

مفتاح

STUDENT HANDBOOK

ASSOCIATE PROGRAM



Assalamu alaykum wa
rahmatulLahi wa barakatuHu,

We are thrilled to have you in
the Miftaah Associate Program.
This handbook is designed to
help you navigate your
experience, set expectations,
and promote a positive learning
environment.

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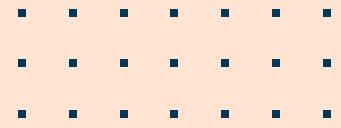
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Program Overview



The Miftaah Associate Program aims to provide students with a comprehensive understanding of Islamic studies, equipping them with the knowledge and skills needed for personal and professional development. This is the gateway to all the fruits of sacred knowledge. The Associate of Islamic Studies at Miftaah Institute offers a range of classes to get you introduced to the traditional Islamic sciences , taught in an engaging manner to promote personal development and allow you to give back to your community, whilst building brotherhood/sisterhood within the classes.

Students will study Islamic tradition and cover classical scholarly approaches to provide a grounded education of rich Islamic history and the application of Islamic knowledge. These courses establish expertise in Islamic studies and prepare undergraduate students for further academic study.

Student Responsibilities

1 Engagement

Students are expected to check their emails and Whatsapp groups regularly to stay up to date on any program announcements.

2 Commitment

Attend all classes in person at the Miftaah Campus and engage actively in discussions and activities.


3 Preparation

Complete all assigned readings, homework, quizzes and exams on time. Your grades are dependent on the completion of your assignments and exams!

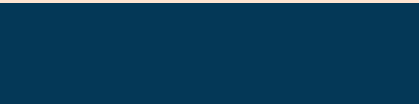
4 Respect

Show respect for instructors, peers, and the learning environment.

Attendance Policy




Regular attendance is crucial for your success. Students are expected to attend over 80% of classes onsite.

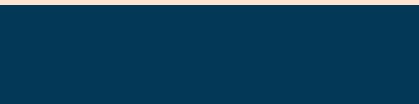


Students must utilize the class recordings to stay up to date on class content if they must miss any onsite classes.

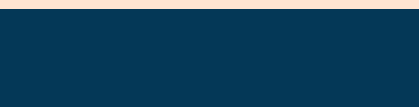
Code of Conduct



Maintain a respectful and inclusive environment for all.



Disruptive behavior, including inappropriate language or actions, will not be tolerated.



Follow all guidelines set by instructors during classes and activities.

Student Etiquette

1 Punctuality

Arrive on time for classes and events. Late arrivals disrupt the learning environment.

2 Mobile Devices

Keep phones and other electronic devices on silent mode. Use them only when permitted by the instructor.

3 Participation

Engage in discussions thoughtfully. Listen actively and respect differing opinions.

4 Dress Code

Maintain a modest and respectful appearance in accordance with Islamic principles.

Student Etiquette

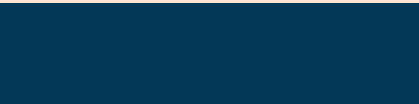
5 Collaboration

Work collaboratively with peers, offering support and encouragement.

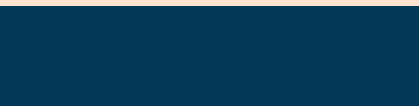
Academic Integrity



Uphold the highest standards of honesty in your academic work.



Plagiarism, cheating, or any form of academic dishonesty will not be tolerated.



If you are unsure about what constitutes academic integrity, please consult your instructors.

Resources and Support

Whatsapp

Student Whatsapp groups are created and shared at the beginning of every school year. All important information and updates will be shared in these chats. It is very important for students to stay up to date with all messages. Students can also utilize these chats for help with any homework or class materials!

Student Portal

Your Student Portal is the most IMPORTANT resource we provide throughout the year. Here you can find all of your course recordings, PowerPoints, PDFs, as well as any resource needed for the school year.

Academic Support

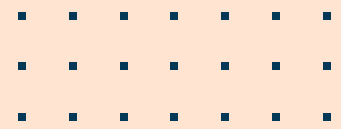
Tutors and study groups are available for additional help for your Arabic classes. We highly recommend utilizing these resources whether you feel caught

Resources and Support

Student Activities

Our Student Committee will be hosting several student activities throughout the year. We highly recommend you join to build bonds with our instructors and fellow students!

FAQs



What payment options are available?

Payments may be made per month or per year. Partial financial aid is available.

Where are classes held?

Classes are held at the Miftaah Campus: 11200 East 11 Mile Rd, Warren, MI 48089

When do I receive my books and class materials?

Course textbooks and materials are available for pick up at the Miftaah Orientation and during the first 2 weeks of classes. Students who are unable to attend the orientation can pick up their books from the main office on Sunday or Tuesday during the first 2 weeks of classes.

What if I am unable to attend 80% of my classes onsite?

In the case that you are unable to attend classes onsite, we highly recommend switching over to our Miftaah Online Program.

Are late exam submissions allowed?

Students can email admin@miftaah.org with the reason they are unable to complete their exams on time and our team will get back to them promptly.

FAQs



How long do I have access to class recordings and content?

Students will have lifetime access to class content.

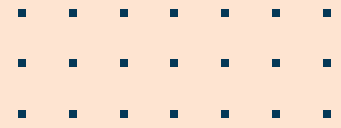
What do I get after completing the Associate's Program?

Students will receive a diploma and their final transcript from Miftaah upon graduation. Please keep in mind that at this time, Miftaah is not an accredited college, so your degree from Miftaah Institute will not be equal to that of a college degree.

What's next after I complete the 3 year Associate degree at Miftaah?

After completing the 3 year Associate Program, students are encouraged to join our Advanced Program of Islamic Studies which is offered both onsite and online!

Conclusion



We are excited to have you in the Miftaah Associate Program and look forward to your contributions. By adhering to these guidelines, you help create a vibrant and respectful learning community.

Jazakum Allahu Khayran,

Was-salamu 'alaykum wa rahmatulLahi wa Barakātuh



Contact Information

For any questions or concerns, please reach out to:

Miftaah Main Office

☎ +586-883-0881

✉ admin@miftaah.org

Staff will also be available in the office during class hours. Please feel free to stop by on Sundays from 5:00 - 8:00 PM or Tuesdays from 7:00 - 10:00 PM with any questions or concerns!



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