

AMERICAN UNIVERSITY *of* KUWAIT®

ACADEMIC CATALOG

2019-2020



AMERICAN
UNIVERSITY
of KUWAIT®

DISCLAIMER

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

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

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

Students are individually responsible for reading, understanding, and complying with all requirements and regulations. 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 2019-2020 academic year will appear in the online version of the catalog, which is found on the AUK website (www.auk.edu.kw).

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

NOTICE OF OFFICIAL MEANS OF COMMUNICATION

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

TABLE OF CONTENTS

2019 - 2020 Academic Calendar	9
Message from The President	15
Board of Trustees	16

THE UNIVERSITY

Mission statement	19
Values	19
Vision	19
Institutional & Program Accreditation	20
Local Institutional Accreditation	20
Program Accreditation	20
University Culture	20
AUK and Dartmouth College	21
Academic Resources	21
University Library	21
University Laboratories	22
Computer Laboratories	22
Engineering Laboratories	22
Science Laboratories	23
University centers	23
Center for Gulf Studies (CGS)	23
Center for Research in Informatics, Sciences, and Engineering (RISE)	24
Center for Continuing Education (CCE)	24
Center for Teaching Excellence (CTE)	24

ADMISSION, SCHOLARSHIPS & FINANCIAL AID, AND TUITION

Office of Admissions	26
English Proficiency	27
Admission Application Deadlines	27
Admission Process	28
Admission Categories & Requirements	29
<i>First-Time College Students</i>	29
<i>Transfer Students</i>	30
<i>Non-Degree Students</i>	31
<i>Visiting Students</i>	31
<i>Students with w Bachelor's Degree</i>	32
<i>Program Specific Requirements</i>	33
<i>Required Support Documents</i>	33
General Admissions Policies	34
<i>Provisional Admission</i>	34
<i>Deferred Admission</i>	34
<i>Readmission</i>	34
<i>High School Certificates</i>	35

<i>Transfer of Credits</i>	36
<i>Conversion of Quarter Hours to Semester Hours</i>	38
<i>Advanced Standing Credit Transfer</i>	38
<i>Disability Disclosure</i>	39
Registration	40
Scholarships and Financial Aid	41
Office of Scholarship and Financial Aid	41
AUK Academic Scholarships	41
PUC Scholarships at AUK	43
Other Scholarships at AUK	43
Financial Aid	44
Tuition & Fees	44
Enrollment Deposit	46
Legal Contract	46
Payment of Fees And Charges	46
Non-Payment	47
De-Registration	47
Payment Options	47
Tuition Fees Refund	47
Holds	47

GENERAL UNIVERSITY ACADEMIC INFORMATION

Student Responsibilities	50
University Degree Requirements	50
Academic Policies	51
Matriculation to The Undergraduate Degree Program	51
Class Attendance	51
Grading System	51
Course Repetition Policy	54
Incomplete Grades	55
Not Reported Grades (NR)	55
Course Grade Appeals	56
Change of Final Grades	57
Student Complaints Concerning Faculty	58
Tests and Examinations	61
Challenging Educational Materials	61
Academic Probation	61
Academic Dismissal	62
Return to AUK	62
Final Academic Dismissal	63
Registration	63
Withdrawal	63
Leave of Absence	64
Resuming Study at AUK	65
Auditing	65
Study at Another Institution	65
Courses and Class Schedules	67
Course Schedules	67
Course Prefix, Level, Title, and Credit Hours	67
Prerequisites	67
Co-Requisites	68
Concurrent Course	68
Independent Study Courses	68
Special Topics Courses	68
Course Substitutions	68

Academic Operation and Class Periods	68
Course Descriptions and Syllabi	69
Academic Load	69
Full-Time Students	69
Part-Time Students	69
Maximum Credit Loads	69
Class Standing	69
General Education	69
Mission Statement	69
Learning Outcomes	70
General Education Requirements	70
General Education Grade Requirement	73
General Education, Foundation Courses, and Prerequisites	73
Upper-Level Courses	73
Internships	74
Degree Programs and Major Requirements	74
Declaration of Major in The Degree Program	74
Change in Degree Program, Major, and/or Minor	75
Completion of The Major in The Degree Program	75
Double Major	75
Students with a Bachelor's Degree	75
Minor Requirements And Declaration Of A Minor	76
Completion of A Minor	76
Graduation	77
Eligibility for Graduation and Credit Hour Requirements	77
Application for Graduation	77
Conferral of Degrees	78
University Honors And Awards	78
Dean's Honor List	78
President's Honor Roll	79
Graduation Honors	79
University Liability	79
COLLEGE OF ARTS & SCIENCES	82
Office of The Dean	82
Mission	82
Vision	82
Values	82
Program accreditation	82
American academy for liberal education (AALÉ)	82
Commission on english language program accreditation (CEA)	82
Arts and humanities	83
Math and natural sciences	83
Social sciences	83
Department of Art and Graphic Design	83
Bachelor of Arts in Graphic Design	84
Minor in Graphic Design	86
Department of Communication and Media	88
Bachelor of Arts in Communication and Media	88
Minor in Communication & Media	90
Department of English	91
Bachelor of Arts in English	92
Minor in English	93
Department of Arabic and Foreign Languages	94
Minor in Arabic	95

Department of Music and Drama	98
Department of Math and Natural Sciences	101
Minor in Mathematics	101
Minor in The Natural Sciences [Biology, Chemistry, Physics]	103
Department of International Relations	105
Bachelor of Arts in International Relations	105
Minor in History	111
Minor in International Relations	111
Department of Social and Behavioral Sciences	113
Bachelor of Arts in Social And Behavioral Sciences – Concentration in Anthropology	115
Minor in Social and Behavioral Sciences – Concentration in Anthropology	
Gulf Studies Certificate Program	116
First Year Experience	117
Mission	117
Values	117
Vision	117
Learning Outcomes	117
Intensive English Program (IEP)	118
Mission	118
Values	118
Vision	118
Accreditation	119
IEP Learning Outcomes	119
Program Benefits	119
Admission And Placement	119
Program Structure	120
Duration of Iep Language Study	120
Methods of Instruction	120
Certificate of Completion	121
Curriculum Overview	121
<i>Academic Reading</i>	121
<i>Academic Writing</i>	121
<i>Listening & Speaking</i>	122
<i>Grammar</i>	123
<i>English Special Topics</i>	123
<i>Learning Laboratory</i>	123
Satisfactory Completion of The IEP	123
Advancement to The Undergraduate Program	124
Policy on Attendance and Lateness	124
Evaluation of Student Progress	124
IEP Academic Probation	124
	150

COLLEGE OF ENGINEERING & APPLIED SCIENCES

Office of the Dean	127
Mission	127
Values	127
Vision	127
Program Accreditation	127
Undergraduate programs	128
Department of Engineering	128
Department of Computing	128

Department of Engineering	128
Undergraduate Programs	129
Mission statement	129
Values	129
Vision	129
Program Educational Objectives	129
Student Outcomes	130
Admission to the Programs	130
Bachelor of Engineering In Computer Engineering	130
Dual Degree Program with Dartmouth's Thayer School of Engineering	134
Bachelor of Engineering in Electrical Engineering	135
Bachelor of Engineering in Systems Engineering	138
Internship	141
Double major in Electrical/Computer Engineering	143
Double major in Computer/Systems Engineering	144
Double major in Electrical/Systems Engineering	146
Department of computing	147
Vision	147
Mission	148
Values	148
Admission to the Computer Science or Information Systems Program	148
Bachelor of Science in Computer Science	148
Bachelor of Science in Information Systems	151
Minor in Computer Science	154
Minor in Information Systems	154
Double Major	155
Internship	155

COLLEGE OF BUSINESS & ECONOMICS

Office of The Dean	159
Mission	159
Values	159
Vision	159
Accreditation	160
Bachelor of Business Administration (BBA) Majors	160
BBA Minors	160
Disciplines (Fields of Study)	160
Overview of Requirements	161
Bachelor of Business Administration in Accounting	163
Bachelor of Business Administration in Finance	165
Bachelor of Business Administration in Economics	167
Bachelor of Business Administration in Human Resources Management	169
Bachelor of Business Administration in Management	171
Bachelor of Business Administration in Marketing	173
Minors in The College of Business and Economics	175
Minor in Business Administration	175
Minor in Economics	177
Minor in Human Resource Management	178
	170

COURSE DESCRIPTION

Glossary of Terms	190
Disciplines & Subject Codes	192
Course Descriptions	194

DIVISION OF STUDENT AFFAIRS

Where university comes to life	284
Mission	285
Objectives	285
AUK-Dartmouth Student Internship	286
Study Abroad and Student Exchange Programs	286
Co-curricular Transcript	286
Student Employment	286
Academic Advising Center (AAC)	287
Undeclared/Declared Students	287
Mandatory Advising and Registration	287
Student Advising Records	287
Learning Support Services (LSS)	288
<i>The Tutoring Center (TRC)</i>	288
<i>The Writing Center (WRC)</i>	288
Alumni Affairs and Career Development	289
Alumni Affairs	289
Career Development	289
Internships	289
Networking opportunities	290
Counseling Center	290
Personal Counseling	290
Disability Services	290
Art and Music Therapy Rooms	290
Office of Student Life	291
Student Lounge	291
Student Clubs and Organizations	291
Sports and Recreational Programs	292
Student Employment	292
Judicial Affairs	292
University IDs	292
University Codes	293
AUK Clinic	293

FACULTY & UNIVERSITY ADMINISTRATION

College of Arts & Sciences	313
College of Engineering & Applied Science	317
College of Business & Economics	318
University Administration	320
AUK Contact Information	324

2019-2020 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 2019

August

25	Su	Faculty return.
28	W	First de-registration process for non-payment of tuition for fall courses at 4 p.m.

September

01	Su	Islamic New Year. University closed.
02	M	Fall semester begins.
08	Su	Fall semester drop/add deadline at 4.00 pm. Last day to submit a pass/fail option form, permission to audit form, independent study form, or internship form. Online registration and forms submission for students ends at 4:00 pm. Final de-registration process for non-payment of tuition for fall courses at 4:00 p.m.
09	M	First day to withdraw from individual fall courses or from the university with a 50% refund.
15	Su	Last day to withdraw from individual fall courses or from the university with a 50% refund.
17	T	Additional KWD 20 per credit hour of engineering courses for non-engineering students applied.
18	W	Submission of tuition refund requests and sibling discount forms begins.

October

03	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.
06	Su	"Must Declare Major" holds placed on students.
15	T	First tuition installment due.
17	Th	Graduation application starts for fall 2019 graduates.
20	Su	KWD 25 late payment fee charged and financial hold is administered at 8:00 a.m; the 2 nd installment fee of KWD 10 is charged on all payments made after this time without a prior installment plan.
20-24	Su-Th	Midterm of semester.

27 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 selfservice effective 4:00 pm.

November

03 S Academic advising for spring and summer 2020 begins.

05 T Registration for spring and summer 2020 begins (*for details refer to the Advance Registration Schedule available on the website*).

07 Th Last day to withdraw with a “W” from a single class or from the university.

10 Su Prophet’s Birthday. University closed.

14 Th Second tuition installment due.

16 Sat UTR/UR/UT/U schedule.

19 T KWD 25 late payment fee charged and financial hold is administered at 8:00 a.m; the 3rd installment fee of KWD 10 is charged on all payments made after this time without a prior installment.

December

07 Sat UTR/UR/UT/U schedule

12 Th Classes end.

Advising for *Declared* majors starts until January 30.

15 Su Third tuition installment due.

18 W KWD 25 late payment fee charged and financial hold is administered at 8:00 a.m.

15-19 Su-Th Final exams.

21 Sat Final grades for fall courses due via AUK Self-Service by 10:00 a.m.

22 Su Grades for fall courses available to students via AUK Self-Service at 9:00 a.m.

22-31 Su-T Student Semester break.

24-31 T-T Faculty Semester break.

24-31 T-T Winter break. University closed.

SPRING 2020

January

01-02 W-Th New Year and Winter break. University closed.

05 Su University reopens.

1-16 W-Th Student semester break. University open.

Faculty semester break. University open.

16 Th First de-registration process for non-payment of tuition for spring courses at 4:00 p.m.

19	Su	Spring classes begin.
		Academic advising resumes for <i>declared</i> majors.
19-23	Su-Th	Spring semester drop/add deadline at 4 p.m.
		Last day to submit Permission to Audit form, Pass/Fail Option form, Independent Study form, or Internship form.
		Online registration and forms submission for students will end at 4:00 p.m.
		Final de-registration process for non-payment of tuition for spring courses at 4:00 p.m.
24	Fri	First day to withdraw from individual spring courses or from the university with a 50% refund.
30	Th	Last day to withdraw from individual spring courses or university with a 50% refund.
		“Must Declare Major Hold” placed on students.

February

03	M	Additional KWD 20 per credit hour of engineering courses for non-engineering students applied.
04	T	Submission of tuition refund requests and sibling discount forms start.
17	M	“Financial Hold” placed on students at 8:00a.m; and first installment fee of KWD 10 is charged on all payments made after this time without a prior installment plan.
25-27	T-Th	National and Liberation Days. University closed.

March

01	Su	University reopens; classes resume.
		Graduation application begins for spring/summer 2020 graduates.
15	Su	First tuition installment due.
18	W	KWD 25 late payment fee charged and financial hold is administered at 8:00a.m; the
		2 nd installment fee of KWD 10 is charged on all payments made after this time without a prior installment plan.
15-19	Su-Th	Midterm of semester.
22	Su	Prophet’s Ascension. University closed.
23	M	Midterm grades for spring courses due via AUK Self-Service by 9:00a.m.
		Spring midterm grades available on AUK Self-Service at 4:00p.m.

23-26 M-Th Spring break for faculty and students. University open.

April

05 Su Academic advising for fall 2020 begins for all UG students.
07 T Registration for fall 2020 begins (*for details refer to the Advance Registration Schedule available on the website*).
09 Th Last day to withdraw with a “W” from a single course or from the university.
15 W Second tuition installment due.
20 M KWD 25 late payment fee charged and financial hold is administered at 8:00a.m; the 3rd installment fee of KWD 10 is charged on all payments made after this time without a prior installment.
24 Fri Holy Month of Ramadan begins. Office hours and class schedule adjusted.

May

12 T Last day of classes for spring semester.
14 Th Third tuition installment due.
13-18 W-M Final exams (see exam schedule on web).
19 T Final grades for spring courses due via AUK Self-Service by 9:00a.m.

KWD 25 late payment fee charged and financial hold is administered at 9:00a.m.
20 W Final grades for spring courses available to students via AUK Self-Service at 1:00p.m.
Su-T 24-26 Eid Al Fitr. University closed.
W-Th 27-28 Semester break. University reopens.

SUMMER 2020 – Undergraduate (6 weeks)

May

28 Th First de-registration process for non-payment of UG summer courses by end of working hours.
31 Su Summer semester courses begin.

June

01-02 M-T Summer semester drop/add deadline at 4:00 p.m.

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

Study form, or Internship form.
02 T Final de-registration process for non-payment of UG summer courses by end of working hours.

03	W	First day to withdraw from individual summer courses or from the university with a 50% refund.
04	Th	Graduation. University closed.
07	Su	Last day to withdraw from individual summer semester courses or university with a 50% refund.
09	T	Additional KWD 20 per credit hour of engineering courses for non-engineering students applied.
10	W	Submission of tuition refund requests.
11	Th	“Financial Hold” placed on students at 8:00a.m.; and installment fee of KWD 10 is charged on all payments made after this time without a prior installment plan.
18	Th	Last day to withdraw with a “W” from summer full semester courses.

July

08	W	Summer tuition installment due.
09	Th	Last day of classes for summer semester courses.
12	Su	Final exams for summer semester courses.
		Financial hold is administered at 8:00a.m.
13	M	Final grades for summer semester courses due via AUK Self-Service by 10:00a.m.
14	T	Final grades for summer courses available to students via AUK Self-Service by 9:00a.m.

SUMMER 2020 – Intensive English Program (9 weeks)

May

28	Th	First de-registration process for non-payment of IEP summer semester courses by end of working hours.
31	Su	IEP summer classes begin.

June

01-03	M-W	Summer semester drop/add deadline at 4:00p.m.
03	W	Final de-registration for non-payment of IEP summer semester courses by end of working hours.
04	Th	Graduation. University closed.
04	Th	First day to withdraw from individual IEP summer courses or from the university with a 50% refund.
10	W	Submission of tuition refund requests.
11	Th	“Financial Hold” placed on students at 8:00am; and first installment fee of KWD 10 is charged on all payments made after this time without a prior installment plan.
14	Su	Last day to withdraw from the university with a 50% refund.

July

02	Th	Midterm of semester.
----	----	----------------------

05	Su	Midterm grades for IEP summer semester courses due via AUK Self-Service by 9:00a.m.
		Midterm grades for IEP summer semester courses available to students via AUK Self-Service by 4:00p.m.
08	W	First tuition installment due.
09	Th	Last day to withdraw with a “W” from IEP summer semester courses.
12	Su	“Financial Hold” placed on students at 8:00am; and second installment fee of KWD 10 is charged on all payments made after this time without a prior installment plan.
30	Th	Waqfat Arafat and Eid Al-Adha. University closed.

August

02-03	Su-M	Waqfat Arafat and Eid Al-Adha. University closed.
09		Second tuition installment due.
11	T	Last day of IEP summer semester classes.
12	W	IEP final exams.
		“Financial Hold” is administered at 8:00a.m.
13	Th	Final grades for IEP summer semester classes due via AUK Self-Service by 1:00p.m.
		Final grades for IEP summer semester available to students via AUK Self-Service by 4:00p.m.
13-19	Th-W	Semester break. University open.
20	Th	Islamic New Year. University closed.



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.

President

BOARD OF TRUSTEES

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

Shaikha Dana Nasser Sabah Al-Ahmed Al-Sabah

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

Mr. Meshal Ali

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

Mr. Wael Abdul-Ghafoor

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

Mr. Faisal Al-Ayyar

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

Mr. Samer Khanachet

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

Thomas Bartlett, Ph.D.

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

Saeeda M. H. Jaffar, Ph.D.

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

H.E. Ambassador Abdullah Y. Bishara

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

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

Associate Professor, Faculty of Dentistry, Kuwait University

Former Dean, Faculty of Dentistry, Kuwait University

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

Ralph and Richard Lazarus Professor of Anthropology and Human Relations Emeritus,
Dartmouth College

Relationship Coordinator (Director), the Dartmouth College-American University of Kuwait Program
President, Tangier American Legation

Rawda H. Awwad, Ph.D.

President, American University of Kuwait.

THE UNIVERSITY

MISSION STATEMENT

VALUES

VISION

INSTITUTIONAL & PROGRAM ACCREDITATION

LOCAL INSTITUTIONAL ACCREDITATION
PROGRAM ACCREDITATION

UNIVERSITY CULTURE

AUK AND DARTMOUTH COLLEGE

ACADEMIC RESOURCES

UNIVERSITY LIBRARY

UNIVERSITY LABORATORIES

COMPUTER LABORATORIES
ENGINEERING LABORATORIES
SCIENCE LABORATORIES

UNIVERSITY CENTERS

CENTER FOR GULF STUDIES (CGS)
CENTER FOR RESEARCH IN INFORMATICS, SCIENCES,
AND ENGINEERING (RISE)
CENTER FOR CONTINUING EDUCATION (CCE)
CENTER FOR TEACHING EXCELLENCE (CTE)

1

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 lifelong 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.

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 Association to Advance Collegiate Schools of Business (AACSB) has awarded AUK full accreditation for its College of Business and Economics. AACSB International (AACSB), a global nonprofit association, connects educators, students, and business to achieve a common goal: to create the next generation of great leaders.
- The BSc degree program in Computer Science is accredited by the ABET Computing Accreditation Commission, the global accreditor of college and university programs in applied science, computing, engineering, and engineering technology.
- The BE degree program in Electrical Engineering is accredited by the ABET Engineering Accreditation Commission, the global accreditor of college and university programs in applied science, computing, engineering, and engineering technology.
- The BE degree program in Computer Engineering is accredited by the Engineering Accreditation Commission of ABET, the global accreditor of college and university programs in applied science, computing, engineering, and engineering technology.
- The Intensive English Program is accredited by the Commission on English Language Program Accreditation (CEA).
- The College of Arts and Sciences is accredited by the American Academy for Liberal Education (AALÉ).

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 lifelong 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 arts and sciences, as well as opportunities for second degrees, double majors, minors, and electives in a variety of disciplines. 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 lifelong 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

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

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

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

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

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

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

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 a PC-equipped library. Approximately 735 computers are available to students for research and learning purposes.

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

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

ENGINEERING LABORATORIES

The College of Engineering and Applied Sciences has four electrical and computer engineering laboratories that support laboratory courses. The laboratories contain state-of-the-art devices carefully designed to provide excellent teaching, learning, and undergraduate research environments. Supported by modern measurement devices and aided by hardware/software co-design software, the laboratory equipment supports module-based and component-level implementation options, and services several courses in the programs including: electric circuits, electronics, digital logic design, computer organization and architecture, signals and systems, microprocessors and computer interfacing, embedded systems design, VLSI, data communications and computer networks, measurement and instrumentation, automation and data acquisition, electric machines, electric drives, power systems, power electronics, control systems, programmable logic controllers, among others.

SCIENCE LABORATORIES

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

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

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

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

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

UNIVERSITY CENTERS

CENTER FOR GULF STUDIES (CGS)

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, 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.

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

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.

CENTER FOR CONTINUING EDUCATION (CCE)

Center for Continuing Education (CCE-AUK) offers a wide range of educational, development programs and services for individual professionals, corporations, and AUK alumni since its establishment in 2006.

CCE is expanding its education and training services to offer international exam preparation programs, teaching and career development programs to the public/ individual market to ensure the provision of quality continuing education for present and future clients. Also, targeting corporate clients: banks, oil sector, telecommunication organizations to provide them with customized, tailor-made programs in the fields of business, management, finance, information technology, and health and safety.

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

To learn more about CCE and all of the courses/programs it offers, please visit the website:

www.auk.edu.kw/cce.

CENTER FOR TEACHING EXCELLENCE (CTE)

The Center for Teaching Excellence strives to inspire educators to adopt innovative and modern pedagogic strategies in teaching. It aims to provide AUK faculty with continuous support and resources necessary to apply modern curricula to their classrooms, and promote a holistic educational culture that allows faculty to utilize technology while harnessing the best methods of teaching to ensure constructive and active learning environments.

ADMISSION, REGISTRATION, SCHOLARSHIPS & FINANCIAL AID, AND TUITION & FEES

OFFICE OF ADMISSIONS

ADMISSION TO AUK

ENGLISH PROFICIENCY

ADMISSION APPLICATION DEADLINES

ADMISSION PROCESS

ADMISSION CATEGORIES & REQUIREMENTS

First-Time College Students

Transfer Students

Non-Degree Students

Visiting Students

Students with a Bachelor's Degree

Program-Specific Requirements

Required Support Documents

GENERAL ADMISSIONS POLICIES

Provisional Admission

Deferred Admission

Readmission

High School Certificates

Transfer of Credits

Conversion of Quarter Hours to Semester Hours

Advanced Standing Credit Transfer

Disability Disclosure

REGISTRATION

SCHOLARSHIPS AND FINANCIAL AID

OFFICE OF SCHOLARSHIP AND FINANCIAL AID

AUK ACADEMIC SCHOLARSHIPS

PUC SCHOLARSHIPS AT AUK

OTHER SCHOLARSHIPS AT AUK

TUITION & FEES

ENROLLMENT DEPOSIT

LEGAL CONTRACT

PAYMENT OF FEES AND CHARGES

NON-PAYMENT

DE-REGISTRATION

PAYMENT OPTIONS

TUITION FEES REFUND

HOLDS

2

ADMISSION, REGISTRATION, SCHOLARSHIPS & FINANCIAL AID, AND TUITION & FEES

ADMISSION

ADMISSION TO AUK

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

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

AUK serves:

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

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

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

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

ENGLISH PROFICIENCY

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

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

ADMISSION APPLICATION DEADLINES

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

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

SEMESTER

Spring 2020

Early Admission for Fall 2020

Summer 2020

Fall 2020

APPLICATION DEADLINE

January 14, 2020

January 29, 2020

May 29, 2020

August 27, 2020

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

SEMESTER

Spring 2020

Summer 2020

Fall 2020

APPLICATION DEADLINE

January 14, 2020

May 29, 2020

August 1, 2020

ADMISSION PROCESS

STEP I: APPLICATION

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

The application is also available online on the AUK website. The application form must be completed in full and signed by the applicant guaranteeing that all information provided is complete, truthful, and accurate. Submission of inaccurate and/or intentionally misleading information on the admissions application may result in the student's acceptance into AUK being rescinded.

PERSONAL ESSAY

Applicants must submit a typed personal essay, written in English, with the application packet. More information on the topic and format of the essay is provided on the application form. 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 **KWD 35** with the application packet. Packets received without the fee will not be processed or reviewed. Only fees paid by check or money order made payable to the American University of Kuwait may be enclosed in the application packet envelope. If students wish to pay cash, they may do so at the AUK Finance Department and then submit a copy of their cash receipt with the application packet.

STEP II: CONFIRMATION AND ENROLLMENT DEPOSIT

Once an applicant has been 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 KWD 100** enrollment deposit. Tuition deposits are to be paid directly to the AUK Finance Department. The deposit will be credited to the applicant's first semester tuition amount.

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

STEP III: FINAL TRANSCRIPT(S)

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

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

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

ADMISSION CATEGORIES & REQUIREMENTS

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

FIRST-TIME COLLEGE STUDENTS

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

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

HIGH SCHOOL SYSTEM	EQUIVALENCY	MINIMUM REQUIREMENT
Government System (Percentage)	Not Required	60%
Government System (Modular)	Not Required	2.00
American System	Required	2.00
Arabic Private	Required	60% or equivalent 2.00
Bilingual System	Required	2.00
British System	Required	6 IGCSE with minimum of "D" *
French Baccalaureate or equivalent	Required	Completion of Baccalaureate required with minimum average score of 12 or 60% cumulative average
Indian System	Required	Completion with a minimum cumulative average of 60% or equivalent for either: <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 successfully graduated from high school, attended another college-level institution approved by the Ministry of Higher Education in the State of Kuwait, and attempted one or more courses irrespective of credits earned.

- Must meet AUK's English language proficiency requirements.
- Must meet program-specific admissions requirements.
- Only courses taken at institutions certified by the Ministry of Higher Education in the State of Kuwait with a grade of "C-" and above may be considered for a transfer evaluation.
- The grade will not be calculated in the university GPA.

NON-DEGREE STUDENTS

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

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

Transferring from Non-Degree Status to Degree-Seeking Status

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

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

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

VISITING STUDENTS

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

- Must be in good standing at home institution.
- Must present an official document from their home institutions (an academic advisor's note) that indicates they may take courses at AUK as a visiting student.
- Must meet AUK's English language proficiency requirements.
- Are not required to take Math, English, and Arabic placement tests **IF** their record shows that they have taken equivalent placement tests or courses at their home institutions and accordingly placed in college-level courses.
- Must check with the Office of Admissions regarding registering for classes and tuition payment deadlines.
- Are held to the same academic and student code of conduct standards, and tuition and fees as degree-seeking students.

Transferring from Visiting Status to Degree-Seeking Status

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

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

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

STUDENTS WITH A BACHELOR’S DEGREE

Students in possession of a bachelor’s degree may pursue a second bachelor’s degree 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 requirement not satisfied by transfer credits must be taken in residence at AUK. Students holding business degrees from other institutions may not pursue a BBA degree at AUK. However, they may pursue a BA, BE, or BS degree.

Students must satisfactorily complete at least the final 30 credits in residence at AUK and fulfill all academic program requirements 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
- Bachelor of Engineering in Systems Engineering

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

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

REQUIRED SUPPORTING DOCUMENTS

For All Applicants

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

For First-time College Students

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

For Transfer Students

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

For Visiting Students

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

GENERAL ADMISSIONS POLICIES

PROVISIONAL ADMISSION

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

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

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

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

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

DEFERRED ADMISSION

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

READMISSION

- Students who voluntarily withdraw from the American University of Kuwait in good academic standing and are seeking readmission must meet all admissions requirements and deadlines as per the catalog at the time of re-entry.

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

HIGH SCHOOL CERTIFICATES

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

1. General Secondary School Certificate (Scientific, Literary).
2. Holders of Tijari High School (Commerce) are treated in accordance to the literary section.
3. Modular Secondary School Certificate (Muqararat) (Scientific, Literary). Math and science sections are treated in accordance to the 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:

A+	A	B	C	D
=	=	=	=	=
100	95	85	75	65

- Only one of Arabic IGCSE or the Ministry of Education Arabic courses can be accepted.
- Religious studies are considered valid only if they are part of the Ministry of Education exams.
- Only one of the non-academic courses is considered eligible as one of the above mentioned six required courses (e.g. music, physical education or drama etc.).

- An English high school graduate will be classified within the scientific section if s/he passed the following courses:
 - Mathematics
 - Chemistry
 - Physics
 - Biology
- The applicant will be placed in the literary section if s/he has not passed any of the previous courses.
- AUK may transfer college credits for students earning A-Level subjects with a minimum grade of “C-” for each subject. Only subjects classified as academic (including arts and creativity group subjects) will be considered for transfer credit evaluation. Contact an admissions counselor for further information.

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

Transfer credit is not calculated in the AUK grade point average.

Transfer credit at 100-level and above may be applied toward the number of credit hours required for graduation. No courses below the 100-level will be transferred.

The decision regarding course equivalency and applicable credit hours is made solely by the appropriate academic department. All equivalencies are subject to change or update.

Students may transfer up to 60 credits with a grade comparable to at least a "C-" at AUK from two-year and four-year institutions of higher education approved by the Ministry of Higher Education. Students must satisfactorily complete the remaining credits in residence at AUK and fulfill all academic program requirements 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. Email: 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 grade of 6 on the standard level (based on IBO grading scale 1-7).
 - b. A minimum 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.

REGISTRATION

OFFICE OF THE REGISTRAR

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

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

Registration

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

Degree Audits

One of the most important responsibilities of the Office of the Registrar is the degree audit of students' academic progress. The office staff conducts degree audits of all students who have earned 90+ credit hours to ensure that students are on track to complete all degree requirements and avoid unnecessary coursework. The report of the degree audit is emailed to students and academic advisors and it lists the remaining degree requirements, as well as those completed and in progress. The audit assumes successful completion of courses in progress. 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.

Disclosure of Student Records

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

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

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

- 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.

Transcripts

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

SCHOLARSHIPS AND FINANCIAL AID

OFFICE OF SCHOLARSHIP AND FINANCIAL AID

The Office of Scholarship and Financial Aid at AUK has been established to provide students a centralized gateway to everything related to government, private, and university scholarships, AUK financial aid, and government allowances. The office serves 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 allowance applications in coordination with the involved internal and external bodies. In addition, it centralizes all scholarship, financial aid, and allowance-related communications and announcements to the University's student body. The Office also corresponds with and generates academic and financial reports for scholarship sponsors. Its operations are scheduled with the University's academic year and the government scholarship and allowance application cycles.

AUK ACADEMIC SCHOLARSHIPS

At the beginning of each academic year, AUK makes available to its 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, 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 College Students

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

Continuing Students

- Complete AUK Scholarship Application Form for Junior & Senior AUK Students.
- Submit form to the Office of Scholarship and Financial Aid prior to the application deadline announced via AUK email.
- Applications will be reviewed by the AUK Scholarship Committee. All applicants will be informed of their status of the academic year. Although AUK strives to acknowledge and award all its deserving students, applying to the AUK scholarship award does not guarantee the applicant an award.

Retention of Scholarship

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

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 semester.
- Register for 12 credit hours or more per regular semester (fall and spring semesters).
- May take a leave of absence only after submitting a deferral request to the relevant university committee and receiving an approval.

PUC SCHOLARSHIPS AT AUK

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

PUC Internal Scholarship Maintenance Rules & Conditions

1. The recipients should not be government employees, or on 'study leave', or a recipient of any other type of award throughout the duration of their study (*government institutions include both 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 has a set number of language and remedial courses defined per scholarship category, without the possibility of an extension.
5. The recipients are committed to maintain a full-time status (register for a minimum of 12 credit hours) per regular semester (fall and spring).
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 abovementioned full-time status condition; 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). The recipients are financially liable for the tuition fees of any courses not transferrable towards the new scholarship major.
8. The recipients must not register in courses that are not used towards their assigned scholarship major, and the tuition of any such course will be charged to the recipient.
9. The recipients must register in all regular semesters (fall & spring) and may take a leave of absence only after applying for a scholarship deferral and receiving the approval of the university and the 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 Scholarship Reinstatement application when they meet the PUC's announced conditions for scholarship reinstatement.

OTHER SCHOLARSHIPS AT AUK

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

AUK FINANCIAL AID PROGRAM

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

FINANCIAL AID APPLICATION PROCESS

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

Retention of Financial Aid

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

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

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

TUITION & FEES 2019-2020

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
TUITION			
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. It is only valid for two regular semesters from the semester of admission.
OTHER FEES and CHARGES			
Special Course and Activity	As determined	Per course/activity	Non-refundable
Library	15	Per semester	Non-refundable. Library, technology, and student activity fees are reduced by 50% for the summer semester.
Technology	50	Per semester	
Student Activity	50	Per semester	
Graduation	50	Per graduate	
Diploma Re-Issuance Fee	10	Per diploma	
Deferred Payment Service Charge (Installment Plan)	10	Per installment	Any overdue amount in excess of KWD 100 will be charged at KWD 10 per month of deferral for a maximum of KWD 30 per semester. Students who opt for deferred payment of their tuition & fees will be charged per installment at KWD 10.
Late Payment	25	Per semester	Any due amount that is more than KWD 100 not paid on or before the due date will also be subject to a late payment fee per semester in addition to the installment fees.
IMPORTANT: The University reserves the right to increase or modify tuition and fees upon approval of the Private Universities Council-Ministry of Higher Education and the University Board of Trustees.			

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 through AUK Self-Service.

ENROLLMENT DEPOSIT

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

If the AUK 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.

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

PAYMENT OPTIONS

Full payment

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

Deferred Payment Scheme

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

TUITION FEES REFUND

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

1. Dropping courses per the provision outlined in the University catalog.
2. Withdrawal from the semester or AUK per the provision outlined in the University catalog.
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 the death of an immediate family member, call to military duty, legal proceedings, and medical illness requiring hospital stay. Students receive their refund checks in their name.

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

HOLDS

The AUK 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.

UNIVERSITY ACADEMIC INFORMATION

STUDENT RESPONSIBILITIES

UNIVERSITY DEGREE REQUIREMENTS

ACADEMIC POLICIES

MATRICULATION TO THE UNDERGRADUATE DEGREE PROGRAM
CLASS ATTENDANCE
GRADING SYSTEM
COURSE REPETITION POLICY
INCOMPLETE GRADES
NOT REPORTED GRADES (NR)
COURSE GRADE APPEALS
CHANGE OF FINAL GRADES
STUDENT COMPLAINTS CONCERNING FACULTY
TESTS AND EXAMINATIONS
CHALLENGING EDUCATIONAL MATERIALS
ACADEMIC PROBATION
ACADEMIC DISMISSAL
RETURN TO AUK
FINAL ACADEMIC DISMISSAL
REGISTRATION
WITHDRAWAL
LEAVE OF ABSENCE
RESUMING STUDY AT AUK
AUDITING
STUDY AT ANOTHER INSTITUTION

COURSES AND CLASS SCHEDULES

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

3

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
INTERNSHIPS

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

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

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 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*)

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

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

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 Human Resource Management
- 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 the curriculum in the matriculation year, all students are governed by the most recent university policies, as stated in the online catalog.**

CLASS ATTENDANCE

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

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

GRADING SYSTEM

Passing grades are A(-), excellent; B(+/-), good; C(+/-), satisfactory; and P, passing (see Pass/No Pass option). A D(+/-) grade represents less than satisfactory work. However, a D(+/-) grade 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 topic courses for credit, provided the course material is sufficiently distinct. Grades for all courses completed at AUK will be recorded on the student's AUK transcript, and repeated courses will be identified.

Include/Exclude Grades, Earned Credits, & GPA Calculation

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

INCOMPLETE GRADES

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

A student who receives an incomplete grade "I" must complete the coursework within one month of the first day of the following 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 coursework is completed within the period specified, the instructor must complete a Change of Grade form and submit it to the department chair in which the course is offered with the supporting evidence. If the department chair approves the change of grade, s/he will sign the form and submit it for final approval to the appropriate dean. If the coursework is not completed within the period specified, the "I" will be replaced with an "F" or "NP" as the final grade.

PUC scholarship students must contact the AUK Scholarship and Financial Aid Office regarding the 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 Office of the Registrar for an official grade change.

COURSE GRADE APPEALS

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

- There was a clerical/mathematical error in the calculation of the final grade.
- There were inconsistent standards of evaluation such as:
 - o Deviation from the grading criteria as outlined in the course syllabus.
 - o The final grade determination was based on factors other than the student's performance in the course and/or completion of course requirements.
 - o 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.
2. The faculty member fails to respond within the 48-hour time-period indicated.
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 12:00pm 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 the 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's 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 12:00pm 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 an 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 section B for complaints for academic reasons.*
2. Examples of incidents that can result in 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 physical and emotional health or safety.
3. This policy does not apply to issues that are covered under separate policies and procedures such as a financial appeal.
4. A complaint which has not been resolved through an 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 the vice president of student affairs or designee, or with the president if the complaint is against the vice president 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 vice president of student affairs or designee will submit the complaint as follows:
 - 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 the dean of the respective college/designee, vice president 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, vice president 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 vice president 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 section A for complaints for non-academic reasons.*

2. Examples of incidents that can result in 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.
4. The panel will select a chair.
5. The panel will arrange to meet with the parties and may gather additional information and conduct interviews in order to complete its investigation. Following this fact-finding process, the panel will submit a written report with recommendation for appropriate action to the dean. The dean will make the final decision and notify the parties within 10 working days.
6. If the dean determines that the complaint is without merit, the only record will be a copy of the student complaint form upon which such a notation will be made. The form will be placed on file with the student's permanent record for as long as may be necessary to permit response to potential legal action.
7. If the dean determines that the complaint is justified, an appropriate disciplinary action will be initiated, and the report will be placed in the faculty member's official personnel file.

Appeal

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

TESTS AND EXAMINATIONS

General Guidelines

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

Exam Logistics

Examination dates are usually announced in course syllabi. Final examinations must be offered by the faculty and they must be taken by the students during the scheduled period as assigned by the Office of the Registrar. Students may be asked to provide some form of photo identification, preferably their AUK ID, 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 for the missed exam. This policy may be noted in the instructor's course syllabus.

CHALLENGING EDUCATIONAL MATERIALS

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

ACADEMIC PROBATION

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

Initial Probation

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

Final Probation

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

Removal of Academic Probation

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

ACADEMIC DISMISSAL

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

RETURN TO AUK

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

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

If You Are Dismissed at the End of:

You May Return:

Fall semester
Spring semester

at the beginning of the following fall semester
at the beginning of the following spring semester

PUC Scholarship Students and Academic Dismissal

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

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 reinstatement of the scholarship at the Scholarship and Financial Aid Office at AUK.

FINAL ACADEMIC DISMISSAL

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

REGISTRATION

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

Registration Holds

Students may have a hold that prevents registration. Holds may be placed by the Finance Department, the Office of Admissions, the Office of the Registrar, the AUK Library, the Academic Advising Center, or other university departments. All holds must be cleared by the appropriate office before students are allowed to register for the upcoming term. Students can view their hold information via the 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 a full-time status, the student must be registered for a minimum of 12 credits per semester. Withdrawal from individual courses is permitted up until the withdrawal deadline for the respective semester, which is generally five weeks before the last day of classes for the fall and spring semesters, two weeks before the last day of classes of the IEP summer semester, and one week before the last day of the UG summer semester.

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

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

Withdrawal from the Semester

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

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

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

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

Withdrawal from the University

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

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

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

LEAVE OF ABSENCE

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

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

RESUMING STUDY AT AUK

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

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

AUDITING

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

STUDY AT ANOTHER INSTITUTION

General Guidelines

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

Study Abroad

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

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 form (for less than 9 credit hours)

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

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

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

For further assistance regarding scholarships, please contact the University's Scholarship and Financial Aid office at scholarship@auk.edu.kw.

For further assistance regarding study abroad, please contact the coordinator for study abroad at 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 advisors. Students are responsible for verifying the accuracy of their course schedules on AUK Self-Service throughout the semester in which they are enrolled.

COURSE PREFIX, LEVEL, TITLE, AND CREDIT HOURS

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

If the frequency of a specific course offering is not indicated, it is offered at the discretion of the program or department. Students should be careful to establish when the course will next be offered 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 requirements will be enforced at registration.

INDEPENDENT STUDY COURSES

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

SPECIAL TOPICS COURSES

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

COURSE SUBSTITUTIONS

Course substitution is restricted as follows:

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.
4. The substituted course is of equal rank or higher level. General education courses are not subject to substitutions.
5. All course substitutions require the approval of the department chair and the appropriate academic dean.

ACADEMIC OPERATION AND CLASS PERIODS

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

COURSE DESCRIPTIONS AND SYLLABI

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

ACADEMIC LOAD

FULL-TIME STUDENTS

Full-time students must carry a course load of 12-18 credit hours per regular semester. Full-time students may enroll in a maximum of 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, department chair, and the appropriate dean.

CLASS STANDING

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

<i>Freshman:</i>	0-29 credit hours
<i>Sophomore:</i>	30-59 credit hours
<i>Junior:</i>	60-89 credit hours
<i>Senior:</i>	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 lifelong 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, and to propose viable and creative solutions to complex problems.

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 “what” and “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 a [P] code fulfill the sciences general education requirement. Grades earned in courses numbered 095 and below are not computed into the GPA, and the credit hours earned for these courses are not applied towards the total hours required for graduation.

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

[E]: English Language Requirement		10 credit hours
Students can satisfy the English requirement with a grade of C- or better by taking the following courses. Students may be exempt from ENGL 100 if their TOEFL, IELTS, or Accuplacer scores meet ENGL 101 minimum requirements.		
	ENGL 100: Foundations in Academic Reading and Writing (if TOEFL, IELTS, or Accuplacer scores do not meet ENGL 101 requirements)	(4) [E]
AND		
	ENGL 101: Approaches to Critical Reading and Writing (<i>this course should be completed by the end of the second semester</i>)	(3) [E]
AND		
	ENGL 102: Writing and Information Literacy (<i>this course should be completed by the end of the third semester</i>)	(3) [E]
[A], [K]: Arabic Language and Culture Requirement		6 credit hours
To fulfill the general education requirement for Arabic, students must take one course (3 credit hours) in Arabic language or literature, and one course (3 credit hours) in Arab culture or society. These courses must be passed with a grade of C- or better. The following are guidelines for fulfilling the Arabic Language and Culture requirement:		
	[A]: Arabic Language Requirement is fulfilled by taking one of the following courses:	
	ARAB 101: Arabic as a Second Language I	(3) [A]
OR		
	ARAB 114: Arabic Basic Language Skills	(3) [A]
OR		
	ARAB 215: Arabic Composition I	(3) [A]
OR		
	ARAB 220: Readings in Arabic Heritage	(3) [A]
Proficiency level is determined by an Arabic placement exam. Students may not enroll and will not receive credit for a language-learning course taken below the level of the language-learning course into which they have been placed (an exception to this being ARAB 215; students may take ARAB 215 after having passed ARAB 220 to improve their Arabic composition).		
	[K] Arab Culture Requirement may be fulfilled by any course listed as satisfying the general education requirement for Arab Culture (see course descriptions).	
[M]: Mathematics Requirement		6 credit hours
For some degree programs, specific MATH courses are required or may be prerequisites for major courses. If the student knows what s/he wishes to major in, 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]
[T]: Computer Science and Information Systems Requirement		3 credit hours
To fulfill the CSIS general education requirement, students may take any 100-level CSIS [T] course, excluding CSIS 150.		(3) [T]
[L]: First Year Experience Requirement		5 credit hours
To fulfill the first-year experience requirement with a grade of C- or better , students may take:		
	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.		
[H]: Humanities Requirement		6 credit hours
Students can fulfill the humanities requirement by taking a total of six (6) credit hours from among the following areas:		
	Arabic (ARAB) (150, 205, 220, 303, 304, 308, 310, 312, 313, 314, 315, 316, 318)	[H]
	Art (ART)	[H]
	Communication and Media (COMM) (101, 111, 230, 240, 312, 325, 427)	[H]
	Drama (DRAM)	[H]
	English (ENGL) (108, 200-level courses or above)	[H]
	French (FRNC)	[H]
	Music (MUSC)	[H]
	Philosophy (PHIL)	[H]
	Religion (RELG)	[H]
	Spanish (SPAN)	[H]
	Translation (TRAN)	[H]
	Italian (ITA)	[H]
[S]: Social Sciences Requirement		6 credit hours
Students can fulfill the social sciences requirement by taking a total of six (6) credit hours from the following areas:		

	American Studies (AMST)	[S]
	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]
[P]: Science Requirement		7 credit hours
Students are required to take a total of seven (7) credit hours to fulfill the science requirement: one science course with a lab (4 credit hours) and one science course without a lab (3 credit hours). Students can take science courses from the following areas:		
	Biology (BIOL)	[P]
	Chemistry (CHEM)	[P]
	Environmental Studies (ENVS) (230, 305)	[P]
	Natural Sciences (NSCI)	[P]
	Physics (PHYS)	[P]

GENERAL EDUCATION GRADE REQUIREMENT

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

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

GENERAL EDUCATION, FOUNDATION COURSES, AND PREREQUISITES

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

UPPER-LEVEL COURSES

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

INTERNSHIPS

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

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

Students interested in an internship must satisfy the following conditions:

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 and submitting it to the Academic Advising Center. After the declaration is processed by the appropriate college, the student is assigned a faculty advisor based on the student’s declared major.

All scholarship students must declare their major at AUK in accordance with their scholarship assigned major. For further information, please contact the University’s scholarship coordinators at scholarship@auk.edu.kw.

CHANGE IN DEGREE PROGRAM, MAJOR, AND/OR MINOR

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

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

COMPLETION OF THE MAJOR IN THE DEGREE PROGRAM

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 and 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 the English Proficiency Requirements section of this catalog).

MINOR REQUIREMENTS AND DECLARATION OF A MINOR

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

COMPLETION OF A MINOR

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

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

GRADUATION

ELIGIBILITY FOR GRADUATION AND CREDIT HOUR REQUIREMENTS

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

GRADUATION REQUIREMENT	STANDARD	REMARKS
Credit hours	Minimum 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 degree requirements by end of Spring semester	
Graduation Fee	A graduation fee applies	

APPLICATION FOR GRADUATION

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

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

CONFERRAL OF DEGREES

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

AUK degrees are as follows:

College of Arts and Sciences

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

College of Engineering and Applied Sciences

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

College of Business and Economics

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

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 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.
2. Have no "I," "W," "NP," "F," or "FN" grades at the end of the same semester.
3. Have a 3.7 GPA or better.
4. 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 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.
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:

- **Summa cum laude** (with highest honor): 3.90 - 4.00
- **Magna cum laude** (with great honor): 3.70 - 3.89
- **Cum laude** (with honor): 3.50 - 3.69

Latin honors are listed on the commencement program, the student’s permanent record, and the diploma.

UNIVERSITY LIABILITY

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

COLLEGE OF ARTS & SCIENCES

OFFICE OF THE DEAN

MISSION
VISION
VALUES
UNDERGRADUATE PROGRAMS

PROGRAM ACCREDITATION

AMERICAN ACADEMY FOR LIBERAL EDUCATION (AALE)
COMMISSION ON ENGLISH LANGUAGE PROGRAM
ACCREDITATION (CEA)

ARTS AND HUMANITIES
MATH AND NATURAL SCIENCES
SOCIAL SCIENCES

DEPARTMENT OF ART AND GRAPHIC DESIGN

BACHELOR OF ARTS IN GRAPHIC DESIGN
MINOR IN GRAPHIC DESIGN

DEPARTMENT OF COMMUNICATION AND MEDIA

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

DEPARTMENT OF ENGLISH

BACHELOR OF ARTS IN ENGLISH
MINOR IN ENGLISH

DEPARTMENT OF ARABIC AND FOREIGN LANGUAGES

MINOR IN Arabic

DEPARTMENT OF MUSIC AND DRAMA

DEPARTMENT OF MATH AND NATURAL SCIENCES

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

4

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

MISSION

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

VISION

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

VALUES

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

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

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

PROGRAM ACCREDITATION

AMERICAN ACADEMY FOR LIBERAL EDUCATION (AALE)

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

COMMISSION ON ENGLISH LANGUAGE PROGRAM ACCREDITATION (CEA)

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

UNDERGRADUATE PROGRAMS

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

ARTS AND HUMANITIES

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

SCIENCES

- Department of Math and Natural Sciences (Minor in both)

SOCIAL SCIENCES

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

DEPARTMENT OF ART AND GRAPHIC DESIGN

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 lifelong 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 must formally choose and declare a major no later than the completion of 60 credit hours by completing the Degree Program, Major, and/or Minor Declaration Request form, and submitting it to the Academic Advising Center. Students wishing to major in graphic design must satisfy the following requirements:

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

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

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 203, ART 204, ART 205, ART 208, ART 211, and ART 389 (Art History-type class only).

Free Electives (12 credit hours)

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

MINOR IN GRAPHIC DESIGN (21 CREDIT HOURS)

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

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

Minor Prerequisites (6 credit hours)

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

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

MISSION AND VISION

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

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

VALUES

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

BACHELOR OF ARTS IN COMMUNICATION AND MEDIA

LEARNING OUTCOMES

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

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 for diversity.

ADMISSION TO THE PROGRAM

Students must formally choose and declare a major no later than the completion of 60 credit hours, by completing the Degree Program, Major, and/or Minor Declaration Request form and submitting it to the Academic Advising Center.

UNIVERSITY DEGREE REQUIREMENTS (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 ten courses (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 major.

General Education Requirements (49)

Major Requirements, composed of: (57)

- COMM Core Courses (15)
- COMM Concentration Courses (24)
- COMM Electives (18)

Free Electives (18)

MAJOR REQUIREMENTS (57 CREDIT HOURS)

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

Communication and Media Core Courses (15 Credit Hours)

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

Communication Concentration Courses (24 Credit Hours)

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

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

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

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

Communication Electives (18 Credit Hours)

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

FREE ELECTIVES (18 CREDIT HOURS)

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

MINOR IN COMMUNICATION & MEDIA (18 CREDIT HOURS)

The minor requires a minimum of 18 credit hours. These include: two core courses (6 credit hours) COMM 101: Introduction to Mass Communication, and COMM 110: Digital Foundations; two COMM courses (6 credit hours) at the 300-level and above; 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

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

Students must formally choose and declare a major no later than the completion of 60 credit hours, by completing the Degree Program, Major, and/or Minor Declaration Request form, and submitting it to the Academic Advising Center. Students wishing to major in English must satisfy the following requirements:

UNIVERSITY DEGREE REQUIREMENTS (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>	(60)
• Core Courses	(18)
• English Electives	(42)
<i>Free Electives</i>	(15)

MAJOR REQUIREMENTS (60 CREDIT HOURS)

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

Core Courses (18 credit hours)

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

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

English Electives (42 credit hours)

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

FREE ELECTIVES (15 CREDIT HOURS)

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

MINOR IN ENGLISH (18 CREDIT HOURS)

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

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

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

INTERNSHIP

ENGL 470

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

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

DEPARTMENT OF ARABIC AND FOREIGN LANGUAGES

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

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

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

MISSION STATEMENT

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

VALUES

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

VISION

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

LIST OF ARABIC COURSES

ARAB 101	Arabic as a Second Language I	(3) [A]	once/year
ARAB 114	Arabic Basic Language Skills	(3) [A]	every semester
ARAB 150	Human Development in the Arab World	(3) [H,K]	occasionally
ARAB 201	Arabic as a Second Language II	(3) [A]	occasionally
ARAB 205	Survey of Arab-Islamic Civilization	(3) [H,K]	every semester
ARAB 215	Arabic Composition I	(3) [A]	every semester
ARAB 220	Readings in Arabic Heritage	(3) [A,H]	every semester
ARAB 221	Creative Writing	(3) [H]	occasionally
ARAB 301	Arabic as a Second Language III	(3) [A]	occasionally
ARAB 303	Literature of the Arabian Gulf	(3) [H,K]	every semester
ARAB 304	Arabic Drama	(3) [H,K]	occasionally
ARAB 308	Arab Women in History	(3) [H]	occasionally
ARAB 310	Classical Arabic Prose	(3) [H,K]	occasionally
ARAB 312	Modern Arabic Literature	(3) [H,K]	once/year
ARAB 313	Arab Women and Literature	(3) [H,K]	occasionally
ARAB 314	Classical Arabic Poetry	(3) [H,K]	occasionally
ARAB 315	Literature of Al-Andalus	(3) [H,K]	occasionally
ARAB 316	Literature in the Abbasid Era	(3) [H,K]	occasionally
ARAB 318	Modern Arabic Novel	(3) [H,K]	occasionally
ARAB 369	Short Course	(1-3)	occasionally
ARAB 388	Independent Study	(1-3)	occasionally
ARAB 389	Special Topics	(3)	occasionally
TRAN 101	Introduction to Translation	(3) [H]	every semester
TRAN 102	Theoretical and Practical Issues in Translation	(3) [H]	every semester
TRAN 380	Media Translation	(3)	occasionally

MINOR IN ARABIC (18 CREDIT HOURS)

The 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]
AND/OR		
ARAB 221	Creative Writing	(3)
AND/OR		
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.

3. *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

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's preparation and have a lifelong commitment to the performing arts.

LEARNING OUTCOMES

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

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

DEPARTMENT OF MATH AND NATURAL SCIENCES

MISSION 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 (17-19 CREDIT HOURS)

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

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

LEARNING OUTCOMES FOR THE MATHEMATICS MINOR

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

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

PROGRAM REQUIREMENTS

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

Core Courses (12-13 credit hours)

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

MATH 201	Calculus I	(3)[M]
MATH 203	Calculus II	(3)[M]
MATH 205	Linear Algebra	(3)[M]

And one of the following courses:

MATH 206	Calculus III	(3)[M]
OR		
MATH 207	Advanced Engineering Mathematics	(4)

Minor Electives (5-6 credit hours)

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

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

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

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

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

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

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

LEARNING OUTCOMES

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

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

PROGRAM REQUIREMENTS

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

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

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

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

MISSION STATEMENT

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

VALUES

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

VISION

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

BACHELOR OF ARTS IN INTERNATIONAL RELATIONS

LEARNING OUTCOMES

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

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

6. Reconstruct concepts, models, and theories of international relations.
7. Communicate decisions as leaders in the national, regional, and international arena.

UNIVERSITY DEGREE REQUIREMENTS (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>	<i>(49)</i>
<i>Major Requirements composed of:</i>	<i>(48)</i>
IR Core Courses	(18)
IR Field Concentration Courses	(27)
IR Capstone	(3)
<i>International Relations Electives</i>	<i>(12)</i>
<i>Free Electives</i>	<i>(15)</i>

MAJOR REQUIREMENTS (48 CREDIT HOURS)

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

Core Courses (18 credit hours)

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

HIST 105	World History Since 1900	(3) [S]
HIST 201	History and Politics of Kuwait	(3) [S]
IR 101	Introduction to International Relations	(3) [S]
IR 210	Methods of Research in International Relations	(3) [S]
OR		
PLSC 210	Methods of Research in Political	(3) [S]
IR 202	Trends in International Relations	(3) [S]
IR 206	International Political Economy	(3) [S]

Field Concentration Courses (27 credit hours)

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

Diplomacy and Conflict Resolution

Students pursuing the concentration in diplomacy and conflict resolution study the evolution of international diplomacy and conflict resolution and examine the practices of bilateral and multilateral diplomacy, coercive diplomacy, preventive diplomacy and the efforts of conflict resolution ('track two diplomacy', mediation, negotiation, and facilitation). This concentration endeavors to go beyond traditional conceptions of diplomacy (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, article reviews, presentations, internships and exams.

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

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

AMST 409	American Foreign Policy Since World War II	(3)
IR 307	International Relations of Arab States	(3) [S]
IR 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 an intersection between international politics and economics. They will learn about the effects of politics on economic policy at the national, regional, and international levels. Students will be exposed to a multidisciplinary curriculum that allows them to analyze their findings through a variety of theoretical approaches. The concentration of International Political Economy relies on course readings, class discussion, case studies, papers, presentations, article reviews, reflective journals, and exams to achieve these learning goals.

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

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

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

International Relations and History

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

Students who complete the 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 must take the capstone seminar (IR 480) designed to demonstrate their accumulated training in international relations during their senior year.

International Relations Electives (12 credit hours)

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

Free Electives (15 credit hours)

Majors are expected to successfully complete five courses (15 credits hours) of their choice from courses in 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]
----------	----------------------	---------

OR

IR 206	International Political Economy	(3)[S]
--------	---------------------------------	--------

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

INTERNSHIP

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

DEPARTMENT OF SOCIAL AND BEHAVIORAL SCIENCES

MISSION

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

VALUES

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

VISION

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

DISCIPLINES

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

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

DEGREE PROGRAMS

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

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

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

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

LEARNING OUTCOMES

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

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

UNIVERSITY DEGREE REQUIREMENTS (124 CREDIT HOURS)

To earn a Bachelor of Arts in Social and Behavioral Sciences—Concentration in Anthropology, students must complete at least 124 credit hours. Students are required to complete a minimum 30 credit hours of upper-level courses (300-level and above) as part of their 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. 12 of these total credit hours must be upper-level (300-level or above).

SBSA 205	Fundamentals of Arab Society	(3) [K,S]
SBSA 210	Arab Society and Culture	(3) [K,S]
SBSA 222	Global Media and Spaces of Identity	(3) [S]
SBSA 224	Shopping and Consumerism	(3) [S]
SBSA 235	Identity, Difference and Deviance	(3) [S]
SBSA 239	Nation and Migration	(3) [S]
SBSA 249	Images of Women in the Media	(3) [S]
SBSA 255	Health, Medicine and Curing	(3) [S]
SBSA 260	Ethnographic Film	(3) [S]
SBSA 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.

GULF STUDIES CERTIFICATE PROGRAM

BENEFITS OF A GULF STUDIES CERTIFICATE PROGRAM

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

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

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

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

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

FIRST-YEAR EXPERIENCE (FYE)

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

MISSION STATEMENT

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

VALUES

FYE core values:

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

VISION

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

LEARNING OUTCOMES

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

1. Develop an understanding and an appreciation for the meaning, purpose, and benefits of a Liberal Arts education and demonstrate this by being self-directed, productive students, and members within their community.
2. Apply a variety of transferable, durable skills needed for success at university level and beyond. Skills include goal-setting, note-taking, test-taking, reading, writing, listening, and presenting.
3. Critically question and analyze their own physical, emotional, and social behavior to demonstrate awareness between academic well-being and personal choices.

4. Integrate into the AUK liberal arts culture by attending and actively participating in a variety of co-curricular events and indicate this through reflecting on and summarizing their experiences.
5. Identify and apply practical strategies for higher level thinking by successfully completing a variety of class assignments and assessments such as: reflections, exams, projects, and presentations.
6. Examine and construct self-reflective practices and employ effective behavioral strategies conducive to learning and becoming an effective member of the University community.

COURSE REQUIREMENTS

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

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

INTENSIVE ENGLISH PROGRAM (IEP)

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.

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 students' 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 a grade transcript.
- Morning, afternoon, or evening classes.
- Student services:
 - Computer lab access with internet, email, and software resources.
 - 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 IEP, students take the ACCUPLACER English as a Second Language Placement Test—a diagnostic test that enables IEP to assess students’ language ability and place them at the most appropriate level. Benchmarks are subject to change.

Course	ESL Accuplacer		IELTS	TOEFL iBT
	LPT Scores Average	Write Placer Score		
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

IEP offers two semesters of instruction in reading, writing, grammar, presentations, listening and speaking; guided and extensive reading; and special topic courses. Students are required to take one special topic 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. 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 notetaking 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 notetaking 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 notetaking 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 topic 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 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 ENGINEERING & APPLIED SCIENCES

OFFICE OF THE DEAN

MISSION
VISION
VALUES
PROGRAM ACCREDITATION

UNDERGRADUATE PROGRAMS

Department of Engineering
Department of Computing

DEPARTMENT OF ENGINEERING

UNDERGRADUATE PROGRAMS
MISSION STATEMENT
VALUES
VISION
PROGRAM EDUCATIONAL OBJECTIVES
STUDENT OUTCOMES
ADMISSION TO THE PROGRAMS
BACHELOR OF ENGINEERING IN COMPUTER ENGINEERING
DUAL DEGREE PROGRAM WITH DARTMOUTH'S
THAYER SCHOOL OF ENGINEERING
BACHELOR OF ENGINEERING IN ELECTRICAL ENGINEERING
BACHELOR OF ENGINEERING IN SYSTEMS ENGINEERING
INTERNSHIP
DOUBLE MAJOR IN ELECTRICAL/COMPUTER ENGINEERING
DOUBLE MAJOR IN COMPUTER/SYSTEMS ENGINEERING
DOUBLE MAJOR IN ELECTRICAL/SYSTEMS ENGINEERING

DEPARTMENT OF COMPUTING

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

5

COLLEGE OF ENGINEERING & APPLIED SCIENCES

OFFICE OF THE DEAN

MISSION

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

VISION

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

VALUES

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

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

PROGRAM ACCREDITATION

Accreditation Board for Engineering & Technology (ABET)

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

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

Computing Accreditation Commission (ABET)

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

UNDERGRADUATE PROGRAMS

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

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

Within these two programs, students can choose between five different majors.

Department of Engineering

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

Department of Computing

- BS in Computer Science
- BS in Information Systems

DEPARTMENT OF ENGINEERING

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

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

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

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 Bachelor of Engineering (BE) degree in General Engineering from the Thayer School of Engineering after five years of study. Refer to the dual degree engineering program section for more information.

UNDERGRADUATE PROGRAMS

The Department of Engineering offers three undergraduate programs that lead to the degree of Bachelor of Engineering:

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

MISSION STATEMENT

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

PROGRAM EDUCATIONAL OBJECTIVES

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

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

STUDENT OUTCOMES

By the time of graduation, ELEG, CPEG, and STEG students will possess:

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

ADMISSION TO THE PROGRAMS

Admission to the computer, electrical, or systems engineering 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, STEG, ENGR, or CSIS.

BACHELOR OF ENGINEERING IN COMPUTER ENGINEERING

UNIVERSITY DEGREE REQUIREMENTS (144 CREDIT HOURS):

To receive 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 (26)

Major Requirements composed of: (69)

- Computer Engineering Core (55)
- Computer Engineering Electives (14)

MAJOR REQUIREMENTS (69 CREDIT HOURS)

Students must complete all courses (55 credit hours) listed in the computer engineering core courses and four elective courses and two lab electives (14 credit hours) from the computer engineering course electives.

Computer Engineering Core Courses (55 credit hours)

CPEG 210	Digital Logic Design	(3)
CPEG 210L	Digital Logic Design Laboratory	(1)
CPEG 220	Computer Organization and Architecture	(3)
CPEG 330	Microprocessors and Interfacing	(3)
CPEG 330L	Microprocessors and Interfacing Laboratory	(1)
CPEG 340	Embedded System Design	(3)
CPEG 340L	Embedded System Design Laboratory	(1)
CPEG 350	Data and Computer Communications	(3)
CPEG 440	Computer Networks	(3)
CPEG 475	Senior Design Capstone I	(3)
CPEG 480	Senior Design Capstone II	(3)
CSIS 130	Computer Programming II	(4)[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, STEG, ENGR, and/or CSIS courses. The electives must be chosen according to the following rules:

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

CSIS 230	Programming in a Second Language	(3)
CSIS 250	Database Systems	(3)

CSIS 255	Web Technologies	(3)
CSIS 260	System Analysis and Design	(3)
CSIS 300	E-Commerce	(3)
CSIS 320	Principles of Programming Languages	(3)
CSIS 370	Computer Graphics	(3)
CSIS 400	Theory of Computation	(3)
CSIS 401	Mobile Computing	(3)
CSIS 405	Analysis of Algorithms	(3)
CSIS 415	Artificial Intelligence	(3)
CSIS 425	Advanced Software Engineering	(3)
CSIS 440	Software Project Management	(3)
CSIS 476	Computer Security and Information Assurance	(3)

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

CPEG 369	Short Course	(1-3)
CPEG 388	Independent Study	(1-4)
CPEG 389	Special Topics in Computer Engineering	(3)
CPEG 390	Introduction to the Internet of Things	(3)
CPEG 422	Digital Signal Processing	(3)
CPEG 430	Introduction of Soft Computing	(3)
CPEG 441	Hardware/Software Co-Design	(3)
CPEG 450	Network Security	(3)
CPEG 455	Wireless Networks and Mobile Systems	(3)
CPEG 460	Robotics	(3)
CPEG 470	Internship in Computer Engineering	(1-3)
ELEG 300	Engineering Electromagnetics	(3)
ELEG 305	Introduction to Biomedical Engineering	(3)
ELEG 321	Analog and Digital Filters	(3)
ELEG 323	Measurement and Instrumentation	(3)
ELEG 325	Communication Systems	(3)
ELEG 389	Special Topics in Electrical Engineering	(3)
ELEG 421	Control Systems	(3)
ELEG 422	Digital Control Systems	(3)
ELEG 450	Modern Antennas in Wireless Telecommunications	(3)
ELEG 472	CMOS Digital Circuit Design	(3)
STEG 220	Engineering Statistical Analysis	(3)
STEG 330	Operations Research I	(3)
STEG 340	Engineering Project Management	(3)
STEG 341	Production and Operations Management	(3)
STEG 345	Quality Control	(3)

STEG 350	Human Factors Engineering	(3)
STEG 389	Special Topics in Systems Engineering	(3)
STEG 451	Health and Safety Engineering	(3)
ENGR 200	Engineering Design	(3)
ENGR 300	Engineering Ethics	(3)
ENGR 310	Engineering Entrepreneurship II	(3)
ENGR 389	Special Topics	(3)

Lab Electives are restricted to the following:

CPEG 201L	Matlab Programming Laboratory	(1)
CPEG 303L	Advanced Programming for Engineers Laboratory	(1)
CPEG 331L	Automation and Data Acquisition Laboratory	(1)
CPEG 350L	Data and Computer Communications Laboratory	(1)
ELEG 301L	Programmable Logic Controllers Laboratory	(1)
ELEG 323L	Measurement and Instrumentation Laboratory	(1)
ELEG 421L	Control Systems Laboratory	(1)
STEG 220L	Engineering Statistical Analysis Laboratory	(1)
STEG 340L	Engineering Project Management Laboratory	(1)

RELATED FIELD REQUIREMENTS (42 CREDIT HOURS)

The related field requirements component is composed of six math courses (20 credit hours), three science courses (12 credit hours), one computer science course (4 credit hours), and two management and entrepreneurship courses (6 credit hours). Students must complete:

Math Courses (20 credit hours)

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

Sciences Courses (12 credit hours)

PHYS 115	General Physics I	(3)[P]
PHYS 115L	General Physics I Laboratory	(1)[P]

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

Computer Science Course (4 credit hours)

CSIS 120	Computer Programming I	(4)[T]
----------	------------------------	--------

Management and Entrepreneurship Courses (6 credit hours)

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

DUAL DEGREE PROGRAM WITH DARTMOUTH'S THAYER SCHOOL OF ENGINEERING

This initiative provides an opportunity for AUK students to go to Thayer School of Engineering at Dartmouth College for a summer term (preferably sophomore year), and then to return for a 5th year after completing the requirements for the AUK Bachelor of Engineering (BE) degree in Computer Engineering. Upon successful completion of their AUK BE and the 5th year at Dartmouth, students would earn an ABET-accredited BE degree at Dartmouth. The Thayer School of Engineering degree is in General Engineering (not in Computer Engineering). Thayer is one of the top engineering schools in the United States. It is known for a distinctive curriculum, which emphasizes breadth of engineering training in a highly collaborative learning environment. AUK students admitted to this special program will study with Dartmouth faculty and students in Thayer's state of the art facilities.

See: <http://engineering.dartmouth.edu/about/maclean.html>

Admission to the summer program at Dartmouth is based on prior academic performance and recommendation letters. Admission to the 5th-year program is based primarily on performance in the summer program at Dartmouth. No more than 10 students annually will be accepted into the program in its first two years; this is subject to admissions criteria. The cap may be adjusted after a trial period of two years.

Incoming students will receive program-specific orientation at Dartmouth, and AUK students will have seen substantial amounts of the material for Engineering Sciences 21 (ENGS 21), which will ease their transition. ENGS 21 is essential preparation for the 190-290 sequence of courses students will take upon their return to Dartmouth for the 5th Thayer BE year. AUK students will take all core courses required of Dartmouth AB and BE students (see list below). These courses are listed in the Thayer School of Engineering Catalog:

<http://engineering.dartmouth.edu/undergraduate/index.html>

SUMMER TERM

ENGS 21

ENGS 22

ENGS 33 (or 25)

SAMPLE BE YEAR PROGRAM (YEAR 5)

Fall	Winter	Spring
ENGS 190 (2A)	ENGS 290 (arr)	ENGS 112 (11)
ENGS 91 (12)	ENGS 27 (2)	ENGS 23 (9L)
ENGS 116 (10)	ENGS 24 (10)	ENGS 31 (12)

There are variations possible on this schedule depending on student interest. For more information on Thayer School of Engineering <http://engineering.dartmouth.edu/about/index.html>.

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:

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 (26)

Major Requirements composed of: (69)

- Electrical Engineering Core (55)
- Electrical Engineering Electives (14)

MAJOR REQUIREMENTS (69 CREDIT HOURS)

Students must complete all courses (55 credit hours) listed in the electrical engineering core courses and four elective courses and two lab electives (14 credit hours) from the electrical engineering course electives.

Electrical Engineering Core Courses (55 credit hours)

CPEG 210	Digital Logic Design	(3)
CPEG 210L	Digital Logic Design Laboratory	(1)
CPEG 220	Computer Organization and Architecture	(3)
CPEG 350	Data and Computer Communications	(3)
CSIS 130	Computer Programming II	(4)[T]
CSIS 210	Data Structures and Algorithms	(3)
ELEG 220	Electric Circuits	(3)
ELEG 220L	Electric Circuits Laboratory	(1)
ELEG 270	Electronics	(3)
ELEG 270L	Electronics Laboratory	(1)
ELEG 300	Engineering Electromagnetics	(3)

ELEG 310	Electric Machines and Power Fundamentals	(3)
ELEG 310L	Electric Machines Laboratory	(1)
ELEG 320	Signals and Systems	(3)
ELEG 320L	Signals and Systems Laboratory	(1)
ELEG 330	Power System Analysis	(3)
ELEG 330L	Power Systems Laboratory	(1)
ELEG 421	Control Systems	(3)
ELEG 471	Power Electronics	(3)
ELEG 475	Senior Design Capstone I	(3)
ELEG 480	Senior Design Capstone II	(3)
ENGR 330	Engineering Economics	(3)

Electrical Engineering Course Electives (14 credit hours)

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

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

Course electives are restricted to the following:

CPEG 330	Microprocessors & Interfacing	(3)
CPEG 340	Embedded System Design	(3)
CPEG 389	Special Topics in Computer Engineering	(3)
CPEG 390	Introduction to the Internet of Things	(3)
CPEG 422	Digital Signal Processing	(3)
CPEG 430	Introduction of Soft Computing	(3)
CPEG 441	Hardware/Software Co-Design	(3)
CPEG 450	Network Security	(3)
CPEG 455	Wireless Networks and Mobile Systems	(3)
CPEG 460	Robotics	(3)
ELEG 305	Introduction to Biomedical Engineering	(3)
ELEG 311	Power Distribution and Utilization	(3)
ELEG 321	Analog and Digital Filters	(3)
ELEG 323	Measurement and Instrumentation	(3)
ELEG 325	Communication Systems	(3)
ELEG 331	Power System Protection	(3)
ELEG 340	Fundamentals of High Voltage Engineering	(3)
ELEG 369	Short Course	(1-3)
ELEG 388	Independent Study	(1-4)
ELEG 389	Special Topics in Electrical Engineering	(3)

ELEG 411	Electric Drives	(3)
ELEG 412	Renewable Energy Systems	(3)
ELEG 422	Digital Control Systems	(3)
ELEG 450	Modern Antennas in Wireless Telecommunications	(3)
ELEG 470	Internship in Electrical Engineering	(1-3)
ELEG 472	CMOS Digital Circuit Design	(3)
STEG 220	Engineering Statistical Analysis	(3)
STEG 330	Operations Research I	(3)
STEG 340	Engineering Project Management	(3)
STEG 341	Production and Operations Management	(3)
STEG 345	Quality Control	(3)
STEG 350	Human Factors Engineering	(3)
STEG 389	Special Topics in Systems Engineering	(3)
STEG 451	Health and Safety Engineering	(3)
ENGR 200	Engineering Design	(3)
ENGR 300	Engineering Ethics	(3)
ENGR 310	Engineering Entrepreneurship II	(3)
ENGR 389	Special Topics	(3)

Lab Electives are restricted to the following:

CPEG 201L	Matlab Programming Laboratory	(1)
CPEG 330L	Microprocessors and Interfacing Laboratory	(1)
CPEG 331L	Automation and Data Acquisition Laboratory	(1)
CPEG 340L	Embedded System Design Laboratory	(1)
CPEG 350L	Data Communications and Computer Networks Laboratory	(1)
ELEG 301L	Programmable Logic Controllers Laboratory	(1)
ELEG 323L	Measurement and Instrumentation Laboratory	(1)
ELEG 331L	Power System Protection Laboratory	(1)
ELEG 421L	Control Systems Laboratory	(1)
ELEG 471L	Power Electronics Laboratory	(1)
STEG 220L	Engineering Statistical Analysis Laboratory	(1)
STEG 340L	Engineering Project Management Laboratory	(1)

RELATED FIELD REQUIREMENTS (42 CREDIT HOURS)

The related field requirement component is composed of six math courses (20 credit hours), three science courses (12 credit hours), one computer science course (4 credit hours), and two management and entrepreneurship courses (6 credit hours). Students must complete:

Math Courses (20 credit hours)

MATH 201	Calculus I	(3)[M]
MATH 203	Calculus II	(3)[M]
MATH 207	Advanced Engineering Mathematics	(4)

MATH 210	Differential Equations	(3)[M]
MATH 213	Discrete Mathematics	(3)[M]
STAT 214	Statistics for Engineers	(4)[M]

Sciences Courses (12 credit hours)

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

Computer Science Course (4 credit hours)

CSIS 120	Computer Programming I	(4)[T]
----------	------------------------	--------

Management and Entrepreneurship Courses (6 credit hours)

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

BACHELOR OF ENGINEERING IN SYSTEMS ENGINEERING

UNIVERSITY DEGREE REQUIREMENTS (144 CREDIT HOURS):

To receive a Bachelor of Engineering in Systems 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:

General Education Requirements, composed of (49)

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

Related Field Requirements not applicable to Gen Ed (26)

Major Requirements composed of: (69)

- Systems Engineering Core (55)
- Systems Engineering Electives (14)

MAJOR REQUIREMENTS (69 CREDIT HOURS)

Students must complete all courses (55 credit hours) listed in the systems engineering core courses and four elective courses and two lab electives (14 credit hours) from the Systems Engineering course electives.

Systems Engineering Core Courses (55)

STEG 210	Dynamic Systems	(3)
STEG 210L	Dynamic Systems Laboratory	(1)
STEG 220	Engineering Statistical Analysis	(3)
STEG 321	Systems Simulation	(3)
STEG 321L	Systems Simulation Laboratory	(1)
STEG 330	Operations Research I	(3)
STEG 331	Operations Research II	(3)
STEG 340	Engineering Project Management	(3)
STEG 341	Production and Operations Management	(3)
STEG 345	Quality Control	(3)
STEG 350	Human Factors Engineering	(3)
STEG 442	Supply Chain Engineering	(3)
STEG 475	Senior Design Capstone I	(3)
STEG 480	Senior Design Capstone II	(3)
ELEG 220	Electric Circuits	(3)
ELEG 220L	Electric Circuits Laboratory	(1)
ELEG 421	Control Systems	(3)
ENGR 200	Engineering Design	(3)
ENGR 330	Engineering Economics	(3)
CSIS 130	Computer Programming II	(4)[T]

Systems Engineering Course Electives (14 credit hours)

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

- At least two of the course electives must be STEG courses.
- At least one of the lab electives must be a STEG lab.
- At least two of the course electives must be 300-level or higher courses.
- A maximum of one course elective could be selected from the following CSIS electives:
 - CSIS 250 Database Systems (3)
 - CSIS 255 Web Technologies (3)

Course electives are restricted to the following:

CPEG 210	Digital Logic Design	(3)
CPEG 221	Computer Systems Engineering	(3)
CPEG 305	Algorithms in Computer Systems Engineering	(1-3)
CPEG 389	Special Topics in Computer Engineering	(3)
ELEG 305	Introduction to Biomedical Engineering	(3)
ELEG 315	Electrical Systems Engineering	(3)
ELEG 323	Measurement and Instrumentation	(3)

ELEG 389	Special Topics in Electrical Engineering	(3)
ELEG 422	Digital Control Systems	(3)
STEG 369	Short Course	(1-3)
STEG 388	Independent Study	(1-4)
STEG 389	Special Topics in Systems Engineering	(3)
STEG 422	Advanced Simulation	(3)
STEG 431	Stochastic Operations Research	(3)
STEG 446	Engineering Reliability	(3)
STEG 451	Health and Safety Engineering	(3)
STEG 452	Productivity Improvement	(3)
STEG 465	Petroleum Engineering	(3)
STEG 470	Internship in Systems Engineering	(1-3)
ENGR 300	Engineering Ethics	(3)
ENGR 389	Special Topics	(3)

Lab Electives are restricted to the following:

CPEG 201L	Matlab Programming Laboratory	(1)
CPEG 210L	Digital Logic Design Laboratory	(1)
CPEG 221L	Computer Systems Engineering Laboratory	(1)
CPEG 331L	Automation and Data Acquisition Laboratory	(1)
ELEG 301L	Programmable Logic Controllers Laboratory	(1)
ELEG 315L	Electrical Systems Engineering Laboratory	(1)
ELEG 323L	Measurement and Instrumentation Laboratory	(1)
ELEG 421L	Control Systems Laboratory	(1)
STEG 220L	Engineering Statistical Analysis Laboratory	(1)
STEG 340L	Engineering Project Management Laboratory	(1)

RELATED FIELD REQUIREMENTS (42 CREDIT HOURS)

The related field requirement component is composed of five math courses (17 credit hours), three science courses (12 credit hours), one computer science course (4 credit hours), and three management and entrepreneurship courses (9 credit hours). Students must complete:

Math Courses (17 credit hours)

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

Sciences Courses (12 credit hours)

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

Computer Science Course (4 credit hours)

CSIS 120	Computer Programming I	(4)[T]
----------	------------------------	--------

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 course instructor sign the form. At this meeting, special details of the internship are agreed upon in the format of a contract between the three parties.
- 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 course instructor every week to report on progress and activity. Students are expected to record their activities so that they can, in the future, review what activities have occupied their time while they were on an internship.

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 course instructor one week after the beginning of the internship to make sure that the student successfully started her/his activities.

7. **Intern's Final Report:** At the end of an intern's period of work the intern is required to present a Report of Activity. This report is to record the activities that the student has completed. The program will provide a general template for the report, which is a summary of their log-book. Students may add to the template. Once the report is submitted it is reviewed by the 470 course instructor, additions may be requested during an interview and discussion with the student.

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 course instructor then confirms the off-campus supervisor's assessment. After the student presents her/his findings and submits all the required deliverables, the 470 instructor submits the final grade of either Pass or No Pass.

Grade Distribution

- Weekly progress reports 50%
- Work supervisor report 10%
- Final Report 20%
- Final Presentation 20%

Guidelines

- The student is limited to a maximum of 6 credits hours of internship. A maximum of 3 credit hours (taken in increments of 1, 2 or 3 credits) may be applied to the major electives. An additional 3 credit hours of internship may be counted towards a second major, minor or as free electives.
- For the durations of the semester—16 weeks, students should work at least 2.5 hours per week (for 1 credit); 7.5 hours per week (for 3 credits); 10 hours per week (for 4 credits); and 15 hours per week (for 6 credits). A minimum of 120 hours is required for 3 credits, 80 hours for 2 credits, and 40 hours for 1 credit. For the Summer semester, a minimum of 25 hours per week is required (6 weeks).
- The Department of Engineering sets the standards for the internship and reserves the right to decide on the suitability of the work experience.
- The Department of Engineering may assist students to find suitable employment.
- Students are encouraged to find their own placements. However, the Department of 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 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 a cross of both majors. Six course electives (18 credit hours) and two lab electives (2 credit hours) must be selected in consultation with the academic advisor from 200-level or higher CPEG, ELEG, STEG, ENGR, and/or CSIS courses. The electives must be chosen according to the following rules:

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:

CEG Electives:

CPEG 388, 389, 390, 422, 430, 441, 450, 455, 460, 470

ELEG Electives:

ELEG 305, 311, 321, 323, 325, 331, 340, 388, 389, 411, 412, 450, 470, 471, 472

STEG Electives:

STEG 220, 330, 340, 341, 345, 350, 389,451

ENGR Electives:

ENGR 200, 300, 310, 389

CSIS Electives:

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

CPEG Lab Electives:

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

ELEG Lab Electives:

ELEG 301L, 323L, 331L, 421L, 471L

STEG Lab Electives:

STEG 220L, 340L

Students joining the double major option after completing a Capstone Course Sequence might need to take a second Capstone Course Sequence depending on their capstone project topic. In the case where a second Capstone Course Sequence is mandated for the student by the 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 a 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) or 144 (CPEG/ELEG/STEG) required credit hours. Students are financially liable for any additional credit hours beyond those required for their first major.

DOUBLE MAJOR IN COMPUTER/SYSTEMS ENGINEERING

Students pursuing a double major in computer and systems 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 STEG 475 and STEG 480; however, the selected capstone project topic must be a cross of both majors. Six course electives (18 credit hours) and two lab electives (2 credit hours) must be selected, in consultation with the academic advisor, from 200-level or higher CPEG, ELEG, STEG, ENGR, and/or CSIS courses. The electives must be chosen according to the following rules:

1. At least two of the course electives must be CPEG courses.
2. At least two of the course electives must be STEG 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 a STEG 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 300, 305, 321, 323, 325, 389, 422, 450, 470, 472

STEG Electives:

STEG 388, 389, 422, 431, 446, 451, 452, 465, 470

ENGR Electives:

ENGR 300, 389

CSIS Electives:

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

CPEG Lab Electives:

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

ELEG Lab Electives:

ELEG 301L, 323L, 421L

STEG Lab Electives:

STEG 220L, 340L

Students joining the double major option after completing a Capstone Course Sequence might need to take a second Capstone Course Sequence depending on their capstone project topic. In the case where a second Capstone Course Sequence is mandated for the student by the 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 STEG 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 STEG courses.
3. One of the lab electives must be a CPEG lab.
4. One of the lab electives must be a STEG 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 computer/systems engineering degree (catalogs prior to AY 2014-15) to join the double major option or to have a second-degree (both AUK and non-AUK graduates) will be considered on a case-by-case basis and might be subject to additional requirements.

IMPORTANT: 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) or 144 (CPEG/ELEG/STEG) required credit hours. Students are financially liable for any additional credit hours beyond those required for their first major.

DOUBLE MAJOR IN ELECTRICAL/SYSTEMS ENGINEERING

Students pursuing a double major in electrical and systems 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 ELEG 475 and ELEG 480, or STEG 475 and STEG 480; however, the selected capstone project topic must be a cross of both majors. Six course electives (18 credit hours) and two lab electives (2 credit hours) must be selected in consultation with the academic advisor from 200-level or higher CPEG, ELEG, STEG, and/or ENGR courses. The electives must be chosen according to the following rules:

1. At least two of the course electives must be ELEG courses.
2. At least two of the course electives must be STEG courses.
3. No CSIS course electives.
4. One of the lab electives must be an ELEG lab.
5. One of the lab electives must be a STEG 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 305, 330, 340, 389, 390, 422, 430, 441, 450, 455, 460, 470

ELEG Electives:

ELEG 305, 311, 321, 323, 325, 331, 340, 388, 389, 411, 412, 422, 450, 470, 471, 472

STEG Electives:

STEG 388, 389, 422, 431, 446, 451, 452, 465, 470

ENGR Electives:

ENGR 300, 389

CPEG Lab Electives:

CPEG 201L, 221L, 303L, 330L, 331L, 340L, 350L

ELEG Lab Electives:

ELEG 301L, 323L, 331L, 421L, 471L

STEG Lab Electives:

STEG 220L, 340L

Students joining the double major option after completing a Capstone Course Sequence might need to take a second Capstone Course Sequence depending on their capstone project topic. In the case where a second Capstone Course Sequence is mandated for the student by the 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 ELEG and STEG 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 ELEG courses.
2. Two of the course electives must be STEG courses.
3. One of the lab electives must be an ELEG lab.
4. One of the lab electives must be a STEG 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/systems engineering degree (catalogs prior to AY 2014-15) to join the double major option or to have a second-degree (both AUK and non-AUK graduates) will be considered on a case-by-case basis and might be subject to additional requirements.

IMPORTANT: Scholarship students 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) or 144 (CEPG/ELEG/STEG) required credit hours. Students are financially liable for any additional credit hours beyond those required for their first major.

DEPARTMENT OF COMPUTING

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 control and shape the processes of modern society.

The Department of Computing at AUK offers two bachelor's degree programs—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. Students of the Department of Computing 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 Department of Computing 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 Department of Computing 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 Department of Computing 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.

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 (17)

Major Requirements composed of: (58)

- Computer Science Core (49)
- Computer Science Electives (9)

MAJOR REQUIREMENTS (58 CREDIT HOURS)

Computer Science Core Course Requirements (49 credit hours)

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

CSIS 130	Computer Programming II	(4) [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 requirement component is composed of CSIS, MATH, science, and business.

CSIS Requirements (4 credit hours)

CSIS 120	Computer Programming I	(4) [I]
----------	------------------------	---------

Computer science and information systems majors do not need to take CSIS 101 to fulfill their general education requirements, as CSIS 120 will automatically fulfill that requirement.

*Math Requirements (15 credit hours)**

MATH 201	Calculus I	(3) [M]
MATH 213	Discrete Mathematics	(3) [M]
STAT 201	Statistics	(3)
MATH 203	Calculus II	(3)
Any other 200- or 300-level Math course		(3)

* **The total credit hours for the Math Requirements MUST be 15 credit hours.**

Science Requirements (8 credit hours)

BIOL 101	General Biology I	(3) [P]
BIOL 101L	General Biology I Laboratory	(1) [P]
AND		
BIOL 102	General Biology II	(3) [P]
BIOL 102L	General Biology II Laboratory	(1) [P]
OR		
PHYS 115	General Physics I	(3) [P]
PHYS 115L	General Physics I Laboratory	(1) [P]
AND		
PHYS 116	General Physics II	(3) [P]
PHYS 116L	General Physics II Laboratory	(1) [P]

Business Requirements (6 credit hours)

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

BACHELOR OF SCIENCE IN INFORMATION SYSTEMS

PROGRAM EDUCATIONAL OBJECTIVES

The 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.

General Education Requirements composed of: (49)

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

Related Field Requirements not applicable to Gen Ed (17)

Major Requirements composed of: (58)

- Information Systems Core (49)
- Information Systems Electives (9)

MAJOR REQUIREMENTS (58 CREDIT HOURS)

Information Systems Core Course Requirements (49 credit hours)

Students should earn a grade of “C-” or better in individual courses in the IS major. A cumulative major GPA of at least 2.00 in the major requirements (core, related field, and IS electives) is needed to earn an undergraduate degree in information systems.

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

Information Systems Elective Courses (9 credit hours)

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

RELATED FIELD REQUIREMENTS (33 CREDIT HOURS)

IS students are also expected to complete 33 credit hours of related field requirements, of which 16 credit hours are applicable to Gen Ed. The related field requirement component is composed of CSIS, MATH, science, and business.

CSIS Requirements (4 credit hours)

CSIS 120	Computer Programming I	(4) [I]
----------	------------------------	---------

Computer science and information systems majors do not need to take CSIS 101 to fulfill their general education requirements, as CSIS 120 will automatically fulfill that requirement.

Math Requirements (6 credit hours)

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

Science Requirements (8 credit hours)

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

Business Requirements (15 credit hours)

The following two courses are required for IS students:

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

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

Option 1: Management

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

Option 2: Accounting

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

Option 3: Finance

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

Option 4: Marketing

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

MINOR IN COMPUTER SCIENCE (18 CREDIT HOURS)

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

CSIS 210	Data Structures and Algorithms	(3)
CSIS 310	Introduction to Operating Systems	(3)
CSIS 330	Software Engineering	(3)

And three additional courses (9 credit hours) from the following list of courses:

CSIS 320	Theory and Implementation of Programming Languages	(3)
CSIS 322	Computer Networks and Data Communication	(3)
CSIS 401	Mobile Computing	(3)
CSIS 405	Analysis of Algorithms	(3)
CSIS 476	Computer Security and Information Assurance	(3)

MINOR IN INFORMATION SYSTEMS (18 CREDIT HOURS)

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

CSIS 110	Information Systems	(3)[T]
CSIS 210	Data Structures and Algorithms	(3)
CSIS 330	Software Engineering	(3)

And three additional courses (9 credit hours) from the following list of courses:

CSIS 302	IT Infrastructure	(3)
----------	-------------------	-----

CSIS 322	Computer Networks and Data Communication	(3)
CSIS 401	Mobile Computing	(3)
CSIS 440	Software Project Management	(3)
CSIS 476	Computer Security and Information Assurance	(3)

DOUBLE MAJOR

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

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

INTERNSHIP

Eligibility: A student with a 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 course instructor all sign the form. At this meeting, special details of the internship are agreed upon in the format of a contract between the three parties.

3. Visit to Place of Work: At the time of the contract signing, or at a time near to this meeting, the 470 course instructor visits the place of work where the student is going to intern and checks that the environment is suitable and that the nature of the work and the place of work go together.

4. Contact Off-campus Supervisor: Contact is established between the off-campus supervisor and the 470 course instructor to ensure that if any problems arise during the internship, there is a clear understanding of the roles each party will play in making sure that the student has a quality learning experience.

5. Bi-monthly Progress Reports from Intern: During the period of the internship, interns are expected to email the 470 course instructor bi-monthly to report on progress and activity. Students are expected to record their activities so that in the future they can review what activities occupied their time while they participated in the internship.

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 course instructor before the midterm grade is posted.

7. Intern’s Final Report: At the end of an intern’s period of work, the intern is required to present a Report of Activity. This report is to record the activities that the student has completed. The program will provide a general template for the report. Students may add to the template. Once the report is submitted, it is reviewed by the 470 course instructor, and additions may be requested during an interview and discussion with the student.

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 course instructor. The 470 course 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

• Bi-weekly progress reports	30%
• Work supervisor report	10%
• Final report	40%
• Final presentation	20%

Guidelines

1. 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 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 Computing sets the standards for the internship and reserves the right to decide on the suitability of the work experience.

4. The Department of Computing may assist students to find suitable employment.

5. Students are encouraged to find their own placements. However, the Department of Computing must be advised before a student approaches a prospective organization.

6. The 470 course instructor will visit the place of work where the student will be working to determine if the environment is suitable and that the nature of the work and place of work are in synergy.

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 470 course instructor and department chair, and the student has signed and returned the Student Internship Agreement.

9. Students are required to meet with the 470 course instructor at least once a week to report on progress and activity.

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

COLLEGE OF BUSINESS & ECONOMICS

OFFICE OF THE DEAN

MISSION

VALUES

VISION

ACCREDITATION

BACHELOR OF BUSINESS ADMINISTRATION (BBA) MAJORS

BBA MINORS

DISCIPLINES (FIELDS OF STUDY)

OVERVIEW OF REQUIREMENTS

DEPARTMENT OF ACCOUNTING & FINANCE

BACHELOR OF BUSINESS ADMINISTRATION IN ACCOUNTING

BACHELOR OF BUSINESS ADMINISTRATION IN FINANCE

DEPARTMENT OF ECONOMICS, MANAGEMENT, AND MARKETING

BACHELOR OF BUSINESS ADMINISTRATION IN ECONOMICS

BACHELOR OF BUSINESS ADMINISTRATION IN HUMAN

RESOURCE MANAGEMENT

BACHELOR OF BUSINESS ADMINISTRATION IN MANAGEMENT

BACHELOR OF BUSINESS ADMINISTRATION IN MARKETING

MINORS IN THE COLLEGE OF BUSINESS AND ECONOMICS

MINOR IN BUSINESS ADMINISTRATION

MINOR IN ECONOMICS

MINOR IN HUMAN RESOURCE MANAGEMENT

6

COLLEGE OF BUSINESS & ECONOMICS

OFFICE OF THE DEAN

MISSION

CBE provides an American educational experience producing ethical, innovative, articulate, and globally-agile graduates.

The focus is on:

- Emphasizing ethics, environmental stewardship and social responsibility across the curriculum.
- Developing and enhancing communication skills in the English language. These include reading, writing, listening, speaking, and building consensus.
- Developing global business agility.
- Developing an innovative skillset including adapting to technological change and skills in driving organizational change.

VALUES

The College of Business and Economics strives to uphold the following values:

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

VISION

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

ACCREDITATION

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

Bachelor of Business Administration (BBA) MAJORS

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

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

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)
• Major Courses	(18)
• Electives	(6)
<i>Internship & 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:

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

Internship and Common Capstone (6 credit hours)

Internship (3 credit hours)

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

Common Capstone BUS 490 (3 credit hours)

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

Free Electives (9 credit hours)

Students must take adequate and sufficient electives to complete the 124 credit hour requirements for graduation and are strongly advised to consult with their academic advisor when choosing their free electives.

BACHELOR OF BUSINESS ADMINISTRATION IN ACCOUNTING

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

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

MISSION STATEMENT

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

VISION

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

VALUES

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

LEARNING OUTCOMES

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

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 and US GAAP.
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.
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 that impacts all decisions in a business. Finance employs mathematics and economic 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, an investment company, a multinational corporation, a government entity, a not-for-profit organization, and international institutions such as the World Bank and the IMF, to support major tactical and strategic financial decisions. Graduates in finance can also become successful entrepreneurs (private equity, investment banking, financial planning, and so on); career titles in finance run the spectrum from entry-level positions to the CEO.

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

MISSION STATEMENT

The Department's BBA in Finance degree resembles the program structure of an American education system and standards. It 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 in Finance is to be recognized locally, regionally, and internationally by the scholarly and professional accomplishments of its graduates.

VALUES

The following values are to be upheld:

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

LEARNING OUTCOMES:

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

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

FINANCE MAJOR COURSES (24 CREDIT HOURS)

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

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

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

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

BACHELOR OF BUSINESS ADMINISTRATION IN ECONOMICS

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

Careers in Economics span a broad range of sectors such as financial, environmental, political, education, and research. Graduates in Economics are sought by financial institutions, insurance companies, international businesses, and non-business organizations and governments. Many graduates elect to pursue graduate education 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 a solid economic foundation in theory and practice for sound business decisions. The program prepares students for professional careers in a vastly changing and challenging global economy.

VISION

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

VALUES

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

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

LEARNING OUTCOMES

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

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 in 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 HUMAN RESOURCE MANAGEMENT

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

LEARNING OUTCOMES

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

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

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

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

A HRM minor is also available.

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

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

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

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

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

BACHELOR OF BUSINESS ADMINISTRATION IN MANAGEMENT

Management today is an exacting, challenging, and exciting field. Management systems play an essential role in powering the economy, and management decisions and practices can have substantial impact on individual lives. The management major allows students to learn strategies, techniques, and ethics for effective organization. The required courses—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 businesses. Flexibility in dynamic environments and exploitation of business opportunities are addressed in the study of Change Management. The human element in business is fundamental to success yet is often seen as difficult to manage. In response to this dilemma, the course in Organizational Behavior explores theories and perspectives on human behavior in organizations that lend an understanding of this complex aspect of business. The 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 responses 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	Management and Leadership	(3)
MGMT 343	Quantitative Research Methods for Business	(3)
MGMT 389	Special Topics	(3)
MGMT 415	Services Management	(3)
BUS 389	Special Topics	(3)
BUS 489	Interdisciplinary Honors Seminar	(3)
BEAL 403	Corporate Governance and Ethics	(3)
HR 305	Human Resources Management	(3)

BACHELOR OF BUSINESS ADMINISTRATION IN MARKETING

Marketing is a leading field in business, responsible for researching and satisfying customer needs through product and service development, pricing, promotion, and distribution. 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 that include Principles of Marketing, International Marketing, Advertising and Promotion, Consumer Behavior, Marketing Research, Marketing Strategy, E-Commerce, Marketing of Services, and Supply Chain Management. These courses provide professional skills needed in the job market, both in Kuwait and internationally.

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

MISSION STATEMENT

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

VISION

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

VALUES

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

LEARNING OUTCOMES

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

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

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

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

MINORS IN THE COLLEGE OF BUSINESS AND ECONOMICS

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

The College oversees the following minors:

- Business Administration (for non-Business Majors)
- Economics
- Human Resource Management

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

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

GENERAL DEGREE REQUIREMENTS FOR A MINOR

Students may pursue one minor only. All AUK minor programs consist of a minimum of 18 credit hours, at least 9 credit hours of which must be taken in residence at AUK. No more than 9 credit hours earned from the major or general education requirements may apply towards any one minor.

MINOR IN BUSINESS ADMINISTRATION

PROGRAM 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 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)

AND

ECON 201 Principles of Macroeconomics (3)

Entrepreneurship

ENTR 201 Principles of Entrepreneurship (3)

AND

ENTR 301 Intermediate Entrepreneurship (3)

Financial Management (6 credit hours)

ACCT 201 Principles of Financial Accounting (3)

AND

FINC 332 Financial Management (3)

Human Resource Management

HR 205 Human Resource Management (3)

AND

PSYC 203 Social Psychology (3)

Management Accounting

ACCT 205 Managerial Accounting (3)

AND

ACCT 401 Advanced Managerial Accounting (3)

Marketing

MRKT 200 Principles of Marketing (3)

AND

MRKT 329 International Marketing (3)

OR

MRKT 355 Advertising and Promotion (3)

Organizational Change & International Management

MGMT 301 Change Management (3)

AND

BUS 321 International Business (3)

MINOR IN ECONOMICS

PROGRAM PURPOSE

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

PROGRAM REQUIREMENTS

Students must complete six courses (18 credit hours) for the minor.

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 305	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]
	OR	
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

DISCIPLINES & SUBJECT CODES

COURSE DESCRIPTIONS

7

COURSE DESCRIPTIONS BY DISCIPLINES CATALOG

GLOSSARY OF TERMS

Capstone

A capstone course is a culminating experience—a course 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 requirements 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 (CEPG)
- 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)
- 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)
- Systems Engineering (STEG)
- Translation (TRAN)
- University (UNIV)

COURSE DESCRIPTIONS

Accounting (ACCT)

ACCT 201 *Principles of Financial Accounting* (3 - 4)

An introduction to Financial Accounting. Topics include: the accounting cycle; creating and interpreting financial statements; accounting for cash, receivables, inventory, long-term, assets, and accounting for corporations, and interpretation of financial ratios. Prerequisite: MATH 103 or 110 or 201.

ACCT 205 *Managerial Accounting* (3)

An introduction to the role of accounting in the managerial process of planning, controlling and decision-making. Topics include: cost concepts and classifications, job-order costing, process costing, variable costing, activity-based costing, cost-volume-profit analysis and budgeting. Prerequisite: MATH 103 or 110 or 201 and Concurrent: ACCT 201.

ACCT 301 *Intermediate Accounting I* (3)

This course begins in-depth analysis of financial accounting. Topics include accounting standards and theory, the balance sheet, statement of cash flows, comprehensive income, revenue recognition, profitability analysis, receivables and investment valuation; inventory and departures from historic cost, operational assets and impairment. Prerequisite: ACCT 201.

ACCT 305 *Intermediate Accounting II* (3)

This course builds on applications, standards, and practices taught in ACCT 301, providing in-depth analysis of financial accounting, advancing to consider liabilities and owners' equity. Topics include accounting for current liabilities, contingencies, bonds, long-term notes, pensions, leases, income tax and shareholders' equity, embracing contributed capital, retained earnings, and dividends and earnings per share. Concurrent: ACCT 301.

ACCT 334 *Individual & Corporate Tax* (3)

An analysis of international taxation theory and the application of tax theory for domestic and international activity in Kuwait. Prerequisite: ACCT 201.

ACCT 365 *Financial Statement Analysis* (3)

This course is designed to equip the student with knowledge and skills of how to use financial statements in a variety of firm valuation contexts in the capital market. The student learns different valuation tools for evaluating a firm's accounting and financial performance, the concept of earnings quality, and other valuation related issues. Prerequisite: ACCT 301 and FINC 332.

ACCT 369 *Short Course* (1 - 3)

Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Can be repeated for credit with a different topic. Permission of instructor.

ACCT 388 ***Independent Study*** **(1 - 3)**

A research and writing project to be determined in consultation with the instructor. Can be repeated for credit with a different topic. Junior standing. Prerequisite: ACCT 201.

ACCT 389 ***Special Topics*** **(3)**

Can be repeated for credit with a different topic. Permission of instructor.

ACCT 401 ***Advanced Managerial Accounting*** **(3)**

Issues of cost management and its use to achieve organizational goals. Relationship of performance measurement, compensation, authority to organizational structure, organizational development and success. Prerequisite: ACCT 205.

ACCT 405 ***Advanced Financial Accounting*** **(3)**

This course builds on disciplinary knowledge and techniques provided in earlier financial accounting courses to develop higher order cognitive skills needed to address complex issues emerging in accounting. Topics include: accounting theory, concepts and standards, standard setting process, emerging issues, accounting institutions, accounting regulation, and ethical issues in accounting. Prerequisite: ACCT 301.

ACCT 413 ***Accounting Capstone: Auditing*** **(3)**

Accounting and auditing principles and standards, reporting methods, controls and test of controls, function of the independent auditor. Senior standing. Prerequisite: ACCT 301.

ACCT 421 ***International Financial Reporting Standards*** **(3)**

An overview of International financial reporting Standards and the accounting standards generally accepted in Kuwait. Students are introduced to the Financial Reporting requirements of global capital markets. Prerequisite: ACCT 201.

ACCT 470 ***Internship in Accounting*** **(1 - 3)**

An internship experience with the requirement that the student write a report summarizing what the internship job added to his or her knowledge of accounting and related fields. Students are limited to a maximum of 3 internship credit hours for any major and 6 credits overall. Permission of instructor. This is a pass/fail course.

American Studies (AMST)

AMST 121 ***US History since 1900*** **(3) [S]**

Examination of the major political and economic themes in the US from 1900 to the present. Topics will include the world wars, prohibition and the Depression, the rise of the US as a global power, the Cold War, and the Gulf War.

AMST 220 ***Early American Political History*** **(3) [S]**

The course traces the political history of America from the period of European colonial settlement through the Gilded Age. Topics include colonialism, independence, the US Constitution, Jacksonian Democracy, the Civil War and Reconstruction, westward expansion, and modernization. Prerequisite:

AMST 333 *American Culture* (3) [S]

An interdisciplinary study of America's view of itself: contemporary society including race, ethnicity, politics, literature and film; issues of violence, discrimination, racism, and attitudes that shape contemporary American culture. Sophomore standing or permission of instructor.

AMST 369 *Short Course* (1 - 3)

Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Can be repeated for credit with a different topic. Permission of instructor.

AMST 388 *Independent Study* (1 - 3)

A research and writing project to be determined in consultation with the instructor. Can be repeated for credit with a different topic. Senior standing and permission of instructor.

AMST 389 *Special Topics* (1 - 3)

Can be repeated for credit with a different topic. Permission of instructor. Prerequisite: any 100 or 200-level HIST course, or AMST course. Pre-requisite: IR 101.

AMST 402 *American Social History in the 20th Century* (3)

The economic boom and the conservative/traditional 50s; the Civil Rights movement; the anti-war movement; the feminist movement; the counter-culture movement; the student movement; the response of the political right; the information revolution; transformation of the culture and the political landscape. Junior standing. Prerequisite: any 100 or 200-level HIST course, or AMST course.

AMST 409 *American Foreign Policy since WWII* (3)

Investigation of American foreign policy since World War II: the process of decision-making, the role of the presidency, the State Department and Pentagon bureaucracy, the Congress, and public opinion. Focuses on the Cold War and the Middle East. Junior standing or permission of instructor. Prerequisite: any 100 or 200-level HIST or AMST course.

Arabic Language & Literature (ARAB)

ARAB 101 *Arabic as a Second Language I* (3) [A]

This course introduces the student to the Arabic alphabet, the script of modern written Arabic, and develops the student's knowledge in the four language skill areas. The materials are designed in the effective modern approach to foreign language teaching. This course is taught in the Arabic language. Prerequisite: Arabic placement exam score less than or equal to 4.

ARAB 114 *Arabic Basic Language Skills* (3) [A]

This course introduces students to basic Arabic language skills: listening, speaking, reading, and writing. This course is taught in the Arabic language. 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 were tested. Prerequisite: Arabic placement exam score between 5 and 14.

ARAB 150 *Human Development in the Arab World* (3) [H], [K]

This course examines Human Development in the Arab World using the Reports of the UN Development Program and The Arab Fund for Economic and Social Development, which were released in 2003/2004. It provides students with detailed description and critical evaluation of the economic, demographic, social, and political conditions in the Arab countries. This course is taught in the English language. Prerequisite: ENGL 101.

ARAB 201 *Arabic for Non-Native Speakers II* (3) [A]

This course extends ARAB 101 and is designed to enhance further the non-native speaker's knowledge and proficiency of Arabic. This course is taught in the Arabic language. 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 were tested. Prerequisite: ARAB 101.

ARAB 205 *Survey of Arab-Islamic Civilization* (3) [H], [K]

The course acquaints students with the past influence and present importance of Arab-Islamic civilization. It investigates how Islam has shaped many different cultures in Asia, Europe, and Africa over the last 1400 years. The religious, political, and cultural values associated with Arab-Islamic culture will be discussed. Furthermore, students will be familiarized with the historical forces that shaped the past, and what these forces mean for the world today. This course is taught in the English language. This course satisfies the general education requirement for Arab Culture. Prerequisite: ENGL 101.

ARAB 215 *Arabic Composition I* (3) [A]

This course introduces native speakers of Arabic – with English curricula education – to intermediate reading and writing skills in Arabic. Using various literary and non-literary styles, students will be exposed to functional grammar, sentence structure, and paragraph-writing. This course is taught in the Arabic language. 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 were tested. Prerequisite: Arabic placement exam score 15 or higher.

ARAB 220 *Readings in Arabic Heritage* (3) [A], [H]

This course surveys selections of writings from classical Arabic works. The main aim of the selections is to reflect the intellectual, literary, and cultural developments of the Arabs from pre-Islamic times up to the present day. The course is thematically organized to allow students the opportunity to study the continuity or changes of certain values and beliefs in Arabic culture. This course is taught in the Arabic language. 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 were tested. Prerequisite: arabic placement exam score 25 or higher.

ARAB 221 *Creative Writing* (3) [H]

This course introduces students to the skills of writing the genre of the short story and novel. This course is taught in the Arabic language.

ARAB 301 *Arabic as a Second Language III* (3) [A]

This course builds on the earlier Arabic courses for non-native speakers. It uses more advanced materials to strengthen the reading, writing, listening, and speaking abilities of the student. This course is taught in the Arabic language. 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 were tested. Prerequisite: ARAB 201.

ARAB 303 *Literature of the Arabian Gulf* (3) [H], [K]

This course looks at the contribution of literary figures from the Arabian Gulf, especially those of Kuwait, to Arabic literature in general. This course is taught in the Arabic language. This course satisfies the general education requirement for Arabic Culture. Sophomore standing or permission of instructor.

ARAB 304 *Arabic Drama* (3) [H], [K]

The course looks at the emergence of Arabic drama in the 19th century until the present day, and assesses prototype drama forms of the medieval period. Through a study of selected plays by prominent authors, a picture will emerge as the influence of Arabic drama on Arabic literature. A selection of video recordings will also accompany the course. This course is taught in the Arabic language. This course satisfies the general education requirement for Arabic Culture. Sophomore standing or permission of instructor.

ARAB 308 *Arab Women in History* (3) [H]

An exploration of the diversity of voices of Arab women, both past and present, from a multidisciplinary perspective. Topics include women as revolutionaries and nationalists, male-female relations, women in the workforce, female circumcision, family structures, and lifestyles. This course is taught in the Arabic language. Sophomore standing or permission of instructor.

ARAB 310 *Classical Arabic Prose* (3) [H], [K]

This course surveys classical Arabic prose. The main aim of the selections is to introduce a few of the outstanding literary achievements of the Arabs in prose from the 8th to the 14th centuries. Readings will include works by Ibn al-Muqaffa', al-Jahiz, Ikhwan al-Safa', Badi' al-Zaman al-Hamadhani, and others. This course is taught in the Arabic language. Sophomore standing. Prerequisite: ARAB 220.

ARAB 312 *Modern Arabic Literature* (3) [H], [K]

This course surveys modern and postmodern Arabic creative writing: novel, short story, drama, poetry, and literary criticism. Themes in this course include, but are not limited to, love, death, exile, social pressures, and political concerns. The course demonstrates the nexus between Arabic literary production and contemporary challenges of Arab life. This course is taught in the Arabic language. This course satisfies the general education requirement for Arab Culture. Sophomore standing or permission of instructor. Prerequisite: ARAB 220.

ARAB 313 *Arab Women and Literature* (3) [H], [K]

A survey of the history of Arab women's literature, from the medieval period to the present day. Special attention is paid to the questions of literary tradition. This course is taught in the Arabic language. Sophomore standing or permission of instructor.

ARAB 314 *Classical Arabic Poetry* (3) [H], [K]

This course focuses on selected masterpieces of classical Arabic poetry. Individual works are studied with an aim to understanding the historical context of their composition and to appreciating their literary value. This course is taught in the Arabic language. This course satisfies the general education requirement for Arab Culture. Sophomore standing or permission of instructor. Prerequisite: ARAB 220.

ARAB 315 *Literature of Al-Andalu* (3) [H], [K]

A survey of poetry and prose from the nearly eight centuries of Arab-Islamic civilization in Al-Andalus. This course is taught in the Arabic language. This course satisfies the General Education Requirement for Arab Culture. Sophomore standing or permission of instructor. Prerequisite: ARAB 220.

ARAB 316 *Literature in the Abbasid Era* (3) [H], [K]

This course involves the study of literature in the Abbasid Era, both early and later ages up to the fall of Baghdad in 1258. Through a literary analysis of poetry and prose of the Abbasid period, some of the historical characteristics of the period, as well as the development of music, cuisine, and the arts will be highlighted. This course is taught in the Arabic language. Sophomore standing. Prerequisite: ARAB 220.

ARAB 318 *Modern Arabic Novel* (3) [H], [K]

This course focuses on the development of the Arabic novel, and surveys the main factors that led to the rise of the novel. Students will analyze a number of works by prominent Arab novelists: Naguib Mahfouz, Jamal Ghitani, Tayyib Saleh, Ghada Samman, and Ghassan Kanafani. Exile, post-colonialism, feminine discourse will be among the themes discussed. The readings will be supplemented with critical theory by leading Arab literary critics. This course is taught in the Arabic language. Sophomore standing. Prerequisite: ARAB 220.

ARAB 369 *Short Course* (1 - 3)

Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Can be repeated for credit with a different topic. Permission of instructor.

ARAB 388 *Independent Study* (1 - 3)

Can be repeated for credit with a different topic. Permission of instructor.

ARAB 389 *Special Topics* (3)

Can be repeated for credit with a different topic. Permission of instructor.

Art (ART)

ART 100 *Introduction to Creativity* (3) [H]

This course introduces students to a variety of art media including drawing, painting, collage, and sculpture through studio exercises and/or lectures. It focuses on the mental processes involved in the generation of ideas or concepts necessary to develop a student's ability to imagine and construct, that is, to create.

ART 101 *Art History I* (3) [H]

A chronological survey highlighting the developments in Western Art from the prehistoric to the early Renaissance.

ART 102 *Art History II* (3) [H]

A chronological survey highlighting the developments in Western art from the Renaissance to the late 20th C. Prerequisite: ART 101.

ART 103 *Arab and Islamic Art* (3) [H], [K]

A critical survey of the chronological development of Islamic art. This course satisfies the general education requirement for Arab Culture.

ART 104 *Art Appreciation* (3) [H]

This is an introductory-level class that emphasizes understanding and aesthetic pleasure in the visual arts through the study of styles, materials, terminology, and techniques of the art world, as well as major artists and art movements.

ART 120 *2-D Design* (3) [H]

This is an introductory studio course investigating the basic elements and principles of the visual arts in two-dimensional media and form.

ART 121 *Drawing I* (3) [H]

A studio course that introduces drawing materials and methods. Students gain an understanding of the techniques of drawing, including perceptions, shading, line weight, and representation drawing.

ART 122 *3-D Design I* (3) [H]

This course is a studio course investigating the basic elements and principles of the visual arts in three dimensional media and form.

ART 201 *Art and Society* (3) [H]

Focus on significant artists and artworks in the context of historical periods and requirements of the societies.

ART 203 *Arabic and Islamic Calligraphy* (3) [H], [K]

This course examines the development and various Arab and Islamic scripts from ancient through modern times.

ART 205 *Contemporary Art* (3) [H]

A study and discussion of current art practices around the world.

ART 208 *Asian Art* (3) [H]

This comparative study focuses on the material and visual cultures of Asia from ancient to modern times. Topics will include architecture, sculpture, painting and functional art from regions such as India, Southeast Asia, China, Japan, and Korea.

ART 211 *Cities as Art* (3) [H]

An examination of various historic cities, with a discussion of their history and evolution, important artworks, landmarks, and buildings.

ART 221 *Drawing II* (3) [H]

Drawing II is the second of two fundamental drawing courses. It continues the processes and concepts introduced in Drawing I and introduces interpretive approaches to drawing with a growing emphasis on creativity and content. Prerequisite: ART 121.

BEAL 401 *Legal & Ethical Issues in Business* (3)

This course examines the impact of legal systems on business. Topics include: constitutional law, contract law principles, torts, Intellectual property, legal forms of business entities, business regulation and negotiable instruments. Much emphasis will be on Kuwait law, the business setting, and ethical decision making. Senior Standing.

BEAL 403 *Corporate Governance & Ethics* (3)

This course seeks to generate a critical understanding of corporate governance, including government regulatory compliance, the exploitation of legal and regulatory loopholes, business ethics, social auditing, and corporate social responsibility, and the role of these practices in the profitability and sustainability of business. Senior Standing.

BEAL 407 *International Business Law* (3)

A study of international investment law, the law of international trade, currency exchange, and World Trade Organization regulations. Prerequisite: FINC 341.

Biology (BIOL)

BIOL 101 *General Biology I* (3) [P]

Part one of a two-semester course. An in-depth introduction to scientific method, and exploration of study of life from atoms to cellular levels of organization. Emphasis on the cell structure, function, energy and metabolism, genes, evolution and speciation, the origins of life, bacteria, plants, and animals. Concurrent: BIOL 101L.

BIOL 101L *General Biology I Laboratory* (1) [P]

A laboratory component for the General Biology I course. Concurrent: BIOL 101.

BIOL 102 *General Biology II* (3) [P]

Part two of a two-semester course. Emphasis on the organismal and higher levels of biological organization. The plant and animal diversity, plant and animal form and function, body systems, animal behavior, ecology and conservation of biology. A required laboratory is part of the course. Prerequisite: BIOL 101 and BIOL 101L. Concurrent: BIOL 102L.

BIOL 102L *General Biology II Laboratory* (1) [P]

A laboratory component for the General Biology II course. Prerequisites: BIOL 101 and BIOL 101L. Concurrent: BIOL 102.

BIOL 103 *Biology in Everyday Life* (3) [P]

An exploration of biological concepts related to everyday life. The student is introduced to the basic principles that govern the biological world. Topics include cell structure and function, energy and metabolism, evolution and diversity of life, plant structure and function, animal anatomy and physiology, and genetics. A required laboratory is part of the course. Concurrent: BIOL 103L.

BIOL 103L ***Biology in Everyday Life Laboratory*** (1) [P]

A laboratory component for the Biology in Everyday Life course. Concurrent: BIOL 103.

BIOL 105 ***Environmental Science*** (3) [P]

This introductory course addresses the relationship between human activity and the environment. Emphasis on ecosystems, energy flow and nutrient cycling, population dynamics, resource use and conservation, pollution, management and eradication of pollution, ethics and the environment.

BIOL 200 ***Structure and Function of the Human Body*** (3)[P]

This introductory course addresses the relationship between human activity and the environment. Emphasis on ecosystems, energy flow and nutrient cycling, population dynamics, resource use and conservation, pollution, management and eradication of pollution, ethics and the environment.

BIOL 220 ***Ecology*** (3) [P]

An examination of the interactions of living organisms with their physical and biological environments. Special attention will be given to population dynamics and the interactions among organisms that determine the structure, function, evolutionary development of biological communities, and the ecological role played by man. Prerequisite: BIOL 101 or BIOL 103 or BIOL 105.

BIOL 317 ***Introduction to Neurobiology*** (3) [P]

A general introduction to basic anatomy and physiology of the brain. Specific topics include neuronal function, synaptic transmission, sensory processing, movement, sleep and wakefulness, hunger, thirst, caloric and body fluid homeostasis, recovery of function after brain damage, and various neurological and psychiatric disorders. Sophomore standing or permission of instructor. Prerequisite: BIOL 101 or BIOL 103.

BIOL 369 ***Short Course*** (1 - 3)

Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Can be repeated for credit with a different topic. Permission of instructor.

BIOL 388 ***Independent Study*** (1 - 4)

Can be repeated for credit with a different topic. Permission of instructor.

BIOL 389 ***Special Topics*** (3)

Can be repeated for credit with a different topic. Permission of instructor.

Internship Free Elective BUEC (BUEL)

BUEL 473 ***Internship for Free Elective Business*** (1 - 3)

Supervised experience designed to enhance intellectual development through application of knowledge in an occupation. Requirements include: weekly journals, and final report explaining what the internship added to the student's knowledge in an approved discipline. A pass/no pass course requiring Junior standing and permission of instructor. Prerequisite: minimum GPA of 2.00.

Business (BUS)

BUS 100 Introduction to Business (3)

Business 100 provides an overview of business and the role business plays in economic, social, and political environments. It will also provide exposure to the functional areas of business such as management, operations, marketing, and finance. There will be opportunities to discuss current events in business as they apply to the topics being covered.

BUS 209 Quantitative Methods for Business (3)

Introduction to mathematical and statistical techniques, descriptive data analysis, rate of change, compounding and discounting and use of software applications to analyze data needed for decision-making. Topics include: exploratory data analysis, probability distributions, descriptive statistics, hypothesis testing, analysis of variance, regressions, graphical analysis, linear programming, and time value of money. Prerequisite: MATH 103 or 110 or 201. Concurrent: ENGL 102.

BUS 210 Research Methods for Business (3)

This course explains and describes the different aspects and stages of conducting business research. It presents the various analytical frameworks and methodological tools used for this purpose with emphasis on empirical approach, data collection, and analysis. Prerequisite: MGMT 201 and STAT 201.

BUS 321 International Business (3)

This course uses a managerial approach to integrate economic, political, legal, cultural, and technology issues to characterize environments affecting international business. Topics include: country differences, foreign investment, regional economic integration, foreign exchange, multinational formation and global business organization, operations, CSR, entry modes and strategies. Prerequisite: ACCT 205, ECON 201 and FINC 232.

BUS 389 Special Topics in Business and Economics (3)

Can be repeated for credit with a different topic. Permission of Instructor.

BUS 489 Interdisciplinary Honors Seminar (3)

Can be repeated for credit with a different topic. Permission of Instructor.

BUS 490 Business Administration Capstone (3)

This capstone integrates subject matter from the BBA core. It uses case studies, projects, and simulation to provide students experience in dealing with the sorts of challenges and decisions with local, regional, and global business face in a dynamic and competitive environment. Students will practice analytical and decision skills in the context of the business as a whole, not simply focusing on one particular business function at a time. Senior Standing.

Chemistry (CHEM)

CHEM 101 General Chemistry I (3) [P]

This introductory course covers the fundamental chemical principles, concepts, and laws. Topics include chemical reactions, stoichiometry, gas laws, kinetic theory of gases, thermochemistry, atomic structure and periodicity, the Bohr model, Lewis structures, ionic and covalent bonding, the solid state and crystallography, the liquid state and phase diagrams. Concurrent: CHEM 101L and MATH 201.

CHEM 101L General Chemistry Laboratory (1) [P]

A laboratory component for the General Chemistry I course. Concurrent: CHEM 101

CHEM 102 General Chemistry II (3) [P]

Continuation of General Chemistry I. Covers properties of solutions, oxidation-reduction reactions, colligative and chemical properties, acid base and complex ion equilibria, laws of thermodynamics, enthalpy and free energy, electrochemistry, representative elements, transition metals, and nuclear chemistry. Concurrent: CHEM 102L. Prerequisite: CHEM 101 and CHEM 101L.

CHEM 102L General Chemistry II Laboratory (1) [P]

A laboratory component for General Chemistry II course. Concurrent: CHEM 102.

CHEM 103 Chemistry in Everyday Life (3) [P]

An introduction to the principles of chemistry and its role in our daily life. A number of topics will be addressed such as nuclear chemistry and the atomic bomb, acids and bases, petroleum, chemistry in the kitchen, food additives and coloring, perfumes, soaps and detergents, toxins and poisons, medicine and drugs, forensic chemistry and DNA fingerprinting, global warming, acid rain, air and water pollution. A required laboratory is part of the course. Concurrent: CHEM 103L

CHEM 103L Chemistry in Everyday Life Laboratory (1) [P]

A laboratory component for the Chemistry in Everyday Life course. Concurrent: CHEM 103

CHEM 104 Living in a Chemical World (3) [P]

A one-semester survey of modern concepts of the structure and properties of the material universe and their inter conversions for students who do not need a more rigorous foundation in chemistry for degree completion. As the chemistry is introduced, related ecological, geopolitical, and socioeconomic concerns are discussed. Introductory topics in chemistry are covered from a largely conceptual point of view. Atomic theory, the gas laws, covalent/ionic bonding, hydrogen bonding, organic chemistry, nuclear chemistry, oxidation/reduction reactions, dimensional analysis, isotopes, and water properties are all introduced in this course. This course meets a three-credit hour science requirement for non-science majors. Prerequisite: ENGL 101.

CHEM 105 The Forensic Chemistry of CSI (3) [P]

A course designed for students who would like to learn about forensic chemistry and the basic science needed to understand it. Chemical concepts on the level of an introductory chemistry course and their applications to forensic science will be explored in detail. Topics will include the forensic analysis of drugs, fibers, glass, fingerprints, arson, questioned documents and other types of physical evidence. Other topics will include how forensic science is portrayed in novels, movies, computer games, and TV and the methods used in forensic evidence collection at a crime scene. This course meets a three-credit hour science requirement for non-science majors. Pre-requisite: ENGL 100.

CHEM 305 *Environmental Chemistry* (3) [P]

In this course students will use fundamental principles of chemistry to gain an understanding of the environment and to acquire an understanding of the pollutants in the environment. Environmental issues that will be discussed include anthropogenic climate change, air pollution, stratospheric ozone depletion, pollution of water sources, and acid rain. Prerequisite: CHEM 103 or CHEM 101.

CHEM 388 *Independent Study* (1 - 4)

Can be repeated for credit with a different topic. Permission of instructor.

Communication Studies (COMM)

COMM 101 *Introduction to Mass Communication* (3) [H]

Examines the issues and concepts involved in the initial study of the mass media, (i.e., television, radio, newspapers, magazines and interactive outlets) and how they impact the individual and society.

COMM 110 *Introduction to Digital Media Design* (3)

This course introduces students to fundamental principles and applications of design, emphasizing critical and cultural awareness of design issues and developing technical skills. The notion of creative problem-solving is particularly emphasized. Students develop expertise in major industry standard software packages. This course lays the foundation for further study of design. A lab fee may be required. [Cross-listed with GDES 110]

COMM 111 *Images in Media* (3) [H]

The power of images in media is examined through milestones including those in photography, film, video, and interactive media.

COMM 206 *Mass Media Writing* (3)

This course is intended to provide students with fundamental writing techniques used in the media industry. Particular attention will be paid to the development of objective writing skills used across print, broadcast and online platforms. Writing methodologies to produce advertising copy and press releases will also be studied.

COMM 208 *Film Production I* (3)

Introduces students to basics of cinematic storytelling through narrative genres and documentaries. Examines the basics of script-writing, directing, cinematography, and editing. Develops skills in all areas of the craft, and explores both the creative and the technical aspects of production. Includes a short project. Familiarizes students with the nature of filmmaking through lectures and working experiments with traditional narrative filmmaking, documentary, and new media. [Cross-listed with GDES 208]

COMM 211 *Theories and Research Methods in Communication* (3)

This course provides an introduction to theories and to methodological approaches used in the study of mass communication. Students will apply research skills to scientifically evaluate messages, media, and audiences. A variety of data collection techniques will be utilized to give students a hands-on approach in the assessment of media. The course will also examine media and its messages from a theoretical perspective. Prerequisite: COMM 101

COMM 222 *Global Media and Spaces of Identity* (3) [S]

Anthropology of media is an essential area of study, living as we do, in a media saturated world today. The course examines new paradigms in the anthropology of visual communication in looking at how media interacts with issues such as representation, people's sense of self-identity and collective cultural identities, nationalism and transnationalism, media activism, diasporas, and social engagements with technology. The course locates the anthropological voice in media by locating it in worlds of practice and debate. [Cross-listed with SBSA 222]

COMM 230 *Principles of Advertising* (3) [H]

Provides students with an analysis of commercial advertising from a global perspective with attention to communication theory. Students will examine the structure of advertising messages, how they are adapted to specific audiences, and the social settings in which they occur. Issues of Internet advertising and e-commerce will be explored. Prerequisite: COMM 101.

COMM 240 *Principles of Public Relations* (3) [H]

Surveys the fundamentals and techniques involved in public relations operations, including the history, philosophy, and ethics of the practice and functions of management, planning, research, and communication. It explores the theoretical and practical applications of public relations in contemporary society. Prerequisite: COMM 101.

COMM 249 *Images of Women in Media* (3) [S]

In examining links between gender, media and modernity, this course offers examples of media representations of women's identity. Students will not simply analyze media representations of women, but learn to contextualize and critically examine them within a broader framework of the characteristics of contemporary culture in specific regions. This course will 'cross borders' of disciplines, methods, and approaches, and intervene into current debates in the fields of cultural anthropology, media and cultural studies, global-local, Eurocentrism, and multiculturalism. [Cross-listed with SBSA 249]

COMM 265 *South Asian Film: A Global Perspective* (3) [S]

The Indian film industry is the largest in the world, of which Hindi films is its most popular component. This course uses popular Hindi films as anthropological texts through which we consider broader questions about the anthropology of representations in examining roles and representations of femininity and masculinity, tradition and modernity, the importance of family and family values, the Indian diaspora, and the Hindi film phenomenon as it develops in the age of globalization. In this course, we treat "visual representation as an aspect of material culture and practice of social scientists, as well as culture researched by social scientists." [Cross-listed with SBSA 265]

COMM 309 *Film Production II* (3)

The course emphasizes the artistic film movement, the role of the American cinema, and its mark on the world. Explores the old and the new Hollywood and the relationships between aesthetics and expenses. Students will explore the preproduction, the production, and the postproduction phases of filmmaking. Sophomore standing or permission of instructor. Prerequisite: COMM 208 or GDES 208.

COMM 310 *Broadcast Journalism* (3)

Introduces students to the principles of broadcast journalism as it occurs in radio and TV. The course includes discussions of technical, ethical, and legal issues affecting broadcast news, as well as lab/studio practice in writing, editing, producing, and reporting broadcast stories. Sophomore standing.

COMM 312 *News Reporting and Editing* (3) [H]

Explores and practices the skills of a working journalist. Students will build on what is being taught in COMM 206 and apply that knowledge to this class. Emphasis will be on the reporting, writing, and the editing of features, hard news stories, broadcast copy, and writing for the web. There will also be a focus on practical and professional-based skills such as reporting beats and newsroom procedures. Sophomore standing. Prerequisite: COMM 206.

COMM 313 *Documentary Production* (3)

Introduces students to the concepts of creating a documentary. Emphasis on the practice of documentary production through creation of short or/and semester-long productions. Interviewing, shooting, lighting, framing, and various narrative techniques are explored. Prerequisite: COMM 201 or COMM 208.

COMM 320 *Mass Media Law* (3)

Examines the law as it affects the mass media. Discusses such areas as libel, privacy, public records, criminal pretrial publicity, freedom of information, and obscenity. Sophomore standing or permission of instructor. Prerequisite: COMM 101.

COMM 325 *Mass Communication and Society* (3) [H]

Provides students with an overview of the effect of media on culture and society. The course explores how media reflect and mold culture. It examines the role the media play in creating the global village. It also examines how the audience uses and is used by various media outlets and how that use affects the perception of various cultures. Sophomore standing. Prerequisite: COMM 101.

COMM 338 *Copywriting for Advertising* (3)

Explores issues, strategies, theories, and practices in writing and editing advertising messages. Teaches the technical aspects of advertising: writing advertising copy and designing effective layouts. Students use their software design skills. Sophomore standing or permission of instructor. Prerequisite: COMM 230.

COMM 350 *Organizational Communication and Leadership* (3)

Teaches students the role of communication in creating a productive organizational environment in terms of interpersonal and group behavior. Reviews the theory and practice of team-building, conflict resolution and problem-solving and explores how communication and organizational cultures relate to each other. Sophomore standing or permission of instructor. Prerequisite: COMM 101 or MGMT 201. [Cross-listed with MGMT 350]

COMM 360 *Public Relations Writing* (3)

Introduces the student to the essentials of how to prepare and present written material for use in the practice of public relations. It teaches the student the techniques needed for creating effective written communication at a standard generally expected of persons entering into the practice of public relations. Sophomore standing or permission of instructor. Prerequisite: COMM 240.

COMM 366 *Popular Culture in South Asia: Film* (3) [S]

In this course, popular culture is examined- ranging from calendar art, romance fiction, magazines, photographs, music, food, fashion, films and television - as an important resource for anthropological insights into contemporary social issues and processes. Issues such as continuity and transformation of tradition, the impact of imperialism, and the 'Indianization' of English are increasingly seen as areas of debate and research. Notions of hybridity, diversity, and globalization are addressed. [Cross-listed with SBSA 366]

COMM 369 *Short Course* (1 - 3)

Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Can be repeated for credit with a different topic. Permission of instructor.

COMM 370 *Political Communication* (3)

This course sits at the intersection of politics and communications as it explores the use of mass media for political purposes. Leaders, throughout the 20th and 21st centuries, have used modern media to shape political behaviors. With an interdisciplinary perspective, the course studies key theoretical and conceptual issues of mass communication, and encourage students to critically examine the use of these tools by different regimes.

COMM 373 *Communications Strategies in International Relations.* (3) [H], [S]

The course explores how states, and now increasingly also regions, and cities, use public relations tools to advance their soft power, promote business, and project a particular public image. Using case studies from around the world, the course explores not only the tools used, but also evaluate their overall effectiveness.

COMM 380 *Media Translation* (3)

The course teaches the various theories and practical skills and techniques of translating, subtitling and dubbing media materials, particularly television programs. The course involves education and training based on TV materials related to media, economics, politics, law, business, literature, culture, medicine and science. Sophomore standing. [Cross-listed with TRAN 380]

COMM 388 *Independent Study* (1 - 3)

Can be repeated for credit with a different topic. Permission of instructor.

COMM 389 *Special Topics* (3)

Can be repeated for credit with a different topic. Permission of instructor.

COMM 402 *PR Campaigns* (3)

This course is designed to help students think like a public relations (PR) professional, knowing the process and timing in executing a PR campaign. The importance of research is underscored through the process of identifying and understanding the target audience which is the very basis of any PR campaign. Students will learn to develop a comprehensive "360 degrees" PR campaign for presentation to prospective clients, and gain a clear in-depth insight into the profession of PR campaigning. Junior standing.

COMM 425 *International Case Studies in Public Relations* (3)

Exposes students to major issues in public relations, with a focus on the characteristics of successful cases in PR. The class lays the theoretical foundation for comparative analysis of public relations practice around the world and then examines national and regional examples. Junior standing.

COMM 427 *Media and Arab Society* (3) [H]

A survey of the histories, roles, and institutions of media in Arab countries from printing to electronic media, from major publishing firms and publications to satellites and satellite broadcasters, including the internet and publications in that medium. Junior standing. Prerequisite: COMM 101.

COMM 455 *Advertising Media Planning* (3)

Examines media planning, buying, and sales as performed by advertising agencies, clients, and media. Students learn how to evaluate and select advertising media for various market situations. Examines target audience, media characteristics, and data sources. Junior standing or permission of instructor. Prerequisite: COMM 230.

COMM 460 *Advertising Campaigns* (3)

This class builds upon theoretical work on advertising and PR and uses a more practical, hands-on approach throughout the semester. Divided in groups, the class will comprehensively examine all aspects of developing and finally presenting an effective advertising campaign. The practical group experience is the mainstay of this course. Junior standing.

COMM 470 *Internship in Communication* (1 - 3)

Students gain practical experience in the field. A weekly log accounting for activities required. Three credits are equivalent to 120 hours of internship. This is a pass/fail course. Junior standing and permission of instructor.

COMM 480 *Seminar in Communication* (3)

Junior standing and permission of instructor.

Computer Engineering (CEG)

CPEG 201L *Matlab Programming Laboratory* (1)

Matlab and its application for engineering analysis and problem-solving. Command Window Operations, 2D plotting, Array Manipulation, Data Handling, Control Structures, Scripting and Function Files, 3D plotting; numerical methods, roots of nonlinear equations, systems of equations, differential equations, etc. Building Graphical User Interfaces. Prerequisite: CSIS 120. Concurrent: MATH 210.

CPEG 210 *Digital Logic Design* (3)

Number systems and codes, Boolean algebra, minimization methods, combinational circuit design and analysis, arithmetic blocks, programmable logic, latches and flip-flops, sequential logic design, state machines, registers, counters, memory elements, logic synthesis, high-level synthesis, an introduction to VHDL. A lab component is included in this course. Prerequisite: CSIS 120.

CPEG 210L *Digital Logic Design Laboratory* (1)

A laboratory component for the course CPEG 210 Digital Logic Design. The lab syllabus is aligned with the course topics. Implementations are done using hardware circuits, software schematic capture and simulation, and hardware description under VHDL. Concurrent: CPEG 210.

CPEG 220 *Computer Organization and Architecture* (3)

The fundamental elements of digital logic and their use in computer construction; register level description of computer execution and the functional organization of a computer; essential elements of computer architecture; major functional components of a modern computer system. Design principles associated with modern computer architectures; performance and cost considerations; architectural features influenced by such features as operating systems and window systems, high level languages, etc.; floating point arithmetic, performance of computer systems, processor implementation strategies, micro-programming, pipelining, CISC and RISC, vector processors; memory hierarchy, cache, virtual memory organization for high performance machines; a brief introduction to I/O and bus subsystems. Prerequisite: CPEG 210.

CPEG 221 *Computer Systems Engineering* (3)

Covers topics on the engineering of computer SW and HW systems. Introduction to computer organization and architecture: systems programming, processor types, memory, peripherals, performance analysis, benchmarking, emphasis on system selection criteria, recovery, reliability, and maintenance. Operating systems and networks: modern technologies, services, security, and challenges. Case studies and market surveys of computer and information systems in industrial and engineering applications. Prerequisite CSIS 120. Restriction: Not open for CPEG or ELEG students. Prerequisites: CSIS 120.

CPEG 221L *Computer Systems Engineering Laboratory* (1)

A laboratory component for the course CPEG 221 Computer Systems Engineering. The lab syllabus is aligned with the course topics. Co-requisite: CPEG 221. Restriction: Not open for CPEG or ELEG students. Concurrent: CPEG 221.

CPEG 303L *Advanced Programming for Engineering Laboratory* (1)

Parallel programming; Multi-threaded applications, client server model, distributed computing. Basic database programming and connectivity. Graphical user interface. C programming language for Java programmers: differences, pointers, and applications. Prerequisite: CSIS 210.

CPEG 305 *Algorithms in Computer Systems Engineering* (3)

Introduction to data structures with emphasis on graphs. Algorithms: analysis of algorithms, graph algorithms. Advanced design and analysis techniques: dynamic programming, greedy algorithms, etc. Selected algorithms for systems engineering: branch and bound, linear programming, etc. Implementations and engineering applications of algorithms are emphasized. Prerequisite CSIS 130 and MATH 201. Prerequisites: CSIS 130 and MATH 201.

CPEG 330 *Microprocessors & Interfacing* (3)

Microprocessor organization, multicore processors, programming model, assembly language programming, addressing modes, translating high-level programs to assembly language, arithmetic/logic operations, selection, looping, pointers, subroutines/macros, etc. I/O and buses, protocols, modern interfacing techniques, interfacing ICs, applications of microprocessors and microcontrollers, and software/hardware interface design; a lab component is included in this course. Prerequisites: CPEG 220 and ELEG 270. Concurrent: CPEG 330L.

CPEG 330L *Microprocessors & Interfacing Laboratory* (1)

A microcontrollers-based laboratory component for the course CPEG 330 Microprocessors & Interfacing. The lab syllabus is aligned with the course topics. Concurrent: CPEG 330.

CPEG 331L *Data Acquisition and Automation Laboratory* (1)

Data acquisition and automation using both software and hardware tools. Introduction to instrumentation and signal conditioning. Virtual instruments and graphical programming for the analysis and visualization of data. Interfacing analog and digital signals. Real-time interfacing, sensors, transducers, and actuators, found in industry. Prerequisite: CPEG 220.

CPEG 340 *Embedded System Design* (3)

System design process: requirements analysis, specification, hardware/software co-design, testing; embedded computing platforms: general-and special-purpose processors, hardware accelerators, systems-on-a-chip, intellectual property (IP) core-based design; software design tools and technologies: CAD tools, compilers, and assemblers; hardware design tools and technologies: hardware-description languages, high-level synthesis tools, ASIC and FPGA design. Prerequisite: CPEG 220.

CPEG 340L *Embedded System Design Laboratory* (1)

An FPGA-based laboratory component for the course CPEG 340 Embedded System Design. The lab syllabus is aligned with the course topics. Concurrent: CPEG 340.

CPEG 350 *Data Communications and Computer Networks.* (3)

This course provides a basic technical introduction to data communication: encoding, modulating, and error detection & correction codes. Topics covered include networks classification; architecture (OSI reference model, TCP/IP, layer services, protocols, LANs, packet switching, routing, and addressing); network technologies and devices; network services; and an introduction to network security. Prerequisite: CPEG 210 and CSIS 210.

CPEG 350L *Data Communication and Computer Networks Laboratory* (1)

A laboratory component for the course CPEG 350 Computer Networks. The lab syllabus is aligned with the course topics. Prerequisite: CPEG 350

CPEG 369 *Short Course* (1 - 3)

Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Can be repeated for credit with different topic. Permission of instructor.

CPEG 388 *Independent Study* (1 - 4)

Can be repeated for credit with different topic. Permission of instructor.

CPEG 389 *Special Topics in Computer Engineering* (3)

Can be repeated for credit with different topic. Permission of instructor.

CPEG 390 *Introduction to the Internet of Things* (3)

This course provides an introduction to the basic concepts behind the internet of things: What is IoT, and how does it work? Students will study its basic design components, and learn how to design and implement a simple IoT application and prototype. The course also introduces smart devices, sensors and connectivity to the internet of meters, alerts and sensing devices. It provides a simple introduction to robotics, to the theory of communication between objects and computers, and to wireless protocols, web services related to IoT, embedded operating systems and microcontrollers. Prerequisites: CPEG 350

CPEG 422 *Digital Signal Processing* (3)

Digital processing of signals, sampling, difference equations, discrete-time Fourier transforms, discrete and fast Fourier transforms, digital filter design. Signal processing under MATLAB. Prerequisite: ELEG 320.

CPEG 430 *Introduction of Soft Computing* (3)

Soft computing techniques, fuzzy sets, membership functions, fuzzy logic, fuzzy rules, fuzzy reasoning, fuzzification and defuzzification, artificial neural networks, perceptrons, supervised learning, multi-layer, back propagation, probabilistic reasoning, Bayesian network, evolutionary computation, genetic algorithms, simulated annealing, swarm intelligence, continuous optimization, combinatorial optimization, real-world problems. Prerequisite: CSIS 210 and STAT 214.

CPEG 440 *Computer Networks* (3)

This course explores modern computer network technologies, applications, and performance. It focuses on network architectures, TCP/IP protocol architecture, multimedia networking, network management, network security, and network performance analysis. The course particularly emphasizes data link layer technologies (like multiple access, Ethernet, wireless LANs, SONET/SDH, etc.), network layer technologies (such as logical addressing, Internet protocol, address mapping, and multicasting), transport layer technologies (e.g UDP, TCP, congestion control, quality of service), and application layer technologies (including domain name space, WWW, HTTP, email, and SNMP, among other topics). It also examines the general principles of network performance analysis through mathematical modeling and simulation. Prerequisite: CPEG 350.

CPEG 441 *Hardware/Software Co-Design* (3)

Design models: state machines, concurrent process models, dataflow, communicating sequential processes, etc. Design partitioning, co- synthesis, co-stimulation, co-design. Transformational co-design, formal models, correctness. Functional programming in HW design, concurrency, synthesis of parallel algorithms. HW Compilers. Prerequisite: CPEG 340.

CPEG 450 *Network Security* (3)

Fundamental security principles and real-world applications of Internet and computer security. Topics covered in the course include legal and privacy issues, risk analysis, attack and intrusion detection concepts, system log analysis, intrusion detection and packet filtering techniques, computer security models, computer forensics, and distributed denial-of-service (DDoS) attacks. Junior standing or permission of instructor. Prerequisite: CPEG 350.

CPEG 455 *Wireless Networks and Mobile Systems* (3)

Multidisciplinary, project-oriented design course that considers aspects of wireless and mobile systems. Including wireless networks and link protocols, mobile networking including support for the Internet Protocol suite, mobile middleware, and mobile applications. Junior standing or permission of instructor. Prerequisite: CPEG 350.

CPEG 460 *Robotics* (3)

Project-oriented design course that includes topics on perception, sensors, computer vision, navigation, localization, actuation, manipulation, mobility. Intelligence: control, planning, and mission execution. Junior standing. Prerequisites: CPEG 330 and ELEG 320.

CPEG 470 *Internship in Computer Engineering* (1 - 3)

An internship experience with the requirement that the student write a report summarizing what the internship job added to his or her knowledge of computer engineering and related fields. Students are limited to a maximum of 6 internship credit hours. This is a pass/fail course. Junior standing and permission of instructor. Prerequisite: minimum GPA of 2.0.

CPEG 475 *Senior Design Capstone I* (3)

A supervised project in groups of normally three students aimed at providing practical experience in some aspect of computer engineering. Students are expected to complete a literature survey, project specification, critical analysis, and to acquire the necessary material needed for their intended end product. Prerequisites: CPEG 340. Concurrent: CPEG 330.

CPEG 480 *Senior Design Capstone II* (3)

A course that seeks to impart in students the skill to integrate the knowledge gained in different courses by asking them to develop a product that has passed through the design, analysis, testing, and evaluation stages. This course includes production of a professional report, design process and outcome, implementation and testing, and critical appraisal of the project. Prerequisite: CPEG 475.

Computer Science & IS (CSIS)

CSIS 101 *Computer Skills and Emerging Technologies* (3) [T]

This course introduces students to different computing skills, such as: word processing, spreadsheets and Powerpoint presentations. This course also explains different emerging technologies, such as: information systems and social media and their use in organizations. Students will have extensive hands-on training during supervised laboratory sessions.

CSIS 110 *Foundations of Information Systems* (3) [T]

Information systems are an integral part of all business activities and careers. This course is designed to introduce students to contemporary information systems and demonstrate how these systems are used throughout global organizations. The focus of this course will be on the key components of information systems - people, software, hardware, data, and communication technologies, and how these components can be integrated and managed to create competitive advantage. Through the knowledge of how IS provides a competitive advantage, students will gain an understanding of how information is used in organizations and how IT enables improvement in quality, speed, and agility. This course also provides an introduction to system and development concepts, technology acquisition, and various types of application software that have become prevalent or are emerging in modern organizations and society.

CSIS 120 ***Computer Programming I*** (4) [T]

This course introduces computer programming fundamentals and problem solving using Java programming language. Topics covered include but not limited to: data types, variables, operators, expressions and statements, input and output facilities, selection and conditional constructs, iterative control structures, methods, arrays and arraylists.

CSIS 130 ***Computer Programming II*** (4) [T]

This course continues with the Java language and builds upon the fundamental material covered in CSIS 120 by focusing on the Object Oriented aspects of the language. Topics include but not limited to: Objects and Classes, inheritance and polymorphism, exception handling, Collections, File I/O, testing and Recursion. Prerequisite: CSIS 120.

CSIS 150 ***Professional and Ethical Issues in CSIS*** (3)

This course is designed to introduce students to critical issues in ethics in the context of computing. The focus will be on legal, ethical, privacy, and security issues in computer usage. Students learn how to evaluate real professional cases in the context of ethics and law. Case studies relating to computer ethics will be discussed. Professional code of ethics best practices (ACM and IEEE) will be introduced and evaluated. Prerequisites: CSIS 110 or CSIS 120.

CSIS 210 ***Data Structures and Algorithms*** (3)

This course is designed to introduce students to basic data structures. The course discusses appropriate use of built-in data structures and common applications for each of the following data structures; stack, queue, priority queue, trees, graphs and lists. The course includes a compare and contrast analysis of the costs and benefits of dynamic and static data structure implementations. Basic algorithm analysis issues are introduced. Recursion applications are introduced and analyzed. Prerequisite: CSIS 130 and MATH 110. Concurrent: MATH 213.

CSIS 220 ***Computer Architecture and Assembly Language*** (3)

An introduction to digital computer hardware architecture and organization. Topics include digital logic, processor design, instruction sets, and system architecture. Programs written in assembly language will be used to gain hands-on experience with the underlying system architecture. Prerequisite: CSIS 130.

CSIS 230 ***Programming in a Second Language*** (3)

CSIS students are expected to have a depth in the Java language; CSIS students are also expected to have a breadth view of other languages. This course is one of those courses where students gain a breadth in another language such as Python. Topics include but not limited to: data types, variables, operators, expressions and statements, input and output facilities, selection and conditional constructs, iterative control structures, functions, lists & Dictionaries, File I/O, Objects & Classes. Prerequisite: CSIS 130.

CSIS 250 ***Database Systems*** (3)

This course provides the students with an introduction to the core concepts in data and information management. It is centered around the core skills of identifying organizational information requirements, modeling them using conceptual data modeling techniques, converting the conceptual data models into relational data models and verifying its structural characteristics with normalization techniques, and implementing and utilizing a relational database using an industrial-strength database management system. The course will also include coverage of basic database administration tasks and key concepts of data quality and data security. Prerequisite: CSIS 130.

This course provides students with basic knowledge and technical aspects and skills needed to build web applications. It covers a range of topics including but not limited to: basic concepts of the internet and internet programming, fundamentals of website design, websites building tools and languages, basics of XHTML, scripting and scripting languages (e.g., Java Script), web Servers and web application servers, client-side programming, server-side programming, database connectivity to the web applications, adding dynamic content to web applications, programming the user interface for the web applications. Students are expected to complete a project in the development and maintenance of web sites. Prerequisite: CSIS 130.

This course discusses the processes, methods, techniques and tools used by organizations to determine how they should conduct their business with a particular focus on how computer-based technologies can most effectively contribute to the way business is organized. The course covers a systematic methodology for analyzing a business problem or opportunity, modelling it using a formal technique, determining what role, if any, computer-based technologies can play in addressing the business need, articulating business requirements for the technology solution, specifying alternative approaches to acquiring the technology capabilities needed to address the business requirements, and specifying the requirements for the information systems solution in particular, in-house development, development from third-party providers, or purchased commercial-off-the-shelf (COTS) packages. Prerequisite: CSIS 130.

This course focuses on the evolution of electronic commerce where business is conducted between organizations and individuals relying primarily on digital media and transmission. Participants investigate the opportunities and challenges of exchanging goods and services over communications networks as well as the manner in which relationships are being reshaped. New forms of business arrangements are also examined. Course activities are designed to provide both managerial and entrepreneurial assessments of anticipated advances in information technology with respect to business systems and electronic markets. Sophomore standing or permission of instructor. Prerequisite: CSIS 130.

This course provides an introduction to IT infrastructure issues. It covers topics related to both computer and systems architecture and organization. This course gives students the ability to focus on hardware and systems software technology for designing organizational processes and software solutions that require in-depth understanding of the IT infrastructure capabilities and limitations. The course focuses strongly on core computing systems architecture concepts and structures, operating systems, data centers, security of IT infrastructure, cloud computing and computing as a service. Prerequisite: CSIS 210.

This course introduces students to the study of supervisory programs. The course will start with a brief historical perspective of the evolution of operating systems and then cover the major components of the most operating systems such as process management (processes, threads, CPU scheduling, synchronization, and deadlock), memory management (segmentation, paging, swapping), files systems; and operating system support for distributed systems. This course will allow students to have an opportunity to learn a lot of practical information about how programming languages, such as: Java, C and C++, operating system, and architectures interact and how to use each effectively. Students will also gain an experience on how to use Linux as an operating system. Prerequisite: CSIS 210.

CSIS 320 *Theory and Implementation of Programming Languages* (3)

This course covers fundamentals of computing theory and programming languages which mainly include: deterministic finite automata (DFA), non-deterministic automata (NFA), regular expression (RE), context free grammar (CFG), push-down automata (PDA), Turing machines, evaluation criteria, evolution of languages, language paradigms, formal methods for syntax and semantics (EBNF) and main constructs of languages. This course is majorly theoretical by its nature since it does not cover a specific programming language but rather the underlying concepts of computing theory and programming languages. Prerequisite: CSIS 210.

CSIS 322 *Computer Networks and Data Communication* (3)

This course introduces the fundamentals of networking infrastructure, different types of networks and network hardware and software. The course focuses on data transmission, switches, routers topology, wiring and physical topology protocol, layering LAN, WAN and internetworking. Prerequisite: CSIS 210 and MATH 213.

CSIS 329 *Introduction to Parallel and Distributed Computing* (3)

This course covers a foundation of parallel and distributed computing. Topics include: cloud computing, grid computing, cluster computing, supercomputing. Some detailed topics include asynchronous/synchronous, computation concurrency, fault tolerance, interconnection topologies, load balancing, memory consistency model, memory hierarchies, message passing interfaces, multithreaded programming, parallel algorithms & architectures, scalability and performance studies, scheduling, storage systems. Prerequisite: CSIS 210.

CSIS 330 *Software Engineering* (3)

This course is designed to introduce students to basic concepts of software engineering development cycles. Students learn techniques for collecting requirements, modeling design and best practices for documenting software projects. Students also use professional modeling tools throughout the development of their projects. The course places special emphasis on object-oriented modeling using UML. Students are expected to complete a medium scale software project and work professionally within a group. Prerequisite: CSIS 210.

CSIS 369 *Short Course* (1 - 3)

Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Can be repeated for credit with a different topic. Permission of instructor.

CSIS 370 *Computer Graphics* (3)

This course provides students with the basic concepts, technical and mathematical knowledge and skills required to design and implement computer graphics. Topics to be covered include but not limited to: graphics hardware, software utilities, two and three dimensional transformation and viewing, graphics arts and animations. Students are expected to perform practical assignments to design programs using programming graphics tools and libraries (e.g., Java Applet, Java 2D and 3D API). Prerequisite: CSIS 210 and MATH 201.

CSIS 388 *Independent Study* (1 - 4)

Can be repeated for credit with a different topic. Permission of instructor.

CSIS 389 ***Special Topics in Computer Science*** **(3)**

Can be repeated for credit with a different topic. Permission of instructor.

CSIS 390 ***Special Topics in Information Systems*** **(3)**

Can be repeated for credit with a different topic. Permission of instructor.

CSIS 395 ***Enterprise Systems*** **(3)**

This course discusses the key aspects relating to the selection, implementation, adoption, diffusion and management of Enterprise Resource Planning (ERP) Systems (also known as Enterprise Systems (ES)). An ERP System is an off-the-shelf package that provides an integrated suite of applications which provide transaction processing and management information systems for the common core of business processes. Enterprise Systems also provide comprehensive administrative systems and help to automate and streamline business processes. ERP systems have been widely implemented worldwide, particularly in larger organizations. It is reported that ERP market exceeded USD\$78 billion in 2004 and it has been one of the largest, fastest-growing application software industries in the world. While organizations invest substantial amount of resources in acquiring ERP systems from vendors such as SAP and Oracle, presumably expecting positive impacts to the organization and its functions, some ERP system projects have reported nil or detrimental impacts to the organizations and its functions. Junior standing or permission of instructor.

CSIS 401 ***Mobile Computing*** **(3)**

This course provides an introduction to mobile computing and mobile application development. Students will have a hands-on experience with the technologies, tools, and techniques used to develop mobile software solutions for business or entertainment. Junior standing. Prerequisite: CSIS 130.

CSIS 405 ***Analysis of Algorithms*** **(3)**

This course is designed to introduce students to algorithm analysis and strategies. The course explains different strategies used for solving problems (brute-force, greedy, divide- and-conquer, decrease-and-conquer, transform- and conquer, and dynamic programming). The course introduces comparison of the runtime efficiency of solutions using different strategies. Space and time efficiency are discussed, compared and analyzed for different types of applications. Prerequisite: CSIS 210 and MATH 201.

CSIS 415 ***Artificial Intelligence*** **(3)**

This course provides students with the basic concepts, knowledge and skills required in utilizing Artificial Intelligence techniques in solving practical problems. Topics to be covered include but not limited to: knowledge representation methods like propositional logic and predicate calculus, blind search strategies (breadth-first and depth-first), heuristic search strategies (hill-climbing, best-first and A*), backward and forward reasoning, applications; expert systems, natural language processing, pattern recognition, image processing, and planning. The practical part of the course involves programming exercises and case studies related to the topics covered. Prerequisite: CSIS 210 and MATH 213.

CSIS 417 ***Intelligent Systems*** **(3)**

This course provides students with an understanding of the principles of decision making in organizations, an appreciation of the concepts of intelligent systems (IS) and decision support systems (DSS) across various disciplinary areas, and the acquisition of skills in the identification, verification and construction of DSS/IS. Prerequisite: CSIS 210.

CSIS 425 *Advanced Software Engineering* (3)

This course is designed to introduce students to advanced and contemporary software engineering topics. Advanced Object Oriented software engineering topics will be covered including: design patterns, testing, project management, and metrics to measure quality of code. In addition, the course will also introduce the challenges of distributed software development. Students have to develop a small framework, document it and use it to develop at least one application. Prerequisite: CSIS 330.

CSIS 440 *Software Project Management* (3)

This course discusses the processes, methods, techniques and tools that organizations use to manage their software projects. The course covers a systematic methodology for initiating, planning, executing, controlling, and closing projects. This course assumes that project management in the modern organization is a complex team-based activity, where various types of technologies (including project management software as well as software to support group collaboration) are an inherent part of the project management process. This course also acknowledges that project management involves both the use of resources from within the firm, as well as contracted from outside the organization. Junior standing or permission of instructor. Prerequisite: CSIS 330.

CSIS 470 *Practicum in Computing & Information Systems* (1 - 3)

This course is designed to introduce students to an internship experience. Students are encouraged to find a related placement in the field of IT in a local/international organization. A supervisor from AUK and the placement organization are required to coordinate and validate the internship activities. Students write a report summarizing what the internship job added to his or her knowledge of computer science. Students normally enroll in an internship in their senior year to guarantee having enough background to function properly in a professional environment. This is a pass/fail course. Permission of instructor.

CSIS 475 *Compiler Construction* (3)

Principles and practices in the design of compilers. Introduction to formal languages. Lexical analysis and syntax analysis. Top-down and bottom-up parsing. Syntax directed translation and syntax trees. Intermediate forms, symbol tables, and code generation. Junior standing or permission of instructor. Prerequisite: CSIS 320.

CSIS 476 *Computer Security and Information Assurance* (3)

This course provides an introduction to fundamental computer security issues. The course covers theory and practice of computer security and information assurance. Students will have hands-on experience with using security tools. Security threats and countermeasures against them will be discussed. Prerequisite: CSIS 302 or CSIS 310.

CSIS 480 *Business Process Management* (3)

Business process management (BPM) is concerned with the concepts, methods, and techniques that support the design, administration, configuration, enactment, analysis and automation of business processes. In this course students will be introduced (1) to key concepts and approaches to business process management and improvement, (2) to the way in which information technology can be used to manage, transform, and improve business processes. The main focus of this course is both understanding and designing business processes within an IS environment. Students will learn how to identify, document, model, assess, and improve core business processes within that environment. Prerequisite: CSIS 260 or CSIS 330.

CSIS 490 *Computer Science and Information Systems Capstone I* (3)

This course integrates core topics of the computer science or information systems body of knowledge, teamwork, and professional practices through the implementation of a large-scale project. Senior standing.

CSIS 491 *Computer Science and Information Systems Capstone I* (3)

This course integrates core topics of the computer science or information Systems body of knowledge, teamwork, and professional practices through the implementation of a large scale project. The development phases included in the course are design and implementation of a fully functioning project. Senior standing. Prerequisite: CSIS 490.

Drama (DRAM)

DRAM 101 *Theatre Appreciation* (3)[H]

An introductory survey of the development of theatre from Ancient Greek Comedy and Tragedy to modern American and English drama.

DRAM 150 *Introduction to Acting* (3)[H]

An introductory course into acting focusing on terminology, movement, and various contemporary western acting methods.

DRAM 160 *Theatre Practicum* (3)[H]

Faculty-directed theatre production. Specific dramatic material will vary. Students will have an opportunity to gain initial experience in acting, stage management, dramaturgy, assistant direction, design (costume/ lighting/ scenic), or as other production staff. DRAM 160 runs concurrently with DRAM 360 and students cannot be enrolled in both during one semester.

DRAM 211 *Contemporary Theatre* (3) [H]

Survey course designed to familiarize the student with contemporary works of dramatic literature works from 1879 to the present.

DRAM 212 *Ancient Greek Theatre* (3)[H]

An in-depth survey course of the dramatic writings of the ancient Greek world, this course will acquaint the student with some of the first works of the Western civilization.

DRAM 213 *Shakespeare for Beginners* (3) [H]

A broad survey course of selected scenes and other material from the dramatic works of William Shakespeare.

DRAM 250 *Acting I* (3)[H]

A continuation of Intro to Acting, with a focus on the Stanislavsky method and Chekhov. Permission of instructor. Prerequisite: DRAM 150.

DRAM 350 *Shakespeare in Performance* (3)[H]

An exploration into Shakespeare's prose and poetry through text and performance. Text analysis and scansion techniques will be discussed as well as sonnet composition. Sophomore standing.

DRAM 360 *Theatre Production* (3)[H]

Faculty-directed theatre production. Specific dramatic material will vary. Opportunity is open to any students by audition or related academic work to qualify for a position of major responsibility as an actor a crewmember as designated by the director. May be repeated for credit.

DRAM 369 *Short Course* (1 - 3)

Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Can be repeated for credit with different topic. Permission of instructor.

DRAM 388 *Independent Study* (3)

Can be repeated for credit with different topic. Permission of instructor

DRAM 389 *Special Topics* (1 - 3)

Can be repeated for credit with different topic. Permission of instructor.

Economics (ECON)

ECON 101 *Introduction to Contemporary Economic Issues* (3)

Introduction to fundamental concepts of micro- and macro-economics and the tools that are generally used to analyze current business and economic issues.

ECON 200 *Principles of Microeconomics* (3)

An introduction to major theories of microeconomics. Topics include: coping with scarcity, supply and demand model and the price system, role of government, firm behavior and market mechanism. Prerequisite: MATH 103 or 110 or 201.

ECON 201 *Principles of Macroeconomics* (3)

An introduction to major theories of macroeconomics. Topics include: national income accounting, economic growth and productivity, unemployment, inflation, economy-stabilizing institutions. Concurrent: ECON 200.

ECON 302 *Quantitative Methods for Business and Economics* (3)

Apply theoretical and empirical knowledge of mathematics and statistics to understand and quantify economic and business relationships. Topics include mathematical functions, systems of equations, derivatives, static optimization, hypothesis testing, analysis of variance, simple and multiple linear regression, univariate time-series techniques, and the time value of money. Statistical software and real-world data are used for advanced computations. Pre-requisite: MATH 103 or 110 and STAT 201.

ECON 304 ***Economics of Labor*** **(3)**

The application of economic theory to current labor problems, domestic and foreign. Problems include wage theory and wage differentials, training policy, poverty, unemployment and underemployment, migration, discrimination, issues of productivity, industrialization and union policies. Prerequisites: ECON 200 and ECON 201.

ECON 305 ***International Economics*** **(3)**

Theories and concepts of international trade; real flows, terms of trade; industry structure and resource differences, international competitiveness, the effects of international trade on the economies of importing and exporting countries, the effects of tariffs and quotas, and other nontariff barriers on international trade. Also includes multinational corporations, trade and development, customs, and unions. Prerequisites: ECON 200 and ECON 201.

ECON 310 ***Intermediate Microeconomics*** **(3)**

Expand the use of microeconomic principles and concepts to describe real world current business and economics events. Topics include households and firms' behaviors and their interactions, market structure and their implications for the overall allocation of resources and social welfare, and government intervention and tools to improve the functioning and outcome of markets. Pre-requisite: ECON 200, ECON 201 and BUS 209.

ECON 312 ***Intermediate Macroeconomics*** **(3)**

Examine functioning of the aggregate economy using theories of national income accounting, price level, employment, economic growth and its long run determinants, business-cycle and macroeconomics fluctuations, monetary and fiscal policy. Apply macroeconomic models to explain the determination of aggregate output and growth. Pre-requisite: ECON 200, ECON 201 and BUS 209.

ECON 315 ***Managerial Economics*** **(3)**

The course focuses on the application of the concepts of economics to managerial issues. It integrates economic principles with modern management techniques and theory for the purpose of efficient managerial decision-making. Topics include optimization techniques, demand estimation, production and cost analysis, alert structure, and pricing practices. Prerequisites: ECON 200, ECON 201, and BUS 209.

ECON 351 ***Money and Banking*** **(3)**

Analysis of capital markets and the role of banks, and other financial institutions in the economy. Prerequisites: ECON 200 and ECON 201.

ECON 363 ***Environmental & Natural Resource Economics*** **(3)**

An introductory course in the environmental and natural resource economics, it is designed to help students explore the important role of economics in the design and implementation of policy and management of natural and environmental resources. Prerequisites: ECON 200 and ECON 201.

ECON 369 ***Short Course*** **(1 - 3)**

Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Can be repeated for credit with different topic. Permission of instructor.

- ECON 388** *Independent Study* (1 - 3)
- Independent study by student with the requirement that the student writes a report summarizing the knowledge acquired during the period of study. Permission of instructor. Prerequisite: ECON 209.
- ECON 389** *Special Topics* (3)
- An analysis of contemporary issues in economic theory. Can be repeated for credit with a different topic. Permission of instructor. Prerequisites: ECON 200 and ECON 201.
- ECON 405** *Comparative Economic Systems* (3)
- A theoretical and historical evaluation of different economic systems, planning strategies and their effects on economic growth, democracy, equity and effectiveness; assessment of the historical experience of the formerly socialist economies; distinctive features of European and Japanese economies and Third World societies. Prerequisites: ECON 200 and ECON 201.
- ECON 409** *Economic Development* (3)
- Theories and policies of economic development, role of international institutions, impact of international trade policy, international capital flows, exchange rate policies, inflation, public finance, monetary policy, competitiveness, military expenditures, agriculture, population, and the environment. Prerequisites: ECON 200 and ECON 201.
- ECON 413** *Economics Capstone: Development & Resources Economics* (3)
- This course applies theories and methods to expand an understanding of economics. A key component is a guided research project that uses prior economics and business training to hone analytical and decision-making skills. Students improve analytical capacities and develop responses to contemporary economic challenges. Prerequisite: ECON 310, ECON 312 and 9 additional ECON credit hours at 300 level and above.
- ECON 429** *Environmental and Energy Policy* (3)
- The course will examine the principles, policy instruments, and current practice of using economics to analyze various environmental and natural resource problems, especially the economics of energy. It focuses on the study of environmental protection, evaluation of environmental costs and benefits, and optimal management of energy resources. Prerequisites: ECON 200 and ECON 201.
- ECON 452** *Econometrics* (3)
- Review of econometric statistics and statistical techniques; the application of statistical models to economic data; regression analysis and estimation of economic models; the question of violations of the basic assumptions of the regression model, dummy variables and analysis of variance; index numbers and time series analysis. Prerequisites: ECON 300 and ECON 301.
- ECON 470** *Internship in Economics* (1 - 3)
- An internship experience with the requirement that the student write a report summarizing what the internship job added to his/her knowledge of economics and related fields. Students are limited to a maximum of 3 internship credit hours for any major and 6 credits overall. Permission of instructor. This is pass/fail course.

ECON 485 ***Seminar in Economics*** **(3)**

A seminar for seniors; majors conduct research projects on varying relevant economic issues; presentation of research approaches, subjects and results; a group project and an individual research project may be allowed. Topics and instructor may vary. Senior standing.

Education (EDUC)

EDUC 389 ***Special Topics*** **(3)**

Can be repeated for credit with different topic. Permission of instructor.

Electrical Engineering (ELEG)

ELEG 220 ***Electric Circuits*** **(3)**

Introduction to the basic laws and techniques for electric circuits analysis, response of circuits with resistors, independent sources, controlled sources, operational amplifiers; transient analysis of basic circuits with R, L, and C components. AC analysis and phasors; an introduction to Matlab. A lab component is included in this course. Prerequisite: PHYS 116. Concurrent: ELEG 220L and MATH 210.

ELEG 220L ***Electric Circuits Laboratory*** **(1)**

A laboratory component for the course ELEG 220 Electric Circuits. The lab syllabus is aligned with the course topics. Implementations are done using hardware circuits and software simulation tools. Concurrent: ELEG 220.

ELEG 270 ***Electronics*** **(3)**

Introduction to the basic electronic devices including diodes and transistors and their operating principles. Analysis of electronic circuits operating under dc bias and switching conditions. Applications of devices in digital electronic circuits. Prerequisite: ELEG 220. Concurrent: ELEG 270L.

ELEG 270L ***Electronics Laboratory*** **(1)**

A laboratory component for the course ELEG 270 Electronics. The lab syllabus is aligned with the course topics. Implementations are done using hardware circuits and software simulation tools. Concurrent: ELEG 270.

ELEG 300 ***Engineering Electromagnetics*** **(3)**

Static electric & magnetic fields, conductors, capacitance, electrostatic energy and forces, Poisson's equation, Biot-Savart law, Ampere's law, vector magnetic potential, inductance, Maxwell's equations, Faraday's law, time-harmonic fields, wave propagation, reflection, and transmission lines. Prerequisites: ELEG 220 and MATH 207.

ELEG 301L ***Programmable Logic Controllers Lab*** **(1)**

Configuration of specified PLC Hardware, basics of FB and FC Programming, IEC Timers and IEC Counters, basic of diagnostics and diagnostics via web, programming of analog values, Global Data blocks, basics of WinCC and programming of PIC Controller. Prerequisite: CPEG 210

ELEG 305 ***Introduction to Biomedical Engineering*** **(3)**

This course provides an overview of the biomedical engineering field. It introduces the interface between engineering and health science; analyzes biological and physiological problems in healthcare, and explores bioinstrumentation, bioimaging, biomechanics, biomaterials, and biomolecular engineering. Students will study case studies and examples of bio-sensors and bio-signal processing, and will examine moral and ethical issues in this field. Prerequisite: ELEG 220.

ELEG 310 ***Electric Machines and Power Fund*** **(3)**

3-phase circuits and power calculation magnetic circuits. Transformers: single-phase, construction, operation, autotransformers, and 3- phase. AC and DC machines. Synchronous generators: construction, equivalent circuits, testing and performance characteristics; Induction motors. Prerequisite: ELEG 220. Concurrent: ELEG 310L.

ELEG 310L ***Electric Machines Laborator*** **(1)**

A laboratory component for the course ELEG 310 Electric Machines. The lab syllabus is aligned with the course topics. Concurrent: ELEG 310.

ELEG 311 ***Power Distribution and Utilization*** **(3)**

The course covers the design of a radial and/or meshed power distribution network, and assessment of a power network for thermal capability, power loss, and economic operation. The course also includes topics related to cost analysis (fixed and variable costs), optimization of a distribution network, power quality analysis and an overview of electricity markets. Pre-requisite: ELEG 310.

ELEG 315 ***Electrical Systems Engineering*** **(3)**

Covers topics on the engineering of electrical systems. Introduction to electric machines: transformers, generators, and motors. Introduction to power systems: generation, transmission, and distribution. Renewable energy systems. Case studies and market surveys of electrical systems. Prerequisite: ELEG 220. Restriction: Not open for ELEG students. Prerequisites: ELEG 220.

ELEG 315L ***Electrical Systems Engineering Laboratory*** **(1)**

A laboratory component for the course ELEG 315 Electrical Systems Engineering. The lab syllabus is aligned with the course topics. Co-requisite: ELEG 315. Restriction: Not open for ELEG students. Concurrent: ELEG 325.

ELEG 320 ***Signals & Systems*** **(3)**

Signals (functions of one or more independent variables) and systems (devices that perform operations on signals) present fundamental concepts that arise in a variety of fields. The ideas and techniques associated with these concepts inform such diverse disciplines as biomedical engineering, acoustics, communications, aeronautics and astronautics, circuit design, and the arts, humanities, and social sciences. Topics include transforms (Z, Laplace, Fourier), frequency analysis, convolution, FIR and IIR systems, stability, generalized functions, modulation (AM and FM), sampling, and digital filtering. Prerequisite: ELEG 220. Concurrent: ELEG 320L.

ELEG 320L ***Signals & Systems Laboratory*** **(1)**

A laboratory component for the course ELEG 320 Signals & Systems. The lab syllabus is aligned with the course topics. Implementations are done using hardware circuits and software tools. Concurrent: ELEG 320.

ELEG 321 *Analog and Digital Filters* (3)

The course covers the Butterworth, Chebyshev, Elliptic, and other analog filters' approximation functions, lowpass, highpass, bandpass, and bandstop filters, active analog filter implementations using Op-Amps, digital filter design, and the use of CAD tools for analysis and design of filters. Prerequisites: ELEG 320.

ELEG 323 *Measurement and Instrumentation* (3)

In this course, students study the use of resistive, capacitive, inductive and piezoelectric transducers; the measurement of displacement, velocity and acceleration (translational and rotational), force, torque, vibration and shock; the measurement of pressure, flow, temperature and liquid level, pH, conductivity, viscosity and humidity. The course also explores the design of instrumentation systems using various signal conditioning, transmitting, and logging techniques. Student will examine case studies in different applications, with a focus in process industry. Pre-requisite: ELEG 220.

ELEG 323L *Measurements and Instrumentation Lab* (1)

A laboratory component for the course ELEG 323 Instrumentation. The lab syllabus is aligned with the course topics. Corequisite: ELEG 323.

ELEG 325 *Communication Systems* (3)

This course introduces students to communication systems, sampling theorem, modulation theory, multiplexing, random processes for communication systems, baseband digital signaling, and related topics. Pre-requisite: ELEG 320.

ELEG 330 *Power System Analysis* (3)

Examines power system concepts; transmission line, transformer and rotating machine modeling; steady-state analysis and power flow; fault analysis; theory of symmetrical components; and power system stability. Prerequisite: ELEG 310. Concurrent: ELEG 330L.

ELEG 330L *Power Systems Laboratory* (1)

A laboratory component for the course ELEG 330 Power System Analysis. The lab syllabus is aligned with the course topics. Concurrent: ELEG 330.

ELEG 331 *Power System Protection* (3)

This course introduces the fundamental concepts of various types of protections used in electrical power networks to ensure the safety of people and equipment in case of abnormal conditions or accidental contacts. Students will explore applications and case studies in transmission lines, generators, motors, transformers, bus bars, and power distribution feeders/networks, and will study modern information and communication technologies (ICT)-based protection schemes. Prerequisites: ELEG 310.

ELEG 331L *Power System Protection Lab* (1)

A laboratory component for the course ELEG 331 (Power System Protection). The lab syllabus is aligned with the course topics. Concurrent: ELEG 331.

ELEG 340 *Fundamentals of High Voltage Engineering*
(3)

This course introduces students to the high voltage (HV) equipment used in electrical power networks; electrostatics and electrical stress; gas, liquid and solid insulation materials; insulation co-ordination;

the generation of HV; and HV testing and measurement equipment. Prerequisites: ELEG 220.

ELEG 369 **Short Course** (1 - 3)

Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Can be repeated for credit with different topic. Permission of instructor.

ELEG 388 **Independent Study** (1 - 4)

Can be repeated for credit with different topic. Permission of instructor.

ELEG 389 **Special Topics in Electrical Engineering** (3)

Can be repeated for credit with different topic. Permission of instructor.

ELEG 411 **Electric Drives** (3)

Analysis of dc and poly-phase induction motors, starting, and control; AC solid-state control, dc link in adjustable speed drivers, voltage and frequency controls, braking and plugging; DC rectifier and chopper, dynamic and regenerative braking, plugging; stepper motors; power drive; special-purpose motors. Prerequisite: ELEG 310.

ELEG 412 **Renewable Energy Systems** (3)

This course focuses on modeling and analysis of renewable energy sources, such as wind generation and solar panels, power electronics for renewable energy systems, and integration of renewable energy systems with the distribution grid. Students will model and analyze short and long-term energy storage systems. Prerequisite: ELEG 310.

ELEG 421 **Control Systems** (3)

Control Systems. Advantages of closed-loop feedback systems. System representations using mathematical models, block diagrams & signal flow graphs. Poles and zeros. P, PI & PID controllers. System design & stability. Frequency response techniques, Root-locus, & Bode-plot analysis. Basic lead-lag compensation. Control systems under MATLAB. Prerequisite: ELEG 320; or STEG 210 and ELEG 220. Prerequisite: ELEG 320 or STEG 210 and ELEG 220.

ELEG 421L **Control Systems Laboratory** (1)

A laboratory component for the course ELEG 421 Control Systems. The lab syllabus is aligned with the course topics. Concurrent: ELEG 421.

ELEG 422 **Digital Control** (3)

Analysis and design of discrete-time feedback control systems. Z-transforms, transfer functions, state-space models. Sampling, A/D and D/A converters, sampled-data systems. Discrete equivalent systems. Transient specifications, steady-state tracking errors, stability, quantization effects. Digital PID controllers. Implementation of digital controller. Digital control systems under MATLAB. Prerequisite: ELEG 320; or STEG 210 and ELEG 220.

ELEG 450 **Modern Antennas in Wireless Telecommunications** (3)

This course explores the fundamental theory and practice of antenna design and deployment in modern wireless telecommunication systems. Pre-requisite: ELEG 300.

ELEG 470 ***Internship in Electrical Engineering*** **(1 - 3)**

An internship experience with the requirement that the student write a report summarizing what the internship job added to his or her knowledge of electrical engineering and related fields. Students are limited to a maximum of 6 internship credit hours. This is a pass/fail course. Junior standing and permission of instructor. Prerequisite: minimum GPA of 2.0.

ELEG 471 ***Power Electronics*** **(3)**

Operating characteristics of BJTs, IGBTs, MOSFETs, Thyristors. Diode circuits & rectifiers, source inductance, 3- phase rectifiers dc- dc switched mode converters, buck, boost, & buck- boost circuits, bridge converter; PWM inverters, voltage control, harmonics, 3- phase inverters; gate & base drive circuits, snubber circuits. Prerequisite: ELEG 270.

ELEG 471L ***Power Electronics Laboratory*** **(1)**

A laboratory component for the course ELEG 471 Power Electronics. The lab syllabus is aligned with the course topics. Concurrent: ELEG 471.

ELEG 472 ***CMOS Digital Circuit Design*** **(3)**

This course explores the design aspects involved in the realization of CMOS digital integrated circuits from device up to the register level. It addresses major design methodologies. The course includes the study of the MOS device, CMOS inverter, critical interconnect and gate characteristics that determine the performance of CMOS digital circuits. It also includes CMOS logic design from transistor level to layout for fabrication. Students will use state-of- the art CAD tools to verify designs and develop efficient circuit layouts.

Prerequisite: ELEG 270.

ELEG 475 ***Senior Capstone Design I*** **(3)**

A supervised project in groups of normally three students aimed at providing practical experience in electrical engineering. Students are expected to complete a literature survey, project specification, critical analysis, and to acquire the material needed for their end product. Prerequisites: ELEG 270, CPEG 220, and ELEG 310.

ELEG 480 ***Senior Capstone Design II*** **(3)**

A course that seeks to impart in students the skill to integrate the knowledge gained in different courses by developing a product that has passed through the design, analysis, testing, and evaluation stages. This course includes the production of a professional report. Prerequisite: ELEG 475.

English Language & Literature (ENGL)

ENGL 100 ***Foundations of Academic Reading and Writing*** **(0 - 4) [E]**

Prepares students to read and write for academic purposes. Through a small-class workshop environment centered on reading and writing activities, class discussion, small-group collaboration, individual conferences with instructors, and supplemental lab workshops, students will develop their understanding of and facility with a variety of reading and writing strategies necessary for success in university. A concurrent lab section is required. Prerequisite: TOEFL internet-based (iBT) reading score of 13 and writing score or 14. Additional placement testing may be required.

ENGL 101 *Approaches to Critical Reading and Writing* (3) [E]

Focuses on writing and reading for various academic and general purposes and audiences. Students develop analytical, critical, and argumentative thinking, reading and writing abilities and are introduced to research practices. Prerequisites: Score of 80 or higher on the Accuplacer reading exam and a score of 6 or higher on the Accuplacer essay exam, OR a TOEFL iBT reading score of 18 or higher and a writing score of 17 or higher, OR a grade of C or better in ENGL 100 or IENG 030/031. A grade of “C-” or better must be earned to pass this course.

ENGL 102 *Writing and Information Literacy* (3)[E]

Introduces students to the academic, intellectual, and public activities of research. The primary aim of this course is to develop students’ critical and information literacy. Students develop a more complex understanding of multiple research processes and genres and formulate their own critical analysis of and response to a range of academic and public issues. Prerequisite: ENGL 101. A grade of “C-” or better must be earned to pass this course.

ENGL 108 *Public Speaking* (3)[H]

Teaches the principles of public speaking in large and small group environments with emphasis on audience analysis, research and evidence, reasoning, rhetoric, organization and delivery. Through analyzing professional speeches and their effectiveness, the student practices the most common speech types: informative, persuasive, special occasion, and impromptu. A grade of “C-” or better must be earned to pass this course.

ENGL 200 *Introduction to Literary Studies* (3)[H]

Introduces students to the elements of literature and literacy analysis. Students learn what makes a piece of writing “literary,” as well as the terms and skills needed to read, understand, and analyze literature. The course covers literacy genres and critical approaches, providing a foundation for more advanced literary studies. Co-requisite: ENGL 102.

ENGL 207 *Introduction to Rhetorical Studies* (3)[H]

Outlines rhetoric from its roots in the classical world to its many variations over time and culture. Central to the course is the role of rhetoric in determining the multiple ways in which discourse is constructed to achieve specific ends. Pre-requisite: ENGL 101.

ENGL 220 *Survey of World Literatures* (3)[H]

Provides a foundation in canonical texts of world literatures from antiquity through the mid-17th century by introducing major historical periods, movements, authors and literary texts. Co-requisite: ENGL 102 and ENGL 200.

ENGL 221 *Survey of World Literatures II* (3)[H]

Provides a foundation in canonical texts of world literatures from the late 17th century onward through an introduction of major historical periods, movements, authors and literary texts. Co-requisites: ENGL 102 and ENGL 200.

ENGL 300 *History of the English Language* (3)[H]

The structure of present day English is radically different from that of Old and Middle English. This course explores the stages through which the English language has evolved to reach its present form. This course will also examine the structure and social meanings of colonial varieties of English. Sophomore standing or permission of instructor. Prerequisite: ENGL 102.

ENGL 301 *Literature and Film* (3)[H]

Involves viewing a variety of films and formulating critical responses. Students will demonstrate in their own responses to film their ability to use effectively the critical language and methodology of film criticism in its varied aesthetic, historical, and ideological forms. Prerequisite: ENGL 200. Co-requisite: ENGL 220 or ENGL 221.

ENGL 302 *Medieval Literature (500-1500)* (3)[H]

This course provides students with a foundation in literature from the medieval period in England. Students will encounter some of the earliest recorded poems and writings in English across a number of genres and forms, including legends and fables, epics and myths, and more.

ENGL 303 *English Poetry and Prose: 1500-1660* (3)[H]

Examines Renaissance literature and its impact on the “modern world”, with attention to the cultural, social, historical and religious factors in the development of arts and letters in English.

ENGL 304 *English Poetry and Prose: 1660-1800* (3)[H]

Explores the English Enlightenment, the Restoration, and the Age of Reason, with an emphasis on the rise of technology and technological culture and the impact of science and scientific methodology on art and literature. Prerequisite: ENGL 200. Co-requisite: ENGL 220 or ENGL 221.

ENGL 305 *Professional Writing and Communication* (3)[H]

Explores professional approaches to communication in today’s global business environment. Also focuses on principles and practices needed for effective internal and external business communication (memos, letters, reports, proposals and presentations). Students evaluate case studies in business and use appropriate style-guides to document sources. Prerequisite: ENGL 102.

ENGL 307 *Shakespeare* (3)[H]

Explores the original socio-historical context of Shakespeare’s works, as well as their continuing impact on literature around the globe. Students will undertake an intensive study of selected comedies, tragedies, history plays, and Shakespeare’s sonnets. Prerequisite: ENGL 200. Co-requisite: ENGL 220 or ENGL 221.

ENGL 308 *Early American Literature* (3)[H]

Examines representative English novels from the first novels in England during the 18th century, tracing their development through the 19th century, with consideration of historical, cultural and social changes during the period. Prerequisite: ENGL 200. Co-requisite: ENGL 220 or ENGL 221.

ENGL 309 *19th Century British Literature* (3)[H]

Examines major British literary texts from the Romantic and Victorian eras, presenting the relationship between each author’s works and various historical and cultural developments, such as the Industrial Revolution and colonialism. Prerequisite: ENGL 200. Co-requisite: ENGL 220 or ENGL 221.

ENGL 310 *19th Century American Literature* (3)[H]

This course will examine major American literary texts written by American writers of the nineteenth century, including poetry and prose by Emerson, Poe, Dickinson, Thoreau, Stowe, Melville, Chopin, Whitman, Cooper, Douglass, Jacobs, Twain, Hawthorne, and other writers concerned with issues of gender, race, and social justice. The course presents the relationship between each author and his/her works and various historical and cultural developments, such as the Civil War and Abolition and Suffrage. Prerequisite: ENGL 200. Co-requisite: ENGL 220 or ENGL 221.

ENGL 311 *English Novel* (3)[H]

An examination of representative English novels from the beginning up to the Nineteenth Century. Prerequisite: ENGL 200. Co-requisite: ENGL 220 or ENGL 221.

ENGL 312 *American Novel* (3)[H]

An examination of representative American novels from the beginning up to the Nineteenth Century. Prerequisite: ENGL 200. Co-requisite: ENGL 220 or ENGL 221.

ENGL 314 *Modernism/ Postmodernism* (3)[H]

Investigates the trends in the intellectual and aesthetic movements that inform 20th-century Western ideas about art. Students look at various modernist trends such as an emphasis on impressionism and subjectivity, blurring and distinctions between genres, tendency toward fragmented forms and discontinuous narratives, and trace the continuation and / or rejection of these trends in postmodernism. Prerequisite: ENGL 200. Co-requisite: ENGL 220 or ENGL 221.

ENGL 315 *20th Century American Literature* (3)[H]

Examines the major trends in 20th-century U.S. literature, including artistic movements such as Naturalism, the Beats, the Harlem Renaissance and New Journalism, as well as literary responses to major historical events, such as the Great Depression, WW I and WW II, and major social movements of the second half of the century. Prerequisite: ENGL 200. Co-requisite: ENGL 220 or ENGL 221.

ENGL 319 *Women and Literature* (3)[H]

Examines representations of women and womanhood in the work of female authors and the way in which those representations are culturally constructed. The course also offers an introduction of feminist theory and examination of the discourses of women writers. Prerequisite: ENGL 200. Co-requisite: ENGL 220 or ENGL 221.

ENGL 343 *Poetry and Poetics* (3)[H]

Offers a comprehensive study of poetry as a genre and introduces the art of poetics. The course explores various visual, rhythmic and performance aspects of poetry while covering a wide range of poets, styles, traditions, forms and subgenres. Prerequisite: ENGL 200. Co-requisite: ENGL 220 or ENGL 221.

ENGL 345 *Creative Writing* (3)[H]

Involves the craft and practice of creative writing (short fiction, poetry and other types of writing) with extensive student writing throughout the semester. The course includes regular examination of professional models and the writing generated and revised by students. In addition, students are actively involved in developing AUK's arts and literary journal, the AUK Review. Prerequisite: ENGL 102.

ENGL 349 *Literature in Translation* (3)[H]

An aesthetic and cultural evaluation of non-English literature in translation (i.e., Arabic, French, German, Spanish, etc.), focusing on the poetry and fiction of non-English authors. Prerequisite: ENGL 200. Co-requisite: ENGL 220 or ENGL 221.

ENGL 355 *Contemporary World Literature* (3)[H]

Explores the ways in which contemporary literature responds to the complex realities of our world, featuring writing from a variety of national literatures. Prerequisite: ENGL 200. Co-requisite: ENGL 220 or ENGL 221.

ENGL 369 *Short Course* (1 - 3)

Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Can be repeated for credit with a different topic. Permission of instructor. Prerequisite: ENGL 102.

ENGL 375 *Rhetorics of Cultural Dissonance* (3)[H]

Examines the ways in which language creates, reflects, and transforms cultural identity and beliefs and consequently our understanding of local and global relations of power. Through analyses of the contexts from which ideas about identity and culture emerge, students develop a greater understanding of the origins of conflict between and within “East” and “West” and “North” and “South.” Sophomore standing or permission of instructor. Prerequisite: ENGL 102.

ENGL 376 *Language in the Arab World* (3) [H], [K]

Introduces students to the sociocultural dimensions of language in the Arab World in relation to national identity, discussing diglossia, code-switching and language variation. Also examines patterns of colonization and explores the widespread use of English in the Arab World and the possible consequences on language planning, literacy development and evolution of Modern Standard Arabic (MSA). Prerequisite: ENGL 102.

ENGL 378 *English and Globalization* (3)[H]

Explores social, political, linguistic and educational issues related to the spread of English in the world. The effects of colonialism and the role of globalization in the emergence of English as an international language are examined. There is also a focus on the variation in structure of different varieties of English. Prerequisite: ENGL 102.

ENGL 388 *Independent Study* (1 - 3)

Can be repeated for credit with a different topic. Permission of instructor. Prerequisite: ENGL 102.

ENGL 389 *Special Topics* (3)

Can be repeated for credit with a different topic. Prerequisite: ENGL 200. Concurrent: ENGL 220 or ENGL 221.

ENGL 400 *Seminar on British Authors* (3)[H]

An in-depth study of the work of a significant British author or a small group of authors. The study includes the historical and social context, the author’s thematic approach and his/her contribution to literature and society. Junior standing and permission of instructor. Prerequisite: ENGL 220 and ENGL 221.

ENGL 401 *Seminar on American Authors* (3)[H]

An in-depth study of the work of a significant American author or a small group of authors. The study includes the historical and social context, the author's thematic approach and his/her contribution to literature and society. Junior standing and permission of instructor. Prerequisite: ENGL 220 and ENGL 221.

ENGL 402 *Seminar on History of Theatre and Drama* (3)[H]

A comparative study of major theatrical works and theories of drama and performance from ancient Greece and the Near East to the modern era, with a focus on works representative of distinct periods and schools of theater and drama. Junior Standing or Permission of Instructor. Prerequisite: ENGL 220 and ENGL 221.

ENGL 405 *Seminar on Postcolonial Literature* (3)[H]

Discussion of literature from former British colonies in Asia, Africa and the Caribbean and from postcolonial diasporas. Emphasis is placed on the common experience of a postcolonial condition across various regions. Orientalism, or the stereotyped image of the East portrayed in representative texts, is a primary theme. Junior standing and permission of instructor. Prerequisite: ENGL 220 and ENGL 221.

ENGL 406 *Seminar on Ethnic American Literature* (3)[H]

Focuses on the critical study of literature written by diverse ethnic American authors from colonial to contemporary times. It may include works by African-, Arab-, Asian-, European-, Hispanic-, and Native Americans. Junior standing and permission of instructor. Prerequisite: ENGL 220 and ENGL 221.

ENGL 415 *Literary Theory and Criticism* (3)[H]

Introduces the conceptual nature of literature, the relationship between literature and criticism and the establishment of literary canons; examines approaches such as formalism, structuralism, post-structuralism, deconstruction and reception theory, post-colonialism, and the respective historical contexts of each. Required for all English majors. Prerequisite: ENGL 220 and ENGL 221.

ENGL 450 *Senior Seminar* (3)[H]

This capstone course is the culminating opportunity for English majors to demonstrate skills of literary interpretation, critical thinking, research and analytical writing. Widely varied topics are addressed in the context of current critical discourse. Students are required to make a scholarly presentation and write a long research paper. Prerequisites: ENGL 220 and ENGL 221.

ENGL 470 *Internship in English Language and Literature* (1 - 3)[H]

An internship experience with the requirement that the student write a report summarizing what the internship job added to his to her knowledge of English Language and Literature. Students are limited to a maximum of 6 internship credit hours. This is a pass/fail course. Junior standing and successful completion of application process. . Prerequisite: minimum GPA of 2.5 and: ENGL 102.

ENGL 485 *Senior Thesis* (3)[H]

English majors apply their writing abilities, research skills, and knowledge in an independent study project. Senior standing and permission of instructor. Prerequisite: ENGL 102.

Engineering (ENGR)

ENGR 200 Engineering Design (3)

An overview of engineering as a profession, ethics in engineering, teamwork, reporting, engineering graphics and communication skills for an engineer, reverse engineering, design and build a project, engineering modeling, cost-benefit tradeoffs, product design and performance, business and career planning, and professional practice.

ENGR 210 Engineering Entrepreneurship I (3)

This course introduces students to Entrepreneurship in Engineering disciplines via investigating the key entrepreneurial area of: (a) intellectual property, its protection and related strategies; (b) evaluating the market viability of new High-Tech and/ or Engineering ideas; (c) shaping these ideas into the right products or services for the right markets; (d) developing strategies for High-Tech/ Engineering product positioning, marketing operations; (e) acquiring the resources needed to start a new venture, e.g., people, financing, strategic partners, etc.; and (f) leadership roles for the founders of High-Tech/ Engineering ventures. Prerequisite: MGMT 201.

ENGR 300 Engineering Ethics (3)

This course aims at introducing the students to the engineering profession and engineering ethics. As engineering students learn how to design and implement complex systems and take part in the development of their communities, various ethical quandaries and challenges arise. Typical examples of these challenges are related to plagiarism, authorship, intellectual property, and conflict of interest. Resolutions will be required to warrant proper conduct of the engineering profession. The course provides students with essential background on ethical theories and enlightens them on how to deal with unusual engineering issues without undermining the ethical standards. The students knowledge will be enriched by citing general ethical codes recognized worldwide by professional societies. Prerequisite: ENGL 102.

ENGR 310 Engineering Entrepreneurship II (3)

This course investigates the key elements of planning an entrepreneurial High-Tech and/ or Engineering ventures, including: (a) defining the ventures industry and market; (b) developing strategies for High-Tech/ Engineering product positioning, marketing, distribution, sales, operations, management and development; (c) preparing a financial plan; and (d) dealing with global, regional, and local case studies. Effective written and verbal presentation skills are emphasized throughout the course. Prerequisite: ENGR 210.

ENGR 330 Engineering Economics (3)

Provides knowledge of economic consequences of engineering decision processes, and methods for evaluation of engineering design alternatives in terms of costs and benefits. Topics include time equivalence of money, annual cost method, present worth method, rate of return method, depreciation, benefit/cost, break-even analysis, income taxes, equipment replacement, and risk analysis. Sophomore standing or permission of instructor. Prerequisite: MATH 203.

ENGR 369 Short Course (1 - 3)

Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Can be repeated for credit with a different topic. Permission of instructor.

ENGR 388 Independent Study (1 - 4)

Can be repeated for credit with a different topic. Permission of instructor.

ENGR 389 Special Topics (3)

Can be repeated for credit with a different topic. Permission of instructor.

Entrepreneurship Studies (ENTR)

ENTR 201 *Principles of Entrepreneurship* (3)

The philosophy, motivation and characteristics of entrepreneurship. Social, psychological, economic, and business factors in the success and failure of entrepreneurship; the entrepreneur; identifying and evaluating entrepreneurial opportunities; planning and developing a new business venture; managing the new venture; applications to creation and management of stand-alone ventures and those developed within corporations. Prerequisite MGMT 201.

ENTR 301 *Intermediate Entrepreneurship* (3)

Study of the nature and special conditions related to proprietorships, partnerships and small business enterprises. Sophomore standing or permission of instructor. Prerequisite: ENTR 201.

ENTR 313 *Managing Entrepreneurial Ventures* (3)

This course uses a managerial approach to develop understanding of the risks and rewards associated with entrepreneurial activities, and build necessary skills to manage a business start-up. Students will generate a viable business idea, conduct a feasibility analysis and prepare and present a comprehensive business plan. The focus will be on Kuwait and MENA. Prerequisite: ACCT 205, FINC 232 and MRKT 200.

ENTR 369 *Short Course* (1 - 3)

Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Can be repeated for credit with a different topic. Permission of instructor.

ENTR 388 *Independent Study* (1 - 3)

Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Can be repeated for credit with a different topic. Permission of instructor.

ENTR 389 *Special Topics* (3)

Can be repeated for credit with a different topic. Permission of instructor.

ENTR 470 *Internship in Entrepreneurship* (1 - 3)

An internship experience with the requirement that the student write a report summarizing what the internship job added to his or her knowledge of entrepreneurship and related fields. Students are limited to a maximum of 3 internship credit hours for any major and 6 credit hours overall. This is a pass/fail course. Senior standing and permission of instructor. Prerequisites: ENTR 201 and a minimum GPA of 2.25.

Environmental Studies (ENVS)

ENVS 101 Introduction to Environmental Studies (3)[S]

Introduction to the major issues and themes within the field of Environmental Studies. Topics may include endangered species, air/water pollution, energy, global warming, environmental law/justice, ethics and policy.

ENVS 215 Environmental Data Analysis (3)[S]

This course will introduce students to statistics, data analysis, and probability to be able to evaluate and interpret environmental data. Topics will include: statistics and data analysis; frequency tables, bar charts, mean, standard deviation, and skewness; linear regression; and probability. Prerequisite: MATH 095.

ENVS 220 Energy and the Environment (3)[S]

Study of key physics principles as related to environmental issues, including: energy forms; energy recourses and conversions; past and present patterns of energy use; projection of future demand and supplies of energy; role and method of physics in fostering rational evaluations of environmental problems and in searching for potential solutions; resources and technologies of future energy alternatives. Prerequisite: PHYS 101 or PHYS 105.

ENVS 230 Environmental Geology (3)[P]

Fundamental earth science concepts are used to assess the impact of increasing global population and development on earth's natural resources and also examine how natural processes affect human activities. Topics include volcanic eruptions, earthquakes, flooding, tsunamis, soil erosion, landslides, stream flooding, and rock-falls.

ENVS 305 Environmental Health (3)[P]

An overview of environmental issues affecting human health and survival. Students will be introduced to biological and chemical toxins in the general environment, environmental epidemiology, and relevant environmental regulations. Attention will be paid to environmental issues at home, in work settings, the community, and in the global context. Sophomore standing or permission of instructor. Prerequisite: BIOL 105.

ENVS 310 Environmental Ethics (3)[S]

This course examines normative issues in the study of the environment. Students will learn basic ethical concepts and theories and how to apply them to specific environmental concerns. Students will be asked to develop arguments to defend their own respective views regarding the environment and to develop viewpoints reflecting thoughtful and scholarly consideration of human duties, both individual and social, to the environment. Sophomore standing or permission of instructor. Prerequisite: ENGL 101. [Cross-listed with PHIL 310]

ENVS 320 Global Environmental Policy (3)[S]

A course that seeks to provide a broad overview of the key concepts, actors, and issues related to global environmental policy. This course outlines the evolution of environmental policy in facing global environmental challenges and how such policies have become inherently intertwined with government policy and business practice. Junior or senior standing.

ENVS 325 *Health, Environment & Armed Conflict* (3)[S]

This class explores the interrelationship between health, the natural environment and armed conflict. It does so by focusing on conflict over access to and use of the environment as well as examining ideas about “health” in various parts of the world. Sophomore standing. Prerequisite: ENVS 101.

ENVS 340 *The Gendered Environment* (3)[S]

This multidisciplinary course affords students the opportunity to become familiar with the key debates and theoretical approaches involved in understanding environmental issues from a gender and justice perspective. Sophomore standing. Prerequisite: ENVS 101.

ENVS 369 *Short Course* (1 - 3)

Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Can be repeated for credit with a different topic. Permission of instructor.

ENVS 388 *Independent Study* (1 - 3)

Can be repeated for credit with a different topic. Permission of instructor.

ENVS 389 *Special Topics* (3)

Can be repeated for credit with a different topic. Permission of instructor.

Finance (FINC)

FINC 232 *Financial Management* (3)

An introduction to financial management and pro forma financial statements. Topics include: time value of money, security valuation, capital budgeting, cost of capital, risk and return, and international finance. Prerequisite: MATH 103 or 110 or 201. Concurrent: ENGL 102 and CSIS 110.

FINC 332 *Financial Management I* (3)

Financial statement analysis, pro forma financial statements, time value of money, discounted cash flow, stock and bond valuation, net present value. Sophomore standing or permission of instructor. Prerequisites: MATH 103 or MATH 110 or MATH 201, and ENGL 102 and ACCT 201.

FINC 341 *Corporate Finance* (3)

Capital asset pricing model, cost of capital, capital structure and dividend policy. Prerequisites: FINC 232 and BUS 209.

FINC 343 *Financial Services Management* (3)

The course will focus on operations in financial services management including applications of competitive strategies and explorations of opportunities in various financial services sectors including banking, insurance, and personal finance planning. The course will also examine this sector in the context of the Kuwait financial services companies. Prerequisite: FINC 232 and BUS 209.

FINC 345 *Investments and Security Analysis* (3)

This course will focus on the financial theories and empirical evidence useful for investment decisions based on risk and returns. It covers optimal portfolio choice, asset pricing models, fixed-income secu-

rities, funds' performance measurement, and a brief introduction to behavioral finance which studies how investor psychology may affect their investment decisions and asset prices in the market. Junior standing. Prerequisite: FINC 232 and BUS 209.

FINC 350 ***Islamic Banking and Finance*** **(3)**

In this course students will be introduced to Islamic law pertaining to financial issues and comparison with conventional financial and banking systems. Topics include: Islamic perspectives on finance and banking, riba (interest), finance-based products securitization, bonds and insurance, and risk sharing. Prerequisite: FINC 232 and BUS 209.

FINC 355 ***Financial Institutions of the Gulf*** **(3)**

This course focuses on the financial institutions of Kuwait and the Arabian Gulf. It covers the role of the central bank and regulatory authorities, commercial bank operations, securities markets and public-private financing. FINC 232 and BUS 209.

FINC 365 ***International Finance*** **(3)**

International Finance addresses financial issues specific to cross-border transactions. It focuses on exchange rates and spot and future markets. It details the mechanics of covered interest arbitrage. Prerequisites: FINC 232 and BUS 209.

FINC 369 ***Short Course*** **(1 - 3)**

Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Can be repeated for credit with a different topic. Junior standing.

FINC 388 ***Independent Study*** **(1 - 3)**

Can be repeated for credit with a different topic. Junior standing.

FINC 389 ***Special Topics*** **(3)**

An analysis of contemporary issues in Finance. Can be repeated for credit with a different topic. Junior standing.

FINC 413 ***Finance Capstone: International Finance,
Financial Markets and Institutions*** **(3)**

A capstone course designed for a student's last semester in the university which may include analyses of cases, more in-depth study of specialized topics, current events in finance, financial analysis, and/or financial institutions. Prerequisites: FINC 341, FINC 345, and FINC 355.

FINC 445 ***Portfolio Management*** **(3)**

This course develops modern portfolio theory and applies it to pricing both individual assets and portfolios of assets. Topics include the Markowitz portfolio selection model, the capital asset pricing model, arbitrage pricing theory, options. Futures bonds, portfolio performance measurement, and issues of market efficiency. Senior standing. Prerequisites: FINC 332 and FINC 341 and FINC 345.

FINC 470 ***Internship in Finance*** **(1 - 3)**

An internship experience with the requirement that the student write a report summarizing what the internship job added to his or her knowledge of Finance and related fields. Students are limited to a maximum of 3 internship credit hours for any major and 6 credits overall. Permission of instructor. This is pass/fail course.

French (FRNC)

FRNC 101 *Introduction to French I* (3)[H]

The course is designed for beginners. The objective of this course is to provide students with necessary skills in oral and written communication. The course is almost entirely taught in French.

FRNC 102 *Introduction to French II* (3)[H]

This course continues to reinforce communication skills with more emphasis placed on reading and writing texts. It will develop the ability to communicate with accurate pronunciation and intonation. Students will be exposed to French culture with the use of video and other authentic material. 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 were tested. Prerequisite: FRNC 101 or permission of instructor.

FRNC 201 *Intermediate French* (3)[H]

This course focuses on active communication skills, while working on spontaneous conversations related to daily-life topics. More emphasis is placed on writing and using a variety of formats with increasing control of grammar. Students will perfect their knowledge of French society through reading newspaper articles and literary texts. 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 were tested. Prerequisite: FRNC 102 or permission of instructor.

FRNC 202 *Intermediate French II* (3)[H]

While still focusing on oral communication, more emphasis will be placed on reading short texts and writing short paragraphs. Students will develop a strong knowledge of French grammar (verbs in present, past, future and subjunctive), and a strong vocabulary base. Prerequisite: FRNC 201 or permission of instructor.

FRNC 333 *Language and Civilization* (3)[H]

An advanced language course that improves student's oral, reading, and writing skills through an examination of French society. Themes covered include family, education, arts, gastronomy, politics, and immigration. Class discussions will be based on literary readings, articles from French newspapers internet materials, songs, a selection of French films, and field trips. Sophomore standing and permission of instructor.

FRNC 369 *Short Course* (1 - 3)

Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Can be repeated for credit with a different topic. Permission of instructor.

FRNC 388 *Independent Study* (1 - 3)

Can be repeated for credit with a different topic. Permission of instructor.

FRNC 389 *Special Topics* (3)

Can be repeated for credit with a different topic. Permission of instructor.

FRNC 399 *French Study Abroad* (1 - 3)

Can be repeated for credit with a different topic. Permission of instructor.

Graphic Design (GDES)

GDES 110 *Digital Foundations* (3)

This course introduces students to fundamental principles and applications of design, emphasizing critical and cultural awareness of design issues and developing of technical skills. The notion of creative problem-solving is particularly emphasized. Students develop expertise in major industry standard software packages. This course lays the foundation for further study of design. A lab fee may be required. [Cross-listed with COMM 110]

GDES 204 *Digital Photography I* (3)

This course provides an introduction to digital photography and digital camera operations, covering lighting, composition, exposure and the fundamentals of traditional photographic concepts. Students will use digital cameras to take photos that meet the requirements of a series of assignments designed to develop specific skills, and stimulate the students' creative capacities for personal expression, communication and self-understanding. Concurrent: GDES 110 or COMM 110.

GDES 208 *Film Production I* (3)

Introduces students to basics of cinematic storytelling through narrative genres and documentaries. Examines the basics of script-writing, directing, cinematography, and editing. Develops skills in all areas of the craft, and explores both the creative and the technical aspects of production. Includes a short project. Familiarizes students with the nature of filmmaking through lectures and working experiments with traditional narrative filmmaking, documentary, and new media. [Cross-listed with COMM 208]

GDES 220 *Graphic Design I* (3)

An introductory course to the field of graphic design and visual problem-solving. Students will learn basic design principles and elements of design, composition, form, typography, and the historical context is introduced in this course. Provides practical experience in essential studio processes and procedures, critiques, and group discussions. Concurrent: GDES 110 or COMM 110, ART 121, and ART 120 or ART 115 and GDES 102.

GDES 221 *Typography I* (3)

An introduction to typography as both language and tool, one through which a graphic designer can communicate visual hierarchy, verbal information, form, and meaning. This course explores type design, the study of letterforms, an introduction to the historical and modern development of the alphabet, and the study of grid structures. Prerequisites: ART 101, ART 121, GDES 110 or COMM 110, and ART 120 or ART 115 and GDES 102.

GDES 242 *Digital Imaging I* (3)

This course enhances student capabilities in digital image manipulation, vector graphics creation, layout design and time-based media. A lab fee may be required. Pre-requisites: GDES 110 or COMM 110.

GDES 260 ***Illustration I*** **(3)**

This introductory course provides students a foundation in the practices and materials of illustration. Students will address visual communication strategies and solutions through hand- rendered and digital illustrative means. Prerequisites: GDES 110 and ART 121.

GDES 304 ***Digital Photography II*** **(3)**

This course provides students with the opportunity to create advanced digital photography using sophisticated lighting, composition, and exposure techniques. Students explore traditional and experimental photographic concepts to better understand their own photographic vision. Pre-requisite: GDES 204.

GDES 315 ***History of Design*** **(3)**

This course explores the evolution of graphic design from past to present. Prerequisite: ART 102.

GDES 320 ***Graphic Design II*** **(3)**

This intermediate studio course is a comprehensive study of graphic design through the integration of typography and imagery from topic selection to research, and from concept building to the visualization of content. Students will enhance layout skills and work with alternative materials. Class time will be devoted to lectures, projects, and critiques will be developed. Permission of Instructor (E- Portfolio mid-review). Prerequisite: GDES 220 and GDES 221.

GDES 321 ***Typography II*** **(3)**

This course further explores the sequence of type-oriented assignments and projects; students explore a variety of advanced functional and formal typographic issues. Perceptual, emotional, and stylistic considerations of typographic usage are also covered. This is a studio course. Prerequisite: GDES 220 and GDES 221.

GDES 330 ***Print Production*** **(3)**

This course explores the various printing technologies currently available for graphic designers, with an emphasis on the Off-Set printing process. Pre-press, printing, post-production, and all the supporting services offered by printing houses, will be thoroughly investigated throughout this course. Prerequisites: GDES 220 and GDES 221.

GDES 337 ***Environmental Design*** **(3)**

A studio course that explores wayfinding, storytelling, exhibit and information design in built and natural environments. Students will learn how to use blend of two and three-dimensional design to move people and/or vehicles through spaces. Projects may include the study of zoos, museums, sport complexes, hospitals, or airports. Junior standing. Prerequisite: GDES 320.

GDES 342 ***Digital Imaging II*** **(3)**

Inspiration and storyboards are challenged to push the envelope of the traditional parameters expected during image production. The students blend different styles to produce aesthetically sound pieces. Different image tracks may be chosen to focus on for the majority of the semester. A lab fee may be required. Prerequisite: GDES 242.

GDES 351 **Web Design** (3)

This course explores the process of designing and building web sites, as well as creating graphics, animations and rich content for the web. It also incorporates lectures relating to internet issues and the different web-based media forms being utilized those days.

Prerequisite: GDES 110 or permission of instructor.

GDES 360 **Illustration II** (3)

This advanced course in illustration further investigates the conceptual relationship between text and image. Students will develop complex projects for existing and emerging markets through a variety of digital and analog media. Prerequisite: GDES 260.

GDES 369 **Short Course** (1 - 3)

Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Can be repeated for credit with a different topic. Permission of instructor.

GDES 388 **Independent Study** (1 - 3)

Can be repeated for credit with a different topic. Permission of instructor.

GDES 389 **Special Topics** (3)

Can be repeated for credit with a different topic. Permission of instructor.

GDES 404 **Professional Practice** (3)

The course is designed to prepare students for professional practice in graphic design. It is a guide to business aspects of design including best practices in business processes, self-promotion, negotiation and pricing, ethical standards and the designer's responsibility of practice. Prerequisite: GDES 320.

GDES 420 **Graphic Design III** (3)

This advance course further investigates system design, research analysis and development of a brand. Students will work in a collaborative environment, in an intense investigation of visual communication, critique session, group discussions, presentations and field trips. This is a studio course. Senior standing. Prerequisites: GDES 320 and GDES 321.

GDES 421 **Typography III** (3)

This advance course further investigates typographic form, history, hierarchy, context and sequence of information using image and type relationships. Lectures, critiques and individual in-class explorations are used to further these ideas. This is a studio course, senior standing. Prerequisites: GDES 321 and GDES 320.

GDES 452 **3D Modeling and Animation** (3)

This course will introduce principles and techniques used for creating three-dimensional content in virtual space. Students will learn principles of model creation, texture manipulation, scene rendering and animation to enable them to conceptualize and produce meaningful and artistic visualizations. The class will also explore the implications of the work produced as students engage in mutual critique. A lab fee may be required. Junior standing.

GDES 453 ***Motion Graphics*** **(3)**

In this advance level course, students experiment their learning outcomes on form and content through manipulation of movement, time, sequence and sounds. Students will learn and create visual effects, wide range of application in broadcast, film and video based communication. This is a studio course. Prerequisite: GDES 242.

GDES 470 ***Internship in Graphic Design*** **(1 - 3)**

The GDES internship provides students the opportunity to work in career-related fields for academic credit. A creative paper submission is expected upon the completion of the internship. Students are limited to a maximum of 6 internship credit hours of which only 3 count toward the degree requirement. This is a pass/fail course. Junior standing and permission of instructor.

GDES 490 ***Capstone*** **(3)**

The capstone course is designed to teach GDES students how to visualize the complex intersection between personal voice, conceptual understanding, and the use of research for a graphic design exhibition. The course is largely self-directed and students are expected to select and investigate a topic using design as a means to present their findings. Pre- requisite: GDES 420.

General Science (GSCI)

GSCI 100 ***Introduction to Sciences and Technology*** **(1 OR 3)[P]**

This course is designed to provide foundational knowledge in the Sciences and foster an appreciation of modern technologies that play a role in everyday life. Topics vary and may include biology, chemistry, electronics, physics, nanotechnology, renewable, energy technologies, satellite imaging and global positioning systems, and others.

Health and Fitness (HFIT)

HFIT 101 ***Introduction to Health and Wellness*** **(1)[F]**

An introduction to the physiological, social, and psychological factors in life-long health and fitness; self-responsibility for total wellness. Introduction to wellness concerns such issues as disease prevention, stress management and behavioral and mental health. Occasional.

HFIT 103 ***Nutrition and Health*** **(3)[F]**

An analysis of the role and value of nutrition in maintaining health, mental health, and physical fitness, diet and nutrition, special needs of overweight and underweight individuals, food mythologies.

HFIT 110 ***Physical Activity*** **(1)[F]**

This course offers students an opportunity to participate in physical activities/sports such as aerobics, yoga, basketball, soccer, volleyball or other physical activities. Occasional.

History (HIST)

HIST 105 ***World History Since 1900*** **(3)[S]**

Examines key political, social, and cultural developments around the world in the 20th century, with emphasis on how ideas and ideologies have both shaped and been shaped by major historical events. Topics include the two world wars, revolutions, the Cold War, decolonization and global social change.

- HIST 110** *Twentieth Century Middle East* (3)/[S]
- Examines key events and trends in the Middle East in the twentieth century. Topics include ideologies and practices of colonial control, Arab nationalism, the emergence of new social class post-colonial, nation building, the Arab Israeli conflict, the Iranian revolutions, and the Gulf Wars.
- HIST 201** *History and Politics of Kuwait* (3)/[S]
- Provides an introduction to the political, economic, and social history of Kuwait. Topics include relations with the Ottoman and British Empires, the pre-oil maritime economy, oil modernization, the constitution, modern state-building, and the Iraqi invasion.
- HIST 202** *History and Politics of the Iranian World* (3)/[S]
- Reviews the historical and political development of the Iranian world since the advent of Islam in the 7th century. Topics include the emergence of modern Iran as a national state, and the advent of Shi'ism as the state religion in the 16th century.
- HIST 204** *European History until the French Revolution* (3)/[S]
- Examines the major themes of European history before the French revolution. Topics include ancient Greece and Rome, the rise of Christianity, the High Middle Ages, the Renaissance and Reformation, the wars of religion , the rise of independent states and overseas expansion.
- HIST 205** *History of Modern Europ* (3)/[S]
- Analyses the development of European social, political and economic history from the French and industrial revolutions to the twentieth century. Topics include the rise of absolutism, the Enlightenment and democratic revolutions, industrialization and the emergence of liberalism , capitalism and socialism , the two world wars and the Cold War.
- HIST 221** *Survey of Gulf History* (3)/[S]
- Examines key issues in the politics and society of the Gulf region before and after the discovery of oil which emphasis on themes of regional unity versus political fragmentation. Topics include the region's maritime history, British imperialism, oil modernizations state building and regional politics after independence.
- HIST 289** *Topics in World History* (3)/[S]
- Analyses the rise and development of the modern world from various regional and temporal perspectives. Topics will vary. Can be repeated for credit with different topic.
- HIST 305** *History of the Islamic World 622-1800* (3)/[S]
- Survey of Islamic political, social, and intellectual history from the time of the Prophet until 1800. It offers an introduction to the doctrines of Islam and Islamic institutions, influential historians, and covers major themes and disciplines that have informed the writing of Islamic history and their relation to law, theology, politics, ethics, and science. Sophomore standing or permission of instructor. Prerequisite: any 100- or 200-level HIST or AMST course, or IR 204 or 205.

HIST 307 *Arab History in the late Ottoman Period: 1800-1922* (3)/S/

History of the modern Arab world beginning with the 1798 Napoleonic invasion of Egypt and ending with the 1923 Treaty of Lausanne. The course covers the decline of the Ottoman Empire in the Arab provinces, the rise of the European imperialism, Mohammed Ali, Arab integration into global capitalism, and the rise of pan-Islamism, pan-Arabism, and Arab-Nationalism. Sophomore standing or permission of instructor. Prerequisite: any 100- or 200-level HIST or AMST course.

HIST 309 *Twentieth Century Arab History* (3)

Contemporary Arab history including European colonialism, struggles for independence, Zionism and the colonization of Palestine, Arab nationalism, Arab socialism, rise of oil revenues, the rise of political Islam, and current conflicts in the region. Prerequisite: any 100- or 200-level HIST or AMST course.

HIST 311 *Ottoman History (1400-1923)* (3)/S/

The course covers the early history of Ottoman growth and expansion, institutions and bureaucracy, the development of the devshirme and the janissary corps, responses to European expansion and intervention, the Tanzimat reforms, the question of Ottoman "decline," the rise of Turkish and other nationalisms, and WWI and imperial disintegration. Sophomore standing or permission of instructor. Prerequisite: any 100- or 200-level HIST or AMST course.

HIST 317 *Topics in English / British History* (3)/S/

Explores the history of England and Britain from diverse perspectives. Topics may include parliament, common law, the civil war, the question of kingship, the conflict of church and state, constitutional monarchy, the Industrial Revolution, the growth of the British Empire, 20th century conflicts, globalization, and the creation of the United Kingdom. Pre-requisite: IR 101.

HIST 319 *The British Empire* (3)

The rise, structure, and dynamics of the British Empire with special emphasis on its policies, actions and impact on India, the Arabian Peninsula and the rest of the Middle East. Prerequisite: any 100- or 200-level HIST or AMST course.

HIST 369 *Short Course* (1 - 3)

Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Can be repeated for credit with a different topic. Permission of instructor.

HIST 388 *Independent Study* (1 - 3)

A research and writing project to be determined in consultation with the instructor. Can be repeated for credit with a different topic. Senior standing or permission of instructor.

HIST 389 *Special Topics* (3)

Can be repeated for credit with a different topic. Permission of instructor. Pre-requisite: IR 101.

HIST 401 *Economic History: Twentieth Century* (3)

Historical investigation of economic development. Comparison of European and the Third World development. Junior class standing. Prerequisite: any 100- or 200-level HIST course, or AMST course.

A seminar that critically examines current issues via the method of oral history. Additionally, this seminar will enable students to apply methods of research and analysis from various university programs as they prepare for and analyze interviews. The course will involve participation in at least two oral history projects over the course of the semester. Prerequisite: COMM 101 or any HIST or AMST 100- or 200-level course.

Human Resources (HR)**HR 205*****Human Resource Management*****(3)**

This course examines theories and practice of human resource management in local, regional, and global contexts. The course focuses on key aspects of human resources, planning, and their implications on public and/or business policy. It also studies major models that shape human resources development. Prerequisite: MGMT 201.

HR 305***Human Resource Management*****(3)**

This course presents potential leaders and managers the fundamental knowledge needed for an effective deployment of modern HRM practices in various business settings. The course builds and focuses on the theoretical knowledge of factors, elements and applications encompassed not only in the whole spectrum of the employment life cycle (recruitment and selection, training and development, performance evaluation, work design, compensation and employee relations) but also in strategic issues related to HR planning, ethics and workforce diversity, and international HRM. Prerequisite: MGMT 201.

HR 310***Recruiting and Staffing*****(3)**

Focus is on successful identification, recruitment, selection, and promotion of employees. Topics include external and internal recruitment, human resource planning, job analysis, and employee selection including testing and interviewing, as well as validation procedures. Prerequisite: HR 205.

HR 311***Total Rewards: Compensation*****(3)**

A variety of compensation methods are examined and their relationships to pay structures and employee performance. Topics include total compensation, design of pay levels, benefit options, job evaluation techniques, incentive plans and administration. Prerequisite: HR 205.

HR 325***Work and Well-being*****(3)**

Focus is on approaches to promoting well-being in the workplace. Topics include organizational health programs, career development, job satisfaction, safety, risk management, and labor relations. Prerequisite: HR 205.

HR 344***Managing Conflict*****(3)**

Develop conflict management skills to facilitate relationships in organizations. Prevention as well as management of disputes is covered on the individual, group, and organizational levels. The course takes a stakeholder approach. Prerequisite: HR 205.

Internship Free Elective- ARGD (HUGD)

HUGD 473 *Intern for Free Elective-GDES* (1 - 3)

Supervised experience designed to enhance intellectual development through application of knowledge in an occupation. Requirements include: weekly log and final report explaining what the internship added to the student's knowledge in an approved discipline. A pass/no pass course requiring junior standing and permission of instructor. Prerequisite: minimum GPA of 2.00.

Humanities (HUMN)

HUMN 100 *Introduction to Humanities* (1 OR 3)[H]

This course is a basic introduction to the study of the Humanities using an interdisciplinary approach. The course provides information relating to concepts, studies and facts in the Humanities. Topics vary and may include philosophy, architecture, literature, music, theatre, drama, religion, and/or art.

Intensive English Program (IEP)

IEP 080 *Listening and Speaking I* (0)

This course focuses on developing listening and speaking skills necessary for success in the academic environment. Utilizing the lecture method, pair work, group activities, and student-instructor conferences, the student will engage with academically-oriented lectures and other material to improve comprehension, note-taking skills, vocabulary, correctness, and fluency. Successful completion of this course will prepare students for entry into Listening and Speaking II. Exit exam required. Credit earned cannot be used for graduation. Prerequisite: Accuplacer LPT 62-85 or WP 1-3. Concurrent courses: IEP 081, IEP 082, IEP 083, IEP 084, IEP 085, IEP 086, IEP 087.

IEP 081 *Reading I* (0)

This course focuses on refining reading skills necessary for success in the academic environment. The student will be guided through methods of appropriately expanding and challenging ideas contained within academic texts with a particular focus on reading comprehension skills and employing different reading strategies. Students will demonstrate their knowledge and comprehension of reading materials through a class project(s) and/or presentations. Successful completion of this course will prepare students for entry into Reading II. Exit exam required. Credit earned cannot be used for graduation. Prerequisites: ACCUPLACER LPT 62-85, WP 1-3. IELTS Ave. 4-4.5 (Reading 4.5, Writing 4), or TOEFL iBT Ave. 31-34 (Reading 3, Writing < 11). Concurrent courses: IEP 090, IEP 092, IEP 093, IEP 094, IEP 095, IEP 096, IEP 097.

IEP 082 *Presentations I* (0)

The student develops public-speaking skills and is introduced to the additional skills of principles of demonstration and primary research for presentations at the intermediate level. Emphasis is on reporting and discussing information based on observations outside the self in the execution of formal presentations. Successful completion of this course will prepare students for entry into Presentations II. Credit earned cannot be used for graduation. Prerequisite: Accuplacer LPT 62-85 or WP 1-3. Concurrent courses: IEP 080, IEP 081, IEP 083, IEP 084, IEP 085, IEP 086, IEP 087.

contemporary issue dealing with business, technology, the arts, or current events, research their chosen topic, converse about it with peers, and in the final stage deliver a presentation. Peer evaluation of presentations will be practiced. Textbook activities will be supplemented by in-class conversation practice, audio clips, songs, articles, short stories, movie clips, and listening dictation. Credit earned cannot be used for graduation. Prerequisite: Accuplacer LPT 62-85 or WP 1-3. Concurrent courses: IEP 080, IEP 081, IEP 082, IEP 083, IEP 084, IEP 085, IEP 086.

IEP 087C ***Journalism I*** **(0)**

This course focuses on improving the four English skills (reading, writing, listening, and speaking) through an introduction to journalism. Students will engage in level-appropriate mini-lectures, pair and group work, and student-instructor conferences. First-semester students will have the opportunity to improve their language skills by reading and writing level appropriate magazine and newspaper articles, by interviewing people on and off campus, and by writing pieces for the IEP magazine and/or newspaper to publish. Credit earned cannot be used for graduation. Prerequisite: Accuplacer LPT 62-85 or WP 1-3. Concurrent courses: IEP 080, IEP 081, IEP 082, IEP 083, IEP 084, IEP 085, IEP 086.

IEP 087D ***English Obsession I*** **(0)**

This course is designed to improve first-semester students' English language proficiency in a fun, engaging, and positive learning environment by involving them with print and non-print media and activities that demonstrate students' abilities to think critically. They will work independently, in groups, and as a whole class to maximize and vary their learning. Lively discussions, discovery through writing, and participation in campus life are among the highlights of this course. Credit earned cannot be used for graduation. Prerequisite: Accuplacer LPT 62-85 or WP 1-3. Concurrent courses: IEP 080, IEP 081, IEP 082, IEP 083, IEP 084, IEP 085, IEP 086.

IEP 087E ***English Skills through Drama I*** **(0)**

This course is designed for first-semester students and focuses on strengthening all four English skills (reading, writing, listening and speaking) through theater performance and acting practice in pairs and small groups. Students will compare multiple short play scripts to improve their reading while also discovering the conventions of script-writing. Composing and editing their own play script will improve students' writing and critical thinking skills. Listening and speaking will be strengthened through rehearsals and the live performance of their final drama project at the end of the semester. Credit earned cannot be used for graduation. Prerequisites: ACCUPLACER (LPT 62-85, ESL Write Placer 1-3), IELTS Ave. 4-4.5 (Reading 4.5, Writing 4), or TOEFL iBT Ave. 31-34 (Reading 3, Writing < 11). Concurrent courses: IEP 080, IEP 081, IEP 082, IEP 083, IEP 084, IEP 085, and IEP 086.

IEP 087F ***Bring Reading to Life I*** **(0)**

In this innovative course, first-semester students will work both collaboratively and individually to bring reading to life through the arts. By engaging in a novel through drawing, music, drama, and/or movement, students will enhance their reading comprehension as well as their vocabulary, grammar, listening, and speaking while also deepening their understanding of novel plot, character, and theme. Script-writing will hone students' critical thinking, summarizing/paraphrasing, and conversational skills. The course will conclude with an artistic and/or dramatic celebration of a literary work for the AUK community and a digital scrapbook of the semester's multi-media creative process. Credit earned cannot be used for graduation. Prerequisite: Accuplacer LPT 62-85 or WP 1-3. Concurrent courses: IEP 080, IEP 081, IEP 082, IEP 083, IEP 084, IEP 085, IEP 086.

IEP 090 ***Listening and Speaking II*** **(0)**

This course focuses on refining listening and speaking skills necessary for success in the academic environment. Utilizing the lecture method, pair work, group activities, and student-instructor conferences, the student will engage with academically-oriented lectures and other material to improve comprehension, note-taking skills, vocabulary, correctness, and fluency in the execution of formal presentations. Exit exam required. Credit earned cannot be used for graduation. Prerequisites: Successful completion of IEP SEM 1 or ACCUPLACER (LPT 86-105, ESL Write Placer 4-5), IELTS Ave. 5-5.5 (Reading 5-5.5, Writing 4.5), or TOEFL iBT Ave. 35-59 (Reading 4-12, Writing 12-13). Concurrent courses: IEP 091, IEP 092, IEP 093, IEP 094, IEP 095, IEP 096, and IEP 097.

IEP 091 ***Reading II*** **(0)**

This course focuses on refining reading skills necessary for success in the academic environment. The student will be guided through methods of appropriately expanding and challenging ideas contained within academic texts with a particular focus on reading comprehension skills and employing different reading strategies. Students will demonstrate their knowledge and comprehension of reading materials through a class project(s) and/or presentations. Successful completion of this course will prepare students for entry into ENGL 100. Credit earned cannot be used for graduation. Prerequisites: Successful completion of IEP SEM 1 or ACCUPLACER (LPT 86-105, ESL Write Placer 4-5), IELTS Ave. 5-5.5 (Reading 5-5.5, Writing 4.5), or TOEFL iBT Ave. 35-59 (Reading 4-12, Writing 12-13). Concurrent courses: IEP 090, IEP 092, IEP 093, IEP 094, IEP 095, IEP 096, IEP 097.

IEP 092 ***Presentations II*** **(0)**

The student refines the public-speaking skills introduced and developed in Semester 1 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 high-intermediate to low-advanced level. Emphasis is on orally presenting information derived from written or visual texts. Successful completion of this course will prepare students for entry into ENGL 100. Credit earned cannot be used for graduation. Prerequisite: Successful completion of IEP SEM 1 or Accuplacer LPT 86-105 or WP 4-5. Concurrent courses: IEP 090, IEP 091, IEP 093, IEP 094, IEP 095, IEP 096, IEP 097.

IEP 093 ***Writing II*** **(0)**

This course focuses on refining writing skills necessary for success in the academic environment. Under the close supervision of the instructor, students will improve their English writing skills with a focus on creating well-developed paragraphs and short essays. Through the writing process, students will develop their critical thinking skills by analyzing and evaluating ideas from academic text material and synthesizing this information with their own ideas to produce formal writing assignments. Successful completion of this course will prepare students for entry into ENGL 100. Exit Exam required. Credit earned cannot be used for graduation. Prerequisites: Successful completion of IEP SEM 1 or ACCUPLACER (LPT 86-105, ESL Write Placer 4-5), IELTS Ave. 5-5.5 (Reading 5-5.5, Writing 4.5), or TOEFL iBT Ave. 35-59 (Reading 4-12, Writing 12-13). Concurrent courses: IEP 090, IEP 091, IEP 092, IEP 094, IEP 095, IEP 096, and IEP 097.

IEP 094 ***Advanced Grammar*** **(0)**

This course focuses on expanding second semester students' ability to comprehend and use high intermediate grammatical structures, with focus on syntactically and semantically sound sentence structures. It offers practice in recognizing, improving and correcting them in written and spoken English in an academic context. Credit earned cannot be used for graduation. Successful completion will prepare students for entry into ENGL 100. Credit earned cannot be used for graduation. Prerequisite: Successful completion of IEP SEM 1 or Accuplacer LPT 86-105 or WP 4-5. Concurrent courses: IEP 090, IEP 091, IEP 092, IEP 093, IEP 094, IEP 095, IEP 096.

IEP 097D ***English Obsession II*** **(0)**

This course is designed to improve second-semester students' English language proficiency in a fun, engaging, and positive learning environment by involving them with print and non-print media and activities that demonstrate students' abilities to think critically. They will work independently, in groups, and as a whole class to maximize and vary their learning. Lively discussions, discovery through writing, and participation in campus life are among the highlights of this course. Credit earned cannot be used for graduation. Prerequisite: Successful completion of IEP SEM 1 or Accuplacer LPT 86-105 or WP 4-5. Concurrent courses: IEP 090, IEP 091, IEP 092, IEP 093, IEP 094, IEP 095, IEP 096.

IEP 097E ***English Skills through Drama II*** **(0)**

This course is designed for second-semester students and focuses on strengthening all four English skills (reading, writing, listening, and speaking) through theater performance and acting practice in pairs and small groups. Students will compare multiple short play scripts to improve their reading while also discovering the conventions of script-writing. Composing and editing their own play script will improve students' writing and critical thinking skills. Listening and speaking will be strengthened through rehearsals and the live performance of their final drama project at the end of the semester. Credit earned cannot be used for graduation. Prerequisite: Successful completion of IEP SEM 1 or Accuplacer LPT 86-105 or WP 4-5. Concurrent courses: IEP 090, IEP 091, IEP 092, IEP 093, IEP 094, IEP 095, IEP 096.

IEP 097F ***Bring Reading to Life II*** **(0)**

In this innovative course, second-semester students will work both collaboratively and individually to bring reading to life through the arts. By engaging in a novel through drawing, music, drama, and/or movement, students will enhance their reading comprehension as well as their vocabulary, grammar, listening, and speaking while also deepening their understanding of novel plot, character, and theme. Script-writing will hone students' critical thinking, summarizing/paraphrasing, and conversational skills. The course will conclude with an artistic and/or dramatic celebration of a literary work for the AUK community and a digital scrapbook of the semester's multi-media creative process. Credit earned cannot be used for graduation. Prerequisite: Successful completion of IEP SEM 1 or Accuplacer LPT 86-105 or WP 4-5. Concurrent courses: IEP 090, IEP 091, IEP 092, IEP 093, IEP 094, IEP 095, IEP 096.

IEP 097G ***Argumentation & Debate II*** **(0)**

In this course, second-semester students will follow the traditional American college debate format and present a stimulating formal debate on a topic of interest. Students will choose their topic and research evidence to support their argument. Debates will be performed in front of a live audience and panel of judges. Students will take notes during debates to refute and rebut the opposing team's arguments. Each team will attempt to convince the judges that its arguments are superior to those of the opposition. This course develops students' ability to analyze information quickly and formulate convincing arguments while also exercising listening and speaking skills. Class discussion and group activities will integrate listening, speaking, and reasoning skills. Credit earned cannot be used for graduation. Prerequisite: Successful completion of IEP SEM 1 or Accuplacer LPT 86-105 or WP 4-5. Concurrent courses: IEP 090, IEP 091, IEP 092, IEP 093, IEP 094, IEP 095, IEP 096.

IEP 097H ***Business English II*** **(0)**

This elective course is designed to provide second-semester students who plan to major in business or the related fields of economics, marketing, finance, or accounting with the basic language skills and knowledge needed for entry into business undergraduate courses. High frequency business vocabulary will be highlighted throughout the course. In addition to textbook tasks, students will listen and read about a variety of business topics. Through class discussions, students will integrate their own ideas

and experiences while also improving listening and speaking skills. Credit earned cannot be used for graduation. Prerequisite: successful completion of IEP SEM 1 or Accuplacer LPT 86-105 or WP 4-5. Concurrent courses: IEP 090, IEP 091, IEP 092, IEP 093, IEP 094, IEP 095, IEP 096.

IEP 097I Introduction to Student Podcasting II (0)

Students in this course will learn about the fast-developing new technology of podcasting. They will learn how to access a wide-range of podcasts and to generate their own podcasts. In this process they will develop their listening, speaking, critical thinking, and summarizing skills. Students will practice listening comprehension by choosing podcasts which interest them and are suitable to their level. By creating their own podcasts and sharing them with the class, students will enhance their oral communication skills. Through peer evaluation students will polish their podcasts to produce accurate and fluent English audio files. These will be uploaded as podcasts that are available to other students as well as a global audience. Credit earned cannot be used for graduation. Prerequisite: successful completion of IEP SEM 1 or Accuplacer LPT 86-105 or WP 4-5. Concurrent courses: IEP 090, IEP 091, IEP 092, IEP 093, IEP 094, IEP 095, IEP 096.

IEP 097J Habits for Success (0)

Life skills is a high-impact student success course that benefits and sustains students in college and beyond. This instructor-led course delivers a powerful blended-learning experience designed to: enhance student engagement, improve critical thinking skills, strengthen student learning, and improve life-college balance. Upon successful completion of The 7 Habits of Highly Effective College Students course, students may earn a globally recognized personal leadership certificate—part of Franklin Covey's Leadership Certificate Program. This certificate represents the first knowledge-level qualification of productivity, organizational trust, and strategy execution. CERTIFICATE REQUIREMENTS: Students must pass the 7 Habits fundamentals assessment. Credit earned cannot be used for graduation. Prerequisite: Successful completion of IEP SEM 1 or Accuplacer LPT 86-105 or WP 4-5. Concurrent courses: IEP 090, IEP 091, IEP 092, IEP 093, IEP 095, IEP 096, IEP 097.

International Relations (IR)

IR 101 Introduction to International Relations (3)[S]

Examines the role of the sovereign state in a complex and interdependent state system. Attention is paid to the global political economy, labor migrations, internationalization of communication, international environmental issues, monetary, financial and energy issues, patterns of conflict and cooperation, international and regional state organizations, and non-state political and social organizations.

IR 202 Trends in International Relations (3)[S]

Examines the major schools of thought in international relations as they are understood in world politics today. Attention is paid to global political issues such as poverty, disease, trade, environmental degradation, human rights, and terrorism.

IR 206 International Political Economy (3)[S]

Examines the interaction of markets and governments in the international system. Attention is paid to the impact of trade and production, the internalization of finance, security, and information and communication technologies on the international system.

IR 210 Methods of Research in International Relations (3)[S]

Introduction to the scientific method, data gathering, research design, and quantitative and qualitative analysis. Explores the use of computer applications for international relations and comparative studies research. Develops analytical skills that students need as active consumers of research findings. Pre-requisite: IR 101.

- IR 306** ***Global Political Economy*** **(3)**
- Focuses on four major themes: globalization, global North-North relations, global North-South, and Global South-South relations. Attention is paid to the Global East countries. Pre-requisite: IR 101.
- IR 307** ***IR of Arab States*** **(3)/[S]**
- Historical and contemporary analysis of foreign policies of Arab states, as well as Intra-Arab state, Euro-Arab and East Asian-Arab states relations. Pre-requisite: IR 101.
- IR 309** ***Dynamics of Globalization*** **(3)/[S]**
- Studies the causes and consequences of contemporary global transformations. Attention is paid to the opportunities and vulnerabilities created by globalization, and of the politics of anti-globalization movements. Focuses on the question: is globalization today unique, or part of a recurring pattern in world politics? Pre-requisite: IR 101.
- IR 339** ***International Organizations*** **(3)/[S]**
- Examines the origins, charters, organizational structure, activities, and performance of international organizations, the United Nations; the International Monetary Fund, the World Bank, the World Trade Organization, and others. Pre-requisite: IR 101.
- IR 341** ***Public International Law*** **(3)/[S]**
- Studies the origins, sources, and subjects of international law. Examines the role of the law in the international arena insofar as it facilitates relations among states, resolves disputes, protects rights of individuals, allocates resources, and restricts conduct during wartime. Attention is paid to international law cases and their policy ramifications. Pre-requisite: IR 101.
- IR 342** ***International Human Rights*** **(3)/[S]**
- Examines the evolution of the modern human rights regime. Juxtaposes the Western origins of the human rights regime with competing, non-western systems of thought and practices of rights, and assesses in this context the universality of modern human rights norms. Pre-requisite: IR 101.
- IR 343** ***Terrorism & International Law*** **(3)/[S]**
- Studies international law as it pertains to the study of terrorism. Examines the international law of war and international criminal law and the development of an international law of terrorism. Pre-requisite: IR 101.
- IR 345** ***Conflict Resolution*** **(3)/[S]**
- Examines theories, perspectives and practices in conflict resolution. Attention is paid to case studies of conflict resolution proposals. Pre-requisite: IR 101.
- IR 369** ***Short Course*** **(1 - 3)**
- Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Can be repeated for credit with a different topic. Permission of instructor.

IR 373 ***Communications Strategies in International Relations.*** **(3) [H], [S]**

The course explores how states, and now increasingly also regions, and cities, use public relations tools to advance their soft power, promote business, and project a particular public image. Using case studies from around the world, the course explores not only the tools used, but also evaluate their overall effectiveness. Pre-requisite: IR 101.

IR 386 ***Perspectives on US Foreign Policy in the Middle East (Soliya Connect Program)*** **(3)**

Explores the major debates, both theoretical and applied, that frame contemporary discussion about American foreign policy in the Middle East. Attention is paid to the perspectives of different focal actors and institutions including: the presidency, government agencies, legislators, interest groups, the mass public and the media. Examines the interplay between policy development and institutions, and reviews normative and empirical models of American Foreign Policy. Pre-requisite: IR 101.

IR 388 ***Independent Study*** **(1 - 3)**

A research and writing project to be determined in consultation with the instructor. Can be repeated for credit with a different topic. Pre-requisite: IR 101.

IR 389 ***Special Topics*** **(3)**

Can be repeated for credit with a different topic. Permission of Instructor. Pre-requisite: IR 101.

IR 470 ***Internship in International Relations*** **(1 - 3)**

An internship experience to apply the knowledge acquired in the International Relations Program. A maximum of three (3) internship credit hours can be applied to the IR degree program. Permission of instructor required.

IR 480 ***Capstone*** **(3)**

A research project that demonstrates the accumulated training in international relations, subject to the instructor's approval. Requires students to write a 15 page research thesis. Prerequisites: IR 202 and IR 210.

Italian (ITAL)

ITAL 101 ***Introduction to Italian I*** **(3)[H]**

The goals of this course are communicative. They are aimed at developing the four skills with an initial emphasis in listening and speaking. The course provides various opportunities for students to communicate in Italian in reality based situations.

ITAL 102 ***Introduction to Italian II*** **(3)[H]**

This courses reviews material covered in ITAL 101. Students will gain proficiency in all four language skills (listening, speaking, reading and writing) and develop an understanding of the Italian people and culture. Permission of instructor. Prerequisite: ITAL 101.

ITAL 201 **Intermediate Italian** **(3)[H]**

This course offers a complete review of the basic principles of grammar in addition to extensive oral practice. Emphasis is placed on developing good conversational ability. More focus will be placed on vocabulary building, reading, and writing short texts in given situations. Permission of instructor. Prerequisite: ITAL 102.

Mathematics (MATH)

MATH 095 **Preparatory Mathematics** **(0 - 3)**

This course is given at the elementary level. Topics include a review of basic algebra, linear equations and inequalities in one and two variables, graphs, exponents and polynomials, factoring and quadratics, rational expressions and equations, and systems of linear equations. Prerequisite: Placement Test

MATH 100 **College Algebra** **(3)[M]**

Intermediate algebra, review of polynomials and rational expressions, equations and inequalities, graphs, functions and their properties, polynomial (piecewise defined), and exponential and logarithmic functions. Prerequisite: MATH 095 or by placement test.

MATH 101 **Finite Mathematics** **(3)[M]**

Review of algebra, linear and quadratic equations, functions, graphs, systems of linear equations and inequalities, matrices, linear programming, sets, probability, combinatorics, and elementary data analysis. Prerequisite: MATH 100 or by Placement Test

MATH 102 **Introduction To Modern Mathematics** **(3)[M]**

A brief survey of several branches of mathematics that have arisen during the past 150 years. Topics are examined so their influence on modern life can be appreciated. They include the mathematics of voting, sharing and apportionment, graph theory, networks and fractal geometry. Prerequisite: MATH 095 or by placement test.

MATH 103 **Mathematics for Business** **(3)[M]**

Rate of change, first and second derivatives and their applications in economics and finance, Taylor approximation, matrix algebra and application, time value of money and interest rates - mathematical models, single and multiple cash flow applications, further applications to annuities and annuities due, applications to stocks and bonds. Prerequisite: MATH 100 or by placement test.

MATH 105 **Nature of Mathematics** **(3)[M]**

This course is designed specifically to humanities students. It focuses mainly on the nature of mathematical practice, its foundations, development, and applications. It covers topics such as: history of mathematics, types of mathematical reasoning (inductive, deductive), psychology of mathematics and the nature of invention/ discovery, logic and its relation to mathematics, philosophy of mathematics, sets and foundations, number theory, game theory, and applications of the above in real-life. Prerequisite: MATH 095.

MATH 110 **Pre-Calculus** **(3)[M]**

Polynomial and rational functions, trigonometric functions and inverses, binomial theorem, introduction to limits, introduction to derivatives, basic rules of differentiation, conics, and the use of technology for problem solving. Prerequisite: MATH 100 or by placement test.

MATH 201 **Calculus I** (3)[M]

Review on functions, limits, continuity, derivatives, rules of differentiation, applications of differential calculus to real-world problems, anti-derivatives, basic integration rules. Pre-requisite: MATH 110 or by placement test.

MATH 203 **Calculus II** (3)[M]

Riemann sum, fundamental theorem of calculus, fundamental integration techniques, numerical integration, applications of integrations, improper integrals, sequence and series, and the use of CAS. Prerequisite: Math 201.

MATH 205 **Linear Algebra** (3)[M]

Topics include systems of linear equations, matrices, Gauss-Jordan elimination, determinants, vectors in two, three, and “n” dimensions, vector spaces, eigenvectors and eigenvalues, linear transformations, inner product spaces, complex vector spaces, and applications to various fields. Prerequisite: MATH 203.

MATH 206 **Calculus III** (3)[M]

Parametric equations, polar coordinates, surfaces in space, functions of several variables, partial derivatives, the chain rules, gradients, directional derivatives, total derivatives, Lagrange multipliers, multiple integrals, Fubini’s Theorem, cylindrical and spherical coordinates, vector fields, line integrals, curl, divergence, Green’s and Stoke’s theorem. Use of CAS. Prerequisite: MATH 203.

MATH 207 **Advanced Engineering Mathematics** (3 - 4)

Functions of several variables. Vectors & geometry of space. Linear sys. & matrices including determinants, linear sys. of equations, eigenvalues & eigenvectors. Vector functions. Curvature, motion in Space. multiple integrals. Intro. to vector integral calculus: fields, line & surface integral, green’s, stroke’s, & divergence theorems. complex analysis: complex numbers and functions, differentiation and integration. Use of CAS. For engineering majors only. Prerequisite: MATH 203.

MATH 210 **Differential Equations** (3)[M]

Differential equations of first order, applications, singular solutions, linear equations with constant coefficients, miscellaneous methods for equations of higher order, solution in series, total differential equations, qualitative methods, and the use of the Laplace transform. Prerequisite: MATH 203.

MATH 213 **Discrete Mathematics** (3)[M]

Logic of compound and quantified statements, elementary number theory, modular arithmetic, methods of proof, sequences, mathematical induction, set theory, matrices, functions, relations, graphs, combinatorics, and trees. Prerequisite: MATH 101 or MATH 110

MATH 325 **Numerical Computing** (3)

Introduction to numerical algorithms, root finding, approximation of functions, collocation, numerical integration and differentiation. Sophomore standing or permission of instructor. Prerequisites: MATH 203 and CSIS 120.

MATH 388 *Independent Study* (1 - 3)

Can be repeated for credit with a different topic. Permission of instructor.

MATH 389 *Special Topics* (3)

Can be repeated for credit with a different topic. Permission of instructor.

Management (MGMT)

MGMT 201 *Principles of Management* (3)

An introduction to framework of modern management. Topics include: organizational goals, responsibilities, organization and control, decision making theory, planning, leadership, motivation, small group behavior, conflict, and organizational development and change. Prerequisite: ENGL 102.

MGMT 300 *Quality Management* (3)

The course integrates the basic theoretical approaches and quantitative tools that are required to introduce a quality management culture and use of improvement tools in modern government or non-government organizations. Specific topics explore the early stages of quality management, theoretical approaches, relevant concepts and principles, quality standards, quality culture, quality improvement tools and techniques, and the role of the human capital for an effective quality focused business strategy. Prerequisite: MGMT 201 and BUS 209.

MGMT 301 *Change Management* (3)

This course aims at offering students the knowledge and skills they will need to face the challenges of organizational change. It investigates the change capabilities of organizations, the reasons people may resist change, and introduces models of the change process and how it could be managed effectively. The course focuses on specific concepts, theories and tools of change management and identifies common mistakes, and reasons why change initiatives fail, as well as the factors underlying the successful management of change projects. Prerequisite: MGMT 201.

MGMT 303 *Management and Leadership Development* (3)

Develops the management leadership and organization perspectives essential to the success of small to large businesses and individual managers. Development of management and organization leadership, creativity and innovation are stressed. Enhancing the manager's communication and negotiation skills is a critical dimension to developing effective managers. Developing an understanding of management philosophy and values and their practical impacts on managing a business is stressed. Prerequisite: MGMT 201

MGMT 304 *Business Relationship Management* (3)

Develops communication skills for managing business relationships. Topics include relationships with external stakeholders and inter-organizational communication. Emphasis is on managing tensions among organizational stakeholders in relation to primary business goals. Prerequisite: MGMT 201.

MGMT 315 *Decision Making in Management* (3)

The study of individual and group decision making in the organization. The process of arriving at a judgment based upon the feedback of multiple individuals and teams. Includes the use of decision making models and matrixes. Prerequisite: MGMT 201.

MGMT 333 *Organizational Behavior* (3)

This course studies human capital management. The course offers a synthesis of behavioral science theories providing a broad framework for understanding the motivation, planning, and control of business' most important assets. Prerequisite: MGMT 201.

MGMT 343 *Quantitative Research Methods for Business* (3)

Introduction to the scientific method, research design, data gathering, statistical analysis of data, computer applications for business issues; student develops the skills for becoming an active and informed consumer of research methodology and findings. Prerequisites: MATH 103 or MATH 110, and STAT 201.

MGMT 346 *Production & Operations Management* (3)

This course develops analytical tools that contribute to efficient and effective production and operations. It covers deterministic and probabilistic models for managerial decision-making in manufacturing, logistics, and service operations. Prerequisite: BUS 209, MRKT 200 and MGMT 201.

MGMT 350 *Organizational Communication and Leadership* (3)

This course is an in-depth study of leadership and its implications for communication strategies that contribute to organizational success. The course focuses explicitly on leadership from a managerial perspective. It helps students formulate their own model of leadership. The leadership approaches covered aim to increase follower support and maximize the implementation of business mission and strategy. Prerequisite: MGMT 201.

MGMT 369 *Short Course* (1 - 3)

Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Can be repeated for credit with a different topic. Permission of instructor.

MGMT 388 *Independent Study* (1 - 3)

Can be repeated for credit with a different topic. Permission of instructor.

MGMT 389 *Special Topics* (3)

Can be repeated for credit with a different topic. Permission of instructor.

MGMT 413 *Capstone: Strategic Management* (3)

The course emphasizes the integrative strategic decision-making process and the development and implementation of productive, competitive, and sustainable business strategies. Senior standing.

MGMT 470 *Internship in Management* (1 - 3)

An internship experience with the requirement that students keep a journal and write a report summarizing what the internship job added to their knowledge of Management and related fields. Students are limited to a maximum of 3 internship credit hours for any major and 6 credits overall. Permission of instructor. This is a pass/fail course.

MGMT 485 **Senior Seminar in Management** (3)

This is a seminar for seniors where students conduct research projects on varying relevant and cutting edge managerial issues; presentation of research approaches, subject and results; a group project and an individual research project may be allowed. Instructor may vary and topics in theory and practice. Senior standing. Prerequisite: MGMT 201.

Marketing (MRKT)

MRKT 200 **Principles of Marketing** (3)

An introduction to the marketing process from a managerial perspective. Topics include: the marketing environment, customer decision-making, marketing research and information systems, segmentation and targeting, and product, price, distribution, and promotion decisions. Prerequisite: ECON 101 and ECON 200.

MRKT 309 **Digital Marketing** (3)

Internet marketing; decision making regarding promotion, pricing and distribution strategies via the internet, product development and e-marketing, electronic markets, internet purchasing behavior, internet, and e-mail advertising, Web sponsorships, internet marketing ethics. Case studies of U.S. and Kuwaiti companies that have active internet presence. Prerequisite: MRKT 200 and CSIS 110.

MRKT 329 **International Marketing** (3)

Examines theories, practices, and contemporary issues related to global marketing management and the international marketing environment. The course discusses strategic decisions related to international product and policies and examines ethical issues, global marketing organizations, and multi-national economic integration. Applications of global marketing strategies will be discussed through case analysis. Prerequisite: MRKT 200.

MRKT 330 **Services Marketing** (3)

Examines theory and practice in marketing of services, which requires substantial adaptation beyond standard product marketing issues. In addition to learning how to adapt standard marketing practices to a service context, students will develop expertise in building service business models, managing service interactions with customers, and planning profitable service strategies. The course focuses on application through case studies, projects, and development of business plans. Prerequisite: MRKT 200, ECON 200.

MRKT 340 **Social Media Marketing** (3)

Examines ways in which interactive technologies are changing the rules and processes for customers' engagement. Students will critically assess when various common social media can or cannot be effective marketing communications channels. Particular emphasis is on those SM which offer the ability for strong customer interaction and participation. The course is application-orientated, including case studies, projects, and class participation in discussion so that students develop expertise about implementation issues. Prerequisite: MRKT 200 and CSIS 110.

MRKT 349 **Buyer Behavior** (3)

The course examines the patterns and factors influencing the consumer and organizational behavior. The course material also includes concepts and findings from behavioral sciences. Analysis includes an integrated model of consumer behavior and the elements that influence the decision-making process. Buyer behavior in global markets is also emphasized. Prerequisite: MRKT 200.

MRKT 355 *Promotion and Advertising* (3)

Development of a promotional and advertising campaign for clients, formulation of advertising strategy, targeted audiences and consumer; multimedia campaign planning, campaign execution, and campaign evaluation. Prerequisite: MRKT 200.

MRKT 369 *Short Course* (1 - 3)

Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Can be repeated for credit with a different topic. Permission of instructor. Prerequisite: MRKT 200.

MRKT 388 *Independent Study* (1 - 3)

Can be repeated for credit with a different topic. Permission of instructor. Prerequisite: MRKT 200.

MRKT 389 *Special Topics* (3)

Can be repeated for credit with a different topic. Permission of instructor. Prerequisite: MRKT 200.

MRKT 401 *Marketing Research* (3)

Applies qualitative and survey methods used in getting data to solve marketing problems. Topics include problem/opportunity formulation, determination of objectives, creation of research design, selection of data collection method, data analysis, interpretation of results, report production, and follow-up activities. There is a focus on strategic implications of marketing research and real-life applications through case analysis and projects. Senior standing. Prerequisites: MRKT 349.

MRKT 413 *Marketing Capstone: Marketing Strategy* (3)

Application of marketing knowledge to marketing situations. Case studies, projects, marketing plan write-ups, simulations are used. Senior standing.

MRKT 415 *Supply Chain Management* (3)

Analyzes the various factors involved in designing and managing the supply chain and channels of distribution. The role of various channel members and their behavior, conflicts, cooperation, and motivation will be examined along with marketing logistics such as the impact of distribution policies on costs and customer service. Senior standing. Prerequisites: MGMT 346.

MRKT 470 *Internship in Marketing* (1 - 3)

An internship experience with the requirement that the student write a report summarizing what the internship job added to his or her knowledge of marketing and related fields. Students are limited to a maximum of 3 internship credit hours for any major and 6 credits overall. Permission of instructor. This is a pass/fail course. Prerequisite: MRKT 200.

Music (MUSC)

MUSC 101 *Music Appreciation* (3)[H]

Chronological study of music styles of the Western world, including an introduction to music ele-

ments and a review of the lives and works of famous composers.

MUSC 105 *Introduction to World Music* (3)[H]

An introduction to various music cultures through musical, social, and aesthetic approaches. The cultures featured can vary from semester to semester.

MUSC 110 *Applied Lessons* (1 - 3)[H]

Private intensive instrument or voice instruction. May be repeated for 8 total earned credits. Permission of instructor.

MUSC 160 *Ensemble* (3)[H]

Students sing and/or perform musical instruments in a group setting. Can be repeated for credit.

MUSC 165 *Percussion Ensemble* (3)[H]

An introductory performing percussion ensemble class (xylophones, other idiophones, drums). Students work on technical and reading skills while rehearsing beginning level repertoire and acquiring crucial experience in the rehearsal/performance processes. The course will culminate with an end-of-semester performance.

MUSC 215 *Guitar Class* (3)[H]

Development of basic guitar skills, including sight-reading and accompanying. It is recommended that MUSC 220 be taken before or concurrently with MUSC 215.

MUSC 216 *Piano Class* (3)[H]

A complete orientation to the keyboard for beginning pianists. Students are introduced to proper performance technique, etudes and scales, grand staff reading, sight reading, harmonization, solos and duets, and key signatures. It is recommended that MUSC 220 be taken before or concurrently with MUSC 216.

MUSC 217 *Voice Class* (3)[H]

An introduction to the basic principles of singing with particular attention to issues of breathing, tone, diction, and vocal range.

MUSC 220 *Music Theory I* (3)[H]

Skill development in the foundations of music. Students learn to read and write music notation, sing or play from musical scores, and analyze chords, melody, rhythm, and musical form.

MUSC 230 *Music Theory II* (3)[H]

This course is a continuation of MUSC 220 (Music Theory I). Students gain further understanding of how music is constructed through intermediate analysis of chords, melody, rhythm, musical form, and an examination of analytical techniques. Music Theory II is designed to help students acquire the knowledge and discipline necessary for success as a musician. Prerequisite: MUSC 220 with a grade of C or higher or permission of instructor.

MUSC 260 *Choir Class* (3)[H]

Performance-oriented vocal music ensemble open to all students. Students learn the rudiments of proper ensemble singing and prepare pieces for performance. Extra rehearsals may be required. Course may be repeated for credit.

MUSC 310 *Applied Lessons II* (1 - 3)[H]

Advanced private intensive instrument or voice instruction for students with established performance ability. May be repeated for 8 total earned credits. Permission of instructor.

MUSC 365 *Percussion Ensemble II* (3)[H]

Advanced performing percussion ensemble class (xylophones, other idiophones, drums.) Course is geared toward students who have taken MUSC 165, piano lessons, or can read music.

MUSC 369 *Short Course* (1 - 3)

Topic varies by semester. Classes are usually taught by a guest lecturer or lecturers. Can be repeated for credit with a different topic. Permission of instructor.

MUSC 370 *Music of the Arabian Peninsula* (3) [H], [K]

Examination of music and poetic genres of Kuwait and regions of the Arabian Peninsula including structural analysis and study of the context in which creative forms exist. This course satisfies the general education requirement for Arab Culture. Permission of instructor. [Cross-listed with SBSA 370]

MUSC 388 *Independent Study* (1 - 3)[H]

Can be repeated for credit with a different topic. Permission of instructor.

MUSC 389 *Special Topics* (3)[H]

Can be repeated for credit with a different topic. Permission of instructor.

MUSC 399 *Music and Culture Study Abroad* (1 - 3)[H]

Introduces students to the dynamics of traditional cultures through ethnomusicological research and fieldwork involving live music, dance, rituals, and dramatic performances. Cultures can vary each semester, and course can be repeated for credit with a different topic. Permission of instructor.

Natural Sciences (NSCI)

NSCI 100 *Natural Sciences Lecture* (3)[P]

This course provides lectures relating to concepts presented in first year courses in Natural Sciences. It is intended for students needing to fulfill the general education requirements in general sciences. Permission of instructor.

NSCI 100L *Natural Sciences Lab* (1)[P]

be asked to develop arguments to defend their own respective views regarding the environment and to develop viewpoints reflecting thoughtful and scholarly consideration of human duties, both individual and social, to the environment. Sophomore standing or permission of instructor. Prerequisite: ENGL 101. [Cross-listed with ENV5 310]

PHIL 311 *Modern Western Philosophy* (3)[H]

Review of modern Western Philosophy of the Seventeenth, Eighteenth and Nineteenth Centuries. It explores issues of science, politics and culture and the impact of the Industrial Revolution. The course covers philosophy of science, pragmatism, utilitarianism, Darwinism and Marxism. Sophomore standing or permission of instructor. Prerequisite: PHIL 101.

PHIL 322 *Western Political Philosophy* (3)[H]

Students will examine historical and contemporary political and social theories. This examination has the objective of increasing students' critical understanding of the theoretical bases for much of today's socio-political structures and beliefs. Historical and contemporary theories include the works of Plato, Aristotle, Hobbes, Locke, Machiavelli, Confucius, Gandhi, Marx, Mill, Rawls and Nozick. Sophomore standing or permission of instructor. Prerequisites: PHIL 101 or any IR/PLSC and ENGL 101. [Cross-listed with PLSC 322]

PHIL 350 *Metaphysics* (3)[H]

Metaphysics is the study of "what is." This course introduces students to major metaphysical theories from the pre-Socratics to contemporary theories. Students will analyze the major metaphysical theories as well as develop their own justifications for their metaphysical beliefs. Topics covered may include: the existence of qualia, mind/body distinction, proofs for the existence of God and the nature of substances. Historical figures covered may include Plato, Aristotle, Aquinas, Descartes, Hume, Kant, Sartre, Quine and Kripke. Sophomore standing or permission of instructor. Prerequisites: Any PHIL course and ENGL 102.

PHIL 388 *Independent Study* (1 - 3)

Can be repeated for credit with a different topic. Permission of instructor.

PHIL 389 *Special Topics* (3)

Can be repeated for credit with a different topic.

PHIL 403 *Advanced Business Ethics* (3)

This course examines ethical debates facing individuals working in professional fields. Topics covered may include: ethical treatment of employees by employers, ethical treatment of employer by philanthropic duties in the workplace and ethical duties of businesses to clients and vice versa. This course will also address issues surrounding corporate environmental and social obligations.

Physics (PHYS)

PHYS 101 *Introduction to Physics I* (3)[P]

This course is an introductory physics course for non-science majors. The course focuses on basic physics concepts and connections to everyday life in fields of mechanics and thermodynamics. Course topics include motion in one dimension, projectile motion, Newton's Laws of force, work, energy, circular motion, momentum, and heat and thermodynamics. Con-current: PHYS 101L

- PHYS 101L** *Introduction to Physics I Laboratory* (1)[P]
- A laboratory component for the Introduction to Physics I course. Con-current: PHYS 101
- PHYS 102** *Introduction to Physics II* (3)[P]
- This course is an introductory physics course for non-science majors. The course focuses on basic physics concepts and connections to everyday life in fields of electricity, magnetism, and optics. Course topics include electrostatic force and field, electromagnetism, DC and AC circuits, light and optical devices, and mirror and lenses. Con-current: PHYS 102L
- PHYS 102L** *Introduction to Physics II Laboratory* (1)[P]
- A laboratory component for the Introduction to Physics II course. Con-current: PHYS 102
- PHYS 105** *Environmental Physics* (3)[P]
- A one-semester course designed to explore the basic physical principles of light, heat, and energy in the natural environment. Several key aspects of physics in the environment will be covered including energy (forms, conservation, sources and use), energy from fossil fuel, heat and the laws of thermodynamics, pollution of the atmosphere, environmental safety of nuclear energy and alternative sources of energy.
- PHYS 107** *Life in the Universe* (3)[P]
- This course is an inter-disciplinary science course which explores our role in the universe, starting here on Earth where the very definition of “life” derives, to wondrous worlds in our solar system and finally to the great divide of interstellar space. The quest for life is the search for who we are and why we are here. The course topics will cover different areas of physics, chemistry, biology and geology.
- PHYS 110** *Introduction to Astronomy* (3)[P]
- This course is a one-semester introduction to astronomy. The course describes various important phenomena in astronomy, the physical principles underlying these phenomena, and methods of observing and interpreting them. Course topics include the principles of motion, universal gravitation, orbital motion, the nature of light and the operation of telescopes. Topics in astronomy include stellar astronomy, celestial coordinates, the solar system, the sun, the eight planets, and our galaxy.
- PHYS 115** *General Physics I* (3)[P]
- An introductory calculus based course covering motion in one dimension, projectile motion, Newton’s laws of force, concepts of work, energy and momentum, circular motion and rotational dynamics with laws of conservation of energy and angular momentum. A required laboratory that offers experiments in mechanics, momentum, work, and energy is part of this course. Prerequisite: MATH 110. Con-current: PHYS 115L.
- PHYS 115L** *General Physics I Laboratory* (1)[P]

A laboratory component for the General physics I course. Con-current: PHYS 115

PHYS 116 **General Physics II** **(3)[P]**

The second semester of calculus-based physics covers electromagnetic wave theory, AC and RC circuits, magnetic theory and applications to magnetic storage devices, electromagnetic induction and optical phenomena with applications to optical devices. Prerequisite: PHYS 115 and PHYS 115L and MATH 201. Con-current: PHYS 116L.

PHYS 116L **General Physics II Laboratory** **(1)[P]**

A laboratory component for the General physics II course. Con-current: PHYS 116.

PHYS 212 **Classical Mechanics** **(3)[P]**

A calculus-based general physics course. Includes kinematics, conservation of momentum, elastic and inelastic collisions, the scalar product, Newton's Law of Gravitation, conservation forces and law, Kepler's Laws, circular motion, equilibrium and elasticity, laws, projectiles, angular momentum, rotational motion, simple harmonic motion, energy, temperature, heat and the first law of thermodynamics, sound and mechanical waves. Prerequisite: PHYS 115.

PHYS 216 **Electricity and Magnetism** **(3)[P]**

An introduction to the basic principles of electricity and magnetism including the contributions of Gauss, Faraday, Ampere, Maxwell, and others; capacitance, dc circuits, magnetic fields; electromagnetic propagation, antenna design, microwaves, radio wave transmission and reception, etc. Prerequisite: PHYS 116.

PHYS 312 **Modern Physics** **(3)[P]**

An introduction to the history and nature of quantum mechanics; special theory of relativity; basic introduction to nuclear and elementary particle physics; discussion of classical laws, their modification and replacement to account for the behavior of atoms, subatomic particles, and matter at the macroscopic level; lasers, flux quantization. Sophomore standing or permission of instructor. Prerequisite: PHYS 116.

PHYS 388 **Independent Study** **(1 - 4)**

Can be repeated for credit with a different topic. Permission of instructor.

PHYS 389 **Special Topics** **(3)**

Can be repeated for credit with a different topic. Permission of instructor.

Political Science (PLSC)

PLSC 101 **Introduction to Political Science** **(3)[S]**

Investigates the nature of government and politics. Explores the basic philosophies, principles, and concepts of governance, and the structures and processes of political systems. Attention is paid to forms of government, public administration, international organizations and the international system.

PLSC 203 **Comparative Politics** **(3)[S]**

Examines how varied Western and other politics address the enduring problems of order, political re-

sponsiveness, political change, and the legitimacy of government structures. Investigates, comparatively, the relationships between the individual, social groups, and the state. Attention is paid to individual freedom and collective responsibility in political systems.

PLSC 210 *Methods of Research in Political Science* (3)/[S]

Introduction to scientific method, data gathering, research design, statistical analysis, and computer applications for international relations and comparative studies research. The course develops analytical skills that students need as active consumers of research findings. Prerequisite: IR 101 or IR 202. [Cross-listed with IR 210]

PLSC 302 *Public Policy* (3)/[S]

A survey of concepts and issues in public policy. This course acquaints the student with basic theoretical frameworks for the study and analysis of policy-making as both a problem-solving process and a political process. This course also examines closely the application of these concepts, frameworks, and criteria in selected policy areas. Sophomore standing or permission of instructor. Prerequisite: IR 101 or PLSC 101.

PLSC 303 *Politics of Postindustrial Societies* (3)/[S]

Examines the impact of technology, science, the information revolution and national and international social movements in postindustrial societies. Attention is paid to public policy and policy-making; domestic and foreign policy; politics and economies of welfare states; political participation and oppositional movements. Pre-requisite: IR 101.

PLSC 304 *Arab Politics* (3)/[S]

Investigates contemporary Arab political culture, its historical, economic, geographic, ideological and social roots. Attention is paid to the dynamics of Arab nationalism and political Islam. Pre-requisite: IR 101.

PLSC 315 *American Government* (3)/[S]

Examines the structure and function of the American governmental system. Attention is paid to the constitutional bases of government; federal, state and local government systems; intra-governmental relations; the presidency and the executive branch, the Supreme Court and Congress, as well as the role of business, industry, non-governmental agencies and interests groups. Pre-requisite: IR 101.

PLSC 317 *Government and Politics of Kuwait* (3)/[S]

Examines the contemporary political institutions and behavior of the Kuwait political system. Attention is paid to political participation and elections; the relationship among the executive, legislative and judicial branches; the major national institutions involved in domestic and foreign policy-making. Pre-requisite: IR 101.

PLSC 321 *Islamic Political Philosophy* (3)/[S]

Surveys Islamic political thought from the time of the Prophet Mohammad until the present. Investigates the development and evolution of institutions in the Islamic state; and Ibn Khaldoun's view of history, society and state. Addresses theories of state, including contemporary Shi'i and Sunni thought. Pre-requisite: IR 101.

PLSC 322 *Western Political Theory* (3)/[S]

Surveys Western political thought from ancient times to the present. Analyzes major themes such as the relationship of the individual to the state, political authority, political legitimacy, cooperation and conflict, and political change through the works of Plato, Aristotle, Rousseau, Machiavelli, Hobbes, Lock, and contemporary political theorists such as Rawls. Pre-requisite: IR 101.

PLSC 327 ***Comparative Ethnicity, Identity, and Ethnic Conflict*** **(3)[S]**

Examines the complex configuration of identity, identity politics, and ethnicity. Attention is paid to the role of race, religion, culture and nationalism in ethnic identity, population, migration, and ethnic politics and conflict. Explores the rise of ethnic conflict globally. Pre-requisite: IR 101.

PLSC 369 ***Short Course*** **(1 - 3)**

Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Can be repeated for credit with a different topic. Permission of instructor.

PLSC 388 ***Independent Study*** **(1 - 3)**

A research and writing project to be determined in consultation with the instructor. Can be repeated for credit with a different topic. Senior standing or permission of instructor.

PLSC 389 ***Special Topics*** **(3)**

Can be repeated for credit. Senior standing or permission of instructor. Pre-requisite: IR 101.

PLSC 405 ***Comparative Political and Economic Systems*** **(3)**

Studies economic and political systems, planning strategies, and their effects on economic growth, democracy, equity, and effectiveness. Attention is paid to the historical experience of political and economic institutional arrangements in former socialist states, European countries, and nation-states in the Middle East. Pre-requisite: IR 101.

Psychology (PSYC)

PSYC 101 ***Introduction to Psychology*** **(3)[S]**

An overview of the theories and principles of human behavior and mental processes. Topics covered include research methods, the biological bases of behavior, consciousness, sensation and perception, learning and memory, personality, social behavior, and psychological disorders.

PSYC 200 ***Research Design and Methods*** **(4)[S]**

An introduction to research design and methods in psychology and statistical applications. The course provides an overview of experimental and quasi-experimental methods, principles of measurement, correlational and observational methods, surveys and content analyses, and the applications of descriptive and inferential statistics. Includes laboratory component. Prerequisites: PSYC 101 and STAT 201, or permission of instructor.

PSYC 202 ***Lifespan Development*** **(3)[S]**

This course is an introduction to human development from infancy through death, focusing on the interactions of personal and environmental factors in the development of perception, language, cognition, and sociality. Topics include developmental theories, infant perception, attachment, the development of language and memory, identity transitions, and peer relations, schools, families and communities as the contexts of life-cycle changes.

PSYC 203 *Social Psychology* (3)/[S]

This course introduces students to theory and research about the dynamics of individuals and social groups. It includes studies of how we perceive ourselves and others, how we form our beliefs, judgments, and attitudes, social influences such as cultural or gender expectations, persuasion and pressures to conform, as well as our social relations, whether prejudicial, aggressive, intimate or helpful.

PSYC 204 *Abnormal Psychology* (3)/[S]

This course orients students to a range of behaviors classified as “abnormal”, and to theories and research about the dynamics, diagnoses and treatments of neuroses, psychoses, character disorders, psychosomatic reactions, and other abnormal personality patterns.

PSYC 235 *Child Development* (3)/[S]

This course introduces the principles and theories of child development from infancy through adolescence. It is a study of the physiological, cognitive, emotional, and social changes that children go through within the socio-cultural context of their environment.

PSYC 240 *Cognitive Psychology* (3)/[S]

This course offers current perspectives on how people acquire, represent, transform, and use verbal and nonverbal information. Topics include perception, attention, memory, action, thinking, language, and representations of knowledge. Pre-requisite: PSYC 101.

PSYC 332 *Personality Theories* (3)/[S]

This course provides an understanding of theories and research from each of the major approaches to the study of personality: psychoanalytic, learning, cognitive, dispositional, humanistic, and intervention strategies derived from these approaches. Offered in the fall term only. Sophomore standing or permission of instructor. Prerequisite: PSYC 101.

PSYC 335 *Psychology of Addictions* (3)/[S]

This course assesses theory and research about the social impact, causes, characteristics, and treatment of addictions, including alcohol and drug addictions and eating disorders. Offered in the spring term only. Sophomore standing or permission of instructor. Prerequisite: PSYC 101.

PSYC 342 *Sensation and Perception* (3)/[S]

An exploration of how human sensory systems detect energy such as light, sound, chemical, and mechanical energy, and how the mind processes and transforms this information in order to understand the environment. Topics covered include vision, hearing, smell, taste, and touch. Pre-requisite: PSYC 101.

PSYC 365 *Marriage and Family Therapy* (3)/[S]

This course introduces students to treatment within the major models of family and couple therapy in Kuwait. Basic assumptions, major issues, primary theorists and techniques of each model will be

considered, including working with diverse families and couples. This course is seminar-based and its primary focus will be in-class discussions and the sharing of different opinions and ideas.

Prerequisite: PSYC 101.

PSYC 369 *Short Course* (1 - 3)

Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Can be repeated for credit with a different topic. Permission of instructor.

PSYC 388 *Independent Study* (1 - 3)

A research and/or writing project to be completed in consultation with the instructor. Can be repeated for credit with different topic. Permission of instructor required for enrollment. Prerequisite: PSYC 101

PSYC 389 *Special Topics* (3)

Can be repeated for credit with a different topic. Permission of instructor.

PSYC 470 *Internship in Psychology* (1 - 3)

An internship experience with the requirement that the student write a report summarizing what the internship job added to his to her knowledge of psychology. Students are limited to a maximum of 6 internship credit hours. This is a pass/fail course. Junior standing and permission of instructor. Prerequisite: a minimum GPA of 2.0.

PSYC 475 *Current Issues* (3)

Seminar on current research, theory and applications of psychological principles. Junior standing.

Religion (RELG)

RELG 101 *Introduction to Islamic Studies* (3)[H]

Analysis of the structure and dynamics of the Islamic belief system, including law, traditions, culture, and society. Original readings illustrating the classical Islamic paradigm are assigned. Contemporary issues of reform, renewal, modernization and fundamentalism, as well as contemporary debates among Muslims are addressed.

RELG 315 *Religions of the World* (3)[H]

The course introduces the world's major religions both in their historical dimension and as they are practiced today. The origins and historical development, central doctrines, devotional practices, and cultural expressions of Hinduism, Jainism, Buddhism, Sikhism, Daoism, Confucianism, Shinto, Judaism, Christianity and Islam are considered in relation to common themes of human experience. Sophomore Standing.

RELG 369 *Short Course* (1 - 3)

Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Can be repeated for credit with a different topic. Permission of instructor.

RELG 388 *Independent Study* (1 - 3)

Can be repeated for credit with a different topic. Permission of instructor.

RELG 389 *Special Topics* (3)

Selected topics of interest in religion. Can be repeated for credit with a different topic. Permission of instructor.

Social and Behavioral Sciences (SBSA)

SBSA 101 *Introduction to Social and Behavioral Sciences,
Concentration in Anthropology* (3)[S]

An introduction to the study of human society from a multicultural perspective. The course covers such topics as language, food, economics, political systems, religion, art, kinship and descent, gender, marriage and family, health, and cultural change. A prerequisite for many SBSA courses.

SBSA 200 *Ethnographic and Research Methods* (3)[S]

An introduction to ethnographic fieldwork and research design. The course covers both issues that confront researchers in the field as well as the methodology used to collect data. Among the methods to be presented are interviews with individuals, focus groups, surveys and questionnaires, data analysis, and presentation. Students will have the opportunity to learn by doing. Prerequisite: SBSA 101.

SBSA 205 *Fundamentals of Arab Society* (3)[K], [S]

An overview of the structure of Arab society and its diversity. The course covers the relationship between environment and culture, the impact of history and religion on regional values, and the three basic subsistence strategies: Bedouin nomad, agricultural villager, and urban dweller. It also provides examples of social and cultural change.

SBSA 210 *Arab Society and Culture* (3) [K], [S]

This course explores the complexity and diversity of Arab society in its socio-cultural aspects. Among the topics to be covered are family life, gender roles, political culture and the military, economics, education, media, the arts, and the Arab communities in Europe and America.

SBSA 222 *Global Media and Spaces of Identity* (3)[S]

Anthropology of media is an essential area of study, living as we do, in a media saturated world today. The course examines new paradigms in the anthropology of visual communication in looking at how media interacts with issues such as representation, people's sense of self-identity and collective cultural identities, nationalism and transnationalism, media activism, diasporas, and social engagements with technology. The course locates the anthropological voice in media by locating it in worlds of practice and debate. [Cross-listed with COMM 222]

SBSA 224 *Shopping and Consumerism* (3)[S]

This course focuses on how consumers negotiate desire, difference, and power in the most seemingly commonplace material consumption and tries to decode the culture of consumption and what shopping says about people. The course traces the historical development of the relationship between goods and identity from the eighteenth century and identifies the systems of inequality that have been reproduced (as well as subverted) through material consumption. Students learn how social reality is constituted in an environment steeped in global consumer imagery, and are armed with analytical techniques to probe the social and ideological meanings invested in goods, thereby also gaining a critical, self-reflective perspective on cultural differences.

SBSA 235 *Identity, Difference and Deviance* (3)[S]

A critical, historical assessment of concepts of abnormality and deviancy as they emerge across time and cultures. The course covers longstanding debates about the relations of human nature and culture from 19th-century measurements of “primitives” and “freaks” to contemporary studies of mental illnesses, witchcraft, affliction and spirit possession, drug and alcohol abuse, moral panics, social control, outlawed deviancy, and acceptable forms of deviancy.

SBSA 239 *Nations and Migration* (3)[S]

Mobility, a key feature of contemporary life, has led to fundamental changes in our understanding of identity, culture, and community. Drawing on an inter-disciplinary range of debates, the course examines how, while nationalism and migration might be seen as opposing processes, migration often leads to reinvigoration and rephrasing of national identity, frequently with important political consequences. The course also discusses the range of phenomena that make up the “endless motion” of migration that shapes our everyday experiences.

SBSA 249 *Images of Women in Media* (3)[S]

In examining links between gender, media, and modernity, this course offers examples of media representations of women's identity. Students will not simply analyze media representations of women, but learn to contextualize and critically examine them within a broader framework of the characteristics of contemporary culture in specific regions. This course will “cross borders” of disciplines, methods, and approaches, and intervene in current debates in the fields of cultural anthropology, media and cultural studies, global/local, Eurocentrism and multiculturalism. [Cross-listed with COMM 249]

SBSA 255 *Health, Medicine and Curing* (3)[S]

Analyzes the socio-cultural factors and the global forces that compose health, medicine, and curing. Critically explores health care consequences of inequality and the connection between power and medical knowledge particularly in Western bio-medicine. The topic covers how different people socially construct and manage well-being and illness, and examines the role of healers (e.g. physicians, shamans, and mid-wives) in cultural context.

SBSA 260 *Ethnographic Film* (3)[S]

A survey of historical and contemporary trends in ethnographic films and film-making. This course explores the use of film in anthropological analysis, documentation, and representation, and the technical limitations and ethical issues encountered by ethnographic filmmakers. We will screen and discuss films that portray the lives of diverse people and communities.

SBSA 265 *South Asian Film: A Global Perspective* (3)[S]

The Indian film industry is the largest in the world, of which Hindi films is its most popular component. This course uses popular Hindi films as anthropological texts through which we consider broader questions about the anthropology of representations in examining roles and representations of femininity and masculinity, tradition and modernity, the importance of family and family values, the Indian diaspora, and the Hindi film phenomenon as it develops in the age of globalization. In this course we treat visual representation as an aspect of material culture and practice of social scientists, as well as culture researched by social scientists. [Cross- listed with COMM 265]

SBSA 270 *The Indigenous Americas* (3)[S]

This module of the Indigenous Americas introduces students to the cultures of South America through

historical and ethnographic study. It is designed to give students a general understanding of some of the core issues of a large and complex geo-political area. We will explore the shifting cultural, political and economic relations from the colonial period to contemporary times. The course will pay particular attention to the place of indigenous people in the national and international context.

SBSA 280 *Kinship & Families-Global Era* (3)/[S]

Surveys the anthropological history of kinship and explores the way global processes have changed or challenged family bonds. The course analyzes the impact of technologies, migration, and the global economy on personal relationship.

SBSA 341 *Women in Cross-Cultural Perspective* (3)/[S]

Explores the biological and cultural basis of gender, examines the factors that influence the relative status of men and women, and investigates the relationship between gender and such fields as politics, economics, health, violence, the family, and the media.

SBSA 344 *Tourism and Cultural Change* (3)/[S]

Analyzes tourism from a cultural perspective. Explores issues such as the impact of tourism on the environment and society, culture as a commodity, authenticity, touristic imagery, material aspects of tourism such as souvenirs, gender roles in tourism, and exploitation.

SBSA 345 *Globalization: Opportunities and Challenges* (3)/[S]

The course provides an anthropological and ethnographic introduction to globalization and a world of flows and interconnections. We will focus on how through globalizing processes, peoples and cultures are becoming increasingly interconnected, and also on ways how people in different parts of the world mediate these processes in culturally specific ways.

SBSA 348 *Anthropology of Human Rights* (3)/[S]

This course applies anthropological concepts and methods to understanding human rights issues in the contemporary world. The course compares Western to non-western views of human rights, and examines how competing views are grounded in the United Nations, governmental and non-governmental organizations.

SBSA 360 *Genocide and Refugees* (3)/[S]

A critical, historical approach to understanding genocide with a human rights orientation to assess why such atrocities should be confronted. The course explores specific cases and diverse conditions leading to genocide, ethnocide and population displacements. Students will analyze the role of the modern state, colonialism, political ideologies, ethnicities and nationalism as major forces behind genocidal campaigns and assess the cultural factors leading to genocide.

SBSA 366 *Popular Culture in South Asia: Film and Beyond* (3)/[S]

In this course, popular culture is examined – ranging from calendar art, romance fiction, magazines, photographs, music, food, fashion, films, and television – as an important resource for anthropological insights into contemporary social issues and processes. Issues such as continuity and transformation of tradition, the impact of imperialism, and the “Indianization” of English are increasingly seen as areas of debate and research. Notions of hybridity, diversity, and globalization are addressed. [Cross-listed with COMM 366]

SBSA 369 *Short Course* (1 - 3)

Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Can be repeated for credit with a different topic. Permission of instructor.

SBSA 370 *Music of the Arabian Peninsula* (3)[K], [S]

This course deals with music, dance, and poetic genres of Kuwait and regions of the Arabian Peninsula. It includes structural analysis and an examination of the context in which these creative forms exist. This course satisfies the general education requirement for Arab Culture. Permission of instructor. [Cross-listed with MUSC 370]

SBSA 372 *Anthropology of Business* (3)[S]

This course focuses on the application of anthropology in business. Access to meaningful information is often the difference between success and failure. Anthropological methods, by focusing on a holistic approach, qualitative data, and ethnographic analyses provide information in ways that traditional business simply cannot. Anthropology plays a critical role in understanding and analyzing diverse business and organizational issues in different societies and cultures, where cultural awareness and sensitivity is critical for successful business ventures.

SBSA 388 *Independent Study* (1 - 3)

Can be repeated for credit with a different topic. Permission of instructor.

SBSA 389 *Special Topics* (3)

Can be repeated for credit with a different topic. Permission of instructor.

SBSA 470 *Internship in Social and Behavioral Sciences,
Concentration Anthropology* (1 - 3)

An internship experience to apply the knowledge acquired in the Social and behavioral sciences, concentration in the anthropology program. A maximum of three (3) internship credits hours can be applied to the SBSA degree program. Permission of instructor is required.

SBSA 485 *Seminar in Social and Behavioral Sciences,
Concentration in Anthropology* (3)

A senior seminar that examines selected critical issues in the field of social and behavioral sciences, Concentration in Anthropology. Senior standing or permission of instructor.

Internship Free Elective- CENG (SCEL)

SCEL 473 *Internship for Free Elective Sciences & Engineering* (1 - 3)

Supervised experience designed to enhance intellectual development through application of knowledge in an occupation. Requirements include: weekly journals, and final report explaining what the internship added to the student's knowledge in an approved discipline. A pass/no pass course requiring junior standing and permission of instructor. Prerequisite: a minimum GPA of 2.00.

Internship Free Elective- CSIS (SCSC)

SCSC 473 *Intern for Free Elective- SCIS* (1 - 3)

Supervised experience designed to enhance intellectual development through application of knowledge in an occupation. Requirements include: weekly log and final report explaining what the internship added to the student's knowledge in an approved discipline. A Pass/No pass course requiring junior standing and permission of instructor. Prerequisite: minimum GPA of 2.00.

Social Sciences (SOCS)

SOCS 100 *Introduction to Social Sciences* (1 OR3)/S

This course is designed to provide the basic knowledge in the Social Sciences. The course provides information relating to concepts, studies and facts in the Social Sciences disciplines. Topics vary and may include psychology, criminology, geography, public health, linguistics, archaeology, environment, politics, international studies, history, and economics.

Internship Free Elective - IR (SOEL)

SOEL 473 *Internship for Free Elective Social Sciences* (1 - 3)

Supervised experience designed to enhance intellectual development through appreciation of knowledge outside the academy. Requirements include: weekly journals, and final report explaining what the internship added to the student's knowledge in an approved discipline. A pass/no pass course requiring junior standing and permission of instructor. Prerequisite: a minimum GPA of 2.00.

Internship Free Elective- SBSA (SOSA)

SOSA 473 *Intern for Free Elective- SBSA* (1 - 3)

Supervised experience designed to enhance intellectual development through application of knowledge in an occupation. Requirements include: weekly log and final report explaining what the internship added to the student's knowledge in an approved discipline. A Pass/No Pass course requiring junior standing and permission of instructor. Prerequisite: Minimum GPA of 2.00.

Spanish (SPAN)

SPAN 101 *Introduction to Spanish I* (3)[H]

The course is designed for beginners. The objective is to provide students with necessary skills in oral and written communication. The class is taught almost entirely in Spanish.

SPAN 102 *Introduction to Spanish II* (3)[H]

Introduction to Spanish II continues to reinforce communicating skills with an emphasis placed on speaking (acquisition of vocabulary for personal and practical use). It will develop the ability to communicate with accurate pronunciation and intonation. Students will be exposed to the Spanish and Latin American culture with the use of video and other authentic material. The course content is built with a variety of methods and formats to suit the needs of learners. The class is conducted almost entirely in Spanish. 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 were tested. Permission of instructor. Prerequisite: SPAN 101.

SPAN 201 *Intermediate Spanish* (3)[H]

Intermediate Spanish continues to reinforce active communicating skills with more emphasis placed

on reading and writing texts but it will continue to extend speaking skills in daily life situations. Students will be exposed to the Spanish and Latin American culture with the use of video and other authentic material. The course content is built with a variety of methods and formats to suit the needs of learners. At this level, the class is conducted entirely in Spanish. 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 were tested. Permission of instructor. Prerequisite: SPAN 102.

SPAN 202 ***Intermediate Spanish II*** **(3)[H]**

While still focusing on oral communication, more emphasis will be placed on reading short texts and writing short paragraphs. Students will develop a strong knowledge of Spanish grammar (verbs in present, past, future, and subjunctive), and a strong vocabulary base. Permission of instructor. Prerequisite: SPAN 201.

SPAN 333 ***Language and Culture*** **(3)**

This is an advanced language course that improves students' oral, reading, and writing skills through an examination of Spanish society. Themes covered include family, education, arts, gastronomy, politics and immigration. Class discussion will be based on literary readings, songs, and movies. Permission of instructor. Prerequisite: SPAN 202.

SPAN 369 ***Short Course*** **(1 - 3)**

Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Can be repeated for credit with a different topic. Permission of instructor.

SPAN 388 ***Independent Study*** **(1 - 3)**

Can be repeated for credit with a different topic. Permission of instructor.

SPAN 389 ***Special Topics*** **(3)**

Can be repeated for credit with a different topic. Permission of instructor.

SPAN 399 ***Spanish Study Abroad*** **(3)**

This course is an option for students who wish to achieve fluency and an understanding of life in Spain. Students will study in Spanish-speaking environment. Many courses assignments will take place out of a traditional classroom setting and students will be required to interact with native speakers every day. Permission of instructor. Prerequisite: SPAN 101.

Statistics (STAT)

STAT 201 ***Statistics*** **(0 - 3)[M]**

Topics include data classification, means, measures of central tendency and dispersion, frequency distributions, probability, sampling distributions, point and interval estimates, hypothesis testing, simple regression and correlation. Computer-based statistical packages are utilized. Prerequisite: MATH 100 or by placement test.

STAT 202 ***Regression for Business*** **(3)[M]**

This course extends Statistics 201 to include estimation, hypothesis tests concerning one and two populations, statistical inference, Chi-square tests, simple and multiple regressions and model building.

Prerequisite: STAT 201.

STAT 214 ***Statistics for Engineers*** **(3 - 4)[M]**

Students will be given an in-depth exposure to proofs of statistical formulas and theorems. Topics for study will include counting methods, probability, discrete and continuous random variables, probability distributions, density functions, expectation, moments and moment generating functions, sampling distributions and the Central Limit Theorem, point and interval estimations, hypothesis testing, unbiased estimators, consistency, sufficiency, robustness, regression and correlation. Prerequisite: MATH 203.

STAT 388 ***Independent Study*** **(1 - 3)**

Can be repeated for credit with a different topic. Permission of instructor.

Systems Engineering (STEG)

STEG 210 ***Dynamic Systems*** **(3)**

Modeling of dynamic systems. Formulation of mathematical models from system descriptions, including computer, electrical, biological, economic, transportation, and mechanical systems. Model behavior analysis using analytical and numerical methods. Discrete-time and continuous time systems. Linear and nonlinear systems. Introduction to computer modeling using MATLAB. Prerequisite: PHYS 116 and CSIS 120; Concurrent: STEG 210L.

STEG 210L ***Dynamic Systems Laboratory*** **(1)**

A laboratory component for the course STEG 210 Dynamic Systems. The lab syllabus is aligned with the course topics. Concurrent: STEG 210.

STEG 220 ***Engineering Statistical Analysis*** **(3)**

Analytical methods for solving systems engineering problems using concepts from probability and statistics. Advanced hypothesis testing. Analysis of variance, linear and multiple regression analysis, non-parametric methods. Introduction to model building, quality control, and reliability. Use of Software tools. Prerequisite: STAT 214.

STEG 220L ***Engineering Statistical Analysis Laboratory*** **(1)**

A laboratory component for the course STEG 220 Engineering Statistical Analysis. The lab syllabus is aligned with the course topics. Concurrent: STEG 220

STEG 321 ***Systems Simulation*** **(3)**

Simulation model formulation, discrete events simulation. Simulation languages. Random number and random-variate generation. Data gathering, simulation input and output analysis, verification and validation. Applications of simulation. Introduction to stochastic simulation. Use of simulation software. Pre-requisite STEG 220 and Concurrent: STEG 321L

STEG 321L ***Systems Simulation Laboratory*** **(1)**

A laboratory component for the course STEG 321 Systems Simulation. The lab syllabus is aligned with the course topics. Concurrent: STEG 321.

STEG 330 *Operations Research I* (3)

Covers deterministic models with emphasis linear programming. Covers graphical solutions, simplex method, duality, sensitivity analysis. Transportation, assignment, and network models. Integer programming. Introduction to nonlinear programming. Prerequisite: MATH 207 and CSIS 120.

STEG 331 *Operations Research II* (3)

Mainly covers deterministic models in operations research. Deterministic dynamic programming, inventory models, and nonlinear programming. Applications to engineering and management problems. Introduction to stochastic operations research. Prerequisite: STEG 330 and STAT 214.

STEG 340 *Engineering Project Management* (3)

Covers tools and techniques used in managing engineering projects. Identifying and selecting projects; proposal and contracts. Defining scope, quality, and responsibility. Scheduling, resource utilization, budgeting, and risk management. Managing project teams, progress and performance measurement and evaluation. Case studies. Use of project management software. Prerequisite: STAT 214 and MGMT 201.

STEG 340L *Engineering Project Management Laboratory* (1)

A laboratory component for the course STEG 340 Engineering Project Management. The lab syllabus is aligned with the course topics. Concurrent: STEG 340.

STEG 341 *Production and Operations Management* (3)

Introduction to operations, productivity, and forecasting. Design of operations; services, human resources, etc. Operations management: supply-chain management and analytics, planning, scheduling, maintenance and reliability. Work measurement and inventory control. Prerequisite: STAT 214.

STEG 345 *Quality Control* (3)

Covers quality and continuous improvement concepts. Design of quality control systems and quality control techniques. Statistical process control and control charts for variables and attributes. Acceptance sampling, reliability, process capability analysis, quality standards, total quality management (TQM), leadership and change. Use of quality control software. Prerequisite: STAT 214.

STEG 350 *Human Factors Engineering* (3)

Incorporation of human factors into system design, analysis, and evaluation. Human capabilities. Facilitating human performance and activities. Communication with human users; design of displays and controls. Introduction to ergonomics, engineering anthropometry, and workplace design. Prerequisite: STAT 214.

STEG 369 *Short Course* (3)

Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Can be repeated for credit with different topic. Permission of instructor.

STEG 388 *Independent Study* (1 - 4)

Can be repeated for credit with different topic. Permission of instructor.

STEG 389 ***Special Topics in Systems Engineering*** **(3)**

Can be repeated for credit with different topic. Permission of instructor.

STEG 422 ***Advanced Simulation*** **(3)**

Stochastic simulation. Monte Carlo (MC) methods, Markov-chain, Simulated Annealing. These methods will be compared with classical numerical schemes. Queuing models. Alternate system designs. Applications of stochastic simulation. Use of simulation software. Pre-requisite: STEG 321.

STEG 431 ***Stochastic Operations Research*** **(3)**

Probabilistic methods for solving decision problems under uncertainty, decision analysis, queuing theory, inventory models, reliability, Markov chain models, and simulation. Applications to engineering and management problems. Emphasis on modeling and problem-solving. Prerequisite: STEG 331.

STEG 442 ***Supply Chain Engineering*** **(3)**

Covers concepts, tools, and techniques from supply-chain management. Analysis, metrics, decision models, and forecasting. Modeling and Network design. Transportation. Green supply-chain. Vendor inventory management and logistics. Use of Software. Prerequisite: STEG 341.

STEG 446 ***Engineering Reliability*** **(3)**

Reliability definition and parameters computing. Measuring and evaluating reliability: failure rate estimation, prediction, restorability, modeling, availability and dependability. Introduction to reliability assurance. Engineering case studies. Prerequisite: STEG 345.

STEG 451 ***Health and Safety Engineering*** **(3)**

Covers safety and health for engineers. Local and international laws, regulations, and standards. Hazards assessment, prevention, and control. Risks to employees, facilities, production, and the environment. Health and safety management; ethics, incident data recordkeeping and reporting. Total safety management. Prerequisite: STAT 214.

STEG 452 ***Productivity Improvement*** **(3)**

Work study and productivity. Graphical Analysis and work methods improvement. Data and time systems; work measurement sampling. Physiological work measurement. Improving productivity; ergonomics, incentives, and other methods. Prerequisite STEG 350 and ENGR 330.

STEG 465 ***Petroleum Engineering*** **(3)**

Overview of petroleum engineering systems and industry processes. Identify petroleum products, handling, and marketing. Oil exploration, exploitation, drilling, production, reservoir and formation evaluation, transportation and refining. Government regulations. Prerequisite: CHEM 101 and ENGR 200. Restriction: senior standing.

STEG 470 ***Internship in Systems Engineering*** **(3)**

An internship experience with the requirement that the student write a report summarizing what the internship job added to his or her knowledge of systems engineering and related fields. Students

are limited to a maximum of 6 internship credit hours. This is a pass/fail course. junior standing and permission of instructor. Prerequisite: a minimum grade point average of 2.0.

STEG 475 *Senior Design Capstone I* (3)

A supervised project in groups of normally three students aimed at providing practical experience in some aspect of systems engineering. Students are expected to complete a literature survey, project specification, critical analysis, and to acquire the necessary material needed for their intended end product. Prerequisites: STEG 321 and Concurrent: STEG 331.

STEG 480 *Senior Design Capstone II* (3)

A course that seeks to impart in students the skill to integrate the knowledge gained in different courses by asking them to develop a product that has passed through the design, analysis, testing, and evaluation stages. This course includes production of a professional report, design process and outcome, implementation and testing, and critical appraisal of the project. Prerequisite: STEG 475.

Translation (TRAN)

TRAN 101 *Introduction to Translation* (3)[H]

The course introduces students to the discipline of translation as a multilingual, interdisciplinary process involving various linguistic and cultural perspectives. Elementary skills are developed by reviewing dictionary types, thesauri, synonyms and antonyms, and by rendering English into Arabic and vice versa.

TRAN 201 *Theoretical and Practical Issues in Translation* (3)[H]

Various theoretical and practical issues associated with translation. The course covers several translation methods including word-for-word, semantic, and communicative translation. The course also examines how to approach problematic issues such as lexical and cultural gaps as well as the translation of idioms, proverbs and folk sayings. Prerequisite: TRAN 101.

TRAN 380 *Media Translation* (3)

The course teaches the various theories and practical skills and techniques of translating, subtitling and dubbing media materials, particularly television programs. The course involves education and training based on TV materials related to media, economics, politics, law, business, literature, culture, medicine and science. Sophomore standing. [Cross-listed with COMM 380]

TRAN 388 *Independent Study* (1 - 3)

Can be repeated for credit with a different topic. Permission of instructor.

TRAN 389 *Special Topics* (3)

Can be repeated for credit with different topic. Permission of instructor.

University (UNIV)

UNIV 100 ***Essentials of Learning*** **(2)[L]**

The course facilitates student's integration into AUK's learning community by developing their understanding of the university's liberal arts culture. Skills for academic success are integrated into an interdisciplinary context which fosters students' meaningful educational engagement, and encourages them to incorporate self-reflective practices.

UNIV 110 ***University, Community and Citizenship*** **(3)[L]**

The Common Reader course provides first-year students with a shared intellectual experience that will stimulate discussion and critical thinking while encouraging students to use higher-level reasoning skills in order to make decisions or draw conclusions. The course will incorporate the principles of public speaking in both large and small group environments and promote effective communication in a variety of contexts. A primary aim of this course is to investigate the common reader material from multitude perspectives informed by the liberal arts philosophy. This interdisciplinary course will synthesize general education concepts to create sense of community among students, faculty and staff. Concurrent: UNIV 100.

DIVISION OF STUDENT AFFAIRS

WHERE UNIVERSITY COMES TO LIFE

MISSION

OBJECTIVES

CO-CURRICULAR TRANSCRIPT

STUDENT EMPLOYMENT

Academic Advising Center (AAC)

*Undeclared/Declared Students
Mandatory Advising and Registration
Student Advising Records*

LEARNING SUPPORT SERVICES (LSS)

*The Tutoring Center (TRC)
The Writing Center (WRC)*

ALUMNI AFFAIRS AND CAREER DEVELOPMENT

ALUMNI SERVICES
CAREER DEVELOPMENT
INTERNSHIPS
NETWORKING OPPORTUNITIES

COUNSELING CENTER

PERSONAL COUNSELING
DISABILITY SERVICES
ART AND MUSIC THERAPY ROOMS

OFFICE OF STUDENT LIFE

STUDENT LOUNGE
STUDENT CLUBS AND ORGANIZATIONS
SPORTS AND RECREATIONAL PROGRAMS
JUDICIAL AFFAIRS
UNIVERSITY CODES
UNIVERSITY IDs

AUK CLINIC



DIVISION OF STUDENT AFFAIRS

Dr. Hanan Muzaffar, Vice President for Student Affairs

Email Address: studentaffairs@auk.edu.kw

Phone: 1802040 ext. 3262

WHERE UNIVERSITY COMES TO LIFE

The Division of Student Affairs believes that students are more apt to be successful if they lead a balanced academic and social collegiate life. The departments within Student Affairs are devoted to providing extra and co-curricular programs in which students have the opportunity to engage in experiences and services outside the classroom that are designed to enhance one's academic life and encourage social growth and maturity. Involvement is an important component of a well-rounded college experience.

MISSION

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

OBJECTIVES

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

The Division of Student Affairs meets its objectives by hosting a variety of cultural, educational, social, recreational, career and health-related activities and services. Through the development of the Holistic Student Engagement Program, and in collaboration with other university units, the Office of the Vice President for Student Affairs manages the LEARN. THINK. BECOME Program and the Peer Mentorship Program to prepare first-year students for college life. The Office also provides students with a co-curricular transcript and student employment opportunities available via self-service.

In addition, the Office of the VPSA manages the Dartmouth/AUK Internship, Student Exchange Programs, Study Abroad Programs, and agreements with other institutions.

AUK-DARTMOUTH STUDENT INTERNSHIP

AUK and Dartmouth College provide unique experiential learning internships (non-credit) for students of both institutions. This program has received a 2018 Best Practices in International Education Award from the National Association of Student Personnel Administrators (NASPA).

STUDY ABROAD AND STUDENT EXCHANGE PROGRAMS

The Study Abroad and Student Exchange Programs provide students with the opportunity to gain an educational experience in another country, its culture, people, and language. AUK has agreements with the following institutions:

- Dartmouth College
- The George Washington University
- The American University in Cairo
- Sciences Po
- The International Student Exchange Program

CO-CURRICULAR TRANSCRIPT

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

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

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

STUDENT EMPLOYMENT

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

ACADEMIC ADVISING CENTER (AAC)

Ms. Hala Al-Abdulrazzaq, *Director*

Phone: 1802040 ext. 3243/3241

Email: 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 AAC advisors to discuss their educational plans and progress, and identify the academic requirements to achieve their career goals. The AAC consistently provides accurate information, in-depth and holistic advising support, and appropriate referrals to all other university resources.

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 Office of the Registrar 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 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-up. It is the AAC's professional and ethical responsibility to respect and consider all information confidential, including academic records and status, family information, health (mental and physical), and all other issues

pertaining to the student (see Disclosure of Student Records).

The director of 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. For additional information, visit the Academic Advising Center located in the 3rd floor of the student center.

LEARNING SUPPORT SERVICES (LSS)

Ms. Hanouf Al-Juhail, *Director*

Email: LSS@auk.edu.kw

Phone: 1802040 ext. 3245/3241

Learning Support Services focuses on empowering students to become independent and successful learners by developing their literacy skills, enhancing their understanding, and helping them improve their academic and study skills. 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. For more information, visit Learning Support Services on the 3rd floor of the student center which is open Sunday through Thursday, 9am-5pm.

The Tutoring Center (TRC)

Email: tutoringcenter@auk.edu.kw

Phone: 1802040 ext. 3247/8

The Tutoring Center provides free academic support in various subjects to AUK students. Tutoring is provided individually, in small groups, or in supplemental instruction sessions coordinated with faculty. The sessions are conducted by peer tutors who are student employees who have been hand-picked and well-trained to ensure excellent quality sessions. The TRC services are designed to help students improve their problem-solving and 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 and other support units on campus to understand, develop, and improve academic support to supplement class learning, and to recognize and respect the rights and equality of all who seek assistance. Students can schedule tutoring appointments through the Tutor-Trac **online appointment system**, or they can drop in for assistance.

The Writing Center (WRC)

Email: writingcenter@auk.edu.kw

Phone: 1802040 ext. 3200

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, and 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 writing center best practices. They provide a non-evaluative, reader's response to students' writing and help at any stage of the composing process: identifying and understanding audience, developing and expanding ideas, organizing ideas into a coherent whole, researching and evaluating external sources, incorporating external sources, understanding the conventions of academic writing, and communicating ideas clearly. The Writing Center's overarching goal is to inspire a love of reading and writing

within the AUK community. The center also extends its services after operating hours to provide online sessions. Students can schedule appointments through the Writing Center's TutorTrac **online appointment system**, or they can drop in for assistance. The WRC is located on the 3rd floor of the Student Center, and is open Sunday through Thursday, 9am-5pm.

ALUMNI AFFAIRS AND CAREER DEVELOPMENT (AACD)

Abir Tannir, *Director*

Email Address: aacd@auk.edu.kw, alumniaffairs@auk.edu.kw

Phone: 1802040 ext. 3269

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

ALUMNI SERVICES

As members of the AUK community, AUK graduates are entitled to an alumni email account and alumni ID that provides them with access to the AUK library and database privileges, in addition to access to AUK facilities. AUK alumni also receive discounted rates at the Center for Continuing Education and career fair, and the opportunity to showcase and promote their businesses on campus free of charge through the Alumni Business Booth Program.

CAREER DEVELOPMENT

In addition to an annual career fair that features around 25 businesses, the office helps students and alumni develop their career plans by providing career development counseling. These services include assistance with graduate school applications, and career development opportunities inclusive of assistance with CV-writing, job interviews, job applications, and internships.

The office also coordinates with other 3rd parties to offer students and alumni access to workshops and courses such as the agreement with the Manpower & Government Restructuring Program (MGRP) and the Center for Continuing Education (CCE).

INTERNSHIPS

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

The AACD also collaborates with the College of Business and Economics to provide students registered for CBE internships with resume/interview skill workshops, either conducted by AACD Staff or prospective employers. AUK students have had opportunities to intern in organizations such as NBK, Ernst and Young, Alghanim Industries, Kuwait Petroleum Corporation, Al Ahli United Bank,

Eminds Project Management, Deloitte, Baker Tilly, Grant Thornton, RSM Al Bazie, Gulf Bank, and many more.

NETWORKING OPPORTUNITIES

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

COUNSELING CENTER

Email: counseling@auk.edu.kw

The Counseling Center at AUK offers services that include personal counseling and disability services. Our mission is to support students as they overcome what inhibits their success and prepare them for lifelong learning and development.

PERSONAL COUNSELING

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

DISABILITY SERVICES

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

AUK students seeking accommodations who have not disclosed a disability at the time of admission or who after matriculation have discovered an impairment impeding their academic progress and success must follow the same disclosure and verification procedures as described for prospective students.

Scholarship students who find it difficult to meet the learning objectives of the course of study or the intended major due to an identified disability or due to the ineffectiveness of the accommodations received are advised to contact the Office of Scholarship and Financial Aid prior to the beginning of the following term to discuss options.

ART AND MUSIC THERAPY ROOMS

The Art and Music Therapy Rooms are designed for students to express themselves in many ways. The rooms also allow students to have a place to relieve anxiety and stress and to communicate issues that they may be struggling with in creative and therapeutic ways. There are monthly workshops scheduled throughout the year to encourage students to participate and learn various ways to express themselves. The rooms may also be used for specific therapeutic treatments as well.

The Art Therapy Room focuses on visual arts such as painting, sculpting, soap carving, drawing, sketching, photography, and other activities.

The Music Therapy Room focuses on musical and theatre arts and is equipped with guitars, ouds, drums, keyboard, and microphones.

OFFICE OF STUDENT LIFE

Email: studentlife@auk.edu.kw

The Office of Student Life seeks to create a campus environment that encourages personal growth, professionalism, high ethical standards and intellectual development, and respect for diversity through student engagement activities and programs outside the classroom.

A variety of programs and activities are organized throughout the year, starting with orientation and Welcome Week that focus on first-year students, and including other events that focus on student diversity and development such as the talent show, International Week, and Awards Night.

STUDENT LOUNGE

Students have the opportunity to relax and/or entertain themselves in the student lounge. They can spend their free time playing board games, Foosball, PlayStation, pool, or watching television. Additionally, the lounge coordinates larger scale activities for students throughout the year such as PS4 tournaments, and billiard tournaments. The lounge is located on the second floor of the Student Center and is open weekdays from 8:00am to 8:00pm, and from 10:00am to 6:00pm weekdays during summer sessions.

STUDENT CLUBS AND ORGANIZATIONS

Students can join existing clubs or start a new club, from academic and literary to social and cultural. Currently, there are around over twenty clubs open to students who wish to participate in and/or join. An Involvement Fair is held twice a year (once every semester) to promote clubs and encourage membership. Detailed information on campus clubs can be obtained from the Office of Student Life.

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

The Voice of AUK serves as the main media for information and communication among students and the overall campus community. It is also a means of ensuring an environment of academic freedom and freedom of expression. Students who work on the magazine are provided with reporting, editorial, and management experience, and are expected to observe the established standards of professional journalism.

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

SPORTS AND RECREATIONAL PROGRAMS

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

There is a men's gym, a women's gym, an indoor and a rooftop court located in the Student Center, in addition to an outdoor soccer field. The gyms are open on weekdays from 7:00am to 9:00pm, and from 10:00am to 8:00pm during summer sessions. The jogging track is available from 7:00am to 10:00pm. The courts and soccer field are available for reservations after 4:00pm via self-service.

JUDICIAL AFFAIRS

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

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

UNIVERSITY IDS

Students, staff, and faculty must have an official university identification card (ID) to access the AUK campus and facilities. Students collect their ID cards from the Office of Student Life at the beginning of their first semester and must update their ID cards at the beginning of every semester to verify current enrollment. Members of the AUK community must present an official ID card upon request from any university official. ID card updates and replacement of IDs (due to loss or damage) are done through the Office of Student Life.

UNIVERSITY CODES (2019-2020 ACADEMIC YEAR)

In order to sustain an environment that supports optimal learning opportunities and promotes personal growth, the American University of Kuwait expects all community members to adhere to the guidelines and policies established by the institution. These guidelines and policies set forth the ethical standards and organizational values by which AUK operates as an institution of higher education.

University codes are included in this section providing general statements and guidelines outlining the expectations by which members of the University community should conduct themselves, including specific policies and procedures.

- I. University Code of Conduct
- II. Student Rights & Responsibilities
- III. Student Code of Conduct
- IV. Student Complaints Concerning Staff and Faculty
- V. Code of Academic Honesty and Integrity.

In addition, members of Student Clubs & Organizations must also adhere to the *Student Clubs and Organizations Manual*, and student employees must also adhere to the *Student Employment Manual*. Both manuals are available in the University Portal.

1) UNIVERSITY CODE OF CONDUCT

Applicability: This Code of Conduct applies to:

- a) All American University of Kuwait (AUK) employees, including faculty, staff, and student-workers, when working for the University or otherwise engaged in activities that are in the course and scope of their employment with the University;
- b) Consultants, vendors, and contractors as they do business with the University when required by contract;
- c) Individuals who perform services for the University as volunteers, including the Trustees, and those who assert an association with the university; and
- d) Students of AUK when on campus or off-campus in a University-sponsored activity.

The code refers to all these persons as “members of the university community” or “community members.” **History:** Approval date: 13th December 2006 By: Board of Trustees.

Section Headings:

- 1. Introduction and Purpose
- 2. Standards of Integrity and Quality
- 3. Compliance with Laws
- 4. Contractual Obligations
- 5. Confidentiality and Privacy
- 6. Conflict of Interest
- 7. Human Resources
- 8. Financial Reporting
- 9. Use of University Resources
- 10. Profession-Specific Standards

11. Reporting Possible Violations
12. Consequences of Violations
13. Questions

1. Introduction and Purpose

a. Introduction – As members of the university community, all faculty, staff, students, members of the Board of Trustees, university officers, and affiliates are responsible for sustaining the highest ethical standards of this institution, and of the broader community in which we function. The University values honesty, integrity, fairness, and responsible stewardship, and strives to integrate these values into all that we do, as reflected in the (draft) Faculty Manual, Student Code of Conduct, Administrative Policies and Procedures, and all other university policies. This Code of Conduct is intended to provide an overarching general statement that supplements, but does not replace, existing university policies and codes. Other university policies and codes provide more specific guidance and must be used as appropriate.

b. Purpose – In this spirit, this Code of Conduct (the “Code”) is a shared statement of our commitment to upholding the ethical, professional and legal standards we use as the basis for our daily and long-term decisions and behavior. We will all be cognizant of, and comply with, the relevant policies, standards, laws, and regulations that guide our efforts. We are each individually accountable for our own actions and, as members of the university community, are collectively accountable for maintaining these standards and for compliance with all applicable laws and policies.

2. Standards of Integrity and Quality

The University recognizes the importance of maintaining a reputation for integrity that includes, but is not limited to, compliance with laws and regulations and its contractual obligations. AUK strives at all times to maintain the highest standards of quality and integrity.

Frequently, the operating activities and conduct of the community members of AUK are not governed by specific laws or regulations. In these instances, rules of fairness, honesty, and respect for the rights of others, for local tradition and values, and for shared global human values govern our conduct at all times. In addition, each individual is required to conduct university business and academic activities with the utmost honesty, professionalism, accuracy and fairness.

3. Compliance with Laws

The University is in a heavily regulated environment. Compliance with laws is important as a matter of principle. Members of the university community will conduct university activities in compliance with applicable laws, regulations, and university policies and procedures. Administrators, supervisors, and faculty are responsible for teaching and monitoring compliance. When questions arise pertaining to interpretation or applicability of policy, the individual with a question should contact the appropriate individual or office that has oversight responsibility for the policy.

4. Contractual Obligations

The acceptance of an agreement may create a legal obligation on the part of the American University of Kuwait to comply with the terms and conditions of the agreement and applicable laws and regulations. Therefore, only individuals who have authority delegated by an appropriate university official are authorized to commit to, or enter into agreements on behalf of the university.

5. Confidentiality and Privacy

On behalf of the University, community members receive and have access to various types of

confidential, proprietary and private information. Each community member will comply with all Kuwait laws and regulations, agreements with third parties, and university policies and principles pertaining to the use, protection and disclosure of such information. No unauthorized use or disclosure of such information is allowed either during the community member's association with the University or after the association with the University ends.

6. Conflict of Interest

Community members are responsible for being familiar with, and are bound by, applicable conflict of interest policies. Outside professional activities, private financial interests or the receipt of benefits from third parties can sometimes cause an actual or perceived divergence between the university mission and an individual's private interests.

7. Human Resources

American University of Kuwait is an institution dedicated to the pursuit of excellence and facilitation of an environment that fosters this goal. Central to that institutional commitment is the principle of treating each community member fairly and with respect. To encourage such behavior, the university prohibits discrimination and harassment and provides equal opportunities for all community members and applicants regardless of their sex, race, religion, age, disability, or any other basis prohibited by Kuwait laws. Where actions are found to have occurred that violate this standard, the University will take prompt action to cease the offending conduct, prevent its recurrence and discipline those responsible.

8. Financial Reporting

All university accounting entries, accounts, financial reports, expense reimbursements, time sheets, and other documents, including supporting documentation, must be accurate, clear and complete, and in accordance with applicable policies, agreements, standards, and regulations.

9. Use of University Resources

University resources are reserved for operating purposes on behalf of the University in the pursuit of its mission. They may not be used for personal gain, and may not be used for personal use except in a manner that is incidental and reasonable in light of the person's role and responsibilities. University resources include, but are not limited to, the use of university systems, such as telephone systems, data communication and networking services, and the American University of Kuwait domain for electronic communication forums; and the use of university equipment, such as computers and peripherals, university vehicles, and other equipment; and the use of procurement tools such as credit/purchasing cards and petty cash; and the time and effort of other staff, students, and others at the University.

10. Profession-Specific Standards

Some professions and disciplines represented at the University are governed by standards and codes specific to their profession. Those professional standards generally advance the quality of the profession and/or discipline by developing codes of ethics, conduct, and professional responsibility and standards by which their members are guided. Those belonging to such organizations are expected to adhere to university policies and codes of conduct in addition to any professional standards. If a community member believes there is a conflict between a professional standard and university policy, he/she will consult with the appropriate member of the university administration.

11. Reporting Possible Violations

Members of the AUK community should report possible violations of applicable laws, regulations, contractual requirements, or other violations of this Code. The reporting should be made through avenues specified in applicable university policies and codes, normally beginning with the immediate supervisor. In the absence of applicable university policies and reporting processes, possible violations should be reported to HR. Reports may be made confidentially, and the University will make every effort to honor confidentiality to the extent it does not conflict with external regulations and laws.

Each report will be reviewed as timely as possible, and at the appropriate level within the University. If a report involves an issue that should be dealt with through processes identified in other published university policies and codes, an appropriate and timely referral will be made.

12. Consequences of Violations

Community members should recognize that noncompliance can have severe adverse financial and other consequences, potentially affecting the reputation and operations of the entire University. Violation of the Code, of laws and regulations, or of related university policies and procedures may carry disciplinary consequences up to and including dismissal.

13. Questions

Please direct questions regarding the intent or applicability of this Code to the Executive Assistant to the President.

2) STUDENT RIGHTS & RESPONSIBILITIES

By accepting membership in the University community, a student acquires rights as well as responsibilities to the whole University community. The following sections outline these rights and responsibilities.

Student Rights

These rights include, but are not limited to:

1. The right to be treated equally in academic and non-academic settings
2. The right to attend classes in a physically safe environment
3. The right to be free from discrimination and harassment
4. The right to express diverse opinions
5. The right to learn without disruption
6. The right to due process
7. The right to access academic and support services that enhance student learning
8. The right to explore personal growth and development
9. The right to participate in the creation of knowledge
10. The right to know academic requirements and to be evaluated fairly
11. The right to engage in educational opportunities that enhance learning outcomes, both within and outside of the campus community
12. The right to form student organizations

Student Responsibilities

These responsibilities include, but are not limited to:

1. Personal responsibility and accountability for one's own actions
2. Responsibility to maintain the property and facilities of the University
3. Responsibility for showing respect to faculty, staff, and fellow students
4. Responsibility to communicate and work towards problem resolution utilizing appropriate methods
5. Responsibility for academic progression and career planning
6. Responsibility to recognize the value of diversity and an exchange of ideas within a University community
7. Responsibility for being acquainted with and complying with rules and regulations (both academic & non-academic)
8. Responsibility to maintain a positive image of the University

3) STUDENT CODE OF CONDUCT

1. Physical Misconduct

Physical abuse, threats, inappropriate physical contact, or contact which causes bodily harm, coercion and/or other conduct which endangers the physical or emotional health or safety of any person.

2. Alcohol, Drugs & Substance Abuse

Use, possession or distribution of alcohol, narcotics or other controlled substances.

3. Weapons and Dangerous Materials

Possession of firearms, explosives, other weapons, dangerous chemicals, or other dangerous articles or substances.

4. Disruptive Behavior

Behavior which disrupts the educational process/environment or any on or off campus University function, such as unreasonable interference in or interruption of University operations or the educational environment. This includes making inappropriate demands for time and attention from faculty, staff and/or other students.

5. Harassment

Conduct that creates an intimidating, hostile, or offensive environment, inclusive of social media/ internet harassment.

6. Endangering Behavior

Taking or threatening action that endangers the safety, physical or mental, or life of any person, or that creates a reasonable fear of such action, whether intentionally or as a result of recklessness or gross negligence

7. Discrimination

Treating any community member differently than others are treated based upon race, color, religion, age, disability, gender, national origin, or marital status.

8. Dishonesty

Furnishing false information to any AUK employee, including forgery, alteration, or misuse of any AUK document, record, or instrument of identification; or tampering with the election of any recognized AUK student organization.

9. Inappropriate Conduct

Disorderly, lewd, or indecent conduct, and conduct which violates Islamic values, practices, beliefs.

10. Bribery

Offering or giving money or any item of service to an AUK employee for the purpose of attempting to obtain assistance that would not have otherwise been provided.

11. Offensive Material

Producing, viewing, storing, possessing, or transmitting materials which are of an offensive nature (including harassing or obscene). Although personal opinions as to what is considered offensive may vary, the following items are viewed as offensive: lewd images, excessively violent or graphic content, and items considered to be discriminatory or demeaning in content.

12. Unauthorized Use of University Resources

Use of University resources should be in alignment with a person's role and responsibilities at the University. University resources include, but are not limited to, the use of University systems, and the use of University equipment, such as computers and peripherals, and other property; and the use of petty cash.

13. False Representation

False contracting or representation in the name of the University. Misuse of any University document, record, or instrument of institutional identification. Use of any such items, including the University logo, seal, and mascot require prior written approval.

14. Theft or Damage to Property

Attempted or actual theft of and/or damage to property of AUK or property of a member of the AUK community or other personal or public property.

15. Smoking Policy

Smoking is not permitted at university building entrances, within university buildings, or in university vehicles. The main hallway connecting the Administration Building to the Sciences Building is also a smoke-free zone.

16. University Identification

Failure to adequately identify oneself and/or produce a valid AUK identification card to a University official or designee upon request. Every effort will be made to abide by cultural standards when requesting student identification.

17. Non-Compliance with Directions

Non-compliance with directions of AUK officials or law enforcement officers acting in performance of their duties.

18. Unauthorized Soliciting or Distribution of Materials

Unauthorized soliciting, selling or promoting private business, or distributing unauthorized materials by any individual, group, or organization.

19. Dress Code

AUK students are expected to abide by the values and traditions of Kuwaiti society; inappropriate dress for males and females is prohibited. This includes, but is not limited to, clothing bearing suggestive or offensive language or graphics, tank tops, low cut blouses, short clothing, and revealing clothes which show too much skin or expose the waist or back.

20. Fire Regulations

Abuse, removal, tampering or wrongly activating fire and safety equipment. Falsely reporting a fire or dangerous materials on campus, or failure to comply with fire and safety regulations.

21. Unauthorized Entry & Key Use

Unauthorized possession, duplication, or use of keys to any AUK premises or unauthorized entry to or use of AUK premises.

22. Obstruction of Movement

Obstruction of the free flow of pedestrian or vehicular traffic on any AUK premises or at AUK sponsored or supervised functions.

23. Computer Use

Use of AUK computing systems should be in alignment with a person's role and responsibilities at the University. AUK computing systems and services may be used for personal purposes provided that such use does not directly or indirectly interfere with the operation of computing facilities, interfere with the computer user's obligations to AUK, or violate AUK policies or the laws of the State of Kuwait.

24. Recording Prohibition

Recording audio or video of event, instructor, or speaker without prior consent.

25. Pets

No pets allowed on campus, except when authorized in advance, as with animals which aid those living with a disability.

26. Violation of Law and AUK Discipline

Violation of local or country law on AUK premises or at AUK sponsored or supervised activities. AUK will cooperate fully with law enforcement and other agencies to the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of violators.

27. Fundraising

All fundraising activities must have the approval of the University President, following the rules established by the Private Universities Council, Ministry of Higher Education-State of Kuwait.

4) DISCIPLINARY PROCEDURES

The Division of Student Affairs is responsible for the administration of the disciplinary procedures and sanctions pertaining to students, student organizations, guests and alumni. This includes the administration of the University Code of Conduct and the imposition of varying degrees of disciplinary actions. The Vice President for Student Affairs appoints the Director of Student Life to oversee this adjudication process.

The laws of the country prohibit the consumption of alcoholic beverages and the use of drugs. AUK has a zero tolerance policy concerning the use of alcohol or any narcotic substance, weapons and/or dangerous materials brought to campus or to any university-sanctioned event, and physical altercations. Any person who is found guilty of alcohol consumption, substance abuse, carrying and/or using weapons or dangerous materials, or participation in a physical altercation is subject to immediate removal from the university.

All records of the disciplinary procedures and sanctions will be confidential and stored with the Division of Student Affairs. Upon graduation, the student's confidential record may be expunged of disciplinary actions other than expulsion and suspension upon written application to the Vice President for Student Affairs. Cases involving the imposition of sanctions other than suspension or expulsion shall be expunged from the student's confidential record seven (7) years after the student's last registration at the American University of Kuwait.

Adjudication Process

All students have rights and responsibilities and are expected to comply with the University rules and regulations. During periods of investigation and inquiry throughout the adjudication process the complainant and the accused will have similar rights, even if another member of the University Community submitted the charge itself. The adjudication process is as follows:

1. Anyone witnessing or experiencing a violation of the University Code of Conduct by a student, alumni or guests should **submit an incident report** through University Self-Service or report

directly to the Director of Student Life/designee **within 30 days** of the alleged incident. For grievances against staff and faculty, see *Other Policies & Procedures* below.

2. The Director of Student Life/designee will review the incident **within 5 working days** of receiving the report, to determine whether to dismiss the report or move to investigation.
3. The Director of Student Life/designee will investigate the incident **within 5 working days** of the review to determine whether to dismiss the report or make a ruling. This may include meeting with all parties involved or having witnessed the incident, including the accused. Rules of investigations and types of rulings are listed below.

Rules of Investigations

All parties involved in or having witnessed the incident may be called for a meeting with the investigator. They will be informed via email and relevant information will be shared with them. The rules of investigation are as follows:

1. The investigation shall be conducted in private.
2. In sessions involving more than one accused, the investigator, at his/her discretion, may permit the session concerning each accused to be conducted separately.
3. The complainant and the accused are responsible for presenting their own case, but have the right to be assisted by any advisor they choose, at the discretion of the investigator. Advisors are not permitted to speak or to participate directly in the investigation.
4. The complainant and the accused have the right to present witnesses/evidence to the investigation, with prior notice given to the investigator.
5. Failure to appear for the investigation is subject to disciplinary sanctions as per the University Code of Conduct.
6. All parties of the investigation shall conduct themselves professionally. Harassment, dishonesty, disruption or intimidation are subject to disciplinary sanctions as per the University Code of Conduct.
7. The investigator will maintain written or taped recordings of the investigation.

Types of Rulings

Except for the oral warning, all rulings must be communicated **within 5 working days** of the decision, via email and in person, explaining the violation and the appeal process, and warning the violator that a repeated violation will result in more severe sanctions. The ruling is to be made depending on the violation, as follows:

1. For minor violations, such as inappropriate or disorderly conduct, abuse of property, smoking and recording violations, etc, the **Director of Student Life/designee** may impose the following sanctions:
 - a) **Warning** – Oral or written.
 - b) **Probation** – For a specified period of time.

- c) **Loss of Privileges** – For a specified period of time. This includes access to facilities, participation in sports, or clubs and organizations privileges.
- d) **Fines** – For loss, damage or injury, in the form of monetary or material replacement.
- e) **Community Service** – to AUK or general community.

2. For disruptive behavior, inclusive of harassment and endangering others, the Director of Student Life/designee shall refer the incident for the **Counseling Center**. See details below.

3. For major violations, such as physical altercations, substance abuse or weapons and dangerous materials, the Director of Student Life/designee shall refer the incident to the **Code of Conduct Board**.

Referral to Counseling Center

Based on referral from Director of Student Life/designee, the Director of the Counseling Center/designee will open a file for the accused in the Counseling Center then proceed as follows:

1. The Director of the Counseling Center/designee will **review** the complaint and supported materials and/or information. This may include meeting with all parties involved, including the accused and the complainant.

2. The Director of the Counseling Center/designee will make one of the following decisions **within 5 working days** of the referral:

- a) **Return** to Director of Student Life/designee to impose sanction(s).
- b) Plan **Counseling Sessions** with the violator, informing them that failure to meet the Counseling Sessions Plan may result in more severe sanctions.
- c) Refer the violator to an external professional clinician for psychological and/or psychiatric **evaluation and/or treatment**.

3. If external referral is necessary, the University will identify the services of professional clinicians (as possible) who:

- a) Are licensed and have appropriate credentials in the field of mental health.
- b) Are available to the student within twenty-four hours after initial contact with the Director of the Counseling Center/designee.
- c) Provide services that are available daily through 10:00 pm, seven days a week.
- d) Are geographically accessible at convenient locations.
- e) Will provide a written evaluation and diagnosis of the student in a timely manner following referral.
- f) Will provide information regarding follow-up treatment if necessary.
- g) Have the ability and available personnel to provide immediate crisis intervention, if the severity of the incident or client's condition so warrants.

4. Additional conditions may be placed on the violator during the evaluation/treatment period, which may include but are not be limited to suspension, limited access to campus, or other measures.

5. If suspension and/or expulsion is deemed necessary during or as a result of the evaluation process, the Director of Counseling Center/designee will draft a letter to the violator, explaining the violation, the terms of suspension/expulsion, and the appeal process, then signed and dated by the Vice President for Student Affairs.

6. Suspension must be approved by the Vice President for Student Affairs. Expulsion must be approved by the President. If the recommended sanction isn't approved, the President will recommend another sanction.
7. The Director of the Counseling Center/designee will deliver the letter to the violator in person and via email.
8. The Director of the Counseling Center/designee shall consult with the student's professors regarding the student's grades for the term during which they have been suspended or expelled. Final determination of grades, however, shall rest with the professors.
9. Students suspended under this policy may re-enroll only after certification by a licensed clinical psychologist or psychiatrist, a recommendation from the Director of the Counseling Center/designee and approval from the Vice President for Student Affairs
10. If the student is allowed to return to the University in a subsequent academic term as a student, the Vice President for Student Affairs may share with the student's faculty otherwise confidential information concerning the student when in his/her judgment it will further support the student's welfare and educational process. Only relevant information should be shared, not the entire record.

Code of Conduct Board

The Code of Conduct Board is a committee comprised of the Deans of the respective College or designees, and a senior student appointed by Student Council or recommended by the accused. The Board will be convened under the Chairmanship (a non-voting member) of the Vice President for Student Affairs/designee.

Based on referral from Director of Student Life/designee, the Vice President for Student Affairs will convene the Code of Conduct Board and proceed as follows:

1. The Chair will present the report and recommend appropriate sanctions.
2. The Code of Conduct Board will start a review and investigation of the incident **within 10 working days** of the referral. This may include meeting with all parties involved, including the accused and the complainant. Rules of investigations are listed above.
3. The Code of Conduct Board will make one of the following decisions by majority vote, **within 10 working days** of the start of the review and investigation:
 - a. **Return** to Director of Student Life/designee to impose sanction(s).
 - b. Recommend 1-2 semester **suspension** and submit for approval of the Vice President for Student Affairs
 - d. Recommend **expulsion** and submit for approval of the President.
4. If the recommended sanction is approved, the Director of Student Life will draft a letter to the violator, explaining the violation and the appeal process. The letter must be reviewed by the Board members for accuracy and confirmation, then dated and signed by the Board Chair.
5. If the recommended sanction isn't approved, the Vice President for Student Affairs or the President will impose another sanction.
6. The Director of Student Life/designee will deliver the letter to the violator in person and via email.
7. The Chair will maintain written or taped recordings of the investigation.

Appeals

The complainant(s) or the accused has the right to appeal the sanctions imposed. Such appeals must be in writing, specifying on what grounds the appeal is being made, as follows:

1. For appeals against sanctions imposed by the Director of Student Life/Director of Counseling Center or designee, an appeal letter must be delivered to Vice President for Student Affairs within 10 working days of the receipt of the sanctions.
2. For appeals against sanctions imposed by the Code of Conduct Board, an appeal letter must be delivered to the President within 10 working days of the receipt of the sanctions.
3. The Vice President for Student Affairs or the President, respectively, shall decide if sanctions shall be in effect immediately, or pending the outcome of the appeal process.
4. The Vice President for Student Affairs or the President will review the accused's disciplinary record and refer back to the Director of Student Life/Director of Counseling Center or designee or to the Code of Conduct Board within 10 working days of the receipt of the appeal
5. After reviewing the case the Director of Student Life/Director of Counseling Center or designee or the Code of Conduct Board will make a determination to uphold, modify or overturn the decision within 10 working days of the receipt of the Vice President's referral, and inform the Vice President for Student Affairs or the President in writing.
6. Once the appeal decision is rendered, all appeal matters are considered final.

CODE OF CONDUCT VIOLATION

1

Accused is student, alumni, guest. Submit Incident Report to Director of Student Life (DofSL) within 30 days of incident. DofSL reviews within 5 working days

Accused is staff or faculty

2

Dismiss
Investigate within 5 working days

Students submit report to Vice President for Student Affairs
Staff/Faculty submit report to immediate supervisor

3

Dismiss
Rule

Supervisor submits report to HR for staff, or Dean of College for faculty

4

Minor violations (inappropriate or disorderly conduct, abuse of property, smoking and recording violations) DofSL imposes sanctions (Warning, Fines, Loss of Priviledges, Probation, Service)

Disruptive behavior (harassment, endangering others) DofSL refers to Director of Counseling Center (DofCC). DofCC reviews within 5 working days.

Refer to Code of Conduct Board (CofCB). CofCB reviews within 10 working days

5

Refer for external evaluation & treatment. If suspension is recommended, VPSA approval is needed. If expulsion is recommended, President's approval is needed.
Plan Counseling Sessions
Return to DofSL to impose sanctions

Return to DofSL to impose sanctions
Recommend Suspension - VPSA approval needed
Recommend Expulsion - President's approval needed

Appeals can be made within 10 days of the decision: If sanction is imposed by the Director of Student Life/Director of Counseling Center or designee, appeal to Vice President for Student Affairs. If sanction is imposed by the Code of Conduct Board, appeal to President.

5) OTHER POLICIES & PROCEDURES

1. 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 Vice President for Student Affairs or designee, or with the President if the complaint is against the Vice President for Student Affairs.

- 1) The complaint shall be filed within 30 days of the alleged misconduct. The complaint shall be as specific as possible in describing the incident.
- 2) After review, the Vice President for Student Affairs or designee will 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, Vice President for Student Affairs/designee, and faculty representative chosen by the accused.
- b. For complaints against staff, the panel will be made of HR director/ designee, Vice President for 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 Vice President for 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, she 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.

2. Code of Academic Honesty & Integrity

Members of the American University of Kuwait community study and work together in an institutional framework dedicated to the pursuit of knowledge and learning. Freedom of inquiry, learning and intellectual pursuit flourishes only in a community in which the participants are committed to the mutual respect of each other's role and activity.

Academic freedom, freedom of expression and dissent, tolerance of diversity are values that guide the norms of conduct of students, faculty, staff and administration at AUK. The educational mission of the University community is best realized and advanced when the rights, responsibilities, and reasonable standards of conduct and academic integrity are observed. The American University of Kuwait expects the highest standards of academic integrity and honesty from its students.

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

Upon admission to the American University of Kuwait, students agree to act responsibly in all areas of academic, personal and social conduct and to take full responsibility for their individual and collective action. Such regulations are found in the American University of Kuwait Catalog, Student Handbook, and the AUK website at www.auk.edu.kw. Any question of interpretation regarding the Code of Academic Honesty and Integrity shall be reported to the appropriate Academic Dean. The Code shall be reviewed annually at the discretion of the Academic Deans.

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

Violations of Academic Honesty and Integrity

Academic Dishonesty

Including but not limited to the following:

1) Cheating:

The term "cheating" includes but is not limited to, copying homework assignments from another student; working together with another individual on a take-home test or homework when not approved by the Instructor, looking at and/or copying text, notes or another person's paper during an examination when not permitted to do so.

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

2) Plagiarism:

The term "plagiarism" includes, but is not limited to, an attempt of an individual to claim the work of another as the product of his/her own thoughts, regardless of whether that work has been published. Plagiarism includes, but is not limited to, quoting improperly or paraphrasing text or other written materials without proper citation on an exam, term paper, homework, or other written material submitted to an Instructor as one's own work. Plagiarism also includes handing in a paper to an Instructor that was purchased from a term paper service or downloaded from the Internet and presenting another person's academic work as one's own.

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

3) Violations of Copyrights:

International copyright laws must be observed by all students. Violations of copyright laws include making unauthorized use of printed materials, duplicating computer software, duplicating copyrighted materials, and reproducing audio-visual works. Students found in the possession of materials violating international copyright laws will be referred in writing to the Chair of the appropriate discipline and to the appropriate Academic Dean.

4) Dishonesty in Papers:

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

5) Work for One Course Submitted for Another:

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

6) Falsification of Data:

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

7) Inappropriate Collaboration:

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

8) Dishonesty During Exams:

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

9) Adjudication of Academic Dishonesty and Integrity:

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

Jurisdiction

1) Faculty Jurisdiction:

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

Students wishing to bring charges of violation of academic honesty against another student should do so through the faculty member in whose course or academic activity the alleged code violation has occurred. In the case of students bringing charges against other students, the student bringing charges must identify himself or herself to the faculty member. All cases of violations of academic honesty must be reported in writing to the Chairs of the appropriate discipline and the appropriate Academic Dean

2) Frivolous or Malicious Complaints:

In the event that a claim of violation of academic honesty against another student is found to be frivolous or malicious, the appropriate University sanctions, including disciplinary action as appropriate, shall be taken against the complainant.

3) Administration Jurisdiction:

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

Faculty members reporting an alleged case or incident of dishonesty must do so within two weeks from the date of discovery of the alleged dishonesty. The charge of dishonesty must be supported by appropriate documentation for the Chair's review.

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

If the student fails to attend the preliminary meeting, the Chair may proceed with the process as appropriate. The Chair may gather additional evidence from the student, the complainant, and other appropriate parties prior to the adjudication process.

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

After reviewing the charges and evidence, the Chair will make a decision about the case. The Chair may dismiss the case, remand the case to the faculty member bringing charges or assign a penalty. The Chair has the authority to request a meeting with the student at any time.

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

4) Penalties:

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

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

- a) Resubmission of the work or the retaking of the exam in question. The resubmitted work or retaken examinations will be subject to a one (1) grade penalty; providing for a maximum of Grade "B" for that work or exam.
- b) Submission of alternative work or exam for the course in which the offense occurred. The submission of alternative work or examinations will be subject to a one (1) grade penalty; providing for a maximum Grade "B" for that work or exam.
- c) Disciplinary probation.

- d) A grade of “F” or “NP” for the work found to be in violation of the Code of Academic Honesty and Integrity.
- e) A grade of “F” or “NP” for the course in which the offense occurred.
- f) Denial of credit for the course in which the offense occurred.
- g) Suspension for one or more academic semesters, including the semester or session in which the offense occurred.
- h) Dismissal for a specified time or permanently from the University.

The student found in violation of the Code may not withdraw from a course in which an academic infraction has occurred and a penalty applied.

No refund or cancellation of tuition or fees is provided in such cases.

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

5) Student’s Right of Appeal:

Students have the right of appeal of the adjudication process. Appeals must be made in writing within 21 days of the date of notice.

Appeals are limited to grounds of improper procedure or lack of relevant evidence at the time of the original administrative review, or excessive penalty. The appropriate Academic Dean will review appeals. This Dean may consult the record of the case, the appeal request, and any person involved in the process of adjudication. This Dean will make the final decision.

6) Records of Disciplinary Actions:

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

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

AUK CLINIC

Email: clinic@auk.edu.kw

Phone: 1802040 ext. 3400/3401

The clinic is designed to provide basic medical care for the AUK community. Emergencies and serious health cases are immediately referred to nearby facilities. The clinic provides preventative services that include blood pressure checks, blood sugar monitoring, and treatment for elective cases. The clinic is located on the ground floor of the Sciences Building and is open weekdays from 8:00am to 7:00pm, and from 8:00am to 5:00pm weekdays during semester breaks.

FACULTY & UNIVERSITY ADMINISTRATION

COLLEGE OF ARTS & SCIENCES

COLLEGE OF ENGINEERING & APPLIED SCIENCE

COLLEGE OF BUSINESS & ECONOMICS

UNIVERSITY ADMINISTRATION

AUK CONTACT INFORMATION

9

FACULTY & UNIVERSITY ADMINISTRATION

COLLEGE OF ARTS & SCIENCES

DEPARTMENT OF ARABIC & FOREIGN LANGUAGES

AL-FARHAN, Abdulrahman, Department Chair, Assistant Professor of Near & Middle Eastern Studies; Ph.D., 2017, University of London, United Kingdom.

AL-KHOULI, Khitam, Associate Professor of Arabic; Ph.D., 2008, Institute of Arabic Research, Cairo, Egypt.

FARRIN, Raymond, Professor of Arabic Language and Literature; Ph.D., 2006, University of California, Berkeley, California, USA.

FIANNACA, Joseph, Senior Instructor of French Language and Literature; M.A., 2002, Stendhal University, Grenoble, France.

MEILOUD, Ahmed, Assistant Professor of Near Eastern Studies; Ph.D., 2017, University of Arizona, USA.

TRUJILLO, Claudia Mejia, Instructor of Spanish; M.A., 1997, Boston College, Chestnut Hill, Massachusetts, USA.

ZAVALIY, Andrei, Associate Professor of Philosophy; Ph.D., 2008, City University of New York, New York, USA.

DEPARTMENT OF ART & GRAPHIC DESIGN

ANDERSEN, William, Department Chair, Associate Professor of Studio Arts/Graphic Design; M.F.A., 2000, School of the Art Institute of Chicago, Chicago, Illinois, USA.

GIDDINGS, Claire, Assistant Professor of Graphic Design; M.F.A., 2011, Photography & Interdisciplinary, Rutgers University, Mason Gross School of the Arts, New Brunswick, NJ, USA.

HOSSEINNIA, Maryam, Associate Professor of Graphic Design; M.F.A., 2002, Minneapolis College of Art and Design, Minneapolis, Minnesota, USA.

KHAIR, Ramy, Assistant Professor of Graphic Design; M.P.S., 2002, New York University, New York, USA.

KULCHITSKY, Marcella, Assistant Professor of Graphic Design; M.F.A., 1989, Boston University, Boston, Massachusetts, USA.

LEE, Joo Won, Assistant Professor of Graphic Design; M.F.A., 2002, School of the Art Institute of Chicago, Illinois, USA.

MERHEB, Rita, Assistant Professor of Graphic Design; M.F.A., 2005, University of Balamand, Lebanon.

STAMOS, Antonia, Assistant Professor of Art History; Ph.D., 2006, Temple University, Philadelphia, Pennsylvania, USA.

STOECKLEY, Clark, Assistant Professor of Graphic Design; M.F.A., 2010, University of New York, Brooklyn, NY, USA.

DEPARTMENT OF COMMUNICATIONS & MEDIA

AKBAR, Mohammad, Associate Professor of Communication; Ph.D., 2005, American University in London, London, United Kingdom.

AL-HADDAD, Iqbal, Instructor of Communication and Media; M.A., 1983, Webster University, Missouri, USA.

DOMINIQUE, Candace, Department Chair, Assistant Professor of Mass Communication and Media; Ph.D., 2009, Howard University, Washington, D.C, USA.

SATTI, Mohamed, Assistant Professor of Communication and Media; Ph.D., 2009, Ohio University, Athens, Ohio, USA.

VELEZ, Juan, Associate Professor of Communication; Ph.D., 2004, Tufts University, Massachusetts, USA.

DEPARTMENT OF ENGLISH

AWWAD, Rawda, President, Professor of English; Ph.D., 1997, Duquesne University, Pittsburgh, Pennsylvania, USA.

BUCKTON-TUCKER, Rosalind, Assistant Professor of English; Ph.D., 1976, University of Leicester, United Kingdom.

CRACE, Benjamin, Assistant Professor of English; Ph.D., 2018, University of Birmingham, Birmingham, UK.

DeANGELIS, Angelica, Assistant Professor of Comparative Literature; Ph.D., 2002, University of California-Santa Barbara, California, USA.

HENNESSEY, Katherine, Assistant Dean for Curriculum (CAS), Assistant Professor of English; Ph.D., 2008, University of Notre Dame, Indiana, USA.

LOOMIS, Craig, Associate Professor of English Language and Literature; Ph.D., 1992, University of Toledo, Toledo, Ohio, USA.

MAHFOUZ, Inas, Department Chair, Assistant Professor of English; Ph.D., 2008, Ain Shams University, Cairo, Egypt.

MOHAMMAD, Malek, Assistant Professor of English; Ph.D., 2010, Texas A&M University, College Station, Texas, USA.

MUZAFFAR, Hanan, Vice President for of Student Affairs, Assistant Professor of English; Ph.D., 2000, Indiana University of Pennsylvania, Indiana, Pennsylvania, USA.

NASSIR, Ghazi, Professor of English Language and Literature; Ph.D., 1989, Florida State University, Tallahassee, Florida, USA.

PARKS, Derek, Instructor of English Writing; MA, 1989, University of Arizona, Tucson, Arizona, USA.

QUEEN, Mary, Associate Professor of Writing and Rhetoric; Ph.D., 2005, Syracuse University, Syracuse, New York, USA.

SIRAKI, Arby, Assistant Professor of English; Ph.D., 2013, University of Ottawa, Ottawa, Ontario, Canada.

DEPARTMENT OF MUSIC & DRAMA

FAJGA, Agnieszka, Assistant Professor of Music; Post-Graduate Studies, 2014, Nowowiejski Music Academy, Bydgoszcz, Poland.

JAHANMIR, Yasmine, Assistant Professor of Theatre & Drama; Ph.D., 2017, University of California, Santa Barbara, USA.

URKEVICH, Lisa, Department Chair, Professor of Musicology/Ethnomusicology; Ph.D., 1997, University of Maryland, College Park, Maryland, USA.

DEPARTMENT OF MATHEMATICS & NATURAL SCIENCES

ABDALLAH, Mohamad Kassem, Assistant Professor of Mathematics; Ph.D., 2015, Oakland University, Rochester, Michigan, USA.

ALOTHMAN, Shoug, Instructional Assistant; M.Sc., 2015, King's College, London, UK.

AL-MUTAIRI, Mutlaq, Assistant Professor of Mathematics; Ph.D., 2004, University of Central Florida, Orlando, Florida, USA.

ALSARRAF, Hussain, Department Chair, Assistant Professor of Physics; Ph.D., 2013, University of Nebraska-Lincoln, Nebraska, USA.

AL-SAWAFTA, Mohammed, Assistant Professor of Physics; Ph.D. 2012, Concordia University, Montreal, Quebec, Canada.

ASSAF, Samer, Assistant Professor of Mathematics; Ph.D., 2016, University of Saskatchewan, Canada.

BASHA, Noura, Lab Teaching Assistant in Biology; B.S., 2003, Kuwait University, Kuwait.

CHARARA, Ali, Dean, College of Arts and Sciences, Associate Professor of Biology; Ph.D., 1997, Laval University, Québec City, Québec, Canada.

EZZEDDINE, Rima, Instructional Assistant, Chemistry Lab; M.S., 2012, Kuwait University, Kuwait.

GEORGI, Donia, Senior Instructional Assistant, Physics Lab; M.Sc., 1998, Mahatma Gandhi University, Kerala, India.

JALLAD, Karim, Professor of Chemistry; Ph.D., 2001, Purdue University, West Lafayette, Indiana, USA.

LUKIC, Jelena, Teaching Assistant in Math; M.Sc., 2015, Belgrade University, Republic of Serbia.

NADER, Joelle, Assistant Professor of Biology; Ph.D., 2012, Poitiers University, France.

SAHELI, Ali, Assistant Professor of Mathematics; Ph.D., 2003, University of Windsor, Windsor, Ontario, Canada.

SAHELI, Elham, Instructional Assistant; M.A., 2001, Wayne State University, Detroit, USA.

TAHA, Leen, Instructor of Math; M.A., 2013, Kuwait University, Kuwait.

ZOGHEIB, Bashar, Associate Dean for Administration (CAS), Professor of Mathematics; Ph.D., 2006, University of Windsor, Windsor, Ontario, Canada.

DEPARTMENT OF INTERNATIONAL RELATIONS

AL-ADWANI, Shareefa, Assistant Professor of Political Science; Ph.D., 2016, University of California-Davis, California, USA.

AL-AWADI, Hesham, Professor of Political Science and History; Ph.D., 2003, University of Exeter, Exeter, United Kingdom.

HAMZEH, Nizar, Professor of History & International Relations; Ph.D., 1986, University of Southern California, Los Angeles, California, USA.

IRANI, George Emile, Associate Professor of International Relations; Ph.D., 1984, University of Southern California, Los Angeles, California, USA.

KULCHITSKY, Dmytro Roman, Department Chair, Associate Professor of Public Policy and International Relations; Ph.D., 2001, George Mason University, Fairfax, Virginia, USA.

VATANDOUST, Gholamreza, Professor of Near Eastern Studies and History; Ph.D., 1977, University of Washington, Seattle, Washington, USA.

DEPARTMENT OF SOCIAL & BEHAVIORAL SCIENCES

DINKHA, Juliet, Associate Professor of Psychology; Psy.D., 2000, Argosy University, Chicago, USA.

LUCIANO, Pellegrino, Department Chair, Assistant Professor of Anthropology; Ph.D., 2005, City University of New York, New York, USA.

ROSE, James L., Assistant Professor of Psychology; Ph.D., 1999, University of Virginia, Charlottesville, USA.

MUNSHI, Shoma, Research Scholar; Ph.D., 1991, Ecole des Hautes Etudes en Sciences Sociales, Paris, France.

FIRST YEAR EXPERIENCE (FYE) UNIT

ABAL, Abdulaziz, Assistant Professor; Ph.D., 2012, Florida International University, Florida, USA.

AL-NAJJAR, Hala, FYE Coordinator, Instructor; M.Ed., 2002, Fitchburg State College, Massachusetts, USA.

SABANO, Rama., Instructional Assistant; M.A., 2018, University of San Diego, USA.

HADJISOLOMOU, Stavros, Assistant Professor of Psychology; Ph.D., 2017, City University of New York, New York, USA.

INTENSIVE ENGLISH PROGRAM (IEP)

ALSAFFAR, Mohammad, Instructor; M.SC, TESOL, 2015, Queen's University, Belfast, UK.

AMOORI, Kamal, Instructor; M.A., English Literature, 2012, Royal Holloway College, University of London, United Kingdom.

AWWAD, Beth, Senior Instructor; M.Sc., 2004, Syracuse University, Syracuse, New York, USA.

BAREZ, Zahra, Instructor; M.A, Education, 1979, University of Southern California , LA, USA.

BERLIN, Scott, Director, Instructor; M.A. in Teaching, 1998, School of International Training, Brattleboro, Vermont, USA.

DEHRAB, Alaa, Instructor; M.A. Translation, 2017, Kuwait University, Kuwait.

HESS, David, Instructor; M.A., 1999, LaSalle University, Mandeville, Louisiana, USA.

HODNETT, Yvonne, Instructor; M.A, TESOL, 2012, Sunderland University, UK

KONSTANTINOVA, Irina, Instructor; M.A., 2011, Ohio University, Ohio, USA.

KOUSHKI, Alison, Senior Instructor; M.A., 1977, University of Wisconsin, Madison, Wisconsin, USA.

PILS, Jonathan, Instructor; M.B.A., 2008, Keele University, Staffordshire, United Kingdom.

SAGE, Rachel, Instructor; M.A., 2006, Georgetown University, Washington, D.C., USA. M.Ed.; 2014, Sam Houston State University, Huntsville, Texas, USA.

SMITH, Sherrie, Instructor; M.A., 2010, University of North Carolina, Charlotte, North Carolina, USA. **STEIN, Sandra**, Senior Instructor; M.Ed., 2000, The College of New Jersey, Trenton, New Jersey, USA.

COLLEGE OF ENGINEERING & APPLIED SCIENCES

DEPARTMENT OF ENGINEERING

ALATEYAH, Amal, Instructional Assistant, Engineering Lab; M.S., 2015, George Washington University, Washington, D.C., USA.

AL TABBAKH, Hanan, Assistant Professor of System Engineering; Ph.D., 2013, Missouri University of Science & Technology, Missouri, USA.

AMRO, Nour, Assistant Professor of Electrical Engineering; Ph.D. 2016, University of Limoges, France.

BOSTANI, Ali, Assistant Professor of Electrical Engineering; Ph.D. 2013, McGill University, Canada.

EL-ABD, Mohammed, Associate Dean College of Engineering & Applied Sciences, Associate Professor of Computer Engineering; Ph.D., 2008, University of Waterloo, Waterloo, Ontario, Canada.

ESMAEILI, Said Ebrahim, Assistant Professor of Electrical Engineering; Ph.D., 2011, Concordia University, Montreal, Canada.

HASSANEIN, Ahmed, Instructional Assistant, Engineering Lab; M.S., 2016, University of Southampton, UK.

HUMMES, Detlef, Assistant Professor of Electrical Engineering; Ph.D., 1997, University of Duisburg, Germany.

HUSSAIN, Ghulam, Assistant Professor of Electrical Engineering; Ph.D., 2016, Aalto University, Finland.

JABBAR, Haseebur, Instructional Assistant, Engineering Lab; M.S., 2015, King's College London, London, United Kingdom.

KHANAFAER, Mounib, Assistant Professor of Computer and Electrical Engineering; Ph.D., 2012, University of Ottawa, Ottawa, Ontario, Canada.

YOUSAFZAI, Jibran, Assistant Professor of Computer and Electronic Engineering; Ph.D., 2010, King's College London, London, United Kingdom.

ZAHER, Ashraf, Department Chair; Associate Professor of Computer Engineering; Ph.D., 2001, Oakland University, Rochester, Michigan, USA. Ph.D., 2004, Mansoura University, Egypt.

DEPARTMENT OF COMPUTING

ABU AL-MAATI, Shereef, Associate Professor of Computer Science and Information Systems; Ph.D., 1998, Florida Institute of Technology, Melbourne, Florida, USA.

ABUDOUSH, Iyad, Associate Professor of Computer Science; Ph.D.; 2009, New Mexico State University, Las Cruces, New Mexico, USA.

BANY MOHAMMAD, Nooh, Assistant Professor of Computer Science; Ph.D.; 2015, University of Southern Mississippi, Hattiesburg, Mississippi, USA.

RABAA'I, Ahmad, Department Chair, Associate Professor of Information Systems; Ph.D., 2012, Queensland University of Technology, Australia.

RABABA AH, Aaron, Associate Professor of Computer Science; Ph.D., 2009, Tennessee State University, Nashville, Tennessee, USA.

ZEID, Amir, Dean College of Engineering & Applied Sciences, Associate Professor of Computer Science; Ph.D.; 2000, Carleton University, Ottawa, Ontario, Canada.

COLLEGE OF BUSINESS & ECONOMICS

ALJAMAL, Ali, Assistant Professor of Economics; Ph.D., 1999, University of Arizona, Tucson, Arizona, USA.

ALMUTAIRI, Shihanah, Assistant Professor of Marketing, Ph.D.; 2016, Brunel University, UK.

AL-SALEM, Athmar, Department Chair, Associate Professor of Management & Business Administration; D.Sc., 1989, George Washington University, Washington, D.C., USA.

BAGNIED, Mohsen, Associate Professor of Marketing and Management; Ph.D., 1973, University of Maryland, College Park, Maryland, USA.

BANNA, Sumayya, Assistant Professor of Business Information Systems; Ph.D., 2011, University of Wollongong, New South Wales, Australia.

BHATTACHARYA, Rabindranath, Department Chair, Senior Instructor of Finance; M.B.A., 1993, McGill University, Montreal, Québec, Canada.

CADER, Mohamed Hanas, Associate Professor of Economics; Ph.D., 2006, Kansas State University, Manhattan, Kansas, USA.

ELESWED, Muath, Assistant Professor of Management; Ph.D., 2008, University of Maryland, College Park, Maryland, USA.

HADDAD, Ayman, Associate Professor of Accounting; Ph.D., 2006, University of East Anglia, Norwich, United Kingdom.

HATJIDIS Dimitros, Assistant Professor of Management; D.B.A., 2014, Grenoble School of Management, Grenoble, France.

KHOLEIF, Ahmed, Professor of Accounting; Ph.D., 2005, University of Essex, Colchester, United Kingdom.

LEE, Caldwell, Associate Dean for Administration & Accreditation (CBE), Professor of Business Management; Ph.D., 1982

MANSOUR, Aly, Associate Professor of Management; Ed.D., 1994, George Washington University, Washington, D.C., USA.

PALLIAM, Ralph, Dean, College of Business & Economics, Associate Professor of Business Administration; D. Comm., 1998, University of Pretoria, Pretoria, South Africa.

RUSSELL, John, Professor of Accounting; CGA, CMA, Ph.D., 1998, Pennsylvania State University, State College, Pennsylvania, USA.

SBEITI, Wafaa, Associate Professor of Finance; Ph.D., 2008, Durham University, Durham, United Kingdom.

SHIBLY, Fatima, Assistant Professor of Accounting; Ph.D., 2014, University of Grenoble, Grenoble, France.

SAEED, Khalid, Assistant Professor of Business, Ph.D.; 2018, University of Missouri-Columbia. USA.

SMADI, Salime, Associate Professor of Organizational Behavior; Ph.D., 2001, Marmara University, Istanbul, Turkey.

SPEECE, Mark, Associate Professor of Marketing; Ph.D., 1990, University of Washington, Seattle, Washington; Ph.D., 1987, University of Arizona, Tucson, Arizona, USA.

SUBHRA, Chakraborty, Associate Professor of Marketing; D.B.A. 1994, Louisiana Tech University, Ruston, Louisiana, USA.

UNIVERSITY ADMINISTRATION

OFFICE OF THE PRESIDENT

President

Executive Assistant to President
Senior Asst-Academic Affairs
Executive Asst to Vice Chair

Rawda Awwad

Douaa ElKhatib
Sameera Al-Qenna
Amal Hadeed

OFFICE OF THE EXECUTIVE VICE PRESIDENT

Executive Vice President

Communications Coordinator
Sr. Translator/News Writer

Amal A. Al-Binali

Farah H. Jouhar
Ghadah AlSadoun

OFFICE OF ADMISSIONS

Director

Senior Admissions Coordinator
Senior Admissions Counselor
Admissions Counselor
Admissions Counselor
Scholarship & Financial Aid Counselor
Admissions Counselor
Administrative Assistant
Admissions Counselor

Maher Dabbouseh

Amal Jaber
Dana R. Al-Mansour
Louay Y. Rashid
Dana Abu Naameh
Reema A. Al-Jabi
Omar AlFaresi
Nada M. Baalbaki
Ali Awadhah

OFFICE OF THE REGISTRAR

Registrar

Assistant Director
Student Support Specialist I
Student Support Specialist I
Student Support Specialist I
Functional Support Specialist I
Student Support Specialist I

Mohammed W. Da'na

Adhari A. Al-Qadri
Aldanah Ayesh
Dana Faour
Majed Nahas
Naji Dimachkie
Abeer El Doghlas

OFFICE OF SCHOLARSHIP & FINANCIAL AID

Director

Senior Coordinator
Administrative Assistant

Noushig A. Momdjian

Lama Z. Kablaoui
Farah Abu Salhah

OFFICE OF PUBLIC RELATIONS & MARKETING

Director

Coordinator, Public Relations
Web Graphic Designer
Senior Graphic Designer
Integrated Marketing Communication Officer
Communication Coordinator

Rehab A. El-Bahey

Hilda Bou Hatoum
Saleem T. Aboobacker
Ghaneema Al-Kodmani
Alaa Ahmed
Nahlah AlHalbawi

INSTITUTIONAL RESEARCH

Director

Senior Data Analyst, Institutional Research
IR Data Analyst

Noushig Momdjian

Enas Mohamed Azab
Dana Charbaji

COLLEGE OF ARTS & SCIENCES (CAS)

Dean

Executive Assistant
Senior Faculty Support Coordinator
Senior Administrative Assistant
Administrative Assistant
Administrative Assistant
Administrative Assistant
Administrative Assistant

Ali Charara

Magdalene El Neaman
Dalia M. Hassaan
Micheline Zoueïn
Hadeer A. Mathews
Farah Al-Toum
Hadeel M. Abdulhakeem
Hebah Sanjar

COLLEGE OF BUSINESS & ECONOMICS (CBE)

Dean

Associate Dean, Administration & Accreditation
Executive Assistant

Ralph Palliam

Lee Caldwell
Tina Noronha

COLLEGE OF ENGINEERING & APPLIED SCIENCE

Dean

Executive Assistant

Amir Zeid

Magdalene El Neaman

CENTER FOR GULF STUDIES (CGS)

Director

Program Coordinator

Shareefah Al-Adwani

Mohammad Al-Awadi

CENTER FOR RESEARCH IN INFORMATICS, SCIENCES, & ENGINEERING (RISE)

Director

Research and Grant Associate

Amir Zeid

Dominika Bzduchova

CENTER FOR CONTINUING EDUCATION

Director

Senior Customer Service Rep
Training Operations Manager
Training & Dvlpmnt Coordinator
Training Assistant
Customer Service Rep
Marketing & PR Coordinator

Nehal ElShafei

Ibtisam Khalil
Heather Rennison
Merlene Babu
Kimberly Rozario
Ahmad Hammam
Zeid Malas

CENTER FOR TEACHING EXCELLENCE

Director

Basemah Dana

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
Ref & Instruction Librarian

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
Wadhhah Ahmed

OFFICE OF THE VICE PRESIDENT, STUDENT AFFAIRS

Vice President

Administrative Assistant
Senior Student Affairs Coordinator
Senior Administrative Assistant

Hanan Muzaffar

Amal Behbehani
Jeeda AlFarouqi
Areej Awad

ALUMNI AFFAIRS AND CAREER DEVELOPMENT

Director

Assistant Director
Career Coordinator
Alumni Coordinator

Abeer AlTaneer

Nadiah AlMadani
Sheetal S. Swamy
Jena Alawadhi

COUNSELING CENTER

Director

Assistant Director, Disability Services
Senior Counselor
Personal Counselor
Counseling Coordinator

Jason R. Sullivan

Huda N. Shaaban
Sophia Pais
Lodi Salahaldeen
Zainab Wasfi

OFFICE OF STUDENT LIFE

Director

Assistant Director
Events Coordinator
Senior Sports Coordinator
Clubs & Orgs Coordinator

Shirley M. Fox

Omar Mehdi
Lama Abdo
Mohammad AlSaleh
Danah AlBader

ACADEMIC ADVISING CENTER

Director

Academic Retention Advisor
Academic Retention Advisor
Academic Advisor
Academic Advisor

Hala K. Al-Abdulrazzaq

Nour Jibril Jaber
Nadine Qudoumi
Hesah AlMutairi
Soud Ali

LEARNING SUPPORT SERVICES

Director

Academic Support Specialist
Academic Support Specialist
Academic Support Specialist
Academic Support Specialist

Hanouf Al-Juhail

Sally Saleh
Nada Bedir
Hala Botros
Mariam El-Temtamy

OFFICE OF CORPORATE RELATIONS

Director

Assistant, Corporate Relations
Administrative Assistant
Administrative Asst-CR
Senior Assistant, Corporate Relations

Norma A. Badran

Ahmad B. Bagheri
Ahmed A. Ahmed
Lina Hashmeh
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

Paul Bassil

Mohamed Wagdy
Ali Salman
Joy John
Nawaf A. Abdulaziz
Abdulrahim Aman Ullah
Foyjul I. Ali

Office Attendant
Painter
Security Guard
Senior Facilities Technician
Facilities Technician
Senior Technician
Building Superintendent
AUK Driver
Driver/Services Assistant
Safety & Security Coordinator Assistant
Administrative Coordinator

FINANCE DEPARTMENT

Director

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
Assistant Stores Clerk
Driver
Asst Director-Finance&Budget
Driver

HUMAN RESOURCES DEPARTMENT

Director

HRIS Analyst
HR Assistant
Payroll Assistant

INFORMATION TECHNOLOGY

Assistant Director and Lead-Database & Applications
Senior Multimedia Cordntr
IT Helpdesk Coordinator
Senior IT Technical Support
Multimedia Equipment Technician
Network Specialist
Senior IT Info System Analyst
Network Administrator
Senior Systems Administrator
IT Support Technician
Sr. Application Database Admin
System Analyst
Applications Dev&HD Crdntr
Multimedia IIT Supp Technician

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
Suha Eshtaiwi

Pitambar Chakrabarty

Suresh John
Youssef G. Habib
Fareed K. Khan
Abdulraheem A. Sallam
Saleh J. Hanna
Habeeburahman Kodavandi
Meena Ayoub
Duaa Afanah
Leonilo A. Calingasan
Mohammad A. Hamdan
Andres Z. Ternio
Syed Fazululla
Mohammed K. Navas
Kavalakkal John
Mohammed Navas

Hugh Lauxley

Feba Sunny
Eman M. Eldesouqi
Menora Joseph

Hussein Diab
Nezam Hamzah
Carla Saliba
Ali Kutbuddin
Munawar Mullaji
Abed-Al-Rahman Al-Mahani
Heba Al Dalou
Mohamad Odeh
Mohammed Maral
Mathew Thomas
Ghouse Dandu
Joyce Kandalloor
Ola Abdullah
Ahmed ElBehidy

AUK CONTACT INFORMATION

AMERICAN UNIVERSITY OF KUWAIT

P.O. Box 3323, Safat 13034, Kuwait

www.auk.edu.kw

GENERAL INFORMATION

Tel: 1-802040 or (+965) 2224-8399 | Ext: 3011

Fax: (+965) 2224-8376

E-Mail: PR@auk.edu.kw

OFFICE OF THE PRESIDENT

Tel: 1-802040 or (+965) 2224-8399 | Ext: 3001/3002

Fax: (+965) 2224-8383

E-Mail: president@auk.edu.kw

OFFICE OF CORPORATE RELATIONS

Tel: 1-802040 or (+965) 2224-8399 | Ext: 3101

Fax: (+965) 2224-8372

E-Mail: azuhairy@auk.edu.kw

OFFICE OF INSTITUTIONAL RESEARCH

Tel: 1-802040 or (+965) 2224-8399 | Ext: 3009

Fax: (+965) 2224-8370

E-Mail: InstitutionalResearch@auk.edu.kw

LIBRARY

Tel: 1-802040 or (+965) 2224-8399 | Ext: 3070

Fax: (+965) 2224-8377

Email: Library@auk.edu.kw

COLLEGE OF ARTS AND SCIENCES

OFFICE OF THE DEAN - COLLEGE OF ARTS & SCIENCES

Tel: 1-802040 or (+965) 2224-8399 | Ext: 3501

Fax: (+965) 2224-8385

E-Mail: Arts_andSciences_@auk.edu.kw

COLLEGE OF ENGINEERING & APPLIED SCIENCES

OFFICE OF THE DEAN - ENGINEERING & APPLIED SCIENCES

Tel: 1-802040 or (+965) 2224-8399 | Engineering Ext: 3708 | Computing Ext: 3704

E-Mail: Comp@auk.edu.kw | Engr@auk.edu.kw

COLLEGE OF BUSINESS AND ECONOMICS

OFFICE OF THE DEAN - COLLEGE OF BUSINESS & ECONOMICS

Tel: 1-802040 or (+965) 2224-8399 | Ext: 3545
Fax: (+965) 2224-8382
E-Mail: cbe@auk.edu.kw

UNIVERSITY CENTERS

CENTER FOR GULF STUDIES (CGS)

Tel: 1-802040 or (+965) 2224-8399 | Ext: 3217
Fax: (+965) 2224-8381
E-Mail: cgs@auk.edu.kw

CENTER FOR RESEARCH IN INFORMATICS, SCIENCES, & ENGINEERING (RISE)

Tel: 1-802040 or (+965) 2224-8399 | Ext: 3705
Fax: (+965) 2224-8381
Email: RISE@auk.edu.kw

CENTER FOR CONTINUING EDUCATION (CCE)

Tel: 1-802040 or (+965) 2224-8399 | Ext: 3199/3184/3185/3186
Fax: (+965) 2224-8373
E-Mail: cce@auk.edu.kw

CENTER FOR TEACHING EXCELLENCE (CTE)

Tel: 1802040 (Ext: 3810)
E-Mail: bdana@auk.edu.kw

DIVISION OF STUDENT AFFAIRS

OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS

Tel: 1-802040 or (+965) 2224-8399 | Ext: 3262
Fax: (+965) 2224-8374
E-Mail: StudentAffairs@auk.edu.kw

OFFICE OF STUDENT LIFE

Tel: 1-802040 or (+965) 2224-8399 | Ext: 3276
Fax: (+965) 2224-8374
E-Mail: StudentLife@auk.edu.kw

ALUMNI AFFAIRS & CAREER DEVELOPMENT

Tel: 1-802040 or (+965) 2224-8399 | Ext: 3279
Fax: (+965) 2224-8374
E-Mail: AlumniAffairs@auk.edu.kw/AACD@auk.edu.kw

COUNSELING CENTER

Tel: 1-802040 or (+965) 2224-8399 | Ext: 3232
Fax: (+965) 2224-8386
E-Mail: counseling@auk.edu.kw

ACADEMIC ADVISING CENTER (AAC)

Tel: 1-802040 or (+965) 2224-8399 | Ext: 3243/3241
Fax: (+965) 2224-8387
Email: AAC@auk.edu.kw

LEARNING SUPPORT SERVICES (LSS)

Tel: 1-802040 or (+965) 2224-8399 | Ext: 3245/3241
Fax: (+965) 2224-8387
Email: LSS@auk.edu.kw

CLINIC

Tel: 1-802040 or (+965) 2224-8399 | Ext: 3400/3401
E-Mail: clinic@auk.edu.kw

ADMISSIONS & PUBLIC AFFAIRS

OFFICE OF THE EXECUTIVE VICE PRESIDENT

Tel: 1-802040 or (+965) 2224-8399 | Ext: 3010
Fax: (+965) 2224-8376
E-Mail: PR@auk.edu.kw

OFFICE OF ADMISSIONS

Tel: 1-802040 or (+965) 2224-8399 | Ext: 3148
Fax: (+965) 2224-8379
E-Mail: admissions@auk.edu.kw

OFFICE OF THE REGISTRAR

Tel: 1-802040 or (+965) 2224-8399 | Ext: 3164/3165/3166/3162/3161
Fax: (+965) 2224-8378
Email: registrar@auk.edu.kw

OFFICE OF PUBLIC RELATIONS & MARKETING

Tel: 1-802040 or (+965) 2224-8399 | Ext: 3011
Fax: (+965) 2224-8376
E-Mail: PR@auk.edu.kw

OFFICE OF SCHOLARSHIP & FINANCIAL AID

Tel: 1-802040 or (+965) 2224-8399 | Ext: 3014/3015/3022
Fax: (+965) 2572-4947
E-Mail: scholarship@auk.edu.kw (*all types of scholarships*)
E-Mail: allowance@auk.edu.kw (*for inquiries about government allowance for eligible students*)

FINANCE DEPARTMENT

Tel: 1-802040 or (+965) 2224-8399 | Ext: 3110/3111/3113/3114/3120/3122/3121
(*scholarships*)
Fax: (+965) 2224-8380
E-Mail: finance@auk.edu.kw

CAMPUS SERVICES DEPARTMENT

Tel: 1-802040 or (+965) 2224-8399 | Ext: 3302
Fax: (+965) 2224-8371
E-Mail: campusservices@auk.edu.kw (*general inquiries*)
E-Mail: _grpCampusServices@auk.edu.kw (*service requests*)

HUMAN RESOURCES DEPARTMENT

Tel: 1-802040 or (+965) 2224-8399 | Ext: 3081
Fax: (+965) 2224-8375
E-Mail: careers@auk.edu.kw

INFORMATION TECHNOLOGY

Tel: 1-802040 or (+965) 2224-8399 | Ext: 3031
Fax: (+965) 22248370
E-Mail: IT@auk.edu.kw
URL: <http://www.auk.edu.kw/it/index.jsp>