

Dual Enrollment Policies and Procedures

The Dual Enrollment program (DEP) provides a rigorous, college-level Islamic studies curriculum for contracted Islamic High Schools, in the English Language. Outlined below are the program's purpose and policies. 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 courses offered at Mishkah University. Through this, Mishkah seeks to encourage high school students to complete comprehensive, college-level, Islamic Studies classes during their four years of high school, and open a path for higher Islamic education. Mishkah will recognize the students' academic achievements by evaluating their final exam scores, granting credit for the courses that are successfully completed through this program, and awarding them a certificate of completion. This is a unique opportunity for youth in the West to hold fast to the rope of Allah through authentic Islamic education.

Requirements:

Islamic Studies instructors from participating schools will teach all courses to their students. These instructors must be approved by Mishkah's Academic Department and meet the following requirements:

1. Instructors must have a strong foundational knowledge of Islamic Studies.
2. Instructors must have a minimum of two years' experience teaching Islamic Studies in high school.
3. It is highly recommended that Instructors continue their Islamic Studies education by enrolling in a Bachelor or Master's program in Islamic Studies within one year of starting the program.
4. Instructors must use Mishkah's curriculum to teach the courses.
5. Instructors must attend a number of free professional development hours with Mishkah prior to teaching the curriculum.
6. Instructors must submit a copy of their CV for review to Mishkah's administrative / academic team (relqirem@mishkahu.com). An interview will then be conducted to discuss the instructors' qualifications and readiness to teach Mishkah's curriculum.
7. Instructors from a participating school may elect to be enrolled for free to audit courses they may be teaching during the year as long as the course is available during the projected semester.

Process:

1. School administrators from each participating school must complete the registration and admission processes for students to start the program.
2. Islamic Studies instructors must follow Mishkah's course flow.
3. Instructors will work with Mishkah's Dual Enrollment Administrator Sr. Rola Elqirem (relqirem@mishkahu.com) to have course material provided to all the participating students. Instructors are strongly encouraged to use Mishkah's course syllabus to make sure all the course material is covered.

4. The Islamic Studies instructors will directly cooperate with the DEP academic developer, Dr. Samar Almajaideh for academic aspects related to Mishkah courses, including the course evaluation process. (Example: attending classes through zoom, conducting surveys...etc.).
5. Instructors have the freedom to assess students based on the school's academic requirements, i.e., assign homework, give out quizzes and exams, assign projects and research papers, etc.
6. Students may continue to take classes at Mishkah University after High School graduation towards an Associate/ Bachelor's degree. Their credits, gained through the DEP, will be transferred towards that degree if their grade for the transferred classes is C or above.
7. Students will take Mishkah's course exams online. A school representative and the instructor must supervise all students when they are taking the final exam.
8. Mishkah has the right to award credit to each student based on the University grading policies which can be found in the [Student Handbook](#).
9. Instructors will be exclusively paid by the participating school at which they are employed.
10. Administrators of the participating school must evaluate instructors and the program annually and send a report to Mishkah.
11. Mishkah representatives have the right to visit the participating Islamic school to check on the quality and progress of the teaching. Mishkah also, reserves the right to rectify any observed issues in collaboration with the school administration.
12. Mishkah reserves the right to cancel the program in case this contract is breached.

Admission and Fees:

The following general admission policies will also apply to high school students in participating schools.

1. All schools must submit an active list of students one week prior to the beginning of the Fall semester. Mishkah will officially request a confirmation in a separate email about the finalization of the student's roster prior to sending the invoice for the Spring Semester, to speed up the uploading of the Spring courses. A student list needs to be submitted. The addition of any missing or new students will result in charges to the link fees. The registration office and the business office must be notified of any changes.
2. A school administrator must send a list of participating students to Mishkah's registrar using a particular CVS file (provided). The student information must include a picture ID.
3. All new students must pay a \$50 application fee per student (one time), facilitated by a school administrator.
4. Each student must pay \$90 per semester (for courses taken during the fall and spring semester), facilitated by a school administrator. (There are no refunds for courses taken during the academic year).
5. Students must pay an \$8 Technology fee per semester, facilitated by a school administrator.

6. The financial relationship is between Mishkah University and Islamic School (not the students). The Islamic School oversees collecting the required fees and submitting them to Mishkah. Mishkah will not deal with students directly regarding their fees.
7. The Islamic School has the option of either paying one payment at the beginning of each semester (within 30 days of registration) or submitting the amount in three installments. (1/3 due at the beginning of registration). The business office will send the invoice to the Islamic School to be paid within 30 days. A late fee will be applied after the invoice becomes past due.

Class Attendance and Examination Process:

1. 36 hours of class time are needed for each course to meet the required credit hours per semester.
2. All students must be fully registered and keep regular attendance. The instructor is expected to maintain a regular attendance records to meet the required credit hours.
3. Students will be provided with the course syllabus at the beginning of the year. Students are required to participate in all the work assigned in the class, including quizzes, projects, and discussion work as assigned by the onsite instructor. The final examination at the end of each semester follows the procedures and policy set by Mishkah University as follows:
 - a. The final grade attributed by Mishkah will consist of the average of classroom assessments (60%) and the final exam (40%).
 - b. Students must score a 70% or more on their Mishkah exam to receive Mishkah credit for the course. This is while maintaining a 2.5 overall GPA to remain eligible for the program.
 - c. A student who does not receive 70% or more will have the option to retake the exam once again for free later within the same semester. If the student does not pass the exam the second time, he/she will need to retake the course online with Mishkah University and pay the required regular fee to receive credit for it.
 - d. Each student must pay a \$50 examination fee to take the final exams in any particular semester and receive credit. This fee is also facilitated by a school administrator. Students will be notified of the date when they will need to log into the Mishkah Student Information System and take the exam. Exam duration varies between one-hour and two-hours-long depending on the course.
 - e. Students have one attempt to take the Mishkah final exam on Orbund. If they cannot take the final exam due to any emergency or out-of-control circumstances, or the Mishkah system has a technical problem and students are unable to complete the test, the issue should be documented, and the school should notify the Mishkah administration. The school coordinator must request permission from the Mishkah administration for a second attempt in writing. If permission is granted by the Mishkah Admin, students will receive a one-week extension to make the second attempt.
 - f. At the end of each academic year, Mishkah will send the credits completion report for each student to show progress.

Teacher Support:

Mishkah University has appointed a special academic program developer, Dr. Samar Al-Majaideh, to oversee Academic Operations. In this role, she will provide support in instructional leadership, program planning and implementation, assessment, course design, and strategic planning. She will

work closely with the Islamic studies instructors to provide academic advising as well as solicit their input to continue developing the program. Teachers may directly contact her with any questions or concerns related to academic affairs at salmajaideh@mishkahu.com

Mishkah University- DEP Course Flow:

	Courses	Credit Hours
1	Manners	2
2	Biography of the Prophet Muhammad	3
3	Tazkiyah I	2
4	Analytical Tafseer I (Juz' Amma)	3
5	Fiqh of Hadith I	3
6	History of Rightly Guided Caliphs	2
7	Dawah Methodology & Practice	2
8	Quranic Sciences	3
9	Introduction to Islamic Sciences	2
10	Islamic Apologetics	2
11	Fiqh of Worship I	3
12	Islamic Creed I	3
13	Islamic Creed II	3
14	Fiqh of Hadith II	3

For more information on the program, curriculum details and course planners, school administrators and teachers may contact us at: **813-575-4900** or **1-866-808-0813**