



# **IQOU THEOLOGICAL COLLEGE**

## **STUDENT HANDBOOK 2024-2025**

***IQOU Theological College is a religious institution exempt from state regulation and oversight in the Commonwealth of Virginia. IQOU Theological College confers degrees under a religious exemption through the State Council of Higher Education (SCHEV) according to the code of Virginia, Section 23-266 A-2.***

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## Mission Statement

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IQOU Theological College revolutionizes the delivery of traditional Islamic knowledge using a dynamic approach which is holistic and progressive. Through an amalgamation of hybrid courses and experiential learning, we ensure that students emerge as well rounded, Islamically grounded, productive members of society, ready to conquer the challenges of an ever-changing world.

## Conferral of Degrees

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IQOU Theological College is a religious institution exempt from state regulation and oversight in the Commonwealth of Virginia. IQOU Theological College confers degrees under a religious exemption through the State Council of Higher Education (SCHEV) according to the code of Virginia, Section 23-266 A-2. (*Addendum, July 14th, 2021*)

## Philosophy of Education

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The prophetic tradition which teaches that “actions are judged by results,” guides our philosophy of education; knowledge is beneficial when it leads to productive actions, as it is a means to achieving one’s goal, not the goal itself.

Knowledge should propel one to reach their highest potential, achieving success in both this life and the Hereafter, and strengthening one’s spiritual, mental, and physical aptitude.

We pride ourselves in adopting the tradition of the Holy Last Messenger, Peace Be Upon Him (pbuh) which teaches that, “It is incumbent on every man, woman and child to seek knowledge from the cradle to the grave,”. The Holy Last Messenger (pbuh) often supplicated:

*“O Allah, I seek refuge in You from knowledge which does not benefit, from a heart that does not entertain the fear of Allah, from a soul that is not satisfied and the supplication that is not answered.”*

This suggests that knowledge which does not benefit, is of no use.

He (pbuh) also prayed:

*“O Allah, benefit me from that which You taught me, and teach me that which will benefit me, and increase me in knowledge.”*

In this prayer, the Holy Last Messenger (pbuh) prays firstly to receive benefit from the knowledge he had already been given, secondly, he prays for acquisition of beneficial knowledge, and lastly, he prays for an increase in such knowledge. This indicates that useful knowledge is superior to a plethora of knowledge which does not bring about benefit for the one who has acquired it or for those around him. It is better to have a humble amount of useful knowledge which brings benefit, than to have an enormous amount of knowledge which is not applied.

## Purpose

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IQOU Theological College aims to revive all aspects of the Noble Traditions of the Holy Last Messenger (pbuh) and rich Islamic Heritage regarding the acquisition of useful knowledge which affects productive actions leading to the achievement of goals that are beneficial in this life and the Hereafter. Centering the student in knowledge of faith and spirituality that results in individuals living dynamic and healthy lives, is at the core of our vision. To achieve this, we approach the acquisition of knowledge using what we call, the IQOU Way.

The acquisition of knowledge can be undertaken by three means:

- Studying under the tutelage of one who knows
- Direct acquisition through experience and involvement
- Undergoing self-study using thorough research to comprehend and synthesize what is taught by an instructor

The IQOU Way offers a unique and trailblazing approach to acquiring knowledge by combining all three means of knowledge acquisition into a dynamic amalgamation, setting it apart from educational institutions as we know them.

Our distinctive approach to learning provides a unique environment for our students to excel, which includes:

- Independent studies
- Hybrid course delivery
- Interfaith dialogue opportunities
- Seminars and workshops
- Social events for community education
- Islamic culture immersion
- Experiential learning

## Experiential Learning

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The IQOU Way ensures that students spend time in self-study, didactic and online instruction, and direct acquisition through experiential learning. This is delivered through vast national and international networking as part of each of our educational

programs. National and international study tours, virtual tours, tutoring, professional shadowing, academic counseling, global professional mentorships, hands-on training, and networking are the strategies which will be implemented.

IQOU Theological College facilitates local tours to Islamic events, Muslim organizations, masjids, and cultural centers where students have first-hand interaction with faith adherents and Islamic culture.

IQOU Theological College facilitates annual international tours to Mali, Egypt, Turkiye and Pakistan. These study tours provide students the ability to explore firsthand, Islamic historical heritage sites, learn directly under the tutelage of Sufi Masters, and submerge themselves in an environment where their previous religious studies come to life. Students are encouraged to participate in activities that promote character building through adventure. These opportunities include but are not limited to, hiking in the Himalayan Mountains, visiting Al Azhar in Cairo, one of the oldest Islamic universities in the world, and visiting Djinguereber Mosque, an ancient Islamic learning center located in Timbuktu.

## Facilities

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Our future facilities will include an 18,000 square foot building nestled in Charlotte Court House, Virginia. The grounds will include access to cafeteria services, soccer fields, tennis courts and an IQOU Theological College bookstore. The location will have access to high-speed internet enabling the college to utilize smart technology and to build a strong information technology infrastructure with state-of-the-art hardware and software that benefits students, faculty and staff. Currently, we offer online courses and hybrid learning opportunities.

## Administration faculty and staff

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We have on board a dynamic line-up of Islamic scholars and professionals. Each department is supervised by highly qualified and experienced faculty, who have achieved recognition in their fields of Arabic, Qur'anic Sciences, Hadith Sciences, Islamic History, and Sufic Sciences. Our staff includes graduates of the famous Al-Azhar University in Cairo, Egypt, the oldest degree-granting institution in the world and the most influential and prestigious seat of learning for Islamic education.

## Learning Resources

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IQOU Theological College offers a resource center consisting of textbooks and periodicals providing information in the various Islamic fields offered by the institution. The resource center provides students with access to current publications as well as rare historical texts.

## Admissions

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IQOU Theological College is committed to a diverse student body whereby seekers of knowledge, those who desire an understanding of the purpose of life, Islamic scholars and curious theologians can merge to undertake study of the great Abrahamic faith of Islam.

Applicants must:

- Hold a high school diploma, GED, or high school equivalence degree.
- Students under the age of 18 years old, may attend with parent/guardian approval.
- Provide a copy of government issued photo identification (i.e., driver's license, passport, etc).
- Complete an online application.
- Write a personal statement (within application).
- Submit emails for references (within application):
  - Character recommendation (employer, family, friend, Imam, chaplain, etc.)
  - Professional or Academic recommendation.
- Pay a non-refundable application fee.

Admissions procedure:

1. Submit the online admissions application for approval.
2. Submit a personal statement (within application).
3. Submit emails for references (within application):
  - a. Character recommendation (employer, family, friend, Imam, chaplain, etc.)
  - b. Professional or Academic recommendation.
4. Submit application fee.
5. Attend the scheduled interview.
6. Upon acceptance, a student advisor will assist with registration and course selection.
7. Accepted students are assigned to a student mentor to support and guide students throughout their time at IQOU Theological College.

## Educational Delivery Methods

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- **Asynchronous Online:** 100% online, accessible 24/7/365 days.
- **Synchronous Online:** 100% online, but with live instructor-led sessions.
- **Classroom-based:** Students primarily attend in a traditional physical classroom space.
- **Hybrid:** Mixture of online and classroom-based delivery

## Computer Requirement

IQOU College students are required to have a desktop or laptop computer to actively participate in class lectures and activities.

The following minimum specifications are recommended:

- PC or Mac
- 8 GB RAM or higher
- Reliable Internet Service Provider (>10 MBs download speed)
- Browser: Internet Explorer, Firefox, Safari, Microsoft Edge, or Google Chrome
- Antivirus software

Students can access the learning management system on devices, including tablets and cell phones, using the mobile web or Populi app, in addition to a desktop or laptop computer. These devices may be used for reviewing and submitting materials; however, they should not be used to attend class lectures.

## Senior Citizen Class Auditing

IQOU Theological College offers class auditing to students age 60 and over at a reduced tuition rate. See [Appendix](#) for tuition & fee schedule. Class auditing allows a student to enroll in a course section to experience lectures without completing assignments, receiving a grade, academic credit, continuing education unit, or a certificate of completion.

- Audit students must provide proof of age through a state identification card, driver's license or other government-issued identification.
- Audit students must submit an application, pay the application fee and complete the registration process for courses.
- Space is limited for class auditing. The College has the right to deny a class registration based on matriculated student enrollment.
- Senior citizen class auditing is limited to 6 credits per term.
- Some courses may not be available for auditing if prerequisites have not been met. (For instance, an individual may not audit Arabic II until Arabic I has been completed)
- If needed, audit students are required to pay for course materials and books.
- Audit students may matriculate into full-time degree seeking students by contacting the Dean of Academic Affairs. Audit courses cannot be changed once enrolled in the course.
- Audit students will not receive an IQOU Theological College college email.
- Audit students must follow the IQOU Theological College Code of Student Conduct.

## Tuition & Payment Policy

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IQOU Theological College does not participate in U.S. federal or state student aid programs. At the college's discretion, installment payments may be arranged. Students assume the responsibility for payment of the tuition costs in full. No interest is charged. All financial arrangements must be made before the first day of classes. The school will contact students who are delinquent in paying tuition and fees. Students are encouraged to seek scholarships through Lighthouse Scholarship Foundation and loans through local community resources. IQOU Theological College accepts payment for tuition, books, equipment and other fees through cash payment, credit/debit card or check.

See Appendix for [Tuition & Fee Schedule](#)



## Cancellation and Refund Policy

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IQOU Theological College cancellation and refund policy complies with all state and federal agency requirements.

1. **Rejection of Applicant:** If an applicant is rejected for enrollment, a full refund of all monies will be paid to the applicant, excluding the non-refundable application fee.
2. **Three-Day Cancellation:** An applicant who never attended class but provides written notice of cancellation within three business days, excluding weekends and holidays, of executing the enrollment agreement is entitled to a refund of all monies paid within 45 calendar days excluding the non-refundable application fee.
3. **Cancellation Up to 7 Days:** An applicant who receives instructional hours and after three or more business days of executing the enrollment agreement, submits a cancellation of enrollment form is subject to the refund policy as outlined.
4. **Program Cancellation:** If IQOU Theological College cancels a program after execution of an enrollment agreement by a student, IQOU Theological College will refund all monies paid by the student.

## Refund Policy

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Tuition refunds will be determined as follows:

Proportion of Program taught by Drop Date	Tuition Refund
Up to 12.5%	Full refund
13% or more	No refund

## Withdrawal Procedure

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1. A student choosing to withdraw from the school after the start of classes is to provide a written notice. The notice must include the expected last date of attendance and be signed and dated by the student. The written notice may be submitted in person, by mail or by electronic transmission. The withdrawal date will be the student's last date of attendance.

2. If special circumstances arise, a student may request in writing, a leave of absence. The student's request should include the dates the student anticipates the leave will begin and expected return date.

3. A student will be determined to be withdrawn from the institution if the student misses 7 consecutive instructional days and all the days are unexcused.
4. All withdrawals must be submitted within the determined date of the withdrawal period in accordance with the academic calendar.
5. Approval of the withdrawal will allow the student to re-register and continue in the program on a date no later than the beginning of the start of the next class.
6. A student granted readmission is subject to the tuition rate and fees at the time of re-entry.
7. A student's last date of attendance is the last day a student had academically related activity, which may include projects, field experience, or examinations. The last date of attendance is the date that the institution has determined that a student is no longer in school.

## Transfer of Credits

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IQOU Theological College may accept transfer credits from outside institutions. A student can submit a Transfer Credit Request Form with required documentation. The faculty members and the Dean of Academic Affairs will determine if the requested transfer course meets the equivalency of the required IQOU Theological College course. If so, transfer credits will be awarded and reflect on the student's transcript. IQOU Theological College reserves the right to accept or reject credits earned elsewhere. Transfer credits are not factored into the calculation of GPAs.

## Attendance Policies

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Students must maintain 80% cumulative attendance to meet the requirements of a course. Attendance is a vital component of a student's success. Students are expected to participate in courses, and lecture sessions through regular attendance. It is further expected that every student will be present on time and prepared to participate when scheduled class sessions begin.

Student attendance is recorded daily in the attendance log by the instructor in an electronic system for all students.

Students with absences over 15% of the total hours for each course will be required to attend a mandatory meeting with their advisor.

- ✓ The instructor will take attendance electronically daily.
- ✓ If an absence from a class or lab experience is anticipated, the students are responsible for notifying the instructor via email.

- ✓ School holidays, breaks and class cancellations (i.e. due to inclement weather) are not included in calculations for class attendance, and are therefore not considered as hours of absence.
- ✓ Excessive absences, including leaving early or arriving late, may result in an instructor assigning a grade of “failure due to absence”. An accumulation of three (3) tardies will convert into one absence. Arriving 15 minutes after your scheduled class start time is considered tardy (late). Leaving 15 minutes early before your scheduled class end time will be recorded as early departure.
- ✓ If administration deems a student’s absence excused, the students will be allowed to make up scheduled exams.
- ✓ For any absence from class, or field experiences, it is the student’s responsibility to initiate a meeting with the appropriate instructor, so a plan for meeting the requirements for the course can be met. The instructor establishes expectations and the deadline for makeup work. All assigned work for each course must be completed to pass the course.
- ✓ For classroom absence, the student is responsible for getting all missed notes, assignments, or handouts. Classroom make-up time will include, but is not limited to essay assignments, special projects, computer lab, seminars, and/or educational in-services.
- ✓ IQOU Theological College reserves the right to determine if an absence is excused or unexcused. Excused absences will include but are not limited to death of immediate family (spouse, child, parent and/or sibling), illness of students, childbirth by student or spouse, jury duty, and accidents to the student. Students must submit to the administration appropriate, supporting documents or proof of absences upon return to classes.
- ✓ Elective surgeries, doctor’s appointments and/or treatments DO NOT constitute an emergency.
- ✓ Excused absences will not count as absences in the calculation of attendance rates and will not increase the maximum number of allowable absences.
- ✓ The student is responsible for communicating with course faculty in the case of any absence. The faculty may request documentation to verify the need for an absence (e.g., court letter, doctor’s note, immigration letter, military appointment, etc.). The student is responsible for the consequences of the absence.
- ✓ It is expected that the student will take examinations as scheduled in the syllabus and that assignments will be submitted on the date indicated in the syllabus. It is at the discretion of course faculty members to decide if extraordinary circumstances presented by the student will merit any exceptions to this policy.

## Course Waivers

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At IQOU Theological College, we recognize that students may have previously acquired the knowledge and skills covered in certain required courses through prior education, training, or experience. To support academic progression and ensure that students focus on courses that enhance their learning, we offer a Course Waiver process for eligible students.

### Eligibility for Course Waiver:

A student may request a course waiver if they can demonstrate that they have already mastered the content and competencies of a required course. The determination will be made by the Academic Dean or the course instructor based on relevant documentation, assessments, or other evidence of prior learning.

### Important Considerations:

- A course waiver exempts a student from taking a specific required course but does not award academic credit for the waived course.
- Approved waivers will be reflected in the student's academic record once the petition has been reviewed and processed.
- The student is still responsible for meeting the total credit-hour requirements for their program. A waived course may need to be replaced with an alternative course to fulfill graduation requirements.

### Process for Requesting a Course Waiver:

1. **Submission of Petition:** Students must submit a formal Course Waiver Petition to the Office of Academic Affairs, accompanied by supporting documentation such as transcripts, syllabi, certificates, or professional experience records.
2. **Review and Evaluation:** The Academic Dean or designated instructor will evaluate the petition, considering the relevance and equivalency of prior knowledge.
3. **Decision Notification:** Students will be notified in writing of the waiver decision. If approved, the waiver will be processed and updated in the student's academic record.
4. **Graduation Review:** When the student applies for graduation, the Graduation Team will review waived courses to ensure all degree requirements are met.

For any questions regarding course waivers, students are encouraged to contact the Office of Academic Affairs for further guidance.

## Satisfactory Academic Progress Standards

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Satisfactory progress in a course is defined as maintaining a 1.7 grade point average measured by passing examinations, timely completion of assignments, and acceptable performance of required skills. Satisfactory progress in a degree program is defined as maintaining an overall 2.0 grade point average.

## Grading System

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The grading system outlined below is used for all courses. Only letter grades are posted to the student's official school transcript.

Letter Grade	Minimum %	GPA Value
A+	97%	4.0
A	93%	3.8
A-	90%	3.7
B+	87%	3.3
B	83%	3.0
B-	80%	2.7
C+	77%	2.3
C	73%	2.0
C-	70%	1.7
D+	67%	1.3
D	65%	1.0
F	<65%	0.0
“W”	Withdrawal	N/A
“I”	Incomplete	N/A

## Withdrawals and Incomplete Grades

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Course withdrawal by the withdrawal date will not affect a student's grade point average (GPA).

At the end of the term, students may be given an “I” (Incomplete) and granted a maximum extension not exceeding the end of the next session to complete the course requirements. Incomplete grades will not affect the student's GPA, until a final grade is assigned. If the student does not complete the course requirements within the extension period, he/she will receive a zero grade for incomplete assignments and the instructor will compute the final grade accordingly.

## Student Inquiries

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Faculty and staff are expected to respond to student inquiries in a timely manner. The method of response (i.e. phone, email, etc.) is left to the discretion of the faculty or staff member as deemed appropriate. However, as a standard, inquiries should be responded to within 48 hours.

## Academic probation

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If a student fails to meet satisfactory academic progress standards, he/she will be placed on academic probation for the next session. Students must meet the satisfactory academic progress standards by the end of the probationary period in order to remain in the program. If the student fails to meet the satisfactory academic progress standards by the end of the probationary period, the student will be terminated from IQOU Theological College.

## Repeat Courses

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A student who fails a course will be required to repeat it. The grade received on the repeated course replaces any other grade for that course in the calculation of the GPA. All final course grades will be recorded and appear on the student's transcript. Make-up work may be required for any absence.

## Accommodations for disabilities

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IQOU Theological College is committed to accommodating the needs and abilities of all students by removing barriers to learning in order for students to equally access, use, and understand learning content. With this in mind, faculty considers and creates course materials that are accessible by a wide range of learners. If accommodation is needed due to a disability, please discuss with the instructor in private, if comfortable, or contact the Dean for a determination of available services. IQOU Theological College maintains student privacy concerning any accommodations.

## Graduation Requirements

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Upon successful completion of a program a student will earn a Certificate or Diploma of Completion provided the student meets all the following conditions:

- Complete each course with a grade point average (GPA) of at least 1.7.
- Complete program of study with an overall GPA of at least 2.0.
- Meet all applicable attendance, Hifz requirements and study tours.
- Complete application to graduate.

## Student Honor Code: Conduct

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IQOU Theological College is substantially controlled and supported by a body fulfilling Islamic values and traditions. Our organization is a community of believers who have created a college to meet the academic and spiritual needs of society. As such, our expectation is that the student willingly agrees to the standards of behavior outlined in this policy which are not exhaustive but provide guidance.

Students are expected to comply with school policy regarding curriculum, testing, absences, tardiness, and makeup work while displaying courtesy and consideration towards instructors, staff, and other students. IQOU Theological College defines improper conduct as follows: cursing and/or yelling at fellow students or staff; fighting on campus; destruction, abuse, or theft of property; the use or sale of alcohol or illegal drugs on campus or at an externship site; sexual misconduct; and disregard for school policy. Improper conduct is a cause for suspension or expulsion. Violations of the IQOU Theological College standard of conduct could result in disciplinary action up to and including termination. Accordingly, students must:

- Respect students' property and resources and protect the college reputation.
- Take personal responsibility and be accountable for their actions.
- Protect the privacy of students, faculty, staff, donors, and any others who entrust their confidential, privileged, or proprietary information to IQOU Theological College, using the information only for the purposes it was provided.
- Give due regard and respect to the college's authority structure, discipline policies, and all procedures.
- Avoid the appearance of impropriety and conflicts of interest.
- Always act honestly, fairly, and in good faith.
- Social media platforms must not be utilized to criticize or defame the college or its staff/students or break the student honor code.

## IQOU Theological College Ethics Statement

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At IQOU Theological College, we hold the values of respect, intellectual integrity, and a deep commitment to the pursuit of knowledge in the highest regard. As an Islamic institution dedicated to the holistic development of our students' faith, character, and academic mastery, it is imperative that we foster an environment of mutual respect and courtesy grounded in our Islamic foundation. We require all students, faculty and staff to embrace, respect and actively engage in upholding our institution's Islamic principles not only in their academic interactions, but also in their personal lives. It is through this collective commitment to our religious values and ethics that we can truly foster an environment of love, compassion, and spiritual growth.

We encourage open dialogue and critical thinking, which are integral components of an education at IQOU Theological College. However, it is crucial to remember that criticism of the Holy Quran, the Canonical books of the Sunnah of the Holy Last Messenger (peace be upon him), Islamic scholars, and other religious materials or media is not permitted. Disagreements and differing perspectives are welcome in other academic areas, but when it comes to the sacred texts and materials that form the foundation of Islamic ideology, they should be approached with reverence and deference. Disparaging comments or actions directed towards any facet of our academic community, including the sharing of college content or disrespectful posts on social media towards these Divine materials are contrary to the standards we uphold and therefore strictly prohibited. Additionally, we want to emphasize that disrespect towards our esteemed faculty, staff, authors, curriculum, and the sources used in our instruction is not in alignment with our mission and principles.

We believe in responsible freedoms of speech that are consistent with our Islamic standards and values. By adapting and embracing these standards, you contribute to the creation of a campus atmosphere most conducive to the Islamic community of living, learning, and service that IQOU Theological College aspires to be. Your commitment to upholding our religious and ethical standards not only enriches your own spiritual growth but also creates a harmonious environment where all members of our community can flourish in both their academic and spiritual pursuits.

Adherence to these guidelines is of the utmost importance in maintaining the integrity and sanctity of our college community. Failure to follow Islamic principles, as well as these guidelines, including any disrespectful actions towards students, faculty, staff, authors, curriculum, and Divine materials, as well as the irresponsible use of social media, may result in disciplinary action after review by the IQOU Theological College Ethics Board. Upon review, and depending on the severity of the violation, these consequences may range from warnings and counseling to more serious measures, including suspension, expulsion or termination from the college. We trust that all members of our community will uphold these standards with the utmost care and consideration, fostering an environment that aligns with our commitment to spiritual growth, academic excellence and mutual respect.

## Student Honor Code: Dress

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IQOU Theological College prides itself in implementing a respectable moral code of conduct and dress in accordance with Islamic values and ethics. This code is derived from the Quranic injunction below which shapes the upstanding ideals for men and women based on faith, honesty, empathy and discipline.



*“Indeed, for the men who submit to the Divine Will and women who submit to the Divine Will, the believing men and believing women, the obedient men and obedient women, the truthful men and truthful women, the patient men and patient women, the humble men and humble women, the charitable men and charitable women, the fasting men and fasting women, the men who guard their modesty and the women who guard their modesty, and the men who remember Almighty Allah often and the women who remember Almighty Allah often - for them, The Almighty has prepared forgiveness and a great reward.”  
(Holy Quran, 33:35)*

*Tell the believing men to lower their gaze and be modest. That is purer for them. Lo! Almighty Allah is aware of what they do. And tell the believing women to lower their gaze and be modest, and to display of their adornment only that which is (naturally) apparent, and to draw their veils over their bosoms, and not to reveal their adornment save to their own husbands or fathers or husbands' fathers, or their sons or their husbands' sons, or their brothers or their brothers' sons or sisters' sons, or their women, or their attendants, or male attendants who lack vigor, or children who know naught of women's adornments. And let them not stamp their feet so as to reveal what they hide of their adornment. And turn unto Almighty together, O believers, in order that ye may succeed. (Holy Quran, 24:30-31)*

#### Guidelines for Men’s Dress:

Men must wear tunics reaching between the hip and knees in length with loose-fitting pants. Shorts must not be worn. Head cover is to be worn but bandanas and hoodies are not allowed. Do not wear bright neon colors, such as bright red, orange, yellow, etc. Maintain and groom hair and beards. Hair should not fall below shoulder length nor be maintained in tight twists or braids. Business casual attire is encouraged. No form fitting pants, leggings, or skinnies are allowed. Neckties are not to be worn. Absolutely no piercings or tattoos. Pre-existing tattoos should be covered.

#### Guidelines for Women’s Dress:

Women should wear a loose-fitting topcoat below the knee with loose-fitting trousers or skirt with headscarf covering hair, ears, neck and bosom. Proper clothing must be worn under a topcoat. Modest maxi, kaftan or dress is acceptable. Face veil should **not** be observed. Form fitting pants, leggings, or skinnies are not to be worn. Do not wear bright neon colors, such as bright red, orange, yellow, etc. No loud Make-up or jewelry. No tattoos or face piercings except for one nose piercing that is in accordance with Islamic guidelines.

## Student Honor Code: Violations

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Student conduct that is dishonest and that lacks academic integrity and breaches the intellectual rights of others is prohibited. Students who have good intentions are still subject to the rules of the student honor code of the college. The list below will outline the prohibited behaviors:

- Bribery – In efforts to obtain academic gain, bribing or attempting to bribe faculty or staff is prohibited.
- Cheating – Receiving, providing, using or attempting to use information or learning materials by any means or modes before, during or after exams or quizzes is cheating. Express permission by the professor must be in writing to authorize any accommodations during exams or quizzes. Cheating may also include:
  - Replicating an answer from another person's exams
  - Use of prohibited signals and/or codes
  - Use of prohibited electronic devices
  - Sharing of tests or quizzes without permission from the professor
- Facilitating Academic Dishonesty – Intentionally helping or attempting to help another to commit an act of academic dishonesty, instances of which will include:
  - Submitting the same work from another class without the professor's permission
  - Giving parts or all answers from an exam to another student that the professor has not released and stolen exams
  - Changing grades on transcripts, grade sheets, electronic data sheets, academic reports, exams, projects and on any other official college documents
  - Replicating copyrighted material without expressed permission from the author
- Lying – Giving intentionally false information to professors to gain academically:
  - attempting to deceive professors to reschedule tests or assignments
  - lying about absences
  - lying about one's own involvement in plagiarism or cheating; lying about another student's involvement in plagiarism or cheating
- Plagiarism – Includes presenting as one's work or the work of someone else without properly acknowledging the source. Plagiarism is theft – using words and ideas of another person as if they were one's own. Exact copying should be enclosed in quotation marks and be appropriately documented in footnotes or endnotes that indicate the source of the quotation. Paraphrasing when the basic sentence structure and word choice remain the same is also plagiarism. When in doubt about these matters, it is the student's responsibility to seek guidance from the instructor of the course. Students should also consult the college-wide guidelines on plagiarism. It is the student's responsibility to utilize standard citation styles when citing work which is not their own.
- Using False Citations – False citation occurs when a student gives credit for an idea or information (any intellectual property) to an incorrect or made-up source with the intention to deceive. False attribution seriously damages the integrity of academic work by breaking a chain of ideas, which should be traceable link by link.
- Vandalism – The intentional damage of intellectual property belonging to others, instances of which will include, but are not limited to:
  - hiding or damaging any course material
  - breaking and entering for the purposes of academic dishonesty

## Classroom Expectations

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Students are expected to actively engage in course activities and discussions during synchronous classes and asynchronous learning activities. In all classroom interactions, please be respectful of the instructor and your fellow classmates. Students should be punctual and come to class prepared.

### *Dress*

In the virtual environment, students are still expected to come to class appropriately dressed, which prepares you as a learner to receive the knowledge. Additionally, since IQOU Theological College courses are delivered and received via webcam, appropriate dress guards against mishaps and ensures that recordings maintain the best of professionalism. .

### *Camera use*

Camera use in synchronous classroom sessions can foster a sense of community and connection which leads to more engaging discussions. Turn cameras on during course discussions and activities. Turn your video off when you need a quick break, your background may be momentarily distracting, or you encounter connection issues. Take a moment to inform the instructor via direct chat so they'll know you are, or are not, still participating without the camera in use.

### *Background*

Consider utilizing a virtual background for your privacy and to limit distractions during synchronous sessions. Recommended virtual backgrounds can be found in Populi under Files.

### *Audio*

Unmute your microphone to answer questions and engage in class discussions. Mute your microphone when you are not speaking to reduce background noise. Consider using a headset or headphones with a microphone to improve audio quality. When possible, try to connect in a quiet, distraction-free place.

### *Chat*

Use the chat window for questions and comments that are relevant to the class in session.

### *Session Recordings*

Refrain from sharing class session recordings with individuals not currently enrolled in this course section. Unauthorized student recording of classroom activities is prohibited. To request the use of assistive technology for an accommodation, direct such requests to the Dean of Academic Affairs.

## Liability

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The school reserves the right to postpone training in the event of an Act of Allah, labor disputes, equipment failure, etc. Students will be duly notified. All course schedules are subject to change in terms of start and completion date. Students will be notified and offered the opportunity to consent as provided by law. In cases where such change would cause undue hardship, a refund will be offered. The maximum postponement of a class start date is 90 days. IQOU Theological College reserves the right to withdraw a scheduled course if the registration is insufficient to warrant holding the class. All monies paid will be refunded.

IQOU Theological College assumes no responsibility for loss or damage to personal property, or for personal injury, which may occur while on the school grounds or during study tours.

## Retention of Records

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IQOU Theological College adheres to the policies outlined in the Family Education Right and Privacy Act (FERPA) of 1974 which ensures student data protection. IQOU Theological College will maintain student records for five years, as required by state law. Student transcripts will be maintained indefinitely. Students have a right to access their records anytime that the institution is open and during normal business hours. Students desiring to view their records may request to see their records in the school office during normal business hours or may schedule a time to review records that is convenient to both the student and the school administration. Student academic records and transcripts of completed courses for IQOU Theological College are electronically maintained. Hard copies are maintained in the student's file.

## Transcripts

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A copy of the academic transcript is available upon request by the student with payment of a processing fee (see section on [Tuition and Fee Schedule](#)). This service is subject to the Family Educational Rights and Privacy Act of 1974, as amended. The College reserves the right to withhold an official transcript, if the student's financial obligation to the College is in arrears, or if the student is in arrears on any Federal or State student loan obligation. The College also reserves the right to limit within its discretion the number of official transcripts provided without a processing fee. Certificates and official transcripts of records are available within fifteen (15) days from the receipt of a written request. All records and documentation required by the Reform Act of 1989 will be maintained at the main administrative office for a minimum period of five years. Thereafter, all official student transcript records will contain the names of all programs into which students have enrolled, the names of all courses attempted, whether completed, the academic grade earned, the year and quarter, and the number of units of credit earned and will be maintained indefinitely. Transcripts will be provided to students upon written request.

## Student Grievance Procedure

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This institution is dedicated to the fair treatment of, and professional conduct with students. Should any student have a complaint, the student is asked to discuss the matter directly with an instructor or administrator. That instructor or administrator will engage in an informal process to settle the dispute in good faith. That informal process will involve three steps:

- 1) An effort to define the problem
- 2) An effort to identify acceptable options for resolution; and
- 3) An attempt to resolve the conflict through the application of one or more of those options for resolution

The student may thereafter choose to file a written complaint directly with the school administration who will work to resolve the matter. The school administration will investigate all formal (written) complaints, attempt to resolve all such complaints, and record an entry into the institution's official log. The formal process will require the student's submission of a written description of the specific allegations and the desired remedy, accompanied by any available documentation. The school administration will notify the student of the decision reached.

# Program Outcomes

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## Islamic Studies Certificate Program Learning Outcomes

1. Obtain a basic level of Islamic knowledge to develop a higher degree of spiritual awareness.
2. Identify aspects of the Noble Traditions of the Holy Last Messenger (pbuh) which can be put into practice in daily life.
3. Discover Islamic History's relevance on transforming the life of the learner through exploration of Islamic heritage, resulting in individuals living dynamic healthy lives.
4. Demonstrate introductory level Arabic Language skills.
5. Assemble a personal Islamic library of basic texts.

## Diploma Program Learning Outcomes

1. Describe Islamic traditions through an intermediate study of Islamic Studies and the Arabic language.
2. Explore leadership and revive aspects of the Noble Traditions of the Holy Last Messenger (pbuh).
3. Incorporate lessons learned from Islamic history to lead successful and productive lives.
4. Discover a higher level of spirituality through the study of sufic sciences and exploration of Islamic heritage sites resulting in individuals living with Divine purpose and clear direction.
5. Incorporate Islamic texts of increasing complexity into personal Islamic library.

## Bachelors of Islamic Studies Program Learning Outcomes

1. Achieve success in both this life and the hereafter by functioning as a well-rounded, Islamically grounded productive member of society through comprehensive study of Islamic knowledge and the Arabic language.
2. Demonstrate leadership through adopting the model conduct of the Holy Last Messenger (pbuh) as learned through The Noble Traditions of The Holy Last Messenger (pbuh).
3. Integrate esoteric and exoteric Islamic knowledge through the study of sufic sciences providing a pathway to the spiritual transformation of learners.
4. Bring religious studies to life by submerging oneself in an Islamic environment through the exploration of heritage sites.
1. Establish a comprehensive personal Islamic library.

## Program and Course Descriptions

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### Islamic Studies Certificate Program

This program is an introductory program to Islamic studies including courses in Sciences of Holy Quran, Tajweed, Hifz, Sciences of Hadith, Islamic Jurisprudence and Islamic History, beginning with Arabia before Islam, through the time of The Holy Last Messenger Muhammad (p.b.u.h). Beginning level students will embark on a study tour allowing opportunity for direct knowledge acquisition through experiential learning by immersion in Islamic culture and touring historical sites.

Semester 1			
First 8-week session		Second 8-week session	
Course	Credits	Course	Credits
(QUR 101) Sciences of Holy Quran I	3	(ISL 101) Islamic History I	3
(HAD 101) Sciences of Hadith I	1.5	(ARA 101) Arabic I	3
(JUR 101) Islamic Jurisprudence I	1.5	(EMP 101) Local Study Tour*	-
(EMP 102) Hifz I	2		
		<b>Total Semester Credits:</b>	<b>14</b>

\*Mandatory to complete certificate program

\*\*Option to continue to one-year diploma program

**Total Credits: 14**

## Islamic Studies Diploma Program

This program is a continuation of the certificate program of Islamic studies, including courses in Sciences of Holy Quran, Tajweed, Hifz, Sciences of Hadith, introduction to Sufic Sciences, Islamic Jurisprudence and Islamic History, through to the time of The Holy Last Messenger Muhammad (pbuh) and including the Four Righteous Khalifahs. Intermediate level students will embark on a study tour allowing opportunity for direct knowledge acquisition through experiential learning by immersion in Islamic culture and touring historical sites.

Semester 1			
First 8-week session		Second 8-week session	
Course	Credits	Course	Credits
(QUR 101) Sciences of Holy Quran I	3	(ISL 101) Islamic History I	3
(HAD 101) Sciences of Hadith I	1.5	(ARA 101) Arabic I	3
(JUR 101) Islamic Jurisprudence I	1.5	(EMP 101) Local Study Tour*	-
(EMP 102) Hifz I	2	<b>Total Semester Credits:</b>	<b>14</b>

\*Mandatory to complete Bachelor program

Semester 2			
First 8-week session		Second 8-week session	
Course	Credits	Course	Credits
(QUR 102) Sciences of Holy Quran II	3	(SUF 101) Introduction to Sufic Sciences I	3
(HAD 102) Sciences of Hadith II	1.5	(ARA 102) Arabic II	3
(JUR 102) Islamic Jurisprudence II	1.5	(EMP 110) Hifz II	2
		<b>Total Semester Credits:</b>	<b>14</b>

\*Mandatory to complete Diploma program

**Total Credits: 28**



## Bachelor of Islamic Studies Program

The Bachelor's Degree in Islamic Studies is designed to deliver a complete Islamic studies education which includes Sciences of Holy Quran, Tajweed, Hifz, Sciences of Hadith, Sufic Sciences and Islamic History, continuing after The Holy Last Messenger Muhammad (pbuh) including the rise and fall of Muslim dynasties. Students will gain an in-depth knowledge of the Arabic language from speaking, reading and writing to literature, Quranic Arabic and phonology. Students will develop an understanding of Islamic Jurisprudence, comparative study of religions and explore Islamic Art & Calligraphy. Students will embark on an international study tour allowing opportunity for direct knowledge acquisition through experiential learning by immersion in Islamic culture and touring historical sites.

Semester 1			
First 8-week session		Second 8-week session	
Course	Credits	Course	Credits
(QUR 101) Sciences of Holy Quran I	3	(ISL 101) Islamic History I	3
(HAD 101) Sciences of Hadith I	1.5	(ARA 101) Arabic I	3
(JUR 101) Islamic Jurisprudence I	1.5	(EMP 101) Local Study Tour*	-
(EMP 102) Hifz I	2	<b>Total Semester Credits:</b>	<b>14</b>

\*Mandatory to complete Bachelor program

Semester 2			
First 8-week session		Second 8-week session	
Course	Credits	Course	Credits
(QUR 102) Sciences of Holy Quran II	3	(SUF 101) Introduction to Sufic Sciences I	3
(HAD 102) Sciences of Hadith II	1.5	(ARA 102) Arabic II	3
(JUR 102) Islamic Jurisprudence II	1.5	(EMP 110) Hifz II	2
		<b>Total Semester Credits:</b>	<b>14</b>

<b>Semester 3</b>			
<b>First 8-week session</b>		<b>Second 8-week session</b>	
<b>Course</b>	<b>Credits</b>	<b>Course</b>	<b>Credits</b>
<b>(JUR 201) Islamic Jurisprudence III</b>	<b>3</b>	<b>(ARA 103) Arabic III</b>	<b>3</b>
<b>(SUF 201) Introduction to Sufic Sciences II</b>	<b>3</b>	<b>(ISL 201) Islamic History II</b>	<b>3</b>
<b>(EMP 201) Hifz III</b>	<b>2</b>	<b>Total Semester Credits:</b>	<b>14</b>

<b>Semester 4</b>			
<b>First 8-week session</b>		<b>Second 8-week session</b>	
<b>Course</b>	<b>Credits</b>	<b>Course</b>	<b>Credits</b>
<b>(ISL 401) Islamic Art &amp; Calligraphy I</b>	<b>3</b>	<b>(ARA 104) Arabic IV</b>	<b>3</b>
<b>(SUF 220) Sakina tul Awliya (Tranquility of the Saints)</b>	<b>3</b>	<b>(JUR 202) Islamic Jurisprudence IV</b>	<b>3</b>
<b>(EMP 202) Hifz IV</b>	<b>2</b>		
		<b>Total Semester Credits:</b>	<b>14</b>

<b>Semester 5</b>			
<b>First 8-week session</b>		<b>Second 8-week session</b>	
<b>Course</b>	<b>Credits</b>	<b>Course</b>	<b>Credits</b>
<b>(SUF 301) Islamic Psychology (Ascent of Man)</b>	<b>3</b>	<b>(ARA 201) Arabic Grammar (Nahw) &amp; Morphology (Sarf)</b>	<b>3</b>
<b>(ISL 202) Islamic History III</b>	<b>3</b>	<b>JUR 301 Islamic Jurisprudence V</b>	<b>3</b>
<b>(EMP 301) Hifz V</b>	<b>1</b>	<b>(EMP 302) Hifz VI</b>	<b>1</b>
		<b>Total Semester Credits:</b>	<b>14</b>

<b>Semester 6</b>			
<b>First 8-week session</b>		<b>Second 8-week session</b>	
<b>Course</b>	<b>Credits</b>	<b>Course</b>	<b>Credits</b>
<b>(SUF 302) Introduction to Quranic Psychiatry (Jinniology &amp; EGM)</b>	<b>3</b>	<b>(ARA 301) Arabic Reading and Writing (Mutala'a &amp; Kitaabah)</b>	<b>3</b>
<b>(ISL 301) Current Affairs and Politics in the Muslim World</b>	<b>3</b>	<b>(SUF 320) Sufic Literature</b>	<b>3</b>
<b>(EMP 303) Hifz VII</b>	<b>1</b>		
		<b>Total Semester Credits:</b>	<b>13</b>

<b>Semester 7</b>	
<b>First 8-week session</b>	<b>Second 8-week session</b>

Course	Credits	Course	Credits
(QUR 401) Ma'araful Quran I	3	(ARA 302) Arabic Literature, Poetry and Rhetoric	3
(HAD 401) Ma'araful Hadith I	3	(SUF 210) Irfan and the Real Human	3
(EMP 401) Hifz VIII	1		
		<b>Total Semester Credits:</b>	<b>13</b>

Semester 8			
First 8-week session		Second 8-week session	
Course	Credits	Course	Credits
(QUR 402) Ma'araful Qur'an II	3	(ARA401) Quranic Arabic	3
(HAD 402) Ma'araful Hadith II	3	(ISL 402) Islamic Art & Calligraphy II	3
(EMP 402) Hifz IX	1	(EMP 403) Hifz X	1
		(EMP 400) International Study Tour**	0
		<b>Total Semester Credits:</b>	<b>14</b>

\*\*Requirement for completion of Bachelors

**Total Credits: 110**

## COURSE DESCRIPTIONS

### **ARA 101 Arabic I**

3 credit hours

This course is an introduction to the Arabic language including basic grammar, vocabulary, alphabet, numbers, common phrases and greetings as well as an introduction to core Arabic vocabulary. **Class is primarily taught in English with Arabic conversation practice.**

*Text: Tuhfati Azhariyyah Book 1*

*Arabic Intensive equivalent: Beginner*

### **ARA 102 Arabic II**

3 credit hours

This course is a continuation of the introduction to the Arabic language including basic grammar and vocabulary, phrases and conversation for daily living and situations.

**Class is primarily taught in English with Arabic conversation practice.**

*Prerequisite: ARA 101*

*Text: Tuhfati Azhariyyah Book 2*

*Arabic Intensive equivalent: Intermediate*

### **ARA 103 Arabic III**

3 credit hours

This course is the beginning of the intermediate Arabic language including grammar and vocabulary, phrases and useful conversation topics, as well as intermediate Arabic literature. **Class is primarily taught in Arabic.**

*Prerequisite: ARA 102*

*Text: Tuhfati Azhariyyah Book 3*

### **ARA 104 Arabic IV**

3 credit hours

This intermediate course offers an expanded knowledge of Arabic language through an introduction to morphology (study of the forms of words), syntax (word arrangement). Students will be fluent in conversation and will practice expanding their vocabulary.

**Class is primarily taught in Arabic.**

*Prerequisite: ARA 103*

*Text: Tuhfati Azhariyyah Book 4*

### **ARA 201 Arabic Grammar (Nahw) & Morphology (Sarf)**

3 credit hours

This advanced course offers an expanded knowledge of the Arabic language including an in-depth study of morphology (study of the forms of words), syntax (word arrangement), and phonology using historical Arabic literature to understand the contexts of the linguistics. Students will be well-versed in conversation and will practice using additional word phrases and vocabulary. **Class is primarily taught in Arabic.**

*Prerequisite: ARA 104*

*Text: Tuhfati Azhariyyah Book 5*

### **ARA 301 Arabic Reading and Writing (Mutala'a & Kitaabah)**

3 credit hours

This advanced course focuses on reading passages about different topics, recognizing vocabulary in their contexts, exposure to complicated linguistic structure, applying learned grammar rules and practice writing paragraphs. **Class is primarily taught in Arabic.**

*Prerequisite: ARA 201*

*Text: Tuhfati Azhariyyah Book 5*

### **ARA 302 Arabic Literature, Poetry and Rhetoric**

3 credit hours

This course includes an advanced study of the Arabic language with a focus on Arabic literature and poetry, introduction to advanced reading passages and analyzing advanced grammar rules. This course includes a strong foundation in Arabic rhetoric so that students develop a profound appreciation of the Holy Quran and Arabic language and can independently research classical Arabic works. **Class is primarily taught in Arabic.**

*Prerequisite: ARA 301*

*Text: Tuhfati Azhariyyah Book 6*

### **ARA 401 Quranic Arabic**

3 credit hours

This course includes an advanced study of the Arabic language with a focus on Quranic Arabic. **Class is primarily taught in Arabic.**

*Prerequisite: ARA 302*

*Text: Tuhfati Azhariyyah Book 6*

### **QUR 010 Introduction to Recitation of Holy Quran**

2.0 credit hours

This course is for beginners with little or no experience in reading Holy Quran. Students will learn the Arabic alphabet including proper pronunciation and articulation. This course contains instruction in the basics of writing each Arabic letter with proper form and structure. At the conclusion of the course, students will be able to read Holy Quran fluently.

This is pre-collegiate coursework designed to provide proficiency in a student's recitation of Holy Qur'an, which will ultimately support completion of the hifz requirement at IQOU Theological College. Credit earned in pre-collegiate courses does not count towards the degree program. Pre-collegiate courses are billed at the same tuition rate as collegiate level courses, but do not count in GPA calculations. Students enrolled in pre-collegiate courses must pass satisfactorily to demonstrate the proficiency needed to proceed to the next level in the course series.

## **QUR 020 Tarteel of Holy Qur'an I**

2.0 credit hours

This course is an introductory study of reading Holy Qur'an for those students who have just completed the Qaaidah\Yassarnal Quran or have not read Arabic in a long time. The primary focus of this course is to help transition from the Qaaidah\Yassarnal Quran to reading the Holy Quran fluently. Hazrat Aishah (r) reported: The Holy Last Messenger (ﷺ) said, "The one who is proficient in the recitation of the Qur'an will be with the honorable and obedient scribes (angels) and he who recites the Qur'an and finds it difficult to recite, doing his best to recite it in the best way possible, will have two rewards" [Al-Bukhari and Muslim.] Proficiency in Tilawat supports confidence in reading any Surah and also in memorizing Holy Qur'an.

This is pre-collegiate coursework designed to provide proficiency in a student's recitation of Holy Qur'an, which will ultimately support completion of the hifz requirement at IQOU Theological College. Credit earned in pre-collegiate courses does not count towards the degree program. Pre-collegiate courses are billed at the same tuition rate as collegiate level courses, but do not count in GPA calculations. Students enrolled in pre-collegiate courses must pass satisfactorily to demonstrate the proficiency needed to proceed to the next level in the course series.

*Prerequisite: QUR 020*

## **QUR 120 Tajweed I**

2.0 credit hours

This course is an introductory study of the tajweed rules of reading Holy Qur'an and practical application. Students should already be fluent in reading the Holy Quran. Learn how to apply the rules of tajweed giving every letter and word its due attention during recitation of the Holy Qur'an. The focus of this course will be ensuring proper application of articulation points, tajweed rules, and letters through recitation. Hazrat Aishah (r) reported: The Holy Last Messenger (ﷺ) said, "The one who is proficient in the recitation of the Qur'an will be with the honorable and obedient scribes (angels) and he who recites the Qur'an and finds it difficult to recite, doing his best to recite it in the best way possible, will have two rewards" [Al-Bukhari and Muslim.] Proficiency in Tajweed supports confidence in reading any Surah and also in memorizing Holy Qur'an.

*Prerequisite: Placement or QUR 020*

## **QUR 101 Sciences of Holy Qur'an I**

3 credit hours

This course is a study of the understanding of the Holy Quran and attaining guidance from the only untampered, divine revelation which includes the Torah, the Gospel and Psalms. Students will study the following topics: reasons for revelation, similes of the Holy Quran, properties of the Holy Quran, abrogator and abrogated, ambiguous lines and wonders of the Holy Quran.



**QUR 102 Sciences of Holy Qur'an II**

3 credit hours

This course is a continuation of the study of the understanding of the Holy Quran and attaining guidance from the only untampered, divine revelation which includes the Torah, the Gospel and Psalms. Students will study in depth the following topics: reasons for revelation, similes of the Holy Quran, properties of the Holy Quran, abrogator and abrogated, ambiguous lines and wonders of the Holy Quran.

Prerequisite: QUR 101

**QUR 401 Ma'araful Quran I**

3 credit hours

This course will cover Ma'araful Quran volumes I through IV. Ma'araful Quran (wisdom of the Quran) consists of 8 volumes comprehensive tafseer exegesis (commentary) written by Islamic Scholar Mufti Muhammad Shafi. The first book begins with a lengthy introduction that focuses on the fundamental concerns of the Quran. It contains the "wahy", the modalities of descent, the chronology of Quranic revelation, the earliest revealed verses (ayah), Meccan and Medinan verses, preservation of the Holy Quran, and the sources of Tafseer.

**QUR 402 Ma'araful Qur'an II**

3 credit hours

This course will cover Ma'araful Quran volumes V through VIII. Ma'araful Quran (wisdom of the Quran) consists of 8 volumes comprehensive tafseer exegesis (commentary) written by Islamic Scholar Mufti Muhammad Shafi. The first book begins with a lengthy introduction that focuses on the fundamental concerns of the Quran. It contains the "wahy", the modalities of descent, the chronology of Quranic revelation, the earliest revealed verses (ayah), Meccan and Medinan verses, the preservation the Holy Quran, and the sources of Tafseer.

*Prerequisite: QUR 401*

**HAD 101 Sciences of Hadith I**

1.5 credit hours

This course explores the origin and the science of authenticating hadith literature. Students will study the chain of transmitters and the text of the hadith. Students will also learn about how hadith were collected and the various muhaditheen and their contributions to hadith literature, including the conditions the muhaditheen have to meet. The six canonical books of Hadith are introduced: Bukhari, Muslim, Abu Dawood, Tirmidhi, Nasai and Ibn Majah.

**HAD 102 Sciences of Hadith II**

1.5 credit hours

The course aims to establish the importance of hadith and demonstrate that hadith formulate a substantial portion of Islamic law and culture, thus giving evidence for the authority that the sunnah bears on Islamic jurisprudence.

Prerequisite: HAD 101

**JUR 101 Islamic Jurisprudence I**

1.5 credit hours

This course introduces basic principles of Islamic law and the guidelines for implementing the five pillars of Islam: Faith, Prayer, Charity, Fasting, and Pilgrimage.

**JUR 102 Islamic Jurisprudence II**

1.5 credit hours

This course includes the study of Islamic law in greater depth and detail. Students will study Islamic business law including transactions, exchanges, contracts, buying and selling, mortgages, stocks and bonds, debts, and financing.

Prerequisite: JUR 101

**JUR 201 Islamic Jurisprudence III**

3 credit hours

This course introduces laws that govern the formation, care and dissolution of the family. Students will study laws related to marriage, divorce, child custody and maintenance, rights and obligations of spouses, and guardianship.

Prerequisite: JUR 101

**JUR 202 Islamic Jurisprudence IV**

3 credit hours

This course reviews the hudud, i.e. prescribed corrections and discipline in Islam, which aim to deter people from committing acts of major transgressions and intentional violation of Allah's Law.

Prerequisite: JUR 101

**JUR 301 Islamic Jurisprudence V**

3 credit hours

This course introduces Islamic burial laws, inheritance laws and wills including heirs, inclusion and shares.

Prereq: JUR 101, JUR 201

**ISL 101 Islamic History I**

3 credit hours

This course takes students on the life journey of the Holy Last Messenger (pbuh) with a brief introduction to Arabia before Islam. It covers the Islamic period during the prophet's (pbuh) life in Mecca and Medina culminating with his demise.

### **ISL 201 Islamic History II**

3 credit hours

This course continues to take students on the Islamic historical journey from the time period directly following the demise of The Holy Last Messenger (pbuh). It covers the period known as Khulafa tur Rashideen Era (The Righteous Khalifas Era), which saw the reign over the Islamic world by the first four successors of the Holy Last Messenger (pbuh), namely, Hazrat Abu Bakr Siddiq, Hazrat Umar Farooq, Hazrat Uthman Bin Affan and Hazrat Ali Bin Abi Talib. The course briefly covers significant incidents which shaped the Muslim world following the Khilafat of Hazrat Ali, such as events leading up to, and the Battle of Karbala.

*Prerequisite: ISL 101*

### **ISL 202 Islamic History III**

3 credit hours

Continue the exploration of Islamic History from the Battle of Karbala to the end of the Ottoman Empire.

*Prerequisite: ISL 201*

### **ISL 301 Current Affairs and Politics in the Muslim World**

3 Credit hours

This course exposes students to the affairs and politics in various parts of the Muslim world as they unfold, with an aim to examine how current affairs affects politics and policies throughout the Muslim and non-Muslim world. It addresses relative contemporary issues which shape outcomes for Islamic nations. The course also compares modern day challenges in the Muslim world with similar historic events.

*Prerequisite: ISL 202*

**ISL 401 Islamic Art and Calligraphy I**

3 credit hours

This course introduces the study of world Islamic Art, basic lettering and writing of the Arabic language. Students will study the history of art and calligraphy to develop a greater understanding and appreciation of the writing and form.

**ISL 402 Islamic Art and Calligraphy II**

3 credit hours

This course continues with the intermediate study of world Islamic Art, basic lettering and writing of the Arabic language. Students will study the history of art and calligraphy to develop a greater understanding and appreciation of the writing and form.

*Prerequisite: ISL 401*

**HAD 401 Ma'araful Hadith I**

3 credit hours

This course covers Ma'araful Hadith Volume I and II. Ma'araful Hadith by Maulana Muhammad Manzoor Numani (ra) is spread in 4 volumes and is a collection of Ahadith on all topics of religion. Beginning with the Hadith about the 'importance of intention in performance of deeds', the book takes us through Ahadith on faith, on the duties in Islam and completes with Ahadith on supplication.

**HAD 402 Ma'araful Hadith II**

3 credit hours

This course covers Ma'araful Hadith Volume III and IV. Ma'araful Hadith by Maulana Muhammad Manzoor Numani (ra) is spread in 4 volumes and is a collection of Ahadith on all topics of religion. Beginning with the Hadith about the 'importance of intention in performance of deeds', the book takes us through Ahadith on faith, on the duties in Islam and completes with Ahadith on supplication.

*Prerequisite: ARA 401*

**SUF 101 Introduction to Sufic Sciences I**

3 credit hours

Introduction to Sufic Sciences includes an understanding of Sufic Sciences including what "sufism" is and is not- discontinuing the use of this term - historic and Islamic context underpinning the "Sufi Way".

**SUF 201 Introduction to Sufic Sciences II**

3 credit hours

This course continues the study of Sufic Sciences and introduces key Sufic literature authored by H. Gauth E Azam Abdul Qadir Gillani and Hazrat Ali Hujweri. The lives, works and missions of Sufi luminaries are examined.

*Prerequisite: SUF 101*

**SUF 202 Introduction to Dream Interpretation**

3 credit hours

In this course students learn the basic guidelines of how to recognize what animals, colors and occurrences in dreams work together to signify meaning.

*Prerequisite: SUF 101*

**SUF 210 Irfan and the Real Human**

3 credit hours

This course includes both textbooks and DVD's that are utilized to teach the reality of human existence, stages of faqr and Haqeeqa tul Insaania.

*Prerequisite: SUF 101*

**SUF 220 Sakina tul Awliya (Tranquility of the Saints)**

3 credit hours

This course introduces students to the Qadri Sufi Discipline as taught by Hazrat Mian Mir and his principal Khalifa, Mullah Shah Badakshi. It conceptualizes the Sufi concepts of Ma'arifa, love, kun faya kun and faqr. These concepts are taught by tracing the life and achievements of Hazrat Mian Mir through ancient manuscripts from the Mughal Period.

*Prerequisite: SUF 201*

**SUF 301 Islamic Psychology (Ascent of Man)**

3 credit hours

This course covers the ultimate goal of man and the secrets about man's creation. Students will study the in-depth meaning of maut which is the separation of the soul from the body and is a gift from the Almighty to a believer and a homecoming as well.

*Prerequisite: SUF 201*

### **SUF 302 Introduction to Quranic Psychiatry (Jinniology & EGM)**

3 credit hours

This course focuses on basic, practical remedies of the El Gilani Methodology. Students will learn and explore EGM otherwise known as the El Gillani Methodology. Students are introduced to treating ailments and diseases via the use of Holy Qur'an, that is a superior healing agent. In depth study of Qur'anic Psychiatry, documented cases and cures are taught and studied.

*Prerequisite: SUF 201*

### **SUF 310 Islamic Philosophy**

3 credit hours

This course studies philosophy from an Islamic ontological perspective through the exegesis of sacred ancient texts as well as contemporary translations of popular Sufi literature. An Islamic epistemological paradigm examines theories of knowledge.

*Prerequisite: SUF 220*

### **SUF 320 Sufic Literature**

3 credit hours

Literature and work by Sheikh Abdul Qadir Gilani including, Futuh al Ghaib, Secret of the Secrets, Biography Sultan of the Saints and literature and work by various Sufi masters is covered in this course. This course includes readings, research and writing requirements.

*Prerequisite: SUF 220*

### **EMP 102 Hifz-ul-Quran I**

*2.0 credit course*

Memorization of a portion of Holy Quran (last 20 Surah) using an independent study course outline with faculty oversight and tutorial services.

### **EMP 110 Hifz-ul-Quran II**

*2.0 credit course*

Memorization of a portion of Holy Quran (30th part/last Juz) using an independent study course outline with faculty oversight and tutorial services.

### **EMP 201 Hifz-ul-Quran III**

*2.0 credit course*

This course includes memorization of the Holy Quran (Al-Fatiha (1:1) - Al-Baqarah (2:74) with faculty oversight and tutorial services.

**EMP 202 Hifz-ul-Quran IV***2.0 credit course*

This course includes memorization of Holy Quran Al-Baqarah (2:75) - Al-Baqarah (2:141) with faculty oversight and tutorial services.

**EMP 301 Hifz-ul-Quran V***2.0 credit course*

This course includes memorization of Holy Quran (Al-Baqarah (2:142) - Al-Baqarah (2:202) with faculty oversight and tutorial services.

**EMP 302 Hifz-ul-Quran VI***2.0 credit course*

This course includes memorization of Holy Quran Al-Baqarah (2:203) - Al-Baqarah (2:252) with faculty oversight and tutorial services.

**EMP 303 Hifz-ul-Quran VII***2.0 credit course*

This course includes memorization of Holy Quran Al-Baqarah (2:253) - Āli ‘Imrān (3:14) with faculty oversight and tutorial services.

**EMP 401 Hifz-ul-Quran VIII***2.0 credit course*

This course includes memorization of Holy Quran (Āli ‘Imrān (3:15) - Āli ‘Imrān (3:92) with faculty oversight and tutorial services.

**EMP 402 Hifz-ul-Quran IX***2.0 credit course*

This course includes memorization of Holy Quran Āli ‘Imrān (3:93) - Āli ‘Imrān (3:170) with faculty oversight and tutorial services.

**EMP 403 Hifz-ul-Quran X***2.0 credit course*

This course includes memorization of Holy Quran (Āli ‘Imrān (3:171) - An-Nisā’ (4:23)) with faculty oversight and tutorial services.

**EMP 101 Local Study Tour***Experiential learning course*

Students will embark on a study tour allowing opportunity for direct knowledge acquisition through experiential learning by immersion in Islamic culture and touring historical sites.

**EMP 400 International Study Tour**

*Experiential learning course*

Advanced level students will embark on a study tour allowing opportunity for direct knowledge acquisition through experiential learning by immersion in Islamic culture and touring international historical sites.

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## Appendix

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### Tuition & Fee Schedule

Description	Amount
Tuition	\$191 per credit
Application fee (non-refundable)	\$75
Technology fee (non-refundable)	\$15 per registration
Registration fee (non-refundable)	\$10 per registration
Transcript fee	\$10 per copy
Payment plan setup fee (non-refundable)	\$0
Late tuition payment fee (non-refundable)	\$20
Senior Citizen course auditing	50% off tuition rate

## **Authorization for use of image, voice, performance, artwork, or likeness**

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I relinquish and give the College all rights, title, and interests in and to likeness of myself, including any copyright therein. This Authorization shall be binding upon my heirs, successors, assigns, and legal representatives.

I have read and understand the terms and conditions of this Student Catalog and agree to such terms and conditions.

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Student Signature

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Date

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