal and academic topics. There is a focus on grammatical accuracy, revision, and editing. Both in-class as well as at-home writing is involved. Students also read academically-oriented texts and practice critical thinking skills for the purpose of analysis, synthesis, and evaluation. Prerequisite: Placement Test, TOEFL 97-129 OR IENG 011. Co-requisite: IENG 020

**IENG 030 Advanced Intensive English Language, Level 3, Oral Communication III.**

Extensive practice in listening to and understanding academic lectures and taking notes. Students will learn to recognize a variety of verbal and non-verbal clues to signal main ideas in a lecture; prepare and deliver formal oral presentations; improve discussion skills, and learn how to support their opinions and respond to the opinions of others. Prerequisite: Placement test, TOEFL 130-178 OR IENG 020. Co-requisite: IENG 031.

**IENG 031 Advanced Intensive English Language, Level 3, Reading and Writing III.**

Refines writing techniques through the development of paragraphs on academic topics with correct structure and organization. Introduces writing of expository essays. Acquisition of academic vocabulary for all modes of discourse while learning

to present, synthesize, analyze authentic academic texts. Provides extensive reading of academic texts for the purpose of evaluation of information. Students will also acquire library research skills. Focuses on improving academic reading skills comprehension and answering test questions. Prerequisite: Placement Test, TOEFL 130-178 OR IENG 021. Co-requisite: IENG 030.

**IENG 030 Advanced Intensive English Language, Level 3, Oral Communication III.**

Extensive practice in listening to and understanding academic lectures and taking notes. Students will learn to recognize a variety of verbal and non-verbal clues to signal main ideas in a lecture; prepare and deliver formal oral presentations; improve discussion skills, and learn how to support their opinions and respond to the opinions of others. Prerequisite: Placement test, TOEFL 130-178 OR IENG 020. Co-requisite: IENG 031.

**IENG 031 Advanced Intensive English Language, Level 3, Reading and Writing III.**

Refines writing techniques through the development of paragraphs on academic topics with correct structure and organization. Introduces writing of expository essays. Acquisition of academic vocabulary for all modes of discourse while learning to present, synthesize, analyze authentic academic texts. Provides extensive reading of academic texts for the purpose of evaluation of information. Students will also acquire library research skills. Focuses on improving academic reading skills comprehension and answering test questions. Prerequisite: Placement Test, TOEFL 130-178 OR IENG 021. Co-requisite: IENG 030.

**International Business (IBUS)****IBUS 350 International Business (3).**

Analysis of the structure and scope of international trade and investment including currency exchange markets and documentary credits.

## International Studies (INST)

### INST 101 Introduction to International Studies (3).

The role of the sovereign state in a complex and interdependent state system; introduction to global political economy; labor migrations; internationalization of communication; international environmental issues; monetary, financial and energy issues; patterns of conflict and cooperation; international and regional state organizations; and non-state political and social movements.

### INST 210 Methods of Research in International Studies (3).

Introduction to scientific method, data gathering, research design, statistical analysis, and computer applications for international relations add comparative studies research. Develops analytical skills that students need as active consumers of research findings. Prerequisites: INST 101 AND STAT 201. [Cross listed with PLSC 210].

### INST 309 The Dynamics of Globalization (3).

Causes and consequences of contemporary global transformations. Is globalization today unique, or part of a recurring pattern in world politics? Analysis of the opportunities and vulnerabilities created by globalization, and of the politics of anti-globalization movements. Prerequisite: INST 101.

### INST 339 International Organizations (3).

The study of the origins, charters, organizational structure, activities, and performance of international organizations; the United Nations; the International Monetary Fund; the World Bank; the World Trade Organization, and others. Prerequisite: INST 101.

### INST 345 Conflict Resolution (3).

Varied theories, perspectives and practices in conflict resolution. Review of case studies of conflict resolution proposals. Research, analysis and writing of case studies in conflict resolution. Stress is on innovative and original proposals for conflict resolution in case studies. Prerequisite: INST 101.

### INST 388 Independent Study (1-3).

A research and writing project to be determined in consultation with the Instructor. Prerequisite: Permission of Instructor.

### INST 389 Special Topics (3).

#### INST 400 Colonialism (3).

A comparative analysis of colonialism, its rise, justification, dynamics and consequences on the colonized societies and the colonial powers. Issues of postcolonial problems including nation building, economic development, political stability, democracy and civil rights. Prerequisite: INST 101.

#### INST 409 Contemporary Africa (3).

Contemporary Africa south of the Sahara; Africa's colonial legacy; South Africa; Contemporary Africa's state system; the OAS; African political culture; its historical, economic, and social roots; ethnicity and ethnic conflict; the future of sub-Saharan Africa. Prerequisite: INST 101.

#### INST 410 Contemporary South and Southeast Asia (3).

Analysis of the political, social, and economic dynamics of Malaysia, Thailand, Indonesia and Vietnam, and, on the subcontinent, India and Pakistan. The colonial legacy, economic development and financial crises; security dilemmas; relations with China, Japan and the United States. Prerequisite: INST 101.

#### INST 412 Sustainable Development (3).

The problem of sustainable development. A survey of development models and practices; assessment of development practices in the Third World in the last three decades; new theories for sustainability of social, economic and political development. Prerequisites: INST 101 AND ECON 409.

### INST 485 Seminar in History and International Studies (3).

A seminar for seniors; Majors conduct research projects on varying relevant economic issues; presentation of research approaches, subjects and results; a group project and an individual research project may be allowed. Topics and Instructor may vary. Prerequisite: Senior Standing and Permission of Instructor.

## Management (MGMT)

### MGMT 201 Principles of Management (3).

Surveys of current management theories, research, and practice. Course's content is a synthesis of behavioral sciences concepts that provide the basic framework for the practice of management. Topics include organizational goals and responsibilities, organizational control, decision making theory, planning, leadership, motivation, small group behavior, conflict and organizational development and change.

### MGMT 301 Leading and Managing Organizational Change (3).

An analysis of the key components necessary to effect organizational change including establishing vision, creating and motivating the team, creating a process and strategy to guide change, empowering others to take action, celebrating short-term and long-term accomplishments, and institutionalizing outcomes into standard operating procedures through effective knowledge management. Prerequisite: MGMT 201.

### MGMT 303 Management and Leadership Development (3).

Develops the management leadership and organization perspectives essential to the success of small to large businesses and individual managers. Development of management and organization leadership, creativity and innovation are stressed. Enhancing the manager's communication and negotiation skills is a critical dimension to developing effective managers. Developing an understanding of management

philosophy and values and their practical impacts on managing a business is stressed. Prerequisites: MGMT 201.

### MGMT 327 Strategic Management (3).

Introduction to the concepts of planning and strategic management. Course examines the tools of and resources required for strategic analysis. Students also consider the organization structure and management of strategic analysis as well as strategies for different industry contexts.

## Marketing (MRKT)

### MRKT 200 Principles of Marketing (3)

Introduction to marketing decision-making in business and nonprofit organizations. Particular attention is devoted to analysis of customer needs; segmenting markets; and developing product, promotion, pricing and distribution strategies. Relationships between consumers, business, and government are explored. Prerequisites: ECON 201 AND ECON 202.

### MRKT 301 Marketing Planning and Strategy (3)

Methodology of planning and development strategy for marketing consumer products and services; launching a new product or service; interfacing with sales forecasting, test marketing, marketing research, segmentation, positioning, analysis of the competition, research and development and profit. Case studies used. Prerequisite: MRKT 200.

### MRKT 309 Principles of E-Commerce (3)

Internet marketing; decision-making regarding promotion, pricing and distribution strategies via the Internet; product development and e-marketing; electronic markets; Internet purchasing behavior; Internet and e-mail advertising; Web sponsorships; Internet marketing ethics. Case studies of U.S. and Kuwaiti companies that have active Internet presence. Prerequisite: MRKT 200.

**MRKT 355 Promotion and Advertising (3)**

Development of a promotional and advertising campaign for clients; formulation of advertising strategy, targeted audiences and consumer; multimedia campaign planning, campaign execution, and campaign evaluation. Prerequisite: MRKT 200.

**MRKT 388 Independent Study (1-3)**

Prerequisite: Permission of Instructor.

**MRKT 389 Special Topics (3)****MRKT 401 Research in Marketing (3)**

Study of research tools used to aid marketing decision-making. Course considers the definition of research problems, selection of projects, and analysis of data. Design and implementation of a consumer survey. Students learn to use computer statistical packages to analyze research data. Prerequisites: STAT 201 AND MRKT 200.

**Mathematics (MATH)****MATH 090 Preparatory Mathematics (3)**

Topics include: Intermediate Algebra, polynomials, functions, exponents, logarithms, coordinate geometry, graphing, conic sections, trigonometry, and complex numbers. This course requires 5 contact hours.

**MATH 101 Finite Mathematics (3)**

Review of Algebra, sets, linear equations and nonlinear equations and inequalities, interest, systems of linear equations, functions, graphs, and elementary data analysis. Prerequisite: MATH 090 OR by Placement Test.

**MATH 103 Mathematics for Business (3)**

Topics include: Sets, relations, functions, maxima and minima, sequences, power series; analytic geometry; conics; exponential, logarithmic, and inverse functions; rate of change, the derivative and applications, Taylor approximation, matrix

Algebra, and applications. Prerequisite: MATH 090 OR by Placement Test.

**MATH 110 Pre-Calculus (3)**

Polynomial, rational, exponential, logarithmic, and trigonometric functions and inverses, sequences, series, systems of linear and nonlinear equations and inequalities, complex numbers, vectors, binomial theorem, mathematical induction, conics, and the use of technology for problem solving. Prerequisite: MATH 090 OR by Placement Test.

**MATH 201 Calculus I (3)**

Functions, limits and continuity, derivatives and applications, Riemann Sums, integration, transcendental functions, and introduction to the use of the computer algebra system Mathematica. Prerequisite: MATH 110 OR by Placement Test.

**MATH 203 Calculus II (3)**

Fundamental integration techniques, numerical integration, applications of integration, improper integrals, differential equations, infinite series, Taylor series, polar and parametric equations, cylindrical and spherical coordinates, and the use of computer package Mathematica. Prerequisite: MATH 201.

**MATH 210 Differential Equations (3)**

Differential equations of first order, applications, singular solutions, linear equations with constant coefficients, miscellaneous methods for equations of higher order, solution in series, total differential equations, qualitative methods, and the use of the computer package Mathematica. Prerequisite: MATH 203.

**MATH 213 Discrete Mathematics (3)**

Logic of compound and quantified statements, elementary number theory, methods of proof, sequences, mathematical induction, set theory, functions, relations, graphs, and trees. Prerequisite: MATH 110.

**MATH 325 Numerical Computing (3)**

Introduction to numerical algorithms, root finding, approximation of functions, collocation, numerical

integration and differentiation. Prerequisite: MATH 203 AND CSIS 120.

**MATH 359 Principles of Operations Research (3)**

Linear programming; integer programming, mathematical models, decision trees, network flow problems, graph algorithms, decision analysis, route planning, applications. Prerequisite: MATH 203.

**MATH 388 Independent Study (1-3)**

Prerequisite: Permission of Instructor.

**MATH 389 Special Topics (3)****Media Studies (MDIA)****MDIA 301 Principles of Reporting and Editing (3)**

An introduction to principles of journalism, its professional standards and techniques for informing mass audiences; paradigms of reliability, confirmation, completeness in reportorial writing for mass media. Prerequisites: ENGL 102.

**MDIA 312 Writing and Editing News (3)**

Fundamentals of writing news, judging news worthiness, interviewing techniques for journalists; evaluating news sources, research, and methods of confirmation and validation. Includes practice of news gathering, writing, and editing; research-based news reporting compared with fieldwork.

**MDIA 322 Writing and Editing Feature Articles (3)**

Concept and structures of feature articles for newspapers, magazines, specialized publications, broadcast and other electronic media. How stories are developed through research, interviewing, and writing, followed by marketing and publication of articles.

**MDIA 332 Writing and Editing Opinion-Editorials (3)**

Principles of writing editorials and opinion columns;

policies and practices of opinion writing in mass media; reviews; analysis of editorials, Op-Ed and other commentary.

**MDIA 333 Broadcast Journalism (3)**

Judging newsworthiness, writing, reporting, and editing news for radio and television. Hands-on practice in gathering, writing and editing field reports. Prerequisite: COMM 335.

**MDIA 388 Independent Study (1-3)**

Prerequisite: Permission of Instructor.

**MDIA 389 Special Topics (3)****MDIA 402 Editing and Editorial Policies (3)**

Fundamental principles and practices of editing, copy editing, wire editing, deadline writing, and editorial judgment; editorial policy; introduction to newspaper design and layout.

**MDIA 410 Research for Public Relations, Advertising and Media (3)**

Survey and polling research methods and applications used in developing print and broadcast stories, articles, and reports. Prerequisite: STAT 201.

**MDIA 427 Media and Arab Society (3)**

A survey of the histories, roles and institutions of media in Arab countries from printing to electronic media, from major publishing firms and publications to satellites and satellite broadcasters, including the Internet and publications in that medium. [Cross listed with ANSO 427].

**MDIA 471 Practicum in Journalism (3)**

An internship experience with the requirement that the student write a report or summarizing what the internship job added to his/her knowledge of journalism and related fields. Prerequisite: Permission of the Instructor.

**MDIA 481 Seminar in Journalism (3)**

A seminar for seniors; Majors conduct research projects on varying relevant economic issues;



presentation of research approaches, subjects and results; a group project and an individual research project may be allowed. Topics and Instructor may vary. Prerequisite: Permission of the Instructor.

## Music (MUSC)

### MUSC 101 Music Appreciation (3).

Students are introduced to the elements of music, rhythm, melody, harmony, form, with a focus on western classical music, along with some world music traditions. Students will also review the lives and works of famous composers and musicians of European classical music from the Middle Ages to the present. This course provides students with a rudimentary analytic grasp of music fundamentals and a familiarity with a small group of significant styles and composer/musicians.

### MUSC 105 Introduction to World Music (3).

Music cultures from throughout the globe are introduced through musical, social, and aesthetic approaches. Among traditions examined are those of the Arab World, specifically Egypt and the Arabian Gulf, China, India, Indonesia, and the United States. The cultures featured can vary from semester to semester. Topics include popular music, music and ritual, communication and self-expression, with consideration of modal structures, instruments, forms, and performance practices. Live performances will be presented in class when possible.

## Performing Arts (PERF)

### PERF 101 Performing Arts (3).

A review of traditions, styles and history of performing arts in the West and in the Arab-Islamic tradition.

## Philosophy (PHIL)

### PHIL 101 Introduction to Philosophy (3).

An introduction to basic doctrines and concepts in philosophy through an analytical reading of selections from the writings of Western philosophers who have had a major impact on the development of philosophical discourse. The course also addresses the relationship of philosophy to the development of other disciplines, such as theology, history, politics, social science, science, and literature. Some of the perennial issues in philosophy are identified and discussed.

### PHIL 201 Survey of Arab-Islamic Philosophy (3).

Survey of the works of major philosophers in Islam, such as Al-Ghazali, Ibn Rushd, the Sufis, and others. Course will include analysis of their religious and philosophical doctrines.

### PHIL 311 Modern Western Philosophy (3).

Review of modern Western Philosophy of the seventeenth, eighteenth and nineteenth centuries. It explores issues of science, politics and culture and the impact of the Industrial Revolution. The course covers philosophy of science, pragmatism, utilitarianism, Darwinism and Marxism. Prerequisite: PHIL 101.

### PHIL 388 Independent Study (1-3).

Prerequisite: Permission of Instructor.

### PHIL 389 Special Topics (3).

## Physics (PHYS)

### PHYS 101 Introduction to Physics I (4).

A non-calculus based introductory course of physics laws and principles in a format where their application and presence in everyday life situations, events, and interactions are evident. The first semester course concerns motion in one dimension, projectile motion, Newton's laws of force, concepts of work, energy, and momentum, circular motion and heat and thermodynamics. A required laboratory that offers experiments in basic physics concepts is part of this course.

### PHYS 102 Introduction to Physics II (4).

This second semester of physics covers electricity and magnetism, DC and AC circuits, Optics, optical devices and lenses and modern physics. Part of this course is a required laboratory that offers experiments in basic physics concepts of electricity, magnetism and optics. Prerequisite: PHYS 101.

### PHYS 105 Environmental Physics (3).

A one-semester course designed to explore the basic physical principles of light, heat and energy in the natural environment. Several key aspects of physics in the environment will be covered including energy (forms, conservation, sources and use), energy from fossil fuel, heat and the laws of thermodynamics, pollution of the atmosphere, environmental safety of nuclear energy and alternative sources of energy.

### PHYS 110 Astronomy (3).

Investigation of Celestial Motion of heavenly bodies, Newtonian Mechanics and Universal Gravitation, Relativity, Optical phenomena, Radio telescopes and Various Theories of The Universe, including String Theory, Big Bang Theory and Parallel Universe Theory.

### PHYS 115 General Physics I (4).

An introductory calculus-based course-covering motion in one dimension, projectile motion, Newton's laws of force, concepts of work, conservation of energy and momentum, circular motion and rotational dynamics with law of conservation of angular momentum. A required laboratory that offers experiments in mechanics, momentum, work and energy is part of this course. Pre OR Co-requisite: Math 201.

### PHYS 116 General Physics II (4).

The second semester of calculus-based physics covers electromagnetic wave theory, AC and RC circuits, magnetic theory and applications to magnetic storage devices, electromagnetic induction and optical phenomena with applications to optical devices. A required laboratory is part of this course with experiments in oscillatory motion, electricity, magnetism, and basic optics. Prerequisite: PHYS 115.

### PHYS 212 Classical Mechanics (4).

A calculus-based general physics course. Includes kinematics, conservation of momentum, elastic and inelastic collisions, the scalar product, Newton's Law of Gravitation, conservation forces and law, Kepler's Laws, circular motion, equilibrium and elasticity, laws, projectiles, angular momentum, rotational motion, simple harmonic motion, energy, temperature, heat and the first law of thermodynamics, sound and mechanical waves. This course has a laboratory component covering topics such as mechanics, momentum, work and energy. Prerequisites: PHYS 115 AND PHYS 116.

### PHYS 216 Electricity and Magnetism (4).

An introduction to the basic principles of electricity and magnetism including the contributions of Gauss, Faraday, Ampere, Maxwell, and others; capacitance, dc circuits, magnetic fields; electromagnetic propagation, antenna design, microwaves, radio wave transmission and reception, etc. This course has a laboratory component covering topics such as oscillatory motion, electricity, magnetism, and basic optics. Prerequisite: PHYS 115 AND PHYS 116.

### PHYS 312 Modern Physics (4).

An introduction to the history and nature of quantum mechanics; special theory of relativity; basic introduction to nuclear and elementary particle physics; discussion of classical laws, their modification and replacement to account for the behavior of atoms, subatomic particles, and matter at the macroscopic level; lasers, and flux quantization. Prerequisite: PHYS 115 AND PHYS 116.

### PHYS 388 Independent Study (1-3).

Prerequisite: Permission of Instructor.

### PHYS 389 Special Topics (3).

## Political Science (PLSC)

### PLSC 200 Introduction to Political Science (3).

An investigation into the nature of government and politics; exploration of the basic philosophies, principles, and concepts, of governance, and of the structures and processes of political systems. Topics include the structure and function of states, forms of government, public administration, the nature and character of domestic, foreign, and national security policy, relations between states, the international system and international organizations.

### PLSC 202 International Relations (3).

An examination of the basic factors and conditions which determine or influence relations among governments and states. Analysis of conflict and cooperation in a rapidly-changing world; impact of non-state actors and international organizations such as the United Nations; determinants of foreign policy; and sources of national economic and political power. Some attention is paid to contemporary developments including the post-Cold War unipolar order.

### PLSC 203 Comparative Politics (3).

Analysis of how varied Western and other polities address the enduring problems of order, political responsiveness, political change, and the legitimacy of government structures. The course includes the comparative investigation of the relationships between the individual, social groups, and the state. Issues of individual freedom and collective responsibility are also addressed.

### PLSC 204 International Political Economy (3).

An examination of the interaction between politics and economies in international affairs. The course includes the effect of economic conditions on foreign military and security policy, and the impact of foreign and military policies on economic relations. Topics also include imperialism, globalization, regional economic systems and international economic institutions such as the WTO, World Bank and International Monetary Fund. Prerequisite: PLSC 202 OR PLSC 203.

### PLSC 207 International Relations of Arab States (3).

Historical and contemporary analysis of the foreign policies of Arab States. Intra-Arab state relations; the Arab League; Euro-Arab relations, US-Arab relations, Arab-East Asian relations and Arab-African relations. Prerequisite: PLSC 200 OR PLSC 202.

### PLSC 210 Methods of Research in Political Science (3).

Introduction to scientific method, data gathering, research design, statistical analysis, and computer applications for international relations and comparative studies research. The course develops analytical skills that students need as active consumers of research findings. Prerequisite: STAT 201. [Cross listed with INST 210].

### PLSC 303 Politics of Postindustrial Societies (3).

Comparative study of postindustrial society; public policy and policy-making; domestic and foreign policy; politics and economics of welfare states; and political participation and oppositional movements in postindustrial societies. The course assesses the impact of technology, science, the information revolution and national and international social movements on politics. Prerequisite: PLSC 200 OR PLSC 203.

### PLSC 304 Arab Politics (3)

The course investigates contemporary Arab political culture, its historical, economic, geographic, ideological and social roots, dynamics of Arab nationalism and political Islam. Prerequisite: PLSC 200 OR PLSC 203.

### PLSC 305 Politics of Developing and Emerging States (3).

The dynamics of development and under-development; dilemmas of population growth, ethnic conflict, corruption and failed states; democratization and its critics; advantages and drawbacks of integration into the world economy. Prerequisite: PLSC 200 OR PLSC 202 OR PLSC 203.

### PLSC 315 American Government (3).

Structure and function of the American governmental system; the constitutional bases of government; federal, state and local government systems; intra-governmental relations; the Presidency and the Executive Branch, the Supreme Court and Congress, and the role of business, industry, non-governmental agencies and interest groups. Prerequisite: PLSC 203.

### PLSC 316 Political and Social Forces in the U.S. (3).

An overview of the social bases of politics in the U.S.; political participation and elections; political parties, special interests, the role of religion in politics; public opinion and the major national institutions influencing the making and implementation of domestic and foreign policy. Prerequisite: PLSC 203.

### PLSC 317 Government and Politics in Kuwait (3).

Analysis of the contemporary political institutions and behavior of the Kuwaiti political system; an overview of political participation and elections; the relationship among the executive, legislative and judicial branches; the major national institutions involved in domestic and foreign policy-making. Prerequisite: PLSC 200 OR PLSC 203.

### PLSC 321 Islamic Political Philosophy (3).

A survey of Islamic political thought from the time of the Prophet Mohammad until the present. Investigation of the development and evolution of institutions in the Islamic state; Ibn Khaldoun's views on history, society and the state. Theories of the state, including contemporary Shi'i and Sunni thought are also addressed. Prerequisite: PLSC 304.

### PLSC 322 Western Political Philosophy (3).

A survey of Western political thought from ancient times to the present. Analysis of major themes such as the relationship of the individual to the state, political authority, political legitimacy, cooperation and conflict, and political change through the works of Plato, Aristotle, Rousseau, Machiavelli, Hobbes, Locke, and contemporary political theorists such as Rawls.

Machiavelli, Hobbes, Locke, and contemporary political theorists such as Rawls.

### PLSC 327 Comparative Ethnicity, Identity, and Ethnic Conflict (3).

Comparative examination of the complex configuration of identity, identity politics, ethnicity, and the role of race, religion, culture and nationalism in ethnic identity, population, migration, and ethnic politics and conflict. The rise of ethnic conflict globally. Prerequisite: PLSC 200 OR PLSC 201.

### PLSC 328 International Relations Theory (3).

The use of theoretical constructs to understand historical and contemporary world politics. Major paradigms, perspectives and approaches in international relations theory, including realism, liberalism and constructivism are included, along with the evolution of theory is historical and cultural context. Prerequisite: PLSC 202.

### PLSC 388 Independent Study (1-3).

Prerequisite: Permission of Instructor.

### PLSC 389 Special Topics (3).

Prerequisite: PLSC 200 OR PLSC 203.

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**PLSC 388 Independent Study (1-3).**

Prerequisite: Permission of Instructor.

**PLSC 389 Special Topics (3).****Psychology (PSYC)****PSYC 101 Introduction to Psychology (3).**

A general survey of Psychology. Topics include the nature of psychological phenomena, physiological bases of behavior, life-cycle development, sensation, perception, learning, conditioning, memory, language, thinking, motivation, emotion, personality, individual differences, conflict and stress, abnormal behavior, therapeutic techniques, social psychology and research methods.

**PSYC 203 Social Psychology (3).**

The study of the individual in society, the individual in group contexts, and the impact of society and group dynamics on individual behavior. Topics include theories of childhood development, socialization, attitude formation, personality, interpersonal attraction and intimacy, the social effects and function of groups, anti-social behavior and the methodology of social psychological research.

**PSYC 205 Motivation and Self-Management (3).**

Principles of cognitive and behavioral methods of self-control for achieving personal objectives. Topics include studying time-management, self-esteem, depression, giving up smoking and drugs, weight loss, etc. Self-modification projects in group settings in class.

**PSYC 315 Industrial and Organizational Psychology (3).**

The psychology of work. Topics include job attitudes and job satisfaction; motivation and motivating workers; training, evaluation, leadership. The social psychology of group formation and group relations is also addressed. Prerequisite: PSYC 101.

**PSYC 335 Psychology of Addiction (3).**

Theory, research, diagnosis and treatment of eating disorders (obesity, anorexia and bulimia), addictions and drug dependence. Prerequisite: PSYC 101.

**PSYC 388 Independent Study (1-3).**

Prerequisite: Permission of Instructor.

**PSYC 389 Special Topics (3).****Religion (RELG)****RELG 101 Introduction to Islamic Studies (3).**

An analysis of the structure and dynamics of the Islamic belief system, including law, traditions, culture and society. Original readings illustrating the classical Islamic paradigm are assigned. Contemporary issues of reform, renewal, modernization and fundamentalism, as well as contemporary debates among Muslims are addressed.

**RELG 315 Religions of the World (3).**

Review and analysis of major religions of the world, including varieties of Christianity, Islam, Judaism, Hinduism, and Buddhism. Comparative social organization of religion and religious practices, currents in religious transformations; the rise of fundamentalism in the late twentieth century, and the role of religion in social, political and economic life are included.

**RELG 388 Independent Study (1-3).**

Prerequisite: Permission of Instructor.

**RELG 389 Special Topics (3).****Statistics (STAT)****STAT 201 Statistics (3).**

Topics include data classification, means, measures of central tendency and dispersion, frequency distributions, probability, sampling distributions, point and interval estimates, hypothesis testing, non-parametric techniques, simple regression and correlation. Computer-based statistical packages are utilized.

**Translation (TRAN)****TRAN 101 Introduction to Translation (3).**

The study of the translation process is examined through the analysis and translation of authentic texts of various types. Basic concepts of translation theory are introduced, and elementary skills are developed.

**TRAN 201 Theoretical and Practical Issues in Translation (3).**

The theoretical and practical issues associated with problems of translation in varied types of texts. Topics include a review of types of dictionaries, thesauruses, idiomatic expressions, and proverbs, synonyms and antonyms. Prerequisite: TRAN 101.

**TRAN 381 Practicum in Translation (3).**

Practices from Arabic to English and English to Arabic translation are highlighted. Review and critique of translated texts are included. Prerequisites: TRAN 101 AND TRAN 201.



## UNIVERSITY FACULTY (AY 2005-2006)

### Pre-University Intensive English Instructors

**ABAL, Abdul-Aziz**, Instructor; M.A., 2003, Linguistics and TESOL, University of Surrey - United Kingdom.

**AL-SUFFI, Kimberly**, Instructor; M.A., 1992, Education, Education Policy and Administration, University of Maryland - Maryland.

**ARTHUR, Pauline**, Instructor; M.A., 1982, Applied Linguistics, Ball State University - Indiana.

**BARNETT, John**, Instructor; M.A., 1967, Reading and Counseling, University of Tulsa - Oklahoma.

**COMBS, Margaret**, Director, Intensive English Program; M.A., 1994, Educational Administration, Stamford Hill University - Pennsylvania.

**HART, David**, Instructor; M.A., 1991, Historical Linguistics, University of Ottawa - Canada.

**JACQUES, Stephen**, Instructor, M.Sc., 2005, Teaching English for Specific Purposes, Aston University - United Kingdom.

**KOUSHKI, Alison Larkin**, Instructor; M.A., 1977, Anthropology, University of Wisconsin - Wisconsin; TESOL, 1992, University of Alaska - Alaska.

**LOGUE, Joan**, Instructor; M.Ed., 2003, TESOL, University of Pittsburgh - Pennsylvania.

**McMURRAY, Michael**, Instructor; M.S., 1994, Education, East Texas State University - Texas.

**PRADES, Donald**, Instructor; M.A., 1985, TESOL, Florida State University - Florida.

**SANCHEZ-LOOMIS, Rebecca**, Instructor; M.A., 1977, English, University of California at Davis - California.

**SUE, Linda-Rae**, Instructor; M.A., 1974, Linguistics, University of Connecticut at Storrs - Connecticut.

### Undergraduate Faculty

**ABU AL-MAATI, Shereef**, Assistant Professor of Computer Science and Information Systems; Ph.D., 1998, Florida Institute of Technology - Florida.

**AL-AWADI, Hesham**, Assistant Professor of History and International Studies; Ph.D., 2003, University of Exeter - United Kingdom.

**AL-BATAINEH, Afaf**, Assistant Professor of Arabic Language and Literature; Ph.D., 1998, Herriot-Watt University - Scotland

**AL-MUTAIRI, Mutlaq**, Assistant Professor of Mathematics, Ph.D., 2004, Mechanical Engineering, University of Central Florida - Florida

**AL-SALEM, Athmar**, Assistant Professor of Management; D.Sc., 1989, Engineering Administration: Engineering Management and Marketing of Technology, School of Engineering and Applied Science (SEAS), The George Washington University - Washington DC

**AWWAD, Rawda**, Assistant Professor of English and Comparative Literature; Ph.D., 1997, Duquesne University - Pennsylvania

**CASEY, Conerly**, Assistant Professor of History, Sociology and Anthropology; Ph.D., 1997, University of California at Los Angeles - California.

**CHARARA, Ali**, Assistant Professor of Biology; Ph.D., 1997, Laval University - Canada

**CRIPPS, Jeremy**, Professor of Management and Accounting; CPA, Ph.D., 1992, The Union Institute - Ohio.

**DINKHA, Juliet**, Assistant Professor of Psychology; Psy.D., 2000, Illinois School of Professional Psychology - Illinois.

**DIULIO, Pamela**, Instructor in English and Comparative Literature; M.S., 1998, Edinboro University of Pennsylvania - Pennsylvania.

**FARSIO, Farzad**, Visiting Professor of Finance and Economics; Ph.D., 1990, The Claremont Graduate University - California.

**FIANNACA, Joseph**, Instructor in French Language; M.A. 2002, French as a Foreign Language, Stendhal University - France.

**GHABRA, Shafeeq**, Professor of Political Science and Comparative Politics and President; Ph.D., 1987, University of Texas at Austin - Texas.

**HAMZEH, Nizar**, Associate Professor of History and International Relations; Ph.D., 1986, University of Southern California at Los Angeles - California.

**JABER, Arwah**, Assistant Professor of Chemistry; Ph.D., 2005, University of Arkansas at Fayetteville - Arkansas.

**KELLY, Marjorie**, Assistant Professor of Sociology and Anthropology; Ph.D., 1993, University of California at Los Angeles - California.

**KLEYPAS, Kathryn**, Assistant Professor of English and Comparative Literature; Ph.D., 2001, State University of New York at Stony Brook - New York.

**KOSTOPOULOS, George**, Professor of Computer Science and Information Systems; Ph.D., 1971, Arizona State University - Arizona.

**LOOMIS, Craig**, Associate Professor of English and Comparative Literature, Ph.D., 1992, University of Toledo - Ohio.

**MITCHELL, Charles**, Instructor in Journalism; M.S., 2001, Columbia University Graduate School of Journalism - New York.

**MOSAAD, Neamat**, Associate Professor of Physics; Ph.D., 1987, University of Strathclyde - Scotland.

**MUNSHI, Shoma**, Associate Professor of Anthropology; Ph.D., 1990, Ecole des Hautes Etudes en Sciences Sociales, - France.

**NASSIR, Ghazi**, Associate Professor of English and Comparative Literature; Ph.D., 1989, Florida State University - Florida.

**O'MEARA, Simon**, Assistant Professor of English and Comparative Literature; Ph.D., 1989, University of Leeds - United Kingdom.

**PALLIAM, Ralph**, Assistant Professor of Business Administration; Ph.D., 1998, University of Pretoria - South Africa.

**PARKS, Derek**, Instructor of English; M.A., 1989, University of Arizona - Arizona.

**QUEEN, Mary**, Associate Professor of English and Comparative Literature; Ph.D., 2005, Syracuse University - New York.

**SCHOLL, Ann**, Assistant Professor of Philosophy; Ph.D., 1999, University of Nebraska at Lincoln - Nebraska.

**TESSIER, Fernand**, Associate Professor of Mathematics; MSc., 1970, McGill University - Canada.

**Tesunbi, Samuel**, Assistant Professor of Advertising and Public Relations; Ph.D., 1995, Howard University - Washington, DC

**URKEVICH, Lisa**, Visiting Professor of Music; Ph.D., 1997, University of Maryland - Maryland.

## UNIVERSITY ADMINISTRATION

### Office of the President

GHABRA, Shafeeq, President  
 HAMADE, Rose  
 AUCHEY, Hala  
 FAZULULLA, Syed

### Public Relations and Marketing

AL-BINALI, Amal, Director  
 EL-ASSAAD, Amer  
 KHAMIS, Fatma  
 LOPEZ, Roland  
 NORONHA, Reshma

### Media and Dialogue Center

AL-OTHMAN, Lama  
 HAYAT, Fatma

### College of Arts and Sciences

TOLMACHEVA, Marina, Dean  
 KHLAT, Maha  
 HASSAAN, Dalia

### Pre-University Intensive English Program

COMBS, Margaret, Director  
 QALLAF, Reem

### Library

Vacant, Director University Library  
 AL-OMARE, Amna  
 KAOURI, Hana

### Admissions and Registration

DOLLMAN, Sean, Dean  
 EL-SAYED, Reham, Assistant Director of Admissions  
 ASEM, Mohamed, Assistant Registrar  
 AL-AMIN, Reem  
 FROUKH, Malek  
 CHOUDARY, Safa  
 MATHEWS, Hana

### Student Affairs

ROSS-BLACK, Carol, Dean  
 DOLLMAN, Morgan, Director, Student Success Center  
 AI-ADWANI, Andrea  
 HANDS, Joanne  
 KRUSE, Theodore  
 AL-GHANIM, Bibi  
 EL-ASSAAD, Alia  
 NAJAA, Majeda

### Finance and Administration

DAWSON, Larry, Executive Director  
 AL-QENNA, Sameera

### Human Resources

HASSAN, Eman, Director  
 MOMDJIAN, Noushig  
 BADRAN, Norma  
 YAZZBEK, Ali  
 AL-HUBAIL, Dalal  
 MOUSSA, Ashor

### Finance

KUMAR, Prem, Director  
 VARADHARAJAN, Sarathy  
 IBRAHIM, Randa  
 ABDULAZIZ SALLAM, Abdulraheem

### Information Technology

OKASHA, Ahed, Director  
 AI-MUTAIRI, Muneera  
 DIAB, Hussein  
 AL-GHARABALY, Hamad  
 TAHON, Mohamad

### Campus Services

ALAVINEJAD, Abolghasem, Director  
 YOUNES, Mazin  
 SALANDY, Anthony  
 LIAQAT, Ali  
 BHUIYAN, Kelim  
 BAGHERI, Ahmed  
 JUMMA, Misbah  
 AMANULLAH, Abdulrahim  
 LATETORAB ALI PRADANIA, Newaj

### Center for Continuing Education

McHARDY, David, Director

