

Academic Planning Form

AUK International Programs



To the Student:

This **Academic Planning Form** must be completed, signed, and submitted as part of your application to an AUK International Program. The form is used to identify potential study abroad courses, determine their AUK course equivalencies, and ensure they satisfy your remaining degree requirements. It also supports the academic advising process and helps confirm your eligibility to participate in a study abroad program:

1. The student must have a cumulative GPA of 3.0, have declared a major, and be in good disciplinary standing.
2. The student must have earned at least 30 credit hours towards AUK residency at the time of application if applying to a study abroad or exchange program.
3. Students may not participate in a *study abroad* opportunity during the last year prior to graduation (30 credit hours). However, hours earned in an AUK *exchange program* will be exempt from the last 30 credit hour requirement for graduation.

Important: All host institutions, programs, and courses must be approved by the Kuwait Ministry of Higher Education (MOHE). Students should verify that their proposed host institution appears on the MOHE approved institution list available at <https://nbaq.edu.kw/website/en/> (*if program is not currently approved and facilitated by AUK*). When meeting with an academic advisor, students must bring:

- A printed copy of the approved institution listing from the MOHE website (*if program is not currently approved and facilitated by AUK*).
- Course descriptions for all proposed study abroad courses; and
- Course syllabi for all proposed study abroad courses.

Submission of this form does not constitute approval for participation in an international program or guarantee transfer of academic credit. Final approval is subject to all applicable University and Ministry requirements.

Name: _____ AUK ID#: _____

Major: _____ Minor: _____

Program Applying To: _____

Program Semester (choose one from the below, or multiple if a full year): Program Year: _____

☐ Fall Semester

☐ Spring Semester

☐ Summer

Study Abroad/Exchange – Proposed Coursework

As part of your application, you must complete this academic planning form. Begin by researching the host institution and identifying the courses you are interested in taking during your study abroad/exchange program. Then, meet with the appropriate Department Chair (or Dean, where applicable) to determine the AUK course equivalencies for your proposed courses. Once course equivalencies have been identified, meet with your Academic Advisor to determine which approved courses best fit your remaining graduation requirements and complete the table below.

Students should select courses that fulfill their remaining degree requirements at AUK. Only courses with approved AUK equivalencies that apply toward a student's degree requirements (major, minor, core curriculum, or electives) will be considered for approval and transfer credit.

Your Academic Advisor's recommendation is required as part of your study abroad application. Completion of this form does not guarantee course approval or transfer credit, which remains subject to University policies and final approval by the Office of the Registrar

	Course Abroad		AUK Courses/ Requirements		
#	Course # and Course Title	Cr. Hrs	AUK Equivalent	Cr. Hrs	Applies Towards
Ex	Ex: LTTR 2003 Literary Review & Analysis	3	Ex. ENGL 200 Intro to Lit Studies	3	Ex. Major, Gen Ed., or Elective
1					
2					
3					
4					
5					
6					
7					
8					
9					

ADVISOR RECOMMENDATION:

Please review the student's proposed academic plan, complete the table below, and provide your recommendation regarding the student's participation in the program. Your review should confirm that the student meets the program's academic eligibility requirements, has sufficient appropriate coursework available at the host institution, and that the proposed courses have approved AUK equivalencies and fulfill the student's remaining degree requirements.

Current Term	Earned Credits at AUK	Current Attempted Credits (<i>includes current semester</i>)	Credits Required for Graduation	Current Cumulative GPA

☐ **YES**, I recommend this student to study abroad in the program and courses indicated.

☐ **NO**, I do not recommend at this time.

ADVISOR

SIGNATURE

DATE