

# STUDENT HANDBOOK

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# Mishkah Student Handbook

**Effective January 1<sup>st</sup>, 202**

## WELCOME SEEKERS OF KNOWLEDGE - مرحبا بطالِب 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!”

عن صفوان بن عسال المرادي، قال: أتيت النبي صلى الله عليه وسلم وهو متكئ في المسجد على بُردٍ له أحمر، فقلت: يا رسول الله، إني جئت أطلب العلم، قال: "مرحبًا بطالِب العلم"

## MESSAGE FROM THE CHAIRMAN OF THE BOARD OF FOUNDERS



**“Welcome, seeker 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.

Dr. Salah Al Sawy

Chairman of the Board of Founders

## MISSION STATEMENT

“To be a leading global provider of authentic Islamic knowledge. To support the betterment of our global society through education; accessible and affordable to all.”

## VISION

“To educate future leaders, trained with the ability to engage in positive civil discourse with a focus on contemporary issues in the West.”

## GOALS

Mishkah seeks to:

- Disseminate proper and authentic Islamic knowledge based on the principles of Ahlus-Sunnah Wal-Jama’ah.
- Qualify community leaders, including Imams, educators, and youth 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.

## MISHKAH’S SCHOOL OF THOUGHT

Mishkah is a Sunni university and follows the teachings and tenets of Ahlus-Sunnah Wal-Jama’ah.

## MEANS AND MECHANISMS

To achieve its goals, Mishkah adopts several 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 the most authentic sources.

- We utilize a distinguished team of esteemed and specialized instructors, who have experience teaching at the best 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 modes of online education, including synchronous and asynchronous models. Mishkah is a leader in online Islamic education offering courses in the English language with courses in Arabic as a second language. ALL classes are taught virtually with both live interactive and recorded lessons.

### **Guiding Principles:**

In each course, the hours of teaching must meet the academic requirements for that course.. The requirements are 25 hours of teaching for a two-credit-hour course; 37.5 hours of teaching for a three-credit-hour course; and 50 hours of teaching for a four-credit-hour course.

In our online program, we are committed to the standards of synchronous interactive teaching. The required hours are met or exceeded through recorded materials in the student library, live discussions, and interactive communication between the teacher and students.

### **Procedures:**

1. Registration must be submitted online. For more information, please visit the following link: <https://mishkahu.com/apply-now/>.
2. Tuition and fees must be paid using our online checkout system. (Students from US and Canada, may also mail in a check or money order to our headquarters.)
3. The library will be automatically accessible to each student online for the courses being taken, and will contain the following:
  - The course textbook in PDF format
  - Prerecorded audio/video lectures
  - PowerPoint Presentations coinciding with each recorded lecture
4. Students will have access to live weekly sessions.
5. All assessments will be conducted online using secure proctoring software. Detailed procedures are found in course syllabi.

## ACADEMIC DEGREES & CERTIFICATES

Mishkah University offers Associate and Bachelor's degree in the following major:

### **Department of Islamic Studies in the English Language**

- Associate Degree in Islamic Studies
- Bachelor of Science in Islamic Studies

## CERTIFICATE PROGRAMS

### **Arabic Language for non-Arabic Speakers**

- A certificate in Linguistic Qualifying of non-Arabic speakers.

### **Dual Enrollment for High School Students**

The Dual Enrollment program provides a rigorous, college-level Islamic Studies curriculum in the English Language for contracted Islamic High Schools. The program's purpose and policies are outlined below. Please note that policies are subject to change as Mishkah University sees fit.

#### **Purpose**

This program will enable high school students (grades 9-12) to receive credit for a set of courses offered by Mishkah University. Mishkah seeks to encourage high school students to complete comprehensive, college-level, Islamic Studies classes, and open a path for higher Islamic education. Mishkah will grant credit to students who successfully complete each course offered through this program. In these challenging times, this is a unique opportunity for youth in the West to hold fast to the rope of Allah through authentic Islamic education. For more information, please visit this link: <https://mishkahu.com/wp-content/uploads/2021/08/Dual-Enrollment-Program-Mishkah-University-.pdf>.

#### **Ejaza Online**

EjazaOnline is part of the Quranic Studies Department at Mishkah University and is an online, Quranic platform that teaches recitation, tajweed, and memorization of the holy Quran. For more information, please visit <https://ejazaonline.com>.

## 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 for 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, deferment of study, or those referred to 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:

- Enrolling 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 qualified scholarship applications (when funds are available) 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.

### **Academic Advisory Committee**

This committee 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 policies. 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.



## **Department of Information Technology**

The department is responsible for:

- Maintaining the University website, students' online portals, and the Student Information System (SIS) and Learning Management System (LMS).

## **ADMISSION AND REGISTRATION**

For admission to the University's undergraduate Islamic studies program and other certificate based programs (i.e., Arabic for Non-Arabic Speakers, and Dual Enrollment), students must meet the admission requirements, qualifications and agree with ALL policies and procedures 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:**

**July 1<sup>st</sup>** - Fall Semester

**November 15<sup>th</sup>** - Spring Semester

**April 1<sup>st</sup>** - Summer Semester

### **Registration Procedures**

Students may register:

1. By contacting the Student Affairs office by phone or email:  
([registrar@mishkahu.com](mailto:registrar@mishkahu.com) or 866-808-0813)
2. Online on Mishkah University's website. For more information, please visit <https://mishkahu.com/apply-now/>

### **Credit Transfer Steps**

Students may be able to transfer credits from other colleges or universities that are accredited and recognized by Mishkah.

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

- An official transcript from the institution the student is currently attending, or any other institution(s) previously attended must be sent from the institute directly to Mishkah University. Mishkah University must receive an official copy of the course outline from the institute for any requested credit transfer. Credits cannot be transferred until official transcripts are submitted.

- Credits earned from non-official educational institutions such as mosques, private lectures with a scholar or seminars will not be transferred.
- 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 equivalent credit hours.
- The submitted course outline requesting to be transferred must be similar to Mishkah University course content.
- If the original course material is not in English, a certified translation of documents is required.
- An incomplete transfer request will be kept for two years from the date of notification. If no additional information is received within this period, the request and any supporting documentation will be disregarded.
- Once the evaluation is approved, you will be notified by the Mishkah Registrar. Results of the faculty evaluation will be added to your transcript.
- The transfer fee is \$100 per subject, **paid only if the transfer is accepted**. The fee is nonrefundable.

Please note that the student's legal name on any submitted documents must match the student's valid ID. If a student has undergone a name change, a Court Order must be provided. To complete the credit transfer process, students should email the Registrar at [registrar@mishkahu.com](mailto:registrar@mishkahu.com).

## Special Credit Totals

### College of Islamic Studies (English):

The maximum number of special semester transferable credits accepted is as follows:

- Approved transferable credits from a four-year recognized institution for a bachelor's degree: 90 credit hours.
- Approved transferable credits from a two-year recognized institution for an associate degree: 45 credit hours.

## UNDERGRADUATE ADMISSIONS

### Admission Requirements

Students applying for admission at Mishkah must submit the following:

1. A complete online application
2. A copy of a valid driver's license, identification card or passport
3. A notarized copy of your high school diploma or higher (if it was obtained from the US or Canada), otherwise your degree must be evaluated. Please carefully follow the instructions on how to fill out the [Application for Evaluation of Foreign](#)

[Credentials](#) and submit your application to the office of Josef Silny, responsible for Mishkah University's foreign degree evaluations

4. Students must also meet the following conditions:
  - Understand and comply with all the University's technology requirements found [here](#).
  - Comply with all other University registration requirements.

Please note that the student's legal name on any submitted documents must match the student's valid ID. If a student has undergone a name change, a Court Order must be provided.

### **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 as it sees fit to enhance the educational process.

The tuition fee is \$85 per credit hour for undergraduate studies.

For more information, please visit the following link:

<https://mishkahu.com/admissions/tuition-and-fees/>

### **Registration Fee**

All new students must pay \$65 one-time non-refundable registration fee.

### **Technology Fees**

All registered students must pay a \$40 non-refundable fee every semester.

### **Graduation Fees**

- All English department graduating students must pay a \$100 fee, which covers the degree, transcript, and shipping and handling costs within North America.
- Students are responsible for purchasing graduation attire.  
Students are responsible for covering expenditures for an on-site graduation such as travel, hotel, transportation, etc.

### **Other Fees**

- Credit transfer fees- \$100 per class
- Test-out fee for Arabic or Quran Memorization & Tajweed \$150
- Transcript Fee- \$10
- Diploma Fee- \$70
- Re-enrollment Fee- \$65 after 2 years of inactivity.

## **Payment & Refund Policies**

Students must pay the proper tuition fees upon registration by money order, bank transfer, credit cards, or checks payable to Mishkah (for students residing in the US only).

### **Refund Policies:**

1. **Withdrawing from a course and requesting a refund will only be considered through a written request to [support@mishkahu.com](mailto:support@mishkahu.com).**
2. Students can obtain a **full refund** only if they withdraw from classes by the add/drop course registration deadline, **through a written request to [support@mishkahu.com](mailto:support@mishkahu.com)**
3. **If students withdraw from a course within two weeks after the registration add/drop deadline, they will receive a 50% tuition refund.**
4. **NO refunds will be given** for classes dropped any time after these two weeks. (Please refer to the [Academic Calendar](#) for important dates.)

## **UNDERGRADUATE PROGRAM GENERAL GUIDELINES**

### **Registration**

Students may not register in any semester or summer session after the official registration period indicated on the University calendar has passed. 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 students will be able to schedule every class they might be required to or wish to take in any given semester.

### **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 15 credit hours only with the permission of the Dean, provided they have maintained an overall 3.0/ (B)/ 80% average and have not fallen below a grade 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.

## ENROLLMENT CLASSIFICATIONS

### **Degree Seekers:**

- **Full-time Students**

Undergraduates enrolled for 12 or more hours are classified as full-time.

- **Part-time Students**

Students who do not qualify as full-time students as defined 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

### **Take a class for credit:**

You will be required to meet all class requirements – attending live lectures, assignments, and exams – to receive a grade for the class.

### **Audit a class:**

You will have access to all class materials and may participate in live discussions, but you are not required to fulfill class requirements such as assignments and final examinations (although it is recommended to do so to enhance your learning.) As an auditor, you earn no credits, and you must pay full tuition for the courses taken.

Credits earned as a non-degree student are recorded on your permanent academic record.

- Tuition for auditing a course is the same as 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.
- Auditors must follow the same attendance policy as degree seekers.
- Students may not change from audit to credit after the last day to add/drop courses.
- 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 one's permanent academic record.
- **A maximum of 30 hours of credit earned as a non-degree student will be allowed toward a degree at Mishkah.**

**After surpassing 30 credit hours, non-degree students will not be allowed to switch to degree-seeking.**

### **Schedule Changes:**

- **Adding/Dropping Courses**

Students are responsible for adding/dropping courses on or before the deadline listed on the [Academic Calendar](#).

Students who fail to drop courses by the published final date will not constitute a course drop and will be retained on the class roster even if they are absent for the remainder of the semester.

Withdrawn courses reduce a student's enrolled hours, impact the student's GPA, and could affect scholarship/sponsorship status.

- **Attendance Regulations**

Attendance will be reflected in the overall grading of the course.

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

Up to two absences from a course should be communicated to the instructor by email for approval. The instructor may determine necessary additional assignments for make-up.

Absences exceeding what is permitted (two per course) shall be explained with supporting documentation to administration at [support@mishkahu.com](mailto:support@mishkahu.com) for approval, and to the instructor for notification.

- **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 class interference with the five daily prayers. However, class times should never prevent one from the timely establishment of the prayers.

### ○ **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. Possible accommodations may include extra assignments, readings, class days, class time, or in other ways determined.

## **WITHDRAWAL FROM 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 found [here](#). After that date, a student may not withdraw from the University. Exceptions must be authorized by the Administration through [support@mishkahu.com](mailto:support@mishkahu.com) with supporting documentation and will be granted only under extenuating circumstances. Students who fail to withdraw by the published final date for such action will be retained on the class roster even if they are absent for the remainder of the semester. Students are expected to continue to attend classes until they have been notified that the late drop or withdrawal has been approved.

If the appeal for late drop or withdrawal is granted:

- 1.The official date of withdrawal will be the date the Administration approves the appeal.
2. A ‘W’ will appear on the student’s transcript in place 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 will be required to pay any outstanding balances.

Please note: Withdrawn courses reduce a student’s enrolled hours, impact the student’s GPA, and could affect scholarship/sponsorship status.

## **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 Administration found [here](#).

## **EXTENSION POLICY**

### **Purpose**

This policy implements structured final examination & term paper accommodation to facilitate fairness and maximize the educational experience for students.

## **Policy**

In any semester, students may need accommodation for final exams and term papers in the event of an emergency.

## **Procedures**

Please follow the instructions explained in this video tutorial on how to fill out your extension request form <https://youtu.be/N5MnHCiQP0k>. All extension requests will be reviewed by your instructor and decided by the Administration. Upon final decision, you will receive notification through Orbund.

Please note:

- Mishkah University expects all students to follow the Academic Schedule regarding final examinations or term papers, with emergency exceptions.
- All examination times and deadlines are based on U.S Eastern Standard Time. A complete request must contain a brief explanation of the emergency situation, along with supporting documents and will be reviewed between 3-5 business days.
- The requested extension date should not exceed two weeks past the last day of final exam week.
- All administration decisions are final.

## **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, available in the student's Orbund account. Grade breakdown will be found in the student's Canvas account. For more information regarding grading details, please contact the instructor.

## **Grade Appeal**

The course final grade appeal policy provides the student with a safeguard against receiving an inaccurate final grade in a course while respecting the academic freedom of the instructor, which is vital to the integrity of the teaching process. The final-grade appeal process strives to resolve a dispute between the student and the instructor in the event of a final grade disagreement. The intent is never to disgrace students or instructors, nor to penalize any party if mistakes are discovered, rather to provide a neutral forum for the discussion and explanation of differences.

Every student has the right to request consideration of his or her final grade for review. The course final-grade appeal is confined to charges of bias action against an individual student and may not involve a challenge of an instructor's grading standard. It is incumbent on the



student to substantiate the claim that his/her final grade in the course represents bias treatment, compared to the standard applied to the rest of the class.

The timeline to appeal must be within 3 months of the final grade posting. A written appeal should be submitted to the Administration at [support@mishkahu.com](mailto:support@mishkahu.com). The appeal will be reviewed and decided within 20 business days upon receipt of the request. Administration's decisions are final and may not be appealed.

### **Credit for Repeated Courses**

A student may not repeat any course for credit in which a passing grade (C or higher) has been received. If a course is failed at Mishkah (D or F), it must be repeated at Mishkah with a satisfactory grade achieved to constitute degree credit and fulfill graduation requirements. When a student is permitted to repeat a course, the final grade earned shall determine course degree credit and will be reflected in the transcript. (*Implemented Fall 2021*)

## **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 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.
  - The first instance is for a student who never attends a class or stops attending and does not drop the course.
  - 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 designated withdrawal 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 work attempted at Mishkah. Credit for the subject will only be granted to students who earn a (C) or higher.

### **Cancellation of Enrollment**

Mishkah University reserves the right to cancel student enrollment upon recommendation presented by Administration, or upon student request in the following cases:

1. In case a student fails to register for six consecutive semesters without applying for deferment or for 3 consecutive or 6 separate semesters without an acceptable excuse. Prior admission decisions will not guarantee readmission to the University.
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. Not adhering to educational regulations and violating rules of decorum and conduct.
4. **Not adhering to the University's Behavior & Discipline policy.**

## INDEPENDENT STUDY

Independent study is a form of educational activity undertaken by an individual student with little to no supervision and provides an opportunity for a senior student to complete their graduation requirements. If up to two courses needed for their graduation requirements are not offered in their final semester, the student may register for independent study via email to [support@mishkahu.com](mailto:support@mishkahu.com).

## GRADUATION

### Requirements

Students will graduate from Mishkah upon successful completion of all courses in their major. Students may apply to attend the graduation commencement ceremony when they have 1-2 classes left; however, they will receive their diploma upon completion of all courses.

To initiate the graduation process, students should contact the Mishkah Registrar at [support@mishkahu.com](mailto:support@mishkahu.com)

### Total Credit Requirements

The minimum number of credits necessary for an Associate degree in Islamic Studies in English is 61 credits.

The minimum number of credit hours necessary for a Bachelor's degree in Islamic Studies in English is 121 credits. The breakdown for the credit hours is as follows:

- Total hours of core courses: 109
- Total minimum hours of electives: 6
- Total required outside credit: 6 (Effective Spring 2022)

### Residency Requirements

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

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

### Transcript of Records

Mishkah shall issue its students official transcripts upon their request.

The official permanent academic records for all Mishkah students are in 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 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, academic, or administrative obligations to the University.

To order a transcript, please contact [support@mishkahu.com](mailto:support@mishkahu.com).

**APPENDIX** Page Break

## ACADEMIC CALENDAR

Please visit <https://mishkahu.com/students/academic-calendar/> for the most updated academic calendar.

## ASSOCIATES DEGREE

In 2 years, students can earn an associate degree that will give them a solid foundation in Islamic studies. Students must complete **61 credits**.

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 & II)	4	N/A
10	Analytical Tafseer I (Juz' Amma)	2	AAQR104
11	Fiqh of Family I	2	AAFQ 301
12	Fiqh of Family II	2	AAFQ 401
13	Fiqh of Seerah	3	AAHC101
14	History of the Rightly Guided Caliphs	2	AAHC102
15	Introduction to Islamic Sciences (Absorbed History of Legislation)	2	AAFQ101
17	Dawah Methodology & Practice	3	AASN101

18	Fiqh of Hadith I	3	AASN101
19	Islamic Pedagogy & Public Speaking	3	AAED 102
20	Tazkiyah I	2	AATK 101
21	Manners	3	AATK201
22	Islamic Apologetics (Formerly Islamic Thought I-Refuting Misconceptions about Islam)	2	AASN103
23	Arabic I	4	AARB 101

## BACHELORS PROGRAM IN ISLAMIC STUDIES

### TOTAL CREDITS REQUIRED: 121

- Total hours of core courses: 109
  - Total minimum hours of electives: 6
- Total general education required outside credit: 6 (Effective Spring 2022)

### 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	Islamic Sects (Formerly Muslim Sects and Groups)	3	AASN104

### QURANIC STUDIES: 16 HOURS

	Course Title	Hours	Code
1	Quranic Sciences	3	AAQR101

2	Quranic Memorization and Tajweed (I & II)	4	N/A
4	Analytical Tafseer I	2	AAQR104
5	Analytical Tafseer II	2	AAQR204
6	Analytical Tafseer III	2	AAQR304
7	10 Recitations: History & Rules (Elective)	3	AAOP106 -E

### HADEETH: 9 HOURS

	Course Title	Hours	Code
1	Hadith Sciences (Absorbed Authority of the Sunnah)	3	AASN301
3	Fiqh of Hadith I	3	AASN101
4	Fiqh of Hadith II	3	AASN201

### ISLAMIC THOUGHT, PEGAOGOGY & PROPOGATION: 27 HOURS

	Course Title	Hours	Code
1	Dawah Methodology and Practice	2	AASN101
2	Contemporary Islamic Thought (Formerly Islamic Thought I – Logic and Critical Thinking)	3	AASN102
3	Islamic Apologetics (Formerly Islamic Thought II – Refuting Misconceptions)	2	AASN103
4	Islamic Pedagogy & Public Speaking	2	
5	Leadership for the Da’ee (Formerly Management for the Da’ee- Elective)	3	AAOP102 -E
6	Introduction to Formal Logic (Elective)	3	AASN102
7	Introduction to Philosophy	3	N/A

8	Psychology & Counseling (Elective)	3	AAOP104 -E
9	Research Methodology	3	AAQD103 -E
10	Islam & Science (Elective)	3	AAOP106 -E

### **FIQH AND USUL: 26 HOURS**

	<b>Course Title</b>	<b>Hours</b>	<b>Code</b>
1	Fiqh of Worship I	3	AAFQ102
2	Fiqh of Worship II	3	AAFQ202
3	Family Law I	2	AAFQ301
4	Family Law II	2	AAFQ401
5	Fiqh of Financial Transactions I	3	AAFQ203
6	Fiqh of Financial Transactions II	3	AAFQ303
7	Fiqh of Criminal Law & Islamic Justice	2	AAFQ204
8	Fundamentals of Fiqh I	3	AAFQ304
9	Fundamentals of Fiqh II	3	AAFQ404
10	Legal Maxims	2	AAFQ405

### **ARABIC STUDIES: 12 HOURS**

	<b>Course Title</b>	<b>Hours</b>	<b>Code</b>
3	Arabic I	3	AARB101
4	Arabic II	3	AARB102
5	Arabic III	3	AARB103
6	Arabic IV	3	AARB



## **HISTORY: 10 HOURS**

<b>Course Title</b>	<b>Hours</b>	<b>Code</b>
1 Fiqh of Seerah	3	AAHC101
2 History of the Rightly Guided Caliphs	2	AAHC102
3 History of the Islamic State (I & II)	3	N/A
4 Introduction to Islamic Sciences (Absorbed History of Legislation)	2	N/A

## **SPIRITUALITY & MANNERS: 9 HOURS**

<b>Course Title</b>	<b>Hours</b>	<b>Code</b>
1 Tazkiyah I	3	AATK101 -E
2 Tazkiyah II	3	AATK102 -E
3 Manners	3	AATK201 -E

## **GENERAL EDUCATION: 6 HOURS (Must be taken outside, effective Spring 2022)**

<b>Course Title</b>	<b>Hours</b>	<b>Code</b>
1 Introduction to Biology	3	N/A
2 College Algebra	3	N/A

## **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**

This course is a Qur’anic exegesis (tafsir) of Surat al-Kahf and Surah al-Hujurat from the Qur’an based on classical and contemporary works of tafsir. The course will explore major themes addressed in these chapters, the historical context of the verses, reasons for revelation, and the relevant hadith literature that further clarify their meanings.

### **Analytical Tafseer III**

This course is a Qur’anic Exegesis of Surah an-Nūr based on classical and contemporary works of tafsir. Attention will be given to the major themes addressed in this chapter, as well as the historical context of the verses, reasons for revelation, and the relevant hadith literature that further clarify their meanings.

### **Aqeedah I**

This course is an introduction on the Islamic creed – focusing solely on the first pillar of faith: belief in Allah. It will cover the proofs for, qualities of, and rights of God as per authentic revelation –focusing on the fundamental branches of Tawhīd in Islamic Theology. It will also analyze various contrary theologies, especially atheism and secular deism.

### **Aqeedah II**

This course will expand upon four pillars of faith. Belief in Allah, His oneness, and Divine decree was the focus of Aqeedah I; this course will focus on faith in His angels, His books, His messengers, and the Last Day.

### **Aqeedah III**

This course will expand on integral creedal issues that do not squarely fall under the six pillars of faith, such as concepts of belief and disbelief, orthodoxy and heterodoxy, Islam’s stance on evolution, and issues related to political dissent.

### **Arabic as a Second Language I**

This course will focus on mastery of the language skills: Learning the proper pronunciation and writing of all Arabic sounds; reading and writing the Arabic letters in the different word positions; enriching the students’ Arabic vocabulary; forming written and oral simple sentences through the vocabulary, conjunctions, and grammar; composing oral and written paragraphs using Arabic conjunctions; acquiring thinking skills in the Arabic language. The book will prepare students to learn Arabic through “Your Bridge to the Arabic Language Series” for the non-native speakers.

## **Arabic as a Second Language II**

After completing the basic morphology in Arabic I, Arabic II students will study the “Mazeed Feeh” chapters, irregular verbs (non-Saheeh) and the ta’leel of those verbs (to recognize the original 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 III will be successful completion of Arabic II, 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 exam at the end of the semester will comprise of translation of an Arabic text and translating an English article into Arabic.

## **Arabic as a Second Language IV**

More advanced texts will be introduced in the course, with students expected to read without any harakaat/tashkeel on letters. The objective is for students to become self-reliant in reading advanced Arabic texts so they can pick up on tafseer and understand concepts without the help of a dictionary. The key texts 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 *Misbaanhullaghaat Arabic to Urdu* (for people who speak Urdu).

## **Dawah Methodology and Practice**

The course is designed to examine the virtue and purpose of inviting to the message of Islam. It provides a detailed examination of the history, methodologies, and characteristics of Da’wah, as guided by the Qur’an and Sunnah. The course transitions into examining and building an understanding of the Western and Islamic culture, in order to have a stronger impact of da’wah.

## **Family Law I**

This course is 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. The main text focuses on the opinions and evidence of the Hanbali Madhab. In addition, attention will be given to all the various opinions across the major Madhahib (legal schools of thought), particularly on major issues.

## **Family Law II**

This course focuses on the basic concepts of Islamic bequests and inheritance law. The topics of inheritance will be covered with practical examples given for every chapter throughout the course. The main text focuses on the opinions and evidence of the Hanbali Madhab. In addition, attention will be given to all the various opinions across the major Madhahib (legal schools of thought), particularly on major issues.

## **Fiqh of Criminal Law & Islamic Justice**

This course seeks to familiarize students with the basics of the Islamic penal code, criminal justice laws, jihad, and judicial process. The different types of crimes and their punishments will be introduced, as well as the evidence required to convict the perpetrators of such crimes. The main text focuses on the opinions and evidence of the Hanbali Madhab. In addition, attention will be given to all the various opinions across the major Madhahib (legal schools of thought), particularly on major issues.

## **Fiqh of Hadith I**

This is an entry-level course, part one of two courses that examines the Fiqh of Hadith pertaining to the essential topics, which include creed, law, morality, and spirituality. It goes through Imam al-Nawawi's 40 Hadith compilation. The first twenty-one hadiths are examined and discussed.

## **Fiqh of Hadith II**

This is an entry-level course, part two of two courses that examines the Fiqh of Hadith pertaining to the essential topics, which include creed, law, morality, and spirituality. It goes through Imam al-Nawawi's 40 Hadith compilation. The remaining twenty-one hadiths are examined and discussed.

## **Fiqh of Seerah**

This course is a biographical analysis of the Last Prophet ﷺ based on authentic sources, allowing students to develop love and appreciation for the Prophet ﷺ, understand why particular Qur'anic passages were revealed, develop the ability to compare his times with ours in various respects, and fortify one's knowledge on the compelling reasons to believe in his prophethood.

## **Fiqh of Worship I**

This is an entry-level course in Jurisprudence that examines the key and contemporary issues pertaining to the acts of worship. This course focuses on purification (Tahârah), prayer (Salâh) and funerals (Janâzah). The main text focuses on the opinions and evidence

of the Hanbali Madhab. In addition, attention will be given to all the various opinions across the major Madhahib (legal schools of thought), particularly on major issues.

### **Fiqh of Worship II**

This is an entry-level course in Jurisprudence that examines the key and contemporary issues pertaining to the acts of worship. This course focuses on Zakah, Fasting, and Hajj. The main text focuses on the opinions and evidence of the Hanbali Madhab. In addition, attention will be given to all the various opinions across the major Madhahib (legal schools of thought), particularly on major issues.

### **Fiqh of Financial Transactions I**

This course is an intensive study of the first half of financial transactions in Islam, covering various issues surrounding buying and selling, usury, loans, settlements, companies, and more. The main text focuses on the opinions and evidence of the Hanbali Madhab. In addition, attention will be given to all the various opinions across the major Madhahib (legal schools of thought), particularly on major issues.

### **Fiqh of Financial Transactions II**

This course is an intensive study of the second half of financial transactions in Islam, covering various issues including watering in exchange for a share of the produce, sharecropping, reviving barren land, per-job wages, lost and found property, foundlings, prize money, leasing and hiring, the right of pre-emption, endowments, gifts, and more. The main text focuses on the opinions and evidence of the Hanbali Madhab. In addition, attention will be given to all the various opinions across the major Madhahib (legal schools of thought), particularly on major issues.

### **Fundamentals of Fiqh I**

This course will introduce students to Islamic legal theory as a science, its main approaches, an overview of the legal rulings, and textual implications. By using the text al-Waraqāt as a guide for study, the four main topics of Islamic legal theory will be examined over this course and Fundamentals of Fiqh II: the sources of legislation (evidences), how to derive rulings from these evidences (textual implications), the rulings derived, and the qualifications of the one who can derive these rulings.

### **Fundamentals of Fiqh II**

This course will further students' familiarity with Islamic legal theory. By using the text al-Waraqāt as a guide for study, we will finish examining the four main topics of Islamic legal theory: the sources of legislation (evidences), how to derive rulings from these evidences (textual implications), the rulings derived, and the qualifications of the one who can derive these rulings and one who cannot.

## **Hadith Sciences**

This course is designed to provide an understanding of Hadith sciences. It addresses the authority of Hadith in Islamic law, and the contentions of those who are suspicious of its reliability. It provides a brief synopsis of terminology, preservation, transmission, and various classifications of hadith, and allows for a clear distinction to be made between accepted and rejected hadiths.

## **History of the Islamic States (Previously I & II)**

This course is 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, Muslim Spain, Mughals, and Ottomans.

## **The Rightly Guided Caliphs**

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. Students will develop the ability to draw proper parallels between these major historical events of the first Muslims and our societies today.

## **Islamic Pedagogy and Public Speaking**

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 and, analyzes challenges facing Islamic education, including education of Muslim children in the West, Islamization of the curriculum and coeducation. 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.

## **Contemporary Islamic Thought I- (Formally Islamic Thought I- Critical Thinking and Logic)**

This course will examine the major Islamic movements and contributors to Muslim thought in modern times. It will focus mainly on their position towards approaching the Islamic heritage, religious reform, change in Muslim-majority nations, systems of governance, relationship with others, international relations, and the type of world they aspired to live in. The main objective of this course is for students to prudently navigate controversial ideologies and currents in contemporary Muslim thought and have some parameters by which they can measure them.

## **Islamic Apologetics- (Formally Islamic Thought 2- Refuting Misconceptions)**

This course will offer a framework for Islamic apologetics, how to build conviction and mitigate doubt, and handle some of the most circulated criticisms against Islam in our age, using each as an exercise in our apologetics methodology. The objective of this course is for students to develop the philosophical and dialectical skill to eloquently articulate rationale systematic arguments in defense of the established doctrines and practices of Islam.

## **Legal Maxims**

This is a higher-level undergraduate course regarding the recurrent patterns in Islamic law. It introduces students to the legal maxims of Islamic Jurisprudence as a science and is designed to give students a firm grounding in the terminology, principles, concepts, and history of Islamic legal maxims. Students will study the meanings, proofs, applications and examples of various legal maxims. This course will concentrate on the universal, major and some minor maxims.

## **Manners**

This course explores the sources, principles, and importance of good manners in Islam, as well as the means of acquiring high moral character with Allah and with society. It aims to produce Muslims that are versed, conversant, and who apply Islam's ethical framework, and its details through revelation-based knowledge relating to a set of daily manners. It is designed to equip a Muslim with what they may need in worship, when alone in private, and when engaging others inside or outside their homes.

## **Leadership for the Da'ee (Formerly Management for the Da'ee)**

This course will acquaint students with contemporary leadership and organizational development principles. The class will also emphasize best contemporary organizational practices and will provide examples from the Seerah and Sahabah, and contemporary examples of the implementation of some of these practices. The class will also shed light on the spiritual necessities of Muslims involved in leadership as well as the importance of balance in the life of a da'ee.

## **Islamic Sects**

This course will introduce students to the fundamental beliefs of various Islamic sects. We will study the historical development of the main theological schools and see how these creeds affected later movements and philosophies. An important focus of this class will be to examine the traditions pertaining to the division of Muslims into many sects, and to look at the qualities describing Sunni Islam. Students will also become familiar with foreign ideologies that lead to the formation of many Islamic sects.

## **Psychology and Counseling**

This introductory course will provide students with 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.” Topics that will be integrated within these three overriding themes will include cognition, emotions, personality, motivation, human development, biological and environmental bases of behavior, parenting, the role of the brain, psychological disorders, psychotherapy, motivation, and a brief overview of counseling techniques. Emphasis will also be placed on the application of psychology to diverse human endeavors, special considerations when working with the Muslim community, stigmas associated with mental illness and therapy, special populations within the Muslim community, and the benefits of religiosity and spirituality on mental health.

## **Religions and Doctrines**

This course introduces multiple religions and doctrines throughout the world and through time. It is designed to focus on themes such as doctrine, ritual, scripture, law, ethics, mysticism, and myths present across religions. Through various academic works and scholarly interpretations, the course will equip the students with the understanding of various religions and enable them to recognize the areas of agreement and disagreement between those religions and Islam.

## **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 understands the proper sources and 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 (Formerly I & II)**

These introductory courses to Tajweed cover key rules in Qur’an recitation including the vocal points of articulation for each Arabic letter (maakharij), special characteristics of letters (sifaat), rules associated with meem, noon, madd, stopping in recitation, etc. Students will also be responsible for memorizing a specified portion of the Qur’an.

## **Quranic Sciences**

This course goes through a detailed analysis covering the various sciences pertaining to the Qur’an. The various Quranic sciences will be looked at through definitions of key words, descent, and delivery, the seven readings, abrogation, preservation, miracles, and themes



throughout the Qur'an. Others' doubts on the preservation will also be studied. Finally, the Science of Tafsir will be looked at through a variety of sources.

### **Tazkiyah I**

This course will explore the place of spirituality in Islam, within the bounds of the Quran and Sunnah, and contrast that against the spiritual paradigms of other world systems. It will also look at the history of Sunni Sufism, and a balanced approach towards this discipline; and also explore the inner dimensions of worship, namely some of the deeper meanings of Salah, Zakah, Sawm, Hajj, and Quranic Reflection. While the jurisprudence of these acts covers the form and proper manner of performance, this course will cover the substance of each action.

### **Tazkiyah II**

The course will explore the mechanics of the spiritual heart, and the fundamental qualities of a healthy heart and a diseased heart. It will also deepen our understanding of the primary everyday poisons that compromise the purity of one's heart, and how to guard ourselves against them. Finally, the bulk of this course will be a primer on the actions of the hearts, and their rankings on the spiritual ladder. It is geared to set our aspirations on the upward climb through the various spiritual stations that are essential for a Muslim's devotion to Allah.

### **The 10 Recitations: History and Rules**

This course will examine rules and elaborate the history of the 10 recitations of the Quran. It will focus on studying Islamic and Western perspectives on qirā'āt and aḥruf of the Quran and how those variations were reflected in early codices of 'Uthmān (may Allah be pleased with him). The course will further provide practical demonstration and articulation of certain phonetic, semantic, syntactic, and consonantal variations of those qirā'āt and train a student on how pronounce phonetic variations properly. This may help a student to further pursue studies to acquire various ijāzahs in reciting the Quran or continue an MA program on Quranic studies.

## **STUDENT CONDUCT AND ETHICAL DEVELOPMENT**

The Student Conduct & Ethical Development Committee supports Mishkah University's goals, mission, values, and visions by promoting responsibility and adherence to the standards of behavior outlined in the Student Code of Conduct. Student Conduct & Ethical Development collaborates with the community to advocate for a safe virtual environment that promotes personal accountability and supports student success. Student Conduct & Ethical Development facilitates educational opportunities through meaningful interactions with students to encourage their spiritual, academic, and professional

development. Our goal is to create environments that empower students to engage as ethical citizens in a diverse global society.

### **Commitment to Honor**

In Arabic, “Mishkah” is a niche in the wall where lamps are placed, radiating light to the surrounding areas. Mishkah University embodies the principles that drive our institution to be a beacon that lights the path to spiritual enlightenment and moral reformation. By joining Mishkah’s community, each member is expected to embrace and exhibit the following commitments:

- I pledge to maintain values of honor, honesty, diligence, trust, and integrity in every action I take within the confines of my university’s learning environment and everywhere else in the community at large.
- I pledge to respect the rights and dignity of all people.
- I pledge to contribute to the spiritual and material progress of my country, my religious community (ummah), and humanity at large.
- I pledge to strive for excellence in seeking, embodying, and delivering knowledge.
- I pledge to act with responsibility and adhere to the standards of behavior outlined by Islamic teachings and values
- As a Mishkah student, I will honor this commitment and strive to support and challenge other community members to do the same.

### **STUDENT DISABILITY SERVICES**

In accordance with Section 504 of the Rehabilitation Act (Section 504) of 1973 and the Americans with Disabilities Act (ADA) of 1990 and as amended in 2008, Mishkah University offers qualified students with limited disabilities reasonable accommodations upon official written request and supportive documents. These accommodations are determined by the executive director following a scheduled meeting to inquire about the specific needs and the availability of limited solutions provided by the University. Once the executive director approves the accommodation, students will receive notification of approval at the start of the course or upon approval of a student's accommodation, if accommodation is requested after the course has begun. Upon approval, teaching faculty will receive the appropriate procedures to accommodate each student with their specific need.

Some students with certain disabilities may require additional time to complete timed and/or untimed assessments. The possible extra time may vary from one and a half (1.5x) to double (2x) the time allowed for students to complete the assessments. Students with an approved ADA accommodation for extended time for individual assessments will be allotted approved additional days per week to be determined by the executive director, to

submit their work without penalty, including the final week of the course. The granting of extended time accommodation allows students to submit all work for the course up to 11:59 pm U.S Eastern time on the final date permitted. Extended time for assessments does not apply to discussion and learning team assignments. These assignments are collaborative in nature and are typically time dependent.

All assessments must be taken by the student without any assistance except for:

- Group assignments
- Cases where certain disabilities render taking online assessments impossible (e.g., blindness). Approval from administration must be acquired.
- Additional work as specified by the instructor.

### **Faculty Responsibilities towards Students with Disabilities**

Upon disclosure of a disability condition, faculty must refer the student to the executive director and:

- Inform the student they are entitled to university approved accommodations.
- It is not allowed to collect any supporting documentation from the student. Faculty are required to direct students to the executive director. Reasonable university accommodations apply upon disclosure and for the entire course.
- Students may not re-submit work already completed for a higher grade. They may only receive extensions on due dates for assessments that have not yet been submitted.
- Allow the student to submit late work (within extension period) without penalty on assessments.

Work with the student directly to develop a modified schedule within the approved extension period for submitting work.

### **STUDENT OMBUDS PLATFORM**

The Student Ombuds platform at Mishkah is a confidential, impartial, independent, and informal resource for students who wish to convey concerns and/or resolve disputes related to the University. The Student Ombuds platform does not represent an official office of notice for the University, and communications with Student Ombuds staff are to be held in the strictest confidentiality, except in cases of imminent risk of harm. The Ombuds can help students understand relevant policies and procedures and may occasionally intervene, to resolve issues informally. Students who wish to schedule an appointment with the Ombuds should email the Executive Director.

## FINANCIAL AID

### Scholarship

The University does not currently provide scholarships for any of its students, with the exception of individual 50%- tuition scholarships to *qualified, resident* Imams in the *United States of America* who have demonstrated exceptional leadership abilities, high academic achievements, and distinguished record of service to their communities. To check your eligibility to apply, please read the [application guidelines](#) and send the completed form with any documents to [scholarship@mishkahu.com](mailto:scholarship@mishkahu.com).

### Sponsorship Guidelines

A sponsorship fund has been dedicated to students through our supportive donors. The fund is designed to support talented, deserving students in financial need who have demonstrated exemplary leadership, academic excellence, or service to their communities.

- Mishkah University mainly awards sponsorships for deserving and needy students. A limited number of sponsorships are offered on a first come first serve basis.
- Sponsorships may only cover the tuition cost. No other university fees may be added to this plan, including, but not limited to application fees, retesting fees, technology fee, book fees, credit transfer fees and any other applicable fees.

### Eligibility

Sponsorship applicants must have applied and been accepted into one of Mishkah's degree programs to qualify.

### General Terms

Sponsorship recipients must remain in good academic standing to retain their sponsorships and follow all the policies and procedures in Mishkah handbook.

- Sponsorship applicants must maintain a minimum average academic score of 90% or higher in every semester for the duration of his studies.
- Students' eligibility to remain on the sponsorship will be evaluated on a yearly basis.
- Failure to maintain the required GPA may result in the revocation of the sponsorship

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

If you have any questions, please email [finance@mishkahu.com](mailto:finance@mishkahu.com).

## GET CONNECTED!

Mishkah offers its students the opportunity to connect through social media and share enriched and positive experiences. Follow Mishkah University on its digital platforms to stay connected. Mishkah aims to host an Annual Conference Retreat for its students and interested knowledge seekers, to revive their iman and connect with leading scholars. For more information on future event details, please visit [ENTER URL HERE]. To share your education experience with others, please email your success story to [marketing@mishkahu.com](mailto:marketing@mishkahu.com).

## GIFTS

It is Mishkah's policy to decline gifts, tips, or favors from any outside organization or student to ensure that every Mishkah employee's work is free from external influences. Thus, gifts to employees will be graciously declined. If a student wishes to make a financial donation, it can be made to Mishkah University.

## DISMISSING STUDENTS

- Mishkah University reserves the right to dismiss a student whose presence is detrimental to the best interest of he/she, fellow Mishkah students, or the institution overall.
- Mishkah also reserves the right to terminate or enforce non-renewal of any student's enrollment if the university concludes that the actions of the student make a cooperative relationship impossible, or otherwise interferes with Mishkah's purpose and mission.
- Mishkah also reserves the right to dismiss any staff-member who knowingly goes against any published university policy and/or promotes verbal or written negative advertisement against the university on any medium, including social media sites

## DISCIPLINE POLICY

### General Provisions

- Mishkah will always enforce a high Islamic standard of conduct. Mishkah believes that all students have the right to obtain an education in a nurturing atmosphere that emphasizes growth and positive self-image. To sustain an environment of

responsibility, cooperation, respect, and learning, all students are expected to always rectify their actions.

- Every student is expected to read and follow Mishkah's Behavioral Policies. Any violations of these policies will be immediately followed up with appropriate consequences.

Discipline may occur:

- During online classes.
- During any Mishkah-related activity or events.
- If a Mishkah stakeholder is a victim of retaliation perpetrated by the student.
- If criminal mischief is committed and deemed detrimental to the safety, image and/or well-being of any Mishkah stakeholder.

The policy below states expectations of all students regarding behavior but does not limit disciplinary actions that can be taken by proper authorities.

The core principles of Mishkah's Discipline System are as follows:

- Every student shall act as a responsible Muslim.
- Every student has a right to learn.
- Every instructor has a right to teach.
- A student SHALL NOT prevent an instructor from teaching and/or conducting his/her duty in any way, as required by these rules and Islamic principles.
- A student SHALL NOT prevent a fellow student from learning and/or conducting his/her duty, in any way, in accordance with these rules and Islamic principles.
- A student should demonstrate upmost respect for Mishkah stakeholders.

### **Discipline Referrals & Consequences**

**Mishkah reserves the right to impose disciplinary actions outside of the sequence listed in this policy, based on the severity of the act. No warning or counseling is required for a violation of a serious offense.**

**Each offense will receive higher level consequences based on previous offenses.**

The following are explanations of disciplinary actions that may be taken:

### **Warning**

A University Warning is a formal notice indicating that the behavior or set of behaviors is deemed inappropriate and violates the standard expectations of the student. A warning letter will be sent to the student and will be placed in their personal file.

### **Counseling**

Counseling is an advisory session between the Executive Director and the student.

### **Disciplinary Probation**

The student's collegiate participation is placed on a probational basis for a specified period. The violation of the probation terms, or further violation of Mishkah regulations may lead to more serious disciplinary action, such as suspension from a course, from the University, or expulsion. Restrictions of privileges (such as sponsorship/scholarship status, etc.) may also be conditions of probation.

### **Suspension**

Suspension may occur when a student demonstrates unacceptable behavior, or commits violations to a degree of unfavorable character, judgement, or rational, . Suspension is not a permanent status and will not impact the instructor or class they have been removed from. **Missed work during suspension may result in an F.** A student may be suspended from a class or the university for **one or more semesters.**

### **Expulsion**

Expulsion is reserved for students committing serious violations.

### **Due Process**

Any student whose conduct may warrant suspension or expulsion will follow due process protocol:

1. Students will be notified of the violation
2. Students will be given an opportunity to recount their perspective of the incident to the Mishkah Executive Director.
3. Students will be asked to write a detailed account of the incident.

### **Disciplinary Records**

Students' confidential records are not available for access by anyone other than the student, Administration, and the Mishkah Board. **The university reserves the right to forward disciplinary records in the event of student transfer to another university/institution, based on the severity of the offenses.**

The list of violations below is not exhaustive. A student demonstrating misconduct is subject to disciplinary action according to Mishkah's discretion. **The Administration reserves the right to impose disciplinary actions outside of the sequence, based on the severity of the offense.**

- Disruptive behavior
- Poor attendance record
- Disrespect towards any Mishkah stakeholder
- Verbal altercations
- Disregarding classroom rules
- Lying/concealing the truth that may/may not cause harm to others
- Use of offensive/vulgar language
- Academic misconduct
- Harassment/Sexual harassment
- Bullying /intimidation/extortion
- Implicit/Complicit Threat
- Using language and/or engaging in behavior that is discriminatory
- Using emails, texting, Facebook, Twitter, or any other social medium to harm any Mishkah stakeholder
- Verbal abuse, assault, or mistreatment to any Mishkah stakeholder
- Damage to University property
- Other criminal behavior

### **Appeal Process**

When a student incident necessitates strictly **suspension or expulsion**, the student has an opportunity to appeal the charges through the following process:

1. Student notifies the Mishkah CEO to file an appeal for a discipline decision.
2. Within seven (7) business days of receiving the appeal, the student is notified in writing of the time and date of the meeting, along with the witnesses who will be present.
3. The Mishkah CEO will appoint an appropriate committee of Mishkah representatives for final decision making.
4. The student will be immediately notified in writing of the final decision and a permanent copy of the appeal will be placed in the student's file.

**Mishkah reserves the right to change, modify, and implement this discipline policy. Students will be informed, in writing, of these changes and are expected to abide by the new policy onwards.**



## IMPORTANT CONTACTS

Headquarters Office:

Mishkah University

3821 Maryweather Lane, Suite 102

Wesley Chapel, FL 33544

Phone: 866-808-0813

Fax: 813-327-8593

Student Support Numbers:

English Support for North America Students: +1 (866) 808-0813

English Support for International Students: +1 (813) 906-1072

Email:

[support@mishkahu.com](mailto:support@mishkahu.com)

### **Business hours:**

Monday-Thursday 8:30 am-4:30 pm EST

Friday 8:30 am -2:00 pm EST

Saturday and Sunday closed

### **The University observes the following holidays:**

Eid Ul-Fitr (4 days including last day of Ramadan)

Eid Ul-Adha (5 days including the Day of Arafat)

MLK, Presidents' Day, Memorial Day, June 19 (Juneteenth), Independence Day, Labor Day, Thanksgiving Day, Christmas & New Year's Day.

**Please note office closing days may be subject to change due to weather or other events. Students will be notified via email in the event of change.**