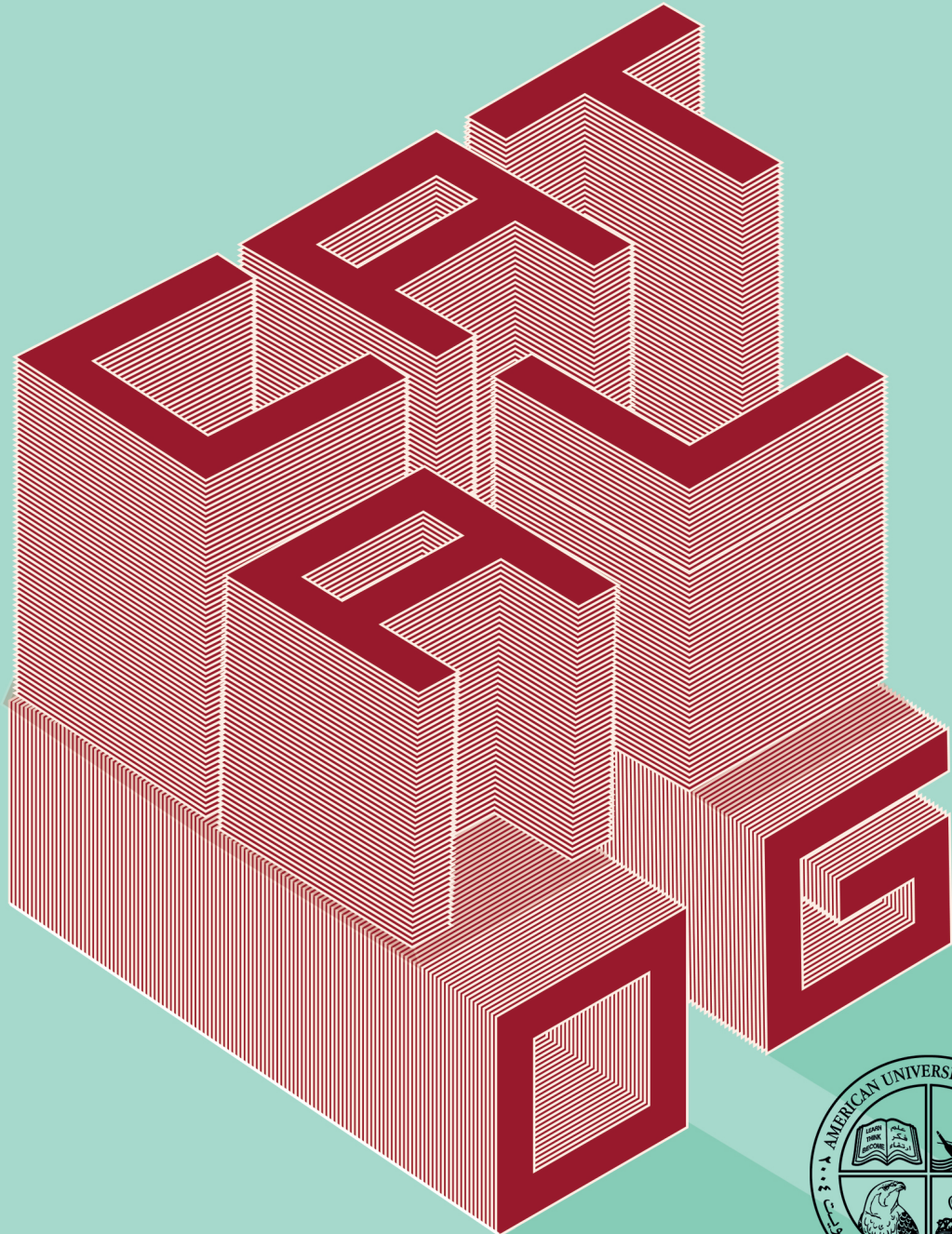


AMERICAN UNIVERSITY of KUWAIT®

# ACADEMIC CATALOG

2018-2019



AMERICAN UNIVERSITY *of* KUWAIT®

# ACADEMIC CATALOG

2018-2019



AMERICAN  
UNIVERSITY  
*of* KUWAIT®

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

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

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

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

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

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

**Any approved updates to the content included in the catalog that occur during the 2018-2019 academic year will appear in the online version of the catalog, which is found on the AUK website ([www.auk.edu.kw](http://www.auk.edu.kw)).**

The normal authority, Amiri Decree 139, which authorizes the American University of Kuwait to operate and grant degrees, was issued on July 8, 2003. AUK received its Institutional Accreditation from the Private Universities Council (PUC) – Ministry of Higher Education in the State of Kuwait, as of February 1, 2006.

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

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

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# 2018-2019 ACADEMIC CALENDAR\*

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

## FALL 2018

### September

02	Su	Faculty return.
06	Th	De-Registration process for non-payment of tuition for Fall courses at 4.00 pm.
09	Su	Fall semester begins.
11	T	Islamic New Year. University closed.
12	W	University reopens – classes resume.
16	Su	Fall semester Drop/Add deadline at 4.00 pm.

Final De-Registration process for non-payment of tuition at 4:00 pm.

Last day to submit a Pass/Fail Option form, Permission to Audit form, Independent

Study form, or Internship form.

Online registration and forms submission deadline for students at 4:00 pm.

17	M	First day to withdraw from individual Fall courses or from the university with a 50% refund.
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24	M	Last day to withdraw from individual Fall courses or from the university with a 50% refund.
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25	T	Additional KWD 20 per credit hour of engineering courses for non-engineering students applied.
----	---	--

Submission of tuition refund requests and sibling discounts forms start.

30	Su	“Financial Hold” placed on students at 8:00 am, and first installment fee of KWD 10 charged on all payments made after this time without a prior installment plan.
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### October

07	Su	“Must Declare Major” holds placed on students.
25	Th	First tuition installment due.
28-31	Su-W	Midterm of semester.

30 T KWD 25 late payment fee charged and financial hold is administered at 8:00 am; the  
 2<sup>nd</sup> installment fee of KWD 10 is charged on all payments made after this time.  
 without a prior installment plan.

### November

01 Th Midterm of semester.  
 04 Su Midterm grades for Fall courses due via AUK Self-Service by 9:00 am.  
 Midterm grades for Fall Courses available to students via AUK Self-Service effective  
 4:00 pm.  
 21 W Last day to withdraw with a “W” from a single class or from the university.  
 Graduation application due for Fall 2018 graduates.  
 22 Th Prophet’s Birthday. University closed.  
 25 Su Academic advising for Spring and Summer 2019 begins.  
 Second tuition installment due.  
 27 T Registration for Spring and Summer 2019 begins (*for details refer to the Advance  
 Registration Schedule available on the website*).  
 28 W KWD 25 late payment fee charged and financial hold is administered at 8:00 am;  
 the 3<sup>rd</sup> installment fee of KWD 10 is charged on all payments made after this  
 time without a prior installment.

### December

23-31 Su-M Winter break. University closed.

### January

01-03 T-Th New Year and Winter break. University closed.  
 06 Su University reopens – Classes resume.  
 Third tuition installment due.  
 07 M Classes end.  
 Advising for *Declared* majors stops until January 31.  
 09 W KWD 25 late payment fee charged and financial hold is administered at 8:00  
 am.  
 08-13 T-Su Final exams.  
 14 M Final grades for Fall courses due via AUK Self Service by 9:00 am.  
 16 W Grades for Fall courses available to students via AUK Self Service at 9:00 am.  
 14-24 M-Th Student Semester break. University open.  
 20-24 Su-Th Faculty Semester break. University open.  
 20-21 Su-M Staff Semester break. University closed.

# SPRING 2019

## January

- 24 Th De-Registration process for non-payment of tuition for Spring courses at 4:00 pm.
- 27 Su Spring semester begins.
- 31 Th Academic advising resumes for *Declared* majors.  
Spring semester Drop/Add deadline at 4:00 pm.  
Last day to submit Permission to Audit form, Pass/Fail Option form, Independent Study form, or Internship form.  
Online registration and forms submission deadline for students at 4:00 pm.  
Final De-Registration process for non-payment of tuition for Spring courses at 4:00 pm.

## February

- 03 Su First day to withdraw from individual Spring courses or from the university with a 50% refund.
- 07 Th Last day to withdraw from individual Spring courses or university with a 50% refund.  
“Must Declare Major Hold” placed on students.
- 10 Su Additional KWD 20 per credit hour of engineering courses for non-engineering students applied.
- 11 M Submission of tuition refunds requests and sibling discount forms start.
- 14 Th “Financial Hold” placed on students at 8:00 am; and first installment fee of KWD 10 is charged on all payments made after this time without a prior installment plan.
- 24-28 Su-Th National and Liberation Days. University closed.

## March

- 03 Su University reopens – classes resume.
- 19 T First tuition installment due.
- 24 Su KWD 25 late payment fee charged and financial hold is administered at 8:00 am; the  
2<sup>nd</sup> installment fee of KWD 10 is charged on all payments made after this time without a prior installment plan.
- 24-28 Su-Th Midterm of semester.
- 31 Su Midterm grades for Spring courses due via AUK Self Service by 9:00 am.  
Spring midterm grades available on AUK Self-Service at 4:00 pm.
- 31 Su Spring break for faculty and students. University open.

## April

01-03	M-W	Spring break for faculty and students. University open.
03	W	University closed. Spring break for staff.
04	Th	Prophet's Ascension. University closed.
07	Su	University reopens – classes resume.
		Academic advising for Fall 2019 begins for all UG students.
09	T	Registration for Fall 2019 begins ( <i>for details refer to the Advance Registration Schedule available on the website</i> ).
11	Th	Graduation application due for Spring/Summer 2019 graduates.
18	Th	Last day to withdraw with a “W” from a single course or from the university.
		Second tuition installment due.
23	T	KWD 25 late payment fee charged and financial hold is administered at 8:00 am; the 3 <sup>rd</sup> installment fee of KWD 10 is charged on all payments made after this time without a prior installment.

## May

06	M	Holy Month of Ramadan begins. Office hours and class schedule adjusted.
19	Su	Third tuition installment due.
22	W	KWD 25 late payment fee charged and financial hold is administered at 9:00 am.
23	Th	Last day of classes for Spring semester.
26-30	Su-Th	Final exams (see exam schedule on web).

## June

02	Su	Final grades for Spring courses due via AUK Self Service by 9:00 am.
03	M	Final grades for Spring courses available to students via AUK Self Service at 4:00 pm.
05-06	W-Th	Eid Al Fitr. University closed.

## SUMMER 2019 – Undergraduate (6 weeks)

### June

04	T	De-Registration process for non-payment of UG Summer courses by end of working hours.
05-06	W-Th	Eid Al Fitr. University closed.
09	Su	University reopens - Summer semester courses begin.
11	T	Summer semester Drop/Add deadline at 4:00 pm.  Last day to submit Permission to Audit form, Pass/Fail Option form, Independent Study form, or Internship form.  Final De-registration for non-payment of UG Summer courses at 4:00 pm.
12	W	First day to withdraw from individual Summer courses or from the university with a 50% Refund.
13	Th	Graduation. University closed.
16	Su	Last day to withdraw from individual Summer courses or university with a 50% refund.
17	M	Additional KWD 20 per credit hour of engineering courses for non-engineering students applied.
23	Su	Submission of tuition refunds requests.
24	M	“Financial Hold” placed on students at 8:00 am, and installment fee of KWD 10 is charged on all payments made after this time without a prior installment plan.
27	Th	Last day to withdraw with a “W” from Summer courses.

### July

07	Su	Summer tuition installment due.
10	W	Financial hold is administered at 8:00 am.
18	Th	Final exams for Summer courses.
21	Su	Final grades for Summer courses due via AUK Self Service by 9:00 am.
23	T	Final grades for Summer courses available to students via AUK Self Service by 9:00 am.

## SUMMER 2019 – Intensive English Program (9 weeks)

### June

04	Su-Th	De-Registration process for non-payment of tuition for IEP Summer by end of working hours.
05-06	W-Th	Eid Al Fitr. University closed.
09	S	University reopens – IEP Summer classes begin..
12	W	Summer semester Drop/Add deadline at 4:00 pm.
		Final De-registration for non-payment of IEP Summer classes at 4:00 p.m.
13	Th	Graduation. University closed.
		First day to withdraw from individual IEP Summer classes or from the university with a 50% refund.
23	S	Last day to withdraw from the university with a 50% refund.
		Submission of tuition refund requests.
24	M	“Financial Hold” placed on students at 8:00 am, and second installment fee of KWD 10 is charged on all payments made after this time without a prior installment plan

### July

07	M	First tuition installment due.
10	W	“Financial Hold” placed on students at 8:00 am, and second installment fee of KWD 10 is charged on all payments made after this time without a prior installment plan.
11	Th	Midterm of semester.
14	Su	Midterm grades for IEP Summer classes due via AUK Self Service by 9:00 am.
		Midterm grades for IEP Summer classes available to students via AUK Self Service by 4:00 pm.
24	W	Last day to withdraw with a “W” from IEP Summer classes.

### August

05	M	Second tuition installment due.
07	W	Last day of IEP Summer Semester classes.
		Financial hold is administered at 8:00 am.
08	Th	IEP Final Exams.
11-15	Su-Th	Waqfat Arafat and Eid Al-Adha – University closed.
18	Su	Final grades for IEP Summer classes due via AUK Self Service by 9:00 am.
18	Su	Final grades for IEP Summer classes available to students via AUK Self Service by 4:00 pm.



# MESSAGE FROM THE PRESIDENT

Welcome to AUK, a diverse institution operating on the American model of education grounded in the Liberal Arts. Pursuing higher education is one of the most important and beneficial investments of time, energy, and resources you and your family will ever make.

The founders of the American University of Kuwait wanted to provide students in this country with the opportunity to get an American education without having to travel to the USA to get it. It is the only Liberal Arts-oriented university in Kuwait. AUK students take courses in the Humanities, Social Sciences, Mathematics, and the Sciences, as well as in their major field of study. They are required to conduct research, embrace knowledge, and develop critical thinking and communication skills. A Liberal Arts program aims to *educate* you, not merely to *train* you in a particular discipline. Additionally, it includes a diverse program of student activities. AUK has many student clubs and extracurricular activities and encourages you to get involved. These activities offer numerous opportunities to develop leadership skills, explore your creative side, learn about responsible risk-taking, and engage in service to others. Inside and outside the classroom, AUK cultivates intellectual competence and ethical judgment, preparing you for a life of constant change, not just providing you with entry-level skills for your first job. The world is changing rapidly in many ways, and an education at AUK is designed to help you learn how to learn, and how to deal with whatever the future brings your way. With an emphasis on critical thinking and problem solving – transferable skills that will serve you well throughout your life – the academic and extracurricular programs at AUK are designed to help you and your peers develop as better citizens and leaders in all sectors of society. That is what education at AUK is all about, and what makes it a very special place.

On behalf of the entire AUK community, I welcome you to the American University of Kuwait and to what I hope will be the beginning of a successful, productive, and enriching experience of life-long learning and growth.

**Tim Sullivan, Ph.D.**  
*President*





# MESSAGE FROM THE PROVOST

I'm delighted to welcome you to our exceptionally vibrant and active university campus. We have a passion for learning, teaching, exploring, discovering, and becoming: AUK is our way of life.

Central to our mission is the sharing of knowledge, and the exchange of ideas and opinions for the purpose of creating new knowledge. AUK goes beyond the awarding of degrees, and offers an experience of a lifetime for all, where learning takes place inside and outside the classroom through theory, practice, and application, and through engagement with the world beyond the scope of the physical boundaries of our campus. Our combined scholarly pursuits enable us to contribute – with commitment, integrity, honesty, and respect – to the well-being of our families, societies, and communities.

I welcome you again to our university and our family, and wish you the very best today, tomorrow, and the many days and years after.

**Rawda Awwad, Ph.D.**

*Provost*

# BOARD OF TRUSTEES

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

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

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

## **Mr. Meshal Ali**

*Co-Founder and Vice Chair*, Board of Trustees, American University of Kuwait  
*CEO*, National Offset Company

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

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

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

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*Vice Chairman*, Gulf Insurance Group  
*Vice Chairman*, Mashare'a Al-Khair Establishment  
*Chairman*, Panther Media Group Ltd., UAE (OSN)

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*Board Member*, KIPCO,  
*Board Member*, United Real Estate Co.  
*Board Member*, Burgan Bank  
*Chairman*, Taka'ud Savings & Pensions B.S.C., Bahrain

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

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

## **Walid E. Moubarak, Ph.D.**

*Member*, Lebanese President's Steering Committee on National Dialogue  
*Director*, Institute of Diplomacy and Conflict Transformation, Lebanese American University

## **Earl (Tim) Sullivan, Ph.D.**

*President*, *American University of Kuwait*  
*Professor and Provost Emeritus*, American University in Cairo  
*Interim President*, 2010, American University of Kuwait

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

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



# THE UNIVERSITY

**MISSION STATEMENT**

**VALUES**

**VISION**

**INSTITUTIONAL & PROGRAM ACCREDITATION**

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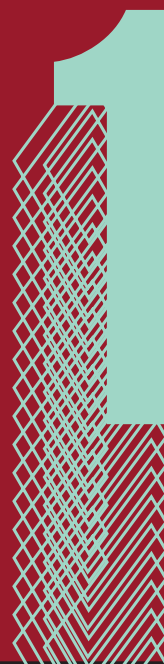
COMPUTER LABORATORIES  
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**RESEARCH CENTERS**

CENTER FOR GULF STUDIES (CGS)  
CENTER FOR RESEARCH IN INFORMATICS, SCIENCES,  
AND ENGINEERING (RISE)

**COMMUNITY RESOURCES**

CENTER FOR CONTINUING EDUCATION (CCE)



# THE UNIVERSITY

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

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

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

The AUK faculty is comprised of a highly-qualified group of international academics experienced in the American style of higher education. There are over 114 faculty members at AUK, 81 percent of whom have earned PhDs or terminal degrees. With most class sizes ranging from 10 to 39 students, developing bonds between students and professors is easy.

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

## MISSION STATEMENT

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

## VALUES

The AUK community strives to uphold the following values:

- Freedom of thought, expression, and intellectual inquiry.
- Respect for individual identity and rights, and cultural diversity.
- Commitment to high standards of morality, integrity, and social responsibility.
- Adherence to high professional standards and ethics.

## VISION

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

## INSTITUTIONAL & PROGRAM ACCREDITATION

### LOCAL INSTITUTIONAL ACCREDITATION

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

### PROGRAM ACCREDITATION

- The Intensive English Program is accredited by the **Commission on English Language Program Accreditation (CEA)**.
- The College of Business & Economics is accredited by the **Accreditation Council for Business Schools & Programs (ACBSP)**.
- The College of Arts & Sciences is accredited by the **American Academy for Liberal Education (AALE)**.
- The following programs are accredited by **The Accreditation Board for Engineering & Technology (ABET)**.
  - The B.E. in Computer Engineering is accredited by the Engineering Accreditation Commission of **ABET**
  - The B.E. in Electrical Engineering is accredited by the Engineering Accreditation Commission of **ABET**
  - The B.E. in Computer Science is accredited by the Computing Accreditation Commission of **ABET**

## UNIVERSITY CULTURE

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

The University founders uphold the philosophy that one cannot create a true enlightened academic environment without practicing the very virtues and ideals it hopes to instill in its students. In upholding the highest standards of professional behavior and ethical conduct among its faculty, staff, and students, the university hopes to create a community of scholars and students who will benefit from AUK's collegial atmosphere.

In its commitment to a liberal arts model of education, the University encourages students to take courses and participate in activities that go beyond their selected fields of study or major. To cultivate this breadth of knowledge, the university requires of all students a foundational set of General Education requirements upon which students build their university education. The university offers

a wide range of specializations in the arts and sciences, as well as opportunities for second degrees, double majors, minors, and electives in a variety of disciplines (fields of study). AUK believes in strengthening students' basic skills in writing and communication, logical reasoning, quantitative reasoning (through mathematics and statistics), and scientific reasoning. AUK's solid liberal arts and sciences curriculum is designed to instill in students the passion for life-long learning, and promote academic excellence, professionalism, and leadership qualities.

## AUK AND DARTMOUTH COLLEGE

Dartmouth College in Hanover, New Hampshire, is the international partner institution to the American University of Kuwait (AUK), as defined by the Private Universities Council of the State of Kuwait (Resolution no. PUC (5/21-2/2005). Dartmouth and AUK have worked closely together since 2003, when the two institutions signed a Memorandum of Understanding that facilitated a series of advisory, consultative, and cooperative projects. The initial agreement was recently renewed for a fourth time in April 2018 to extend through 2022. The two institutions share a commitment to excellence in higher learning, and the agreement between them reflects AUK's growing stature as a premier academic institution in the Gulf region and beyond. With its deep and historic commitment to the liberal arts, Dartmouth recognizes the importance of AUK's mission and works to support the university as it develops a superlative education, based on the principles of critical inquiry, mastery of subject material, depth of curriculum, and a vibrant experience in the classroom and on campus. Dartmouth and AUK collaborate on numerous programs, and Dartmouth provides a wide range of administrative and academic consulting services to AUK. The two institutions have developed a flourishing relationship that involves faculty, students, and staff in both locations. Dartmouth experts in engineering, information technology, library sciences, communications, governance, and other areas routinely visit Kuwait, while students, faculty, and staff from Kuwait travel to the United States to work with their counterparts at Dartmouth. AUK's commitment to providing a premier learning environment based on the American model resonates with Dartmouth's history and its understanding of the importance of higher learning in a global context. Since the relationship began, the two institutions have steadily deepened and expanded their partnership, creating a dynamic, evolving, and unique cross-cultural collaboration.

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

## ACADEMIC RESOURCES

### UNIVERSITY LIBRARY

Ms. Asma Al-Kanan, *Director*

Phone: 1802040 x3065

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

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

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

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

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

The AUK library extends its services to the local community by providing library membership for those who would like to benefit from the resources for research purposes.

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

## UNIVERSITY LABORATORIES

### COMPUTER LABORATORIES

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

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

All computers are connected to the internet. AUK's computer network uses state-of-the-art fiber optic cables and both wired and wireless access points to ensure complete network coverage of the campus. AUK has an internet link from one service provider, for a total available bandwidth of 120 Mbps (60 Mbps LAN – 60 Mbps Wi-Fi), on which internet filtering is applied to ensure that bandwidth is available for academic and administrative use. An additional 10 Mbps internet link from a different service provider offers free and open access to the internet to the whole AUK community via the wireless network.



## ENGINEERING LABORATORIES

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

## SCIENCE LABORATORIES

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

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

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

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

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

## RESEARCH CENTERS

### CENTER FOR GULF STUDIES (CGS)

**Dr. Shareefa Al-Adwani**, *Director*

Phone: 1802040 x3761

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

The Center for Gulf Studies is a research center that aims to promote greater cultural understanding of and increased interest in the Gulf, by facilitating free and open academic discourse on a range of issues that both shape and challenge this critical region of the world. The Center's goal is to enable scholars as well as political and civil society actors, both within and outside the region, to contribute and add value to the burgeoning field of Gulf Studies. To this end, the CGS seeks to encourage, support, and cultivate interesting and original research on the Gulf, and to create an environment in which students and faculty can interact and collaborate with researchers and activists from around the world in creative and engaging ways.

Visit the Center for Gulf Studies website at: [www.auk.edu.kw/cgs](http://www.auk.edu.kw/cgs).

## **CENTER FOR RESEARCH IN INFORMATICS, SCIENCES, AND ENGINEERING (RISE)**

**Dr. Amir Zeid**, *Director*

Phone: 1802040 x3705

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

The Center for Research in Informatics, Sciences, and Engineering serves as AUK's primary catalyst for interdisciplinary research and development (R&D) activities. The Center employs a holistic approach to R&D by integrating a plethora of academic disciplines and interests, forging strong intellectual connections among local & international innovators, academia & industry practitioners, and technology & society. RISE is dedicated to promoting innovative scientific discourse through expanding cross-border research collaboration, fostering industry-academia partnerships, and serving as a platform for community engagement and outreach. For more information on RISE, please visit the RISE website: [www.auk.edu.kw/RISE](http://www.auk.edu.kw/RISE).

## **COMMUNITY RESOURCES**

### **CENTER FOR CONTINUING EDUCATION (CCE)**

**Ms. Buthaina Alkhubaizi**, *Director*

Phone: 1802040 x3180

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

From design to delivery, the Center for Continuing Education (CCE) has been recognized as a successful and leading Training Center with its innovative learning and development programs for job seekers, professionals, and corporates that seek specialized training and career enhancement, access to higher education, or enriched lives.

With the mission of advancing the professional society in Kuwait, CCE offers great learning opportunities in a stimulating and motivational environment by engaging a diverse team of instructors and practitioners who impact our programs with the 'WOW' Factor.

Most of our programs are offered at AUK's Salmiya Campus, while some may be offered at specialized off-campus facilities. With a current turnaround of 2,000 learners, our programs have continued to meet with the market trends, learning objectives, schedule, and budget.

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

# ADMISSION, SCHOLARSHIPS & FINANCIAL AID, AND TUITION

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ENGLISH PROFICIENCY

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# ADMISSION, SCHOLARSHIPS & FINANCIAL AID, AND TUITION

## OFFICE OF ADMISSIONS

**Mr. Maher Dabbouseh**, *Director*

Phone: 1802040 x3148

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

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

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

AUK serves:

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

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

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

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

## ENGLISH PROFICIENCY

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

- A composite score of **60** or above on the Internet-Based TOEFL (IBT) with a minimum score of **13** on the Reading and **14** on the Writing sections of the exam. TOEFL scores should be no more than two years old at the date of application and an official score report must be submitted. To have an official TOEFL score sent to the Office of Admissions, AUK's official Designated Institution Code (**8444**) must be included in the appropriate place on the TOEFL exam paper.
- A Band score of **6.0** on the IELTS (Academic), with a minimum score of **6.0** on the Reading and **5.0** on the Writing sections of the Exam.
- Completion of the UG Accuplacer with a minimum score of **51** on reading and **4** on writing.
- Successful completion of **Semester 2** in AUK's Intensive English Program (IEP).

## ADMISSION APPLICATION DEADLINES

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

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

<b>SEMESTER</b>	<b>APPLICATION DEADLINE</b>
Spring 2019	January 14, 2019
Early Admission for Fall 2019	January 29, 2019
Summer 2019	May 29, 2019
Fall 2019	August 27, 2019

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

<b>SEMESTER</b>	<b>APPLICATION DEADLINE</b>
Spring 2019	January 14, 2019
Summer 2019	May 29, 2019
Fall 2019	August 1, 2019

## ADMISSION PROCESS

### STEP I: APPLICATION

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

The application is also available online on the AUK website at <http://www.auk.edu.kw>. The Application Form must be completed in full and signed by the applicant, guaranteeing that all information provided is complete, truthful, and accurate. Submission of inaccurate and/or intentionally misleading information on the admissions application may result in the student's acceptance into AUK being rescinded.

### *PERSONAL ESSAY*

Applicants must submit a typed personal essay, written in English, with the Application Packet. More information on the topic and format of the essay is provided on the Application Form. Similar 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*

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

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

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

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

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

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

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

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

## ADMISSION CATEGORIES & REQUIREMENTS

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

### FIRST-TIME COLLEGE STUDENTS

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

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

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

**\* Ministry of Education Arabic and Religious Studies may each substitute for an IGCSE.**



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

## TRANSFER STUDENTS

A **Transfer applicant** is an undergraduate student who graduated from high school, attended another college-level institution approved by the Ministry of Higher Education in the State of Kuwait, and attempted one or more courses irrespective of credits earned. Applicants for transfer admissions are divided into two categories:

### *Category I: Transferring with Fewer than 30 Credit Hours*

#### Minimum Admissions Requirements

- Minimum high school GPA of 2.00.
- Must meet AUK's English language proficiency requirements.
- Must meet program specific admissions requirements listed below.
- Only courses taken at institutions certified by the Ministry of Higher Education in the State of Kuwait with a grade of "C-" and above may be considered for transfer evaluation.

### *Category II: Transferring with a minimum of 30 Credit Hours or College Diploma*

#### Minimum Admissions Requirements

- Minimum cumulative transfer GPA of 2.00 from all prior institutions.
- Successful completion of high school.
- Must meet AUK's English language proficiency requirements.
- Only courses taken at institutions certified by the Ministry of Higher Education in the State of Kuwait with a grade of "C-" and above may be considered for transfer evaluation.

## NON-DEGREE STUDENTS

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

- May take a maximum of 12 undergraduate credits.
- Must have a high school certificate or higher level of education recognized by the Ministry of Education in the State of Kuwait.
- Must meet AUK's English Language Proficiency Requirement.
- Are subject to AUK's pre- and co-requisite requirements.
- Are held to the same Academic and Student Code of Conduct standards, and Tuition and Fees as degree-seeking students.

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

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

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

**Note:** *Non-degree students who earn a GPA below 2.0 while at AUK are subject to the university Academic Probation and Dismissal policies. Non-degree students cannot transfer into the university until all holds are cleared.*

## **VISITING STUDENTS**

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

- Must be in good standing at home institution.
- Must present an official document from their home institutions (an Academic Advisor’s note) that indicates they may take courses at AUK as a visiting student.
- Must meet AUK’s English Language Proficiency Requirement.
- Are not required to take Math, English, and Arabic placement tests IF their record shows that they have taken equivalent placement tests or courses at their home institutions and accordingly placed in college-level courses.
- Must check with the Office of Admissions regarding registering for classes and tuition payment deadlines.
- Are held to the same Academic and Student Code of Conduct standards, and Tuition and Fees as degree-seeking students.

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

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

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

**Note:** *Visiting students who earn a GPA below 2.0 while at AUK are subject to the university’s Academic Probation and Dismissal policies. Visiting students cannot transfer into the university until all holds are cleared.*

## STUDENTS WITH A BACHELOR'S DEGREE

Students in possession of a Bachelor's degree may pursue a second Bachelor's degree in any of the following four degree programs at AUK: Bachelor of Arts, Bachelor of Business Administration, Bachelor of Engineering, or Bachelor of Science. Students must meet all AUK undergraduate admission requirements for the semester of intended admission and must submit all appropriate application materials and supporting documents to the Office of Admissions. Requirements for completing a second Bachelor's degree are as follows:

### *AUK Graduates*

Students with a BBA degree from AUK may not take a second BBA degree. However, they may take a BA, BE, or BS degree. Students with a bachelor's degree from AUK are assumed to have met all General Education requirements and free electives through their first AUK bachelor's degree. They are not subject to any further requirements of General Education and electives, unless otherwise noted by the Office of the Registrar. They must complete major requirements for the second bachelor's degree specified by individual program sections in this catalog.

### *Non-AUK Graduates*

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

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

- Applicants must have earned their first bachelor's degree from an institution approved by the Kuwait Ministry of Higher Education.
- Applicants who have earned their first bachelor's degree from institutions whose language of instruction is not English must meet AUK's English proficiency requirements for admissions purposes.

## PROGRAM SPECIFIC REQUIREMENTS

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

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

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

- The missing subject is to be taken at Kuwait University, as a non-degree student, and passed with a grade of **C-** or above.
- The grade will not be calculated in the high school GPA, or in the university GPA.
- Students will not be allowed to declare in a major requiring Scientific High School until the fulfillment of the above requirements.

## REQUIRED SUPPORT DOCUMENTS

*For All Applicants*

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

*For First-time College Students*

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

*For Transfer Students*

- Official transcript(s) of college-level courses attempted for each college/university attended. If courses are in progress at the time of application, a final and official college/university transcript must be sent to the Office of Admissions upon completion. **Candidates are required to disclose all institutions at the time of application.**
- Course descriptions and syllabi for courses to be evaluated for transfer to AUK, or an official evaluation of courses attempted if the transfer institution is not based on the American model of higher education.

### *For Visiting Students*

- Official Letter from home institution Academic Advisor (AUK reserves the right to contact your home institution for verification of documents submitted).

## **GENERAL ADMISSIONS POLICIES**

### **PROVISIONAL ADMISSION**

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

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

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

- The missing subject is to be taken at Kuwait University, as a non-degree student, and passed with a grade of **C-** or above.
- The grade will not be calculated in the high school GPA, nor in the university GPA.
- Students will not be allowed to declare in a major requiring Scientific High School until the fulfillment of the above requirements.

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

### **DEFERRED ADMISSION**

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

### **READMISSION**

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

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

## HIGH SCHOOL CERTIFICATES

AUK accepts the following High School Certificates, in accordance with any set conditions for each certificate:

1. **General Secondary School Certificate** (Scientific, Literary).
2. Holders of Tijari High School (Commerce) are treated as Literary Section.
3. **Modular Secondary School Certificate (Muqararat)** (Scientific, Literary). Math and Science Sections are treated as Scientific Section.
4. **Secondary School Certificate of the Institute of Religious Studies** is equivalent to the Literary General Secondary School Certificate.
5. **Industrial Secondary School Certificate:** holders of this certificate can only major in engineering degree programs.
6. **English High Schools: GCE, GCSE, IGCSE**
  - Students must have successfully completed six courses at the Ordinary Level (O-level), with a minimum of “D” and above.
  - Graduates from the English high school system are assessed according to the following rating system:
 

<b>A+ = 100</b>	<b>A = 95</b>	<b>B = 85</b>	<b>C = 75</b>	<b>D = 65</b>
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  - Only one of both Arabic IGCSE and the Ministry of Education Arabic courses can be accepted.
  - Religious Studies are considered valid only if they are part of the Ministry of Education Exams.
  - Only one of the non-academic courses is considered eligible as one of the above mentioned six required courses (e.g. Music, Physical Education or Drama etc.).
  - An English high school graduate will be classified within the Scientific section if s/he passed the following courses:
    - Mathematics
    - Chemistry
    - Physics
    - Biology
  - The applicant will be placed in the literary section if s/he has not passed any of the previous courses.

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

## 7. American High Schools:

- Graduates of the American system are assessed according to the Modular High School system. Students should have completed all high school years in the American system.
- Students who have transferred to different schools or systems will have their GPA calculated based on the last 4 years prior to graduation from High School.
- An American High School graduate will be classified within the Scientific section if s/he passed the following modules:
  - Algebra 2
  - Pre-Calculus or Calculus
  - Chemistry
  - Physics
  - Biology

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

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

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

## TRANSFER OF CREDITS

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

- After an admitted student pays the application fee, and before the student's Advising and Registration (SAR) session, the Office of the Registrar completes a course-by-course evaluation of transfer credits. The student will not be able to participate in the SAR session without the completion of the transfer evaluation process.
- If by the time of registration, courses have not been transferred, students have the right to defer their admission or take the appropriate placement exam(s) and register for the courses in which they placed.
- Students who transfer AUK-equivalent MATH courses are exempt from the MATH placement exam.

- Students who transfer AUK-equivalent ENGL 100, ENGL 101, and/or ENGL 102 courses are exempt from the ENGL placement exam.
- Exemption from MATH or ENGL placement exams does NOT exempt students from fulfilling UG requirements.
- Once students have enrolled in their courses, no credit will be transferred for the course(s) in which they placed, irrespective of the outcome of transfer evaluation.
- Students will not receive credits for taking a course at AUK for which they have already received transfer credit.
- Courses taken more than seven (7) years prior to matriculation at AUK may not be considered for transfer.
- Transfer credit is not calculated in the AUK grade point average.
- Transfer credit at the 100-level and above may be applied toward the number of credit hours required for graduation. No courses below the 100-level will be transferred.
- The decision regarding course equivalency and applicable credit hours is made solely by the appropriate academic department. All equivalencies are subject to change or update.
- Students may transfer up to 60 credits with a grade comparable to at least a “C-” at AUK from two-year and four-year institutions of higher education approved by the Ministry of Higher Education. Students must satisfactorily complete the remaining credits in residence at AUK and fulfill all academic program requirements in order to graduate.
- Credit earned from AP, IB, and A-Level (IGCSE) exams count towards the transfer credit maximum.
- **Prerequisites:** In order to use a course from a prior institution as a prerequisite, that course must be transferred in as part of the student’s academic records at AUK. Additionally, courses that do not satisfy AUK’s prerequisites may not be transferred.

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

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

## CONVERSION OF QUARTER HOURS TO SEMESTER HOURS

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



## ADVANCED STANDING CREDIT TRANSFER

### *Advanced Placement (AP)*

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

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

### *A-Level (IGCSE)*

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

### *International Baccalaureate (IB)*

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

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

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

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

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

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

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

### *French Baccalaureate*

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

### **DISABILITY DISCLOSURE**

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

Failure to comply with disclosure requirements waives the student’s right for evaluation of need for reasonable accommodations. For questions regarding accommodation services, please contact the Counseling Center at [Counseling@auk.edu.kw](mailto:Counseling@auk.edu.kw).

# SCHOLARSHIPS AND FINANCIAL AID

## OFFICE OF SCHOLARSHIP AND FINANCIAL AID

**Ms. Noushig Momdjian**, *Director*

Email: [Scholarship@auk.edu.kw](mailto:Scholarship@auk.edu.kw) or [Allowance@auk.edu.kw](mailto:Allowance@auk.edu.kw)

Phone: 1802040 x3014/3015

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

### Services Provided by the Office

The Office of Scholarship and Financial Aid serves the University student body, in addition to scholarship sponsors and internal departments. The Office receives and processes scholarships, financial aid, and allowances applications, in coordination with the involved internal and external bodies. In addition, it centralizes all scholarship, financial aid, and allowance-related communications and announcements to the University's student body. The Office also corresponds with and generates academic and financial reports for scholarship sponsors. Its operations are scheduled with the University's academic year and the government scholarship and allowance application cycles. For more information please email us at [Scholarship@auk.edu.kw](mailto:Scholarship@auk.edu.kw) or [Allowance@auk.edu.kw](mailto:Allowance@auk.edu.kw).

### AUK ACADEMIC SCHOLARSHIPS

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

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

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

In addition to awards offered to new students, AUK awards a limited number of merit-based academic scholarships to our most academically deserving continuing students.

#### Scholarship Application Criteria for Continuing Students

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

## Scholarship Application Process and Deadlines

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

### First Time in College Students

1. Complete Admissions Application.
2. Complete AUK “Scholarship Application Form for New AUK Freshman Applicants.”
3. Submit documents to the Office of Admissions prior to the application deadline announced on the University website.

### Continuing Students

1. Complete AUK “Scholarship Application Form for Junior & Senior AUK Students.”
2. Submit form to the Office of Scholarship and Financial Aid prior to the application deadline announced on the University portal.

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

### Retention of Scholarship

Recipients of an AUK Scholarship award may not combine it with any other award or tuition assistance provided to them by the University, PUC, or any other institution. In such a case, the recipient will be disqualified.

Recipients must maintain the following academic standings in order to retain their AUK Scholarship award at AUK:

- Maintain a cumulative AUK GPA of 3.50 or better by the end of each term.
- Register for 12 credit hours or more per regular term (Fall and Spring semester).

### PUC SCHOLARSHIPS AT AUK

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

## **PUC Internal Scholarship Maintenance Rules & Conditions**

1. The recipients should not be government employees, or on 'study leave', or a recipient of any other type of an award throughout the duration of their study (*government institutions include both with supplementary or independent budgets*).
2. The recipients must adhere to the rules and conditions of the University they are admitted to.
3. The recipients must adhere to all the decrees and decisions issues by the Private Universities Council.
4. The scholarship includes two semesters (*one semester for diploma holders*) of language and remedial courses without the possibility of an extension.
5. The recipients must commit to maintain a full-time status (register to 12 credit hours).
6. The scholarship covers the tuition and book allowance only, and does not cover any late registration fees, or tuition fees due for courses withdrawn after the add/drop week without violating the above mentioned full-time status condition, and the tuition of any such withdrawn course will be charged to the recipient.
7. The recipients must not change their assigned scholarship major without the approval of the University and the Private Universities Council (PUC).
8. The recipients must not register in courses not used towards their assigned scholarship major, and the tuition of any such course will be charged to the recipient.
9. The recipients must register in all regular semesters (Fall & Spring), and take 'leave of absence' only after receiving the approval of the University and the Private Universities Council (PUC).
10. This scholarship will be cancelled for scholarship recipients dismissed from the University.
11. Dismissed recipients whose scholarships have been cancelled may submit a reinstatement application when they meet the PUC's announced conditions for scholarship reinstatement.

## **OTHER SCHOLARSHIPS AT AUK**

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

# TUITION & FEES 2018-2019

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

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

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

#### NOTES:

1. **Students should refer to the Academic Calendar & check their university emails on a regular basis to keep up-to-date on the due dates for payment & de-registration.**
2. In the event that a student withdraws from the university before the last day of the first week of classes, 100% of tuition and fees will be refunded (*this does not include the non-refundable enrollment deposit*). If the student withdraws before the last day of the second week of classes, 50% of tuition and fees will be refunded (*this does not include the non-refundable enrollment deposit*). After the end of the second week, **the student is liable for the tuition and fees in full**, therefore no refunds of tuition and fees will be processed.
3. Library fines are determined and administered by the Library Director.
4. Other fees and charges are applicable for both UG and IEP courses. Students are responsible for the cost of their textbooks and other course materials and supplies.
5. **Government Scholarship students are subject to the PUC Scholarship rules and regulations.**
6. Siblings attending AUK may be eligible for a tuition fee discount – contact the AUK Finance Department for further information.
7. Fees and charges are payable in the AUK Finance Department located in the first floor of the Administration Building.
8. AUK accepts the following methods of payments:
  - a. Checks
  - b. Credit Cards
  - c. Debit Cards
  - d. Cash
  - e. Payment gateway through AUK Self-Service ([http://www.auk.edu.kw/admissions/online\\_payment.jsp](http://www.auk.edu.kw/admissions/online_payment.jsp)).

## ENROLLMENT DEPOSIT

Once an application has been accepted and the applicant has received an Offer of Admission from AUK, the applicant is required to confirm his/her enrollment in AUK by submitting a **KWD 100** non-refundable Enrollment Deposit to the AUK Finance Department. The deposit will be adjusted with the student's first tuition payment.

If the AUK Finance Department does not receive the Enrollment Deposit, it is considered that the applicant will not be attending AUK and cannot register for courses.

## LEGAL CONTRACT

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

## PAYMENT OF FEES AND CHARGES

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

## NON-PAYMENT

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

## DE-REGISTRATION

All registered students who have not paid their tuition fees and charges, or who have not made financial arrangements with the AUK Finance Department, will be automatically dropped from their courses.

## PAYMENT OPTIONS

### *Full payment*

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

### *Deferred Payment Scheme*

Should a student decide to participate in the Deferred Payment Scheme, s/he pays 50% of his/her tuition and fees upon completion of his/her registration (inclusive of the Enrollment Deposit for newly admitted students). The remaining 50% is paid by monthly installments, within a maximum of 3 months for the regular semesters. A university service charge of **KWD 10** is added to each installment.



## TUITION FEES REFUND

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

1. Dropping courses per the provision outlined in the University Catalog;
2. Withdrawal from AUK per the provision outlined in the University Catalog; or
3. Due to “extenuating circumstances”.

**Students petitioning for a refund based on extenuating circumstances must:**

1. Withdraw from courses by completing a “*Withdrawal from AUK Form*” and submitting it to the Office of the Registrar.
2. Provide a letter of request and verifiable written documentation supporting the request to the Director of Finance.

*“Extenuating circumstances” may include death of an immediate family member and medical illness requiring hospital stay. Students receive their refunds by mode of check payment in their name.*

Management will have the final discretion in deciding student refunds on a case to case basis when student withdrawal from AUK is due to extenuating circumstances

## HOLDS

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



# ADVISING, REGISTRATION, & LEARNING SUPPORT

## ACADEMIC SUPPORT SERVICES

OFFICE OF THE DEAN

ACADEMIC ADVISING CENTER (AAC)

*Undeclared/Declared Students*

*Mandatory Advising and Registration*

*Student Advising Records*

OFFICE OF THE REGISTRAR

*Registration*

*Degree Audits*

*Student Academic Records*

*Transcripts*

LEARNING SUPPORT SERVICES (LSS)

*The Tutoring Center (TRC)*

*The Writing Center (WRC)*



# ADVISING, REGISTRATION, & LEARNING SUPPORT

## ACADEMIC SUPPORT SERVICES

### OFFICE OF THE DEAN

Dr. Mary Queen, *Dean*

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

Phone: 1802040 x3240/3241

The Academic Support Services is an academic administrative unit responsible for providing advising, registration, and academic support to all students at AUK. Academic Support Services is designed to help students become independent and successful learners by fostering an appreciation of the importance of liberal arts education; developing an understanding of degree program requirements; developing academic planning and decision-making skills; providing accessible and efficient registration processes; enhancing effective course selection and advancement toward degree; ensuring clear, current, and accurate information on courses, schedules, programs, and university policies; improving study skills; increasing understanding of course content; developing critical thinking and literacy skills; enhancing self-confidence; and cultivating a positive attitude toward learning. All services are free of charge to AUK students. Academic Support Services includes: *Academic Advising Center*, *Learning Support Services* (Tutoring Center & Writing Center), and the *Office of the Registrar*. For more information, visit us in the Student Center, 3<sup>rd</sup> floor.

### *Disclosure of Student Records*

Student academic records are considered confidential. Students wanting to access their own official records must present a valid AUK Student ID to the appropriate office. With the exceptions noted below, student records will only be released to specified parties when the student has completed and signed the “Disclosure of Academic Records Form” available in the Office of the Registrar.

Without the student’s written consent, parents, guardians, and other parties may only receive limited directory information, such as enrollment status, declared major, and class standing.

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

- When the university is presented a subpoena.
- For health and safety reasons at the discretion of the appropriate university official.
- To university officials, academic advisors, and faculty on a need-to-know basis.

## ACADEMIC ADVISING CENTER (AAC)

**Ms. Hala Al-Abdulrazzaq**, *Director*

Phone: 1802040 x3243/3241

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

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

### *Undeclared/ Declared Students*

All first year and new transfer undergraduate students are assigned to the Academic Advising Center (AAC) for advising. The AAC also advises declared major students on academic probation. Undergraduate students enrolled in Semester 2 of the Intensive English Program should seek advising assistance from the AAC to facilitate a smooth transition to the undergraduate program.

***Scholarship students are required to seek advising from AAC based on their scholarship defined major.***

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

### *Mandatory Advising and Registration*

Academic advising is mandatory for all students at AUK prior to registration. All incoming, non-declared, and probation students receive academic advising through the Academic Advising Center. Students with declared majors must meet with a faculty advisor. The student's educational plan is based on, but not limited to, placement results and/or intended major/area of interest. To facilitate the advising process, students are encouraged to become familiar with the AUK's online advising program, **Degree Works**, and the University's Academic Catalog and requirements for degree completion. Students are responsible for contacting their advisors before each registration period or when help is needed. The academic advisor assists the student in the identification and selection of courses that meet General Education and degree requirements, after which the student is provided with a RAC (Registration Access Control) number for online registration.

### *Student Advising Records*

Student advising records with the Academic Advising Center are part of the college record. Advising information is released when necessary for purposes of registration and follow-ups. It is the AAC's professional and ethical responsibility to respect and consider confidential all information including

academic records and status, family information, health (mental and physical), and all other issues pertaining to the student (see “Disclosure of Student Records”).

The Director of the AAC supervises all activities of the center and follows up on undeclared and probation student cases with faculty advisors, department chairs, and deans of colleges. The Director reports to the Dean of Academic Support Services. For additional information, visit the Academic Advising Center located in the Student Center, 3<sup>rd</sup> floor.

## OFFICE OF THE REGISTRAR

**Mr. Mohammed Da’na**, *Associate Registrar*

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

Phone: 1802040 x3164/3165

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

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

### *Registration*

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

### *Degree Audits*

One of the most important responsibilities of the Registrar’s Office is the “Degree Audit” of students’ academic progress. The Registrar’s Office staff conducts “degree audits” of all students who have earned 90+ credit hours to ensure that students are on track to complete all degree requirements and avoid unnecessary coursework. The report of the “Degree Audit,” emailed to students and to academic advisors lists the remaining degree requirements, as well as those completed and in progress. The audit assumes successful completion of courses in progress. Students who will not complete all degree requirements by the end of the semester for which they applied to graduate may participate in the commencement if they have **thirteen or fewer** credit hours remaining. Degrees are awarded after all requirements have been met within two weeks of the end of final exams. Material received after that date will delay the degree awarded to the subsequent semester.

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

### *Student Academic Records*

AUK students have a permanent record, maintained in the Office of the Registrar under the student’s AUK ID number. Students may access their academic records through their AUK Self-Service accounts. Academic advisors and professional staff may access students’ academic records through the Banner database.

### *Transcripts*

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

The Office of the Registrar reports to the Dean of Academic Support Services. For additional information, visit the Registrar's Office located on the 3<sup>rd</sup> floor of the Student Center.

## **LEARNING SUPPORT SERVICES (LSS)**

**Ms. Hanouf Al-Juhail**, *Director*

Email: **LSS@auk.edu.kw**

Phone: 1802040 x3245/3241

Learning Support Services focuses on helping students become independent and successful learners by improving their study skills, increasing their understanding of course content, and developing their literacy skills. LSS is comprised of two centers: the Tutoring Center and the Writing Center.

The Director of LSS supervises all activities related to the Tutoring and Writing Centers, and collaborates with faculty, department chairs, and deans of colleges to continuously develop more effective learning support and classroom workshops. The Director reports to the Dean of Academic Support Services.

### *The Tutoring Center (TRC)*

The Tutoring Center provides free academic support in all subjects to all students at AUK. Tutoring is provided individually, in small groups, or in Supplemental Instruction sessions coordinated with faculty. The TRC services are designed to help students improve their study skills, increase their understanding of course content, enhance their academic performance, and encourage them to develop a positive attitude towards learning. The TRC strives to work with faculty to understand, develop, and improve academic support to supplement class learning; recognize and respect the rights and equality of all who seek assistance; provide well-trained professional, paraprofessional, and peer academic support specialists; and foster an open professional learning-centered environment. Located on the 3<sup>rd</sup> floor of the Student Center, the TRC is open Sunday through Thursday.

### *The Writing Center (WRC)*

The Writing Center serves the entire AUK community: students from all departments and majors are welcome, as are staff and faculty who need help with their projects. The WRC provides multilingual support (English, Arabic, French, Spanish) through individual or small-group consultations in which students, staff, and faculty explore ideas through the written word. All WRC staff and student consultants are selected for their professionalism and collegiality and are thoroughly trained in current best practices in writing. They provide a non-evaluative, reader's response to students' writing and help at any stage of the composing process: identifying and understanding audience, developing and expanding ideas, organizing ideas into a coherent whole, researching and evaluating external sources, incorporating external sources, understanding the conventions of academic writing, and communicating ideas clearly. The Writing Center's overarching goal is to inspire a love of reading and writing within the AUK community. Students can schedule appointments through the Writing Center's appointment scheduling program (TutorTrac) or they can drop in for assistance. The WRC is located on the 3<sup>rd</sup> floor of the Student Center, and is open Sunday through Thursday.

# UNIVERSITY ACADEMIC INFORMATION

## STUDENT RESPONSIBILITIES

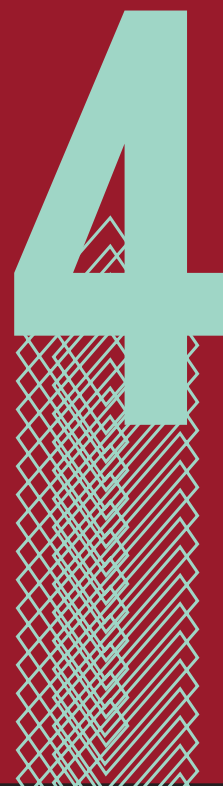
## UNIVERSITY DEGREE REQUIREMENTS

## ACADEMIC POLICIES

MATRICULATION TO THE UNDERGRADUATE DEGREE PROGRAM  
CLASS ATTENDANCE  
GRADING SYSTEM  
COURSE REPETITION POLICY  
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STUDENT COMPLAINTS CONCERNING FACULTY  
TESTS AND EXAMINATIONS  
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ACADEMIC PROBATION  
ACADEMIC DISMISSAL  
RETURN TO AUK  
FINAL ACADEMIC DISMISSAL  
REGISTRATION  
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RESUMING STUDY AT AUK  
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## COURSES AND CLASS SCHEDULES

COURSE SCHEDULES  
COURSE PREFIX, LEVEL, TITLE, AND CREDIT HOURS  
PREREQUISITES  
CO-REQUISITES  
CONCURRENT COURSE





INDEPENDENT STUDY COURSES  
SPECIAL TOPICS COURSES  
COURSE SUBSTITUTIONS  
ACADEMIC OPERATION AND CLASS PERIODS  
COURSE DESCRIPTIONS AND SYLLABI

### **ACADEMIC LOAD**

FULL-TIME STUDENTS  
PART-TIME STUDENTS  
MAXIMUM CREDIT LOADS  
CLASS STANDING

### **GENERAL EDUCATION**

MISSION STATEMENT  
LEARNING OUTCOMES  
GENERAL EDUCATION REQUIREMENTS  
GENERAL EDUCATION GRADE REQUIREMENT  
GENERAL EDUCATION, FOUNDATION COURSES, AND  
PREREQUISITES  
UPPER-LEVEL COURSES  
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### **DEGREE PROGRAMS AND MAJOR REQUIREMENTS**

DECLARATION OF MAJOR IN THE DEGREE PROGRAM  
CHANGE IN DEGREE PROGRAM, MAJOR, AND/OR MINOR  
COMPLETION OF THE MAJOR IN THE DEGREE PROGRAM  
DOUBLE MAJOR  
STUDENTS WITH A BACHELOR'S DEGREE

### **MINOR REQUIREMENTS AND DECLARATION OF A MINOR**

COMPLETION OF A MINOR  
UNDERGRADUATE CERTIFICATES

### **GRADUATION**

ELIGIBILITY FOR GRADUATION AND CREDIT HOUR  
REQUIREMENTS  
APPLICATION FOR GRADUATION  
CONFERRAL OF DEGREES

### **UNIVERSITY HONORS AND AWARDS**

DEAN'S HONOR LIST  
PRESIDENT'S HONOR ROLL  
GRADUATION HONORS

### **UNIVERSITY LIABILITY**

# GENERAL UNIVERSITY ACADEMIC INFORMATION

## STUDENT RESPONSIBILITIES

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

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

## UNIVERSITY DEGREE REQUIREMENTS

To graduate with a Bachelor's degree in Arts, or Sciences, or Business Administration (BA, BS, BBA), students must complete a minimum of 124 credit hours. To graduate with a Bachelor of Engineering degree (BE), students must complete a minimum of 144 credit hours. These credit hours are composed of the General Education requirements and all degree program or major requirements. Any of the required credit hours remaining after the completion of all requirements may be used to complete a minor in another discipline (field of study) or for free electives, or both. Students are encouraged to complete a minor either in a field related to their degree program or major, or in any other area of their interest.

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

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

The **College of Arts and Sciences** at the American University of Kuwait offers the following degrees:

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

The **College of Business and Economics** at the American University of Kuwait offers the following degrees:

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

## ACADEMIC POLICIES

### MATRICULATION TO THE UNDERGRADUATE DEGREE PROGRAM

Students must complete their General Education and major requirements from the catalog under which they entered the American University of Kuwait as undergraduate students, or from any subsequent catalog. Students who withdraw and then return after one year to the American University of Kuwait must meet the university admissions requirements and follow the graduation requirements from the catalog under which they are re-admitted, or any subsequent catalog. **Regardless of the catalog used for curriculum, all students are governed by the most recent university policies, as stated in the online catalog.**

### CLASS ATTENDANCE

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

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

### GRADING SYSTEM

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

The following General Education requirements must be completed with a grade of "**C-**" or better:

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

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

A student will be awarded credit only once for any passed course counted toward their degree or in the calculation of the GPA. Grades for all courses completed at AUK will be recorded on the student's AUK transcript. Repeated courses will be designated to distinguish them from other courses. The Grade Point Average (GPA) is based on grades earned in courses at the American University of Kuwait, and is calculated based on the following equivalencies (the qualities of performance associated with the different grades are explained below):

AUK GRADE SCALE				
Points	Letter Grade	Percentage Conversion	Letter Grade Explanation	
4.00	A		94-100	"A" is the highest grade possible to achieve at AUK. An "A" is not automatically awarded to the highest grade in the course. An "A" reflects excellent performance on assignments and exams, as well as participation and conduct. This grade denotes comprehensive mastery of course learning and its integration with previously-learned material. An "A" student is one who proactively presents originality of thought, independent creativity, and insightful reasoning above and beyond that of his/ her peers.
3.70	A-		90-93	A-
3.30	B+		87-89	B+
3.00	B		84-86	A "B" in the course represents good achievement within the course, demonstrating an understanding of concepts and a presentation of work within high standards. This student is an active participant in the class and frequently demonstrates leadership qualities, such as originality and critical inquisitiveness.
2.70	B-		80-83	B-
2.30	C+		77-79	C+
2.00	C		74-76	A "C" represents satisfactory work, demonstrating a basic comprehension of the material presented as well as basic achievement of course learning outcomes. This grade implies that the student has met the minimum standards necessary to pass the course. The student must have a minimum cumulative GPA of 2.00 "C" to graduate from AUK.

1.70	C-	70-73	A C- implies that the student has met the minimum standards necessary to pass the course. However, a cumulative GPA of 1.70 (the quality points equivalent to a C-) is NOT sufficient to graduate from AUK.
1.30	D+	67-69	D+
1.00	D	64-66	A “D” represents less than satisfactory work. This grade implies the student has a limited understanding of the course material and concepts and does not display leadership in thought. It signifies that coursework falls below the acceptable standards in quality and quantity. A “D” is a passing grade for some General Education courses and free elective courses.
0.70	D-	60-63	A “D-” represents less than satisfactory work. This grade implies the student has a limited understanding of the course material and concepts and does not display leadership in thought. It signifies that coursework falls below the acceptable standards in quality and quantity. A “D-” is a passing grade for some General Education courses and free elective courses.
0.00	F	0-59	An “F” represents a failing performance. The student has not met the standards set by the course, demonstrates incomplete comprehension of the material, and/or incomplete submission of materials required for the course. An “F” is a failing grade.
0.00	FN	0-59	Failure for non-attendance

### Grade notations not calculated in the GPA

- I** Incomplete
- AU** Audit – no credit
- P** Pass (for Pass/No Pass option only)
- NP** No Pass (for Pass/No Pass option only)
- W** Withdrawal
- NR** Not Reported
- CR** Credit awarded

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

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

### *Computing the Grade Point Average*

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

**A cumulative GPA of 2.00 or higher on all work completed at AUK is required for graduation.**

A “C-”, however, is considered a passing grade for all major, minor, and prerequisite courses. Some programs may impose higher requirements for continuance in the program or graduation.

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

## **COURSE REPETITION POLICY**

### *Repetition Due to Failure*

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

### *Repetition for Improvement of Grade*

Students may elect to repeat up to four courses with a minimum earned grade of “C-”. Prerequisite courses and courses that have catalog restrictions due to duplication of subject matter may not be repeated. A single course may be only repeated once. Students may not repeat a course outside AUK, and transferred repeated courses will not replace failed AUK courses. Students will not receive credits for taking a course at AUK for which they have received transfer credit. A repeated transfer course at AUK will be excluded from use toward graduation or in the student’s GPA. A student will receive credit only once for any AUK course, with the highest grade earned counted in the calculation of the GPA. Exceptions to the repeat policy are DRAM 360, MUSC 110, 160, 260, 310, 365, 399, and courses numbered 369 (Short Course), 388 (Independent Study), 389 (Special Topics), and 470 (Internship). DRAM 160, MUSC 110, 160, 260, 310, 365, 399, and all courses numbered as 470 may have credit earned to the upper limit stated in the course listing in this catalog. Students may repeat short courses, independent studies, and special topics courses for credit, provided the course material is sufficiently distinct. Grades for all courses completed at AUK will be recorded on the student’s AUK transcript, and repeated courses will be identified.

### *Include/Exclude Grades, Earned Credits, & GPA Calculation*

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

### **INCOMPLETE GRADES**

Requirements noted on the course syllabus must be completed by the last day of the semester. An Incomplete grade “I” may be given when a compelling and verifiable emergency prevents timely completion of course requirements, provided that the student was doing passing work at the time of the emergency.

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

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

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

### **NOT REPORTED GRADES (NR)**

A grade code of “NR” will be recorded for grades not reported by the instructor. The grade “NR” should be replaced within 48 hours by an instructor submitting to the Department Chair a Change of Grade Form with appropriate supporting documentation for the change. The Department Chair and appropriate dean must approve the change of grade, and send it to the Registrar’s Office for official grade change.

## COURSE GRADE APPEALS

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

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

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

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

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

### *Step 1: Consultation with the Faculty Member*

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

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

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



### *Step 2: Appeal to College Committee*

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

The student’s Grade Appeal Packet must include:

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

### *Step 3: College Committee Decision*

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

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

### *Structure of a Grade Appeal Committee*

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

### *Charges of a Grade Appeal Committee*

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

## CHANGE OF FINAL GRADES

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

## STUDENT COMPLAINTS CONCERNING STAFF & FACULTY

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

### A. Complaints for Non-Academic Reasons

#### Policy

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

## **Procedure**

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

1. The complaint shall be filed within 30 days of the alleged misconduct. The complaint shall be as specific as possible in describing the incident.
2. After review, the Dean of Student Affairs or designee will submit the complaint as follow:
  - a. For complaints against faculty, the report will be submitted to the Dean of the College.
  - b. For complaints against staff, the report will be submitted to HR Director and direct supervisor of the accused.
3. Upon receiving the complaint, the Dean of the College/HR Director or designee will convene a panel to review the complaint within 10 working days.
4. The panel is to be comprised as follows:
  - a. For complaints against faculty, the panel will be made of Dean of the respective College/designee, Dean of Student Affairs/designee, and faculty representative chosen by the accused.
  - b. For complaints against staff, the panel will be made of HR Director/designee, Dean of Student Affairs/designee, and staff representative chosen by the accused.
5. The panel will select a chair.
6. The panel will arrange to meet with the parties and may gather additional information, and conduct interviews, in order to complete its investigation. Following this fact-finding process, the panel will submit a written report with recommendation for appropriate action to the Dean of the College/HR Director. The Dean of the College/HR Director will make the final decision and notify the Dean of Student Affairs and the relevant parties within 10 working days.
7. If the Dean of the College/HR Director determines that the complaint is without merit, the only record will be a copy of the student complaint form upon which such a notation will be made. The form will be placed on file with the student's permanent record for as long as may be necessary to permit response to potential legal action.
8. If the Dean of the College/HR Director determines that the complaint is justified, an appropriate disciplinary action will be initiated, and the report will be placed in the faculty member's official personnel file.

## **Appeal**

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

## B. Complaints for Academic Reasons

### Policy

1. A student who has an unresolved disagreement or dissatisfaction with a faculty member for academic reasons has the right to file a formal complaint to the appropriate authority without retaliation and prejudicing his or her status with the University. *See A, above, for complaints for non-academic reasons.*
2. Examples of incidents that can result into a complaint for academic reasons are: incompetent or inefficient service, neglect of duty, and mental incapacity in teaching related duties and settings.
3. This policy does not apply to issues that are covered under separate policies and procedures such as grade appeal.
4. A complaint, which has not been resolved through informal process, should be filed within thirty (30) working days of the alleged incident to the appropriate authority.
5. Any student who brings a complaint has the burden of proof and must provide documentation and evidence to support the allegation.
6. Any action arising out of a student complaint will be addressed in strict confidence and in accordance with University policy.

### Procedure

#### **Informal Resolution:**

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

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

#### **Formal Complaint:**

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

1. The complaint shall be filed within 30 days of the alleged misconduct. The complaint shall be as specific as possible in describing the incident of the faculty.
2. Upon receiving the complaint, the Dean or designee will convene an advisory panel to review the complaint within 10 working days.
3. The panel will consist of three faculty members: one chosen by the faculty member concerned, and two chosen by the Dean or designee. The panel will select a chair.
4. The panel will arrange to meet with the parties and may gather additional information, and conduct interviews, in order to complete its investigation. Following this fact-finding process, the panel will submit a written report with recommendation for appropriate action to the Dean. The Dean will make the final decision and notify the parties within 10 working days.

5. If the Dean determines that the complaint is without merit, the only record will be a copy of the student complaint form upon which such a notation will be made. The form will be placed on file with the student's permanent record for as long as may be necessary to permit response to potential legal action.
6. If the Dean determines that the complaint is justified, an appropriate disciplinary action will be initiated, and the report will be placed in the faculty member's official personnel file.

### **Appeal**

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

## **TESTS AND EXAMINATIONS**

### *General Guidelines*

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

### *Exam Logistics*

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

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

## **CHALLENGING EDUCATIONAL MATERIALS**

Challenges to educational materials, whether in the classroom or the library, may come from any AUK faculty, student, or staff member. When a library material challenge occurs, the individual is required to complete a "Challenged Materials Form" and submit it to the Library Director. For classroom materials, the individual must submit the form to the appropriate academic dean. The appropriate academic dean will convene a panel to review the form and determine an appropriate action. The outcome will be communicated to the individual who has completed the form.

## ACADEMIC PROBATION

A student is placed on probation at the end of the semester in which her/his cumulative GPA falls below 2.00. A student on probation is required to participate in academic success initiatives organized by the Academic Advising Center. A student on probation is required to repeat courses, subject to availability, in which s/he earned “D,” “F,” or “FN” grades.

### *Initial Probation*

A student will be placed on initial probation at the end of the first semester (fall, spring, or summer) when her/his cumulative GPA earned at AUK falls below 2.00. While on initial probation, s/he may register for no more than 14 credit hours during the fall or spring semesters and no more than 7 credit hours during the summer. A student on initial probation is required to repeat courses, subject to availability, in which s/he received “D,” “F,” or “FN” grades.

### *Final Probation*

A student will be placed on final probation at the end of the second consecutive semester (fall, spring, or summer) when his/her cumulative earned AUK GPA falls below 2.00. While on final probation, s/he may register for no more than 14 credit hours during the fall and spring semesters. No summer registrations are permitted for students who are on final probation. A student on final probation is required to repeat courses, subject to availability, in which s/he received “D,” “F,” or “FN” grades.

### *Removal of Academic Probation*

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

## ACADEMIC DISMISSAL

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

## RETURN TO AUK

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

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

### **If You Are Dismissed at the End of:**

### **You May Return:**

**Fall semester**

at the beginning of the following Fall semester

**Spring semester**

at the beginning of the following Spring semester

### *PUC Scholarship Students and Academic Dismissal*

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

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

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

### **FINAL ACADEMIC DISMISSAL**

A student will be dismissed for a final time from AUK if s/he earned a cumulative AUK GPA of less than 2.00 at the end of the second consecutive semester following readmission to AUK after the second dismissal. The student is dismissed for a final time with no option of returning to AUK.

### **REGISTRATION**

Students register for classes online via AUK Banner Self-Service, based on scheduled registration times published by the Office of the Registrar. Registration through a proxy is not permitted. The registration times and priority are based upon the student's earned credit hours.

#### *Registration Holds*

Students may have a "hold" that prevents registration. "Holds" may be placed by the Finance Department, the Office of Admissions, the Office of the Registrar, the AUK Library, the Academic Advising Center, or other university departments. All holds must be cleared by the appropriate office before students are allowed to register for the upcoming term. Students can view their hold information via AUK Self-Service.

#### *Drop and Add*

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

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

## WITHDRAWAL

### *Withdrawal from Individual Courses*

Students are permitted to withdraw from individual courses with the understanding that in order to maintain full-time status, the student must be registered for a minimum of 12 credits per semester. Withdrawal from individual courses is permitted up until the withdrawal deadline for the respective semester, which is generally five weeks before the last day of classes for the fall and spring semesters, two weeks before the last day of classes of the IEP summer semester, and one week before the last day of the UG summer semester.

A grade of “W” will be recorded in the student’s transcript for the course from which the student has voluntarily withdrawn after the Drop/Add deadline for the semester. Upon withdrawal, a student maintains his/her financial obligations, but is free from the academic responsibilities associated with the course. For specific information regarding the individual course withdrawal deadlines for each semester, visit the AUK website/Academic Calendar. Students are also encouraged to consult the tuition refund schedule before withdrawing from a course.

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

### *Withdrawal from the Semester*

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

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

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

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



### *Withdrawal from the University*

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

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

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

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

### **LEAVE OF ABSENCE**

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

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

### **RESUMING STUDY AT AUK**

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

Readmitted students are subject to the regulations or requirements in effect at the time of readmission, and must complete all requirements and abide by all regulations in effect at the time of readmission.

### **AUDITING**

Auditing allows a student to enroll in a course without having to complete all the work of the course. Students are still required to pay the tuition and fees associated with the course. No grade is awarded for an audit, but the audited class will be recorded on the student’s transcript with a grade notation of Audit “AU.” Students should contact the faculty member for requirements for auditing, and must register for an audit through the Office of the Registrar. Students may only change to or from audit status through the end of the Drop/Add period. An audited course does not apply toward graduation requirements.

## STUDY AT ANOTHER INSTITUTION

### *General Guidelines*

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

### *Study Abroad*

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

1. Student Eligibility:
  - a. Have a minimum cumulative GPA of 3.0.
  - b. Have declared a major.
  - c. Have earned 30 credit hours of the 60 required towards AUK residency at the time of application to study abroad.
  - d. Be in good disciplinary standing per the Student Code of Conduct.
  - e. Not have a financial hold on their student account.
  - f. Be 18 years of age or above as of the program start date.
  - g. Meet the language proficiency requirements of the program to which they apply.
  - h. Meet the eligibility requirements of the program to which they apply.
2. Courses taken abroad must meet AUK prerequisite requirements and be pre-approved by the appropriate Department and College Dean in order to be transferred for full academic credit.
3. Students are encouraged to register at the host institution for a minimum of 12 credits or equivalent.
4. Scholarship students cannot change their enrollment status without prior approval from their scholarship provider. For further information and assistance regarding scholarship rules, conditions and procedures, students must contact the AUK Office of Scholarship & Financial Aid.
5. The institution and major program for which courses are to be taken are on the approved list of the **Kuwait Ministry of Higher Education (MOHE)**.
6. Students may not repeat a course outside AUK, and transferred repeated courses will not replace failed AUK courses (see Repetition for Improvement of Grade section of AUK Academic Catalog).
7. Students must also meet the upper division credit hours requirement for graduation as specified in the AUK Academic Catalog.
8. The study abroad period is not during his/her senior year at AUK (last 30 credit hour

residence requirement) for graduation (\*See note below on Students in an AUK-Exchange Program).

9. International students studying at AUK and planning to take courses at another institution are to contact the Corporate Relations Office, regarding visa and residency implications of the Kuwait residency, prior to the completion of the “Study at Another Institution” Form.
10. Other requirements as noted in other AUK policies as set forth in the Academic Catalog, Student Handbook, and other institutional documents.

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

### *Study Away*

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

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

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

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

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

AUK is not under any obligation to accept transfer credits unless the programs and courses are approved in advance by the relevant AUK departments. International students studying at AUK and planning to take courses at another institution are to contact the Corporate Relations Office regarding Visa and Residency implications of the Kuwait residency prior to the completion of a Study at Another Institution Form.

**For further assistance regarding scholarships, please contact the university's Scholarship and Financial Aid office at [scholarship@auk.edu.kw](mailto:scholarship@auk.edu.kw).**

**For further assistance regarding Study Abroad, please contact the Coordinator for Study Abroad at [studyabroad@auk.edu.kw](mailto:studyabroad@auk.edu.kw).**

## **COURSES AND CLASS SCHEDULES**

### **COURSE SCHEDULES**

Each semester, the university publishes its schedule of course offerings for the following semester, available through AUK Banner Self-Service. The schedule provides information on the courses to be offered, the meeting schedule and frequency, the time schedule (time of the day and days of the week), and the classrooms and laboratories for the respective courses. Students should consult the class offerings on AUK Banner Self-Service and prepare a draft of their desired courses before seeking advice from their academic advisor. Students are responsible for verifying the accuracy of their course schedules on AUK Self-Service throughout the semester in which they are enrolled.

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

Each course offered by the university is identified by a letter prefix signifying the academic discipline (field of study), followed by a three-digit number indicating the level of the course content. For example, "ENGL 207: Introduction to Rhetorical Studies (3)" is a sophomore-level course offered by the English Department that follows freshman course(s) at the 100-level such as "ENGL 101: Approaches to Critical Reading and Writing (3)." The number in parentheses following the title of a course indicates the number of credit hours for the course. All courses are valued in credit hours. Generally, each credit hour is equal to 15 contact hours. Each credit hour of laboratory is equal to at least 40 hours of laboratory experience.

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

### **PREREQUISITES**

Prerequisites are courses or conditions that must be satisfactorily completed before a student is allowed to enroll in certain courses. Upper-level courses, typically with 300 and 400 designations, may require one or more prerequisites. Specific prerequisites are usually noted in the course description, with the prefixes and numbers. Equivalent courses with a grade of "C-" or better completed at an accredited institution of higher education may meet the prerequisite requirement through transfer of credit. Prerequisite transfer equivalency is determined by AUK. It is the responsibility of the student to enroll in the course only after completing the appropriate prerequisite(s). Students who do not satisfy the course prerequisites will have their registration for that course removed by the Office of the Registrar unless they present an approved form granting them permission to enroll. A prerequisite course in appeal will not allow a student to enroll in the subsequent course(s).

## CO-REQUISITES

A co-requisite is a requirement that a certain course **must be taken concurrently** (in the same semester) with another course. It is the student's obligation to know and meet course co-requisites. These are stated in the course description section of the catalog. Co-requisites will be enforced at registration.

## CONCURRENT COURSE

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

## INDEPENDENT STUDY COURSES

An Independent Study course is an individually supervised, upper-level course that offers a student the opportunity for focused study in a specific area of interest. These courses are restricted to juniors and seniors who have received instructor approval and have a cumulative GPA of at least 2.0. Students may not take more than six (6) credit hours of independent study toward the 124-credit hour minimum required for graduation. Non-degree and visiting students are not permitted to take Independent Study courses.

## SPECIAL TOPICS COURSES

A special topics course is an upper-level course with topics that vary by semester. These courses are normally restricted to juniors and seniors who have received instructor approval. Students may not take more than six (6) credits of special topics courses *that have study abroad trips* toward the 124-credit hour minimum required for graduation. Students are not limited in taking special topics courses that do not have a study abroad trip component or are full-semester study abroad programs and/or institutions approved by AUK.

## COURSE SUBSTITUTIONS

Course substitution is restricted as follows:

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

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

## ACADEMIC OPERATION AND CLASS PERIODS

The university offers courses on a five-day schedule, from Sunday through Thursday. Courses are valued in credit hours, and normally meet either two days a week for seventy-five minutes per class session, or three days a week in sessions of fifty minutes. Laboratory, workshop, and specialized courses meet for two- to three-hour sessions per week. Upper-level courses, independent study, and other specialized programs may have unique meeting schedules, but normally are valued at three credit hours, or the equivalent of 45 contact hours. Class duration and meeting frequency may differ during the summer semester.

## **COURSE DESCRIPTIONS AND SYLLABI**

The “Course Descriptions” section of this catalog contains descriptions of approved courses in the university curriculum, listed alphabetically by discipline (field of study), and then by course number, title, and credit hours. Non-recurring or special topics courses are published online each semester via AUK Self-Service. Course syllabi provide a detailed outline of the course content, with indicated dates for the assignments, exams, and other requirements. Syllabi are distributed by the instructors at the beginning of the course.

## **ACADEMIC LOAD**

### **FULL-TIME STUDENTS**

Full-time students must carry a course load of 12-18 credit hours per regular semester. Full-time students may enroll in a maximum of 14 credit hours for the UG summer term.

### **PART-TIME STUDENTS**

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

### **MAXIMUM CREDIT LOADS**

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

### **CLASS STANDING**

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

*Freshman:* 0-29 credit hours

*Sophomore:* 30-59 credit hours

*Junior:* 60-89 credit hours

**Senior:** 90+

# GENERAL EDUCATION

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

## MISSION STATEMENT

General Education at the American University of Kuwait offers students a broad interdisciplinary learning platform for the acquisition, application, integration, evaluation, and production of knowledge, combined with intellectual and practical skills that render this knowledge useful. It provides the foundation upon which further academic and professional study is possible, and serves to create a student body that understands the interconnectedness of various academic disciplines. General Education marks the beginning of the student's journey toward civic responsibility, leadership, and propensity for life-long learning.

## LEARNING OUTCOMES

Upon completion of the General Education requirements, the student will be able to:

### 1. Examine social, economic, political, cultural, and scientific phenomena.

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

### 2. Identify problems

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

### 3. Apply the principles of independent inquiry

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

### 4. Assess qualitative and quantitative information through inductive and deductive reasoning

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

### 5. Link theory and research, and formulate generalizations and/or recommendations:

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

## 6. Communicate information and recommendations effectively

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

### GENERAL EDUCATION REQUIREMENTS (49 CREDIT HOURS)

Each General Education requirement is noted in the course description listings with an “area” code. This code designates which General Education area the course satisfies, e.g., courses labeled with [P] code fulfill the Sciences General Education requirement. Grades earned in courses numbered 095 and below are not computed into the GPA, and the credit hours earned for these courses are not applied towards the total hours required for graduation.

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

<b>[E]: English Language Requirement</b>		<b>10 credit hours</b>
Students can satisfy the English requirement with a <b>grade of “C-” or better</b> by taking the following courses. Students may be exempt from ENGL 100 if their TOEFL, IELTS, or Accuplacer scores meet ENGL 101 minimum requirements.		
	ENGL 100: Foundations in Academic Reading and Writing (if TOEFL, IELTS, or Accuplacer scores do not meet ENGL 101 requirements)	(4) [E]
<b>AND</b>		
	ENGL 101: Approaches to Critical Reading and Writing ( <i>this course should be completed by the end of the first year</i> )	(3) [E]
<b>AND</b>		
	ENGL 102: Writing and Information Literacy ( <i>this course should be completed by the end of the first year</i> )	(3) [E]
<b>[A], [K]: Arabic Language and Culture Requirement</b>		<b>6 credit hours</b>
To fulfill the General Education requirement for Arabic, students must take one course (3 credit hours) in Arabic language or literature, and one course (3 credit hours) in Arab culture or society. <b>These courses must be passed with a grade of “C-” or better.</b> The following are guidelines for fulfilling the Arabic Language and Culture requirement:		
	<b>[A]: Arabic Language Requirement</b> is fulfilled by taking one of the following courses:	
	ARAB 101: Arabic as a Second Language I	(3) [A]
<b>OR</b>		
	ARAB 114: Arabic Basic Language Skills	(3) [A]
<b>OR</b>		
	ARAB 215: Arabic Composition I	(3) [A]
<b>OR</b>		
	ARAB 220: Readings in Arabic Heritage	(3) [A]



Proficiency level is determined by an Arabic placement exam. Students may not enroll and will not receive credit for a language-learning course taken below the level of the language-learning course into which they placed (an exception to this being ARAB 215; students may take ARAB 215 after having passed ARAB 220 to improve their Arabic composition).		
	<b>[K] Arab Culture Requirement</b> may be fulfilled by any course listed as satisfying the General Education requirement for Arab Culture (see course descriptions).	
<b>[M]: Mathematics Requirement</b>		<b>6 credit hours</b>
For some degree programs, specific MATH courses are required or may be prerequisites for major courses. If the student knows what s/he wishes to major in, s/he is encouraged to refer to his/her degree program in order to satisfy both a General Education requirement as well as a major prerequisite. Students can take two of the following college-level mathematics or statistics courses:		
	MATH 100: College Algebra	(3) [M]
	MATH 101: Finite Mathematics	(3) [M]
	MATH 102: Introduction to Modern Mathematics	(3) [M]
	MATH 103: Mathematics for Business	(3) [M]
	MATH 105: Nature of Mathematics	(3) [M]
	MATH 110: Pre-Calculus	(3) [M]
	MATH 201: Calculus I	(3) [M]
	MATH 203: Calculus II	(3) [M]
	MATH 205: Linear Algebra	(3) [M]
	MATH 206: Calculus III	(3) [M]
	MATH 210: Differential Equations	(3) [M]
	MATH 213: Discrete Mathematics	(3) [M]
	STAT 201: Statistics	(3) [M]
	STAT 202: Regression for Business	(3) [M]
	STAT 214: Statistics for Engineers	(4) [M]
<b>[T]: Computer Science and Information Systems Requirement</b>		<b>3 credit hours</b>
To fulfill the CSIS General Education requirement, students may take any 100-level CSIS [T] course, excluding CSIS 150.		(3) [T]
<b>[L]: First Year Experience Requirement</b>		<b>5 credit hours</b>
To fulfill the First Year Experience requirement with a <b>grade of "C-" or better</b> , students may take:		
	UNIV 100: Essentials of Learning ( <i>this course should be completed by the end of the first year</i> )	(2) [L]
	UNIV 110: University, Community, and Citizenship ( <i>this course should be completed by the end of the first year</i> )	(3) [L]
Students who transfer 24 or more semester credit-hours with a grade of "C-" or better from another institution will be allowed to waive the UNIV 100 course. However, the two credits must be made up in another area to satisfy degree credit hour requirements. All transfer students are required to take UNIV 110.		

<b>[H]: Humanities Requirement</b>		<b>6 credit hours</b>
Students can fulfill the Humanities requirement by taking a total of six (6) credit hours from among the following areas:		
Arabic (ARAB) (150, 205, 220, 303, 304, 308, 310, 312, 313, 314, 315, 316, 318)		[H]
Art (ART)		[H]
Communication and Media (COMM) (101, 111, 230, 240, 312, 325, 427)		[H]
Drama (DRAM)		[H]
English (ENGL) (108, 200-level courses or above)		[H]
French (FRNC)		[H]
Music (MUSC)		[H]
Philosophy (PHIL)		[H]
Religion (RELG)		[H]
Spanish (SPAN)		[H]
Translation (TRAN)		[H]
<b>[S]: Social Sciences Requirement</b>		<b>6 credit hours</b>
Students can fulfill the Social Sciences requirement by taking a total of six (6) credit hours from the following areas:		
American Studies (AMST)		[S]
Communication and Media (COMM) (222, 249, 265, 366)		[S]
Environmental Studies (ENVS) (101, 215, 220, 310, 320, 325, 340)		[S]
History (HIST)		[S]
International Relations (IR)		[S]
Psychology (PSYC)		[S]
Political Science (PLSC)		[S]
Social and Behavioral Sciences (SBSA)		[S]
<b>[P]: Science Requirement</b>		<b>7 credit hours</b>
Students are required to take a total of seven (7) credit hours to fulfill the Science requirement: one science course with a lab (4 credit hours) and one science course without a lab (3 credit hours). Students can take science courses from the following areas:		
Biology (BIOL)		[P]
Chemistry (CHEM)		[P]
Environmental Studies (ENVS) (230, 305)		[P]
Natural Sciences (NSCI)		[P]
Physics (PHYS)		[P]

## GENERAL EDUCATION GRADE REQUIREMENT

A student is considered to have passed a course when s/he receives a passing grade of “A(-)”, “B(+/-)”, “C(+/-)”, or “P.” The grade of “D(+/-)” may satisfy only MATH 095, free electives, or some General Education requirements. The following General Education courses **require a “C-” or better:**

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

## GENERAL EDUCATION, FOUNDATION COURSES, AND PREREQUISITES

Undergraduate students at AUK must complete all remedial and foundation courses (MATH 095, UNIV 100, UNIV 110, ENGL 100, ENGL 101, and ENGL 102) before they register for any 300-level course and above. These foundation courses, as well as other Gen Ed requirements, provide students with the skill sets and foundational knowledge in preparation for their major courses. Students generally declare their degree program or major after completing many of the General Education requirements, which normally is at the end of the second year (fourth semester). All students must declare their majors by the time they complete 60 credit hours. Students may not apply any General Education credit hours toward their first major and vice versa. Students also are not allowed to double dip credit hours between categories listed under the General Education requirements or major requirements.

## UPPER-LEVEL COURSES

Students are required to complete a minimum of 30 credit hours of upper-level (300 or 400-level) classes, of which at least 18 credit hours need to be taken in the major. Some majors or degree programs require additional upper-level courses to graduate. Refer to individual program sections for more information.

## INTERNSHIPS

An internship is a supervised experience where the student gains professional knowledge and training in an occupation, either working directly in the occupation or as an apprentice to an employee of the occupation. Students involved in internships (“interns”) do not always work in a paid position.

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

Students interested in an internship must satisfy the following conditions:

1. Have declared his/her degree program or major.
2. Have earned the required number of credit hours as defined by the college.
3. Be enrolled in a “470” (Internship) course while participating in the internship. Students must register for the 470 designation that is consistent with his/her degree program or major.
4. Have permission from the faculty member who will serve as the internship supervisor to register for a 470 course.
5. Have a minimum GPA of 2.0.

## DEGREE PROGRAMS AND MAJOR REQUIREMENTS

The university offers four bachelor's degrees: Bachelor of Arts, Bachelor of Science, Bachelor of Business Administration, and Bachelor of Engineering. The term "major" refers to the specialty (major field of study) in the degree program. Within all bachelor's degree programs, students may choose no more than two majors (see double majors). All degree programs include major requirements as well as General Education requirements (see graduation requirements table). No General Education requirements may apply toward the first major in any degree program. Students must complete at least 30 credit hours of upper-level (300- and 400-level) courses, of which at least 18 credit hours need to be taken in the major. Individual majors or degree programs may require additional upper-level courses. Students may indicate their intended field of study at the time of application, but admission to AUK does not guarantee acceptance into any specific program as a major or degree candidate.

### DECLARATION OF MAJOR IN THE DEGREE PROGRAM

Upon admission, undergraduate students are admitted with an undeclared major, and are assigned to the Academic Advising Center (AAC) for academic advising. A student's first two years are usually spent satisfying most of the General Education requirements.

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

**All scholarship students must declare their major at AUK in accordance with their scholarship assigned major. For further information, please contact the university's Scholarship Coordinators at [scholarship@auk.edu.kw](mailto:scholarship@auk.edu.kw).**

### CHANGE IN DEGREE PROGRAM, MAJOR, AND/OR MINOR

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

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

### COMPLETION OF THE MAJOR IN THE DEGREE PROGRAM

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

## DOUBLE MAJOR

Students may complete two majors by satisfactorily completing all the major and major-related coursework required by the two majors. Students with double majors are not allowed to pursue a minor.

A double major must be pursued within the same degree program: i.e. two majors in the Bachelor of Business Administration program, two majors in the Bachelor of Arts program, or two majors in the Bachelor of Science program. No more than three courses (a total of 9 credit hours) earned for General Education requirements and applied for the first major requirements may be applied to the second major. Each program will determine number of credits earned in the first major that can be applied to the second major. See individual program sections for specific requirements.

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

## STUDENTS WITH A BACHELOR'S DEGREE

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

### *AUK Graduates*

AUK students may take a second BA, BE, or BS degree. Students with a BBA degree from AUK may not take a second BBA degree. Students with a bachelor's degree from AUK are assumed to have met all General Education requirements and free electives through their first AUK bachelor's degree. They are not subject to any further requirements of General Education and free electives, unless otherwise determined by the Office of the Registrar and the Dean of the College of Arts & Sciences. They must complete all major requirements for the second bachelor's degree specified by individual program sections in this catalog.

### *Non-AUK Graduates*

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

Students must satisfactorily complete at least 60 credits in residence at AUK and complete major requirements for the second bachelor's degree specified by individual program sections in this catalog. These students are subject to the further conditions below:

1. Applicants must have earned their first bachelor's degree from an institution approved by the Kuwait Ministry of Higher Education.
2. Applicants who earned their first bachelor's degree from an institution whose language of instruction is not English must meet English proficiency requirements for admissions purposes (see "English Proficiency Requirements" section in this catalog).

## MINOR REQUIREMENTS AND DECLARATION OF A MINOR

A minor is a group of courses that constitute a limited focus or emphasis in an academic discipline (field of study) or program outside a student's chosen major or degree program. A minor is not a degree program or major. Students with one major may pursue one minor only. All AUK minor programs consist of a minimum of 18 credit hours, at least 9 credit hours of which must be taken in residence at AUK. No more than 9 credit hours earned from the major or General Education requirements may apply towards any one minor. Specific course requirements for minors are noted under the requirements for the degree programs. Students must consult their advisors about the procedure for declaring a minor.

### COMPLETION OF A MINOR

Each course in the minor requires a final grade of "C-" or better. Failure to maintain the required minimum cumulative GPA of 2.00 in all minor courses may result in the student being dropped from the minor program. Courses required for the minor that receive grades lower than "C-" must be repeated, or an equivalent course taken to satisfy the specific minor requirements. The minor will be noted on the student's transcript; however, it does not appear on the diploma. Students' minor catalog year **must** be the same as their major catalog year.

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

### UNDERGRADUATE CERTIFICATES

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

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

# GRADUATION

## ELIGIBILITY FOR GRADUATION AND CREDIT HOUR REQUIREMENTS

This chart provides a brief overview of the general requirements for attaining an AUK degree. Please refer to individual degree programs for their specific requirements.

GRADUATION REQUIREMENT	STANDARD	REMARKS
Credit hours	Minimum 124 credit hours	
General Education Requirements	49 credit hours	See “General Education” section for distribution
Upper division credit hours	A minimum of 30 credit hours of which at least 18 credit hours are in the major; individual majors or degree programs may require more	Numbered 300 or above
Grades	“C-” or better in individual courses in the major. Cumulative 2.00 GPA for all courses required by the major	
GPA	2.00 cumulative GPA	
Residence requirement	60 credit hours, the last 30 of which must be at AUK	Senior year must be spent at AUK or in AUK-approved exchange programs. Exchange program courses will count in the AUK residency requirement.
Application for graduation	Must be made by deadline (see Registrar’s webpage)	
Eligibility for participation in commencement	Completion of all requirements. May be eligible to walk if a maximum of 13 credit hours remains.	Remaining credit hours MUST be completed in summer semester immediately following commencement.
Graduation Fee	A graduation fee applies	

## APPLICATION FOR GRADUATION

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

**Students are responsible for ensuring that they have met all degree requirements for graduation, including curriculum and cumulative GPA requirements.**

## CONFERRAL OF DEGREES

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

AUK degrees are as follows:

### College of Arts and Sciences

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

### College of Business and Economics

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



# UNIVERSITY HONORS AND AWARDS

## DEAN'S HONOR LIST

The Dean's Honor List will be published at the end of each semester. To be placed on the Dean's Honor List for the semester, a student must:

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

## PRESIDENT'S HONOR ROLL

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

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

## GRADUATION HONORS

The university grants Latin honors at graduation. To be eligible for graduation honors, students must have completed a minimum of 60 credit hours required for their degree in residence at the American University of Kuwait and have achieved the requisite cumulative GPA. These are:

- |   |             |
|---|-------------|
| <input type="checkbox"/> <b>Summa cum laude</b> (with highest honor): | 3.90 - 4.00 |
| <input type="checkbox"/> <b>Magna cum laude</b> (with great honor):   | 3.70 - 3.89 |
| <input type="checkbox"/> <b>Cum laude</b> (with honor):               | 3.50 - 3.69 |

Latin Honors are listed on the commencement program, the student's permanent record, and the diploma.

## UNIVERSITY LIABILITY

The university bears no liability should a student ignore the advice of his/her academic advisor(s) or fail to abide by or comply with catalog regulations.

# COLLEGE OF ARTS & SCIENCES

OFFICE OF THE DEAN  
MISSION  
VISION  
VALUES  
UNDERGRADUATE PROGRAMS

## DEPARTMENT OF ART AND GRAPHIC DESIGN

BACHELOR OF ARTS IN GRAPHIC DESIGN  
MINOR IN GRAPHIC DESIGN

## DEPARTMENT OF COMMUNICATION AND MEDIA

BACHELOR OF ARTS IN COMMUNICATION AND MEDIA  
MINOR IN COMMUNICATION & MEDIA

## DEPARTMENT OF ENGLISH

BACHELOR OF ARTS IN ENGLISH  
MINOR IN ENGLISH

## DEPARTMENT OF ARABIC AND FOREIGN LANGUAGES

MINOR IN Arabic

## DEPARTMENT OF MUSIC AND DRAMA

## DEPARTMENT OF ELECTRICAL AND COMPUTER ENGINEERING

BACHELOR OF ENGINEERING IN COMPUTER ENGINEERING  
BACHELOR OF ENGINEERING IN ELECTRICAL ENGINEERING  
DOUBLE MAJOR IN ELECTRICAL/COMPUTER ENGINEERING

## DEPARTMENT OF COMPUTER SCIENCE AND INFORMATION SYSTEMS

BACHELOR OF SCIENCE IN COMPUTER SCIENCE  
BACHELOR OF SCIENCE IN INFORMATION SYSTEMS  
MINOR IN COMPUTER SCIENCE  
MINOR IN INFORMATION SYSTEMS  
DOUBLE MAJOR

## DEPARTMENT OF MATH AND NATURAL SCIENCES

MINOR IN MATHEMATICS  
MINOR IN THE NATURAL SCIENCES  
[BIOLOGY, CHEMISTRY, PHYSICS]



## **DEPARTMENT OF INTERNATIONAL RELATIONS**

BACHELOR OF ARTS IN INTERNATIONAL RELATIONS  
MINOR IN HISTORY  
MINOR IN INTERNATIONAL RELATIONS

## **DEPARTMENT OF SOCIAL AND BEHAVIORAL SCIENCES**

BACHELOR OF ARTS IN SOCIAL AND BEHAVIORAL SCIENCES –  
CONCENTRATION IN ANTHROPOLOGY  
MINOR IN SOCIAL AND BEHAVIORAL SCIENCES – CONCENTRATION  
IN ANTHROPOLOGY

## **GULF STUDIES CERTIFICATE PROGRAM**

### **FIRST YEAR EXPERIENCE**

MISSION  
VALUES  
VISION  
LEARNING OUTCOMES

### **INTENSIVE ENGLISH PROGRAM (IEP)**

MISSION  
VALUES  
VISION  
ACCREDITATION  
IEP LEARNING OUTCOMES  
PROGRAM BENEFITS  
ADMISSION AND PLACEMENT  
PROGRAM STRUCTURE  
DURATION OF IEP LANGUAGE STUDY  
METHODS OF INSTRUCTION  
CERTIFICATE OF COMPLETION  
CURRICULUM OVERVIEW

*Academic Reading*

*Academic Writing*

*Listening & Speaking*

*Grammar*

*English Special Topics*

*Learning Laboratory*

SATISFACTORY COMPLETION OF THE IEP  
ADVANCEMENT TO THE UNDERGRADUATE PROGRAM  
POLICY ON ATTENDANCE AND LATENESS  
EVALUATION OF STUDENT PROGRESS  
IEP ACADEMIC PROBATION

# COLLEGE OF ARTS & SCIENCES

## OFFICE OF THE DEAN

### Dean

*Associate Dean, Administration*

*Assistant Dean, Curriculum*

*Executive Assistant to the Dean*

*Senior Faculty Support Coordinator*

Dr. Ali Charara

Dr. Bashar Zogheib

Dr. Katherine Hennessey

Ms. Magdalene El Neaman

Ms. Dalia Hassaan

## MISSION

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

## VISION

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

## VALUES

The values of the College of Arts and Sciences are:

**EXCELLENCE IN EDUCATION:** Provide students with an education that integrates the goals of the liberal arts and specialization in specific academic disciplines.

**SCHOLARLY RESEARCH AND CREATIVE ACTIVITY:** Encourage and support research and creative activity that maintains high standards of education, attracts quality faculty, and promotes student's research skills.

**LEADERSHIP & INTEGRITY:** Foster within the college community the values of leadership, intellectual curiosity, ethics, civic responsibility, and respect for diversity.

## UNDERGRADUATE PROGRAMS

Students entering the College of Arts and Sciences as freshmen or transfers, except those admitted as visiting students or non-degree students, select one of the following programs:

- Bachelor of Arts (BA)
- Bachelor of Science (BS)
- Bachelor of Engineering (BE)

There are three major areas of study in the College of Arts and Sciences. Each of these major areas is comprised of both degree- and non-degree-offering departments, as shown below:

### **ARTS AND HUMANITIES**

- ☐ Department of Art and Graphic Design
- ☐ Department of Communication and Media
- ☐ Department of English
- ☐ Department of Arabic and Foreign Languages
- ☐ Department of Music and Drama

### **SCIENCES AND ENGINEERING**

- ☐ Department of Electrical and Computer Engineering
- ☐ Department of Computer Science and Information Systems
- ☐ Department of Math and Natural Sciences

### **SOCIAL SCIENCES**

- ☐ Department of International Relations
- ☐ Department of Social and Behavioral Sciences
- ☐ Gulf Studies Certificate Program

## **DEPARTMENT OF ART AND GRAPHIC DESIGN**

**Department Chair:** William Andersen, M.F.A.

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

### **MISSION STATEMENT**

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

### **VALUES**

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

### **VISION**

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

## BACHELOR OF ARTS IN GRAPHIC DESIGN

### LEARNING OUTCOMES

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

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

### ADMISSION TO THE PROGRAM

Students wishing to major in Graphic Design should apply for major declaration by the end of their sophomore year (60 credit hours). Students are **required** to have:

- Cumulative GPA of 2.0 or better;
- Grade of “C-” or better in ENGL 101;
- Grade of “C-” or better in ART 101, ART 102, ART 120, ART 121, and GDES 110.

### UNIVERSITY DEGREE REQUIREMENTS (124 CREDIT HOURS)

To receive a Bachelor of Arts in Graphic Design, students must complete at least 124 credit hours. In addition, students are required to complete a minimum of ten courses (30 credit hours) of upper-level courses (300-level and above) at AUK, of which at least 21 credit hours need to be taken in the major.

*General Education Requirements, composed of:* (49)

- Program prerequisites applicable to Gen Ed requirements (6)
- Remaining Gen Ed requirements (43)

*GDES Major Requirements, comprised of:* (63)

- Program Prerequisites (with 6 credits applicable to Gen Ed Humanities) [ART 101, 102, 120, 121, GDES 110] (9)
- Core Courses (33)
- GDES Electives (12)
- GDES Related Field Electives (9)

*Free Electives* (12)

## **MAJOR REQUIREMENTS (63 CREDIT HOURS)**

The Graphic Design Major requirements include 9 credit hours of program prerequisites, 33 credit hours of core courses, 12 credit hours of Graphic Design Electives, and 9 credit hours of Graphic Design Related Field Electives. GDES students may earn a minimum grade of “C-” in individual courses required for the GDES major; however, they must maintain a cumulative major GPA of at least 2.00 in their major requirements to earn the BA in Graphic Design. The development and completion of an e-portfolio is part of the degree requirement.

### *Program Prerequisites (9 credit hours)*

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

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

### *Core Courses (33 credit hours)*

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

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

### *Graphic Design Electives (12 credit hours)*

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

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

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

Students must select three courses (9 credit hours), in consultation with their academic advisor, from the following designations: ART, COMM, SBSA, and PHIL 100. One class must be chosen from ART 103, ART 201, ART 205, ART 211, and ART 389 (Art History-type class only).

### *Free Electives (12 credit hours)*

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

## **MINOR IN GRAPHIC DESIGN (21 CREDIT HOURS)**

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

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

### *Minor Prerequisites (6 credit hours)*

The following courses may be applied to fulfill the General Education Humanities [H] requirement:

ART 101	Art History I	(3)[H]
ART 102	Art History II	(3)[H]

### *Minor Core Requirements (12 credit hours)*

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



### *Minor Elective Requirements (3 credit hours)*

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

## **INTERNSHIP**

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

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

## **DEPARTMENT OF COMMUNICATION AND MEDIA**

**Department Chair:** Dr. Candace Dominique

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

### **MISSION AND VISION**

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

To accomplish this, the Communication and Media program employs a flexible approach, exposing students to various branches such as Advertising, Journalism, Public Relations, and others. Laboratory courses sharpen students' skills, lectures provide firm theoretical grounding, and internships enable students to view the profession from a variety of perspectives.

### **VALUES**

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

## BACHELOR OF ARTS IN COMMUNICATION AND MEDIA

### LEARNING OUTCOMES

Upon completion of a major in Communication and Media, the student will be able to:

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

### ADMISSION TO THE PROGRAM

Students wanting to major in Communication and Media should apply for a major declaration by the end of their sophomore year. Students must have:

- Cumulative GPA of 2.00 or better.
- Grade of "C-" or better in ENGL 101 and ENGL 102.

### UNIVERSITY DEGREE REQUIREMENTS (124 CREDIT HOURS)

To earn a Bachelor of Arts in Communication and Media, students must complete at least 124 credit hours. Students are required to complete a minimum of twelve courses (36 credit hours) of upper-level courses (300-level and above) as part of their 124-credit hour degree requirement at AUK, of which at least 18 credits hours need to be taken in the major.

<i>General Education Requirements</i>	(49)
<i>Major Requirements, composed of:</i>	(57)
<input type="checkbox"/> COMM Core Courses	(15)
<input type="checkbox"/> COMM Concentration Courses	(24)
<input type="checkbox"/> COMM Electives	(18)
<i>Free Electives</i>	(18)

### MAJOR REQUIREMENTS (57 CREDIT HOURS)

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

### *Communication and Media Core Courses (15 Credit Hours)*

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

### *Communication Concentration Courses (24 Credit Hours)*

Students must complete, in consultation with their academic advisor, a total of 24 total credit hours from the courses listed below. . At least six courses (18 credit hours) must be upper-level (300- to 400-level).

COMM 111	Images in Media	(3) [H]
COMM 206	Mass Media Writing	(3)
COMM 230	Principles of Advertising	(3) [H]
COMM 240	Principles of Public Relations	(3) [H]
COMM 310	Broadcast Journalism	(3)
COMM 312	News Reporting and Editing	(3) [H]
COMM 313	Documentary Production	(3)
COMM 320	Mass Media Law	(3)
COMM 325	Mass Communication and Society	(3) [H]
COMM 350	Organizational Communication and Leadership	(3)
COMM 360	Public Relations Writing	(3)
COMM 389	Special Topics*	(3)
COMM 402	PR Campaigns	(3)
COMM 425	International Case Studies in Public Relations	(3)
COMM 455	Advertising Media Planning	(3)
COMM 460	Advertising Campaigns	(3)

**\* Can be repeated for credit under different topics**

### *Communication Electives (18 Credit Hours)*

Majors must choose six additional COMM courses for their major electives (18 credit hours) in consultation with their academic advisor. At least four courses (12 credit hours) must be upper-level (300- to 400- level).

COMM 208	Film Production I	(3)
COMM 222	Global Media and Spaces of Identity	(3) [S]
COMM 249	Images of Women in Media	(3) [S]
COMM 265	South Asian Film: A Global Perspective	(3) [S]
COMM 366	Popular Culture in South Asia: Film	(3) [S]
COMM 380	Media Translation	(3)
COMM 388	Independent Study	(1-3)
COMM 427	Media in Arab Society	(3) [H]

## FREE ELECTIVES (18 CREDIT HOURS)

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

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

The minor requires a minimum of 18 credit hours. These include: two core courses (6 credit hours) COMM 101: Introduction to Mass Communication, and COMM 110: Digital Foundations; two COMM courses (6 credit hours) at the 300-level and above; and two courses (6 credit hours) from any of the COMM Concentration or COMM Elective credits. At least nine credit hours must be taken in residence at AUK.

Students enrolling in the Communication and Media Minor should have normally completed a minimum of 30 credit hours of coursework and be in good academic standing.

## INTERNSHIP

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

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

## DEPARTMENT OF ENGLISH

**Department Chair:** Dr. David Hadbawnik

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

*Books can be dangerous. The best ones should be labeled "This could change your life."*

–Helen Exley

In the AUK English Department, studying English literature and language is both a noble endeavor and one with practical and immediate benefits. The department is committed to teaching rigorous analysis, clear and successful communication, good writing, and cultural critique and understanding. For students majoring or minoring in English, the program provides a foundation in the structure of the English language and its literary traditions; it also educates students in the exploration of the relationships of language and literature to the individual and society, and to history and politics. The program also provides a broad range of world literature carefully selected by the faculty to include work by authors of diverse backgrounds, and in a variety of literary forms and periods.

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

## MISSION

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

## VALUES

The following Five Core Values are imperative to the success and well-being of the department:

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

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

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

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

**Diversity:** The cornerstone to any serious educational undertaking is a healthy and respectful appreciation for that which is different and new.

## VISION

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

## BACHELOR OF ARTS IN ENGLISH

### LEARNING OUTCOMES

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

1. Recognize a wide range of literary works of world cultures, sub-cultures, and minority groups.
2. Compare and contrast texts produced in different periods and genres.
3. Identify and discuss representative authors, works, and movements.
4. Analyze cultural and literary texts using theory.
5. Develop independent thought and judgment to carry out research projects.
6. Develop and communicate ideas clearly in writing.
7. Evaluate cultural and literary texts within socio-political, historical, and economic contexts.

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

## ADMISSION TO THE PROGRAM

Formal admission to the major requires a cumulative GPA of 2.00.

## UNIVERSITY DEGREE REQUIREMENTS (124 CREDIT HOURS)

To receive a Bachelor of Arts in English, students must complete at least 124 credit hours. In addition, students are required to complete a minimum of 30 credit hours of upper-level courses (300-level and above) at AUK, of which at least 18 credits hours need to be taken in the major.

<i>General Education Requirements</i>		(49)
<i>Major Requirements, composed of:</i>		(45)
☐ Core Courses	(18)	
☐ English Electives	(27)	
<i>Free Electives</i>		(30)

## MAJOR REQUIREMENTS (45 CREDIT HOURS)

Major requirements include six required core courses (18 credit hours), followed by nine English elective courses (27 credit hours):

### *Core Courses (18 credit hours)*

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

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

### *English Electives (27 credit hours)*

In consultation with their academic advisor, students must complete nine courses (27 credit hours) from any remaining ENGL 300 or 400-level courses, or ENGL 207, or any **one** TRAN 200-300-level course. ENGL 485: Senior Thesis (3 credit hours), applies as an English elective.

## FREE ELECTIVES (30 CREDIT HOURS)

Choose ten courses (30 credit hours) in consultation with the academic advisor.

## MINOR IN ENGLISH (18 CREDIT HOURS)

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

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

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

## INTERNSHIP

### ENGL 470

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

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

## DEPARTMENT OF ARABIC AND FOREIGN LANGUAGES

**Department Chair:** Dr. Andrei Zavaliy

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

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

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

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

## MISSION STATEMENT

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

## VALUES

The Department of Arabic and Foreign Language values excellence in teaching Arabic language, in teaching Arabic literature, in teaching translation skills, and in teaching French and Spanish. Likewise, it values critical thinking, organization of ideas, and clear expression.

## VISION

We aspire to be the best department for the study of Arabic and foreign languages in the Gulf region, offering rigorous Arabic, foreign language, and translation instruction across a variety of levels, as well as advanced instruction in the Arabic literary heritage.

## LIST OF ARABIC COURSES

ARAB 101	Arabic as a Second Language I	(3) [A]	once/year
ARAB 114	Arabic Basic Language Skills	(3) [A]	every semester
ARAB 150	Human Development in the Arab World	(3) [H,K]	occasionally
ARAB 201	Arabic as a Second Language II	(3) [A]	occasionally
ARAB 205	Survey of Arab-Islamic Civilization	(3) [H,K]	every semester
ARAB 215	Arabic Composition I	(3) [A]	every semester
ARAB 220	Readings in Arabic Heritage	(3) [A,H]	every semester
ARAB 221	Creative Writing	(3) [H]	occasionally
ARAB 301	Arabic as a Second Language III	(3) [A]	occasionally
ARAB 303	Literature of the Arabian Gulf	(3) [H,K]	every semester
ARAB 304	Arabic Drama	(3) [H,K]	occasionally
ARAB 308	Arab Women in History	(3) [H]	occasionally
ARAB 310	Classical Arabic Prose	(3) [H,K]	occasionally
ARAB 312	Modern Arabic Literature	(3) [H,K]	once/year
ARAB 313	Arab Women and Literature	(3) [H,K]	occasionally
ARAB 314	Classical Arabic Poetry	(3) [H,K]	occasionally
ARAB 315	Literature of Al-Andalus	(3) [H,K]	occasionally
ARAB 316	Literature in the Abbasid Era	(3) [H,K]	occasionally
ARAB 318	Modern Arabic Novel	(3) [H,K]	occasionally
ARAB 369	Short Course	(1-3)	occasionally
ARAB 388	Independent Study	(1-3)	occasionally
ARAB 389	Special Topics	(3)	occasionally



## MINOR IN ARABIC (18 CREDIT HOURS)

The Arabic minor program strengthens students' communication skills in Arabic and familiarizes students with the rich Arabic literary heritage. It develops skills of fluid expression in formal Arabic and leads to an informed awareness of the Arabic literary tradition.

### *Learning Outcomes*

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

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

### *Minor Requirements*

At least 9 credit hours must be taken at AUK.

#### **Minor Core Requirements (9 Credit Hours)**

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

ARAB 215	Arab Composition I	(3)[A]
ARAB 220	Readings in Arabic Heritage	(3)[A][H]
ARAB 312	Modern Arabic Literature	(3)[H][K]

#### **Minor Electives (9 Credit Hours)**

In addition, students must complete (in consultation with their academic advisor) three other courses (9 credit hours) from the following:

ARAB 205	Survey of Arab-Islamic Civilization	(3)[H][K]
	<b>AND/OR</b>	
ARAB 221	Creative Writing	(3)
	<b>AND/OR</b>	
Any ARAB course at the 300-level or higher		(3)

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

## FOREIGN LANGUAGES

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

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

*List of Foreign Language Courses*

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

# DEPARTMENT OF MUSIC AND DRAMA

**Department Chair:** Dr. Lisa Urkevich

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

The Department of Music and Drama offers a wide range of opportunities for both beginning and advanced students. Entry-level courses in piano, guitar, voice, and acting are available for those who are new to the performing arts, while students with a deeper interest can enroll in private lessons on instruments or voice, or take part in major theatre productions. Each semester our faculty of talented professionals works closely with students to prepare them for campus concerts and plays. Students also enjoy academic courses involving the history, culture, and theory of music and drama.

Performing arts facilities include a black box theatre, a piano laboratory, a special music classroom, and several practice rooms each equipped with digital pianos. The department also houses a complete xylophone ensemble, a concert grand marimba, two drum sets, and two grand pianos, including a state-of-the-art Yamaha CX72.32 m. concert grand.

## MISSION STATEMENT

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

## VALUES

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

## VISION

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

## LEARNING OUTCOMES

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

1. **Practical Skills:** Demonstrate an understanding of musical and dramatic components and processes.
2. **Knowledge and Understanding:** Develop an understanding of various musical and dramatic cultures, historical periods, and theories of the art.
3. **Transferable, Generic Skills:**
  - a. Interact effectively as part of a team.
  - a. Communicate and present their work.
  - b. Evaluate their product and planning process.

## MUSIC COURSES

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

## DRAMA COURSES

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

## CERTIFICATES IN MUSIC AND DRAMA

The Department of Music and Drama recognizes students who excel in the Performing Arts. AUK students who graduate with 12 credits of courses that have the prefix MUSC are eligible for the prestigious **DEPARTMENT CERTIFICATE in MUSIC**. SBSA 370 credits also count towards the music certificate. Several courses, like ensembles, can be repeated for credit, and students can take private lessons, MUSC 110 and 310, up to 4 times each and each time these credits will be added to the cumulative certificate totals. The **DEPARTMENT CERTIFICATE in DRAMA** is awarded to AUK students who take 9 credits of courses with the prefix DRAM or who in combination take the following Drama related courses: ARAB 304: Arabic Drama; ENGL 402: History of Theatre and Drama; and ENGL 403: Modern Drama. The certificates are issued at the Department level, and students who are highly involved in department plays and concerts as an extracurricular activity (without receiving credit) are also eligible for the certificate upon formal department review.

## DEPARTMENT OF ELECTRICAL AND COMPUTER ENGINEERING

**Department Chair:** Dr. Ashraf Zaher

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

The world we live in has become increasingly dependent on advances made in part by electrical and computer engineering (ECE). The impact of ECE spans a wide spectrum of life aspects ranging from energy, electrical power, sustainable development, and communications, to computers and computer networks, to instruments for all sectors of society from entertainment to health care, from space exploration to ocean exploration. Computer engineers are improving the ability of computers to “see” and “think.” They are making computers more mobile, and even incorporating computers into fabrics, clothes, and almost all industries. Electrical engineers are exploring renewable energy sources, leading sustainable development, promoting modern control of industrial machinery, to name a few.

The Electrical and Computer Engineering Program at AUK prepares future engineering leaders through an innovative engineering education that bridges science and engineering, enterprise, and the society. ECE curricula are built on four pillars: Math and Science; Electrical or Computer Design; Arts, Humanities, and Social Sciences; and Entrepreneurship. The Math and Science sequence teaches fundamental ideas and techniques in science and math whose application makes engineering possible. Under the Design pillar, students complete design projects that enable them to apply technical and non-technical knowledge and skills, develop understanding of design process, identify and define problems and muster the resources necessary to realize solutions. This process comes to a synthesis in a yearlong capstone design course. Under the Arts, Humanities, and Social Sciences pillar, students develop a broad knowledge of social, cultural, and humanistic contexts and foster the ability to apply contextual thinking in the study of Electrical or Computer Engineering and other disciplines. Entrepreneurship is the process of identifying opportunities, fulfilling human needs, and creating value. Under this pillar, AUK’s Electrical or Computer Engineering students will demonstrate a capacity to identify social, technical, and economic opportunities, to predict challenges and the cost associated with the pursuit of opportunities, and to make decisions about which opportunities are worthy of pursuit.

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

The American University of Kuwait offers a Dual Degree Program in conjunction with Dartmouth College's Thayer School of Engineering, which allows AUK students to earn a Bachelor of Engineering (BE) degree in Computer Engineering at AUK and a BE degree in General Engineering from the Thayer School of Engineering, after five years of study.

## **UNDERGRADUATE PROGRAMS**

The Department of Electrical and Computer Engineering offers two undergraduate programs that lead to the degree of Bachelor of Engineering:

- Computer Engineering (CEEG)
- Electrical Engineering (ELEG)

## **MISSION STATEMENT**

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

## **VALUES**

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

## **VISION**

The Electrical and Computer Engineering Department aspires to be recognized locally, regionally, and internationally for providing quality engineering education.

## **PROGRAM EDUCATIONAL OBJECTIVES**

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

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

## STUDENT OUTCOMES

ELEG and CPEG graduates of AUK will be able to:

1. Identify, formulate, and solve complex engineering problems by applying principles of engineering, science, and mathematics
2. Apply engineering design to produce solutions that meet specified needs with consideration of public health, safety, and welfare, as well as global, cultural, social, environmental, and economic factors
3. Communicate effectively with a range of audiences
4. Recognize ethical and professional responsibilities in engineering situations and make informed judgments, which must consider the impact of engineering solutions in global, economic, environmental, and societal contexts
5. Function effectively on a team whose members together provide leadership, create a collaborative and inclusive environment, establish goals, plan tasks, and meet objectives
6. Develop and conduct appropriate experimentation, analyze and interpret data, and use engineering judgment to draw conclusions
7. Acquire and apply new knowledge as needed, using appropriate learning strategies

## ADMISSION TO THE PROGRAMS

Admission to the Electrical or Computer Engineering program takes place upon the successful completion of the course MATH 110 with a grade of (C-).

Transfer equivalencies from ABET accredited programs (<http://www.abet.org>) or equivalent will be considered. We also accept transfer from non-accredited programs for the courses that do not fall under the prefixes CPEG, ELEG, ENGR, or CSIS.

## BACHELOR OF ENGINEERING IN COMPUTER ENGINEERING

### UNIVERSITY DEGREE REQUIREMENTS (144 CREDIT HOURS)

To earn a Bachelor of Engineering in Computer Engineering, students must complete at least 144 credit hours. Students are required to complete a minimum of 30 credit hours of upper-level courses (300-level or above) at AUK, of which at least 18 credit hours need to be taken in the major.

*General Education Requirements, composed of* (49)

- Related field requirements applicable to Gen Ed requirements (16)
- Remaining Gen Ed requirements (33)

*Related Field Requirements not applicable to Gen Ed* (29)

*Major Requirements composed of:* (66)

- Computer Engineering Core (52)
- Computer Engineering Electives (14)

## MAJOR REQUIREMENTS (66 CREDIT HOURS)

Students must complete all courses (52 credit hours) listed in the Computer Engineering Core courses, and four elective courses and two lab electives (14 credit hours) from the Computer Engineering course electives.

### *Computer Engineering Core Courses (52 credit hours)*

CPEG 210	Digital Logic Design	(3)
CPEG 210L	Digital Logic Design Laboratory	(1)
CPEG 220	Computer Organization and Architecture	(3)
CPEG 330	Microprocessors and Interfacing	(3)
CPEG 330L	Microprocessors and Interfacing Laboratory	(1)
CPEG 340	Embedded System Design	(3)
CPEG 340L	Embedded System Design Laboratory	(1)
CPEG 350	Data Communications and Computer Networks	(3)
CPEG 475	Senior Design Capstone I	(3)
CPEG 480	Senior Design Capstone II	(3)
CSIS 130	Computer Programming II	(4)[T]
CSIS 210	Data Structures and Algorithms	(3)
CSIS 310	Introduction to Operating Systems	(3)
CSIS 330	Software Engineering	(3)
ELEG 220	Electric Circuits	(3)
ELEG 220L	Electric Circuits Laboratory	(1)
ELEG 270	Electronics	(3)
ELEG 270L	Electronics Laboratory	(1)
ELEG 320	Signals and Systems	(3)
ELEG 320L	Signals and Systems Laboratory	(1)
ENGR 330	Engineering Economics	(3)

### *Computer Engineering Course Electives (14 credit hours)*

Four course electives (12 credit hours) and two lab electives (2 credit hours) must be selected, in consultation with the academic advisor, from 200-level or higher CPEG, ELEG, ENGR, and/or CSIS courses. The electives must be chosen according to the following rules:

- At least two of the course electives must be CPEG courses.
- At least one of the lab electives must be a CPEG lab
- At least two of the course electives must be 300-level or higher courses
- A maximum of one course elective can be selected from the following CSIS courses:**

CSIS 230	Programming in a Second Language	(3)
CSIS 250	Database Systems	(3)
CSIS 255	Web Technologies	(3)
CSIS 260	System Analysis and Design	(3)
CSIS 300	E-Commerce	(3)



CSIS 320	Principles of Programming Languages	(3)
CSIS 370	Computer Graphics	(3)
CSIS 400	Theory of Computation	(3)
CSIS 401	Mobile Computing	(3)
CSIS 405	Analysis of Algorithms	(3)
CSIS 415	Artificial Intelligence	(3)
CSIS 425	Advanced Software Engineering	(3)
CSIS 440	Software Project Management	(3)
CSIS 476	Computer Security and Information Assurance	(3)

The remaining **course electives** are restricted to the following:

CPEG 369	Short Course	(1-3)
CPEG 388	Independent Study	(1-4)
CPEG 389	Special Topics in Computer Engineering	(3)
CPEG 422	Digital Signal Processing	(3)
CPEG 430	Introduction of Soft Computing	(3)
CPEG 441	Hardware/Software Co-Design	(3)
CPEG 450	Network Security	(3)
CPEG 455	Wireless Networks and Mobile Systems	(3)
CPEG 460	Robotics	(3)
CPEG 470	Internship in Computer Engineering	(1-3)
ELEG 300	Engineering Electromagnetics	(3)
ELEG 389	Special Topics in Electrical Engineering	(3)
ELEG 400	Environmental Aspects of Energy Systems	(3)
ELEG 421	Control Systems	(3)
ELEG 423	Instrumentation	(3)
ELEG 472	CMOS Digital Circuit Design	(3)
ENGR 200	Engineering Design	(3)
ENGR 300	Engineering Ethics	(3)
ENGR 389	Special Topics	(3)

**Lab Electives** are restricted to the following:

CPEG 201L	Matlab Programming Laboratory	(1)
CPEG 303L	Advanced Programming for Engineers Laboratory	(1)
CPEG 331L	Automation and Data Acquisition Laboratory	(1)
CPEG 350L	Data Communications and Computer Networks Laboratory	(1)
ELEG 421L	Control Systems Laboratory	(1)
ELEG 423L	Instrumentation Laboratory	(1)

### Related Field Requirements (45 credit hours)

The Related Field Requirements component is composed of six Math courses (20 credit hours), three Science courses (12 credit hours), one Computer Science course (4 credit hours), and three Management and Entrepreneurship courses (9 credit hours). Students must complete:

#### *Math Courses (20 credit hours)*

MATH 201	Calculus I	(3)[M]
MATH 203	Calculus II	(3)[M]
MATH 207	Advanced Engineering Mathematics	(4)
MATH 210	Differential Equations	(3)[M]
MATH 213	Discrete Mathematics	(3)[M]
STAT 214	Statistics for Engineers	(4)[M]

#### *Sciences Courses (12 credit hours)*

PHYS 115	General Physics I	(3)[P]
PHYS 115L	General Physics I Laboratory	(1)[P]
PHYS 116	General Physics II	(3)[P]
PHYS 116L	General Physics II Laboratory	(1)[P]
CHEM 101	General Chemistry I	(3)[P]
CHEM 101L	General Chemistry Laboratory I	(1)[P]

#### *Computer Science Course (4 credit hours)*

CSIS 120	Computer Programming I	(4)[T]
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#### *Management and Entrepreneurship Courses (9 credit hours)*

MGMT 201	Principles of Management	(3)
ENGR 210	Engineering Entrepreneurship I	(3)
ENGR 310	Engineering Entrepreneurship II	(3)

## **BACHELOR OF ENGINEERING IN ELECTRICAL ENGINEERING**

### **UNIVERSITY DEGREE REQUIREMENTS (144 CREDIT HOURS)**

To earn a Bachelor of Engineering in Electrical Engineering, students must complete at least 144 credit hours. Students are required to complete a minimum of 30 credit hours of upper-level courses (300-level or above) at AUK, of which at least 18 credits hours need to be taken in the major.

<i>General Education Requirements, composed of</i>		<i>(49)</i>
<input type="checkbox"/>	Related field requirements applicable to Gen Ed requirements	(16)
<input type="checkbox"/>	Remaining Gen Ed requirements (33)	(33)

*Related Field Requirements not applicable to Gen Ed* (29)

*Major Requirements composed of:* (66)

Electrical Engineering Core (52)

Electrical Engineering Electives (14)

## **MAJOR REQUIREMENTS (66 CREDIT HOURS)**

Students must complete all Electrical Engineering core courses (52 credit hours), and four elective courses and two lab electives (14 credit hours) from the Electrical Engineering course electives.

### *Electrical Engineering Core Courses (52 credit hours)*

CPEG 210	Digital Logic Design	(3)
CPEG 210L	Digital Logic Design Laboratory	(1)
CPEG 220	Computer Organization and Architecture	(3)
CPEG 350	Data Communications and Computer Networks	(3)
CSIS 130	Computer Programming II	(4)[I]
CSIS 210	Data Structures and Algorithms	(3)
ELEG 220	Electric Circuits	(3)
ELEG 220L	Electric Circuits Laboratory	(1)
ELEG 270	Electronics	(3)
ELEG 270L	Electronics Laboratory	(1)
ELEG 300	Engineering Electromagnetics	(3)
ELEG 310	Electric Machines and Power Fundamentals	(3)
ELEG 310L	Electric Machines Laboratory	(1)
ELEG 320	Signals and Systems	(3)
ELEG 320L	Signals and Systems Laboratory	(1)
ELEG 330	Power System Analysis	(3)
ELEG 330L	Power Systems Laboratory	(1)
ELEG 421	Control Systems	(3)
ELEG 475	Senior Design Capstone I	(3)
ELEG 480	Senior Design Capstone II	(3)
ENGR 330	Engineering Economics	(3)

### *Electrical Engineering Course Electives (14 credit hours)*

Four course electives (12 credit hours) and two lab electives (2 credit hours) must be selected, in consultation with the academic advisor, from 200-level or higher CPEG, ELEG, and/or ENGR courses. The electives must be chosen according to the following rules:

- At least two of the course electives must be ELEG courses
- At least one of the lab electives must be an ELEG lab
- At least two of the course electives must be 300-level or higher courses

**Course electives** are restricted to the following:

CPEG 330	Microprocessors & Interfacing	(3)
CPEG 340	Embedded System Design	(3)
CPEG 389	Special Topics in Computer Engineering	(3)
CPEG 422	Digital Signal Processing	(3)
CPEG 430	Introduction of Soft Computing	(3)
CPEG 441	Hardware/Software Co-Design	(3)
CPEG 450	Network Security	(3)
CPEG 455	Wireless Networks and Mobile Systems	(3)
CPEG 460	Robotics	(3)
ELEG 369	Short Course	(1-3)
ELEG 388	Independent Study	(1-4)
ELEG 389	Special Topics in Electrical Engineering	(3)
ELEG 400	Environmental Aspects of Energy Systems	(3)
ELEG 411	Electric Drives	(3)
ELEG 412	Renewable Energy Systems	(3)
ELEG 422	Digital Control Systems	(3)
ELEG 423	Instrumentation	(3)
ELEG 470	Internship in Electrical Engineering	(1-3)
ELEG 471	Power Electronics	(3)
ELEG 472	CMOS Digital Circuit Design	(3)
ENGR 200	Engineering Design	(3)
ENGR 300	Engineering Ethics	(3)
ENGR 389	Special Topics	(3)

**Lab Electives** are restricted to the following:

CPEG 201L	Matlab Programming Laboratory	(1)
CPEG 330L	Microprocessors and Interfacing Laboratory	(1)
CPEG 331L	Automation and Data Acquisition Laboratory	(1)
CPEG 340L	Embedded System Design Laboratory	(1)
CPEG 350L	Data Communications and Computer Networks Laboratory	(1)
ELEG 421L	Control Systems Laboratory	(1)
ELEG 423L	Instrumentation Laboratory	(1)
ELEG 471L	Power Electronics Laboratory	(1)

### **RELATED FIELD REQUIREMENTS (45 CREDIT HOURS)**

The Related Field Requirements component is composed of six Math courses (20 credit hours), three Science courses (12 credit hours), one Computer Science course (4 credit hours), and three Management and Entrepreneurship courses (9 credit hours). Students must complete:

*Math Courses (20 credit hours)*

MATH 201	Calculus I	(3)[M]
MATH 203	Calculus II	(3)[M]
MATH 207	Advanced Engineering Mathematics	(4)
MATH 210	Differential Equations	(3)[M]
MATH 213	Discrete Mathematics	(3)[M]
STAT 214	Statistics for Engineers	(4)[M]

*Sciences Courses (12 credit hours)*

PHYS 115	General Physics I	(3)[P]
PHYS 115L	General Physics I Laboratory	(1)[P]
PHYS 116	General Physics II	(3)[P]
PHYS 116L	General Physics II Laboratory	(1)[P]
CHEM 101	General Chemistry I	(3)[P]
CHEM 101L	General Chemistry Laboratory I	(1)[P]

*Computer Science Course (4 credit hours)*

CSIS 120	Computer Programming I	(4)[T]
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*Management and Entrepreneurship Courses (9 credit hours)*

MGMT 201	Principles of Management	(3)
ENGR 210	Engineering Entrepreneurship I	(3)
ENGR 310	Engineering Entrepreneurship II	(3)

**INTERNSHIP**

*Eligibility:* A student with a cumulative major GPA of at least 2.70 at the beginning of the Junior or Senior year may elect to pursue an internship course. The Internship is completed in the following stages:

1. **Program Discussion:** Potential interns (Junior or Senior majors) are advised on the nature and purpose of an internship. The essential point is that they learn that there is a significant difference between the theory they learn in the classroom and the practice they will encounter during their internship.
2. **Internship Contract Signed:** The next stage is to have a meeting with the organization that has agreed to provide the internship. At this meeting the nature of the internship is discussed and the student, the off-campus supervisor, and the 470 instructor sign the form. At this meeting, special details of the internship are agreed upon in the format of a contract between the three parties.
3. **Visit to Place of Work:** At the time of the contract signing, or at a time near to this meeting, the 470 instructor visits the place of work where the student is going to be working and checks that the environment is suitable and that the nature of the work and the place of work go together.
4. **Contact Off-campus Supervisor:** Contact is established between the off-campus

supervisor and the 470 instructor to ensure that if any problems arise during the internship there is a clear understanding of the roles each party will play in making sure that the student has a quality learning experience.

5. **Weekly Progress Reports from Intern:** During the period of the internship, interns are expected to email the 470 instructor, every week, to report on progress and activity. Students are expected to record their activities so that they can, in the future, review what activities have occupied their time while they were on an internship.
6. **Continuous Assessment of the Intern:** Interns will be required to fill a log-book. They should record their daily activities and have their on-site supervisor sign it at the end of every week. Also, the off-campus supervisor will be consulted by the 470 instructor before, one week after the beginning of the internship to make sure that the student successfully started her/his activities.
7. **Intern's Internship Final Report:** At the end of an intern's period of work the intern is required to present a Report of Activity. This report is to record the activities that the student has completed. The program will provide a general template for the report, which is a summary of their log-book. Students may add to the template. Once the report is submitted it is reviewed by the 470 instructor, additions may be requested during an interview and discussion with the student.
8. **Final Presentation:** The student has to give a public presentation to the department about his/her experience. This may be done on-site, if necessary.
9. **Final Assessment:** Students should obtain a certificate of completion/accomplishment from their off campus supervisor at the end of their internship. The 470 instructor then confirms the off-campus supervisor assessment. After the student presents her/his findings and submits all the required deliverables, the 470 instructor submits the final grade of either Pass or No Pass.

### *Grade Distribution*

<input type="checkbox"/> Weekly progress reports	50%
<input type="checkbox"/> Work supervisor report	10%
<input type="checkbox"/> Final Report	20%
<input type="checkbox"/> Final Presentation	20%

### *Guidelines*

- The student is limited to a maximum of 6 credits hours of internship. A maximum of 3 credit hours (taken in increments of 1, 2 or 3 credits) may be applied to the major electives. An additional 3 credit hours of internship may be counted towards a second major, minor or as free electives.
- For the durations of the semester, 16 weeks, students should work at least 2.5 hours per week (for 1 credit); 7.5 hours per week (for 3 credits); 10 hours per week (for 4 credits); and 15 hours per week (for 6 credits). A minimum of 120 hours is required for 3 credits, 80 hours for 2 credits, and 40 hours for 1 credit. For the Summer semester, a minimum of 25 hours per week are required for a single block (5 weeks).
- The Department of Electrical and Computer Engineering sets the standards for the internship and reserves the right to decide on the suitability of the work experience.

- The Department of Electrical and Computer Engineering may assist students to find suitable employment.
- Students are encouraged to find their own placements. However, the Department of Electrical and Computer Engineering must be advised before a student approaches a prospective organization.
- The 470 instructor will visit the place of work where the student will be working to determine if the environment is suitable and that the nature of the work and place of work are in synergy.
- Contact will be established between the 470 instructors and on-site supervisor to ensure that if any problems arise during the internship, there is a clear understanding of the roles each party will play to ensure that the student has a quality learning experience.
- A placement is not secured until it has been approved by the Department of Electrical and Computer Engineering, and the student has signed and returned the Student Internship Agreement.
- Students are required to meet with the 470 instructor at least once a week to report on progress and activity.
- Any student who is dismissed from his/her internship must notify the Department Chair immediately. Failure to do so within a reasonable amount of time will result in a failing grade.

## **DOUBLE MAJOR IN ELECTRICAL/COMPUTER ENGINEERING**

Students pursuing a double major in Electrical and Computer Engineering need to complete at least 164 credit hours to meet the requirements of both majors. Students can choose between the two capstone course sequences CPEG 475 and CPEG 480, or ELEG 475 and ELEG 480; however, the selected capstone project topic must be cross-both-majors. Six course electives (18 credit hours) and two lab electives (2 credit hours) must be selected, in consultation with the academic advisor, from 200-level or higher CPEG, ELEG, ENGR, and/or CSIS courses. The electives must be chosen according to the following rules:

1. At least two of the course electives must be CPEG courses.
2. At least two of the course electives must be ELEG courses.
3. A maximum of one CSIS course elective
4. One of the lab electives must be a CPEG lab.
5. One of the lab electives must be an ELEG lab.
6. At least four of the course electives must be 300-level or higher courses.

The course electives are restricted to the following:

**CPEG Electives:**

CPEG 388, 389, 422, 430, 441, 450, 455, 460, 470

**ELEG Electives:**

ELEG 388, 389, 400, 411, 412, 423, 470, 471, 472

**ENGR Electives:**

ENGR 200, 300, 389

**CSIS Electives:**

CSIS 230, 250, 255, 260, 300, 320, 370, 400, 401, 405, 415, 425, 440, 476

**CPEG Lab Electives:**

CPEG 201L, 303L, 331L, 350L

**ELEG Lab Electives:**

ELEG 421L, 423L, 471L

Students joining the Double Major option after completing a Capstone Course Sequence might need to take a second Capstone Course Sequence depending on their Capstone Project topic. In the case where a second Capstone Course Sequence is mandated for the student by the Department, four course electives (12 credit hours) and two lab electives (2 credit hours) must be selected, in consultation with the academic advisor, from 200-level or higher CPEG and ELEG courses. The electives must be chosen according to the following rules and restricted to the lists provided above:

1. Two of the course electives must be CPEG courses.
2. Two of the course electives must be ELEG courses.
3. One of the lab electives must be a CPEG lab.
4. One of the lab electives must be an ELEG lab.
5. At least two of the course electives must be 300-level or higher courses.

Applications from students required to finish less than 144 credit hours for their Electrical/Computer Engineering degree (catalogs prior to AY 2014-15) to join the Double Major option or to have a Second-Degree (both AUK and non-AUK graduates) will be considered on case-by-case basis and might be subject to additional requirements.

**IMPORTANT: Scholarship students may not seek a double major unless the required credits for the second major fall within their scholarship major's (first major) limited credit hours, e.g., total of 124 (most programs), 125 (CS), or 144 (CPEG/ELEG) required credit hours. Students are financially liable for any additional credit hours beyond those required for their first major.**



# DEPARTMENT OF COMPUTER SCIENCE AND INFORMATION SYSTEMS

**Department Chair:** Dr. Ahmad A. Rabaa'i  
Email: [CSIS@auk.edu.kw](mailto:CSIS@auk.edu.kw)

Computers are everywhere in today's society. The infrastructures of so many elements of our everyday lives are increasingly dependent on computers and digital communication. Understanding the foundations of this technology and what it can do, helps controlling and shaping the processes of modern society.

The Computer Science and Information Systems (CSIS) department at AUK offers two Bachelor degree programs; a Bachelor of Science in Computer Science and a Bachelor of Science in Information Systems. Both programs cover the principles of computing and keep the students well-informed on the latest developments in technology. CSIS students not only gain a solid foundation in the theory and design of modern computing systems, but they are also given opportunities to test and apply their knowledge in lab assignments, in-class projects, and in a year-long senior capstone project. The program also offers two minors; a minor in Computer Science and a minor in Information Systems.

## VISION

The vision of AUK's Computer Science and Information Systems Department is to be a leading program in Kuwait and the region that offers high quality undergraduate disciplines in the Computing field.

## MISSION

The mission of AUK's Computer Science and Information Systems Department is to provide its students with a quality education based on computing fundamentals, entrepreneurship, and the Liberal Arts. The department will prepare its graduates for successful careers in industry, government, and graduate studies, as well as lay the foundation for lifelong learning.

## VALUES

The values that guide the Computer Science & Information Systems Department at AUK are:

- ☐ **Teaching:** Academic excellence, learning, understanding and application.
- ☐ **Creativity:** Creative ideas and solutions in teaching, learning, research, and scholarship.
- ☐ **Service:** Service to the Department, the College, the University, the community, and the discipline.
- ☐ **Character:** Integrity, honesty, professionalism, accountability, and continuous self-improvement.

## ADMISSION TO THE COMPUTER SCIENCE OR INFORMATION SYSTEMS PROGRAM

Admission to the Computer Science or Information Systems programs takes place upon the completion of MATH 110 with a university GPA of 2.0 or higher.

Transfer equivalencies from ABET accredited programs (<http://abet.org>) or equivalent will be considered. We also accept transfer from non-accredited programs for the courses that do not fall under the prefixes CSIS.

## **BACHELOR OF SCIENCE IN COMPUTER SCIENCE**

### **EDUCATIONAL OBJECTIVES**

Program educational objectives are broad statements that describe the career and professional accomplishments that a program is preparing its graduates to achieve.

The CS program prepares students to:

1. Succeed in a computer science related career by demonstrating leadership and ability to grow professionally in competence, and/or pursue and successfully complete advanced degrees.
2. Apply principles of computer science and industry computing practices to analyze, design, and implement computer-based solutions.
3. Communicate and work effectively with professionals from different areas of specialization.
4. Function ethically and responsibly in the profession and society.

### **STUDENT OUTCOMES**

Graduates of the Bachelor of Science in Computer Science will have acquired the following abilities to:

1. Analyze a complex computing problem and apply principles of computing and other relevant disciplines to identify solutions.
2. Design, implement, and evaluate a computing-based solution to meet a given set of computing requirements in the context of the program's discipline.
3. Communicate effectively in a variety of professional contexts.
4. Recognize professional responsibilities and make informed judgments in computing practice based on legal and ethical principles.
5. Function effectively as a member or leader of a team engaged in activities appropriate to the program's discipline.
6. Apply computer science theory and software development fundamentals to produce computing-based solutions.

### **UNIVERSITY DEGREE REQUIREMENTS (124 CREDIT HOURS)**

To earn a Bachelor of Science in Computer Science degree, students must complete at least 124 credit hours. Students are required to complete a minimum of 30 credit hours of upper-level courses (300-level or above) at AUK, of which at least 18 credits hours need to be taken in the major.

<i>General Education Requirements, composed of</i>	<i>(49)</i>
☐ Related field requirements applicable to Gen Ed requirements	(16)
☐ Remaining Gen Ed requirements	(33)
<i>Related Field Requirements not applicable to Gen Ed</i>	<i>(17)</i>
<i>Major Requirements composed of:</i>	<i>(58)</i>
☐ Computer Science Core	(49)
☐ Computer Science Electives	(9)

## **MAJOR REQUIREMENTS (58 CREDIT HOURS)**

### *Computer Science Core Course Requirements (49 credit hours)*

Students should earn a grade of “C-” or better in individual courses in the CS major. A cumulative major GPA of at least 2.00 in the major requirements is needed to earn an undergraduate degree in Computer Science.

CSIS 130	Computer Programming II	(4) [I]
CSIS 150	Professional and Ethical Issues in CSIS	(3)
CSIS 210	Data Structures and Algorithms	(3)
CSIS 220	Computer Architecture and Assembly Language	(3)
CSIS 250	Database Systems	(3)
CSIS 255	Web Technologies	(3)
CSIS 310	Introduction to Operating Systems	(3)
CSIS 320	Theory and Implementation of Programming Languages	(3)
CSIS 322	Computer Networks and Data Communication	(3)
CSIS 329	Introduction to Parallel and Distributed Computing	(3)
CSIS 330	Software Engineering	(3)
CSIS 401	Mobile Computing	(3)
CSIS 405	Analysis of Algorithms	(3)
CSIS 476	Computer Security and Information Assurance	(3)
CSIS 490	CSIS Capstone I	(3)
CSIS 491	CSIS Capstone II	(3)

### *Computer Science Elective Courses (9 credit hours)*

Students must complete three CSIS courses (9 credit hours) with a grade of “C-” or better, selected in consultation with the academic advisor, to fulfill the CSIS Electives requirement. Two courses must be 300 level or higher and the remaining course can be 200 level or higher. The three courses must be from CSIS.

## **RELATED FIELD REQUIREMENTS (33 CREDIT HOURS)**

CS students are also expected to complete 33 credit hours of related field requirements, of which (16 credit hours) are applicable to Gen Ed. The passing Grade in related field requirements is 2.0 “C”. The Related Field Requirements component is composed of CSIS, MATH, Science, and Business.



## BACHELOR OF SCIENCE IN INFORMATION SYSTEMS

### PROGRAM EDUCATIONAL OBJECTIVES

The IS program prepares students to:

1. Apply the knowledge of the IS discipline to succeed in productive careers in Information Systems, by demonstrating leadership and ability to grow professionally in competence, and/or pursue and successfully complete advanced degrees.
2. Apply the skills of the IS discipline, which exhibit critical thinking, problem-solving and teamwork to meet different stakeholders objectives.
3. Communicate and work effectively with professionals from different areas of specialization.
4. Function ethically and responsibly in the profession and society.

### STUDENT OUTCOMES

Graduates of the Bachelor of Science in Information Systems will have acquired the following abilities:

1. Analyze a complex computing problem and to apply principles of computing and other relevant disciplines to identify solutions.
2. Design, implement, and evaluate a computing-based solution to meet a given set of computing requirements in the context of the program's discipline.
3. Communicate effectively in a variety of professional contexts.
4. Recognize professional responsibilities and make informed judgments in computing practice based on legal and ethical principles.
5. Function effectively as a member or leader of a team engaged in activities appropriate to the program's discipline.
6. Support the delivery, use, and management of information systems within an information systems environment.

### UNIVERSITY DEGREE REQUIREMENTS (124 CREDIT HOURS)

To earn a Bachelor of Science in Information Systems, students must complete at least 124 credit hours. Students are required to complete a minimum of 30 credit hours of upper-level courses (300-level or above) at AUK, of which at least 18 credit hours need to be taken in the major.

<i>General Education Requirements, composed of</i>	<i>(49)</i>
□ Related field requirements applicable to Gen Ed requirements	(16)
□ Remaining Gen Ed requirements (33)	(33)
<i>Related Field Requirements not applicable to Gen Ed</i>	<i>(17)</i>
<i>Major Requirements composed of:</i>	<i>(58)</i>
□ Information Systems Core	(49)
□ Information Systems Electives	(9)

## MAJOR REQUIREMENTS (58 CREDIT HOURS)

### *Information Systems Core Course Requirements (49 credit hours)*

Students should earn a grade of “C-” or better in individual courses in the IS major. A cumulative major GPA of at least 2.00 in the major requirements (Core, Related Field, and IS Electives) is needed to earn an undergraduate degree in Information Systems.

CSIS 110	Foundations of Information Systems	(3)
CSIS 130	Computer Programming II	(4) [T]
CSIS 150	Professional and Ethical Issues in CSIS	(3)
CSIS 210	Data Structures and Algorithms	(3)
CSIS 230	Programming in a Second Language	(3)
CSIS 250	Database Systems	(3)
CSIS 255	Web Technologies	(3)
CSIS 260	Systems Analysis, Design, and Acquisition	(3)
CSIS 302	IT Infrastructure	(3)
CSIS 322	Computer Networks and Data Communication	(3)
CSIS 330	Software Engineering	(3)
CSIS 440	Software Project Management	(3)
CSIS 476	Computer Security and Information Assurance	(3)
CSIS 480	Business Process Management	(3)
CSIS 490	CSIS Capstone I	(3)
CSIS 491	CSIS Capstone II	(3)

### *Information Systems Elective Courses (9 credit hours)*

Students complete three CSIS courses (9 credit hours), selected in consultation with the academic advisor, to fulfill their IS Electives. Two courses must be 300-level or higher and the remaining course can be 200-level or higher. All three courses must be from CSIS.

## RELATED FIELD REQUIREMENTS (33 CREDIT HOURS)

IS students are also expected to complete 33 credit hours of related field requirements, of which 16 credit hours are applicable to Gen Ed. The Related Field Requirements component is composed of CSIS, MATH, Science, and Business.

### *CSIS Requirements (4 credit hours)*

CSIS 120	Computer Programming I	(4) [T]
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Computer Science and Information Systems majors do not need to take CSIS 101 to fulfill their general education requirements, as CSIS 120 will automatically fulfill that requirement.

*Math Requirements (6 credit hours)*

MATH 213	Discrete Mathematics	(3) [M]
STAT 201	Statistics	(3) [M]

*Science Requirements (8 credit hours)*

BIOL 101	General Biology I	(3) [P]
BIOL 101L	General Biology I Lab	(1) [P]
<b>AND</b>		
BIOL 102	General Biology II	(3) [P]
BIOL 102L	General Biology II Lab	(1) [P]
<b>OR</b>		
PHYS 115	General Physics I	(3) [P]
PHYS 115L	General Physics I Lab	(1) [P]
<b>AND</b>		
PHYS 116	General Physics II	(3) [P]
PHYS 116L	General Physics II Lab	(1) [P]

*Business Requirements (15 credit hours)*

The following two courses are required for IS students:

MGMT 201	Principles of Management	(3)
ENTR 201	Principles of Entrepreneurship	(3)

Students are also required to choose **ONE** theme from the following coherent set options:

**Option 1: Management**

MGMT 301	Change Management	(3)
MGMT 315	Decision-Making in Management	(3)
ENTR 301	Intermediate Entrepreneurship	(3)

**Option 2: Accounting**

ACCT 201	Principles of Financial Accounting	(3)
ACCT 205	Managerial Accounting	(3)
ACCT 301	Intermediate Accounting I	(3)

**Option 3: Finance**

ACCT 201	Principles of Financial Accounting	(3)
FINC 332	Financial Management	(3)
FINC 343	Financial Services Management	(3)

### Option 4: Marketing

ECON 200	Principles of Microeconomics	(3)
MRKT 200	Principles of Marketing	(3)
MRKT 309	Principles of E-Commerce	(3)

### MINOR IN COMPUTER SCIENCE (20 CREDIT HOURS)

Students must take the following four core courses (14 credit hours):

CSIS 120	Computer Programming I	(4) [T]
CSIS 130	Computer Programming II	(4) [T]
CSIS 210	Data Structures and Algorithms	(3)
CSIS 330	Software Engineering	(3)

And any two additional courses (6 credit hours) from the Computer Science major core course requirements.

### MINOR IN INFORMATION SYSTEMS (20 CREDIT HOURS)

Students must take the following four core courses (14 credit hours):

CSIS 110	Information Systems	(3) [T]
CSIS 120	Computer Programming I	(4) [T]
CSIS 130	Computer Programming II	(4) [T]
CSIS 210	Data Structures and Algorithms	(3)

And any two additional courses (6 credit hours) from the Information Systems major core course requirements.

### DOUBLE MAJOR

For a double major in CS and IS, core electives are mutually exclusive.

- If choosing CS as the additional major, students must complete an additional 27 credit hours: 9 credit hours of MATH and 18 credit hours of core courses.
- If choosing IS as the additional major, students will need an additional 24 credit hours of core courses.

### INTERNSHIP

*Eligibility:* A student with a departmental average of at least “B-” at the beginning of the junior or senior year may elect to pursue an internship course.

The Internship is completed in the following stages:

1. **Program Discussion:** Potential interns (junior or senior majors) are advised on the nature and purpose of an internship. The essential point they learn is that there is a significant difference between the theory they learn in the classroom and the practice they will encounter during their internship.



2. **Internship Contract Signed:** The next stage is to have a meeting with the organization that has agreed to provide the internship. At this meeting, the nature of the internship is discussed, and the student, the off-campus supervisor, and the 470 instructor all sign the form. At this meeting, special details of the internship are agreed upon in the format of a contract between the three parties.
3. **Visit to Place of Work:** At the time of the contract signing, or at a time near to this meeting, the 470 instructor visits the place of work where the student is going to intern and checks that the environment is suitable and that the nature of the work and the place of work go together.
4. **Contact Off-campus Supervisor:** Contact is established between the off-campus supervisor and the 470 instructor to ensure that if any problems arise during the internship, there is a clear understanding of the roles each party will play in making sure that the student has a quality learning experience.
5. **Bi-monthly Progress Reports from Intern:** During the period of the internship, interns are expected to email the 470 instructor bi-monthly to report on progress and activity. Students are expected to record their activities, so that in the future they can review what activities occupied their time while they participated in the internship.
6. **Mid-term Assessment of the Intern:** The midterm assessment of the intern is initially made based on the results of the bi-weekly progress reports. The off-campus supervisor will be consulted by the 470 instructor before the mid-term grade is posted.
7. **Intern's Internship Final Report:** At the end of an intern's period of work, the intern is required to present a Report of Activity. This report is to record the activities that the student has completed. The program will provide a general template for the report. Students may add to the template. Once the report is submitted, it is reviewed by the 470 instructor, and additions may be requested during an interview and discussion with the student.
8. **Final Presentation:** The student gives a public presentation to the program/division about his/her experience.
9. **Final Assessment:** The final assessment begins with a final assessment by the off-campus supervisor. This is submitted by the off-campus supervisor to the 470 instructor. The 470 instructor then confirms the off-campus supervisor assessment. After the student presents his/her findings, the 470 instructor submits the final grade of either Pass or No Pass.

### *Grade Distribution*

<input type="checkbox"/> Bi-weekly progress reports	30%
<input type="checkbox"/> Work supervisor report	10%
<input type="checkbox"/> Final report	40%
<input type="checkbox"/> Final presentation	20%

### *Guidelines*

1. The student is limited to a maximum of 6 credits hours of internship. A maximum of 3 credit hours (taken in increments of 1, 2 or 3 credits) may be applied to the major electives. An additional 3 credit hours of internship may be counted towards a second major, minor, or as free electives.
2. For the duration of the semester, 16 weeks, students should work at least 2.5 hours per week (for 1 credit); 7.5 hours per week (for 3 credits); 10 hours per week (for 4 credits); and 15

hours per week (for 6 credits). A minimum of 120 hours is required for 3 credits, 80 hours for 2 credits, and 40 hours for 1 credit.

3. The Department of Computer Science and Information Systems sets the standards for the internship and reserves the right to decide on the suitability of the work experience.
4. The Department of Computer Science and Information Systems may assist students to find suitable employment.
5. Students are encouraged to find their own placements. However, the Department of Computer Science and Information Systems must be advised before a student approaches a prospective organization.
6. The 470 instructor will visit the place of work where the student will be working to determine if the environment is suitable and that the nature of the work and place of work are in synergy.
7. Contact will be established between the 470 instructors and on-site supervisor to ensure that if any problems arise during the internship, there is a clear understanding of the roles each party will play to ensure that the student has a quality learning experience.
8. A placement is not secured until it has been approved by the Program Lead and Department Chair, and the student has signed and returned the Student Internship Agreement.
9. Students are required to meet with the 470 instructor at least once a week to report on progress and activity.

Any student who is dismissed from his/her internship must notify the Department Chair and withdraw before the withdrawal deadline. Failure to do so within a reasonable amount of time will result in a failing grade.

## DEPARTMENT OF MATH AND NATURAL SCIENCES

**Department Chair:** Dr. Hussein Alsarraf

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

### MISSION STATEMENT

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

### VALUES

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

## **VISION**

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

## **LEARNING OUTCOMES**

Students who complete the Mathematical and Natural Sciences requirement will demonstrate an:

1. Understanding of the realm and importance of Math and Natural sciences.
2. Ability in problem solving.
3. Ability to acquire, analyze, and interpret data and think critically.
4. Ability to communicate scientific and mathematical ideas clearly.
5. Understanding of principles and theories used to explain natural phenomena.

## **MINOR IN MATHEMATICS (21 CREDIT HOURS)**

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

Although thinking mathematically is considered difficult by most students, everyone is born with mathematical ability. The minor in Mathematics is designed to enable a student with a significant interest in Mathematics to deepen his/her knowledge while pursuing a concentration in another field. The minor in Mathematics, which is administered by the Department of Mathematics and Natural Sciences, will broaden students' understanding and application of mathematical concepts to their chosen field of study. The wide range of courses available makes it attractive to students who wish to become more mathematically literate.

## **LEARNING OUTCOMES FOR THE MATHEMATICS MINOR**

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

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

## PROGRAM REQUIREMENTS

At least 9 credit hours must be taken at AUK.

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

### *Core Courses (12 credit hours)*

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

MATH 201	Calculus 1	(3)[M]
MATH 203	Calculus 2	(3)[M]
MATH 205	Linear Algebra	(3)[M]
MATH 206	Calculus 3	(3)[M]
<b>OR</b>		
MATH 207	Advanced Engineering Mathematics	(4)

### *Minor Electives (9-10 credit hours)*

In addition, students must complete (in consultation with their academic advisor) three other courses (9-10 credit hours) chosen from the following:

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

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

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

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

The broad flexibility of the program is intended to accommodate the needs and goals of students who wish to pursue a career in natural sciences as well as the needs of students who are taking courses in Business, English Literature, Computer Science, History and International Relations, and other disciplines. The minor in Natural Sciences, which is administered by the Department of Mathematics and Natural Sciences, combined with any major in liberal arts, prepares students for further studies and helps them in future employment in Biology, Physics, Chemistry, Medicine and allied health fields, Engineering, Bioinformatics, and Environment Management. Science-based career opportunities are widely distributed among business, industry, journalism, government, and education.

A minor in Natural Sciences requires the completion of 21 credit hours of coursework in Natural Sciences. The 7 credit hours of science courses taken under the **General Education Requirements** can be used toward fulfilling the minor requirements.

### **LEARNING OUTCOMES**

Students who successfully complete the Natural Sciences minor will be able to:

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

### **PROGRAM REQUIREMENTS**

1. At least 9 credit hours must be taken at AUK.
2. A cumulative GPA of at least 2.00 in the minor requirements is needed to successfully complete the Natural Sciences Minor program.

*Core Courses (8 credit hours)*

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

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

*Minor Electives (13 credit hours)*

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

# DEPARTMENT OF INTERNATIONAL RELATIONS

**Department Chair:** Dr. Dmytro Roman Kulchitsky

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

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

The program is structured with a set of general core course requirements, which students should complete by the beginning of their junior year. Additionally, students take courses in three of the IR fields in which the student chooses to concentrate (Diplomacy and Conflict Resolution, International Law and Organizations, International Political Economy, International Relations and History). Finally, in consultation with their advisor, students select courses as International Relations Electives.

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

## MISSION STATEMENT

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

## VALUES

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

## VISION

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

## BACHELOR OF ARTS IN INTERNATIONAL RELATIONS

### LEARNING OUTCOMES

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

1. Examine diverse theories and perspectives of international relations.
2. Identify problems, issues, patterns and questions relevant to the study of international politics.
3. Apply research methods involved in the study of contemporary international relations.

4. Assess both qualitative and quantitative data relevant to different political and economic systems and their institutional arrangements.
5. Apply critical thinking and writing skills when analyzing political and economic problems, issues, and arguments in a variety of local, national, regional, and international contexts.
6. Reconstruct concepts, models, and theories of international relations.
7. Communicate decisions as leaders in the national, regional, and international arena.

## UNIVERSITY DEGREE REQUIREMENTS (124 CREDIT HOURS)

To earn a degree of Bachelor of Arts with a major in International Relations, students must complete at least 124 credit hours. Students should be mindful of the College requirement that a minimum of 30 hours of upper-level (300-level and above) courses must be completed at AUK. Twenty-seven (27) of these upper-level hours need to be taken in the IR major.

<i>General Education Requirements, composed of</i>		(49)
<i>Major Requirements composed of:</i>		(48)
IR Core Courses	(18)	
IR Field Concentration Courses	(27)	
IR Capstone	(3)	
<i>International Relations Electives</i>		(12)
<i>Free Electives</i>		(15)

## MAJOR REQUIREMENTS (48 CREDIT HOURS)

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

### *Core Courses (18 credit hours)*

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

HIST 105	World History Since 1900	(3) [S]
HIST 201	History and Politics of Kuwait	(3) [S]
IR 101	Introduction to International Relations	(3) [S]
IR 210	Methods of Research in International Relations	(3) [S]
<b>OR</b>		
PLSC 210	Methods of Research in Political	(3) [S]
IR 202	Trends in International Relations	(3) [S]
IR 206	International Political Economy	(3) [S]



*Field Concentration Courses (27 credit hours)*

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

**Diplomacy and Conflict Resolution**

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

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

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

AMST 409	American Foreign Policy Since World War II	(3)
IR 307	International Relations of Arab States	(3) [S]
IR 345	Conflict Resolution	(3) [S]
IR 386	Perspectives on US Foreign Policy in the Middle East	(3) [S]
PLSC 321	Islamic Political Philosophy	(3) [S]
PLSC 322	Western Political Theory	(3) [S]
PLSC 327	Comparative Ethnicity, Identity, and Ethnic Conflict	(3) [S]

## International Law and Organizations

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

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

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

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

## International Political Economy

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

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

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

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

## International Relations and History

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

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

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

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

*Capstone (3 credit hours)*

In consultation with his/her advisor, students should take one of the following IR Capstone courses during their senior year.

IR 485	Senior Seminar in Conflict Resolution	(3)
IR 486	Senior Seminar in International Law & Organizations	(3)
IR 487	Senior Seminar in International Political Economy	(3)

*International Relations Electives (12 credit hours)*

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

*Free Electives (15 credit hours)*

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

## MINOR IN HISTORY (18 CREDIT HOURS)

### *Learning Outcomes*

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

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

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

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

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

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

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

## MINOR IN INTERNATIONAL RELATIONS (18 CREDIT HOURS)

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

HIST 201	History and Politics of Kuwait	(3) [S]
IR 101	Introduction to International Relations	(3) [S]
IR 102	Trends in International Relations	(3) [S]

### AND

PLSC 203	Comparative Politics	(3) [S]
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### OR

IR 206	International Political Economy	(3)[S]
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Students must also take two 300-level or above courses (6 credit hours) in the following prefixes: **AMST**, **HIST**, **IR**, and **PLSC**. Students may substitute one upper-level course approved by the minor's Program Lead from the following prefix designations: **ECON**, **PHIL**, and **SBSA**.

## INTERNSHIP

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

### Grading

The grading scale used will be the standard scale for the department of IR. Grades will be determined as follows:

<input type="checkbox"/> Field Experience Report	35%
<input type="checkbox"/> Midterm Observations and Reflections	25%
<input type="checkbox"/> Learning Logs	15%
<input type="checkbox"/> Presentation	25%

### Field Experience Report

Students are required to turn in a comprehensive report that describes their field experience. Early in the semester, students will receive detailed information regarding the expectations with respect to compiling their report.

### Midterm Observations and Reflections

The on-site supervisor will make the initial assessment and forward this to the 470 instructor. Students must meet with their coordinating 470 instructor halfway through the internship to discuss their progress. Within one week following the observation, students should submit a brief reflection paper (3-4 pages typed, double-spaced, 12 pt. font) to the professor who observed them. Students' reflection papers should contain their own critical reflection on their learning experience.

## Learning Logs

The learning log is designed to be an ongoing collection of students' day-to-day work in the course and their own self-assessment of that work, as well as a record of their growth in understanding during the course. This will also help in future review of activities during the internship.

## Internship Final Report

At the end of the student's period of work, the student is required to present a Report of Activity. The report is to record the activities that the student has completed. The report is reviewed by the 470 instructor. Additions may be requested after discussions with the student.

## Presentation

Students must prepare an oral presentation for the Program.

## Final Assessment

The final assessment begins with the on-site supervisor, who submits his/her report to the 470 instructor. The 470 instructor then confirms the on-site supervisor's assessment, and if necessary, discusses it with the on-site supervisor.

The 470 instructor takes into account all the above mentioned points for grading (see Grading) and then submits the final grade.

## Overall Assessment

The most positive assessment of the student comes when the student is either encouraged to return to the company where the internship is carried out, or, as may happen in rare cases, the student is offered immediate employment. The most important assessment for the student is his/her understanding of the differences in the work day between the tasks and deadlines in the academic environment and the tasks and deadlines in the work environment.

## Guidelines

- A student with a cumulative major GPA of at least 2.00 at the beginning of the senior year may elect to pursue an **INTERNSHIP COURSE**.
- The Department sets the standards for the internship and reserves the right to decide on the suitability of the work experience.
- The Department may assist students to find suitable employment.
- Students are encouraged to find their own placements. However, the Department must be advised before a student approaches a prospective organization.
- The 470 instructor will visit the place of work where the student will be working to determine if the environment is suitable and that the nature of the work and place of the work are in synergy.
- Contact will be established between the 470 instructor and on-site supervisor to ensure that if any problems arise during the internship, there is a clear understanding of the roles each party will play to ensure that the student has a quality learning experience.
- A placement is not secured until it has been approved by the IR Department's Internship Coordinator and the Department Chair, and the student has signed and returned the Student Internship Agreement (see below).

- A student must secure an internship for the entire semester.
- Students should work at least 2.5 hours per week for 1 credit hour; 5 hours per week for 2; and 7.5 hours per week for 3. A maximum of 3 credit hours (taken in increments of 1, 2, or 3 credit hours) may be applied toward any one major, if the major requires an internship. If a student takes additional 1-3 credit hours of internship, those credits may be counted towards a student's second major, minor, or as free electives.
- Students are required to work with the 470 instructor at least once a week to report on progress and activity.
- Any student who is dismissed from his/her internship must notify the Internship Coordinator immediately, who will, in turn, notify the Department Chair. The student must then withdraw from the 470 course when dismissed if dismissal takes place before the withdrawal deadline. Failure to do so within a reasonable amount of time will result in a failing grade.
- All students will be treated equally and given the same opportunities.

### *Attendance*

In accordance with AUK policy, the expectation is that students will be present, on time, and prepared for every class meeting with the 470 instructor. Students are also required to be present, on time, and prepared for their internship.

### *Writing Standards and Academic Integrity*

The quality of students' ideas, as well as their presentations, will be taken into consideration when assigning grades. They are expected to produce written documents that include no spelling errors, and are easily read, well organized, clearly understood, and grammatically correct. Students are encouraged to use the grammar and spell-check capabilities of their word-processor, and to ask their peers or staff from the AUK Writing Center to proof-read their papers prior to submitting them to the professor. In accordance with AUK policy, a student's grade on any assignment may be reduced if s/he fails to attend to these aspects of his/her written assignments. Furthermore, the university policy on academic integrity will be strictly adhered to in this course.



# DEPARTMENT OF SOCIAL AND BEHAVIORAL SCIENCES

**Department Chair:** Dr. Pellegrino A. Luciano

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

## MISSION

The mission of the Department of Social and Behavioral Sciences is to advance knowledge of humanity through critical inquiry. The department strives to achieve this mission by employing multidisciplinary methods to examine the human mind, individual and group behavior, societies, cultures, and the environment.

## VALUES

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

## VISION

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

## DISCIPLINES

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

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

## DEGREE PROGRAMS

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

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

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

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

## LEARNING OUTCOMES

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

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

## UNIVERSITY DEGREE REQUIREMENTS (124 CREDIT HOURS)

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

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

## MAJOR REQUIREMENTS (45 CREDIT HOURS)

### *Core Courses (9 credit hours)*

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

### *Concentration Courses (36 credit hours)*

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

SBSA 205	Fundamentals of Arab Society	(3) [K,S]
SBSA 210	Arab Society and Culture	(3) [K,S]
SBSA 222	Global Media and Spaces of Identity	(3) [S]
SBSA 224	Shopping and Consumerism	(3) [S]
SBSA 235	Identity, Difference and Deviance	(3) [S]
SBSA 239	Nation and Migration	(3) [S]
SBSA 249	Images of Women in the Media	(3) [S]
SBSA 255	Health, Medicine and Curing	(3) [S]
SBSA 260	Ethnographic Film	(3) [S]
SBSA 265	South Asian Film: A Global Perspective	(3) [S]
SBSA 270	The Indigenous Americas	(3) [S]
SBSA 280	Kinship and Family in the Global Era	(3) [S]
SBSA 341	Women in Cross-Cultural Perspective	(3) [S]
SBSA 344	Tourism and Culture Change	(3) [S]
SBSA 345	Globalization: Opportunities and Challenges	(3) [S]
SBSA 348	Anthropology of Human Rights	(3) [S]
SBSA 360	Genocide and Refugees	(3) [S]
SBSA 366	Popular Culture in South Asia: Film and Beyond	(3) [S]
SBSA 370	Music of the Arabian Peninsula	(3) [K,S]
SBSA 372	Anthropology of Business	(3) [S]
SBSA 389	Special Topics*	(3)

\* *Can be repeated for credit under different topics.*

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

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

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

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

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

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

### INTERNSHIP

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

#### *Requirements*

**Activities Log:** The student is required to maintain an ongoing log of his or her day-to-day activities in the internship. The Activities Log is submitted to the 470 instructor at the end of the semester.

**Midterm Report:** At the mid-term of the semester, the on-site supervisor will make the initial assessment of the student's progress and forward this to the 470 instructor. The student then meets with the 470 instructor to discuss the report and his or her experiences in the internship. Within one week following the meeting, the student will submit a brief report to the 470 instructor that includes a critical reflection and evaluation of the learning experiences provided by the internship.

**Final Report:** At the end of the semester, students are required to submit a comprehensive report that describes their internship experiences. Students will receive detailed information concerning the requirements for this report.

**On-Site Supervisor Assessment:** At the end of the semester, the on-site supervisor will submit a report of the student's performance to the 470 instructor. The 470 instructor then confirms the on-site supervisor's assessment and, if necessary, discusses it with the on-site supervisor.

#### *Grading*

The final grade for the internship will be calculated as follows:

<input type="checkbox"/> Activities Log	20%
<input type="checkbox"/> Midterm Report	20%
<input type="checkbox"/> Final Report	30%
<input type="checkbox"/> On-Site Supervisor Assessment	30%

### *Guidelines*

1. Juniors and seniors with a minimum cumulative GPA of 2.0 may elect to pursue a 470 internship course.
2. The Department of Social and Behavioral Sciences sets the standards for the internship and reserves the right to decide on the suitability of the work experience.
3. Students are encouraged to find their own placements. However, the department must be advised before a student approaches a prospective organization.
4. The 470 instructor will visit the proposed internship site to determine if the environment is appropriate for an internship placement.
5. Contact will be established between the 470 instructor and the on-site supervisor to ensure that if any problems arise during the internship, there is a clear understanding of the roles each party will play to ensure that the student has a quality learning experience
6. An internship placement is not secured until it has been approved by the Chair of the Department of Social and Behavioral, and the student, on-site coordinator, and faculty supervisor have signed and returned the Student Internship Agreement.
7. A student must secure an internship for the entire semester.
8. Students should work 2.5 hours per week for 1 credit hour; 5 hours per week for 2; and 7.5 hours per week for 3 credit hours.
9. Any student who is dismissed from the internship must immediately notify the 470 instructor and withdraw from the course if possible (before semester Withdrawal deadline). Failure to notify the 470 instructor within a reasonable amount of time will result in a failing grade.
10. All students will be treated fairly and equitably with respect to the internship.

### *Attendance*

In accordance with AUK policy, students are expected to be present, on time, and prepared for all meetings at the internship site, and with the 470 instructor.

### *Writing Standards and Academic Integrity*

The quality and content of the student's reports will be considered when assigning grades. Students are expected to produce assignments that are thoughtful, well organized, and well written. The University Code of Conduct should be strictly adhered to in this course.

# GULF STUDIES CERTIFICATE PROGRAM

**Director:** Dr. Shareefah Al-Adwani

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

## BENEFITS OF A GULF STUDIES CERTIFICATE PROGRAM

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

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

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

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

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

# FIRST YEAR EXPERIENCE (FYE)

**Coordinator:** Ms. Hala Al-Najjar

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

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

## MISSION STATEMENT

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

## VALUES

FYE Core Values:

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

## VISION

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

## LEARNING OUTCOMES

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

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

## COURSE REQUIREMENTS

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

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



# INTENSIVE ENGLISH PROGRAM (IEP)

**Director:** Scott Berlin

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

## MISSION

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

## VALUES

The core values of the Intensive English Program are to:

- Enable our students with the knowledge and confidence to use the English language for their academic careers and successful communication in global academia.
- Place quality as its most important goal in all activities.
- Appreciate and constantly encourage teamwork and a supportive attitude between all members of the IEP department.

The aspirational values of the Intensive English Program are to:

- Pursue knowledge and foster critical thinking.
- Ignite in our students a lifelong love of learning.
- Celebrate and learn from diversity.

## VISION

The IEP Department's vision is to:

- Adequately prepare AUK students to successfully pursue academic majors in the English language medium.
- Create critical thinkers who know how to evaluate ideas and concepts, and be able to express themselves well through the English language.
- Nurture a sense of responsibility and encourage a work ethic amongst our students.

## ACCREDITATION

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

## IEP LEARNING OUTCOMES

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

1. Proficiently read appropriate level fiction and non-fiction materials.
2. Write, edit, and revise academic papers according to standard American English.
3. Communicate ideas in a clear and logical manner in oral presentations.
4. Demonstrate adequate academic skills in listening and notetaking.
5. Efficiently use English language skills for academic purposes.

## PROGRAM BENEFITS

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

- Intensive instruction in American English.
- Efficient, effective, integrated, focused, and challenging program.
- Preparation for college entrance.
- Special Topic courses to broaden student's knowledge beyond core subjects.
- Cultural orientation to the American model of higher education.
- Familiarity and facility with current electronic technologies.
- 16-week courses available from September to January and from February to June each year.
- 9-week summer course available from June to August.
- Small class sizes.
- Focused one-on-one tutoring available.
- Qualified students may be admitted to AUK and English 100 without a TOEFL score.
- Outstanding instructors with Master's degrees in Teaching English as a Second Language (TESL) or related field with TESOL education and experience.
- Scholarships for qualified students.
- Certificate of Completion or Attendance, along with grade transcript.
- Morning, afternoon, or evening classes.
- Student services:
  - o Computer lab access with Internet, email, and software resources.
  - o Orientation session.

## ADMISSION AND PLACEMENT

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

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

## PROGRAM STRUCTURE

The IEP offers two semesters of instruction in reading, writing, grammar, presentations, listening and speaking; guided and extensive reading; and special topics courses. Students are required to take one special topics course in each respective semester.

In each of Semester I and Semester II, students study 23.75 instructional hours per week: 12.5 hours of reading and writing courses, 8.75 hours of oral communication courses, and 2.5 hours a week of tutoring and writing support in the Learning Lab.

## DURATION OF IEP LANGUAGE STUDY

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

## METHODS OF INSTRUCTION

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

## CERTIFICATE OF COMPLETION

Certificate of Completion provides proof of English language skills to undergraduate admissions. Students who complete Semester II with a grade of “C” or above are exempt from the English admissions test and TOEFL exam required for post-secondary programs at the American University of Kuwait.

## CURRICULUM OVERVIEW

### *Academic Reading*

Students are provided two major academic reading activities in both the Silver and Gold Tracks. In addition to the core Reading courses, students experience a specialized reading course to help learners experience the pleasure associated with reading and reading exploration. The IEP provides Guided Reading for Semester I and Extensive Reading for Semester II. This encourages students to develop their independent reading skills, increase their reading vocabulary, comprehension, and reading speed.

### **Semester I – Silver Track**

The student is introduced to and develops the individual skills of understanding vocabulary in context, recognizing a writer’s pattern(s) of organization, identifying a writer’s main ideas, extracting a writer’s primary supporting points, making inferences, evaluating the relevance of supporting evidence, and is introduced to the additional skills of inferring main ideas, and analyzing rhetorical choices in response to low intermediate to intermediate English for Academic Purposes material. In addition, the student develops the ability to apply ideas contained within texts to his/her own life.

*Guided Reading:* This course is based on the main principle of Guided Reading, which aims to give students greater reading opportunities in a supportive learning environment. Focus is placed on students’ comprehension and fluency of graded readers. This program has proven to support the English language skills necessary for success in an academic environment.

### **Semester II – Gold Track**

The student refines the individual skills introduced and developed in Semester I and is introduced to the additional skills of analyzing the significance of similarities and differences between texts, distinguishing between fact and opinion, recognizing solid arguments, and analyzing how texts support and challenge one another, in response to intermediate to high-intermediate English for Academic Purposes material. In addition, the student further refines the ability to apply ideas contained within texts to his/her own life.

*Extensive Reading:* This course is based on the main principles of Extensive Reading Programs, which aim at giving students a more positive and motivating reading experience by providing a variety of reading material and allowing students to choose according to their interest and level. Focus is placed on the amount a student reads rather than difficulty level. This program has proven to support the English language skills necessary for success in an academic environment.

### *Academic Writing*

### **Semester I – Silver Track**

The student is introduced to fundamental activities common to response-based writing assignments. The student learns to compose formally structured sentences and rhetorically structured paragraphs for a variety of academic purposes. In addition, the student paraphrases and integrates information and reacts to the ideas of published writers while gaining familiarity with guidelines for formatting academic papers and developing grammatical and mechanical competence.

## **Semester II – Gold Track**

The student refines the skills introduced in Semester I. Students will summarize, paraphrase, and synthesize information and ideas taken from a variety of sources in the creation of formal writing assignments. In addition, students will learn different modes of organization with appropriate paragraph structure. The student continues to refine the areas of grammatical and mechanical competence.

### *Listening & Speaking*

## **Semester I – Silver Track**

The student is introduced to basic listening skills used in everyday academic situations including identifying main ideas, examples, and content and transition words in low-intermediate to intermediate lectures and other oral texts of equivalent level. Special emphasis is given to listening for and recalling specific information while practicing note-taking strategies. In the second half of the semester, students will be introduced to the additional skills of making inferences and identifying inductive and deductive reasoning in intermediate lectures and other oral texts of equivalent level. Special emphasis is given to drawing conclusions and organizing information while practicing note-taking strategies. In addition, the student is introduced to appropriate methods of formulating opinions in response to oral text.

The student is introduced to public speaking skills used in everyday academic situations and in formal presentations at the low-intermediate to intermediate level. The student learns principles of narration and exposition, basic interview techniques, fundamental platform skills, principles of demonstration, and primary research for presentations. Emphasis is on reporting and discussing personal information and on observations outside the self. Students will also increase their use of academic vocabulary and demonstrate level-appropriate oral grammar and fluency.

## **Semester II – Gold Track**

The student refines the skills introduced and developed in Semester I and is introduced to the additional skills of identifying a speaker's pattern(s) of organization, distinguishing between fact and opinion in lectures and interviews, and evaluating the nature and relevance of a speaker's evidence in high-intermediate to low-advanced lectures and other oral texts of equivalent level. Special emphasis is given to listening for and assessing a speaker's overall point or argument while practicing note-taking strategies. In addition, the student is introduced to appropriate methods of formulating opinions in response to oral text.

The student refines the public-speaking skills introduced and developed in Semester I and is introduced to the additional skills of reporting on controversial information without bias, assembling and organizing relevant information for persuasion, and commenting on the nature and relevance of support in the arguments of others for presentations at the intermediate to high-intermediate level. Emphasis is on orally presenting information derived from written or visual texts. Students will also increase their use of academic vocabulary and demonstrate level-appropriate oral grammar and fluency.

### *Grammar*

## **Semester I – Silver Track**

This course focuses on introducing students to low-intermediate to intermediate grammatical structures and enabling them to comprehend and use these structures with focus on syntactically and semantically sound sentence structures, and offers practice in recognizing, improving, and correcting them in written and spoken English in an academic context. The course offers practice in recognizing, improving, and correcting sentences both in written and oral applications. This course focuses on developing students' ability to comprehend and use intermediate grammatical structures.

## Semester II – Gold Track

This course focuses on expanding the grammar instruction from Semester I by focusing on second semester students' ability to comprehend and use high-intermediate grammatical structures of syntactically and semantically sound sentence structures. It offers practice in recognizing, improving, and correcting them in written and spoken English in an academic context.

### *English Special Topics*

The IEP has designed nine Special Topics courses that are built upon the theory of high student involvement and interest in the application of the English language. These Special Topics courses offer students a chance to apply their English skills in an engaging way through various group activities, projects, real life scenarios, and discussions. Students may enjoy acting out a novel or reciting Shakespeare. Through activities like these, students can explore what it feels like to use English in a variety of engaging ways. Students can learn to defend their opinions on contemporary global issues, learn critical thinking through debate, or learn how to compare novels to films. Additionally, students can be introduced to new skills like journalism or podcasting, or they can take the Habits for Success course to learn life skills or Business English to learn business skills that will prepare them for their future academic and career pursuits. These courses offer students an opportunity to understand more of what a Liberal Arts education in English can offer them and in what various ways learning English can be beneficial to their education.

### *Learning Laboratory*

Students in the Learning Laboratory will receive one-on-one and/or group tutoring and writing assistance by course instructors as needed. Students may also receive short lectures or presentations as needed. This is not a graded course.

## **SATISFACTORY COMPLETION OF THE IEP**

Student achievement is assessed regularly. Practice tests, presentations, reports, written assignments, short quizzes, midterms, and final examinations are given to assess students' progress in the program.

The courses are weighted according to their importance as follows:

20%	Reading
20%	Writing
20%	Listening & Speaking
10%	Grammar
10%	Presentation
10%	Guided/Extensive Reading
10%	Special Topics course
100%	

Satisfactory completion of the program is determined by a semester grade average of 70% or better as a weighted average of all courses combined (as seen in the chart above). Credits earned cannot be used for graduation.

Successful completion of the Intensive English Program indicates that the student satisfies the university English proficiency requirements for placement in ENGL 100.

## ADVANCEMENT TO THE UNDERGRADUATE PROGRAM

Students enrolled in Semester II of the Intensive English Program should seek advising assistance from the Academic Advising Center to facilitate a smooth transition to the undergraduate program.

## POLICY ON ATTENDANCE AND LATENESS

Intensive English classes meet two to three times a week, Sunday through Thursday. Because of the intensive nature of the program, regular attendance by students in all courses is expected and required. The IEP adheres to the university's policy on attendance. Individual instructors may set more stringent policies, however, so students should consult the syllabus of each course. The university policy on class attendance is as follows:

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

## EVALUATION OF STUDENT PROGRESS

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

## IEP ACADEMIC PROBATION

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

### *Initial Probation*

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

### *Final Probation*

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

### *Removal of Academic Probation*

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

### *Academic Dismissal*

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



# COLLEGE OF BUSINESS & ECONOMICS

OFFICE OF THE DEAN

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OVERVIEW OF REQUIREMENTS

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BACHELOR OF BUSINESS ADMINISTRATION IN ECONOMICS

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## **MINORS IN THE COLLEGE OF BUSINESS AND ECONOMICS**

MINOR IN BUSINESS ADMINISTRATION

MINOR IN ECONOMICS

MINOR IN HUMAN RESOURCE MANAGEMENT



# COLLEGE OF BUSINESS & ECONOMICS

## OFFICE OF THE DEAN

### Dean

*Senior Faculty Support Coordinator  
Internship Coordinator*

### Dr. Ralph Palliam

Ms. Dalia Hassaan  
Ms. Rana Abdelhamid

AUK's College of Business and Economics BBA degree provides students with concepts and skills useful for administration, management, decision-making, and future leadership in public, private, for profit, or non-profit organizations. The curriculum covers functional areas in business including administration, accounting, finance, human resource management, business operations, and marketing as well as the ethical, legal, and global economic context in which administrators and managers must make decisions. The curriculum is also designed to develop mathematical and computer skills needed by administrators and managers in modern organizations.

While the BBA majors develop specific skills in accounting, economics, finance, management and marketing, the liberal arts background provides broad academic experience in the humanities, sciences, arts, and social sciences that teach students to think critically, analyze problems, reach creative solutions, and communicate clearly. Teaching methods include analytical problem-solving, simulations and business-related case studies.

The social and leadership opportunities provided through extracurricular activities at 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. An excellent way to prepare for a career is to supplement academic education with on-the-job experience. The BBA degree program at AUK is designed with that purpose in mind. Students are required to participate in an internship in which they learn to apply their academic knowledge. Internships give students practical business experience, more confidence in job interviewing, and career prospects.

The skills gained through the BBA program are transferable to many career fields, but they are particularly appropriate for students who wish to start their careers in business administration. The BBA program's unique combination of professional and liberal arts education provides students with the flexibility, adaptability, and creativity necessary for personal growth, job satisfaction, and life-long learning. These characteristics provide a sound foundation for students to enter respected and rewarding professions or to seek local, regional, and international graduate programs and, as a consequence, achieve success in our rapidly changing global society.

## MISSION

The College of Business and Economics prepares students through an American liberal arts educational experience combining quality intellectual challenge and ethical professional practice for careers in Kuwait and beyond. The focus is on:

- Developing business in Kuwait and the Gulf.
- Supporting rigorous programs that foster excellence in business teaching and scholarship.
- Working together to learn and disseminate socially responsible practices to advance society.

## VALUES

The College of Business and Economics strives to uphold the following values:

- Freedom of thought, expression, and intellectual inquiry.
- Respect for individual identity and rights, and cultural diversity.
- Commitment to high standards of morality, integrity, and social responsibility.
- Adherence to high professional standards and ethics.

## VISION

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

## PROGRAM ACCREDITATION

The Accreditation Council for Business Schools and Programs (ACBSP) has awarded the American University of Kuwait full accreditation for its Bachelor of Business Administration (BBA) degree program. ACBSP is a specialized accrediting organization that reviews the quality and integrity of business degree programs. It is dedicated to improving the quality of business schools and programs around the world, and ultimately to improving the practice of business in every industry around the world.

## BACHELOR OF BUSINESS ADMINISTRATION (BBA) MAJORS

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

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

## BBA MINORS

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

- Business Administration (for non-Business Majors)
- Economics
- Human Resource Management

## DISCIPLINES (FIELDS OF STUDY)

The College of Business and Economics includes the following disciplines:

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

## OVERVIEW OF REQUIREMENTS

### *Program Admission Requirements*

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

### *University Degree Requirements (124 credit hours)*

To earn a BBA with a major in Accounting, Economics, Finance, Management, or Marketing, students must complete at least 124 credit hours:

<i>General Education Requirements</i>	(49)
<i>BBA Core Courses</i>	(36)
<i>BBA Major</i>	(24)
<input type="checkbox"/> Major Courses	(18)
<input type="checkbox"/> Electives	(6)
<i>Internship &amp; Common Capstone</i>	(6)
<i>Free Electives</i>	(9)

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

*BBA Core Courses (36 credit hours)*

BBA students must complete the following twelve core courses:

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

*Internship and Common Capstone (6 credit hours)*

**Internship (3 credit hours)**

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

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

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

*Free Electives (9 credit hours)*

Student must take adequate and sufficient electives to complete the 124 credit hour requirements for graduation. Students are strongly advised to consult with their academic advisor when choosing their free electives.

# DEPARTMENT OF ACCOUNTING AND FINANCE

**Department Chair:** Rabindranath Bhattacharya, M.B.A.

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

The Department of Accounting and Finance offers the following degree programs:

- Bachelor of Business Administration in Accounting
- Bachelor of Business Administration in Finance

## BACHELOR OF BUSINESS ADMINISTRATION IN ACCOUNTING

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

## MISSION STATEMENT

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

## VISION

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

## VALUES

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

## LEARNING OUTCOMES

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

1. Construct, interpret, compare, and audit annual financial statements;
2. Use key financial and nonfinancial measures to evaluate performance;
3. Apply International Financial Reporting Standards;
4. Assume the role of a professional accountant in compliance with local and international regulatory authorities;
5. Integrate ethical standards in financial and managerial accounting and auditing practices and overcome impediments to ethical behavior;
6. Present different costing methods applied in manufacturing and service industries; and
7. Design, use, and maintain accounting information systems to substantiate decisions.

## ACCOUNTING MAJOR COURSES (24 CREDIT HOURS)

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

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

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

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

## BACHELOR OF BUSINESS ADMINISTRATION IN FINANCE

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

Students can specialize in any of the fields within Finance to focus on a career path. Finance graduates can choose a career in the finance division of a bank, investment company, multinational corporation, government entity, not-for-profit organization, and international institutions such as the World Bank and the IMF, to support major tactical and strategic financial decisions. Graduates in Finance can also become successful entrepreneurs (private equity, investment company, financial planning, and so on). Career titles in Finance run the spectrum from entry-level positions to the top, from Loan Officer, Project Manager, Project Planner, Budgeting Officer, Investment Specialist, Investment Advisor, Bank Manager, Hedge Fund Manager, Vice President, to Chief Financial Officer (CFO) and Chief Executive Officer (CEO).

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

## MISSION STATEMENT

The Department's BBA in Finance degree resembles the program structure of an American education system and standards. Its Finance program provides students with the knowledge and skills necessary for professional success. AUK enriches society by fostering an environment encouraging critical thinking, effective communication, personal growth, service, and leadership.

The Bachelor of Business Administration Program in Finance is to be recognized locally, regionally, and internationally by the scholarly and professional accomplishments of its graduates.

## VALUES

The following values are to be upheld:

- Freedom of thought, speech, and intellectual curiosity.
- Respect for individual identity and rights.
- Support equality for ethnic, cultural, and religious diversity.
- Commitment to high standards of morality, integrity, and social responsibility.
- Adherence to high professional standards and ethics.

## LEARNING OUTCOMES:

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

1. Use time value of money concepts.
2. Value a corporation and its financial assets and obligations.
3. Understand the key guiding principles of Islamic finance
4. Construct and diversify investment portfolios
5. Report on financial feasibility of projects and make capital investment decisions.
6. Assess financial markets trends in Kuwait and the Gulf and their interrelations with global financial markets.

## FINANCE MAJOR COURSES (24 CREDIT HOURS)

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

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



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

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

# DEPARTMENT OF ECONOMICS, MANAGEMENT, AND MARKETING

**Department Chair:** Dr. Athmar Al-Salem  
Email: [Aalsalem@auk.edu.kw](mailto:Aalsalem@auk.edu.kw)

The Department of Economics, Management, and Marketing offers the following degree programs:

- Bachelor of Business Administration in Economics
- Bachelor of Business Administration in Management
- Bachelor of Business Administration in Marketing

## BACHELOR OF BUSINESS ADMINISTRATION IN ECONOMICS

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

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

## MISSION STATEMENT

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

## VISION

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

## VALUES

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

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

## LEARNING OUTCOMES

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

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

## ECONOMICS MAJOR COURSES (24 CREDIT HOURS)

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

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

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

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

## **BACHELOR OF BUSINESS ADMINISTRATION IN MANAGEMENT**

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

### **MISSION STATEMENT**

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

### **VISION**

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

### **VALUES**

- Freedom of thought, expression, and intellectual inquiry.
- Respect for individual identity and rights, and cultural diversity.
- Commitment to high standards of morality, integrity, and social responsibility.
- Adherence to high professional standards and ethics.

### **LEARNING OUTCOMES**

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

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

## MANAGEMENT MAJOR COURSES (24 CREDIT HOURS)

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

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

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

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

## BACHELOR OF BUSINESS ADMINISTRATION IN MARKETING

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

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

## MISSION STATEMENT

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

## VISION

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

## VALUES

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

## LEARNING OUTCOMES

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

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

## MARKETING MAJOR COURSES (24 CREDIT HOURS)

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

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

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

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

## MINORS IN THE COLLEGE OF BUSINESS AND ECONOMICS

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

The College oversees the following Minors:

- Business Administration (for non-Business Majors)
- Economics
- Human Resource Management

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

The minor in Human Resource Management is designed for students majoring in any of AUK's degree programs.

### GENERAL DEGREE REQUIREMENTS FOR A MINOR

Students may pursue one minor only. All AUK minor programs consist of a minimum of 18 credit hours, at least 9 credit hours of which must be taken in residence at AUK. No more than 9 credit hours earned from the major or general education requirements may apply towards any one minor.

### MINOR IN BUSINESS ADMINISTRATION

#### PROGRAM PURPOSE

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

## PROGRAM REQUIREMENTS

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

### Required Core Courses (12 credit hours)

BUS 100	Introduction to Business	(3)
ECON 101	Introduction to Contemporary Economic Issues	(3)
PHIL 203	Professional Ethics	(3)
MGMT 333	Organizational Behavior	(3)

### *Electives (6 credit hours)*

In addition, students must select two courses from one of the following disciplines:

#### **Economics**

ECON 200	Principles of Microeconomics	(3)
<b>AND</b>		
ECON 201	Principles of Macroeconomics	(3)

#### **Entrepreneurship**

ENTR 201	Principles of Entrepreneurship	(3)
<b>AND</b>		
ENTR 301	Intermediate Entrepreneurship	(3)

#### **Financial Management (6 credit hours)**

ACCT 201	Principles of Financial Accounting	(3)
<b>AND</b>		
FINC 332	Financial Management	(3)

#### **Human Resource Management**

HR 205	Human Resource Management	(3)
<b>AND</b>		
PSYC 203	Social Psychology	(3)

#### **Management Accounting**

ACCT 205	Managerial Accounting	(3)
<b>AND</b>		
ACCT 401	Advanced Managerial Accounting	(3)



## Marketing

MRKT 200	Principles of Marketing	(3)
<b>AND</b>		
MRKT 329	International Marketing	(3)
<b>OR</b>		
MRKT 355	Advertising and Promotion	(3)

## Organizational Change & International Management

MGMT 301	Change Management	(3)
<b>AND</b>		
BUS 321	International Business	(3)

## MINOR IN ECONOMICS

### PROGRAM PURPOSE

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

### PROGRAM REQUIREMENTS

Students must complete six courses (18 credit hours) for the minor.

#### *Required Core Courses (6 credit hours)*

The following two courses (6 credit hours) are core courses for the Economics Minor:

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

*Electives (12 credit hours)*

In addition, students must choose, in consultation with their academic advisor, four courses from among the following:

ECON 302	Quantitative Methods For Business and Economics	(3)
ECON 304	Economics of Labor	(3)
ECON 305	International Economics	(3)
ECON 310	Intermediate Microeconomics	(3)
ECON 312	Intermediate Macroeconomics	(3)
ECON 315	Managerial Economics	(3)
ECON 351	Money and Banking	(3)
ECON 363	Environmental & Resource Economics	(3)
ECON 369	Short Course	(1-3)
ECON 389	Special Topics	(3)
ECON 405	Comparative Economic Systems	(3)
ECON 409	Economic Development	(3)
ECON 429	Environmental & Energy Policy	(3)
ECON 452	Econometrics	(3)
ECON 485	Seminar in Economics	(3)

Up to two non-economic but related courses at the 300-level or above can be taken instead of two courses from the above in consultation with the student's academic advisor and the Department Chair.

## MINOR IN HUMAN RESOURCE MANAGEMENT

### PROGRAM PURPOSE

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

The minor is structured with a small core—comprised of courses in Human Resource Management, Organizational Behavior, and Work and Well-being—embedded in a selection of electives reflecting a traditional liberal arts and interdisciplinary curriculum. The electives include courses from such disciplines as Economics, International Relations, Political Science, Psychology, and the Behavioral Sciences.

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

### LEARNING OUTCOMES

Upon completion of the minor in Human Resource Management the student will be able to:

1. Discuss the importance of thinking systematically and strategically about managing human assets.
2. Explain how cultures frame options open to human resource managers around the world.
3. Formulate, implement, and evaluate human resource policies and procedures.
4. Demonstrate understanding of theories and practices affecting employee motivation and control.
5. Critically discuss and assess contemporary issues confronting human resource policy formulation and implementation in private, public, for profit, and not-for-profit organizations.

### PROGRAM REQUIREMENTS

Students wanting to earn a Minor in Human Resource Management are required to take six courses (18 credit hours) comprised of three required core courses and three electives.

#### *Required Core Courses (9 Credit Hours)*

The following three courses are core courses for the Human Resource Management minor.

HR 205	Human Resource Management	(3)
HR 325	Work and Well-being	(3)
MGMT 333	Organizational Behavior	(3)

*Electives (9 Credit Hours)*

Students must also complete three of the courses listed below.

ECON 304	Economics of Labor	(3)
HR 389	Special Topics in Human Resource Management	(3)
HR 470	Internship in Human Resource Management	(3)
IR 342	International Human Rights	(3) [S]
IR 345	Conflict Resolution	(3) [S]
<b>OR</b>		
HR 344	Managing Conflict	(3)
MGMT 303	Management and Leadership Development	(3)
PLSC 302	Public Policy	(3) [S]
PLSC 306	Global Political Economy	(3) [S]
PSYC 203	Social Psychology	(3) [S]
SBSA 341	Women in Cross-Cultural Perspective	(3) [S]
SBSA 372	Anthropology of Business	(3) [S]

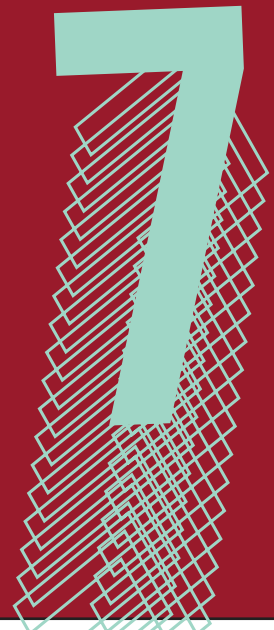


# COURSE DESCRIPTIONS

## GLOSSARY OF TERMS

Capstone  
Concurrent Course  
Co-requisite  
Course Description  
Course Restriction  
Course Prefix and Number  
Course Title  
Credit Hours  
Cross-listed  
Gen Ed Requirement  
Lab  
Lecture  
Prerequisite  
Seminar  
Studio  
Variable Credit

## DISCIPLINES & SUBJECT CODES



# COURSE DESCRIPTIONS BY DISCIPLINES CATALOG

## GLOSSARY OF TERMS

### Capstone

A capstone course is a culminating experience—a course is designed to provide opportunities for students to integrate knowledge from their core and concentration courses, to gain insight into the meanings of professionalism and professional practice, and to reflect on the norms of a discipline or profession.

### Concurrent Course

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

### Co-requisite

A co-requisite is a requirement that a specific course be taken simultaneously (in the same semester) with another, affiliated course, e.g. ACCT 201 lecture/lab or ENGL 100 lecture/lab. Typically, only one of the co-requisite courses is assigned the course grade and credits (e.g., ACCT 201 lecture = 4 credits), while the other co-requisite course carries “0” credits and is not assigned a grade. It is the student's obligation to know and meet course co-requisites. These are stated in the course description section of the catalog. Co-requisites will be enforced at registration.

### Course Description

The course description explains the content of the course.

### Course Restriction

A course restriction is a constraint placed upon a course to ensure that the student is prepared to take the course. For example, for the course FINC 470, the student must be at least a junior, and must have the permission of the instructor to enter the course. In order to have the permission of the instructor, the student must fill out a form, receive the necessary signatures, and turn in the form to the Office of the Registrar.

### Course Prefix and Number

The course prefix is a four-letter designator that represents the discipline (field of study). For example, “ARAB” is the prefix for Arabic. The course number denotes the difficulty level of the course material. In general, lower-level courses (100 and 200 level courses) are taken by freshmen and sophomores, while upper-level courses (300 and 400 level courses) are taken by juniors and seniors.

## **Course Title**

The course title denotes the name of the course.

## **Credit Hours**

The number of credit hours reflects the numerical value of the course as it relates to course load. A student at AUK is expected to complete at least 124 credit hours in order to graduate. With an average course load of 15 credit hours per semester (usually around 5 courses), the student is expected to graduate in 4 years.

## **Cross-listed**

A cross-listed course is one that is offered jointly by more than one discipline (field of study). Students may choose to take the course under the prefix (discipline/field of study) that aligns with their major.

## **Gen Ed Requirement**

A “Gen Ed requirement” is a General Education requirement. All students of AUK must complete 49 credits of General Education, dispersed among various disciplines (fields of study). Upon completion of the General Education curriculum, students will have acquired important skills and intellectual abilities necessary for successful academic work and lifelong learning.

## **Lab**

An educational activity other than class work, in which students conduct experiments, perfect skills, or practice procedures under the direction of a faculty member.

## **Lecture**

A class session in which an instructor speaks on a specific topic.

## **Prerequisite**

A prerequisite is a course or courses that the student must take before s/he may take the course with the prerequisite[s]. For example, a student must take ENGL 101 before taking ENGL 102.

## **Seminar**

A class in which academic topics are discussed by a teacher and a small group of students. Seminars are usually only offered in upper-level major courses.

## **Studio**

A room for instruction or experimentation in one of the performing arts or drama productions or musical performances.

## **Variable Credit**

Some courses have variable credit, meaning that the course may be worth one (1), two (2), or three (3) credit hours. Each student wishing to take a course with variable credit should fill out a form with the assigned number of credit hours and receive the appropriate signatures before submitting the form to the Office of the Registrar.



## DISCIPLINES & SUBJECT CODES

- Accounting (ACCT)
- American Studies (AMST)
- Arabic (ARAB)
- Art (ART)
- Business Ethics and Law (BEAL)
- Biology (BIOL)
- Internship Free Electives – Business (BUEL)
- Business (BUS)
- Chemistry (CHEM)
- Communication Studies (COMM)
- Computer Engineering (CPEG)
- Computer Science & Information Systems (CSIS)
- Drama (DRAM)
- Economics (ECON)
- Education (EDUC)
- Electrical Engineering (ELEG)
- English Language & Literature (ENGL)
- Engineering (ENGR)
- Entrepreneurship Studies (ENTR)
- Environmental Studies (ENVS)
- Finance (FINC)
- French (FRNC)
- Graphic Design (GDES)
- History (HIST)
- Human Resources (HR)
- Free Elective Internships Under Any Humanities Discipline (HUCM/HUEL/HUGD)
- Intensive English Program (IEP)
- International Relations (IR)
- Mathematics (MATH)
- Management (MGMT)
- Marketing (MRKT)
- Music (MUSC)
- Natural Sciences (NSCI)
- Philosophy (PHIL)
- Physics (PHYS)
- Political Science (PLSC)
- Psychology (PSYC)
- Religion (RELG)
- Social and Behavioral Sciences (SBSA)
- Free Elective Internships Under Any Sciences Discipline (SCEL/SCSC/SOEL/SOSA)
- Spanish (SPAN)
- Statistics (STAT)
- Translation (TRAN)
- University (UNIV)

# FACULTY & UNIVERSITY ADMINISTRATION

*(Fall 2018. Last updated June 10, 2018)*

## **COLLEGE OF ARTS & SCIENCES**

DEPARTMENT OF ARABIC & FOREIGN LANGUAGES  
DEPARTMENT OF ART & GRAPHIC DESIGN  
DEPARTMENT OF COMMUNICATIONS & MEDIA  
DEPARTMENT OF ENGLISH  
DEPARTMENT OF MUSIC & DRAMA  
DEPARTMENT OF ELECTRICAL & COMPUTER ENGINEERING  
DEPARTMENT OF COMPUTER SCIENCE & INFORMATION SYSTEMS  
DEPARTMENT OF MATHEMATICS & NATURAL SCIENCES  
DEPARTMENT OF INTERNATIONAL RELATIONS  
DEPARTMENT OF SOCIAL & BEHAVIORAL SCIENCES  
FIRST YEAR EXPERIENCE (FYE) UNIT  
INTENSIVE ENGLISH PROGRAM (IEP)

## **COLLEGE OF BUSINESS & ECONOMICS**

DEPARTMENT OF ACCOUNTING & FINANCE  
DEPARTMENT OF ECONOMICS,  
MANAGEMENT, & MARKETING

## **UNIVERSITY ADMINISTRATION**





# COLLEGE OF ARTS & SCIENCES

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# UNIVERSITY ADMINISTRATION

*(Fall 2018. Last updated 10 June 2018)*

## OFFICE OF THE PRESIDENT

### President

Assistant to President, Institutional Planning & Effectiveness  
Executive Assistant to the President  
Executive Assistant to the Vice Chair

### Earl Leroy Sullivan

Theodore A. Kruse  
Annie N. Arabian  
Amal Hadeed

## INSTITUTIONAL RESEARCH

Senior Data Analyst, Institutional Research  
IR Data Analyst

Enas M. Azab  
Dana Charbaji

## ACADEMIC UNITS

### OFFICE OF THE PROVOST

#### Provost

Senior Assistant to Academic Affairs

### Rawda Awwad

Sameera Al Qenna

### COLLEGE OF ARTS & SCIENCES (CAS)

#### Dean

Associate Dean, Administration  
Assistant Dean, Curriculum  
Executive Assistant  
Senior Faculty Support Coordinator  
Senior Administrative Assistant  
Administrative Assistant  
Administrative Assistant  
Administrative Assistant  
Administrative Assistant

### Ali Charara

Bashar Zogheib  
Katherine Hennessey  
Magdalene El Neaman  
Dalia M. Hassaan  
Micheline Zouein  
Hadeer A. Mathews  
Farah Al-Toum  
Hadeel M. Abdalhakeem  
Hebah Sanjar

### INTENSIVE ENGLISH PROGRAM (IEP)

#### Director

Administrative Assistant  
IEP Lab Specialist

### Scott Berlin

Miral Al-Desouqi  
Jabran N. Butt

### COLLEGE OF BUSINESS & ECONOMICS (CBE)

#### Dean

Associate Dean, Administration & Accreditation  
Executive Assistant  
Internship Coordinator  
Senior Faculty Support Coordinator

### Ralph Palliam

Lee Caldwell  
Tina Noronha  
Rana K. M. Abdelhamid  
Dalia M. Hassaan

## UNIVERSITY CENTERS

### CENTER FOR GULF STUDIES (CGS)

#### Director

Program Coordinator

### Shareefah Al-Adwani

Mohammad Al-Awadi

## **CENTER FOR RESEARCH IN INFORMATICS, SCIENCES, & ENGINEERING (RISE)**

**Director Amir Zeid**

Research and Grant Associate

### **LIBRARY**

**Director**

Senior Administrative Assistant  
Collection Development Librarian  
Reference & Instruction Librarian  
Senior Library Automation Analyst  
Library Assistant  
Reference & Instruction Librarian  
Manager, Oral History & Doc. Program

**Asmaa Al Kanan**

Sara A. Alavinejad  
Thomas C. Kutty  
Zainab M. O. Al-Attabi  
Hana A. Kaouri  
Souad A. Badran  
Fadia AlAkhras  
Reem A. Al-Ali

### **ACADEMIC SUPPORT SERVICES**

**Dean**

Senior Administrative Assistant

**Mary Queen**

Areej Awad

### **ACADEMIC ADVISING CENTER**

**Director**

Academic Retention Advisor  
Academic Retention Advisor  
Academic Advisor, Government Scholarships  
Academic Advisor

**Hala K. Al-Abdulrazzaq**

Nour Jibril Jaber  
Nadine Qudoumi  
Dania Kazan  
Soud Ali

### **LEARNING SUPPORT SERVICES**

**Director**

Academic Support Specialist, Tutoring Center  
Academic Support Specialist, Tutoring Center  
Academic Support Specialist, Writing Center  
Academic Support Specialist, Writing Center

**Hanouf Al-Juhail**

Sally Saleh  
Nada Bedir  
Hala Botros  
Yaser Abdulfattah

### **OFFICE OF THE REGISTRAR**

**Associate Registrar**

Academic Support Specialist II  
Student Support Specialist II  
Student Support Specialist I  
Student Support Specialist I  
Functional Support Specialist I

**Mohammed W. Da'na**

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Ranine A. El-Samad  
Dana Faour  
Majed Nahas  
Naji Dimachkie

## **DIVISION OF STUDENT AFFAIRS**

### **OFFICE OF THE DEAN, STUDENT AFFAIRS**

**Dean**

Administrative Assistant

**Hanan Muzaffar**

Amal Behbehani

### **ALUMNI AFFAIRS AND CAREER DEVELOPMENT**

**Assistant Director**

Career Coordinator  
Senior Coordinator – Alumni Affairs  
Alumni Coordinator

**Abeer AlTaneer**

Sheetal S. Swamy  
Nadiah AlMadani  
Jena Alawadhi

## **COUNSELING CENTER**

### **Director**

Assistant Director, Disability Services  
Coordinator/Counselor  
Personal Counselor  
Counseling Coordinator

### **Jason R. Sullivan**

Huda N. Shaaban  
Sophia Pais  
Lodi Salahaldeen  
Zainab Wasfi

## **OFFICE OF STUDENT LIFE**

### **Director**

Senior Coordinator  
Senior Coordinator, Sports & Organizations  
Events Coordinator  
Sports Coordinator  
Coordinator Danah AlBader

### **Shirley M. Fox**

Jeeda AlFarouqi  
Omar Mehdi  
Lama Abdo  
Mohammad AlSaleh

## **ADMISSIONS & PUBLIC AFFAIRS**

### **OFFICE OF THE VICE PRESIDENT, ADMISSIONS & PUBLIC AFFAIRS**

#### **Vice President**

Coordinator, Digital & Social Media

#### **Amal A. Al-Binali**

Farah H. Jouhar

### **OFFICE OF ADMISSIONS**

#### **Director**

Assistant Director, Admissions  
Senior Admissions Coordinator  
Senior Admissions Counselor  
Admissions Counselor  
Admissions Counselor  
Scholarship & Financial Aid Counselor  
Admissions Counselor  
Administrative Assistant

#### **Maher Dabbouseh**

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Amal Jaber  
Dana R. Al-Mansour  
Louay Y. Rashid  
Dana Abu Naameh  
Reema A. Al-Jabi  
Linah Kamal  
Nada M. Baalbaki

### **OFFICE OF SCHOLARSHIP & FINANCIAL AID**

#### **Assistant Director**

Senior Coordinator  
Administrative Assistant

#### **Noushig A. Momdjian**

Lama Z. Kablaoui  
Farah Abu Salhah

### **OFFICE OF PUBLIC RELATIONS & MARKETING**

#### **Director**

Assistant Director  
Coordinator, Public Relations  
Web Developer  
Web Graphic Designer  
Senior Graphic Designer  
Graphic Designer  
University Editor/News Writer

Rehab A. El-Bahey  
Hilda Bou Hatoum

Saleem T. Aboobacker  
Tareq M. Odeh  
Ghaneema Al-Kodmani

# ADMINISTRATIVE UNITS

## OFFICE OF THE EXECUTIVE DIRECTOR, FINANCE & ADMINISTRATION

**Executive Director**

**Lalitha Varadarajan**

### OFFICE OF CORPORATE RELATIONS

**Director**

Assistant, Corporate Relations  
Administrative Assistant  
Logistics Specialist, Corporate Relations  
Senior Assistant, Corporate Relations

**Norma A. Badran**

Ahmad B. Bagheri  
Ahmed A. Ahmed  
Abdul Hussein Zuhairy  
Ashoor K. Moussa

### CAMPUS SERVICES DEPARTMENT

**Director**

Coordinator, Campus Services  
Coordinator, Campus Services  
Administrative Assistant & Services Coordinator  
Senior Safety & Security Coordinator  
Office Attendant  
Office Attendant  
Office Attendant  
Painter  
Security Guard  
Senior Facilities Technician  
Facilities Technician  
Senior Technician  
Building Superintendent  
AUK Driver  
Driver/Services Assistant  
Safety & Security Coordinator Assistant

**Paul Bassil**

Mohamed Wagdy El Khawaga  
Ali Salman  
Joy John  
Nawaf A. Abdulaziz  
Abdulrahim Aman Ullah  
Foyjul I. Ali  
Nooruddin A. Majed  
Balu N. Navalnath  
Mosbah Khir  
Liaquat Ali  
Ahmed Pasha  
Eric L. Fernandes  
Ashraf M. ElGeab  
Kalimullah Bhuiyan  
Nadeem Ur Rehman  
Mahmoud M. Zyada

### CENTER FOR CONTINUING EDUCATION (CCE)

**Director**

Training Operations Manager  
Marketing & PR Coordinator  
Training Assistant  
Training & Development Coordinator  
Customer Service Representative  
Senior Customer Service Representative  
Business Relations & Development Advisor  
Marketing & PR Coordinator

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Ibtisam O. Khalil  
Huda H. Sweidan  
Zeid Malas

### FINANCE DEPARTMENT

**Assistant Director, Finance & Budgeting**

Chief Accountant-AR, Scholarship & Budget  
Chief Accountant-AP, GL & Reports  
Senior Accountant  
Accountant  
Senior Accountant-AP  
Accountant  
Accounts Clerk  
Purchasing Officer  
Assistant Purchasing Officer  
Store Keeper

**Suresh John**

Youssef G. Habib  
Fareed K. Khan  
Abdulraheem A. Sallam  
Saleh J. Hanna  
Habeeburrahman Kodavandi  
Meena Ayoub  
Duaa Afanah  
Leonilo A. Calingasan  
Mohammad A. Hamdan  
Andres Z. Ternio

Assistant Stores Clerk  
Driver

Syed Fazululla  
Mohammed K. Navas

## **HUMAN RESOURCES DEPARTMENT**

### **Director**

Assistant Director  
Benefits & Talent Acquisition Administrator  
HRIS Analyst  
Residential Services & Communication Specialist  
HR Assistant

### **Ronald B. McNeill**

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Faten F. Al-Kadiri  
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## **INFORMATION TECHNOLOGY**

### **Director**

Lead, Database & Applications  
Senior Application Database Administrator  
Senior IT Information System Analyst  
System Analyst  
Network Administrator  
Network Specialist  
System Engineer  
Senior Multimedia Coordinator  
Multimedia Equipment Technician  
Senior IT Technical Support  
IT Support Technician  
IT Support Technician  
Multimedia & IT Support Technician  
Applications Developer & Helpdesk Coordinator

### **Ashley Vincent**

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Mathew Thomas  
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# AUK CONTACT INFORMATION

ACADEMIC UNITS

UNIVERSITY CENTERS

DIVISION OF STUDENT AFFAIRS

ADMISSIONS & PUBLIC AFFAIRS

FINANCE & ADMINISTRATION



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## **DIVISION OF STUDENT AFFAIRS**

### **OFFICE OF THE DEAN - DIVISION OF STUDENT AFFAIRS**

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## COUNSELING CENTER

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## CLINIC

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## ADMISSIONS & PUBLIC AFFAIRS

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-

### OFFICE OF SCHOLARSHIP & FINANCIAL AID

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E-Mail: [scholarship@auk.edu.kw](mailto:scholarship@auk.edu.kw) (*all types of scholarships*)  
E-Mail: [allowance@auk.edu.kw](mailto:allowance@auk.edu.kw) (*for inquiries about government allowance for eligible students*)

## **FINANCE & ADMINISTRATION**

### **OFFICE OF THE EXECUTIVE DIRECTOR, FINANCE & ADMINISTRATION**

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### **CAMPUS SERVICES DEPARTMENT**

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