



Student Handbook 2015-2016

Illuminating minds.
Changing lives.

www.mishkahuniversity.com

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 بطالب العلم! “

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!”



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

Welcome Seekers of Knowledge!



Dr. Hatem al-Haj

Dean, Islamic Studies Department, English Program

Dear Students of Knowledge,

At Mishkah, we offer degree programs based on the sacred knowledge of Islam. We have carefully selected staff, curricula and teaching methods to create a rich learning experience for our diverse student body.

The knowledge gained by our students will only be beneficial if it is sought for Allah's sake, completed 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 to those who are less knowledgeable.

Seek Allah's help and maintain great resolve and great humbleness. May Allah guide you and reward you in this journey.

About this Student Guide

This guide book provides a brief overview of core student policies and procedures. Our [Academic Guide](#) provides a complete and detailed review of all policies and procedures.

If you do not find all the answers you need in both books, please contact student support at info@mishkahuniversity.com

www.mishkahuniversity.com | Phone: 813.322.3722



**Illuminating minds.
Changing lives.**

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

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

Accessibility

Our highly interactive web-based courses offer pre-recorded lectures and live interactive discussions with leading scholars and other students.

Applicability

We strive to link Islam’s timeless principles to relevant contemporary issues. Our learning model encourages students to actively utilize what they learn in the classroom within their local communities.

Goals

Mishkah seeks to:

- Disseminate 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 thrive in their roles.
- Spread Islamic and Arabic education and make it readily available using the latest technological means of communication and information sharing.
- Conduct and supervise research that aims to expound on recent cultural developments.
- Create awareness of Islam through positive civil discourse with Western universities and research centers.
- Prepare individuals to be positive, motivational examples of Islam as a total way of life.

Academic Degrees and Programs

Arabic Department:

Associates Degree

Islamic Studies

Bachelor's Degree

Islamic Studies

Masters

Shari'a

Usul ulDeen

Islamic Studies with a concentration in Arabic Language

Doctorate

Shari'a

Usul ulDeen

Islamic Studies with a concentration in Arabic Language

English Department:

Associates Degree in Islamic Studies

Bachelor's Degree in Islamic Studies

Ejaza Program:

Tajweed, recitation, and memorization of the Quran with authentic Isnad (continous chain of narrators to the Prophet, PBUH).

Arabic Language:

Arabic as a second language for non-native speakers.

Admissions & Registration

Admission to Mishkah's programs is open to all persons who meet its admission requirements and qualifications.

Application Procedure

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](#).

Admission Requirements for the English Programm

- Online application
- One-time nonrefundable \$50 application fee
- Copy of high school diploma or its equivalent
- Copy of driver's license, state ID, or passport

Credit Transfer

Students may be able to transfer credits from other colleges or universities, if those institutions are recognized by Mishkah.

To complete the credit transfer process, click [here](#).

The credit transfer process cannot be started until the student completes the entire admissions application. Once the student begins a request to transfer credits, the process can take from 4-6 weeks to complete. There is a \$100 fee after the process is

complete, which is paid if at least one course is accepted in the transfer.

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. Students can gain a maximum of 15 credits hours through Advanced Standing Examinations, which are also referred to as credit examinations.

Course Registration

New students may register for classes once their new student applications have been approved. Existing students may sign up for classes at any time during the designated registration period, which is posted on the Academic Calendar.

Adding Courses

1. Check the class schedule to determine available courses.
2. Log in to your student account using your username and password.
3. Click on "Courses" to view a list of all courses for a particular semester.
4. Click on the course name to view a description of the class.

5. Click on “Add Subject” for each course you plan to take.
6. Once registration is confirmed, you will pay the required tuition fees.

Dropping Courses

Dropping Courses should be requested by e-mail. Once a drop is processed, the student is usually given the option to keep the money in their account as a credit balance or to receive an immediate refund.

Class Format and Structure

The first day of live sessions for each semester can be found on the [Academic Calendar](#) which is posted on the website.

Each class meets weekly for a live discussion session.

Students are also expected to read assigned material, watch pre-recorded videos, and work on any additional assignments. Assignments will vary by class and instructor, but may include quizzes, homework, short papers, Moodle discussions (online learning portal), and small projects. At the end of the semester, students may be asked to take a written and/or oral final exam, write a research paper, or put together a final project, depending on the class and the instructor. The student’s final grade for the course will be posted 2-3 weeks after finals.

Student Accounts

Students will have three accounts to help manage their student experience at Mishkah:

1. Student Account – created during the admissions application process and used to register for courses, pay for fees, add courses, take exams, check grades, look up unofficial transcripts, access the student library and more.
2. Moodle Account – created for students by the Moodle team, typically using the same login information as the Student Account. Reflects all classes in which a student is registered each semester, and used to interact with instructors and students, receive assignments, participate in Q&A and more.
3. E-lecta Account – created by the student support team typically using the same account information as the student account and used to access "live sessions" and other course-related information. E-Lecta sends an automatic email to the student with login information. If students can’t find the email in their main inbox, check the spam folder.

Tuition Fees

Students are asked to pay tuition fees upon registration. Fees are \$50 per credit hour for undergraduates, \$75 per credit hour for master's students and \$100 per credit hour for doctoral students, with courses ranging from 2-4 credit hours. Click [here](#) for more information.

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 any time 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").

For more information on refund policies, click [here](#).

Scholarships

Mishkah mainly awards scholarships based on financial need. A limited number of academic merit scholarships are also administered to promising students who have consistently demonstrated academic excellence. Students can apply for scholarships online by clicking [here](#).

For more information on scholarships, please click [here](#).

Bilingual Enrollment

Students who would like to take classes in both Arabic and English 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 equivalent in other programs in the program in which he or she will graduate.

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 no 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.

For guidelines on auditing a course, please refer back to the [Academic Guide](#).

Schedule Changes

Adding Courses for Credit

Courses may be added for credit only until the last day to add/drop classes, which is two weeks after live sessions begin.

Dropping Courses

Students are responsible for dropping courses on or before the last day to drop as indicated in the [Academic Calendar](#).

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.

Grades, Graduation, and Portfolio

At the end of each semester, students receive grades for each course they completed. The grade point average is calculated using all final grades. If a student receives a final grade below a "C", he/she may repeat the course to replace the grade.

Students graduate from Mishkah after successfully passing all courses in their major. Students may apply to attend

graduation, if they have 2 to 3 classes left but they will only receive their diploma after all classes have been completed

After completing all courses, students will be asked to submit a Graduation Portfolio Assessment of no less than 5,000 words.

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.

Withdrawal from Courses

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 notified a late drop or withdrawal has been approved.

If the appeal for late drop or withdrawal is granted:

1. Official withdrawal date will be date of appeal approval.
2. A "W" will appear on the 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 financial aid award.

Student Advising

The student advisor helps students track their progress and provides guidance on course planning and graduation requirements. If you are a current student and need assistance with your academic plan, you may contact the Student Advisor at advisor@mishkahuniversity.com to set up an appointment. Please provide your name, email and phone number and the courses you are currently taking at Mishkah.

Frequently Asked Questions (FAQs)

General Questions

Do I need to know Arabic to study at Mishkah?

Students enrolling in the English program do not need to be fluent in Arabic. Basic knowledge of Arabic would be beneficial.

Must I live in North America to attend Mishkah University?

Mishkah University's primary mode of instruction is internet-based. Students from around the globe can take courses from wherever they are.

Does Mishkah require T.O.E.F.L or any other English assessment tests for international students or non-English speakers?

No, Mishkah does not require you to submit T.O.E.F.L scores or take an English assessment test to enroll, if your primary language of instruction was in English. If your primary language of instruction was not in English, you are required to have a good command of English in order to understand and benefit from course materials.

How long will it take me to graduate from Mishkah?

Students will complete their studies based on the number of classes they choose to enroll in every year. To complete your

undergraduate degree in 4 years, you must enroll in at least 12 to 16 credits every semester.

Is Mishkah accredited?

The University shares mutual recognition with Al-Jinan University in Tripoli, Lebanon (Jinan.edu). It is also working to establish academic ties and mutual recognition with other Islamic universities around the world. In May 2014, the University established an agreement for academic and educational collaboration with Fatih Sultan Mehmet Vakif University in Istanbul, Turkey.

Do I have to enroll for a degree to take classes at Mishkah?

No. Anyone can take classes at Mishkah as a non-degree seeking student.

Class and Registration

How do I add and drop classes?

You can find full instructions on how to add and drop classes in our [registration guidelines](#).

How do I access classes I am registered for?

All classes are in your student “library.” To learn more about how to navigate the student library, please see our [technology guide](#). If you are registered for a course but do not see it in your library, please contact [student support](#).

Why can I no longer access classes I have taken in the past in the student library?

Due to server capacity, students can only access materials for courses in which they are currently enrolled. Past class materials will not be available in your library, once you have completed the class. If you wish to benefit from course materials in the future, we recommend that you download them on your computer.

How do I transfer credits I have earned at another institution?

Our transfer policies in the Academic Guide outline how you can earn transfer credits.

How do I purchase textbooks for my classes?

Some course books are available in your student library in digital format, while others can be purchased from student services. Please contact student support to learn how to purchase textbooks. Alternatively, you may also purchase books from online Islamic bookstores.

Tuition Questions

I applied but will not be able to attend courses. Will I get my application fee back?

All application fees are non-refundable.

Can I get a tuition refund if I drop classes?

Please see our tuition and fees policies in our [Academic Guide](#) to learn more about tuition payments and refunds.

Can I pay my semester tuition fees in installments?

Yes, for more information about our installment plan guidelines please click [here](#).

Does the cost of tuition include books?

The cost of textbooks is not included in the tuition fees. Textbook prices will differ based on the book you need to purchase. To find out about textbook costs, please contact student support.

Does Mishkah University offer any scholarships or financial aid?

Mishkah does offer a limited number of scholarships. Please visit our scholarships and discounts section of the [Academic Guide](#) to learn more.

I was awarded a scholarship from Mishkah, are there any fees that are not covered by my scholarship?

One-time non-refundable application fees, Masters and

Doctorate thesis fees, certificate fees, credit transfer evaluation fees, retesting fees and any other non-tuition fees are not covered.

Live Session and Technology Questions

Do I need any special equipment or software to participate in live discussion sessions?

You will need a computer with functioning speakers and a microphone. We use E-lecta Virtual Classroom software for our live discussion sessions. If you are using E-lecta for the first time, you may be required to install ActiveX Control.

How do I log into live discussion sessions?

Click on the “Live Sessions” tab on the main menu or under Quicklinks on the home page. Use your student username and password to log in. Please view our [technology guide](#) for more information.

Must I participate in the live discussions if I have access to the recorded audio and video sessions?

Interactions with instructors during live discussion sessions are an integral part of learning and we do not encourage students to depend on the audio or video recordings alone. For this reason, live sessions are mandatory and count towards your participation grade. If you are unable to attend live sessions, you will be required to submit additional assignments to compensate for attendance grades.

What is the difference between the live sessions and the recorded audio and videos?

During the live sessions, instructors explain in greater detail what is discussed in recordings and also engage students in discussion and answer any questions.

Are live sessions recorded?

Yes, all live sessions are recorded. You can access live sessions you have missed by logging into E-lecta and clicking on “Recorded Sessions.”

I have logged in to the live session but the instructor is not available. What should I do?

You should contact student support if the teacher is running over 15 minutes late. You will be advised on how to proceed.

I use a Mac. Will the live discussion software work on my computer?

Yes, the software will work. You will also need to have Java installed on your computer.

Exams, Papers and Grading

How do I take Exams and Quizzes?

Exams and Quizzes will be available under the “Exams” tab in your student library. Student Support will notify students of the exam schedule for each semester.

How are examinations and quizzes graded?

Please refer to the [Academic Guide](#) for more information on our exam policies.

What do I do if I miss my quiz or final date?

You will need to e-mail [student support](#) as well your teacher with a valid excuse as to why you missed the exam. You will then need to set up a make-up day.

How do I access my final grades?

Final grades will be posted in your student library. If you do not see your grades, please [contact student support](#).

