

Dual Enrollment Policies and Procedures

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

Purpose:

This program will enable high school students (grades 9-12) to receive credit for courses offered at Mishkah University. Through this, Mishkah seeks to encourage high school students to complete comprehensive, college level, Islamic Studies classes during their four years of high school, and open a path for higher Islamic education. Mishkah will recognize the students' academic achievements by evaluating their final exam scores, granting credit for the courses that are successfully completed through this program, and issuing them a certificate of completion. This is a unique opportunity for youth in the West to hold fast to the rope of Allah through authentic Islamic education.

Requirements:

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

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

Process:

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

4. 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 Coordinator 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 which can be found in the [Student Handbook](#).
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 in case this contract is breached.

Admission and Fees:

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

1. All schools must submit an active list of students one week prior to the beginning of the Fall semester. Mishkah will officially request confirmation in a separate email about the finalization of the student 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 changes 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 (one time), facilitated by a school administrator.
4. Students must pay \$90 per semester (for courses taken during the fall and spring semester), facilitated by a school administrator. (There are no refunds for courses taken during the academic year).
5. Students must pay an \$8 Technology fee per semester, facilitated by a school administrator.
6. The financial relationship is between Mishkah University and Islamic School (not the students). The Islamic School oversees collecting the required fees and submitting them to Mishkah. Mishkah will not deal with students directly regarding their fees.
7. The Islamic School has the option of either paying one payment at the beginning of each semester (within 30 days of registration) or submitting three installments. (1/3 due at the beginning of registration). The business office will send the invoice to the Islamic School to be paid within 30 days. A late fee will be applied after the invoice becomes past due.

8. The Islamic School has a grace period of two weeks from the confirmed date of the graduation ceremony to submit the following documents to the Mishkah registrar:

- The students' official IDs
- The school signed diplomas
- The Mishkah school average on or before the graduation ceremony.

Once the two weeks are over, Mishkah will apply the following fees due to the delay in document submission: \$10 for each issued transcript and \$50 for each issued certificate or diploma.

9. After executing the Agreement with the Islamic school, the Mishkah courses will be uploaded on the teacher's account. If the Islamic School terminates this Agreement before teaching the students the courses, the school will be charged a fee of \$500 to compensate for business losses on Mishkah's part.
10. The Business office will send the invoice to the Islamic School to be paid within 30 days. If the invoice is past due, the school may be blocked from accessing the Mishkah courses and / or Mishkah exam and /or receiving certificates/transcripts until the payment is received.
11. After the invoice is sent to the school, Mishkah is not responsible for reminding the school about the due date. It is the school's responsibility to know the invoice due date and to follow up with Mishkah about the status of payment.
12. Payments are free of processing charges if made through mailed checks with postal stamp stating that the mailing date was on or before the due date of the invoice. Mishkah is not responsible for lost mailed checks if such checks have not been posted to Mishkah's mailing box.
13. Mishkah is to notify the school about the receipt of payment within one week once it takes place.
14. If the school chooses to process the payment through a credit card or an electronic check, there will be a convenience fee of 3% of the invoice's amount to be charged on top of the invoice value.
15. If the school wants to process the payment over the phone, Mishkah will call the school to record the call for quality and tracking purposes. As a result, the school should provide a good phone number and time frame to receive the call from Mishkah to process the payment over the phone.
16. Refusal to pay the invoice and/or other enforced fees, as stated above, is considered a breach to this contract. As a result, the school will be given one week to fulfill payments. Otherwise, access to Mishkah course system will be blocked or the contract will be considered for immediate termination.

Class Attendance and Examination Process:

Thirty-six (36 hours) of class time are needed for each course to meet the required credit hours per semester.

- To cover two courses per semester, the Islamic studies teacher will need to meet with the students at least three times per week (four times is highly recommended), 50-60 min each period.
- To cover the difference in credit hours, the school can add supplementary support such as: . a. Additional review sessions after school hours.

- b. Additional activities for the students (outside school hours).
- c. Combination of A& B to fulfill the difference for the course credit hours.

- The courses are in chronological order and the school should follow the course flow.
- Summer courses are not provided.

All students must be fully registered and keep regular attendance. The instructor is expected to maintain a regular attendance records to meet the required credit hours.

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 receive Mishkah credit for the course. This is while maintaining a 2.5 overall GPA to remain eligible for the program.
- b. The students must be proctored by the administration and must be under the teacher's supervision while they are taking Mishkah final exam.
- c. A time sheet is required with all the dates and times of testing (9th -12th) for the whole year according to your school schedule from the beginning of the school year. The final grade attributed by Mishkah will consist of the average of classroom assessments (60%): The specific weight of each category within the classroom assessments should be clearly outlined by the instructor. The weight for each category is:
 - 25% on quizzes
 - 25% on assignments and projects
 - 10% attendance.
 - If the categories are set to a total of 100%, then the weight for each category is: 41.67% on quizzes, 41.67% on assignments and projects, 16.67% attendance), and the final exam (40%).
- d. A student who does not receive 70% or more on their Mishkah exam will have the option to retake the exam once again for free. Students from 9th-12th grades have the option to re-take the Mishkah **Fall final exam** until the **end of January** of the following year. Students from 9th -11th grades have the option to re-take the Mishkah **Spring final exam** until the **end of the first two weeks** of school in the fall. Seniors may re-take the Mishkah **Spring final exam** until **mid-August** of the coming new school year.
- e. Students must pay a \$50 examination fee to take the final exams in any 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. Exams' duration varies between one hour and two hours depending on the course.
- f. 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.
- g. Students who fail to pass on their first attempt or miss the test due to an invalid reason are eligible to take the final exam again. However, in such cases, the highest score that they can receive is

70%. This policy is implemented to ensure that students who retake the exam do not receive higher grades than those who pass on their first attempt.

- h. Students have one attempt to take the final exam on Orbund. If they cannot take the final exam due to any emergency or out of control circumstances, or the Mishkah system has a technical problem and students are unable to complete the test, the issue should be documented, and the school should notify the Mishkah admin. The school coordinator must request permission from Mishkah Admin 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.
- i. At the end of each academic year, Mishkah will send the credits completion report for each student to show progress.

Mishkah University- DEP Course Flow:

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

13	Islamic Creed I	3
14	Islamic Creed II	3
15	Fiqh of Hadith II	3
16	Family Law I	2