



**MISHKAH UNIVERSITY
ISLAMIC STUDIES HIGH SCHOOL
CERTIFICATE (ISHSC)
STUDENT HANDBOOK
2025-2026**

TABLE OF CONTENTS

1. INTRODUCTION	4
2. MESSAGE FROM THE CHANCELLOR	4
3. MISHKAH'S VISION, MISSION, AND OBJECTIVES	6
MISSION STATEMENT	6
VISION	6
4. HISTORICAL BRIEF	6
6. EDUCATIONAL MODEL	7
7. MISHKAH PROGRAMS	7
ISLAMIC AND ARABIC STUDIES PROGRAMS IN ARABIC	7
EJAZAONLINE	7
TEACHING ARABIC FOR NON-ARAB SPEAKERS	7
8. ISLAMIC STUDIES HIGH SCHOOL CERTIFICATE (ISHSC)	8
SCHOOL BASED DUAL ENROLLMENT PROGRAM	9
ONLINE ISLAMIC STUDIES HIGH SCHOOL CERTIFICATE	9
MISSION	9
OBJECTIVES	9
ISHSC COURSE LEVELS	ERROR! BOOKMARK NOT DEFINED.
ISHSC COURSE DESCRIPTIONS	11
9. REGISTRATION AND ADMISSION	14
ELIGIBILITY AND ENROLLMENT POLICIES	14
SCHEDULES	15
ADDING AND DROPPING COURSES	15
WITHDRAWAL FROM COURSES	15
10. ACADEMIC AFFAIRS	16
ACADEMIC CALENDAR	16
ACADEMIC ADVISING	16
11. COURSE REQUIREMENTS AND EXAMS	17
EVALUATION POLICY	17
FINAL EXAMS	17
LIVE SESSION ATTENDANCE	18
GRADING SYSTEM	18
RECEIVING RESULTS, REPORTS AND APPEALS	21
CREDIT FOR REPEATED COURSES	22
STUDENTS RECORDS	22
13. TUITION AND FEES	22
SCHOLARSHIPS AND DISCOUNTS	23
PAYMENT & REFUND POLICIES	23
REFUND POLICIES:	24
14. CERTIFICATE REQUIREMENTS AND PROCESSES	24
TRANSCRIPTS	24
15. INFORMATION TECHNOLOGY SERVICES	25
CANVAS	25
ZOOM	25
OFFICE 365	26
OFFICE 365 LOGIN TUTORIAL	26

15. STUDENT DISABILITY SERVICES	26
FACULTY RESPONSIBILITIES TOWARDS STUDENTS WITH DISABILITIES	27
COMMITMENT TO HONOR.....	27
GENERAL PROVISIONS OF THE DISCIPLINE POLICY	27
16. IMPORTANT CONTACTS.....	30
HEADQUARTERS OFFICE:.....	30



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)

2. MESSAGE FROM THE 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, MISSION, AND OBJECTIVES

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.”

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.

4. 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.

5. SCHOOL OF THOUGHT FOLLOWED BY MISHKAH

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

6. 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 online to each student 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.

7. MISHKAH PROGRAMS

ISLAMIC AND ARABIC STUDIES PROGRAMS IN ARABIC

Mishkah University's Arabic department offers degree programs from the associate to the doctorate level. Students can enroll in associate and bachelor's degree programs in Islamic and Arabic Studies. The University also offers five MA programs in Islamic Law, Islamic Theology, Arabic Language, Islamic Polity, and Islamic Culture. Students at the Doctorate level also have a choice of five programs: a Doctorate in Islamic Law, Islamic Theology, Arabic Language, Islamic Polity, or Islamic Culture. For more information on post graduate programs on Islamic and Arabic studies, please visit Mishkah's [Arabic and Islamic Studies Post Graduate Programs](#).

EJAZAONLINE

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>.

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 10 months for full-time or part-time students. For more information please visit: [PCTAFL](#).

ISLAMIC STUDIES IN ENGLISH UNDERGRADUATE PROGRAM

The Islamic Studies program aims at providing 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. It is tailored to develop Muslim thought leadership through an academically accredited education, and training and research on authentic Islamic theological, legal, spiritual, and historical sciences that accommodate Muslim scholastic and realistic discourse in a contemporary world context. For more information, please refer to the Islamic studies program page on our website or contact Student Support.

Students can earn Bachelor's and Associate degrees in Islamic studies which are completely taught in English.

- **The Associate degree** is a two-year program 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 Bachelor's program** consists of 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 also requires a student to take two general education courses (6 credits) and three electives (6 credits), for a total of 125 credits.

8. ISLAMIC STUDIES HIGH SCHOOL CERTIFICATE

Mishkah provides a rigorous, college-level Islamic Studies curriculum in the English Language for high school students. The program enables students in grades 9-12 to receive credits for a set of basic courses. Students can then later transfer those courses to obtain an associate or bachelor's degree in Islamic Studies at Mishkah.

Mishkah offers two forms of study for high school students:

- The school-based **Dual Enrollment program**
- The online-based **Islamic Studies High School Certificate**

SCHOOL BASED DUAL ENROLLMENT PROGRAM

In this program, Mishkah University collaborates with contracted Islamic High Schools to provide a college-level Islamic studies curriculum for onsite study at the schools. Mishkah also provides academic advising, teacher supervision, and examinations. The program is designed for US-based and international Islamic schools that wish to integrate basic Islamic sciences into their curricula. You can find more information on the Dual Enrollment Program on the Mishkah website

ONLINE 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 at Mishkah, after earning credit in these courses. Courses are structured in levels to fit high school students in the ninth to twelfth grades.

MISSION

The mission of Mishkah's Islamic Studies High School Certificate is to provide English-speaking high schoolers of diverse backgrounds with authentic and basic Islamic sciences, enabling them to develop a balanced and moderate vision to reflect and interact with modern challenges in their lives.

VISION

To educate Muslim youth, trained with the ability to engage in positive civil discourse with a focus on contemporary issues in the West.

OBJECTIVES

Mishkah seeks to:

- Disseminate proper and authentic Islamic knowledge based on the principles of Ahlus-Sunnah Wal-Jama'ah.
- Qualify Muslim high schoolers to be acquainted with the basic and intermediate sciences of the Islamic faith.
- 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.
- Empower Muslim youth to pursue their religious degrees parallel to their secular education.
- Prepare individuals to be positive, motivational examples of Islam as a total way of life, locally, and globally.

COURSES: LEVELS, STUDY PLANS AND DESCRIPTIONS

Mishkah University will be responsible for planning, organizing, presenting, and evaluating a well-rounded, comprehensive Islamic Studies instructional program to high school students. Students will study 18 courses (48 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 following table outlines the courses taught in the program:

No.	Course Name	Code	Credits
1	Arabic as a Second Language I	ISEA-101	4
2	Arabic as a Second Language II	ISEA-161	4
3	Quran Memorization and Tajweed I	ISEQ-261	2
4	Analytical Tafseer I	ISEQ- 211	3
5	Fiqh of Hadith I	IIEH- 141	3
6	Fiqh of Hadith II	IEH- 171	3
7	Manners	ISES-171	2
8	Islamic Creed I	IEH-111	3
9	Islamic Creed II	IEH-161	3
10	Fiqh of Worship I	IEF-151	3
11	Family Law I	IEF-291	2
12	Biography of the Prophet Muhammad	IEHS-291	3
13	History of the Rightly Guided Caliphs	IEHS-291	2
14	History of Muslim States	IEHS-131	3
15	Introduction to Islamic Sciences	IEHS-181	2
16	Dawah Methodology & Practice	IEH-341	2
17	Islamic Apologetics	IEH-121	2
18	Islam & Science	IEH-250	2

ISHSC COURSE DESCRIPTIONS

ARABIC AS A SECOND LANGUAGE I

This course is designed to give students the ability to access and build a relationship with the Glorious Quran. Students will gain the essential syntactic, morphological, lexical, and analytical tools to access Quran, hadith and further comprehend simple Arabic and Islamic texts in English. A strong foundation in the theory of Arabic grammar, morphology and rhetoric is developed, and further implemented through the application of a theory to read texts in classical Arabic including the Quran, with supplemental reinforcement through writing and listening. Students will also be equipped with a broad vocabulary of words found in the Quran and Islamic disciplines.

ARABIC AS A SECOND LANGUAGE II

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), in addition to recognizing the common particles that change the mood of the present verb to مجزوم ، منصوب and the associated meanings. Also, it focuses on 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. It aims to enrich the student's Arabic vocabulary through reading Arabic stories.

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

QURAN MEMORIZATION AND TAJWEED I

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. 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.

ANALYTICAL TAFSEER I

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 tafseer. 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.

FIQH OF HADITH I

This entry-level course is 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

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 21 hadiths from Imam al-Nawawi's 40 Hadith compilation.

MANNERS

This course explores the sources, principles, and importance of good manners in Islam and the means to acquiring high moral character. 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. The course is designed to provide evidence-based knowledge relating to a set of manners that are comprehensive of worldly matters and religious matters including worship and dealing with one's family, children, acquaintances, and strangers.

ISLAMIC CREED I

This course is an introduction on the Islamic creed (*'aqidah*) focusing solely on the first pillar of faith: belief in Allah. It will cover the fundamental categories of monotheism (*tawhid*) 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

This course will focus on the six articles of faith and other important topics in Islamic *'Aqidah*. 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.

FIQH OF WORSHIP I

This is an entry-level course in Jurisprudence that examines the key and contemporary issues pertaining to the acts of worship. This course focuses on purification (Tahârah), prayer (Salâh) and fasting (Sawm). 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 I

This course is an intensive study of marriage in Islam covering the wisdom behind marriage, the rulings pertaining to it, the details of a valid marriage contract, marital discord, divorce,

guardianship, and spousal rights and obligations, gender roles and family structure in Islam. 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.

BIOGRAPHY OF THE PROPHET MUHAMMAD

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

HISTORY OF THE RIGHTLY GUIDED CALIPHS

This course is meant to introduce students of knowledge to the proper belief and attitude towards the Ṣaḥāba (Companions of the Prophet, peace be upon him, and may Allāh be pleased with them all). Students will get acquainted with Islamic intellectual and political history during the time of the Khulifā’ 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*), 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 Qur’an, Sunna and authentic sources of history to enable them to distinguish between the acceptable and fabricated narrations about their history.

HISTORY OF MUSLIM STATES

In this course, students will gain a comprehensive understanding of Islamic intellectual and political history from the Umayyads until the present day. This course will include study of the Umayyad, ‘Abbāsīd, Fāṭimid, Ayyūbid, Mamlūk, Almoḥad, Almoravid, Timurid, Delhi, Mughal, Ṣafavid, and Ottoman polities as well as the colonial period. Moreover, this course is also meant to give students a basic understanding of Islamic historiography (*minhāj al-tārīkh*), 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 Qur’an, Sunna and authentic sources of history to enable them to distinguish between the acceptable and fabricated narrations about their history.

INTRODUCTION TO ISLAMIC SCIENCES

This course aims to introduce students to the classical Islamic sciences. The historical development of some of the main Islamic sciences will be covered, with a special focus on Islamic law, Quran and Hadith Sciences and its application. Students will gain a deeper understanding of the higher objectives of Islamic law (*maqasid al shari’ah*). Students will become familiar with the works they can refer to for their future research as students at Mishkah University.

DAWAH METHODOLOGY & PRACTICE

The course is designed to examine the virtue and purpose of inviting to 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

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.

ISLAM & SCIENCE

This course will offer a framework for looking at how Islam and science interact with one another. It examines various ways where 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.

9. REGISTRATION AND ADMISSION

ELIGIBILITY AND ENROLLMENT POLICIES

1. The applicant **must be a high school student**, grades 9-12.
2. The applicant cannot be enrolled with a contracted high school under Mishkah's Dual Enrollment Program. We encourage students in the same city to enroll with our partner schools. Students who are unable to enroll in our partner program or who do not live in a city that has a school that partners with Mishkah can enroll in the online program.
3. **To apply students will be required to submit the following:**
 - a. An **online application** carefully filled with the assistance of the legal guardian. Legal guardians must also sign the application, acknowledging their responsibility for following up with student requirements.
 - b. An **official grade report** from the previous year. Grade reports must be in English, notarized, and emailed directly to Mishkah's Admission Office.
 - c. A copy of the student's **official birth certificate or passport bio page**.
4. After the application is submitted, the admission office and registrar will review and process the application for approval. (Students may be asked to provide additional materials such as a letter of recommendation if necessary).
5. Once the student has been admitted, active students will then be referred to the Academic Advisor for course recommendation, based on their grade level and skills.
6. The admission office will **add the recommended courses manually** for each student.

7. Upon the individual's high school graduation, the student will receive a **certificate of completion** based on how many courses were successfully completed and earned Mishkah credit. The student may choose to continue after graduation and join Mishkah for an associate or bachelor's degree.

APPLICATION FORM

Students can apply for the program and submit the payment and other required documents on the Mishkah website. A parent or guardian must also read and acknowledge that they understand all the requirements of the program and the expectations Mishkah has of their learners. There is a **\$65 application fee**, which must be submitted with the form for the application to be considered. To apply please click [here](#)..

SCHEDULES

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

ADDING AND 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. **Students must contact the registrar in order to add or drop any courses.**

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 enrollment hours, impact the student's GPA, and could affect scholarship/sponsorship status.

TESTING OUT OF ARABIC AND QURAN 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.

10. ACADEMIC AFFAIRS

ACADEMIC CALENDAR

The ISHSC program will follow the same academic calendar as Mishkah's regular undergraduate program. Please view our semesterly academic calendar [here](#).

ACADEMIC ADVISING

The purpose of academic advising at Mishkah University is to help students develop meaningful educational plans that reflect their interests and needs. It is the advisor's responsibility to help students select classes, determine their academic schedules, and monitor their academic progress continuously. Students can contact the student advisor at HSPadvisor@mishkahu.com

The advisor aims to the following objectives when advising students:

- Ensure that students have realistic educational plans by establishing a schedule for every semester including summer offerings, if needed. Each student should have a tentative up-to-date academic schedule plan through the completion of the program.

First-year advisee:

- Assist advisee with initial adjustment to the ISHSC academic program during orientation. Additional sessions should be scheduled throughout the first academic year.

Current advisee:

- Meet at least once each semester with continuing students to plan for the coming semester (or summer) and to review long range academic program schedules.
- Assist students in planning a program consistent with their abilities and interests.

- Monitor progress toward educational goals and meet at least once each semester to review the progress toward completing the proposed academic program and to discuss grades and other performance indicators.
- Interpret and provide rationale for institutional policies, procedures, and requirements.
- Approve all designated educational transactions (e.g., pre-registration/registration schedule, drops/adds, withdrawals, waivers, **graduation requirements**, etc.).
- Report to the academic committee feedback from students and teachers to update course syllabus and teaching methods.

11. COURSE REQUIREMENTS AND 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.

EVALUATION POLICY

Students' evaluation is based on final exams, weekly quizzes, assignments, projects, term papers in addition to the attendance of live sessions.

FINAL EXAMS

Final examinations are required and shall be held at the end of each semester in accordance with the schedule issued by the Administration. The format of each final exam may vary depending on the course although it will usually consist of multiple-choice, true-false, and fill in the blank questions.

Mishkah **has instituted a fixed examination schedule for all classes, with a set day and time.** The exam schedule will be posted at the web site at the beginning of each semester.

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.

RETAKE EXAMS AND RESCHEDULING POLICY

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.

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.**

ACADEMIC PROBATION

As per Mishkah University's Academic Guide, a student will be placed on academic probation whenever the cumulative quality points are below a C average. A student on academic probation will be dropped from the University upon the conclusion of any two consecutive semesters in which he or she fails to earn a minimum grade point average of 2.0.

Once on scholastic probation, a student will remain on probation until an overall grade-point average of 2.5 or higher is achieved on all college work attempted. Regardless of a student's overall average, if he or she fails to earn a 2.5 average in each of two consecutive semesters; ineligibility to continue in a college may result, at the discretion of the dean.

LIVE SESSION ATTENDANCE

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

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

Absences exceeding what is permitted (three per course) shall be explained with supporting documentation to the instructor and the academic coordinator for approval. The explanation must be submitted in writing at support@mishkahu.com for official records.

GRADING SYSTEM

1. A (90% or more): The grade of A has a value of four quality points per semester hour and is given for work of the highest degree of excellence.
2. B (80% - 89%): The grade of B has a value of three quality points per semester hour and is given for work of a high degree of excellence.
3. C (65% - 79%): The grade of C has a value of two quality points per semester hour and is given for satisfactory work.
4. D (50% - 64%): The grade of D has a value of one quality point per semester hour and is given for passing but marginal work. Credit for the subject will be only granted to the student who earns a (D) or more.

5. F (0% - 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. 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.
7. 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.
8. UW: The grade of UW represents an unofficial withdrawal from a semester/term. This grade is administratively awarded only when a student stop 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.
9. 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 GRADE POINT AVERAGE (GPA)

Grade Point Average (GPA) is defined as the arithmetic mean of the grade points for all a student's earned credits at Mishkah University for specific semester. Cumulative Grade Point Average (Cumulative GPA) is the overall grade point average for all the grades earned in all semesters taken at Mishkah University.

The grade system described above for Mishkah University is shown in the table below.

LETTER GRADE	GRADE POINT
A	4 points
B	3 points
C	2 points
D	1 point
E	0 points

Our students may calculate their own Cumulative GPA by using a specified formula:

$$\text{Cumulative Grade Point Average (GPA)} = \text{Total Grade Points} / \text{Total Credits}$$

Total Grade Points = Summation of (Grade Points x Course Credits)

You must multiply the grade earned in each course taken for credit by the number of credit hours received during this course, then add all the classes that you passed so far, then divide by the total credits you take so far. Let us give an example:

Imagine that you took five classes, with the following credit hours and grades as shown in the table below:

	COURSE GRADE	GRADE POINTS	CREDITS
Course 1	A	4 points	4
Course 2	B	3 points	3
Course 3	C	2 points	3
Course 4	D	1 point	4
Course 5	A	4 points	2

To calculate your grade points, multiply the grade z by the credits:

Course 1: 4 grade points X 4 credits = 16

Course 2: 3 grade points X 3 credits = 9

Course 3: 2 grade points X 3 credits = 6

Course 4: 1 grade points X 4 credits = 4 (Student must obtain C or above to graduate)

Course 5: 4 grade points X 2 credits = 8

The total of the above grade points is 43. The total number of credits earned in those 5 courses is 16 credit hours. Divide 43 by the total number of credits you took, which is 16.

$$43/16 = 2.6875$$

Therefore, 2.69 would be your cumulative GPA.

Note: As per Mishkah University's Policy, a grade below C is not acceptable and the student must retake the course. To graduate, you should receive a grade C or above in all your Mishkah University courses.

COURSE EVALUATION

Mishkah University is committed to ensuring the quality of its academic programs, its teaching, and the learning experiences of its students. An important component of this is the regular evaluation of courses by students. End of course evaluations are conducted for the following reasons:

1. To provide formative data used by instructors for the continuous improvement of their teaching.

2. To collect data used in the summative evaluation of teaching for administrative purposes such as promotional review.
3. To provide data used by departments for program and curriculum review.

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.

12. STUDENT SUPPORT

Mishkah's support team aims:

- To act in the best interest of the students and process their requests in a timely and effective manner, and with mutual respect.
- For excellence in meeting the students' needs by collaborating as Staff, faculty, and administration to provide them with accurate information on the university's regulation and policies.
- To listen effectively to any concern and respond by offering solutions to resolve any issues that arise.
- To treat each student as an individual and answer their questions and direct the students to the resources that best address their individual needs.

RECEIVING 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 is not required to 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 certificate 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)

STUDENTS RECORDS

Students can access all their records through their personal Orbund account. Records for high school students taking college level courses fall under FERPA rules. In accordance with these government regulations, no academic student records may be released to any party without the student's written consent.

ISHSC students' parents may only have access to financial records in order to be aware of and pay tuition and fees.

13. TUITION AND 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 **\$100 per credit hour**. 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 as long as their status is “Active”.

Other Applicable Fees of ISHSC

- Transcript Fee- \$10
- Certificate Fee- \$70
- Re-enrollment Fee- \$65 to restore one’s enrollment from inactive status.

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](#).

PAYMENT & REFUND 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:

- **Withdrawing from a course and requesting a refund will only be considered through a written request to support@mishkahu.com.**
- 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).
- **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**.
- **NO refunds will be given** for withdrawn classes after the third week of live sessions. (Please refer to the [Academic Calendar](#) for important dates.)

14. CERTIFICATE REQUIREMENTS AND PROCESSES

To initiate the certificate completion process, students must fill out a form on their student Orbund account. (They may finish the whole program before they graduate from high school.)

Mishkah's academic advisor will review all completed courses to make sure they meet the eligibility of certificate issuance. Only courses that have **earned a grade of C or higher** will be considered for the Certificate of Completion.

Students should allow up to three weeks for their completion application to be reviewed. Once the review is completed, you will receive a confirmation letter from the registrar.

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. Students must provide the address where they wish their transcripts to be sent. Official academic transcript orders may

take a processing time of 3 to 5 business days to ensure the accuracy of the academic record prior to sending it out.

15. 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 issues 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.

15. 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. This accommodation is 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 students 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.

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:

1. During online classes.
2. During any Mishkah-related activity or events.
3. If a Mishkah stakeholder is a victim of retaliation perpetrated by the student.
4. 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 the utmost 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 the 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
- Harassment/Sexual harassment
- Bullying /intimidation/extortion
- Implicit/Complicit Threat

- Using language and/or engaging in behavior that is discriminatory
- Using emails, texting, Facebook, Twitter, or any other social medium to harm any Mishkah stakeholder
- Verbal abuse, assault, or mistreatment to any Mishkah stakeholder
- Damage to University property
- Other criminal behavior

APPEAL PROCESS

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

- Student notifies the Mishkah Executive Director to file an appeal for a discipline decision.
- 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.
- The Mishkah Executive Director will appoint an appropriate committee of Mishkah representatives for final decision making.
- 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.

16. 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