MISHKAH UNIVERSITY
ISLAMIC STUDIES IN ENGLISH
STUDENT HANDBOOK
2022-2023

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بسم الله الرحمن الرحيم

1. INTRODUCTION

Abu ad-Dardaa (May Allah be pleased with him) reported:

The Messenger of Allah (ﷺ) said, "He who follows a path in quest of knowledge, Allah will make the path of Jannah easy to him. The angels lower their wings over the seeker of knowledge, being pleased with what he does. The inhabitants of the heavens and the earth and even the fish in the depth of the oceans seek forgiveness for him. The superiority of the learned man over the devout worshipper is like that of the full moon to the rest of the stars. The learned are the heirs of the Prophets who bequeath neither dinar nor dirham but only that of knowledge; and he who acquires it, has in fact acquired an abundant portion." (Sunan Abi Dawud 3641; Jami` at-Tirmidhi 2682)

عنْ أبي الدرداءِ رضيَ اللهُ عنهُ قال سمعتُ رسولَ اللهِ صلى الله عليه وسلم يقول (مَنْ سلَكَ طريقًا يلْتَمِسُ فيه عِلْمًا سهّلَ اللهُ لهُ بهِ طريقًا إلى الجنة وإنَّ الملائكةَ لتَضَعُ أجْنِحَتَها لِطالِبِ العلمِ رِضًى بِما يصْنع وفضلُ العالِمِ على العابدِ كفضلِ القمرِ على سائرِ الكواكبِ وإنَّ العُلماءَ ورثةُ الأنبياءِ إنّ الأنبياءَ لمْ يُوَرِّثوا دينارًا ولا دِرْهَمًا إنّما ورَّثوا العِلمَ فمَنْ أخذَهُ أخذَ بِحَظٍّ وافرٍ) ((رواه أبو داود والترمذي)).

2. MESSAGE FROM MISHKAH UNIVERSITY'S PRESIDENT

"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: "Surely, all actions are but driven by intentions and, verily, every man shall have but that which he intended." (Reported by Bukhari and Muslim).

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
Mishkah University President,
Chairman of the Board of Founders

3. MISHKAH'S VISION AND MISSION

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."

4. STATEMENT OF PURPOSE

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.

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 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.

5. HISTORICAL BRIEF

Mishkah University was founded in 2004 as the culmination of the efforts of Sheikh Dr. Salah Al-Sawy and six other founding members. The goal was to introduce a credible institution

that would enable students, particularly in the West, to study Islam intensively at an academic level.

6. SCHOOL OF THOUGHT FOLLOWED BY MISHKAH

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

7. EDUCATIONAL MODEL

To deliver the best educational experience to its students, Mishkah validates different modes of online education, including synchronous and asynchronous models. All classes are taught virtually with both live interactive and recorded lessons.

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.

The required hours are met or exceeded through recorded materials in the student library, live weekly sessions, and interactive communication between the teacher and students. 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 if available; prerecorded audio/video lectures, and PowerPoint Presentations coinciding with each recorded lecture. All assessments will be conducted online using secure proctoring software. Detailed procedures are found in the course syllabi.

8. MISHKAH PROGRAMS

Mishkah offers several academic programs which are taught in Arabic or in English as follows:

8.1 ISLAMIC AND ARABIC STUDIES PROGRAMS IN ARABIC

(In the programs below, the language of study is fully in Arabic)

Associate Program in Islamic and Arabic Studies

This two-year program is designed to train students on basic Islamic and Arabic studies. A student is required to study 28 courses totaling 81 credit hours in Islamic creed, Quran sciences, hadith, Islamic law, Islamic history, Arabic language, and pedagogy.

BSc. in Islamic and Arabic Studies

This four-year BSc. program aims at training students in Islamic and Arabic studies. A student is expected to complete 127 core and elective credit hours, comprising 44 core courses and three elective courses. Subjects include Islamic theology, Quran sciences, Quran exegesis, Islamic pedagogy and da'wah, Islamic law and legal theory, Arabic language, Islamic history, and civilization, as well as manners and *tazkiyah*.

MA in Islamic Law

In this thesis-MA program in Islamic law, a student is required to study 52 credit hours comprising 10 core courses and two electives in addition to submitting a thesis.

MA in Islamic Theology

For this thesis-MA program in Islamic theology a student studies 42 credit hours which include 10 courses on Islamic creed, contemporary Islamic thought, Quran exegesis, and research methodology in addition to submitting a thesis worth 25 credit hours.

MA in Arabic Language

This program requires the fulfilment of 59 credit hours which contain 14 core and elective courses in addition to writing a thesis on Arabic linguistics, philology, or literature.

MA in Islamic Polity

This program is intended to train students on Islamic polity and jurisdiction. A student is required to study 34 credit hours in addition to submitting a thesis on a topic related to the field of study. The thesis is counted for 25 credits.

MA in Islamic Culture

In this graduate program on Islamic culture, students are required to accomplish 52 credits comprising of courses and a thesis, which represents 27 credits.

Doctorate in Islamic Law

The program consists of 25 credits of courses beyond the MA level, in addition to submitting a dissertation with original research (25 credits) on Islamic law and legal theory.

Doctorate in Islamic Theology

A Ph.D. program on Islamic theology which requires the completion of 25 credits in the form of courses above the MA and submitting a dissertation of 35 credits.

Doctorate in Arabic Language

A Ph.D. program in Arabic linguistics and literature which requires 60 credits including courses and a dissertation.

Doctorate in Islamic Polity

The program is tailored for those who obtained MA in Islamic polity and requires 60 credits of courses and submission of a Ph.D. dissertation.

Doctorate in Islamic Culture

This doctorate program in Islamic culture requires the completion of 60 credits.

For more information on post graduate programs on Islamic and Arabic studies, please visit Mishkah's Arabic and Islamic Studies Post Graduate Programs

8.2 Ejaza Online

Ejaza Online is an online platform dedicated to teaching students various aspects of the Quran. It provides courses on the correct recitation of the Quran for beginners, basic tajweed, memorization, revision, and a study of the various modes of recitation (*qiraa'at*). Within the course of a five-year full-time program, a student can reach the highest level of proficiency in reciting the Quran according to the major 10 well-known recitations of the Quran. For more information, please visit https://ejazaonline.com.

8.3 Teaching Arabic for non-Arab Speakers

Arabic Language Preparatory Certificate

This online program is tailored to teach the Arabic language to non-Arabic speaking students. It comprises of a beginner's level, intermediate level, and advanced level, each consisting of three sub-levels. A full-time student would be able to complete the program in 27 months, enabling fluency in Arabic reading, listening, speaking, comprehension, and Arabic syntax and morphology.

Professional Certificate of Teaching Arabic as a Foreign Language for Non-Arabic Speakers

The program is designed for teachers of Arabic language who have obtained a BSc. in Arabic linguistics. The program qualifies its graduates to teach Arabic to non-Arabic speaking students. It consists of 120 credits, taught at seven levels within a period of 10 months for full-time or part-time students. For more information please visit: PCTAFL

9. ISLAMIC STUDIES IN ENGLISH

9.1 Vision, Mission, and Objectives

Vision: To provide a global program of authentic Islamic knowledge which empowers an English-speaking seeker of Islamic knowledge to understand and appreciate the Islamic scholastic legacy and reflect on solutions for contemporary global and individual challenges.

Mission: To develop Muslim thought leadership through an academically accredited education, training and research on authentic Islamic theological, legal, spiritual, and historical sciences that accommodate Muslim scholastic and realistic discourse in a contemporary world context.

Program Objectives:

Mishkah seeks to:

- Introduce qualified students of Islam who are competent with authentic legal, theological, rational, and spiritual disciplines of Islam.

- Provide a moderate understanding of the Islamic legacy which appreciates the contribution of Islamic civilization in promoting world civilization.
- Disseminate proper and authentic knowledge about Islamic history and culture, based on its primary sources.
- Provide Islamic scholastic discourse on contemporary global and Muslim challenges for Muslims who live in the West.
- 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.
- Facilitate Islamic higher 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 and address many of its apologetics through positive and objective studies of its tenets, beliefs, and literature.
- Prepare individuals to be positive, motivational examples of Islam as a comprehensive and complete way of life, locally, and globally.
- Offer high-quality programs that motivate students to create, discover, and share knowledge about Islam and Muslim societies.

9.2 Program Eligibility

Students applying for Mishkah's bachelor's or associate degree must meet the following requirements:

1. Have a high school diploma or higher degree, obtained in English.
2. If an applicant's native tongue is not English, he/she must show full mastery in English which is the language of instruction.
3. A student can enroll in a non-degree or dual enrollment program before getting his/her high school diploma.
4. Dual-enrollment high school students must register through their contracting schools. Please refer to the Dual Enrollment program for further requirements.

9.3 Non-Degree Program

This program is designed for students who are at least 18 years old or have at least earned a high school diploma or equivalent and wish to seek knowledge on certain subjects without intending to pursue a full degree in Islamic studies. Mishkah offers two systems under this program:

Auditing a Class - A student gets access to all class materials and may participate in live sessions, without being required to do assignments, quizzes, term papers or final exams, though it is recommended to do so to enhance the learning process. As an auditor, a student earns no credits, but must pay full tuition for the courses taken. Tuition for auditing a course is the same as taking a course for credit and subject to the same refund policies. However, students cannot change from

audit to credit after the last day to add/drop courses. **Whoever audits a class and completes it may request a Certificate of Completion by contacting the Registrar.**

Taking a Class for credit - A student completes the full requirements of a course including assignments and final exam. Credits earned as a non-degree student are recorded on the student's permanent academic record. The student may later pursue a degree where those credits will be applicable. 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 be advised either to stop at what they achieved or to switch to a degree-seeking status. If degree seeking status is requested,** they must submit a high school diploma or higher degree as required for admission to a degree-seeking program.

9.4 Dual Enrollment for High School Students

Targeted 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. The program enables 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.

Statement of Purpose

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.

Rules of Registration and Enrollment

1. Students may register for these courses in one of two modes:
    a. through a participating school representative
    b. independently through a legal guardian (**this mode is currently under development and will be launched fully soon**)

2. All registrations must be coordinated through Mishkah's Dual Enrollment Administrator, (Sr. Rola Elqirem relqirem@mishkahu.com)
3. Courses must be taken in the sequence outlined in the table below.
4. All assessments will be proctored through Mishkah's Learning Management System (LMS).

Process for Islamic High Schools (9th -12th):

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. 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.
5. At the end of the course, instructors will submit to Mishkah's Dual Enrollment Administrator a list of all students who wish to take the course examination with Mishkah to receive University credit.
6. 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.
7. Mishkah has the right to award credit to each student based on the University grading policies that are specified in the agreement with schools.
8. Instructors will be exclusively paid by the participating school at which they are employed.
9. Administrators of the participating school must evaluate instructors and the program annually and send a report to Mishkah.
10. Students may continue to take classes at Mishkah University after High School graduation towards an Associate / Bachelor's degree. Their credits will be transferred towards that degree.
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 if the contracted school breached the contract with Mishkah.

Dual Enrollment 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 added 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 students must **pay a $50 application fee per student (one time)**, facilitated by a school administrator.
4. Students must pay **$90 per semester per student** (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 per student**, 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 payments of three. (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 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, 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. Students must score 70% or more on their Mishkah exam to be eligible for Mishkah credit for the course provided the accumulative score is above the passing limit. This is while maintaining a 2.5 overall GPA to remain eligible for the program.
    b. A student who does not receive 70% or more in Mishkah exam 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.
    c. Students must pay a $50 examination fee per student 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.
    d. The final grade attributed by Mishkah will consist of the average of classroom assessments (60%) and Mishkah final exam (40%).
    e. Students have one attempt to take Mishkah final exam on Orbund. If they cannot take the final exam due to 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 an 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.

Courses

The following table outlines the flow of courses that will be taught under the Dual Enrollment program.

Course Order	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

Islamic Studies High School Certificate (ISHSC)

The **Islamic Studies High School Certificate** introduces 18 courses on basic Islamic knowledge for high school students and is taught completely online using Mishkah teachers and curriculum. The program is **tailored to enable high school students to continue their associate or Bachelor's degree in Islamic studies after completing those 18 courses**. Courses are structured in levels to fit high school students in the 9th to 12th grades. **LEARN MORE HERE.**

9.5 ASSOCIATE DEGREE OF ISLAMIC STUDIES IN ENGLISH

This two-year program is designed to give students a solid foundation in Islamic basic disciplines and sciences. It consists of credits from 22 core courses. Upon the completion of an Associate program, students may continue to complete their Bachelor of Science in Islamic studies in English. The following table outlines the courses required to accomplish an Associate degree:

No.	Course Name	Code	Credits	Study Level
A. Arabic Studies				
1	Arabic as a Second Language I	ISEA-101	4	1
B. Quranic Studies				
2	Quran Memorization and Tajweed I	ISEQ-261	2	4
3	Quranic Sciences	ISEQ-191	3	4
4	Analytical Tafseer I	ISEQ-211	3	3
C. Hadith and its Sciences				
5	Fiqh of Hadith I	ISEH-141	3	1
D. Spirituality & Manners				
6	Tazkiyah I	ISES-261	2	3
7	Manners	ISES-171	2	2
E. Islamic Theology, Philosophy and Comparative Religion				
8	Islamic Creed I	ISETH-111	3	1
9	Islamic Creed II	ISETH-161	3	2
10	Islamic Creed III	ISETH-331	3	5
11	Religions & Doctrines	ISETH-463	3	6
F. Islamic Law and Legal Theory				
12	Fiqh of Worship I	ISEF-151	3	1
13	Fiqh of Worship II	ISEF-192	3	2
14	Fiqh of Transactions I	ISEF-321	3	5
15	Family Law I	ISEF-291	2	4
16	Family Law II	ISEF-381	2	6
G. History and Islamic Civilization				
17	Biography of the Prophet Muhammad	ISEHS-131	3	1

18	History of the Rightly Guided Caliphs	ISEHS-181	2	2
19	Introduction to Islamic Sciences	ISEHS-121	2	1
H. Islamic Thought, Pedagogy & Dawah				
20	Dawah Methodology & Practice	ISET-250	2	2
21	Islamic Apologetics	ISET-392	2	3
22	Islamic Pedagogy and Public Speaking	ISET-411	3	7

9.5.2. ASSOCIATE STUDY PLANNER

The study plans below provide suggested guidelines of the courses that students can take to complete their associate degree within a certain time frame, depending on course availability. Students are not required to follow these tracks and may adjust their course load as needed.

Track one: According to this track, an associate degree can be completed in **five semesters** (approximately one year and a half).

First Semester (13 credits):

No.	Course Name	Code	Credits	Study Level
1	Arabic as a Second Language I	ISEA-101	4	1
2	Fiqh of Hadith I	ISEH-141	3	1
3	Islamic Creed I	ISETH-111	3	1
4	Fiqh of Worship I	ISEF-151	3	1

Second Semester (12 credits)

No.	Course Name	Code	Credits	Study Level
1	Biography of the Prophet Muhammad	ISEHS-131	3	1
2	Introduction to Islamic Sciences	ISEHS-121	2	1
3	Manners	ISES-171	2	2

4	Fiqh of Worship II	ISEF-192	3	2
5	Islamic Apologetics	ISET-392	2	3

Third Semester (10 credits)

No.	Course Name	Code	Credits	Study Level
1	History of the Rightly Guided Caliphs	ISEHS-181	2	2
2	Islamic Creed II	ISETH-161	3	2
3	Dawah Methodology & Practice	ISET-250	2	2
4	Quranic Sciences	ISEQ-191	3	4

Fourth Semester (12 credits)

No.	Course Name	Code	Credits	Study Level
1	Family Law I	ISEF-291	2	4
2	Analytical Tafseer I	ISEQ-211	3	3
3	Tazkiyah I	ISES-261	2	3
4	Islamic Creed III	ISETH-331	3	5
5	Quran Memorization and Tajweed I	ISEQ-261	2	5

Fifth Semester (11 credits)

No.	Course Name	Code	Credits	Study Level
1	Fiqh of Transactions I	ISEF-321	3	5
2	Religions & Doctrines	ISETH-463	3	6
3	Family Law II	ISEF-381	2	6
4	Islamic Pedagogy and Public Speaking	ISET-411	3	7

Track two: According to this track, an associate degree can be completed in 7 semesters (two and a half years).

First Semester (9 credits):

No.	Course Name	Code	Credits	Study Level
1	Introduction to Islamic Sciences	ISEHS-121	2	1
2	Arabic as a Second Language I	ISEA-101	4	1
3	Fiqh of Hadith I	ISEH-141	3	1

Second Semester (9 credits)

No.	Course Name	Code	Credits	Study Level
1	Fiqh of Worship I	ISEF-151	3	1
2	Biography of the Prophet Muhammad	ISEHS-131	3	1
3	Islamic Creed I	ISETH-111	3	1

Third Semester (7 credits)

No.	Course Name	Code	Credits	Study Level
1	Fiqh of Worship II	ISEF-192	3	2
2	Manners	ISES-171	2	2
3	History of the Rightly Guided Caliphs	ISEHS-181	2	2

Fourth Semester (7 credits)

No.	Course Name	Code	Credits	Study Level
1	Analytical Tafseer I	ISEQ-211	3	3
2	Dawah Methodology & Practice	ISET-250	2	2
3	Tazkiyah I	ISES-261	2	3

Fifth semester (8 credits)

No.	Course Name	Code	Credits	Study Level
1	Quran Memorization and Tajweed I	ISEQ-261	2	4
2	Quranic Sciences	ISEQ-191	3	4
3	Islamic Creed II	ISETH-161	3	2

Sixth Semester (8 credits)

No.	Course Name	Code	Credits	Study Level
1	Religions & Doctrines	ISETH-463	3	6
2	Family Law I	ISEF-291	2	4
3	Islamic Creed III	ISETH-331	3	5

Seventh Semester (10 credits)

No.	Course Name	Code	Credits	Study Level
1	Islamic Apologetics	ISET-392	2	3
2	Fiqh of Transactions I	ISEF-321	3	5
3	Family Law II	ISEF-381	2	6
4	Islamic Pedagogy and Public Speaking	ISET-411	3	7

9.6 BACHELOR OF SCIENCE IN ISLAMIC STUDIES IN ENGLISH

The Bachelor's program is a full Islamic studies program in English and consists of 46 courses including general education and electives (125 credits). It offers 41 core courses worth 113 credits from a wide range of departments including Arabic language, Quranic studies, hadith, spirituality, manners, Islamic theology, comparative religion, Islamic law, Islamic legal theory, Islamic history and civilization, Islamic thought, pedagogy and dawah. The program requires a student to take two general education courses (6 credits) and three electives (6 credits). The following table outlines the courses taught in the program:

No.	Course Name	Code	Credits	Level

I. Core Courses				
A. Arabic Studies				
1	Arabic as a Second Language I	ISEA-101	4	1
2	Arabic as a Second Language II	ISEA-161	4	2
3	Arabic as a Second Language III	ISEA-211	4	3
4	Arabic as a Second Language IV	ISEA-371	4	4
B. Quranic Studies				
5	Quran Memorization and Tajweed I	ISEQ-261	2	4
6	Quran Memorization and Tajweed II	ISEQ-351	2	5
7	Quranic Sciences	ISEQ-191	3	4
8	Analytical Tafseer I	ISEQ-211	3	3
9	Analytical Tafseer II	ISEQ-281	3	4
10	Analytical Tafseer III	ISEQ-341	3	5
C. Hadith and its Sciences				
11	Hadith Sciences	ISEH-221	3	3
12	Fiqh of Hadith I	ISEH-141	3	1
13	Fiqh of Hadith II	ISEH-171	3	2
D. Spirituality & Manners				
14	Tazkiyah I	ISES-261	2	3
15	Tazkiyah II	ISES-301	2	5
16	Manners	ISES-171	2	2
E. Islamic Theology, Philosophy and Comparative Religion				
17	Islamic Creed I	ISETH-111	3	1
18	Islamic Creed II	ISETH-161	3	2
19	Islamic Creed III	ISETH-331	3	5

20	Religions & Doctrines	ISETH-463	3	6
21	Muslim Sects and Groups	ISETH-312	2	5
F. Islamic Law and Legal Theory				
22	Fiqh of Worship I	ISEF-151	3	1
23	Fiqh of Worship II	ISEF-192	3	2
24	Fiqh of Transactions I	ISEF-321	3	5
25	Fiqh of Transactions II	ISEF-361	3	6
26	Family Law I	ISEF-291	2	4
27	Family Law II	ISEF-381	2	6
28	Fiqh of Criminal Law	ISEF-421	3	7
29	Fiqh of Contemporary Issues	ISEF-448	3	7
30	Islamic Legal Theory I	ISEF-391	3	6
31	Islamic Legal Theory II	ISEF-431	3	7
32	Islamic Legal Maxims	ISEF-441	2	7
G. History and Islamic Civilization				
33	Biography of the Prophet Muhammad	ISEHS-131	3	1
34	History of the Rightly Guided Caliphs	ISEHS-181	2	2
35	History of Muslim States	ISEHS-341	3	5
36	Introduction to Islamic Sciences	ISEHS-121	2	1
H. Islamic Thought, Pedagogy & Dawah				
37	Islamic Pedagogy & Public Speaking	ISET-411	3	7
38	Dawah Methodology & Practice	ISET-250	2	2
39	Islamic Apologetics	ISET-392	2	3
40	Contemporary Islamic Thought	ISET-381	3	6
41	Research Methodology	ISET-263	2	4
III. Elective (students choose three courses only)				

1	Ten Quran Recitations: History and Rules	ISEQ-393	2	6
2	Leadership for the Da'ee	ISET-243	2	3
3	Introduction to Formal Logic	ISET-343	2	5
4	Islam & Science	ISET-152	2	1
5	Psychology & Counseling	ISET-171	2	2
6	Authority of the Sunnah	ISEH-101	2	1
7	Introduction to Islamic Culture	ISET-235	2	3
II. General Education (only two courses required)				
1	Introduction to Philosophy	PHIL404	3	
2	Introduction to Biology	BIOL404	3	
3	College Algebra	ALG303	3	
4	American Literature	ALIT404	3	
5	English Literature	ELIT505	3	
6	Introduction to English Linguistics	LING404	3	
7	Public Speaking	PLSP707	3	
8	Introduction to Communication	COMM404	3	
9	College Mathematics	MATH202	3	
10	Introduction to US Law	USLW101	3	
11	Introduction to Information Technology	TECH404	3	
12	Introduction to Humanities	HUMA404	3	
13	Mental Health	MLHL303	3	
14	Sociology	SOCI404	3	
15	Civil Rights	CLRT505	3	
16	Public Relations	PLRE203	3	

COURSE LEVELS

Courses are categorized into levels depending on their complexity. Students who are beginning their studies should aim to start with the foundational courses in level one, before proceeding to

other levels. Nonetheless, students are not restricted from taking courses in an upper level if those courses do not have prerequisites.

For courses that have prerequisites, students must obtain a passing grade in the preceding course to be allowed to register in the course following it – this means, that in cases where these courses are being offered in consecutive terms, a student may not be able to register for the new course as soon as enrollment for the upcoming semester opens, but would be required to wait until the final grades of the current semester have been submitted.

Level One			
18-20 credits depending on selecting an elective			
Course Name	**Code**	**Credits**	**Core/Elective**
Arabic as a Second Language I	ISEA-101	4	Core
Fiqh of Hadith I	ISEH-141	3	Core
Islamic Creed I	ISETH-111	3	Core
Fiqh of Worship I	ISEF-151	3	Core
Biography of the Prophet Muhammad	ISEHS-131	3	Core
Introduction to Islamic Sciences	ISEHS-121	2	Core
Islam & Science	ISET-152	2	Elective

Level Two			
17-19 credits depending on selecting an elective			
Course Name	**Code**	**Credits**	**Core/Elective**
Arabic as a Second Language II	ISEA-161	4	Core
Manners	ISES-171	2	Core
Islamic Creed II	ISETH-161	3	Core
Fiqh of Worship II	ISEF-192	3	Core
History of the Rightly Guided Caliphs	ISEHS-181	2	Core
Fiqh of Hadith II	ISEH-171	3	Core
Psychology & Counseling	ISET-171	2	Elective
Dawah Methodology & Practice	ISET-250	2	Core
Authority of the Sunnah	ISEH-101	2	Elective

Level Three			
16 -18 credits depending on selecting an elective			
Course Name	**Code**	**Credits**	**Core/Elective**

Arabic as a Second Language III	ISEA-211	4	Core
Analytical Tafseer I	ISEQ-211	3	Core
Hadith Sciences	ISEH-221	3	Core
Islamic Apologetics	ISET-392	2	Core
Tazkiyah I	ISES-261	2	Core
Leadership for the Da'ee	ISET-243	2	Elective
Introduction to Islamic Culture	ISET-235	2	Elective

Level Four			
16 credits			
Course Name	**Code**	**Credits**	**Core/Elective**
Quran Memorization and Tajweed I	ISEQ-261	2	Core
Quranic Sciences	ISEQ-191	3	Core
Family Law I	ISEF-291	2	Core
Arabic as a Second Language IV	ISEA-371	4	Core
Analytical Tafseer II	ISEQ-281	3	Core
Research Methodology	ISET-263	2	Core

Level Five			
16 -18 credits depending on selecting an elective			
Course Name	**Code**	**Credits**	**Core/Elective**
Tazkiyah II	ISES-301	2	Core
Muslim Sects and Groups	ISETH-312	2	Core
Fiqh of Transactions I	ISEF-321	3	Core
History of Muslim States	ISEHS-341	3	Core
Analytical Tafseer III	ISEQ-341	3	Core
Islamic Creed III	ISETH-331	3	Core
Introduction to Formal Logic	ISET-343	2	Elective

Level Six			
16 -18 credits depending on selecting an elective			
Course Name	**Code**	**Credits**	**Core/Elective**
Fiqh of Transactions II	ISEF-361	3	Core
Contemporary Islamic Thought	ISET-381	3	Core
Family Law II	ISEF-381	2	Core
Islamic Legal Theory I	ISEF-391	3	Core

Religions & Doctrines	ISETH-463	3	Core
Ten Quran Recitations: History and Rules	ISEQ-393	2	Elective

Level Seven			
14-16 credits depending on selecting an elective			
Course Name	**Code**	**Credits**	**Core/Elective**
Islamic Legal Maxims	ISEF-441	2	Core
Islamic Pedagogy & Public Speaking	ISET-411	3	Core
Fiqh of Contemporary Issues	ISEF-448	3	Core
Islamic Legal Theory II	ISEF-431	3	Core
Fiqh of Criminal Law	ISEF-421	3	Core

Level Eight			
6 credits depending on selecting three electives and two GE			
Course Name	**Code**	**Credits**	**Core/Elective**
General Education 1		3	
General Education 2		3	

COURSE DESCRIPTIONS

A. Arabic Studies

- *Students enrolling in Arabic courses are **expected to know the Arabic alphabet and how to read basic Arabic.** A placement test with our partners Fawakih Institute will be required prior to enrollment.*
- *For students who still need to learn how to read in Arabic, we encourage them to first register for preparatory courses in our Arabic for Non-Arabic Speakers program.*
- *Students who are fluent in Arabic or have studied Arabic previously, **may request to test out of Arabic 1, 2, 3 classes by taking an exam** (there is a fee of $150). They would still be required to take Arabic 4.*
- ***.** The **test out request form** can be found in the student's Orbund account.*
- *All students are required to take at least one Arabic class with Mishkah.*

Arabic as a Second Language I (ISEA-101): 4 credits

This course is for students seeking to take their first steps into Arabic language grammar. The course will begin covering characteristics of nouns (e.g., definiteness, gender, and number), and introduce simple phrases (e.g., adjectival and prepositional phrases) and basic sentence structure (e.g., nominal and verbal sentences). Sound verbs are also introduced, and students are expected to conjugate verbs in the past, present, and command tenses. Basics of noun patterns (e.g., active and passive participles) are also introduced. These concepts are then reinforced

through Text Analysis and Listening (short supplications), and Quran Analysis (selections from the 30th Juz) modules. These lessons will continue in Arabic II

Prerequisite: Placement Exam

Arabic as a Second Language II (ISEA-161): 4 credits

This course introduces a more advanced level in the study of Arabic language by improving the four skills of reading comprehension, writing, speaking, and listening. It further provides more nuanced appreciation of utilizing verbal constructions to convey various senses of the past, (past continuous, recent past and far past), and distinguishing between the active and passive and transitive/ intransitive verbs. It also attempts to familiarize students with common modifications of the nominal sentence, using إن and كان and to increase student's ability to translate classical Arabic texts. Additionally, the students will recognize classical Arabic words, roots, and phrases in speech through listening, while also enriching their Arabic vocabulary through reading Arabic stories.

Prerequisite: Arabic as a Second Language I or Advanced Placement Exam

Arabic as a Second Language III (ISEA-211): 4 credits

This course moves to intermediate grammar and morphology concepts. Grammar is focused primarily on the mansūbāt, including different mafā'īl, the exception, circumstantial qualifier (hāl), specifier (tamyīz), and the vocative (nidā'). Morphology requires students to gain mastery of the commonly known meanings associated with the derived verb forms, alongside key examples highlighting the spectrum of meaning. These concepts are then reinforced through Text Analysis (selections from Qisas al-Nabiyeen) and Listening (khutba clips), and Quran Analysis (first half of Sūrat al-Shu'ara) modules.

Prerequisite: Arabic as a Second Language II or Advanced Placement Exam

Arabic as a Second Language IV (ISEA-371): 4 credits

This course presents advanced noun structures such as *tawkid, badal,* types of *idafa, kāda* and her sisters, verbs of amazement, praise and censure, and numbers. Morphology focuses on irregular verbs, including *mahmūz, muda'aff,* and the variety of *mu'talla* (*mithāl, ajwaf, naqis, lafīf*). Students will understand the underlying rules behind the phonological changes among irregular verbs. These concepts are then reinforced through Text Analysis (selections from Qisas al-Nabiyeen) and Listening (*Sīra* talk-show clips), and Quran Analysis (second half of *Sūrat al-Shu'ara*) modules.

Prerequisite: Arabic as a Second Language III or Advanced Placement Exam

B. Quranic Studies

- *Students enrolling in Quran and Tajweed Classes **must be able to read the Quran**. A placement test may be required prior to enrollment.*
- *Students **who still need to learn the basics of Quran reading are encouraged to take the E301** course through our Ejazaonline program.*
- *A student with previous experience or qualifications in memorization or tajweed **may test out of Quran Memorization and Tajweed I but must take Quran and Tajweed II. The cost of the test out fee is $150.***
- *Students may only test out of both Quran and Tajweed I and II, only if they have an ejaza. They will need to take **a test showing their proficiency in the recitation and memorization of the last two ajza. The cost of the test out fee is $150.***
- ***The test out request form** can be found in the student's Orbund account.*
- *Students who have previously taken **an equivalent memorization and tajweed course at EjazaOnline** (or another recognized institution) may submit the course for consideration for transfer. (Courses **E302** and **E303** at EjazaOnline can substitute for Quran and Tajweed I. **E304** can substitute for both Quran and Tajweed I and II. Courses transferred from EjazaOnline are **not** subject to transfer fees.)*

Quran Memorization and Tajweed I (ISEQ-261): 2 Credits
This introductory course to tajweed covers key rules in Quran recitation including the vocal points of articulation for each Arabic letter (maakharij), rules associated with meem and noon, rules of madd, and the rules of Hamzat Al-Wasl, etc. Students also memorize the last juz' of the Quran and read a portion of Surat Al-Kahf with the implementation of the rules mentioned above.

Quran Memorization and Tajweed II (ISEQ-351): 2 Credits
This course continues the rules from Quran Memorization and Tajweed I and covers key rules in Quran recitation including characteristics of letters, rules pertaining to pronouncing letters heavy and light, the concept of Al-Waqf Wa Al-Ibtidaa' (knowledge of how to stop and begin recitation) and concludes with a few points of caution by the scholars of Tajweed. Students also memorize the 29th juz' of the Quran and read a portion of Surat Al-Kahf with the implementation of the rules mentioned above, as well as rules covered in Tajweed I.

Quranic Sciences (ISEQ-191): 3 Credits
This course is a detailed analysis covering the various sciences pertaining to the Quran including the definitions of key words, the Quran's descent and delivery, the seven readings, abrogation, preservation, miracles, and themes throughout the Quran. Others' doubts on the preservation will also be studied. Finally, the science of tafsir will be examined through a variety of sources.

Analytical Tafseer I (ISEQ-211): 3 Credits
This course is a primer on the Qur'anic Exegesis and explanation of the last part of the Qur'an (Juz' 'Amma) based on classical and contemporary works of Tafsir. Attention will be given to the major themes addressed in Juz' 'Amma of the Qur'an, as well as the historical context of

the verses, reasons for revelation, and the relevant hadith literature that further clarify their meanings.

Analytical Tafseer II (ISEQ-281): 3 Credits
This course is a Qur'anic exegesis (tafsir) of Surat al-Kahf and al-Hujurat from the Qur'an based on classical and contemporary works of tafsir. Attention will be given to the major themes addressed in these chapters, as well as the historical context of the verses, reasons for revelation, and the relevant hadith literature that further clarify their meanings.

Analytical Tafseer III (ISEQ-341): 3 Credits
This course is a Qur'anic Exegesis of an-Nur chapter of the Qur'an based on classical and contemporary works of Tafseer. Attention will be given to the major themes addressed in these chapters, as well as the historical context of the verses, reasons for revelation, and the relevant hadith literature that further clarify their meanings.

C. Hadith and its Sciences

Hadith Sciences (ISEH-221): 3 Credits
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.

Fiqh of Hadith I (ISEH-141): 3 Credits
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 hadiths are examined and discussed.

Fiqh of Hadith II (ISEH-171): 3 Credits
This entry-level course is the second part of two courses that examine the Fiqh of Hadith pertaining to essential topics, which include creed, law, morality, and spirituality. The course examines and discusses the final 20 hadiths from Imam al-Nawawi's 40 Hadith compilation.

Prerequisite: Fiqh of Hadith I

D. Spirituality & Manners

Tazkiyah I (ISES-271): 2 Credits
This course will explore the place of spirituality in Islam, within the bounds of the Quran and Sunnah, and by contrasting 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. It will 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 (ISES-301): 2 Credits
The course explores 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.

Prerequisite: Tazkiyah I

Manners (ISES-171): 2 Credits
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 capable of applying 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.

E. Islamic Theology and Comparative Religion

Islamic Creed I (ISETH-111): 3 Credits
This course is an introduction on the Islamic creed (*aqeedah*) focusing solely on the first pillar of faith: belief in Allah. It will cover the fundamental categories of monotheism (*tawhīd*) in Islamic theology and their practical applications, such as proving the existence of the Creator and His exclusive right to be worshiped. It will also present critiques of various contrary theologies, especially atheism and secular deism, as well as philosophical and mystical approaches to understanding Allah.

Islamic Creed II (ISETH-161): 3 Credits
This course will focus on the six articles of faith and other important topics in Islamic Aqeedah. Students will learn the meaning of faith and unbelief, Sunnah and heresy, the angels, the jinn and devils, the revealed scriptures, the miraculous Qur'an, the status of Prophet Muhammad ﷺ, sainthood, and love and hatred for the sake of Allah. The topics will be explored from both a textual and rational perspective.

Islamic Creed III (ISETH-331): 3 Credits
This course will focus on belief in the Day of Resurrection and expand on integral creedal issues that do not squarely fall under the six pillars of faith, such as beliefs regarding to the Companions, sectarianism, political rule, and differences of opinion on Aqeedah matters between Ahl al-Sunnah wal-Jama'ah.

Religions & Doctrines (ISETH-463) 3 Credits

This course is intended as a capstone Aqeedah course. Many religions and ideologies in the world provide challenges for Muslims who encounter them or wish to successfully engage with them.

The aim of this course is to enable the students to explore how a meaningful engagement with these challenges can be undertaken within the context of the classical Sunni theological tradition. The course will provide numerous cases where students can apply what they have learned in previous Sunni Aqeedah modules to questions of relevance in the world today. This should deepen their understanding of the classical Sunni theological tradition as well as develop critical thinking skills in applying principles and tenets of the faith tradition to various challenges in theology, ontology, epistemology ethics, and questions of social relevance. The course will not attempt a thorough study of these various religions and ideologies, which is impossible within the course timeframe. Rather, it will engage with specific challenges that these belief systems present, and focus on bringing forth authentic, robust and sound responses from a Sunni Aqeedah perspective.

Muslim Sects and Groups (ISETH-312): 2 Credits

This course will introduce students to various sects within the Muslim Ummah. The course will explore the historical development of division and sectarianism, the main theological fundamentals of such sects and examine how such creeds affected later movements and ideologies. 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 that distinguishes the Sunni Muslims. The course will also attempt to explain the non-Islamic ideologies that affected the formation of many sects within Muslims.

Prerequisite: Islamic Creed I, II and III

F. Islamic Law and Legal Theory

Fiqh of Worship I (ISEF-151): 3 Credits

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 (Taharah), prayer (Salah) and funerals (Janazah). The main text focuses on the opinions and evidences 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 (ISEF-192): 3 Credits

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 various opinions across the major Madhahib (legal schools of thought), particularly on major issues.

Fiqh of Transactions I (ISEF-321): 3 Credits

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 evidences 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 Transactions II (ISEF-361): 3 Credits
This course is an intensive study of the second half of financial transactions in Islam. Topics covered include issues surrounding 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.

Prerequisite: Fiqh of Transactions II

Family Law I (ISEF-291): 2 Credits
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 (ISEF-381): 2 Credits
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 (ISEF-421): 3 Credits
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 Contemporary Issues (ISEF-448): 3 Credits
An examination of the definition and scope of contemporary fiqh issues; the approach to addressing those issues and deducing their rulings from the original sources of Islamic law; and the concept of collective ijtihad and the assemblies of jurists. Students will study individual examples of newly emerged matters such as modern applications of Zakat, DNA testing & its use in paternity tests and criminology, conventional insurance and alternatives, naturalization and citizenship in non-Muslim countries, interest-based mortgages and alternatives, plastic surgery, and moon sighting.

Prerequisite: Fiqh of Worship II, Fiqh of Transactions II, Family Law II

Islamic Legal Theory I (ISEF-391): 3 Credits
This course will introduce students to Islamic legal theory as a science, its main approaches, overview the legal rulings, and textual implications. By using the text al-Waraqāt as a guide for study, the course will examine the Quran and the Sunnah as the primary sources of Islamic law. It will further cover textual implications, commands, and prohibitions in addition to the concept of abrogation in Quran and Hadith.
Prerequisite: Fiqh of Worship II

Islamic Legal Theory II (ISEF-431): 3 Credits
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.
Prerequisite: Islamic Legal Theory I

Legal Maxims (ISEF-441): 2 Credits
This is a higher-level undergraduate course on 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.
Prerequisite: Fiqh of Worship II

G. History and Islamic Civilization

Biography of the Prophet Muhammad (ISEHS-131): 3 Credits
This course is a biographical analysis of the last Prophet (peace be upon him) based on authentic sources, allowing students to develop love and appreciation for the Prophet (peace be upon him), 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.

History of the Rightly Guided Caliphs (ISEHS-181): 2 Credits
This course is meant to introduce students of knowledge to the science of history and its different branches. Students will get acquainted with Islamic intellectual and political history during the time of the Khulifāʾ Rāshidūn and how it is connected to future Islamic polities. Moreover, this course is also meant to give students a basic understanding of Islamic historiography (*minhāj al-tārīkh* \ *falsafat al-tārīkh*) and indigenous epistemologies, as to equip them with the tools to refute Orientalist histories. The course is designed to provide students

with evidence-based knowledge, with a focus on proofs from the Qurʾān, Sunna and authentic sources of history to enable them to distinguish between the acceptable and fabricated narrations about their history.
Prerequisite: Biography of the Prophet (saw)

History of Muslim States (ISEHS-341): 3 Credits

This course is meant to introduce students of knowledge to the science of history and its different branches. Students will get acquainted with Islamic intellectual and political history from the time of the Umayyads up until our contemporary time. This course will include study of the Umayyad, ʿAbbāsid, Fāṭimid, Ayyūbid, Mamlūk, Almoḥad, Almoravid, Timurid, Dehli, Mughal, Ṣafavid, and Ottoman polities as well as the colonial period with its "epistemological cuts" to Islamic thought. Moreover, this course is also meant to give students a basic understanding of Islamic historiography (*minhāj al-tārīkh* \ *falsafat al-tārīkh*) and indigenous epistemologies, as to equip them with the tools to refute Orientalist histories. The course is designed to provide students with evidence-based knowledge, with a focus on proofs from the Qurʾān, Sunna and authentic sources of history to enable them to distinguish between the acceptable and fabricated narrations about their history.

Introduction to Islamic Sciences (ISEHS-121): 2 Credits
This course aims to introduce students to the classical Islamic sciences. The historical development of some of the main Islamic sciences will be covered, including the most important scholars and texts of those sciences, with a special focus on law and its development. Students will become familiar with the works they can refer back to for their future research as students at Mishkah University.

H. Islamic Thought, Pedagogy & Da'wah

Islamic Pedagogy & Public Speaking (ISET-411): 3 Credits
A comprehensive review of Islamic pedagogy and education, including its concept, virtue, philosophy, tools, institutions, and scholars. It also highlights how excellence can be achieved in Islamic education, analyzing challenges facing Islamic education, including education of Muslim children in the West, Islamization of the curriculum, and co-education. The course also covers various aspects of public speaking as a tool of teaching and conveying knowledge to others and for religious and dawah-oriented purposes.

Dawah Methodology & Practice (ISET-250): 2 Credits
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 Western and Islamic culture, in order to have a stronger impact of da'wah.

Islamic Apologetics (ISET-392): 2 Credits
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.

Contemporary Islamic Thought (ISET-381): 3 Credits
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.

Research Methodology (ISET-263): 2 Credits

This course aims to equip students with qualitative and quantitative research method skills for use in Islamic studies in particular. These skills are essential for the student throughout their career as an imam, academic and researcher. Additionally, it will train students on how to investigate and design a research problem from start to finish using an appropriate methodology and how to present their research outcomes effectively. Students are provided with the opportunity to apply their learning to a subject matter of their own choice in the field of Islamic studies, while increasing awareness about various types of resources that will be of use during the course of their studies.

II. Electives. All electives are offered by Mishkah. A student is required to study three courses only.

Ten Quran Recitations: History and Rules (ISEQ-393): 2 Credits
The lesser ten recitations refer to the seven recitations of the Quran outlined in the Shatibiyyah poem by Imam Ash-Shatibi and the three recitations outlined by Imam Al-Jazaree in the Durrah poem making a total of ten recitations each with their two chains of narrators. This course covers the history of these recitations as well as the ways to recite in each style.

Leadership for the Da'ee (ISET-243): 2 Credits
This course will acquaint students with leadership qualities and styles from both, the Islamic perspective, and contemporary sciences. The class will also explore contemporary Islamic leadership roles, their qualifications, and the best practical approaches to successful implementations in various aspects of contemporary Islamic organizations and communities' needs. The class will also shed light on the various needs of Muslims involved in leadership as well as the importance of balance in the life of a da'ee, and how to avoid burnout.

Introduction to Formal Logic (ISET-343): 2 credits

This course will introduce students to logic, or manṭiq, which many Muslim scholars adopted and applied to their sciences. A student of knowledge would have to be familiar with manṭiq to study other Islamic sciences. The basics of this science, taken from the text "al-Sullam al-Munawraq" with contemporary commentary will be taught in this course. Students will also be

exposed to objections Muslim scholars had with Aristotelian logic and how they responded to these issues.

Islam & Science (ISET-152): 2 Credits
This course will offer a framework for looking at how Islam and science interact with one another. It includes looking at various ways science intersects with Islamic thought and the challenges that are raised therein. This includes how science is used in atheism-theism polemics that Muslims can understand to defend their faith better.

Psychology & Counseling (ISET-171)
This elective course provides 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 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.

Authority of the Sunnah (ISEH-101): 2 credits
This course is designed to help the students understand the meanings of Sunnah and Hadith and the relationship between the two; establish proofs of the importance and authority of the Sunnah; and understand the role of the Sunnah in Islamic Legislation and the basics of how it was transmitted and recorded. Through this course students will appreciate the efforts of the scholars to purify and authenticate the Sunnah, will be equipped with the knowledge and skills needed to refute arguments and claims of those who reject it or trivialize its role, and will be prepared to clarify the prominent misunderstandings concerning the Sunnah.

Introduction to Islamic Culture (ISET-235): 2 credits
An examination of the forces that shape culture and how to confront forces that seek to distort authentic Islamic culture; issues related to Islamic culture that affect the Muslim Ummah and how to find solutions; and the importance of adopting authentic Islamic culture as our cultural identity in theory and in practice**.**

III. General Education

Starting from Fall 2022, students must take **two courses (6 credits) of general education**. Some of those courses may be offered by Mishkah while others must be taken or transferred from outside Mishkah. In this case, students must enroll for the required general education courses at an outside institution and then have the credits transferred to Mishkah. If courses were previously

taken as part of another degree program, students may send official transcripts to the Registrar documenting a passing grade in the course. Alternatively, students who have taken similar courses elsewhere may request the external institution to send Mishkah a detailed course description of the class taken, to determine if the course meets the needed requirements. Courses must be college-level. College Board approved Advanced Placement (AP) high school classes will also be accepted.

The following General Education course will be offered at Mishkah:

College Algebra (ALG303): 3 Credits
The course is intended for students of non-STEM majors requiring college algebra. The course covers theory of functions, different types of functions including linear, quadratic, polynomial, rational, exponential, and logarithmic functions, as well as analyzing the graphs of functions such as intercepts, transformations, vertices, and asymptotes. Students will learn how to solve linear and non-linear inequalities, and exponential and logarithmic equations. Topics of sets of numbers including complex numbers will also be discussed.

Introduction to Information Technology (TECH-404): 3 Credits
This General Education course covers fundamental concepts of computer science which include introduction to computer basics, operating systems and applications, networking and the Internet, computer security, spreadsheets, word processing, social media platforms, and the role of Artificial Intelligence in our lives. Students will learn about the basic operations of their computers, improve their browsing practices, learn about online safety for themselves and their families, and use different applications from the Microsoft Office suite.

Introduction to Philosophy (ISET-491): 3 Credits
Philosophy in its broadest sense may be defined as the human project to discover and formulate through ratiocination (defined differently by different intellectual traditions) a coherent linguistic representation of reality and existence as it is—as opposed to, as it is commonly or erroneously perceived. Following this broad definition, it is difficult to find a civilization, which through its division of labor, and the production of an erudite class, has not produced philosophical schools and traditions. This class will touch on various aspects of a particular discursive tradition of philosophy which began in the ancient Hellenic world with the pre-Socratic thinkers, and in time made its way into the faith worlds of Islam and Christianity, followed by the mechanistic world view of modern European materialist rationalism, and so-called "post-modern" materialist irrationalism. The class will specially focus on the philosophical influences on contemporary secular thought, as secular materialism and its derivatives have become normative praxis for "modern living". The class provide an Islamic approach to the study of philosophy.

The following General Education courses are not offered by Mishkah. A student may choose to take two courses among those listed below at outside institutions and have the course credits transferred through official transcripts. Courses transferred for the

purpose of General Education, that are not offered by Mishkah, are not subject to the $100 per course transfer fee and can be transferred for free.

- Introduction to Biology
- American Literature
- English Literature
- Introduction to English Linguistics
- Public Speaking
- Introduction to Communication
- College Mathematics
- Introduction to US Law
- Introduction to Humanities
- Mental Health
- Sociology
- Civil rights
- Public relations

Bachelor of Science Study Planners

The study plans below provide suggested guidelines of the courses that students can take to complete their degrees within a certain time frame, depending on course availability. Students are not required to follow these tracks and may adjust their course load as needed.

TRACK ONE

Completion of the BSc. Degree within 7 semesters, approximately two and a half years.

First Semester			
18-20 credits depending on studying an elective			
Course Name	**Code**	**Credits**	**Core/Elective**
Arabic as a Second Language I	ISEA-101	4	Core
Fiqh of Hadith I	ISEH-141	3	Core
Islamic Creed I	ISETH-111	3	Core
Fiqh of Worship I	ISEF-151	3	Core
Biography of the Prophet Muhammad	ISEHS-131	3	Core
Introduction to Islamic Sciences	ISEHS-121	2	Core
Islam & Science	ISET-152	2	Elective

Second Semester			
17-19 credits depending on studying an elective			
Course Name	**Code**	**Credits**	**Core/Elective**
Arabic as a Second Language II	ISEA-161	4	Core
Manners	ISES-171	2	Core
Islamic Creed II	ISETH-161	3	Core
Fiqh of Worship II	ISEF-192	3	Core
History of the Rightly Guided Caliphs	ISEHS-181	2	Core
Fiqh of Hadith II	ISEH-171	3	Core
Psychology & Counseling	ISET-171	2	Elective

Third Semester			
16-18 credits depending on studying an elective			
Course Name	**Code**	**Credits**	**Core/Elective**
Arabic as a Second Language III	ISEA-211	4	Core
Analytical Tafseer I	ISEQ-211	3	Core
Hadith Sciences	ISEH-221	3	Core
Quran Memorization and Tajweed I	ISEQ-261	2	Core
Tazkiyah I	ISES-261	2	Core
Dawah Methodology & Practice	ISET-250	2	Core
Leadership for the Da'ee	ISET-243	2	Elective

Fourth Semester			
16 credits			
Course Name	**Code**	**Credits**	**Core/Elective**
Quran Memorization and Tajweed II	ISEQ-351	2	Core
Quranic Sciences	ISEQ-191	3	Core
Family Law I	ISEF-291	2	Core

Arabic as a Second Language IV	ISEA-371	4	Core
Analytical Tafseer II	ISEQ-281	3	Core
Research Methodology	ISET-263	2	Core

Fifth Semester			
16-18 credits depending on studying an elective			
Course Name	**Code**	**Credits**	**Core/Elective**
Tazkiyah II	ISES-301	2	Core
Muslim Sects and Groups	ISETH-312	2	Core
Fiqh of Transactions I	ISEF-321	3	Core
History of Muslim States	ISEHS-341	3	Core
Analytical Tafseer III	ISEQ-341	3	Core
Islamic Creed III	ISETH-331	3	Core
Introduction to Formal Logic	ISET-343	2	Elective

Sixth Semester			
16-18 credits depending on studying an elective			
Course Name	**Code**	**Credits**	**Core/Elective**
Fiqh of Transactions II	ISEF-361	3	Core
Contemporary Islamic Thought	ISET-381	3	Core
Family Law II	ISEF-381	2	Core
Islamic Legal Theory I	ISEF-391	3	Core
Islamic Apologetics	ISET-392	2	Core
Religions & Doctrines	ISETH-463	3	Core
Ten Quran Recitations: History and Rules	ISEQ-393	2	Elective

Seventh Semester			
14 credits			
Course Name	**Code**	**Credits**	**Core/Elective**
Islamic Legal Maxims	ISEF-441	2	Core

Islamic Pedagogy & Public Speaking	ISET-411	3	Core
Fiqh of Contemporary Issues	ISEF-448	3	Core
Islamic Legal Theory II	ISEF-431	3	Core
Fiqh of Criminal Law	ISEF-421	3	Core

TRACK TWO

Completion of the BSc. Degree within 11 semesters, approximately three years.

First Semester			
13 credits			
Course Name	**Code**	**Credits**	**Core/Elective**
Arabic as a Second Language I	ISEA-101	4	Core
Fiqh of Hadith I	ISEH-141	3	Core
Islamic Creed I	ISETH-111	3	Core
Fiqh of Worship I	ISEF-151	3	Core

Second Semester			
9-11 credits depending on studying an elective			
Course Name	**Code**	**Credits**	**Core/Elective**
Arabic as a Second Language II	ISEA-161	4	Core
Biography of the Prophet Muhammad	ISEHS-131	3	Core
Introduction to Islamic Sciences	ISEHS-121	2	Core
Islam & Science	ISET-152	2	Elective

Third Semester			
12 credits			
Course Name	**Code**	**Credits**	**Core/Elective**

Arabic as a Second Language III	ISEA-211	4	Core
Manners	ISES-171	2	Core
Islamic Creed II	ISETH-161	3	Core
Fiqh of Worship II	ISEF-192	3	Core

Fourth Semester			
8-10 credits depending on studying an elective			
Course Name	**Code**	**Credits**	**Core/Elective**
History of the Rightly Guided Caliphs	ISEHS-181	2	Core
Fiqh of Hadith II	ISEH-171	3	Core
Psychology & Counseling	ISET-171	2	Elective
Analytical Tafseer I	ISEQ-211	3	Core

Fourth Semester			
10 credits			
Course Name	**Code**	**Credits**	**Core/Elective**
Hadith Sciences	ISEH-221	3	Core
Quran Memorization and Tajweed I	ISEQ-261	2	Core
Tazkiyah I	ISES-261	2	Core
Dawah Methodology & Practice	ISET-250	3	Core

Fifth Semester			
7-9 credits depending on studying an elective			
Course Name	**Code**	**Credits**	**Core/Elective**
Leadership for the Da'ee	ISET-243	2	Elective
Quran Memorization and Tajweed II	ISEQ-351	2	Core
Quranic Sciences	ISEQ-191	3	Core
Family Law I	ISEF-291	2	Core

Sixth Semester
10 credits

Course Name	Code	Credits	Core/Elective
Arabic as a Second Language IV	ISEA-371	3	Core
Analytical Tafseer II	ISEQ-281	3	Core
Research Methodology	ISET-263	2	Core
Tazkiyah II	ISES-301	2	Core

Seventh Semester			
11 credits			
Course Name	**Code**	**Credits**	**Core/Elective**
Muslim Sects and Groups	ISETH-312	2	Core
Fiqh of Transactions I	ISEF-321	3	Core
History of Muslim States	ISEHS-341	3	Core
Analytical Tafseer III	ISEQ-341	3	Core

Eighth Semester			
9-11 credits depending on studying an elective			
Course Name	**Code**	**Credits**	**Core/Elective**
Islamic Creed III	ISETH-331	3	Core
Introduction to Formal Logic	ISET-343	2	Elective
Fiqh of Transactions II	ISEF-361	3	Core
Contemporary Islamic Thought	ISET-381	3	Core

Ninth Semester			
13 credits			
Course Name	**Code**	**Credits**	**Core/Elective**
Family Law II	ISEF-381	2	Core
Islamic Legal Theory I	ISEF-391	3	Core
Islamic Apologetics	ISET-392	2	Core
Religions & Doctrines	ISETH-463	3	Core
Fiqh of Criminal Law	ISEF-421	3	Core

Tenth Semester			
10-12 credits depending on studying an elective			
Course Name	**Code**	**Credits**	**Core/Elective**
Ten Quran Recitations: History and Rules	ISEQ-393	2	Elective
Islamic Legal Maxims	ISEF-441	2	Core
Islamic Pedagogy & Public Speaking	ISET-411	2	Core
Fiqh of Contemporary Issues	ISEF-448	3	Core
Islamic Legal Theory II	ISEF-431	3	Core

TRACK THREE:

Completion of the BSc. Degree within 15 semesters, approximately 5 years.

First Semester			
10 credits			
Course Name	**Code**	**Credits**	**Core/Elective**
Arabic as a Second Language I	ISEA-101	4	Core
Fiqh of Hadith I	ISEH-141	3	Core
Islamic Creed I	ISETH-111	3	Core

Second Semester			
10 credits			
Course Name	**Code**	**Credits**	**Core/Elective**
Fiqh of Worship I	ISEF-151	3	Core
Arabic as a Second Language II	ISEA-161	4	Core
Biography of the Prophet Muhammad	ISEHS-131	3	Core

Third Semester			
8 credits depending on studying an elective			
Course Name	**Code**	**Credits**	**Core/Elective**

Introduction to Islamic Sciences	ISEHS-121	2	Core
Islam & Science	ISET-152	2	Elective
Arabic as a Second Language III	ISEA-211	4	Core

Fourth Semester			
8 credits			
Course Name	**Code**	**Credits**	**Core/Elective**
Manners	ISES-171	2	Core
Islamic Creed II	ISETH-161	3	Core
Fiqh of Worship II	ISEF-192	3	Core

Fifth Semester			
5-7 credits depending on studying an elective			
Course Name	**Code**	**Credits**	**Core/Elective**
History of the Rightly Guided Caliphs	ISEHS-181	2	Core
Fiqh of Hadith II	ISEH-171	3	Core
Psychology & Counseling	ISET-171	2	Elective

Sixth Semester			
8 credits			
Course Name	**Code**	**Credits**	**Core/Elective**
Analytical Tafseer I	ISEQ-211	3	Core
Hadith Sciences	ISEH-221	3	Core
Quran Memorization and Tajweed I	ISEQ-261	2	Core

Seventh Semester			
7 credits depending on studying an elective			
Course Name	**Code**	**Credits**	**Core/Elective**
Tazkiyah I	ISES-261	2	Core
Dawah Methodology & Practice	ISET-250	3	Core
Leadership for the Da'ee	ISET-243	2	Elective

Eighth Semester			
7 credits			
Course Name	**Code**	**Credits**	**Core/Elective**

Quran Memorization and Tajweed II	ISEQ-351	2	Core
Quranic Sciences	ISEQ-191	3	Core
Family Law I	ISEF-291	2	Core

Ninth Semester			
9 credits			
Course Name	**Code**	**Credits**	**Core/Elective**
Arabic as a Second Language IV	ISEA-371	4	Core
Analytical Tafseer II	ISEQ-281	3	Core
Research Methodology	ISET-263	2	Core
Tenth Semester			
7 credits			
Course Name	**Code**	**Credits**	**Core/Elective**
Tazkiyah II	ISES-301	2	Core
Muslim Sects	ISETH-312	2	Core
Fiqh of Transactions I	ISEF-321	3	Core
Eleventh Semester			
9 credits			
Course Name	**Code**	**Credits**	**Core/Elective**
History of Muslim States	ISEHS-341	3	Core
Analytical Tafseer III	ISEQ-341	3	Core
Islamic Creed III	ISETH-331	3	Core
Twelfth Semester			
6-8 credits depending on studying an elective			
Course Name	**Code**	**Credits**	**Core/Elective**
Introduction to Formal Logic	ISET-343	2	Elective
Fiqh of Transactions II	ISEF-361	3	Core
Contemporary Islamic Thought	ISET-381	3	Core

Thirteenth Semester			
7 credits			
Course Name	**Code**	**Credits**	**Core/Elective**

Family Law II	ISEF-381	2	Core
Islamic Legal Theory I	ISEF-391	3	Core
Islamic Apologetics	ISET-392	2	Core

Fourteenth Semester			
6-8 credits			
Course Name	**Code**	**Credits**	**Core/Elective**
Religions & Doctrines	ISETH-463	3	Core
Fiqh of Criminal Law	ISEF-421	3	Core
Ten Quran Recitations: History and Rules	ISEQ-393	2	Elective

Fifteenth Semester			
10 credits			
Course Name	**Code**	**Credits**	**Core/Elective**
Islamic Legal Maxims	ISEF-441	2	Core
Islamic Pedagogy & Public Speaking	ISET-411	2	Core
Fiqh of Contemporary Issues	ISEF-448	3	Core
Islamic Legal Theory II	ISEF-431	3	Core

INDEPENDENT STUDY

Independent study is a form of educational activity undertaken by an individual student with minimal 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 by sending an email to support@mishkahu.com.

Students will be provided with the materials they need to undertake the study and will periodically need to check in with the student advisor. **Independent study course credits are charged the same tuition as other courses.**

10. ADMISSION AND REGISTRATION

Students applying for admission at Mishkah must submit the following:

- A complete **online application** found here: https://mishkahu.com/apply-now/
- A copy of a **valid driver's license, identification card or passport**
- 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. **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.

- If a notarized copy of the diploma is not obtainable, an official transcript must be sent **directly to Mishkah from the student's institution** by mail or electronically through email, Parchment, the National Student Clearinghouse or SCOIR**.** If the institution requires an email address to send a transcript electronically, please use **registrar@mishkahu.com**

- 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.
    - **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.

Application Deadlines: Deadlines for admission and enrollment of new students for each semester can be found on the Academic Calendar.

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 technology 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 to restore one's enrollment from inactive status.

Payment Policies

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

Students are required to complete payment for each semester and pay any outstanding balances by the add/drop class deadline, **otherwise a block will be placed on their account**. A student with outstanding balances will also not be allowed to register for the following semester.

The following policies apply:

A) **Technology fee**: This fee is applied every semester (Fall, Spring and Summer) as long as the student's status is active with Mishkah regardless of being enrolled in classes during the semester or not. This fee must be paid in time to maintain the student's account from an IT perspective.

B) **Tuition fees**:

1) Tuition fees must be paid in full prior to the seventh day of the start of live sessions unless an Installment plan is set up (see below).

2) If tuition fees are not paid in full, access **to courses will be blocked beginning in the second week of the semester;** students have until the end of the third week to pay their fees. If fees are paid within this two-week grace period, access to the courses will be restored. If the fees are not paid, the blocked courses will be dropped from the student's schedule after this grace period expires.

3) If an installment plan is set up, the first installment will be charged on the start date of live sessions. The remaining installments will be automatically charged on their due dates. If the processing of any of the installments fails and the source of this failure is from the student's side, the student will be notified to resolve the issue within 7 days.

- If the failed installment is the first installment without resolution made, the installment plan will be invalidated and item 2) above becomes immediately enforced.

- If the failed installment is any of the remaining installments without resolution made, all remaining installments will be due immediately, otherwise the student will be blocked from the

enrolled classes and future classes until failed installments are cleared. (Learn more about the Installment plan here.)

C) All outstanding technology and tuition fees must be cleared prior to enrollment in any semester. Mishkah will send a reminder about previous dues to students during the first week of live sessions. **After the first week of live sessions ends, Mishkah has the right to block and/or drop the classes for students who have outstanding dues without notification**.

D) Fees other than technology and tuition are generally for services and must be paid in advance before the related service is provided.

Refund Policies:

1. **Withdrawing from a course and requesting a refund will only be considered through a written request to** support@mishkahu.com.
2. Students can obtain a **full refund** only if they withdraw from classes before or by the add/drop course registration deadline (usually the 7th day from the start of live sessions).
3. If students withdraw from a course anytime between the 7th day and the end of the third week of the semester (i.e., **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 after the third week of live sessions. (Please refer to the Academic Calendar for important dates.)

Scholarships And Discounts

Effective Summer 2022, the University has introduced a **Referral Discount Policy** for students through which registered students who refer new students to Mishkah are eligible for a discount of 10% or more. Learn more about all the requirements for this discount here.

The University **does not currently provide scholarships** for any of its students, except for individual Imams who are *resident* in the *United States of America and* have demonstrated exceptional leadership abilities, high academic achievements, distinguished record of service to their communities and potential support to Mishkah's outreach and events. These Imams will receive 50%- tuition scholarships. To check your eligibility to apply, please read the application guidelines and send the completed form with any documents to scholarship@mishkahu.com.

Sponsorships

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 their 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.

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 found here. **Students who withdraw on time will have a grade of "W" on their transcripts**. After that date, a student may not withdraw from the University. Exceptions must be authorized by the Administration through support@mishkahu.com with supporting documentation and will be granted only under extenuating circumstances. **Students who fail to withdraw by the published deadline will be retained on the class roster even if they are absent for the remainder of the semester. Whatever grade they are granted will be posted on their transcript; they will not receive a "W".** 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.

11. ACADEMIC AFFAIRS

Academic Calendar

The yearly academic calendar consists of Fall, Spring and Summer semester, and will be uploaded online annually. Please visit https://mishkahu.com/students/academic-calendar/ for the most updated academic calendar.

Academic advising

All students will have the opportunity to meet with an advisor and get feedback on their academic progress. Students may contact the academic coordinator Dr Muhammad Alrahawan at mrahawan@mishkahu.com with any specific questions on the courses they need to take or their degree program.

In addition, to allow for students to express their concerns openly, students may also send any complaints they have that are specifically related to classes to the Academic Complaints committee at feedback@mishkahu.com.

The Academic Committee

Mishkah's Academic Committee has several responsibilities:
1. Reviewing course syllabi
2. Reviewing the core academic system
3. Accommodating Mishkah courses to accreditation requirements.
4. Accomplishing a final handbook for the academic plan
5. Periodical update and review of courses and their contents based on feedback received from teachers, students, and accreditation committee.
6. Proposing teachers for certain courses

Members of the Committee
Dr. Mohammad Alrahawan - Head of the Academic Committee
Dr. Ahmad Kobeisy - Member
Dr. Helmi Al-Jamal - Member
Dr. Ahmad Khater - Member
Sh. Mohammad Elshinawy - Member
Dr. Rateb Marai - Member
Dr. Rizwan Ali - Member

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.

ENROLLMENT POLICIES

The following policies have been set for enrollment during the academic year (Fall through Summer semester) to ensure students maintain acceptable progress towards program completion:

A) All degree-seeking students **must enroll in both Fall and Spring Semesters** while enrollment during **Summer semesters is optional**. Undergraduates enrolled for 12 or more hours are classified as **full-time**. Students who do not qualify as full-time students are classified as **part-time students**.

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

B) Provided availability of courses:

a) **Bachelor's-degree seeking full-time students** must enroll in at least 6 courses in an academic year.
b) **Associate-degree seeking full-time students** must enroll in at least 4 courses in an academic year.
c) **Bachelor's-degree seeking part-time students** must enroll in at least 4 courses in an academic year.
d) **Associate -degree seeking part-time students** must enroll in at least 2 courses in an academic year.
e) **Non-Degree students** must enroll in at least 1 course in an academic year.

f) Any degree-seeking student who does not enroll in Fall or Spring semester within any academic year must obtain an academic excuse approved by the Mishkah administration. This excuse must be granted **prior to the end date of the add/drop period** of the related semester. Otherwise, the student's account will be marked as **non-compliant.**
g) Any student who fails to enroll during a whole academic year or in four (4) separate Fall and/or Spring semesters without being granted an academic excuse, will have his/her status set as inactive and the student will be subject to re-enrollment fees in order to re-activate his/her account.
h) Any student who has graduated from a Mishkah program (English, Arabic or DEP) for more than one academic year and wants to continue studying at Mishkah in Arabic or English Department, will be treated as an inactive status and will be subject to re-enrollment fees in order to re-activate his/her account.

C) Each degree-seeking student must update his/her status as full-time or part-time prior to the beginning of an academic year. Otherwise, the Mishkah registrar will consider the previous academic year's status as the default for the following academic year.

D) Any student who does not meet the minimum enrollment requirements during an academic year will receive an academic notice to make up the missing courses in the academic year immediately following this notice. This policy is applicable to a student who was active during the whole of the previous academic year.

E) No student can enroll in more than 21 credit hours in any single semester

F) Students may enroll for **more than 15 credit hours only with the permission of the Academic Advisor**, 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.

G) A student whose record shows poor preparation for college must not be enrolled 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 Fall/Spring semester and seven hours in a Summer semester.

H) Students who are registered as an auditor of a class can access all class materials and may participate in live discussions but are not required to fulfill class requirements such as assignments and final examinations (although it is recommended to do so to enhance learning.) As an auditor, no credits are earned but the full tuition for the courses taken must be paid. **Students may not change from audit to credit after the last day to add/drop courses.**

I) Credits earned as a non-degree student are recorded on the student's permanent academic record. Therefore, non-degree students must meet all class requirements and complete any necessary assignments and exams. 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 be advised either to stop at what they achieved or to switch to a degree-seeking status. If degree seeking status is requested,** they must submit a high school diploma or higher degree as required for admission to a degree-seeking program.

J) In case insufficient courses are available for enrollment during any academic year, policies A through D will not be applicable for that academic year only.

Live Session Attendance Policy

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

Students are responsible for attending all classes regularly and punctually. 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.

- **It is not expected that any student will be absent for more than three lectures throughout the course. Any excused absence must be for valid reasons** (such as medical emergencies, natural disasters, or factors completely beyond a student's control).
- These excused absences should be communicated to the instructor by email for approval – **students must provide suitable proofs for the reason of their absence**. Students must still complete course requirements, and the instructor may determine necessary additional assignments to make-up for any excused absence.
- **Absences that are not approved by the instructor or for invalid reasons with be considered unexcused and graded accordingly.**
- Absences **exceeding what is permitted (three per course) will be referred to the administration** to assess the student's continued enrollment in the course. The student must submit an explanation for these absences with supporting documentation to support@mishkahu.com for official records.

Time Zones

All class times are according to US Eastern Time. Students in time zones where the attendance of live sessions may prove to be challenging may be given special concessions upon approval from the instructor. The student may be required to complete alternative assignments to compensate for missing live sessions. This is based on the instructions of the teacher.

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 for missed live sessions. 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.

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.

Course Requirements and Final exams

All requirements for each course, including readings, assignments, and quizzes, will be listed in the course syllabi, which will be shared with students at the beginning of the semester.

Final examinations are required and shall be held at the end of each semester in accordance with the schedule issued by the Administration – **the fixed time and date for each exam will be shared with students early in the semester and posted on the University website, so that they are able to plan accordingly**. The format of each final exam may vary dependent on the course although it will usually consist of multiple-choice questions, short answers, and an essay question.

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 marginal work. It is considered a failing grade - credit for the subject will be only granted to the student who earns a (C) 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 and Academic Progress

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**.** The Registrar's office and the University Advisor will monitor the academic progress of all students.

To graduate, a degree candidate must complete the requirements for Bachelor's/ Associate and earn at least a C (2.00) as the average for all courses taken at Mishkah. If a student fails to make satisfactory progress toward the 2.0 grade average, the student will be put under probation. A student will receive a notification at the end of each semester if his/her average point drops below a 2.00.

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.**

12. STUDENT SUPPORT

RESCHEDULING POLICY FOR EXAMS AND LATE SUBMISSIONS

In any semester, students may need accommodation for final exams and term papers in the event of an emergency. This policy implements structured final examination & term paper accommodation to facilitate fairness and maximize the educational experience for students.

Procedures

Beginning Fall 2022, Mishkah has instituted **a fixed examination schedule for all classes, with a set day and time**. The exam schedule for each semester can be found at https://mishkahu.com/students/examination-schedule/.

If the class has a research paper, the **submission deadline for the paper is the Friday before finals** begin (i.e., the day before Finals Week. Examinations will usually begin on Saturday). **There will be no extensions provided for research papers and late submissions will not be accepted.**

Students who need to reschedule exams due to emergencies must submit a **rescheduling request form** on Orbund. The Administration will review all rescheduling requests and make a final decision - you will receive a notification through Orbund once this decision has been made.

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.
- Any **requests to reschedule will only be accepted for valid reasons such as severe illness or other emergencies** - a complete request must contain a brief explanation of the emergency, along with supporting documentation. Please note that **travel and technical difficulties** are not considered as sufficient reasons for rescheduling.
- The administration will administer rescheduled tests according to a set schedule, which will not exceed one week past the last day of the final exam week.
- **All administration decisions are final.**

RECEIVING YOUR RESULTS: REPORTS AND APPEALS

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. 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)

Transferring Credits Earned Elsewhere

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:

- Students must fill out a **Pre-Approval form** in their student account and **state which courses they wish to transfer.**
- Transfers fall under 3 categories:
    - Through **transcripts** from a different institution.
    - Through a **test out examination** – this applies **only for Arabic and Tajweed courses.**

    - Through **validation by the academic adviser** – this applies if the course to be transferred requires additional evaluation. This applies, for example, to students who acquire ijaza in Quran according to a certain qiraa'ah and wish not to study Tajweed I and II.
- 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. (Students may also be asked to submit an official course outline from the institute for any requested credit transfer. **Credits cannot be transferred until official transcripts are submitted.)**
- Transcripts from **foreign institutions must first be evaluated** by the office of Josef Silny and Associates or any other recognized evaluation agency in the US, before the transfer is considered, **except for Arabic and Tajweed courses**. If the original course material is not in English, a certified translation of documents is required.
- Credits must be from **undergraduate or post graduate level courses**. Credits from a high school program will not be considered.
- 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 be similar to those offered at Mishkah**. They should match or exceed 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 outline of the course to be transferred must be similar to Mishkah University course content.
- 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.

- The transfer process will go through the following steps:
    - The submitted pre-approval form is first evaluated and approved by the academic advisor.
    - If the transfer has been approved, the student will then receive notice of the amount due for the transferred courses. **The transfer fee per course is $100**. (The transfer fee is waived only for mandatory general education credits that are not offered by Mishkah.) **The transfer fee is non-refundable**.
    - Once the student has paid the required transfer fees, the registrar will then add the course to his or her Mishkah record.

- Once credits are transferred, **they cannot be removed from the student's record** for any reason.
- The student will not receive a letter grade for transferred courses from other institutions – **transferred courses will be denoted with a P** on the student's Mishkah transcript indicating that the student passed the class. Transferred courses will also not impact the student's Mishkah GPA.

- If Mishkah is licensed to teach and access another institution's course on Mishkah's LMS, then Mishkah's students who take this course directly from that institution cannot transfer the credit of that course until the license is expired.

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 fill out the Credit Transfer Pre-Approval form found in their Orbund account. For any questions, please contact registrar@mishkahu.com.

Special Credit Total

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: 70 credit hours.
- Approved transferable credits from a two-year recognized institution for an associate degree: 38 credit hours.

Transferring Courses from Mishkah University's Arabic Program

Students enrolled in Mishkah's undergraduate Arabic program who wish to switch to the English program may be able to transfer some of their course credits.

- The courses transferred must be similar to those offered in the English program and students must have achieved a passing grade in the course.
- Students must demonstrate the ability to take University level courses in the English language – A placement test may be required at the administration's discretion.

Student Records

Students can access all their records through their personal Orbund account. In accordance with government regulations, no student records may be released to any party without the student's written consent.

Schedules

Class schedules will be posted on the Mishkah website at prior to the opening of registration for each semester.

13. 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.

GRADUATION PROCESS

Notifying the University of Your Intent to Graduate

To graduate, students must satisfy all the requirements for their degree, either bachelor or associate, that were in effect at the time of their most recent admission to Mishkah as a degree-seeking candidate.

It is the student's responsibility to notify Mishkah university with his/her intent to graduate. **Students can begin the graduation process when they have 12 or less credits needed to complete their degree**. To initiate the graduation process, students should fill out the Graduation Request Form located in their Orbund accounts under "References", for the Registrar and student advisor's evaluation.

Mishkah academic advisors will review all forms to make sure all the graduation requirements have been met.

Students should allow up to three weeks for their graduation application to be reviewed. Once a review of your graduation application is completed, you will receive a confirmation of your anticipated graduation date, and if applicable, an outline of any outstanding degree requirements.

Total Credit Requirements

The minimum number of credits necessary for an Associate degree in Islamic Studies in English is 58 credits.

The minimum number of credit hours necessary for a Bachelor's degree in Islamic Studies in English is 125 credits. The breakdown for the credit hours is as follows:

- Total hours of core courses: 113
- Total minimum hours of electives: 6
- Total required general education credits: 6 **(Effective Fall 2022)**

In addition, the student **must have earned a grade of at least a C in each course to graduate.**

Residency Requirements

Associate 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.

TRANSCRIPTS

Mishkah shall issue 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.

CHANGE OF DEGREE LEVEL

Changing from an Associate to Bachelor's Degree

The coursework completed through an associate degree at Mishkah can be counted toward a bachelor's degree via an articulation agreement request that should be sent to the admission/ registrar office. This agreement will be the formal recognition of the transferability of completed coursework and credits toward the bachelor's degree.

A student who has reached the required credits hours for an associate degree and wants to switch to the bachelor's degree must send a formal request to registrar@mishkahu.com asking for change of status and transfer his credits towards a bachelor's degree. Because associate degrees are typically two years in length, students will transfer into a bachelor's degree program with two years of coursework completed. Then, they will only need to take courses directly related to their bachelor's degree and will spend, on average, two additional years to complete their bachelor's degree.

Changing from a Bachelor's to Associate Degree

A student who initially applied for a bachelor's degree is permitted to switch to an associate degree. The student must send a formal request to registrar@mishkahu.com to have their records updated. Students must ensure they have fulfilled all the requirements of an associate degree in terms of courses and not just total credits, as some of the courses they may have taken as part of the bachelor's program may not qualify for the associate.

14. TEACHING ASSISTANTSHIPS

Teaching Assistants will be assigned to courses with 20 or more students if needed by the instructor, or upon request for a smaller class. The TA can be nominated by the instructor or recruited by the administration. TAs enhance the learning experience of Mishkah students by complementing the activities of the instructor. TAs receive technical training through the learning management system, Canvas and mentorship by the instructor.

Duties

The TA and the instructor share joint responsibility for ensuring that each understands the division of work responsibilities. TA duties include the following:

- Facilitate a discussion post,
- Grade homework,
- Facilitate creation of assignments, exams, or projects,
- Keep track of attendance,
- Record and upload each live session,
- Distribute reading materials if needed.

TAs must not be current students in the class, or students in need of the class.

Training and Workload

All TAs are required to participate in Canvas training. This requirement will not be waived regardless of prior teaching experience. Faculty will evaluate the TA's. performance and provide the TA with constructive feedback each semester. TA must be comfortable with computer software.

The workload may fluctuate from week to week, but a TA should speak to the instructor if they are unable to complete their work. **A TA may not be employed as a substitute instructor, where the effect is to relieve the instructor of his or her teaching responsibilities**. In the event that an instructor is absent, they will ask another faculty member to act as a substitute or reschedule the session. Quran and Tajweed and 10 Recitation classes require TAs to hold practice sessions which will result in an increase of compensation. Arabic courses also meet more frequently in the week, which results in a different compensation.

Classes that do meet an enrollment of 20 students do not qualify for a TA - the instructor is responsible for the workload. There is an exception to Arabic language classes, certain Fiqh courses, and first-time taught courses.

Compensation

TAs get financial credit in exchange for their work – they will receive 50% tuition credit for the number of courses they assist. If they assist a 4-credit course, they will receive 2 credits of tuition credit to apply to their own courses. If the TA has already completed his or her degree, monetary compensation will be given. The compensation is calculated by the price of 1 credit hour, ($85) multiplied by half of the credit hours they've assisted, as a similar fashion to receiving stored credit.

Work Attendance and Preparation

TA course responsibilities begin in the approaching weeks of the academic quarter and continue until the final grades have been turned in, one week after the end of final exams. TAs are responsible for contacting the instructor for their course prior to the first day of instructions. TAs are expected to be present during scheduled office hours or sessions.

Student Grading and Communication

TAs may grade normal assignments/quizzes throughout the semester. **The instructor is responsible for all final assessments.**

TAs are not a point of authority to endorse any information on behalf of Mishkah departments. Therefore, **communications with and from TAs should only be within the duties assigned to them by instructors.**

If students have any concerns about their accounts, they should forward these concerns to support@mishkahu.com. **Concerns about grades should be directed only to the instructor, being the point of authority about the grades.**

Compliance with University Guidelines

TAs must comply with all the regulations relating to Mishkah University. These include regulations prohibiting sexual harassment, misuse of university property, substance abuse, and any violations of the law. Students who accept an offer of a teaching assistantship have a professional obligation to assist during that period. Students who are not able to fulfill their commitment to assist should notify the Administration as early as possible so a qualified replacement may be assigned.

Confidentiality

All completed assignments, exams, grades, correspondence, and other information about individual students in the class shall be kept confidential except where the student has given written consent. In particular:

- No student in the class should ever be allowed access to a TA Canvas account or TA files. Grade files should be kept protected.
- Grades should never be publicly posted by name.
- Answer keys or exam materials should be kept secure.
- **Grades should only be discussed with the student or the instructor only**. If the TA must communicate a student's grades or file with anyone else within the University, there must be written consent from the instructor to the unauthorized person.

These provisions are consistent with Federal and State privacy laws.

Use of Authority

Decisions made by TAs have a significant effect on their students' grades. TAs should carry out their responsibilities professionally and be especially careful not to abuse their authority. TAs should evaluate student work objectively and fairly.

Safety

On rare occasions, a TA may be threatened or harassed by a student, either in person or by electronic mail. These problems should be taken seriously. The TA must immediately report the incident to the instructor and to the TA Faculty Advisor, who will attempt to resolve the problem.

15. ALUMNI ASSOCIATION

The alumni association will provide a forum through which graduates of Mishkah can remain connected and engaged with the University. Recognizing the diverse and important skills that our graduates hold, the University aims to harness these skills for the growth of the institution, and in enabling us to better serve our students and the larger Muslim community.

Through the association, alumni will be able to provide valuable inputs and be involved in different academic and development projects related to Mishkah's future. To learn more about joining the Alumni Association, please contact the Registrar.

16. INFORMATION TECHNOLOGY SERVICES

Because of the nature of our university being solely online, all our students must have basic knowledge on how to operate a computer and install common software such as the Chrome browser, browser extensions and Zoom. It is not the responsibility of the University to fix computer problems on individual student devices that fail to operate the software, or that have connection issues due to poor bandwidth in their area. The University provides sufficient resources via video tutorials on how to use our software easily and successfully.

Students must use an internet-capable device such as a laptop or a desktop with a minimum of 10 Mb internet download speed. Students will be interacting mainly with the software applications listed below:

ORBUND

Orbund is Mishkah's Student Information System where students can enroll for classes, pay for classes, and find transcripts and University records.

CANVAS

In the Canvas Learning Management System, students will find class materials, assignments, exams, grades, links to live sessions, and will be able to communicate with their instructor and classmates. **To attend live sessions, students must log into Canvas and click on the live session link at the scheduled time according to EST time zone.**

Please watch the following tutorials on how to navigate the student Canvas account:

- Assignments Overview (Students)
- Assignment Submissions (Students)
- Calendar Overview (Students)
- Canvas Overview (Students)
- Canvas Student App

- Chat (Students)
- Dashboard Overview (Students)
- Discussions Overview (Students)
- Feedback Overview (Students)
- Files Overview (Students)
- Grades (Students)
- Quizzes (Students)
- New Quizzes Overview (Students)

For more helpful information, please view the **Canvas Student Guide**

ZOOM

The University uses Zoom as the video conference software to attend the live sessions with instructors). All students are required to download and install Zoom to attend their live sessions from the following link https://zoom.us/download (An app is also available for iPhone, iPads and Android devices via the app store and marketplace).

How to download and install Zoom Tutorial

OFFICE 365

All enrolled students will be assigned an Office 365 school email account which will enable them to communicate with instructors or administration Students will also have access to web hosted office applications such as Word, Excel, OneDrive, etc., to use for their class work if they do not have those applications already installed on devices. All students are encouraged to use their Office365 *"MishkahU"* email account for school-related communications. Accounts may be cancelled without an active enrollment.

Office 365 Login Tutorial

Please note:

- For any assistance, **all students must contact support either via support@mishkahu.com or call 866-808-0813**. Emailing staff directly will cause issues in tracking and in some cases may not be answered.
- For course-related communications, the University has provided tools for students to be able to communicate with instructors (Office 365 and Canvas). **Any communications using other unofficial channels such as personal SMS messages, Whatsapp groups, Telegram, and so on, are not authorized or recommended and will not be considered as official University communications.** We encourage all students and faculty to ONLY use the official University channels.

17. 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.

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.

18. STUDENT CONDUCT AND DISCIPLINE POLICY

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.

GENERAL PROVISIONS OF THE DISCIPLINE POLICY

- 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

Faculty members are responsible to give verbal warnings to students upon behavior violations in class, and outside of class if necessary. If the action becomes repetitive, they may report the incident to Administration via email for enforcement of the next action step.
Upon receipt of the incident, a formal University Warning regarding the deemed inappropriate behavior and standard expectations violations will be issued. The 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 is placed on probation 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
- Plagiarism or Cheating
- 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

PLAGIARISM AND CHEATING
Mishkah considers cheating on tests or plagiarizing work as unacceptable. Cheating happens when a student gives assistance to another student or receives assistance from another student

during quizzes, tests, or other examinations. Plagiarism is when a student uses other people's work, writings, or ideas as his/her own without any acknowledgement.

Instructors reserve the right to determine the appropriate consequences for cases of plagiarism or cheating in their courses, which may be reflected in the course syllabi.

If a case of plagiarism or cheating is reported to the administration for action, the following steps will be taken:

1. The University will launch an investigation.
2. In the case of a first offense, the student will receive **a failing grade on the assignment.**
3. A second offense will result in a failing grade **in the course.**
4. A third offense will result in the **student's withdrawal from the University**.

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 Executive Director 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 Executive Director 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.

19. IMPORTANT CONTACTS

Headquarters Office:

Mishkah University
5445 Almeda Rd Suite 401,
Houston, TX 77004
Phone**:** 866-808-0813
Fax: 813-327-8593

STUDENT SUPPORT:

English Support for North America Students: +1 (866) 808-0813
English Support for International Students: +1 (813) 906-1072
Email: support@mishkahu.com