



Student Handbook 2019 - 2020

Illuminating minds.
Changing lives.

www.mishkahu.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، إنني 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. Salah Al Sawy

Chairman of the Founders' Council

Dear Students of Knowledge,

The Prophet Muhammad, peace and blessings be upon him, made this statement centuries ago. Since then, it has been engraved in the hearts and minds of his followers; the inheritors of his knowledge. They use it to welcome seekers of knowledge from all parts of the globe whom they receive with smiling faces and whose interest and devotion to seek such precious knowledge they hold dear.

Islamic knowledge, dear learner, is the heritage of the prophets as they left nothing behind except knowledge. No price tag could ever quantify the value of this inheritance. Seeking knowledge is the most invaluable goal on which we can spend our time and money. Any second that passes without learning something new or performing a good deed will be a source for great regret in the hereafter.

By providing Islamic education to a global community, Mishkah strives to follow in the steps of the Prophet's Companions who left Medina and traveled around the world to spread his guidance.

At the outset of your journey, as you consider entrusting us to help you achieve your educational goals, we ask that you remember to examine your intentions and seek knowledge only for the cause of Allah. Remember the great Hadith: "Deeds are (rewarded) but by intentions and everyone will be rewarded according to his intention." (Reported by Bukhari)

We pray that your experience at Mishkah will be a source of enlightenment and fulfillment. May Allah keep all our intentions sincere, guide us all to the right path, and bless us with that which is good in this life and the next.

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 support@mishkahu.com

www.mishkahu.com | Phone: 866-808-0813



**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, community leaders, and educators 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, locally, and globally.

Programs

At Mishkah University, seekers of knowledge connect with highly-qualified scholars. Knowledge sharing adheres to the principles of Ahlus-Sunnah Wal-Jama'ah and the guidance and knowledge contained in the Book of Allah, the Sunnah of His Messenger Muhammad, peace be upon him, and the applications of his Companions, may Allah be pleased with them. A credit-hour system for the curriculum is used according to the requirements of each degree plan, except in the case of the Ejaza Online and Arabic for non-native speakers programs.

Undergraduate Programs (Arabic & English)

- **Associate Degree in Islamic Studies**
- **Bachelor in Islamic Studies**

Graduate Programs (Arabic)

- **Master and Doctorate in Islamic Studies** *Concentration options:*
 - Islamic Law
 - Fundamentals of Religion
 - Islamic Political Science
 - Islamic Economics
 - Islamic Media/Journalism
 - Islamic Culture
 - Arabic Language

Other Programs

- **High School Dual Enrollment**
- **Arabic Language for Non-Arabic Speakers**
- **Diploma in Linguistic Qualifying of Non-Arabic Speakers.**
- **Quran Ejaza Online**

Non-Degree Seeking

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.

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. Online at Mishkah University's [website](#).
2. By contacting the Student Support office by phone or email (support@mishkahu.com or 866-808-0813).

Admission Requirements for the English Programm

Onlineapplication •

One-timenonrefundable \$50 application fee + \$15 •
technology fee

Copy of notarized 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.

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 on Mishkah's website to determine available courses.
2. Log in to your Orbund student account
3. Select the "Courses" you would like to add.
4. Make the necessary payment to register.
5. Courses may be added for credit only until the last day to add/drop classes, which is one week after live sessions begin.

Dropping Courses

Students may drop courses during the drop/add period at the beginning of every semester. 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, online-discussions (through EDUonGO), 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

Mishkah has a single-sign-on system for the convenience of our students. Once a student is accepted, the following accounts are created and connected through the main website.

1. An Office 365 account is create. This account is used to access Microsoft products (e.g. Word, Excel, PowerPoint, Outlook). This account provides email access and Skype for Business.
2. An Orbund (Student Information System) account is created. Students may access register for classes and pay their tuition and fees through this portal.
3. An EDUonGo (Learning Management System) is created. Students may access their course learning environment and interact with their instructors and fellow students through this system.
4. Students are provided with all the necessary orientation/ tutorial material immediately after acceptance into Mishkah.

Tuition Fees

Students are asked to pay tuition fees upon registration.

Tuition is \$65 per credit hour for undergraduates, with courses ranging from 2- 4 credit hours. A technology fee is also applied every semester in the amount of \$15

Click [here](#) for more information.

Refund Policies

1. All refund requests have to be submitted in writing via email to support@mishkahu.com.
2. Students can obtain a full refund only if they withdraw from classes by the add/drop course registration deadline for adding and dropping classes
3. 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.)
4. Course deferrals are subject to the same conditions as refunds. Students who wish to defer courses must notify 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 deferral requests will be accepted after this period.
5. 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 guidelines on Incompletes, please see our Academic Guide).

Scholarships

Effective August 1, 2015 Mishkah University is no longer offering the following three discounts: 20% family discount, 30% active community leader discount, and 50% high school student discount. However, Mishkah will continue to support its deserving students through the scholarship type listed below:

Mishkah University offers a 50% special scholarship for Imams working for Mosques in the US, who have demonstrated exceptional leadership abilities, high academic achievements, and distinguished record of service to their communities. These scholarships are sponsored by our generous donors.

If you are interested to apply, please read the application guidelines, fill out and send along with any required documents to scholarship@mishkahu.com.

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

Students are responsible for dropping courses on or before the last day to drop/add 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. A total of two courses may be taken for grade forgiveness/replacement purposes.

Students graduate from Mishkah after successfully passing all courses in their major.

Students will only receive their diploma after all classes have been completed.

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.

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. However, international students (outside of North America) must submit a High School Diploma and related academic documentation to a third party evaluator approved by Mishkah.

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

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 provide TOEFL or ILETS score

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

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 support@mishkahu.com to set up an appointment. Please provide your name, email and phone number and the courses you are currently taking at Mishkah. Also, please make sure to mention "Advising Requested" in the subject line.

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.

Mishkah is currently in the process of applying for accreditation with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

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. A maximum of 30 credit hour may be taken as a non-degree seeking student before having to switch

Class and Registration

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 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 stores (e.g. Amazon, Islamic Book Stores).

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 email support@mishkahu.com.

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 at support@mishkahu.com.

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. For a complete guide to technology requirements, please refer to the following [link](#).

How do I log into live discussion sessions?

Click on the "User Login" tab on the main page to access your EDUonGO portal. 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 EDUonGO 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 10 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. They must install Skype for Business app.

Exams, Papers and Grading

How do I take Exams and Quizzes?

Exams and Quizzes will be available under the “Final Exam” tab in your student library. Instructors 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 your instructor 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 Orbund account. If you do not see your grades, please [contact student support](#).



www.mishkahu.com