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مرحبًا بطالِب العلم - *Welcome Seekers of Knowledge*

Safwan bin Assaal Al-Muradi (may Allah be pleased with him) said: "I came to the Prophet (peace and blessings be upon him) while he was reclining in the masjid on a red cloak of his, and said to him: "Oh Messenger of Allah, I came to you seeking knowledge." He (peace and blessings be upon him) responded: "Welcome oh seeker of knowledge!"*

عن صفوان بن عسال المرادي (رضي الله عنه) قال: "أتيت النبي صلى الله عليه وسلم وهو متكئ في المسجد على برد له أحمر، فقلت له: يا رسول الله، إني جئت أطلب العلم، فقال: مرحباً بطالِب العلم!"

- Narrated authentically by Al-Tabarani in his book, *The Great Mu'jam* 54/8.

Message from the President of the Founders' Council

All praise be to Allah and may His blessings and peace be on His messenger, Muhammad.

My dear brothers and sisters, the students of knowledge at Mishkah - Islamic University of North America,

Peace and blessings from Allah be upon you; with this beautiful greeting Mishkah University welcomes you.

Mishkah has stepped forward to partake in reviving the religion and facilitating the pursuit of knowledge by all of its seekers, using the latest technologies which Allah has blessed us with in these days, making the whole world like one room. Mishkah does this while upholding the time-honored Islamic moderation, which is the path taken by the righteous servants of Allah through the ages.

Mishkah evolved from Sharia Academy of America after it enhanced its administrative and academic structure and declared itself a full-blown university which grants all degrees: associate, bachelor, masters, and doctorates, and in all Islamic specialties: Sharia, Fundamentals of Religion, Arabic, as well as Islamic Economics at the post-graduate level. Mishkah started with two languages: Arabic and English. Soon there will be programs in Spanish and Russian as well inshallah.

Mishkah is keen on having its certificate recognized by other universities inside the USA and outside, including Eastern universities. There is already a mutual recognition with al-Jinan University in Lebanon and there are promising attempts with al-Azhar University and the Higher Council of Egyptian Universities.

My advice to my brothers and sisters who pursue the religious knowledge is to honor this knowledge the way it should be honored. Recognize that the pursuit of knowledge is the most valuable asset on which time and money may be spent and know that the angels lower the wing of humility to the seekers of knowledge out

of pleasure for their actions. Remember to also thank Allah – exalted is He – for facilitating the path of knowledge for you, and allowing you to stay on it, for Allah gives a good understanding of the deen to those whom He desires to bless; if you want to know your status before Allah, look at where He has placed you. Excel in pursuit of the honorable knowledge and be ambassadors at large for your university within your social circles. Finally, do not withhold good advice from the University and its management. Allah is our goal and guide.

Dr. Salah Assawy,

President of the Founders' Council

MESSAGE FROM THE DEAN

Dear Students of Knowledge,

At Mishkah, we seek to facilitate an outstanding learning experience of the sacred knowledge of Islam to a wide variety of students with different circumstances. To realize that goal, much thought was given to the teaching methods, choice of teaching staff, and most certainly, the curricula being taught.

Our teaching method is assisted online education with onsite functions to boost your learning experience. We have regular interactive sessions with instructors through our virtual classrooms. Mishkah also provides all the needed educational materials in each student's virtual library. Moreover, Mishkah will, inshallah, upgrade its Learning Management - the system, inshallah, will foster greater interaction between all parties in the learning process and promote the growth of a student community where students establish long-lasting relationships with peers across the world.

Our teachers are selected to not only deliver authentic information in an effective and attractive way, but to also be the best role models for their students. Mishkah chooses those who honor the knowledge they possess through their observance of the best Islamic conduct – a student may sometimes benefit more from the teacher's conduct and etiquette than his or her knowledge.

Dear students, this knowledge will only be beneficial if it is sought for Allah's sake, coupled with compassionate devotion towards Him, and diligent adherence to the way of our most beloved Prophet Muhammad (blessings and peace be upon him). It will be retained only by frequent reviews, and confirmed by teaching it to those who are less knowledgeable.

Seek Allah's help and maintain great resolve and great humbleness.

Dr. Hatem al-Haj,

Dean, College of Islamic Studies, English

PREFACE

Foundation

The Islamic University of North America (Mishkah) is the product of the merger of the International University of Latin America, founded in 2003 and Sharia Academy of America, founded in 2004. The merger took place in 2012.

Mishkah has chapters in various American cities, including Detroit, Michigan; Houston, Texas; Montreal, Canada; Tampa, Florida; and Jersey City in New Jersey. The University's main administrative office is in Minneapolis, Minnesota, and it also has an office in Cairo, Egypt for administrative, technical, and academic support .

The University aims to start other offices across the world to enhance its students' learning experience.

Board of Trustees

1. Prof. Dr. Salah Assawy, President
2. Prof. Dr. Mwafak Algalaieni, Vice President of the Board
3. Sh. Haitham Barazanji, Board Secretary and CEO
4. Dr. Ahmad al-Batrawi, Board Treasurer
5. Dr. Hatem al-Haj
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7. Dr. Basem Hamid
8. Prof. Dr. Mahmoud Mohamed Aly
9. Sh. Hadi Ben Hadi Al-Ayyadi
10. Dr. Haitham Midani
11. Dr. Uthman Abdul-Raheem
12. Dr. Diyaa' ulHaqq Sheikh

Mission Statement

“To be a leading online provider of authentic Islamic knowledge that is accessible and applicable. To support the betterment of our societies through education. To offer a life-changing learning experience”

Our mission is characterized by:

Authenticity

At Mishkah, we are committed to the dissemination of Islamic knowledge from the most authentic sources – the Quran and the Sunnah. We use teaching methods that rely on contemporary technology, yet remain rooted in the Islamic scholarly tradition.

Accessibility

We come to you wherever you are in the world. Our highly interactive web-based courses offer pre-recorded lectures and live online discussions with leading scholars. You gain access to the robust exchange of ideas between instructors and students that reveal diverse viewpoints, expand perspectives and enrich the learning experience.

Applicability

At Mishkah we strive to link Islam's timeless principles to contemporary issues. Muslims from all walks of life acquire the tools to live better lives and to improve their communities. By making courses relevant and tied to issues Muslims face daily, our model encourages students to actively utilize what they learn in the classroom for a greater purpose.

Goals

Mishkah seeks to:

- Disseminate proper and authentic Islamic knowledge based on the principles of Ahlus-SunnahWal-Jama'ah.
- Qualify Imams to work in Western societies and equip them with the academic, technical and linguistic skills necessary to shoulder their responsibilities.
- Spread Islamic and Arabic education and make it readily available using the latest technological means of communication and information sharing.
- Create awareness on Islam and its civilization through positive civil discourse with Western universities and research centers, and the preparation of individuals to be positive motivational examples of Islam as a total way of life.
- Connect educational programs to current realities and newly emerging matters, and conduct and supervise research that aims to expound on recent cultural developments.

Means and Mechanisms

To achieve its goals, Mishkah adopts a number of means which include, but are not limited to, the following:

- We take advantage of the huge leap in communication and in information technology and provide educational programs using technically advanced methods.
- Our reputable and well-qualified scholars from various specialties develop unique academic curricula based on internationally recognized systematic methods.
- We utilize a distinguished team of esteemed and specialized instructors, who are currently teaching at the best Arabic, Islamic, and Western universities.
- Our operations are driven by highly experienced directors with immense expertise in educational management especially in a multicultural and diverse environment.

EDUCATIONAL MODELS

To deliver the best educational experience to its students, Mishkah validates different models of education, including, onsite, online, and mixed models.

1. Mishkah is a leader in online Islamic education offering courses in both Arabic and English.
2. Virtual learning is boosted by onsite teaching including direct lectures and/ or seminars.

Guiding principles:

In each course, the hours of teaching must meet the academic requirements for that course. The requirement for a two-credit-hour course is 26 hours of teaching while a three-credit-hour course requires 39 hours of teaching.

In our online program, we are committed to the standards of synchronized interactive teaching (fifth generation). The required hours are met or exceeded through recorded materials in the student library, live discussions, and interactive communication between the teacher and students. In all courses, there are about 13 interactive live sessions. The rest is in the form of recorded lectures and interactive communication between the teacher and students.

Replacing some or all of those hours (of the recorded materials and virtual classroom) by direct onsite teaching is always acceptable under the following conditions:

- There is a balance between lecturing and interactive discussions as in the original online model.

- The same curricula are taught to avoid discrepancies and inconsistencies between the various educational materials the student will be exposed to.
- Exceptions to the previous condition may be allowed if a certain professor will teach the entire course onsite from an alternative source approved by the University. In this case, the professor will be responsible for providing the exam questions, administering them, and reporting the results to the central University office.
- The students are registered with the central headquarters and all information pertaining to them is kept in the central University archives.

Teaching Models:

A. Online:

This is Mishkah's primary method of teaching. All classes are taught online with both live interactive and recorded elements.

Procedures:

1. Registration must be submitted online.
2. Tuition and fees must be paid using our online checkout system. (Students may also mail in a check or pay by money order.)
3. The library will be automatically accessible to each student online for the courses being taken, and will contain the following:
 - a. The course textbook in PDF format

- b. Prerecorded lectures Audio/ Video
- c. Power point Presentations coinciding with each recorded lecture
4. Students will have access to a live weekly session.
5. Examinations will be online, or as agreed upon with the student.

ACADEMIC DEGREES

Mishkah University offers Associates, Bachelors, Masters, and Doctorate degrees in the following majors :

Department of Islamic and Arabic Studies

Arabic:

- Associates Degree in Islamic Studies
- Bachelors in Islamic Studies
- Masters of Shari'ah (Islamic Law)
- Masters in Usuludeen (Fundamentals of Religion)
- Masters in Islamic Studies with a concentration in Arabic Language
- Doctorate in Shari'ah (Islamic Law)
- Doctorate in Usuludeen (Fundamentals of Religion)
- Doctorate in Islamic Studies with a concentration in Arabic Language

English:

- Associates Degree in Islamic Studies
- Bachelors in Islamic Studies

Department of Islamic Economics (Arabic)

- Masters in Islamic Studies with a concentration in Islamic Economics
- Doctorate in Islamic Studies with a concentration in Islamic Economics

Department of Islamic Media (Arabic)

- Masters in Islamic Studies with a concentration in Islamic Media
- Doctorate in Islamic Studies with a concentration in Islamic Media

Future Programs

Arabic Language for non-Arabic Speakers

- A diploma in Linguistic Qualifying of non-Arabic speakers.
- Masters in qualifying teachers of Arabic for non-Arabic speakers.

MISHKAH DEPARTMENTS AND SUPPORT SERVICES

Department of Academic Affairs

This department works under the supervision of the Academic Council and its roles include:

- Preparing and developing academic curricula.
- Preparing class and exam schedules every semester.
- Monitoring student grades and providing cumulative and semester grades every semester.
- Preparing statistics and information relating to students and their academic results.
- Processing the transfer of students between University departments.
- Providing recommendations in cases of transfer, changes in major, deferment of study, or those referred by the dean.
- Ensuring the quality and completeness of the educational materials in all subjects.

The Committee of Credit Transfer is part of this department.

Department of Student Affairs

This department is responsible for:

- Signing up new students and assisting them in the application process.

- Maintaining student files and records, including registration forms, special decisions made pertaining to specific students and other relevant documents.
- Processing scholarship applications and forwarding them to the scholarship committee for further consideration.
- Responding to inquiries from students and other interested parties.
- Providing academic transcripts and student progress reports.

Department of Information Technology

The department is responsible for:

- Maintaining the University website, students' online portal, and the entire Learning Management System (LMS). This also includes broadcasting academic lectures using video conferencing and uploading lectures for students' use.

Academic Advisory Committee

This unit specializes in all matters related to academic advisory work, participating in activities related to planning and control. It also implements corrective actions within the limits defined by the academic policy. Its most important responsibilities are:

- To organize collective meetings with new students and direct programs to advise them.
- To monitor the process of assigning student groups to their faculty advisors and the implementation of advisory programs specific to each group.

- To identify outstanding students and run special programs for them.
- To prepare lists of the students who qualify for a place on the honor roll and identify the top ranking students in every department.
- To identify under-performing students and organize specific programs for them.
- To organize collective student advisory programs for the whole student body in line with other student activities.
- To offer individual student interviews for those who require them, suggest solutions for problems, and generate necessary reports.
- Follow up with students to ensure they graduate within an appropriate period.

Public Relations and Mass Communications Department

This unit seeks to play a role in:

- Publicizing the University through the media.
- Issuing periodic newsletters with news and opinions of relevance to students, Mishkah supporters and the general public.
- Participating in educational exhibitions locally and internationally.

ADMISSION AND REGISTRATION

Admission to the University and to all its programs and operations is open to all persons - regardless of religion, race, creed, color, sex, age, marital status, handicap, veterans' status, or national origin - who meet the admission requirements and qualifications of the University.

Students enrolled in the English program must be fluent in the English language. Mishkah does not provide translations of any course materials, and instructors are not responsible for explaining materials in any other language. Students should be capable of understanding and fulfilling all course expectations in English.

Priority dates for the receipt of an application:

For more details please go to this link:

<https://www.mishkahuniversity.com/index.php/students/academic-calendar/>

Registration procedures

Students may register:

1. By contacting the Student Affairs office by phone or email (admission@mishkahuniversity.com or 813-322-3722)
2. Online at Mishkah University's website.

Credit Transfer Steps

Students may be able to transfer credits from other colleges or universities to Mishkah if those institutions are recognized by Mishkah. To complete the credit transfer process, students need to go to www.mishkahuniversity.com – under Admissions > Transfer Students.

The following guidelines must be met in the process of credit transfer:

- An official transcript from the institution the student is currently attending or any other institution(s) previously attended must be sent to Mishkah. Credits cannot be transferred until copies of official transcripts are uploaded.
- Credits earned from non-official educational institutions such as mosques, private lectures with a scholar or seminars will not be transferred, unless the student passes the advanced standing examination of the subject, with a maximum of 15 hours for credits recognized through this method.
- Credit hours of courses transferred must match the credit hours required for the equivalent course. If you are taking classes that have three credit hours, then you can only transfer them to a Mishkah course of the same credit hours.
- You must provide a copy of a course outline of any requested transferred credit course. In case you no longer have a copy of the course outline, you should contact your previous school, program department or professor and request a copy.
- Current course outlines will be accepted as long as the course title or course number has not been changed. If the course title or course number on the outline differs from the transcript, a written note from

the professor must be submitted that confirms the course content is identical. If the content has changed, a summary of the differences must be provided by the professor.

- If the original material is not in English, and you are registering for the English program, a certified translation of documents is required. If the student is applying for Arabic BA program officially translated documents should be submitted.
- An incomplete application form will be kept by the Transfer Credit Unit for one year from the date of the incomplete notification. If no additional information is received within this period the application form and any other supporting documentation will be destroyed.
- Once the evaluation is done, you can view the results on your student account online. Results of the faculty evaluation will be posted to your account within four to six weeks of receiving course outlines and official transcripts.
- The fee for credit transfer is \$100, **paid only if the transfer is accepted**. The fee is nonrefundable.

Advanced Standing Examinations

Students of superior ability and students who have already gained fundamental knowledge of subjects offered at the University may be permitted to take Advanced Standing Examinations in specific courses which, if passed with satisfactory grades, will enable the student to receive degree credit. **You can gain a maximum of 15 credits hours** through Advanced Standing Examinations, which are also referred to as credit examinations.

Requests for permission to take such examinations are made to the chair of the department or the Dean.

- Credit by Advanced Standing Examinations cannot be used to reduce the University's minimum residence requirement.
- You must have been admitted to the University and must be in good standing. If the examinations are taken while you are not yet enrolled in the University, credit will be granted when you are fully registered.
- In requesting authorization to take an Advanced Standing Examination, you must obtain permission from the chair of the department offering the course or the dean. After such permission is granted and the fee of \$50 is paid, the University Administration will issue an official permit.
- A student may not take an Advanced Standing Examination in a course in which a grade has been earned. A student may take an Advanced Standing Examination in a given course only once.

The administration of the examinations is also subject to the following regulations:

- The examination must ordinarily be taken and the grade submitted within 30 days of the date of initiation of the request.
- If a grade of C (65%) or higher is earned on the examination, a mark of P and regular credit in the course is entered on the student's record.
- If a grade lower than C is earned, only the fact that the examination has been attempted will be recorded; credit will not be allowed. To earn credit for the course, the student would have to enroll in and pay for the class.

- Credit earned through Advanced Standing Examinations will not be used in computing the student's grade point average.

Credit for Experiential Learning

The University does not evaluate experiential learning portfolios. However, for non-traditional educational programs, credit may be awarded on the basis of the successful completion of an appropriate advanced standing examination. Discretion for giving such an examination belongs to the individual academic department.

Formal education programs sponsored by non-collegiate organizations may be awarded credits in rare situations and with the following conditions:

- At least 24 hours of instruction was given.
- An exam was taken.
- The content covers more than 80% of Mishkah's equivalent course.
- An official transcript is sent from the institution.

Special Credit Totals

College of Islamic Studies (English):

The maximum number of special semester credits accepted for a bachelors degree is as follows:

- Approved transferable credits from "comparable learning" or "work experience": 15.
- Approved transferable credits from a four-year recognized institution: 90.
- Approved credit by examination: 15.

College of Islamic Studies (Arabic):

The maximum number of special semester credits accepted for a bachelor's degree is as follows:

- Approved transferable credits from “comparable learning” or “work experience: 17.
- Approved transferable credits from a four-year recognized institution: 95.
- Approved credit by examination: 17.

UNDERGRADUATE ADMISSIONS

Admission Requirements

Students applying for admission at Mishkah must submit the following:

1. A complete application form.
2. A certified copy of a high school diploma or Al-azhar High School, or a university degree from a university recognized by Mishkah University for those applying for graduate studies. Students in 10th. grades may register; however, they will not be awarded a degree by Mishkah until they submit their high school diploma.
3. A copy of ID or passport.
4. Four recent passport sized photos.

5. E-copies shall be accepted, however, the University reserves the right to ask for the original copies if deemed necessary and the right to enquire about the submitted documents from their issuers.

Please note that the name on transcripts and IDs must match. If a student has undergone a name change, official proof must be provided of the name change.

Registration Fees

- All new students must pay \$50 one-time non-refundable registration fee.

Tuition fees

Mishkah University is a non-profit academic institution. Fees are spent on ensuring the continuity and high quality of the educational process. Mishkah reserves the right to change fees if it sees fit in order to enhance the educational process.

The tuition fee is \$50 per credit hour for undergraduate studies.

Tuition Fees: Payment & Refund Rules

Students pay the proper tuition fees upon registration by cash, money order, bank transfer, credit cards, or checks payable to Mishkah.

Refund Policies:

1. Students can obtain a **full refund** only if they withdraw from classes by the add/drop course registration deadline.
2. If students withdraw from study **within two weeks after the registration add/drop deadline**, they will receive a **50% tuition refund**. **NO refunds will be given** for classes dropped anytime after

these two weeks. (Please refer to the Academic Calendar for important dates.)

3. **Course deferrals** are subject to the **same conditions as refunds**. Students who wish to defer courses must notify the Student Support **within two weeks of the add/drop registration deadline**. Tuition will be reserved until the semester the student chooses to take the class. No deferment requests will be accepted after this period.
4. If a student requested to defer courses to another semester within the add/drop period and then later requests a refund, a full refund will be given since the original deferment request was made during the add/drop grace period. If the original request to defer was made within two weeks after the add/drop deadline, only 50% will be refunded.

(Please note that a deferment is not the same as an "Incomplete". See the section on Incompletes for more information).

Tuition Discounts and Incentive:

Mishkah offers several tuition discounts that make seeking Islamic knowledge even more affordable.

Scholarship Guidelines

University scholarships stopped for the time being.

However the old scholarships will continue to be served with the same conditions: Mishkah University mainly awards scholarships based on financial need. A limited number of merit scholarships are also administered to promising students who have demonstrated exemplary leadership, academic excellence, or service to their communities. Please clearly indicate what type of scholarship you are applying for.

- Scholarship applicants must have applied and been accepted into one of Mishkah's degree program. Applicants must submit all required

admission documents including certified transcripts from any other institutions prior to applying for a scholarship.

- Financial need applicants must also submit documentation of their current financial status (For example tax returns, income statements or proof of unemployment.)
- Applicants for merit scholarships must be nominated in order to apply and/or provide evidence on why they should be considered for a merit scholarship.
- Applicants applying for merit scholarships must submit two letters of recommendation from people who know them well in support of their application, while applicants applying for financial scholarships must submit one letter of recommendation (Letters may be from imams, teachers, community leaders, or employers. Please do not send letters from family members). Recommendations letters should be submitted directly to the University via email to scholarship@mishkahuniversity.com
- All required scholarship materials must be submitted to the scholarship committee before a decision can be made. An incomplete application will delay the processing of the scholarship.
- For the application to be considered for a particular semester, ALL materials should be submitted before the semester registration deadline.
- Recipients must remain in good standing to retain their scholarships. Students receiving a scholarship based on merit must maintain an average grade of 90% or higher, and those receiving a scholarship based on financial need must maintain a minimum average grade of 75% and good attendance records every semester. The scholarship

committee will evaluate the student's eligibility to remain on the scholarship on a yearly basis.

- Failure to maintain the required GPA and good attendance records, committing any academic misconduct, or failure to observe any of the University's rules and regulations may result in the revocation of the scholarship.
- Students on scholarship must register in a minimum of one course per semester. If for any reason a student cannot register in at least one course, he/she must notify the administration.
- Students who receive partial scholarships are fully responsible for the remaining portion of their fees.
- If a student should withdraw from the University and then re-enroll, he or she must reapply for another scholarship if needed.
- If a student's circumstances change in any way, he or she is responsible for informing the University.
- The continued disbursement of a scholarship depends on the availability of funds. Please note that Mishkah and all scholarships are derived from generous donations.

Note: By filling out an application, students grant Mishkah the full right to share student information with sponsors and foundations we work with.

GENERAL GUIDELINES FOR THE UNDERGRADUATE PROGRAM

Registration

Students may not register in any semester or summer session after the official registration period indicated on the University calendar is over. Special permission by the dean will be granted only if unusual extenuating circumstances have made registration at the proper time impossible.

The University does not guarantee that during a given semester a student will be able to schedule every class which he or she might be required to take or wish to take.

A student desiring to change from one course to another after registration has been completed must have the consent of the University Administration and the concerned instructors.

Concurrent Registration

A student registered at Mishkah may not receive degree credit at Mishkah for any work taken concurrently at another college or university or by correspondence study, without prior written approval of the dean.

Credits and Semester Hours

The value of each course of instruction and the amount of work required for graduation are stated in terms of semester hours. A semester hour of credit represents one hour of class work, or two or more hours of recitation work per week for a semester.

Maximum and Minimum Work

The normal class load for a full-time student in a regular semester should range between 12 and 15 credit hours. A student whose record shows poor preparation for college must not be registered for more than 15 hours and may be advised to limit the academic load to fewer than 15 hours. Students on scholastic probation are limited to 13 semester hours in a regular semester and seven hours in a summer session .

Students may register for more than 19 semester hours of work only with permission of the Dean, provided they have maintained an overall 3.0/ (B)/ 80% average and have not fallen below a grade of C in any subject during the preceding semester. In no case will any student be permitted to register for more than 21 semester hours of degree credit. Students who register for fewer than or drop below 12 semester hours of work in a regular semester will not be considered full-time.

Bi-lingual Enrollment

Students who would like to take classes in different languages will be allowed to do so. However, the student must complete their last 30 hours in one language in order to fulfill the residency requirement. The student must also finish all the subjects that have no counterparts in other programs in the program in which he or she will graduate .

Enrollment Classifications

Full-time Students

Undergraduates enrolled for 12 or more hours, or graduate students enrolled for 9 or more hours of credit are classified as full-time.

A candidate for graduation may request to be classified as a full-time student in the semester or summer session during which he or she is scheduled to complete the requirements for a degree, even though the number of hours scheduled is less than that ordinarily required for classification as a full-time student.

Part-time Students

Students who do not qualify as full-time students as defined in the paragraph above are part-time students. A part-time student is subject to all University rules concerning registration, attendance, scholarship, and conduct.

Auditors or Non-Degree Students

Students who wish to take individual classes without enrolling for a degree must be officially admitted to the University as "Non-Degree Students."

Non-degree students may audit a class or take a class for credit. To audit a class, a student must have written permission from the chair of the department in which the course is taught or the instructor teaching it.

- Tuition for auditing a course is the same as for taking a course for credit and subject to the same refund policies.
- If the class is audited, exams and assignments are optional.
- Auditors will not receive university credit and will not be permitted to take an advanced standing examination on audited work.
- If an auditor does not attend the class at all, upon certification by the instructor in charge of the course that the student did not actually attend, notation that the student audited the course will be stricken from the record without right to a refund of fees.

- Students may not change from audit to credit after the last day to add a course. With the dean's permission, they may change from credit to audit within the first 15 class days of the semester.
- Non-degree students who wish to receive credit for classes must meet all class requirements and complete any necessary assignments and exams.
- Credits earned as a non-degree student are recorded on ones permanent academic record. A **maximum of 30 hours of credit earned as non-degree student** will be allowed toward a degree program at Mishkah.

Schedule Changes

Adding Courses for Credit

Courses may be added for credit only until the registration deadline, which is during the first week of classes.

Dropping Courses

Students are responsible for dropping courses on or before the last day to drop. After that, a student may not drop a course. Exceptions must be authorized by the Dean and will be granted only under the most extenuating circumstances. Unsatisfactory academic performance in itself is not an extenuating circumstance.

Students who fail to drop courses by the published final date for such action will be retained on the class rolls even if they are absent for the remainder of the semester. A student may be dropped, at the discretion of the dean of the college, from any course for which the student is ineligible.

Failure to attend class does not constitute a course drop. Withdrawn courses reduce a student's enrolled hours, but not the student's financial obligation.

Attendance Regulations

Students are expected to attend all classes regularly and punctually. It is not expected that any student will be absent from more than two lectures throughout the course. Students are expected to participate in all work assigned by the instructor including submission of homework, assignments, quizzes, discussion board postings, and other assigned work. Students in online classes who do not participate in accordance with the requirements of the course are considered absent.

All unexcused absences by the dean or the instructor of the subject that exceed two in a course are counted against a student's attendance record . Upon acceptance of the student's excuse, the instructor of the subject may determine the necessary additional assignments for make-up.

Appeal to excuse absence beyond what is permitted shall be presented by the student to the dean of the college or the instructor of the subject and may not be approved by anyone else.

Regarding interference of Mishkah classes with the prayer

times:

Since Mishkah has students from various places around the world, it will not be possible to avoid having the time of the classes interfere with the times of the five daily prayers. However, class times should never prevent one from the timely establishment of the prayers.

If a student believes in the obligation of the congregational prayers, and he prays all of them in the masjid, then, they may indicate that to Mishkah. The

teacher will accept that excuse for not attending the class, and will in the stead of attendance assign him extra work.

University Closures or Technical Difficulties

If the University must close due to unexpected circumstances, faculty and students may have to make up missed class and recitation time. In some circumstances resulting in closure of the University, the Administration will determine how classes will be made up. For example, they could be made up with extra assignments and readings, additional days of class, additional class time, or in other ways to be determined.

WITHDRAWAL FROM THE UNIVERSITY

Students are responsible for initiating the action to withdraw from all courses on or before the last day to withdraw as indicated in the current semester schedule. After that date, a student may not withdraw from the University. Exceptions must be authorized by the dean and will be granted only under the most extenuating circumstances. Students who fail to withdraw by the published final date for such action will be retained on the class rolls even if they are absent for the remainder of the semester.

Students should continue to attend classes until they have been notified that the late drop or withdrawal has been approved.

- 1.The official date of withdrawal will be the date of the appeal approval.
- 2.A W will appear on the student's transcript, instead of a letter grade.
- 3.The student will not receive credit for the course.
- 4.The student will not receive a tuition refund.
- 5.The student may be required to repay any financial aid award.

University Discipline

The University expects of its students a high degree of honor in all phases of college life. It is the responsibility of all students to familiarize themselves with the rules and regulations governing student conduct as published whether in print or online.

FINAL EXAMINATIONS

Final examinations are required and shall be held at the end of each semester or summer session in accordance with the schedule issued by the Administration. When final examinations are inappropriate because of the nature of the course, exceptions to this requirement may be made by the instructor in coordination with the Dean.

Grade Reports

The University reports grades at the end of each semester for all students. Only the grades reported at the end of the semester (final grades) are used in the computation of the student's grade-point average. Mid-semester grades may be given by the instructor simply as an indication of the student's progress but are not official. (Refer to the last paragraph concerning the evaluation alternatives.)

Grade Appeal

The course final grade appeal policy provides the student with a safeguard against receiving an unfair final grade in a course, while at the same time respecting the academic freedom of the instructor which is vital to the integrity of the teaching process. The course final-grade appeal process strives to resolve a dispute between the student and the instructor in the assignment of a course final grade. The intent is never to embarrass or disgrace students or instructors, nor to assess penalty or retribution on any party when mistakes are discovered, but instead to provide a neutral forum for the discussion of differences of opinion.

Every student has the right to have a request for consideration of his or her final grade reviewed. The course final-grade appeal is confined to charges of

unfair action against an individual student and may not involve a challenge of an instructor's class grading standard. It is incumbent on the student to substantiate the claim that his/her final grade in the course represents unfair treatment, compared to the standard applied to the rest of the class. Only the final grade in a course may be appealed, given the other marks are not factored into the final grade .

Credit for Repeated Courses

When a student is permitted to repeat a course for credit, the last grade earned shall be the one which determines course acceptability for degree credit. A student who has earned a C or better in a course may not repeat that course unless the dean gives prior approval for some special reason.

If a course is failed at Mishkah, it must be repeated at Mishkah with a satisfactory grade in order to constitute degree credit.

Graduation Portfolio Assessment

(This requirement shall be enforced on all students who join the University after the issuance of this guide.)

After completing all courses, students will be asked to submit a Graduation Portfolio Assessment of no less than 5,000 words. The assessment should include the following:

- 1) A description of how the curriculum has personally benefitted you.
- 2) The links between the various subject matters of the courses and how you have been able to relate what you have learned to your everyday life.
- 3) How you plan to use your newly acquired knowledge and degree.

Comprehensive Departmental Examinations

(This requirement shall be enforced on all students who join the University after the issuance of this guide)

After completing all courses, students will take a 30 question exam, prepared by each department, demonstrating basic knowledge in each field. This will be required for graduation. Students will be allowed multiple attempts in the same semester.

UNDERGRADUATE GRADING SYSTEM

1. A (90% or more): The grade of A has a value of four quality points per semester hour and is given for work of the highest degree of excellence.
2. B (80% - 89%): The grade of B has a value of three quality points per semester hour and is given for work of a high degree of excellence.
3. C (65% - 79%): The grade of C has a value of two quality points per semester hour and is given for satisfactory work.
4. D (50% - 64%): The grade of D has a value of one quality point per semester hour and is given for passing but marginal work . Credit for the subject will be only granted to the student who earns a (D) or more.
5. F (35% - 49%): The grade of F does not earn quality points. This grade is given for work failed. A student who receives this grade in a course must repeat the course at Mishkah in order to receive credit for it.
6. XF (less than 35%): The grade of XF has no quality point value and is treated the same as an F. There are two instances in which a student may receive a grade of XF.
 - a) The first instance is for a student who never attends a class or stops attending and does not drop the course.
 - b) The second is for a student who attends a class, is failing, and does not take the final exam.

7. P: The grade of P means passing and is assigned for satisfactory work taken by advanced standing examination, for satisfactory completion of certain noncredit courses, and for satisfactory completion of courses taken on a pass-fail basis. This grade does not carry quality points and is not used in computing the official grade average of a student.
8. W: The grade of W means withdrawal. This grade is given when a student drops a course or resigns from the University during the “W grade” period. Credit hours for which a grade of W is recorded are not used in calculating the student’s grade point average.
9. UW: The grade of UW represents an unofficial withdrawal from a semester/term. This grade is administratively awarded only when a student stops attending all classes for the semester/term as noted by faculty attendance records. This grade is not used in calculating a student’s grade point average.
10. I: The grade of I means incomplete and is given for work which is of passing quality but which, because of circumstances beyond the student’s control, is not complete. The issuance of the grade of I is at the discretion of the faculty member teaching the course. A grade of I becomes a grade of F if it is not converted within the extension period given to the student, which will usually end by the examination deadline for the following semester.

Cumulative Average

A student’s cumulative grade-point average is calculated by dividing the total number of quality points earned by the total number of semester hours attempted.

Good Standing

It is expected that all undergraduate students should maintain a cumulative grade-point average of at least 2.0 (C) on all college work attempted and on all work attempted at Mishkah . Credit for the subject will be only granted to the student who earns a (D) or more. (See graduation requirements for the averages considered satisfactory for graduation.)

Scholastic Requirements

A student will be placed on academic probation whenever the cumulative quality points are 10 or more below a C average; that is, the total number of hours attempted at Mishkah, multiplied by two, exceeds quality points earned at Mishkah or elsewhere by 10 or more.

A student on academic probation will be dropped from the University at the conclusion of any two consecutive semesters in which he or she fails to earn a grade-point average of 1.0.

Once on scholastic probation, a student will remain on probation until an overall grade-point average of 2.0 or higher is achieved on all college work attempted.

Regardless of a student's overall average, if he or she fails to earn a 2.0 average in each of two consecutive semesters (or one semester and a summer session); ineligibility to continue in a college or a particular curriculum may result, at the discretion of the dean.

DEFERMENT AND INTERRUPTION OF STUDY:

1. A student may suspend study with acceptable excuse(s) for no more than 3 consecutive semesters in total, or the equivalent of one full academic year, or 6 separated semesters, by completing the proper form available from Student Support, within two weeks from start of study.
2. A student is considered disjoined off study in case he or she fails to register for the semester at the fixed time without a valid excuse accepted by Mishkah.
3. The student's enrollment shall be terminated if his interruption of study exceeds two semesters without applying for deferment.
4. The department council reviews the suspension application form(s) in its first meeting, and presents the matter(s) to the academic council to take the proper decision.
5. A student has the right to apply for suspension only after studying for at least one semester.
6. A \$30 Fee is paid for a deferment of any subject to another semester.

Cancellation of Enrollment

A student enrollment may be cancelled by a decision issued by Mishkah's Council, upon a recommendation presented by the college council, in the following cases:

1. In case a student fails to register for two successive courses without applying for deferment or for 3 consecutive or 6 separated semesters without an acceptable excuse.
2. In case a student fails frequently in more than two subjects for 3 consecutive semesters, and the student advisor recommends canceling his or her enrollment.
3. If a student on academic probation fails to earn a grade-point average of 1.0 in any two consecutive semesters.
4. Breaking educational regulations and violating rules of decorum and conduct.

Provisions for Students Dropped from the Rolls of the University

A student who is dropped for the first time for academic reasons may appeal for immediate readmission through the University administration. Otherwise, the student may not be considered for readmission until he or she has been out of the University for one regular semester.

A student who has been dropped twice for academic reasons must remain out of the University for at least one calendar year. The student may then apply for readmission. Readmission may be delayed or denied at the discretion of the dean. The application must be made not less than 30 days before the first day of classes of the semester of re-entry.

A student who has been dropped for scholastic and/or disciplinary reasons may not obtain credit toward a degree in this University with credits earned at another institution during the period of ineligibility to register in the University.

A student who has been readmitted after having been dropped for academic reasons will be on scholastic probation when he or she returns.

Any student who is not permitted to re-enroll for continuing semesters must apply for re-admission upon completion of the prescribed period of absence. Prior admission decisions will not guarantee re-admission to the University.

After four semesters from the cancellation of enrollment, the student shall be treated as a new student, without resuming his former academic record, and all admission requirements will apply to him.

GRADUATION

Graduation Requirements

Students graduate from Mishkah when they successfully passes all courses in their major. Students may apply to attend the graduation ceremony if they have 2 to 3 classes left but they will only receive their diploma after all classes have been completed

Students ready to graduate should contact the Student Advisor (advisor@mishkahuniversity.com) to initiate the graduation process.

Total Credit Requirements

The minimum number of credit hours necessary for a Bachelors Degree in Islamic Studies in English is 127. The breakdown for the credit hours is as follows:

- 1.Total hours of core courses: 121
- 2.Total minimum hours of electives: 6

The minimum number of credits necessary for an Associates Degree in Islamic Studies in English is 64.

The minimum number of credit hours necessary for a Bachelors Degree in Islamic Studies in Arabic is 144.

Residency Requirement

Associates Degree: **The last 15 semester credits** must be earned in courses taken at Mishkah University

Bachelors Degree: **The last 30 semester credits** must be earned in courses taken at Mishkah University.

Grade Point Average Requirement

Three grade point averages, each 2.0/ 65% or higher, are required for graduation:

1. An average based on all credits attempted, including those attempted at other institutions.
2. An average based on all credits attempted at Mishkah University.
3. An average based on all credits attempted from the Core courses.

The graduating student will have the degree conferred on him by the University council and will be granted a documented certificate in Arabic and English.

One may obtain a certificate translated to any other language. The required fee for the translation of the certificate is \$50.

Transcript of Record

Mishkah shall issue its students official detailed transcripts upon their request.

The official permanent academic records for all Mishkah students are in the custody of the University Administration. Release of these records is protected by the “Family Educational Rights and Privacy Act.” Transcripts of the academic record may be secured by the individual personally, or will be released to any other party upon the student’s written authorization.

Transcripts cannot be issued until the student or former student has settled all financial obligations to the University and has submitted all required transcripts from other colleges attended.

APPENDIX

ASSOCIATES DEGREE

In just 2 years, students can earn an Associates Degree that will give them a solid foundation in Islamic studies. Students must complete **64 credits**.

- Students must take at least 4 courses a semester to complete the program in 2 years
- All 3 basic Aqeedah courses covering the 6 pillars of faith must be completed.
- Memorization of the 30th Juz' of the Quran is required.

The table below highlights courses required for Mishkah's Associates Degree:

| | COURSE TITLE | HOURS | CODE |
|----|---------------------------------------|-------|----------|
| 1 | Aqeedah I | 3 | AAQD101 |
| 2 | Aqeedah II | 3 | AAQD201 |
| 3 | Aqeedah III | 3 | AAQD301 |
| 4 | Religions and Doctrines | 3 | AAQD103 |
| 5 | Fiqh of Worship I | 3 | AAFQ102 |
| 6 | Fiqh of Worship II | 3 | AAFQ202 |
| 7 | Fiqh of Financial Transactions I | 3 | AAFQ 203 |
| 8 | Quranic Sciences | 3 | AAQR101 |
| 9 | Quranic Memorization and Tajweed I | 4 | AAQR103 |
| 10 | Analytical Tafseer I (Juz' Amma) | 2 | AAQR104 |
| 11 | Authority of the Sunnah | 3 | AASN401 |
| 12 | Fiqh of Family I | 2 | AAFQ 301 |
| 13 | Fiqh of Family II | 2 | AAFQ 401 |
| 14 | Fiqh of Seerah | 3 | AAHC101 |
| 15 | History of the Rightly-Guided Caliphs | 2 | AAHC102 |

| | | | |
|----|-------------------------------------|---|----------|
| 16 | History of Legislation | 2 | AAFQ101 |
| 17 | Dawah and its Means | 3 | AASN101 |
| 18 | Fiqh of Hadith I | 3 | AASN101 |
| 19 | Islamic Pedagogy & Khatabah | 3 | AAED 102 |
| 20 | Tazkiyah I | 2 | AATK 101 |
| 21 | Manners | 3 | AATK201 |
| 22 | Refuting Misconceptions about Islam | 2 | AASN103 |
| 23 | Arabic I | 4 | AARB 101 |

BACHELORS PROGRAM IN ISLAMIC STUDIES

TOTAL CREDITS REQUIRED: 127

AQEEDAH AND PHILOSOPHY: 15 HOURS

| | Course Title | Hours | Code |
|---|-------------------------|-------|---------|
| 1 | Aqeedah I | 3 | AAQD101 |
| 2 | Aqeedah II | 3 | AAQD201 |
| 3 | Aqeedah III | 3 | AAQD301 |
| 4 | Religions and Doctrines | 3 | AAQD103 |
| 5 | Muslim Sects and Groups | 3 | AASN104 |

QUR'AN AND ITS SCIENCES: 17 HOURS

| | Course Title | Hours | Code |
|---|-------------------------------------|-------|---------|
| 1 | Quranic Sciences | 3 | AAQR101 |
| 2 | Quranic Memorization and Tajweed I | 4 | AAQR103 |
| 3 | Quranic Memorization and Tajweed II | 4 | AAQR203 |
| 4 | Analytical Tafseer I | 2 | AAQR104 |
| 5 | Analytical Tafseer II | 2 | AAQR204 |
| 6 | Analytical Tafseer III | 2 | AAQR304 |

SUNNAH AND ITS SCIENCES: 12 HOURS

| | Course Title | Hours | Code |
|---|-------------------------|-------|---------|
| 1 | Hadith Sciences | 3 | AASN301 |
| 2 | Authority of the Sunnah | 3 | AASN401 |
| 3 | Fiqh of Hadith I | 3 | AASN101 |
| 4 | Fiqh of Hadith II | 3 | AASN201 |

DA'WAH AND ISLAMIC CULTURE: 10 HOURS

| | Course Title | Hours | Code |
|---|---|-------|---------|
| 1 | Dawah: Methodology and Practice | 3 | AASN101 |
| 2 | Islamic Thought I - Logic and Critical Thinking | 3 | AASN102 |
| 3 | Islamic Thought II - Refuting Misconceptions | 2 | AASN103 |
| 4 | Islamic Culture | 2 | AAQD102 |

FIQH AND ITS FUNDAMENTALS: 30 HOURS

| | Course Title | Hours | Code |
|----|--|-------|---------|
| 1 | History of Legislation | 2 | AAFQ101 |
| 2 | Fiqh of Worship I | 3 | AAFQ102 |
| 3 | Fiqh of Worship II | 3 | AAFQ202 |
| 4 | Family Law I | 2 | AAFQ301 |
| 5 | Family Law II | 2 | AAFQ401 |
| 6 | Fiqh of Financial Transactions I | 3 | AAFQ203 |
| 7 | Fiqh of Financial Transactions II | 3 | AAFQ303 |
| 8 | Fiqh of Criminal Law & Islamic Justice | 2 | AAFQ204 |
| 9 | Fiqh of Contemporary Issues | 2 | AAFQ205 |
| 10 | Fundamentals of Fiqh I | 3 | AAFQ304 |
| 11 | Fundamentals of Fiqh II | 3 | AAFQ404 |
| 12 | Legal Maxims | 2 | AAFQ405 |

ARABIC LANGUAGE: 16 HOURS

| | Course Title | Hours | Code |
|---|--------------|-------|----------|
| 1 | Arabic I | 4 | AARB101 |
| 2 | Arabic II | 4 | AARB 102 |
| 3 | Arabic III | 4 | AARB 201 |
| 4 | Arabic IV | 4 | AARB 202 |

HISTORY AND CIVILIZATION: 9 HOURS

| | Course Title | Hours | Code |
|---|---------------------------------------|-------|---------|
| 1 | Fiqh of Seerah | 3 | AAHC101 |
| 2 | History of the Rightly-Guided Caliphs | 2 | AAHC102 |
| 3 | History of the Islamic State I | 2 | AAHC103 |
| 4 | History of the Islamic State II | 2 | AAHC203 |

EDUCATION: 5 HOURS

| | Course Title | Hours | Code |
|---|-------------------------------|-------|---------|
| 1 | Research Methodology | 2 | AAED101 |
| 2 | Islamic Pedagogy and Khatabah | 3 | AAED102 |

TAZKIYAH AND MANNERS: 7 HOURS

| | Course Title | Hours | Code |
|---|--------------|-------|---------|
| 1 | Tazkiyah I | 2 | AATK101 |
| 2 | Tazkiyah II | 2 | AATK102 |
| 3 | Manners | 3 | AATK201 |

ELECTIVES: 6 HOURS (STUDENTS MUST COMPLETE 3 OUT OF THESE 6 COURSES)

| | Course Title | Hours | Code |
|---|--|-------|---------|
| 1 | American History and Law | 2 | AAOP101 |
| 2 | Management for the Da'ee | 2 | AAOP102 |
| 3 | Information Technology | 2 | AAOP103 |
| 4 | Psychology and Counseling | 2 | AAOP104 |
| 5 | The Ten Recitations: History and Rules | 2 | AAOP105 |
| 6 | Islam and Science | 2 | AAOP106 |

COURSE DESCRIPTIONS

Analytical Tafseer I

An explanation of Part 30 (Juz' Amma) of the Holy Qur'an based on classical and contemporary works. Attention will be given to the major themes covered within the Juz' as well as the historical context of the verses, their reasons for revelation, and the relevant traditions (ahadith) that further clarify their meanings.

Analytical Tafseer II

An intensive study of Surat ul Nisaa which covers important issues related to men and women's rights such as marriage, polygamy, divorce, and inheritance. The course will also familiarize the student with the methodology used by scholars of tafseer and learn the importance of connecting memorization with proper understanding as a response to Allah's command to ponder over the meanings of the Quran.

Analytical Tafseer III

This is the third in the series of the Tafseer courses, and this course covers the explanation of Surah Noor. Surah Noor is a very special Surah, dealing with many common social issues, including adultery, fornication, the issue of falsely blaming anyone of adultery, the story of false accusations against Aisha RA, modesty in dress and interaction amongst the genders, teaching our children social values etc.

Aqeedah I

Introduction to Islamic creed expounding upon the first pillar of Islam – the belief in the Oneness of Allah. The differences between belief (aqeedah) and philosophy & atheism will be examined, as well as a detailed analysis of the fundamental branches of Tawheed (monotheism).

Aqeedah II

A comprehensive study of the Messengers and the Message as well as the belief in the Divine Decree and Will. (Prerequisites: Aqeedah I)

Aqeedah III

A comprehensive journey into the world of life after death with a complete study of the minor and major resurrection as well as the ultimate destinations of Paradise and Hellfire. (Prerequisites: Aqeedah I)

Arabic as a Second Language I

This course is for students wanting to take their first steps into the Arabic language. Coursework includes an introduction to morphology and syntax using traditional methods, as well as an introduction to conversational Arabic.

Arabic as a Second Language II

After completing the basics of Arabic morphology in Arabic 1, students in Arabic 2 will study the “Mazeed Feeh” chapters, irregular verbs (non-Saheeh) and the ta’leel of those verbs (to recognize the original state and morphed state of the verbs). Students will complete Arabic Tutor Volume one, followed by Arabic Tutor Volume Two.

Arabic as a Second Language III

Prerequisites for Arabic 3 will be either successful completion of Arabic 2 semester or an individualized test by the instructor. The class will consist of a detailed analysis of Arabic texts, including hadith books and Quran tafseer. Students will be expected to proceed in learning grammar lessons from pre-recorded videos. The test at the end of the semester will comprise of translation of an Arabic text and translating an English article into Arabic.

Arabic as Second Language IV

More advanced texts will be introduced, with students expected to read without any harakaat/tashkeel on the letters. The objective is for students to become self-reliant in reading advanced Arabic texts so they can pick up any tafseer and understand it with the help of a dictionary. The key text will be the Arabic version of *At-Tafseer Al-Tahleeli*. Students are also expected to purchase the following dictionaries to help them in analyzing the texts: *Hans Wehr Arabic to English* (for people who speak English) and *Misbaahullughaat Arabic to Urdu* (for people who speak Urdu).

Authority of the Sunnah

A course designed to help the students understand the meanings of Sunnah and Hadith and the relationship between the two; establish proofs of the importance and authority of the Sunnah; and understand the role of the Sunnah in Islamic Legislation and the basics of how it was transmitted and recorded. Through this course students will appreciate the efforts of the

scholars to purify and authenticate the Sunnah, will be equipped with the knowledge and skills needed to refute arguments and claims of those who reject it or trivialize its role, and will be prepared to clarify the prominent misunderstandings concerning the Sunnah.

Contemporary Fiqh

A course examining the definition and scope of contemporary fiqh issues; the approach to addressing those issues and deducing their rulings from the original sources of Islamic law; and the concept of collective ijtiḥad and the assemblies of jurists. Students will study individual examples of newly emerged matters such as modern applications of Zakat, DNA testing and its use in paternity tests and criminology, conventional insurance and alternatives, naturalization and citizenship in non-Muslim countries, interest based mortgages and alternatives, plastic surgery, and moon sighting.

Dawah: Methodology and Practice

A course examining the virtue and obligation of calling to Allah, as well as the means, manners, and methods used to invite to the way of Allah based on the Qur'an and Sunnah. Particular attention is paid to Da'wah methodology in the West.

Family Law I

An intensive study of marriage in Islam covering the wisdom behind marriage, the rulings pertaining to it, the details of a valid marriage contract, marital discord, divorce, guardianship, and spousal rights and obligations.

Family Law II

A course focused on the basic concepts of 'Ilm al-Fara'id (Islamic Law of Inheritance), including its significance; the wisdom in allotting the various shares; basic rules and principal elements of distribution; examples of possible cases that can be solved by simple formulas; basic elements of writing, documenting and executing legal wills; and laws pertaining to Waqf (endowment).

Fiqh of Criminal Law and Islamic Justice

An examination of the Islamic position, juristic terms and rulings related to jinayat (crimes) and hudud (fixed punishments). The course also includes a review of the Islamic law of evidence and testimony and hudud focusing on the punishments specified for zina (adultery and fornication), qadhf (false slanderous accusation of illicit sexual relations), drinking khamr (intoxicants in general), sariqah (theft), hirabah (armed or highway robbery and waging war against the state), and riddah (apostasy). Students will also examine common misconceptions and doubts raised against Islamic penal law and its application in today's society.

Fiqh of Hadith I

An examination of ahadith as a science (narrations and types), with regard to purification, Zakat, Hajj, `Umrah, fasting and transactions. Subjects covered include the status of these hadith in conjunction with Quranic verses; distinguishing Prophetic Hadith from the Quran in topics relevant to prayer, its times, the adhan, Friday prayer, and Eid prayers; and recognizing fabricated ahadith concerning purification, prayer, fasting, Zakat, Hajj, and `Umrah.

Fiqh of Hadith II

In this course, students study 22 Prophetic hadith of principal significance in Islamic belief, jurisprudence and manners, and analyze Arabic vocabulary and structures included in those texts, with the aim of deducing legal rulings.

Fiqh of Seerah

Biographical analysis of the life of the Last Prophet (saw) based on authentic sources covering his life before prophethood, the Meccan stage of preaching, the migration, and life in Medina, the Conquest of Mecca, and his death.

Fiqh of Worship I

A juristic primer examining the key issues pertaining to acts of worship, particularly purification (Taharah), prayer (salah) and funerals (janaa'iz).

Detailed evidences are emphasized and attention is given to the various opinions across the major madhahib (legal schools of thought).

Fiqh of Worship II

A juristic examination of the remaining acts of worship – Zakat, Fasting, and Hajj. Students will be exposed to various legal opinions and the detailed evidences used as proofs to support these opinions. (Prerequisites: Fiqh of Worship I)

Fiqh of Transactions I

After the chapters on the Fiqh of Worship, most of the scholars addressed the Islamic laws guiding people's interactions, starting with the financial transactions. In this course, the student learns about selling and commercial transactions, usury, options in transactions, salam (advance payment sales), loans and debts, transference and guarantor-ship, and reconciliation.

Fiqh of Transactions II

This course continues with the subjects of financial transactions started in Fiqh of Transactions 1. Student will learn about procuratorship, partnership, sharecropping, revival of a barren land, ja'alah (job waging), luqata (lost and found), racing and competitions, easing and hiring (ijarah), misappropriation (al-ghasb), and the right of preemption. By the end of this course, the student will have a solid foundation in the basic rulings of financial transactions and some exposure to the contemporary issues pertaining to them.

Fundamentals of Fiqh I

An exposition of the methods by which the rules of fiqh are deduced, covering the sources for Islamic law, rules of interpretation, commands and prohibitions, as well as abrogation.

Fundamentals of Fiqh II

Analysis of the various tools used by a jurist in deducing a legal ruling such as qiyas (analogy), istihsan (equity in Islam), maslahah mursalah (consideration of public interest), istishab (presumption of continuity), etc.

Issues such as 'Urf (customs), ijtihaad (personal reasoning), and reconciling between conflicting evidences will also be covered.

Hadith Sciences

A study of the history and development of the hadith sciences, the famous hadith scholars and their compilations, and the classification of ahadith based on factors such as authenticity, transmitters, authority, and legal effectiveness.

History of Legislation

A study of how Fiqh evolved from an understanding in the mind of the first generation to a regulated, well classified discipline of knowledge, soundly structured on scientific basis. The course will examine the history behind the compilations of the fiqh of the earlier generations, and the origins of the various books we study from now; the evolvement of the legal schools (madhahib) and the reasons behind the rise of some and the fall of others; and contemporary developments and attempts at reviving the fiqh of the deen and re-establishing the connection between theory and practice within the Muslim nation.

History of the Islamic State I

A retrospective look at the history of the Islamic State after the death of the Prophet (peace and blessings be upon him) all the way up until the End of the Ottoman Empire. This course includes a study of the Umayyads, the Abbasids and Muslim Spain.

History of the Islamic State II

An analytical introduction to the history of the Islamic state (as a religion-political entity or entities) starting from the period after end of the Abbasid dynasty. The course will explore the evolution of many of Islam's institutions and practices including domestic policies, foreign relations and the system of governance. Going beyond a mere chronological survey of the history of Islam and Muslims, it highlights the most important events of the time period and the key lessons drawn from the most influential historic events, times and people.

History of the Khulafaa

This course examines the lives of the rightly-guided Caliphs; different aspects of their lives before Islam, after conversion to Islam and their lives during their respective caliphates; the key achievements during their caliphates; and refuting the doubts and allegations raised about them. The course is designed to provide the student with evidence based knowledge, with a focus on proofs from the Qur'an, Sunnah and authentic sources of history to enable them to distinguish between the acceptable and fabricated narrations about their history.

Islamic Culture

An examination of the forces that shape culture and how to confront forces that seek to distort authentic Islamic culture; issues related to Islamic culture that affect the Muslim Ummah and how to find solutions; and the importance of adopting authentic Islamic culture as our cultural identity in theory and in practice.

Islamic Pedagogy and Khatabah

A comprehensive review of Islamic pedagogy and education, including its concept, virtue, philosophy, tools, institutions, and scholars. The course highlights how excellence can be achieved in Islamic education, analyzing a number of challenges facing Islamic education, including education of Muslim children in the West, Islamization of the curriculum, and co-education. The course also covers various aspects of public speaking as a tool of teaching and conveying knowledge to others and for religious and dawah-oriented purposes.

Islamic Thought I – Critical Thinking and Logic

An examination of critical thinking and logic from an Islamic perspective, the etiquette of disagreement, as well as the major groups and movements in the area of Islamic activism. In addition, there is mentored free reading of various topics pertaining to contemporary Islamic thought.

Islamic Thought II - Refuting Misconceptions

When one works in Islamic services or academia, it is vital that they are able to refute common misconceptions about Islam. This helps bring one

closer to the Creator as all doubts are cleared and it instills confidence when giving dawah. This course examines some of the more nuanced and intellectual challenges facing Islam including questions about Shariah, women's rights, terrorism and slavery. Students will not only be convinced of the justice of Islamic stances on these issues, but will also be equipped to convince others.

Legal Maxims

This course introduces students to the field of Islamic law and jurisprudence. It is designed to give students a firm grounding in the principles, concepts, terminology, and history of Islamic jurisprudential Maxims. Islamic jurisprudence is one of the oldest and most significant systems of law in the contemporary age. Students will study the history, theory, definitions and applications of the Islamic jurisprudential Maxims. This course will concentrate on the total major and the total minor maxims of the Islamic jurisprudences. The jurisprudential canons shall be covered in a higher level undergraduate course. All readings will be in English.

Manners

An exploration of the importance of good manners in Islam and the means to acquiring high moral character. The course is designed to provide evidence-based knowledge relating to a set of manners that are comprehensive of worldly matters and religious matters including worship and dealing with one's family, children, acquaintances and strangers.

Management for the Daiee

This course will acquaint students with the management model of the Prophet (saw). The material will also cover the management essentials from the sahaba, analyze the differences between conventional management models and an Islamic one, and provide a detailed structure of an ideal Islamic organization. It will also shed light on the spiritual necessities of one involved in any form of Islamic management as well as the importance of balance in the life of a daiee.

Muslim Sects

Analysis of the different groups and their fundamental differences that exist under the umbrella of Islam. An analytical and historical approach is taken discussing various groups such as the Kharajites, the Shi'a, the Baatiniyah, the Sufis, etc.

Psychology and Counseling

An introductory course providing a brief overview of the current body of knowledge and methods of the science of psychology from an Islamic perspective and how it applies to Muslims. The course will be divided into three main themes: psychology as it applies to "The Individual," "The Family," and "The Community."

Religions and Doctrines

This course analyses the definition of religion from an Islamic viewpoint, the superiority of Islam to all man-made religions and doctrines, the Islamic perspective on studying other religions and doctrines, and the correct methodology of dealing with the differences between Islam and other religions, including the necessary tools to refute other religions and doctrines while not being offensive.

Research Methodology

As an Imam/educator/daa'iya, you will often face issues that will require further research. It is crucial that the student of knowledge knows the proper sources and proper means to derive correct conclusions. As such, this course will cover a survey of Islamic resources, both classical and modern, to allow the student to develop a proper sense of how to navigate text and produce beneficial outcomes.

Quran Memorization and Tajweed I and II

These introductory courses to tajweed cover key rules in Quran recitation including the vocal points of articulation for each Arabic letter (maakharij), special characteristics of letters (sifaat), rules associated with meem and noon, rules of madd, rules of stopping in recitation, etc. Students also memorize the last juz' of the Quran in Tajweed I and the 29th juz' in Tajweed II.

Quranic Sciences

A detailed analysis covering the various sciences pertaining to the Qur'an including its compilation and preservation, abrogating and abrogated verses, Makki and Madani verses, the causes for revelation [Asbaab an-Nuzool] and the various methods of recitation (Qira'at)

Tazkiyah I

Aimed at purifying the heart, this course encourage students to examine and appreciate the deep meanings behind acts of worship; learn how to transform mu'aamalat (worldly acts) into ibadaat (acts of worship); understand the importance of good character in being a pious Muslim; and the etiquettes of remembering Allah (swt) and attaining His pleasure.

Tazkiyah II

Just as it is absolutely critical to study the jurisprudence of the pillars of worship, it is essential to know their inner meanings. This course delicately looks at each portion and motion of our acts of worship and extracts the full meanings of these acts to know our Lord. While the jurisprudence of these acts covers the form and proper manner of performance, this course will cover the substance of each action.

The 10 Recitations: History and Rules

The lesser ten (Al Ashara As-Sughra) refer to the seven recitations outlined in the Shatibiyyah poem by Imam Ash-Shatibi and the three recitations outlined by Imam Al-Jazaree in the Durrah poem making a total of ten recitations each with their two chains of narrators. This course examines the history of these recitations as well as the ways to recite in each style.