



# 2025 – 2026

# College Catalog

September 4, 2025 update; check [www.aicusa.edu](http://www.aicusa.edu)  
for more current editions.

This catalog serves as a general guide to assist AIC students in understanding and achieving their academic goals while becoming acquainted with the policies and procedures of American Islamic College. While each student is expected to familiarize themselves with the contents of this catalog, it should be noted that this is an evolving text, which AIC may update or change at any time. Thus, it should be taken as a guide rather than a contract between AIC and the student. Please consult the AIC website or your academic advisor for the most up-to-date information.

American Islamic College welcomes qualified students of all ages, races, colors, creeds, and national or ethnic origins to the programs and activities made available to students at the College. The College consciously promotes inclusion and does not discriminate on the basis of disability or any of the factors mentioned above in the administration of its educational policies, admissions policies, scholarship programs, and other school-administered programs.

American Islamic College

# Table of Contents

Message from the President .....	6
Our Mission .....	7
Our Vision.....	7
Accreditation Status.....	7
Nondiscrimination Policy .....	8
Statement on Educational Integrity .....	8
Admissions, Policies, & Academic Affairs.....	8
Undergraduate Admissions Procedures.....	9
First-Year Admissions Procedures.....	9
Language Requirement .....	10
Transfer Policy & Procedures .....	10
Prior Learning Policy.....	12
AP Credit .....	12
Home-Schooled Students .....	13
Second-Degree Students .....	13
Graduate Admissions Procedures & requirements .....	14
Language Requirement .....	15
Graduate Transfer Policy.....	15
Types of Admission.....	16
Regular Admission .....	16
Conditional Admission.....	17
Provisional Admission .....	17
Deferred Admission .....	17
Reactivation of Application.....	17
Readmission.....	17
Financing Your Education.....	18
Tuition and Fees.....	18
Financial Aid.....	18
Scholarships.....	18
AIC Work-Study Program .....	19
Graduate Student Assistant Fellowship.....	19
Payment .....	20

Refund Policy.....	20
Student Financial Responsibility.....	21
Past Debt.....	21
Complaint .....	22
Physical or Financial Hardship Withdrawal Policy.....	22
New Students.....	23
Registration.....	23
Accounts Hold .....	24
Populi.....	25
Verification of Student Identity in Distance Education Policy.....	25
Class Availability.....	27
Academic Status.....	27
Credit Hour Policy.....	27
Undergraduate Student Standing.....	28
Academic Records .....	28
Student Records.....	29
Policy on Provision of Transcripts.....	29
Student Rights under FERPA.....	30
Designation of Directory Information .....	31
Personal Identifiable Information (PII).....	31
Confidentiality of Student Records & Information.....	32
Graduation Requirements.....	32
All Students .....	32
Academic Policies.....	32
Grading Policies .....	32
Grading System.....	32
F Grade and Repeated Courses .....	33
Policy on Incompletes .....	33
Add/Drop, W, Leave of Absence Policies .....	34
Leave of Absence.....	34
Withdrawal from All Courses .....	36
College Dismissal Policy .....	37
Final Grades .....	39

Change of Grade .....	39
Grade Appeal Process .....	39
Credit by Examination .....	40
CLEP Credit Policy .....	40
Grade Point Average .....	41
Graduate Degree Requirements.....	42
Attendance.....	42
Probation.....	42
Student Complaint Process Regarding Academic Affairs .....	42
NC-SARA Complaint Policy .....	43
Academic Ethics .....	44
Academic Dishonesty, Dismissal and Appeal .....	44
Plagiarism.....	45
Copyright Act.....	45
Commitment to Freedom of Academic & Intellectual Inquiry .....	45
Confidentiality of Student Records and Information .....	46
Learning Accommodations .....	46
Academic Programs .....	48
College Wide Learning Outcomes .....	48
Contextual Knowledge .....	48
Skills .....	48
Personal and Social Development .....	48
Application of Knowledge .....	48
Bachelor of Arts in Islamic Studies .....	49
Learning Outcomes for Bachelor of Arts in Islamic Studies .....	49
BA Course Descriptions .....	52
Master of Arts in Islamic Studies .....	60
Learning Outcomes for Master of Arts in Islamic Studies .....	60
MA Course Descriptions.....	62
Master of Divinity in Islamic Studies .....	67
Learning Outcomes for Master of Divinity in Islamic Studies .....	69
MDiv Course Descriptions .....	71
Academic Calendar .....	75

College Directory .....75  
Administration & College Staff .....75  
Faculty.....76

# Message from the President

*As-salaamu 'alaykum!*

I extend a very warm welcome to our new and returning students and offer prayers of peace and blessings to all of our friends in the wider community!

May the year ahead be filled with life-changing encounters, purposeful work, much personal growth, and many joyful awakenings.

Positive change is in the air. With new academic and community partnerships across the city of Chicago and beyond, a renewed sense of rootedness in this incredible city (where American Muslims have made and continue to make history), and with a re-energized, bold spirit to push and guide us, all of us at the American Islamic College welcome you as companions on a great journey. This quest is, at its core, a search for the knowledge that heals, awakens, transforms, ennobles, beautifies, and empowers us to become agents of positive change in the world and visionary leaders at a time when such change and such leaders are needed more than ever. So, if well-being, truth, beauty, nobility, and a thirst for a better life and a better world mean something to you, then you are with us—whether you are enrolled or stand beside us as partners, allies, and supporters.

I am so delighted that you have been called to join us on this journey, and I look forward to meeting you, getting to know you, engaging you, challenging you, and being challenged by you, in sha' Allah. May God bless your academic year, and may your light be refined and intensified by Divine grace, luminous company, and this noble pursuit.

With prayers for God's blessings and peace,

Timothy J. Gianotti, Ph.D.  
President

## **Our Mission**

To be a fully accredited university that will serve the diverse American Muslim community and the nation as a whole in perpetuity; to offer rigorous and professionally sound programs that prepare students to take up educational, leadership, and policy-making roles in American society; to serve as a resource for American institutions and individuals seeking academically anchored and culturally competent knowledge about Islam and Muslims.

## **Our Vision**

Welcoming students of all faiths and backgrounds, American Islamic College (AIC) is a Chicago-based institution of higher learning grounded in Islamic values and steeped in Islam's rich and diverse intellectual and cultural traditions. AIC promotes appreciation for the scope and richness of Islamic history and civilization both in and beyond the classroom by means of significant research, impactful teaching, and informative public events highlighting Islam's intellectual, artistic, and cultural expressions. Through rigorous scholarship and a commitment to social justice, the collective good, civic involvement, interfaith understanding, and intercultural engagement, AIC prepares students to become critical thinkers, visionary leaders, and responsible global citizens.

## **Accreditation Status**

With its Operating and Degree Granting Authority from the Illinois Board of Higher Education (IBHE) since 2013, American Islamic College was granted Candidacy Status for Accreditation with the Higher Learning Commission (HLC) in February 2020 and Initial Accreditation in March 2024.

The Higher Learning Commission is a regional accreditation agency recognized by the U. S. Department of Education. Questions concerning this status may be addressed to:

Higher Learning Commission  
230 South LaSalle Street, Suite 7-500, Chicago, IL 60604  
info@hlcommission.org  
(800) 621-7440 / (312) 263-0456

## **Nondiscrimination Policy**

In keeping with AIC's mission, philosophy, and dedication to educational integrity, the College does not tolerate any kind of discriminatory behavior. In accordance with state and federal law, AIC does not discriminate based on religion, ethnicity, culture, race, sex, age, physical disability, or on any other unlawful basis.

The administration, faculty, staff, and students at AIC are expected to support and uphold this policy. AIC is committed to ecumenical, interfaith, inter-racial, and intercultural dialogue. AIC is devoted to creating an environment that is safe and accepting for all who desire to learn.

## **Statement on Educational Integrity**

American Islamic College is committed to providing its students with a healthy and intellectually vibrant academic environment where their voices and thoughts are respected. Every student has the right to access ideas, share their thoughts, and pursue their academic goals without being subject to discrimination or intimidation. AIC is dedicated to building an encouraging atmosphere that strengthens confidence, promotes analytical thinking, nourishes the spirit, and inspires further learning.

## **Admissions, Policies, & Academic Affairs**

American Islamic College is pleased to review all applications submitted for its undergraduate and graduate programs. The Admissions Committee considers each applicant in a spirit of fairness and equality and so does not discriminate on the basis of religion, race, gender, age, ethnicity, or disability. The admissions process is selective. A number of elements are considered when reviewing the application; these include letters of recommendation, test scores, essay, school/community involvement, and academic history. If necessary, a brief interview may be set up with a candidate by the Admissions Committee as part of the admissions process.

AIC encourages interested students to sign up for AIC's e-newsletter, which provides campus updates and pertinent information on academic programs and activities. AIC recommends scheduling a visit to tour the campus and attending information sessions. Please visit [www.aicusa.edu](http://www.aicusa.edu) or call 773.281.4700 for details.

# UNDERGRADUATE ADMISSIONS PROCEDURES & REQUIREMENTS

## First-Year Admissions Procedures

AIC maintains a rolling admissions process. Beginning in November, the Admissions Committee meets once each month to review applications. Priority is given to applications filed by or before April 1 for Fall admissions and by November 1 for Spring admissions. Applications received after the priority deadline will be considered if space is available. All applications received prior to April 1, will be notified by the AIC Admissions Committee by or before May 15. Early applications may be notified much sooner.

1. A completed Undergraduate School Application Form with the \$35 processing fee.
2. An official copy of your high school transcript or evidence of the completion of a GED (hand-delivered but sealed copies of official transcripts are acceptable).
3. An essay of no less than 500 words, submitted with your Admissions Application, which addresses the following question: “Why I would like to major in Islamic Studies”.
4. Interview with an admissions counselor.
5. Two letters of recommendation from teachers, counselors or extracurricular activity supervisors.

AIC’s Institutional code for SAT is 1031

AIC’s Institutional code for ACT is 0999

The admission requirements for the undergraduate program include proof of graduation (official transcripts) from an accredited high school, or a passing grade on the General Educational Development (GED) test. College credits, diplomas earned at the secondary or post-secondary levels outside of the United States must be evaluated by an approved transcript evaluation service. All NACES approved evaluation services are accepted. In addition, applicants must submit an original 500-word essay, which responds to a question about their goals and aspirations to complete the application, two letters of recommendation are required, at least one of which must be from a high school principal, counselor, or teacher. AIC offers a test-optional admissions policy for the undergraduate programs. This means that applicants may choose whether or not to submit standardized test scores (SAT or ACT) as part of their application.

As part of the admissions process, applicants may be required to participate in an interview. The interview serves as an opportunity for both the applicant and AIC to assess mutual compatibility and further understand the applicant's aspirations, achievements, and fit with our programs.

Transfer students seeking admission to the AIC are eligible to apply if they have achieved an overall college average of at least “C” or its equivalent and are in good academic standing. Applicants with an associate degree from an accredited junior or community college or with

more than 50 semester hour credits from another college or university, which approximate the scope of the General Education Core, may not need to complete AIC's General Education Core requirements. Transfer students are admitted at the beginning of each semester. All transfer applicants are required to submit an official transcript of all college work completed in addition to the items listed in the application procedure process.

## **Language Requirement**

Undergraduate Applicants who are non-native speakers of in English, will be asked to take TOEFL, IELTS or Duolingo, if English was not the primary language of their previous academic program.

- TOEFL: 80 (minimum score required: 65)
- IELTS: 6.5 (minimum score required: 6.0)
- Duolingo: 125 (minimum score required: 100) \*updated scores beginning Spring 2024

AIC reserves the right, at its sole discretion, to make exceptions to these proficiency requirements or waive the submission of official test results when evaluating a student's admission.

Applicants are not required to submit test results if they have any of the following:

- Your SAT Evidence-Based Reading and Writing score is 560 or higher
- Your ACT English score is 22 or higher
- You received an A or B in an English Composition I or II course taken at a U.S. regionally accredited college or university

## **Transfer Policy & Procedures**

AIC welcomes students who already have some of their undergraduate education completed either within the United States or in other countries. Such students may transfer credits from recognized universities/colleges to AIC according to AIC's Transfer Credit Policy.

Transfer applicants should follow the standard admissions procedures found above, in addition to sending original transcripts of all college-level work. These transcripts will be evaluated and verified before the student is accepted for admission at AIC. Transfer students seeking admission at AIC are generally eligible to apply if they have achieved an overall college average of at least 2.0 GPA or its equivalent and are in good academic standing; exceptional instances are considered on a case-by-case basis. Transfer students are admitted at the beginning of each semester.

Students coming from non-accredited, traditional institutions specializing in Islamic Theology and Law may be given credit for specific subjects based on the level of comparability between courses taken and courses offered at AIC. An official syllabus must be submitted for any such course that is being considered for credit transfer. In some cases, students may be asked to demonstrate competence in a specific subject area by taking an exam administered by a presiding faculty member at AIC.

All courses taken at recognized academic institutions outside the United States and Canada will typically be subject to review and verification by a foreign credential evaluation service recognized and approved by NACES. Students may also be required to submit the course description and syllabus (translated into English by a professional service) for any course they wish to have credited toward their AIC degree. These documents will be submitted as part of the transfer application and will be assessed at the joint discretion of the Faculty Director of the respective academic program, Director of Admissions, and the Vice President for Academic Affairs.

Credit Transfer Request forms can be obtained from the Registrar or downloaded from the website, [www.aicusa.edu/student-life/forms](http://www.aicusa.edu/student-life/forms).

**Specific Guidelines for Undergraduate Students Seeking to Transfer Credit:**

As noted above, AIC will accept baccalaureate-level credits from accredited US and Canadian colleges/universities and/or from accredited 2-year post-secondary institutions. Applicants with an Associate of Arts degree from an accredited junior or community college, or with more than 36 credit hours from another college or university, may not need to complete all of AIC's General Education Core requirements. This will be assessed on a case-by-case basis.

For undergraduate transfer applicants, the Director of Undergraduate Studies, in consultation with the Director of Admissions and the VPAA, will assess the credit transfer request by obtaining the course number, course title, course description, number of credits, course syllabus, and grade achieved by the student. The information should be sent directly from the institution where the courses took place. The Director of Undergraduate Studies will then submit a formal recommendation to the Vice President for Academic Affairs for credit transfer approval.

Only courses with a grade of "C" or higher will be applied to the student's major, but the grades will not be factored into the student's AIC grade point average

If a student has repeated a course, then the most recent or higher grade will be used for credit review.

Transferable courses or test credit (e.g. AP) may be applied to the general education requirements and/or to the degree program (major) requirements.

All transfer credit taken at other institutions while the student is concurrently enrolled at AIC is similarly subject to approval. Students must get written approval from their academic advisor or the AIC VPAA's office prior to enrolling.

The minimum number of credit hours required for an AIC BA is **one hundred twenty (120)**. Of those, **at least thirty (30) credit hours must be taken at AIC to graduate with an AIC BA**. All other degree requirement course distributions apply (see "Undergraduate Programs" under Academics). In addition, at least 18 of the AIC credit hours (6 subject-area courses) must be from the courses (core or elective) listed in the student's major degree program unless a special waiver has been granted by the Vice President for Academic Affairs. In exceptional cases where transcripts are unavailable or in a form that is not acceptable to the College's standards, students may apply for "Credit by Examination" through the office of AIC's Vice President for Academic Affairs. Details for such exams are provided above.

## Prior Learning Policy

American Islamic College recognizes the learning a student has already accomplished through a variety of experiences. This program is designed for adult students and continuing education students who possess valuable work and life experience. In no cases, however, will the student be able to "assess-out" of more than 12 credits in the general education program and/or 12 credits in the major.

Used theory to understand life and/or professional experiences;

Completed non-credit classroom experiences (e.g., courses, seminars, workshops, training, continuing education programs);

Participated in paid or volunteer experiences related to an academic discipline;

Created or developed a product, publication, artistic work, innovation, or program. be from a parent/teacher.

If the student can respond affirmatively to one or more of these questions, or if they have other significant learning experiences, the faculty will design an appropriate assessment or direct the student to an external source for a valid assessment of this prior learning. Fees may be applied depending on the nature and scope of the assessment.

## AP Credit

Freshmen and transfer students entering AIC will be awarded AIC course credit in the amounts indicated below provided official AP score reports are submitted to the office of admission prior to enrolling at AIC.

**5**            **extremely well qualified**

**4**            well qualified

- 3 qualified
- 2 possibly qualified
- 1 no recommendation

Title	Minimum Score	Credit
Biology	3	4
Statistics	3	3
Economics	3	3
English	4	3
Physics	3	4
Political Science	3	3
Psychology	3	3

### Home-Schooled Students

Home-schooled students intending on enrolling in the BA in Islamic Studies program are required to submit the following:

A completed BA in Islamic Studies Application Form with the \$25 processing fee.

Official high school transcripts or GED.

Official college transcripts (if applicable).

Two letters of recommendation, one of which can be from a parent/teacher.

Official SAT or ACT score report.

An essay of no less than 500 words, submitted with Admissions application, which addresses the following question: “Why do you want to major in Islamic Studies at AIC?”

### Second-Degree Students

Students who have previously completed a baccalaureate degree and wish to pursue an additional baccalaureate degree at AIC will follow the standard application procedure for transfer students. Admitted students may be exempted from completing the general core requirements unless they are pertinent to the major or serve as a prerequisite. Second-degree students must complete a minimum of 36 credits in the second degree program at AIC in order to complete their degree program.

## GRADUATE ADMISSIONS PROCEDURES & REQUIREMENTS

1. A completed Graduate School Application Form with the \$35 processing fee.
2. An official copy of your BA (or both BA and MA) transcript(s) from an accredited institution (hand-delivered but sealed copies of official transcripts are acceptable).
3. Either a writing sample based on one of your previous classes or an original essay of no less than 1000 words, describing your interests, aspirations, and previous background in this field (this should be submitted with your online application).
4. Two letters of recommendation from professors or employers who have direct knowledge of your academic ability and potential.

AIC's DI Code for GRE is 3576

AIC's Institutional Code for MAT is 2874

The admission requirements for all Master-level programs include proof of graduation (official transcripts) from an accredited undergraduate or graduate program. College credits, diplomas earned at the post-secondary levels outside of the United States must be evaluated by an approved transcript evaluation service. All NACES approved evaluation services are accepted. In addition, applicants must submit an original 1000-word essay, which responds to a question about their goals and aspirations posed annually by the admissions office. Two letters of recommendation are required, where at least one is from a college professor from their undergraduate or graduate program. Applicants to the Master-level program will be expected to have a minimum GPA of 2.75 from the completion of their undergraduate studies or a 3.00 from their graduate studies. Additionally, the required personal essay, letters of recommendation, a supplementary and optional personal interview might also be used in the final determination of full or probationary acceptance.

Applicants for the Master of Divinity in Islamic studies program may be given “advanced standing,” if they have a Master of Arts degree in Islamic studies. An applicant for the Graduate Program may petition to receive graduate credit for courses taken at other accredited colleges and universities. Approval is dependent upon the Graduate Admissions Committee and the Director of Islamic studies. For evaluation of transfer credit taken prior to admission to the American Islamic College, the student must indicate on the application for admission any graduate transfer credit he or she would like to have considered. No more than nine (9) semester hours from other universities may be accepted in transfer for the MA Degree. Students admitted to the American Islamic College Graduate Program may be allowed to enroll in select graduate courses at other accredited colleges or universities with the prior consultation and approval of the Director of Islamic studies. Such courses shall not exceed nine (9) semester hours and shall be selected to specifically correspond to courses that help meet the MA degree requirements. Only graduate courses can be transferred.

## Language Requirement

Graduate Applicants who are non-native speakers of in English, will be asked to take TOEFL, IELTS or Duolingo, if English was not the primary language of their previous academic program.

- TOEFL: 80 (minimum score required: 65)
- IELTS: 6.5 (minimum score required: 6.0)
- Duolingo: 125 (minimum score required: 100) \*updated scores beginning Spring 2024

AIC reserves the right, at its sole discretion, to make exceptions to these proficiency requirements or waive the submission of official test results when evaluating a student's admission.

Applicants are not required to submit test results if they have any of the following:

- Your SAT Evidence-Based Reading and Writing score is 560 or higher
- Your ACT English score is 22 or higher
- You received an A or B in an English Composition I or II course taken at a U.S. regionally accredited college or university

## Graduate Transfer Policy

AIC will accept graduate transfer credit from fully accredited US colleges/universities and college-level course credit earned at a fully accredited, baccalaureate US institution.

An applicant for the Graduate Program may petition to receive graduate credit for courses taken at other accredited colleges and universities. Approval is dependent upon the Admissions Committee. For evaluation of courses taken prior to admission to the American Islamic College, the student must indicate on the application for admission any graduate transfer credit he or she would like to have considered. No more than nine (9) semester hours from other universities may be transferred and so counted toward the MA Degree in Islamic Studies at AIC. Students admitted to the American Islamic College Graduate Program may be allowed to enroll in select graduate courses at other accredited colleges or universities with the prior consultation and approval of the Director of the Program. Such courses shall not exceed nine (9) semester credit hours and shall be selected to correspond specifically to courses that help meet the MA degree requirements. Only graduate courses will be considered for graduate credit transfer and only courses with a grade of B- or higher will apply to the student's major.

If a student repeated a course, then the most recent grade will be used for credit review.

All credit taken at foreign institutions will undergo a similar review. A course-by-course evaluation would need to be done by Foreign Credential Evaluators approved by NACES. Students will also be required to submit the course description (translated into English). Syllabi may be requested.

Transferable courses or test credit (e.g. Language course) may be applied to the program requirements. The academic advisor or faculty will conduct a review of the test credit. If a transferable course or test credit is deemed no longer current, the student may be required to repeat the course or test credit course equivalent in order to complete the degree. Other transferable courses or test credits may be applied as program electives.

Courses taken at another institution while concurrently enrolled at AIC, must be approved prior to transferring the credit to AIC.

Credit by examination may be accepted after review.

Credit for prior learning may be considered. Please review the Prior Learning Policy.

#### COURSES NOT ACCEPTED FOR EVALUATION:

- Courses from a trade school.
- Developmental courses in reading and math.

It is preferable that prospective students complete the online application at:

[www.aicusa.edu/admissions/application-procedures](http://www.aicusa.edu/admissions/application-procedures)

Applications may also be downloaded from the AIC website and mailed to:

Admissions Office  
American Islamic College  
640 W Irving Park Rd  
Chicago, IL 60613

## TYPES OF ADMISSION

American Islamic College issues regular, conditional, and provisional acceptances to undergraduate and graduate students.

### **Regular Admission**

Regular admission may be granted to an applicant who meets the minimum admissions requirements related to the appropriate degree program for which they are applying.

## **Conditional Admission**

Conditional admission is for students who complete their application, but whose academic record does not reflect their current capacity to do undergraduate or graduate work. In those circumstances conditional admission may be issued upon the recommendation of a course. Conditional admission has a maximum time limit of one semester. Applicants admitted on a conditional basis must maintain a minimum cumulative GPA of 2.5 while enrolled at AIC. The Admissions Committee will review the student's progress during the midterm and a final decision will be made at the end of the term.

## **Provisional Admission**

Upon the recommendation of the Admissions Committee, a student not meeting AIC's admissions criteria, or a student missing official documents, might be considered for probationary admission on an individual case-by-case basis. Such students will normally be required to interview with a member of the admissions committee to be granted provisional admission. Students who show promise but fall short of admissions standards will be provided appropriate academic and/or other support-services not to exceed one semester and shall demonstrate subsequent satisfactory academic progress. For provisional admission status, an applicant must, as a minimum:

1. Submit the completed application form with a non-refundable application fee of \$35.00
2. Submit official transcripts
3. Submit essay

## **Deferred Admission**

Students who are accepted into the program at AIC may defer their enrollment for one year with a plausible reason. Students wishing to defer should submit a Deferment form to the Admissions Office. The Admissions Committee will review the Deferment form and make a decision on whether the candidate's deferment is accepted or denied.

## **Reactivation of Application**

Students may reactivate their admission by submitting a Reactivation form to the Admissions Office. AIC holds student applications for one year. After careful review by the Admissions Committee, the student will be notified of the reactivation of the application and admissions process.

## **Readmission**

Students who have withdrawn from AIC must reapply by submitting a reactivation form.

# FINANCING YOUR EDUCATION

## Tuition and Fees

Tuition is calculated according to the number of credits for which a student is registered in any given semester. AIC charges \$350/credit per academic semester for all degree courses at AIC. For auditing privileges in degree courses, AIC charges \$250/credit-hour per semester.

## Financial Aid

AIC does not offer federal loans (FAFSA) at this time. AIC strives to offer its own internal financial assistance to students who demonstrate need while maintaining good overall academic standing. Typically, AIC's financial aid awards do not exceed the difference between estimated college costs and the anticipated support from all other sources. Students who wish to apply for financial assistance should notify the AIC Registrar and fill out the AIC Financial Aid Form. Financial assistance is limited, and so students are encouraged to apply early.

### [Financial Aid Application Form](#)

[aicusa.edu/wp-content/uploads/2025/05/financial-aid-application-2025.pdf](http://aicusa.edu/wp-content/uploads/2025/05/financial-aid-application-2025.pdf)

### [Ibn Khaldun Entrance-Year Scholarship](#)

[aicusa.edu/admissions/ibn-khaldun-scholarship](http://aicusa.edu/admissions/ibn-khaldun-scholarship)

## Scholarships

American Islamic College awards partial tuition scholarships to students who demonstrate high academic performance. Students must maintain good academic standing in order for the scholarship to be renewed. Review of the student's academic standing occurs in January, annually. There is no separate application for the scholarship. Please indicate that you would like to be considered for the scholarship in your application.

If a student has been awarded the scholarship, then a letter will be issued outlining the details. Letters of scholarship renewal will be distributed every January.

Scholarships are available to both part-time and full-time undergraduate and graduate students.

### [The Ibn Khaldun Entrance-Year Scholarship](#)

[aicusa.edu/admissions/ibn-khaldun-scholarship](http://aicusa.edu/admissions/ibn-khaldun-scholarship)

### [The Imam Warith Deen Mohammed Memorial Scholarship:](#)

[aicusa.edu/admissions/imam-warith-deen-mohammed-scholarship](http://aicusa.edu/admissions/imam-warith-deen-mohammed-scholarship)

### [The Elijah & Clara Muhammad Memorial Scholarship](#)

[aicusa.edu/admissions/elijah-clara-muhammad-scholarship](http://aicusa.edu/admissions/elijah-clara-muhammad-scholarship)

## AIC Work-Study Program

American Islamic College has limited part-time opportunities for AIC students. Priority is given to students who need to finance their education at AIC. Students who wish to join our AIC-based Work Study Program should contact the Office of Student Services. Students employed under this program are not permitted to work more than 20 hours per week during the academic term and may not work during scheduled class times.

Once the student's cover letter and resume are received, the Student Services Coordinator sends them to the Director of Operations who coordinates the position and schedule for the student, if hired. The Finance Office issues payment.

**The following is a sample expense sheet for a full time student at AIC (not including misc. expenses & fees), based upon a course load of 15 credits/semester for an undergraduate and 9 credits/semester for a graduate student:**

Cost Per Credit Hour	\$350
Undergraduate Tuition	\$5250 semester / \$10500 year
Graduate Tuition (9 credit hours)	\$3150 semester / \$6300 year
Books and Supplies	\$600 semester
Application Fee	\$35 one-time fee
Library Fee	\$25 semester, plus 25¢/day for late materials
Technology Services Fee	\$100 year
Credit by Examination	\$40 / credit
Transcript	\$25 / request
Parking	\$120 / month
Returned Check Fee	\$35 / occurrence
Re-Issue Lost ID	\$25 / occurrence

### [Net Price Calculator](http://aicusa.edu/admissions/financing-your-education/netprice)

[aicusa.edu/admissions/financing-your-education/netprice](http://aicusa.edu/admissions/financing-your-education/netprice)

## Graduate Student Assistant Fellowship

Graduate students at AIC in need of financial assistance to continue their coursework may apply for the **Graduate Student Assistant Fellowship**. The Graduate Student Assistant Fellowship is granted on a case by case basis. The tuition assistance is for **one semester** but may be renewable. The student is required to reapply each semester if their need persists. As a condition of the fellowship, the student will be required to complete a work-study arrangement matching their skill set with the needs of the college.

Typically GSA fellowships require 30 hours of service in exchange for tuition remission equivalent to one 3 credit course. Applications are accepted on a rolling basis.

### [Apply for GSAF](#)

[aicusa.populiweb.com/router/admissions/onlineapplications/index?application\\_form=34104](http://aicusa.populiweb.com/router/admissions/onlineapplications/index?application_form=34104)

For inquiries into the Graduate Student Assistant Fellowship, please contact the Student Support Services Coordinator at [smirza@aicusa.edu](mailto:smirza@aicusa.edu).

## **Payment**

American Islamic College expects all students to pay the year's tuition by the first week of class. Students who wish to pay tuition using the **monthly installment plan** should contact the registrar's office for further information.

American Islamic College is committed to an ethical policy that stipulates that admissions, recruitment, financial aid and scholarship procedures will be performed with equity and fairness.

## **Refund Policy**

Non-attendance in a course does not constitute official withdrawal. Students who are registered in a course and yet fail to attend are held responsible both academically and financially for that course. Refunds are given only when the student officially withdraws with the knowledge and permission of the Registrar's Office. The following schedule is applied to registration costs (both credit and audit) and tuition fees only. All fees and room charges are non-refundable.

### **For a 15-week semester**

First day: Full refund

First week: 85%

Second week: 50%

Third week: 30%

Beyond the third week: No refund

### **For a 5-week intensive course**

First day: Full refund

End of first week: 75%

End of second week: 25%

Third week and beyond: No refund

*The refund policy does not pertain to Title IV funds, institutional scholarships or financial aid.*

## **Student Financial Responsibility**

Students are responsible for their financial obligations to the College.

Students must register during the registration period to ensure proper billing and/or administration of financial assistance and scholarship awards.

Students must make their semester payments at the beginning of each semester or in accordance with payment plans issued by the College.

Students must have all documentation submitted in a timely fashion to the Registrar's Office to ensure timely disbursement of scholarships and financial assistance, evidence of registration, and file completion. Students should keep their most up-to-date billing address on file. Please notify the Registrar's Office of any address changes. Changes can also be made via Populi, the online student information system. Students must immediately notify the Registrar's Office of any course or College withdrawal. Failure to do so, will result in financial consequences.

## **Past Debt**

The Illinois Student Debt Assistance Act (110 ILCS 66/30) states:

Past-due debt policy.

(a) Beginning with the 2023-2024 academic year, each institution of higher education shall adopt a policy that outlines the process by which a current or former student may obtain a transcript or diploma that has been withheld from the student because the student owes a debt. At a minimum, the policy must include:

(1) a reasonable process for the verification of conditions a current or former student may demonstrate to receive an exemption pursuant to Section 15 of this Act; and

(2) identification of the point at which a student may be subject to a transcript, diploma, or registration hold, including the time frames and amounts for which the holds are to be used and the lowest amount of debt at which the institution will assign debt to a third-party collection agency.

The College and the student will work together to create a reasonable and doable repayment plan to assist students who are in debt to the College for completed courses.

If after 6 months of failed attempts to secure payment and a minimum debt of \$500, the College will send what is past due to a third-party collection agency. The past due debt may not be reported to any credit reporting agencies or used against that student in a credit report or credit score.

## Complaint

Students may file a complaint with the registrar at [registrar@aicusa.edu](mailto:registrar@aicusa.edu) or with the Illinois Attorney General Student Loan Ombudsperson by completing an online form at [www.illinoisattorneygeneral.gov](http://www.illinoisattorneygeneral.gov).

## Physical or Financial Hardship Withdrawal Policy

In compliance with the Illinois Student Debt Assistance Act, students may appeal for physical or financial hardship withdrawal in emergency cases that make it impossible for the student to continue the semester. Physical or financial hardship is defined as:

- Serious illness or injury to the student
- Chronic illness of the student
- Medical issue of a family member in which the student must become a part-time or full-time caretaker of that family member (spouse or partner, child, parent or guardian, grandparent, or sibling)
- A mental health condition of the student
- A sudden or consistent lack of transportation issue that bars student presence in in-person-only classes
- A significant, non-elective cost of living increase for the student
- Military orders

Students may apply for a physical or financial hardship withdrawal from their academic enrollment due to the extenuating circumstances listed above with supporting documentation only after the withdrawal period. The deadline to withdraw is noted on the academic calendar. Students have up to two weeks after the end of the semester to submit the physical or financial hardship withdrawal form to the Office of the Registrar.

Hardship withdrawal submissions will be reviewed by the Office of the Registrar in conjunction with the Vice President for Academic Affairs, and Financial Office. Students will be forgiven for any charges owed at the time of the withdrawal. Outcomes will be based on the information submitted along with university records including but not limited to enrollment, financial aid, and billing. Students will receive communication regarding the outcome or any requests for further information within three weeks of submission.

### INELIGIBILITY

This appeal only pertains to students who are enrolled from the start of the term and until after the withdrawal period.

The appeal is ineligible if a student drops or withdraws before or within the appropriate deadlines.

The appeal is ineligible if a student completes the final and/or course.

A student receiving federal (FAFSA) or state aid should contact College Financial Aid officers for appropriate policies and guidance.

A student who files a fraudulent application for a hardship withdrawal (e.g. to avoid a poor or failing grade, or avoid potential or pending disciplinary action) will be considered in violation of the academic affairs policies and student code of conduct and thus will be subject to disciplinary actions.

Questions about the policy should be emailed to [registrar@aicusa.edu](mailto:registrar@aicusa.edu).

Complete the electronic Appeal From Hardships Form online at [aicusa.edu/academics/academic-affairs/academic-policies/physical-or-financial-hardship-withdrawal-policy](http://aicusa.edu/academics/academic-affairs/academic-policies/physical-or-financial-hardship-withdrawal-policy)

#### RE-ENROLLMENT AFTER A PHYSICAL OR FINANCIAL HARDSHIP

Students are welcome to re-enroll at the College after their approved physical or financial hardship withdrawal period concludes. The VPAA, Office of Registrar, and Finance Office will work with the student to assist their continuation to completion. Any outstanding balance will be waived over time if the student progresses to completion.

## NEW STUDENTS

Once the application period is complete and acceptance letters have been sent, students will then receive notification from the Registrar's Office regarding:

- Academic Advising
- Orientation
- Course Registration
- Financial Information
- Student Access to Populi, the College's online administrative system

## REGISTRATION

Matriculated students are encouraged to schedule an appointment with their academic advisor regarding appropriate course choices prior to the close of registration.

Students must submit their registration form to the Registrar by the deadline, in order for to process the registration and confirm enrollment.

Students can access their course schedules and receive pertinent information regarding their classes, e.g. instructor name, classroom location, text information, etc. through the Populi system.

The Office of the Registrar is open Monday through Thursday, 9AM-5PM.

## **Accounts Hold**

### REGISTRATION AND DIPLOMA HOLD DUE TO FINANCIAL DEBT

If you are not able to pay your tuition, we strongly encourage you to contact our financial aid counselor at [financialaid@aicusa.edu](mailto:financialaid@aicusa.edu). Our dedicated team is here to support you in achieving your educational goals.

### FINANCIAL HOLD

- A financial hold is placed on a student's account when the student has an account balance of \$1050 or more that is 90 days past due.
- A financial hold prohibits students from registering for future courses, and obtaining their diploma.
- Students are encouraged to establish a payment plan to begin addressing the past due balance. After three-consecutive payments towards the balance are made, the hold will be removed.
- If you have a financial hold and require access to registration, diploma, or other College services, you may email [registrar@aicusa.edu](mailto:registrar@aicusa.edu)

The College does not want financial burdens to be a barrier to education. Please reach out to the Student Support Services Coordinator, Registrar, or Financial Aid Counselor for consultation.

### REGISTRATION APPEAL

A student may apply for an appeal with the registrar for a grace period in order to continue with registration. The appeal, which must be submitted at least three weeks prior to the start of the semester, will be reviewed by the Office of the Registrar and Finance Office to determine the eligibility and financial plan.

[Appeal Form](https://docs.google.com/forms/d/e/1FAIpQLSe5jMJBLfxOpHfYnD-XMAIhsuypSEREF0otlS0qmiLWbsRboA/viewform?usp=pp_url): [https://docs.google.com/forms/d/e/1FAIpQLSe5jMJBLfxOpHfYnD-XMAIhsuypSEREF0otlS0qmiLWbsRboA/viewform?usp=pp\\_url](https://docs.google.com/forms/d/e/1FAIpQLSe5jMJBLfxOpHfYnD-XMAIhsuypSEREF0otlS0qmiLWbsRboA/viewform?usp=pp_url)

### COMPLAINTS

You may file a complaint with Student Support Services at [smirza@aicusa.edu](mailto:smirza@aicusa.edu) or with the Attorney General’s student loan ombudsperson <https://www.illinoisattorneygeneral.gov/File-A-Complaint/>.

## Populi

Students are required to submit a photo for upload to the College’s learning management system, Populi. Through Populi, students can access their course schedules and receive essential information about their classes, such as the instructor’s name, classroom location, and textbook details. Additionally, they can order transcripts, view degree audits, check their financial records, access assignments, and more.

## Verification of Student Identity in Distance Education Policy

The purpose of this policy is to ensure that American Islamic College operates in compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA), Public Law 110-315 and Higher Learning Commission Policy FDCR.A.10.050 concerning the verification of student identity in distance learning. As such, all credit-bearing courses offered through distance learning methods must verify that the student who registers for a distance education course is the same student who participates in and completes the course and receives academic credit.

*In verifying the identity of students who participate in class or coursework the institution may make use of a one or more methods, at the option of the institution, which may include but need not be limited to: (1) secure login and pass code; (2) proctored examinations; and (3) new or other technologies and practices that are effective in verifying the identity of students. Institutions must notify students at the time of registration or enrollment of any projected additional student charges associated with the verification of student identity such as separate fees charged by proctoring services, etc. (HLC Policy FDCR.A.10.050)*

### COLLEGE POLICY:

Each student is assigned a unique username and password to log into the College’s learning management system (currently Populi) where they are also required to upload a recent photo of themselves. Students are required to provide complete and accurate information during the identification verification process, such as providing their government-issued photo ID and partaking in video conferencing during the admissions process.

An account is provided to an individual for their exclusive use only. Any attempt to discover another user’s password or gain unauthorized access to someone else’s account is strictly prohibited. The password used to enter the system is a secure credential and must not be shared

or given to anyone other than the assigned user for any reason. This is for the protection of the student and for the verification of their educational work.

Faculty members will emphasize the importance of academic integrity as stated in the catalog and when communicating with students. They should use standard teaching practices, such as reviewing student work and holding conferences with students, to verify their identity. Since technology and personal accountability may not guarantee absolute identity verification or ensure complete academic integrity, faculty members are encouraged, whenever possible and appropriate, to design unique assignments and evaluations that support academic integrity.

All users of the College's learning management system are responsible for maintaining the security of their usernames, passwords, and other access credentials as required.

American Islamic College does not charge additional fees for student identity verification. Students in an online course may be required to use a computer equipped with a web camera and headset. Faculty state the expectation of the use of a camera and headset in their course materials and syllabus.

#### RESPONSIBILITIES

All users of the College's learning management system are accountable for maintaining the security of their usernames, passwords, and other access credentials. Each account is provided exclusively for individual use.

Students bear the responsibility of familiarizing themselves with the course syllabus to understand the course policies regarding assignment evaluation methods (e.g., submission using Populi, in-person exams, proctored exams, etc.) and whether any specific equipment is necessary for the course.

Faculty members teaching courses through distance education methods hold the primary responsibility for ensuring students' adherence to the College's identity verification policy. Given the challenges associated with verifying students' identities in distance education, faculty members are encouraged to design courses with assignments and assessments that support academic integrity.

The Vice President for Academic Affairs is responsible for ensuring that faculty members are informed about this policy and that the college remains in compliance with it.

All methods of verifying student identity must protect the privacy of student information in accordance with the Family Educational Rights and Privacy Act (FERPA) and any other applicable laws or regulations regarding the confidentiality of personally identifiable information, and the College's Privacy Policy. Please see the College's policies on FERPA, Student and Academic Records, and Personal Identifiable Information at [aicusa.edu/academics/academic-affairs](http://aicusa.edu/academics/academic-affairs) and in the College Catalog.

## **Class Availability**

AIC Coursework is designed around students who are continuously enrolled on a full-time basis, students who enroll in one semester a year or take less than 10 courses a year which are recommended by the registering advisor may need to take courses elsewhere if possible to graduate in a timely matter. Students who enroll on a less-than-full time basis have no guarantee on a specific date of graduation.

## **Academic Status**

**Full-Time Students:** Undergraduate students carrying 12-18 credit hours per semester are classified as full-time students. Graduate students carrying 9 or more credit hours are considered full-time. Remedial courses, while not counting toward the required 36 credit hours of the MA program, may still be considered part of the 9 credit hours required for full-time status. Registration in excess of 18 credit hours requires written approval from the VPAA.

**Part-Time Undergraduate Students:** Students may enroll in courses on a part-time basis. Undergraduate students carrying less than 12 credit hours per semester are classified as part-time students. Graduate students carrying less than 9 credit hours are considered part-time.

**Non-Degree Students:** Students not planning to enroll in a BA or MA degree program at AIC must submit a Non-Degree Course Application to the Registrar's Office. Non-Degree students may register for any number of credit hours (no minimum). Non-Degree students must reapply for regular admission if they decide to pursue a BA or MA program. Credits earned in this category may or may not be applicable towards the chosen program.

**Auditor:** An auditor is a student who attends a course not for -credit but for personal enhancement. Students who desire to audit a course must file with the Registrar's Office before registration. The auditor must be granted approval from the instructor.

**Examinations and Evaluation:** The type and frequency of examinations and overall evaluation scheme are left to the discretion of the course instructor. AIC's Liberal Arts curriculum is writing-intensive, and so, aside from the courses in foreign language and art, each course must include a writing component (essays or essay-based exam). A final examination and/or final paper may be required at the termination of the course. Grading schemes and examination policies should be announced and explained in the course syllabus, which should be distributed and explained to the students at the beginning of the course.

## **Credit Hour Policy**

Federal Credit Hour Definition: credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than: (1) one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week

for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or (2) at least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practica, studio work, and other academic work leading toward to the award of credit hours. 34CFR 600.2 (11/1/2010)

In accordance with Federal policy the American Islamic College defines credit hour as the amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

One 50-minute period of classroom or direct faculty instruction per week and a minimum of two hours of out-of-class student work each week) for 15 weeks or the equivalent amount of work over a different amount of time.

At AIC a typical 3 credit hour undergraduate lecture/discussion course would meet for three 50-minute periods (150 minutes) each week for 15 weeks and would require a total of six 60-minute periods (300 minutes) of out-of-class student work per week over the course of the semester, for a course total of 6,750 minutes. Following the 15 weeks of instruction, an additional period may be scheduled for final examinations.

Visit [aicusa.edu/academics/academic-affairs/registration/credit-hour-policy](http://aicusa.edu/academics/academic-affairs/registration/credit-hour-policy) to view policy demonstration.

## **Undergraduate Student Standing**

Year	Credits
Senior	Min. 89
Junior	60-88
Sophomore	29-59
Freshman	0-28

## **ACADEMIC RECORDS**

Grade Reports and Transcripts: Grades are reported on Populi, the online administrative/student information system. Transcripts issued to students will be marked “student copy.” Official transcripts are available at a charge of \$25 per transcript. Transcript requests should be made through Populi or on the transcript request form available in the Office of the Registrar.

## STUDENT RECORDS

AIC maintains access to student records in conformity with the Family Educational Rights and Privacy Act of 1974, and will not transmit any student records to third parties without authorization in writing from the student, or in special circumstances, or a court order, where such transmission is authorized by the Act. AIC has a strict confidentiality policy; please see section on confidentiality.

Student records are primarily housed with the Registrar. These include the student's contact information, admissions application materials, AIC transcripts, notifications to the Registrar for entries on the transcript, written petitions for withdrawal, leave of absence, transfer and other records.

College policy, in conformance with the Family Educational Rights and Privacy Act of 1974, permits a student to inspect his or her own educational records unless the student has previously waived access, such as, in some cases, letters of recommendation for admission, or areas specifically detailed in the Act. A student wishing to review the records in his/her file must submit a written request to the Registrar. Within an appropriate time, the student will be notified of the date, time, and place for the inspection of the contents of his/her file in the presence of the Registrar.

### **Policy on Provision of Transcripts**

This policy establishes guidelines for the provision of unofficial/official transcripts to current and former students of American Islamic College (AIC) who owe a debt to the institution.

#### PROVISION OF TRANSCRIPTS

AIC acknowledges the importance of providing access to academic records to students and alumni, regardless of their circumstances. Therefore, the institution shall provide unofficial/official transcripts to current and former students upon request, even if the student (or former student) in question owes a debt to the institution.

#### CONDITIONS FOR PROVISION OF TRANSCRIPTS

The provision of unofficial/official transcripts shall not be conditioned on the payment of any debt, other than the standard fee charged for the provision of transcripts as approved by the AIC's fee schedule.

#### FEES AND TREATMENT OF REQUESTS

AIC will not charge a higher fee or provide less favorable treatment to requests for unofficial/official transcripts due to a student owing a debt. The fee for obtaining an unofficial/official transcript shall be uniform and consistent for all students, as specified in the AIC's fee schedule.

## PROCEDURE FOR REQUESTING OFFICIAL TRANSCRIPTS

Students or alumni requesting official transcripts should submit their request through AIC's current online Student Management System (currently Populi), specifying the format and delivery method. Requests will be processed promptly in compliance with this policy. Unofficial transcripts are available to students on their Populi account.

## REVIEW AND REVISION

This policy shall be reviewed annually to ensure compliance with state regulations and institutional best practices. Any necessary revisions shall be approved by VPAA and duly communicated to the campus community.

## IMPLEMENTATION

This policy shall be effective immediately and shall be communicated to students, faculty, and staff through email and posts on Populi.

## Student Rights under FERPA

1. **The Right to Inspect Education Records.** Students have the right to inspect and review education records within 45 days of the day that the college receives the request. Requests to inspect education records shall be in writing and directed to AIC Registrar's office. Any such requests shall identify the records the student wishes to inspect.
2. **The Right to Request Amendment of Education Records.** Students have the right to request amendment of the education records that the student believes are inaccurate, misleading, or in violation of privacy rights. Students should direct any such requests to the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of privacy rights. If the college denies such a request, the student will be notified of the decision and advised of his/her right to a hearing regarding the request for amendment.
3. **The Right to Consent to Disclosures.** Students have the right to consent to disclosure of personally identifiable information contained in education records, except to the extent that privacy settings authorizes disclosure without consent. For example, one exception permits disclosure to school officials with legitimate educational interests.

A school official is a person employed by the college in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. **The Right to File a Complaint Under FERPA.** Students have the right to file a complaint with the United States Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The federal office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave., SW  
Washington, D.C. 20202-4605

## Designation of Directory Information

AIC considers the following information to be directory information which can be released without the written consent of the student:

Directory Information may include, but is not limited to, information such as the student's name, addresses (including email addresses), telephone number, date of birth, major, year of school, dates of attendance at the college, full or part-time status, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, videos depicting and/or concerning college life, degrees and awards received, and previous educational institution(s) attended.

## Personal Identifiable Information (PII)

- Personal identifiable information is defined as,
- Full Name
- Birthdate
- Social Security Number (SSN), passport number, driver's license number, taxpayer identification number, patient identification number, financial account number, or credit card number
- Personal address information: street address, or email address
- Personal telephone numbers
- Personal characteristics: photographic images
- Information identifying personally owned property: VIN number or title number
- Asset information: Internet Protocol (IP) or Media Access Control (MAC) addresses that consistently link to a particular person

Such data is collected for admissions procedures, financial aid applications, and for the student learning management system. Records are confidential and secure as demonstrated by AIC's adopted FERPA policies. See *Student Records* for more information.

## Confidentiality of Student Records & Information

American Islamic College has strict confidentiality policy and respects students' private and academic information. No student may access another's file. Students must display their student ID when requesting access to their student files. AIC will not share any information (personal or academic) about the student without the student's written consent.

## GRADUATION REQUIREMENTS

### All Students

- Satisfy all requirements related to the degree program
- Satisfy the language competency requirement (*See respective curricula for degree requirements*).
- Make a payment for all outstanding fees
- Return all College equipment and library resources
- File for Graduation at the Office of the Registrar by the deadline:

Spring Graduation (May): Application period is from September 1 - March 1

Summer Graduation (August): Application period is from December 1 - June 1

Fall Graduation (December): Application period is from April 1 - October 1

*Note: If your anticipated degree completion is in August and have 12 or less credits remaining, then you may "walk" in the May commencement ceremony. You must still apply for graduation by the March 1 deadline.*

If you wish to change your graduation date, you must do so in writing. Your letter must be submitted to the Office of the Registrar.

## Academic Policies

### GRADING POLICIES

#### Grading System

The amount of work accomplished by a student is expressed in semester hours. In general, one semester hour represents one hour of class or two hours of lab-oratory work a week for a semester. The quality of the student's work is evaluated according to the following scale:

Grade	Definition	Grade Points
-------	------------	--------------

A(93-100)	Excellent	4.0
A- (90-92)		3.5
B+ (87-89)	Good	3.3
B (83-86)		3
B- (80-82)		2.7
C+ (77-79)	Average	2.3
C (73-76)		2.0
C- (70-72)		1.7
D+ (67-69)	Poor	1.3
D (60-66)		1.0
F (59-below)	Failure	0
P	Pass	0
I	Incomplete	0
W	Withdraw	0
WP	Withdrawn Passing	0
WF	Withdrawn Failing	0

## **F Grade and Repeated Courses**

A course in which a grade of ‘F’ is earned may be repeated only once. A student may retake any course, once, if they received a final grade of C, D, or F. When a course is repeated, only the higher grade is computed in the grade point average.

Credit can be earned only once for a given course. If a grade of ‘F’ is earned in a required course, it must be repeated. It is the student’s responsibility for finding out whether a course is required in their program. An Incomplete course cannot be repeated. The student must obtain written approval for Repeating a Course from the appropriate program director. The approval form must be submitted to the Registrar for processing.

## **Policy on Incompletes**

Students who receive Incomplete grades must complete their work by the deadline indicated on the Academic Calendar. Failure to meet deadlines will result in the assignment of an “F” grade for the course.

A grade of “I” may be assigned when a student has completed and passed a majority of the work required for the course with a grade of C or better. However, due to unforeseen circumstances, if a student cannot complete the full course, then the student can present their case to the instructor in writing. This must be done one week prior to the final week of classes. The instructor will decide upon a grade of “I” although they are under no obligation to grant the student an “I.” If the instructor decides to take the case, then they will have to assess the percentage of the remaining work in relation to what is left to complete the course, in order to determine the letter

grade of “I”. A student cannot re-enroll in the same course later to complete an “I” grade. See the Policy on Repeating a Course.

Requests for an extension of a deadline for completion of an “I” grade are subject to the instructor’s approval. The student must submit the completed Extension Form to the Instructor for their signature. The instructor must indicate on the form the extended deadline. The instructor may extend the deadline for up to a maximum of two semesters. If the instructor signs the form, then the student must submit it to the Registrar’s Office for processing. If the extended deadline is met, then the instructor will change the grade accordingly. The instructor will have to submit this change within 2 weeks. If the student does not meet the extended deadline, then an assignment of an “F” grade will result, automatically.

A student can only have two “I” grades on their transcript. There is no credit for an “I” grade.

Students who will be graduating must meet all deadlines in order to graduate.

## **Add/Drop, W, Leave of Absence Policies**

### **ADD/DROP**

Students may “Add/Drop” courses to their schedule within the allotted “Add/Drop” period. The “Add/Drop” period is indicated on the Academic calendar; it is typically after the first two weeks (equivalent to about 6-8 credit hours) of classes. The Add/Drop form must be submitted to the Registrar’s Office for processing.

### **W PERIOD**

Students may withdraw from courses after the “Add/Drop” period has passed. The last day to “Withdraw” from a course is indicated on the Academic calendar, and is typically at the midterm in the ninth week of the semester. Students must complete the Add/Drop form, indicating a “Withdrawal” and having it signed by their instructor or academic advisor. The form must be, then, submitted to the Registrar’s Office for processing. A grade of “W” (withdrawn from course) will appear on the student’s transcript.

## **Leave of Absence**

*For finance related stipulations regarding withdrawal and leave of absences, please see the section on “Financing Your Education” for related policies.*

A Leave of Absence (LOA) allows students to temporarily suspend their studies for a variety of reasons, such as personal, medical, or financial circumstances.

### **POLICY GUIDELINES**

1. Eligibility for Leave of Absence (LOA)
  - Students must be in good academic standing to request a LOA.

- Students may request an LOA for a maximum of three consecutive semesters.
2. Requesting a LOA
    - Students must submit a formal request to the Registrar's Office.
    - The request should include the reason for the LOA and any relevant documentation.
    - All requests must be made before the start of the semester in which the LOA is to take effect.
  3. Approval Process
    - The Registrar's Office will review all requests, seek input from the student's advisor or program director, and communicate the decision to the student.
    - Students will receive written confirmation of their LOA status.
  4. Duration of LOA
    - A LOA can be granted for a minimum of one semester and a maximum of three consecutive semesters.
    - Students who require more than three semesters of LOA must seek further authorization and may need to reapply for admission.
  5. Impact on Enrollment
    - While on LOA, students are not considered active participants in their program and will not be able to register for classes.
    - Financial aid may be affected; students should consult with the Financial Aid Office prior to requesting a LOA.
  6. Withdrawal and Readmission
  7. Students who are absent for three or more consecutive classes without notification may automatically be withdrawn from the course. Please refer to the Administrative Withdrawal Policy for further details.
  8. After three consecutive semesters of LOA without further authorization, students will be automatically withdrawn from their program.
  9. Students wishing to return after this period must apply for readmission and meet all current admission requirements.
  10. Students seeking readmission must submit an application and any required documentation to the Admissions Office.
  11. The Admissions Office will evaluate the application based on current program requirements.
  12. It is the student's responsibility to keep track of their LOA status and any deadlines for readmission.

This policy is designed to support students in managing their academic journeys while maintaining the integrity of the program. Students are encouraged to communicate with academic advisors for guidance and assistance during this process.

#### CONTACT INFORMATION

For more information regarding the Leave of Absence process, please contact:

- Registrar’s and Admissions Office: Ozlen Keskin, registrar@aicusa.edu
- Financial Aid Office: Randal Muhammad, vpfinance@aicusa.edu

## Withdrawal from All Courses

### ADMINISTRATIVE WITHDRAWAL POLICY

This policy outlines the circumstances and processes for administratively withdrawing a student from a course or program.

A student may be administratively withdrawn for the following reasons:

1. Excessive Absences:
  - Students who are absent for **three consecutive classes** in courses that meet once a week, without notifying the instructor, will be automatically withdrawn.
  - Students who are absent for six consecutive classes in courses that meet twice a week, without notifying the instructor, will also be automatically withdrawn.
  - A grade of “AW” will be noted on the transcript.
2. Academic Integrity Violations: Engaging in dishonest behavior, including cheating and plagiarism.
3. Behavioral Issues: Disruptive conduct violating the code of conduct.
4. Failure to Meet Prerequisites: Enrolling without meeting necessary prerequisites.

### LATE WITHDRAWAL POLICY

Students may request a late withdrawal under specific circumstances that hindered their ability to withdraw by the deadline.

#### Circumstances for Late Withdrawal

Late withdrawal may be considered for:

1. Medical Issues: Documented medical circumstances that affected the student’s ability to complete the course.
2. Personal Emergencies: Significant life events that impacted the student’s academic performance.
3. Other Valid Reasons: Any other circumstances deemed valid by the review committee.

### PROCESS FOR LATE WITHDRAWAL REQUEST

Students must submit a written request for late withdrawal, including documentation of the circumstances, to the Registrar’s office. The request will be reviewed by a designated committee consisting of the Registrar, the instructor and the VPAA. The student will receive a written response regarding the decision within 5 days.

## College Dismissal Policy

The purpose of this policy is to outline the circumstances and procedures under which a student may be dismissed from AIC. Dismissal may occur for reasons related to academic performance, behavioral misconduct, or violations of college policies. The policy ensures fairness, transparency, and due process in all dismissal procedures.

A student may be dismissed from the college for the following reasons:

1. **Academic Performance** A student may be dismissed from the college if their academic performance consistently fails to meet the required standards. The following are examples of academic grounds for dismissal:
  - Failure to achieve a minimum GPA as defined by the college. (refer to Grade Point Average section)
  - Failure to meet academic probation requirements.
  - Academic dishonesty, including cheating, plagiarism, or falsification of records. (Please refer to the Academic Ethics section for information on dismissal and the appeal process related to academic dishonesty.)
2. **Behavioral Misconduct** A student may face dismissal if found responsible for serious violations of college rules and regulations, including but not limited to:
  - Violent behavior or threats of violence.
  - Substance abuse or possession of illegal drugs on campus.
  - Harassment, discrimination, or other forms of misconduct that violate the college's code of conduct.
3. **Failure to Comply with College Policies** A student may be dismissed if they fail to adhere to essential college policies, including:
  - Non-payment of tuition or failure to meet financial obligations to the college.
  - Failure to maintain required health insurance or immunization compliance (if applicable).
4. **Failure to Register for Classes** A student may be dismissed from the program if they do not register for any classes for three consecutive semesters and fail to contact the College during this time. The College will consider this an indication of the student's intent not to continue in the program, and dismissal may occur unless the student provides a valid reason for non-registration and communicates with the College.
5. **Administrative Withdrawal** If a student is administratively withdrawn from all classes (e.g., for non-payment or failure to meet academic requirements) and fails to either contact the College or register for classes in the subsequent semester, they may be dismissed from the program. This policy ensures that students who are inactive or non-responsive do not remain in the program indefinitely.

## DISMISSAL PROCEDURES

1. Notification and Hearing Before dismissal, the student will be notified in writing of the reasons for the proposed dismissal. The notification will include:
  - A description of the allegations or academic concerns.
  - A copy of relevant policies that have been violated.
  - A proposed date for a hearing or meeting where the student can provide an explanation and present their case.
2. Appeal Process A student has the right to appeal a dismissal decision. The appeal process includes:
  - Submitting a written appeal to the VPAA or designated appeals committee within 14 days of receiving the dismissal notification.
  - The appeal must outline the reasons for contesting the dismissal and any supporting documentation.
  - An appeal hearing may be scheduled, at which the student can present his/her case.
3. Final Decision After the appeal process, a final decision will be made by appeals committee, which may include the registrar, VPAA, VPAA assigned faculty. The student will receive written notice of the decision, which may result in:
  - Confirmation of the dismissal.
  - Modification of the dismissal (e.g., conditional dismissal, probation).
  - Reversal of the dismissal decision, allowing the student to continue their studies.

## RE-ADMISSION AFTER DISMISSAL

- Students dismissed for academic reasons may be eligible for re-admission after meeting specific conditions set forth by the academic office. These conditions may include completing coursework at another institution or achieving a certain GPA in courses taken during a leave of absence.
- Students dismissed for behavioral misconduct may be eligible for re-admission after demonstrating appropriate corrective actions, as determined by the VPAA.

## SPECIAL CIRCUMSTANCES

In cases of severe illness, family emergencies, or other extraordinary circumstances, the college may consider adjustments to the dismissal process or provide alternative remedies. Students are encouraged to reach out to the Student Services Office or academic advisors for assistance in these situations.

## CONFIDENTIALITY

All dismissal procedures will be handled with strict confidentiality. Information about the dismissal process will only be shared with individuals or offices within the institution that are directly involved in the decision-making process.

## **Final Grades**

Final grades are issued on Populi two weeks after the close of the semester. If a student receives an extension or submits coursework late, then the grade will be processed and issued at a later time. Grades are considered final after 60 days. It is the student's responsibility to check the accuracy of their grades each semester. If a student wishes to file an appeal for a grade change, then the student must do so within the 60 day limit. Contact the Registrar's Office for details.

## **Change of Grade**

The request for a grade change is made by the instructor on an appropriate form signed by the VPAA stating the reason for the change. All grade change requests must be submitted before the end of the succeeding semester. No change of grade will be made by the Registrar's Office after the specified time.

## **Grade Appeal Process**

The Grade Appeal Committee is organized by the VP of Academic Affairs. It is made up of ad hoc committee members comprising of faculty.

You may only appeal the final grade for a course. You may appeal if:

You are able to demonstrate that an inappropriate grade was assigned as a result of prejudice, or mechanical error, or inconsistent grading as assigned to other students.

You wish to challenge the reduction of a grade for alleged academic dishonesty.

### **FILING AN INFORMAL GRADE APPEAL**

Contact your instructor to request a grade change. If this step fails to resolve the issue, then follow the steps below.

### **FORMAL ATTEMPT**

Prepare and submit a written appeal, no later than 15 calendar days after the start of the following regular semester to the VPAA.

It will be reviewed by the Grade Appeals Committee formed by the VPAA within 10 days to determine if a hearing is needed.

If needed, a hearing will be scheduled within 15 days after notification is given to both parties.

A written decision is sent to both parties within 3 days of the hearing conclusion.

Both parties have 6 days to appeal the decision in writing to the Grade Appeals Committee.

The Grade Appeals Committee will review the petition and make a final decision.

## **Credit by Examination**

Any student in good standing in the College may receive credit for any AIC course for which they demonstrate superior achievement by passing an examination in the subject matter. A request must be filed with the VPAA. Students will be recommended to take an appropriate exam in any one of the 33 areas provided by the College Level Examination Program (CLEP) of the College Board. Credit may also be granted if the student completes a qualifying challenge exam with a grade of B or better in a subject area not available via CLEP. Students can receive credit by examination for up to 3 courses.

Native speakers of a language may not receive credit for any language course taken in their native language, unless their native proficiency is limited to an oral dialect. There is a \$40 fee for credit by examination.

## **CLEP Credit Policy**

The College Level Examination Program (CLEP) is designed to allow students to earn college credit for knowledge they have acquired outside the traditional classroom setting. AIC recognizes CLEP exams as a way to help students demonstrate their proficiency and accelerate their academic progress. This policy outlines the procedure for awarding transfer credits based on CLEP exam scores.

### ELIGIBILITY FOR CLEP CREDIT

Students who have completed CLEP exams may transfer their credits to AIC if they meet the following conditions:

- Students must submit an official CLEP score report to AIC's Registrar's Office.
- The CLEP exam must be taken at a recognized testing center, and the scores must be sent directly to AIC from the testing service.
- The student must have achieved a minimum passing score of 50 on the CLEP test.
- The student must be in good academic standing at AIC.

### ACCEPTABLE CLEP EXAMS

AIC accepts CLEP exams in the following subject areas for transfer credit:

- Humanities
- Mathematics
- Natural Sciences
- Social Sciences

Please obtain approval from the Registrar's Office for CLEP exam credits.

## CREDIT AWARDING PROCESS

1. **Submission of Scores:** Students must submit an official CLEP score report to the Registrar's Office. CLEP scores must be sent directly from the College Board.
2. **Evaluation of Scores:** The registrar will assess the CLEP exam scores based on the subject and the minimum score required for credit transfer. This process will involve review of:
  - Course title(s)
  - Corresponding credit hours
  - CLEP score report
3. **Awarding of Credits:** Upon approval, the CLEP credits will be added to the student's academic record. The number of credits awarded depends on the specific CLEP exam and the student's score.
4. **Grades and GPA:** CLEP exam grades will not factor into the student's GPA at AIC. Only the credits will be transferred, and they will count toward the completion of general education requirements or major-specific requirements as determined by the department.

## LIMITATIONS AND RESTRICTIONS

- CLEP credits may not be awarded for courses that have been previously completed with a grade of "C" or higher at AIC or another institution.
- Students may not receive CLEP credit for courses they have already attempted at AIC, whether or not they received a grade.
- CLEP credit may not be awarded for courses that are considered equivalent to specific courses that are part of the core requirements or major requirements unless pre-approved by the relevant department.

## ADDITIONAL INFORMATION

- Students must be aware that CLEP credit may not be applicable to all programs. It is strongly recommended that students consult with their academic advisor to ensure that CLEP credits align with their degree program requirements.
- Students who have completed coursework or other exams similar to those covered by the CLEP exams may be ineligible for CLEP credit for the corresponding subjects.

## Grade Point Average

A minimum overall GPA of 2.0 must be maintained in the BA program for a student to remain in general "good standing". Additionally, all students in the BA program are required to maintain a minimum cumulative GPA of 2.5 in their obligatory 15 course/49-credit hour Core Requirement in Islamic Studies. MA and MDiv students are required to maintain an overall GPA of 3.0 to remain in good standing and remain eligible for scholarship support. A student maintaining an overall GPA of 3.5 or above, and having no D or F grades on their records, may be nominated for honors by their academic advisors. Such honors will be noted on the official record.

## Graduate Degree Requirements

Graduate students must maintain an overall GPA of 3.0. Students are allowed no more than two grades of C. Upon receiving a third grade of C, students must retake the class in which the grade was received. Grades of D and F require that the course be retaken.

### Attendance

Attendance is compulsory in all courses, including all laboratory sessions, lectures, and required class meetings. If a student accumulates unexcused absences totaling more than 20% of the scheduled class contact hours, the student will be automatically withdrawn from the course. Additionally, in courses that meet once a week, students who miss three consecutive classes without notifying the instructor will be automatically withdrawn. Similarly, in courses that meet twice a week, students who miss six consecutive classes without notifying the instructor will also be automatically withdrawn.

A grade of “AW” will be noted on the transcript.

If such a lack of attendance occurs in more than one course, a student may be suspended from the College without warning.

### Probation

The academic records of all students are reviewed at the end of the Fall and Spring semesters. Any student who has a GPA falling below 1.5 in any semester or whose cumulative average falls below 2.0 will be placed on academic probation. Probationary status can be removed if a student achieves a semester GPA of 1.5 or a 2.0 cumulative GPA.

A student should seek assistance and counseling from an advisor and/or the instructor as soon as they experience academic difficulties. As noted above, students on probationary status may lose eligibility for financial aid from the College.

## Student Complaint Process Regarding Academic Affairs

If a student has a grievance involving a faculty member that **does not pertain to a grade appeal**, which is a separate process, then the student may submit a **written complaint** to the **Office of the Vice President for Academic Affairs (VPAA)**. All complaints will be handled with strict confidentiality.

Process:

1. Committee Formation
  - Upon receiving the complaint, the VPAA will convene a committee composed of the VPAA, faculty representatives, and academic affairs staff.
2. Initial Meeting with the Student

- The committee will meet with the student to understand the nature of the complaint and gather relevant details.
3. Meeting with the Faculty Member
    - The committee will then meet with the faculty member to hear their perspective and provide an opportunity to respond.
  4. Investigation (if needed)
    - If the committee determines further inquiry is necessary, it may request additional documentation or evidence from relevant parties.
  5. Deliberation and Determination
    - After reviewing all the information, the committee will reach a decision regarding the complaint.
  6. Communication of Decision
    - The VPAA will formally communicate the committee’s decision and any resulting actions or resolutions to both the student and the faculty member.

#### CONFIDENTIALITY AND RECORDKEEPING

The entire process will be conducted with discretion to protect the privacy of all individuals involved. A record of the complaint and its resolution will be securely maintained by the Office of Academic Affairs.

For the Student Grievance Policy of a non-academic nature, please consult the Student Handbook under “Reporting General Complaints.”

For the Policy on Grade Appeal or Change of Grade, please consult the College Catalog under “Change of Grade” and “Grade Appeal Process.”

### **NC-SARA Complaint Policy**

American Islamic College agrees to the NC-SARA Complaint Policy and provides the following recommendation.

If a student has an academic-related grievance, then the student must submit a written complaint to the Vice President for Academic Affairs. If a student has a general complaint, then the student must submit a written complaint to the Student Support Services Coordinator.

For the Student Grievance Policy of a non-academic nature, please consult the Student Handbook under “Reporting General Complaints.”

For the Policy on Grade Appeal or Change of Grade, please consult the College Catalog under “Change of Grade” and “Grade Appeal Process.”

Should a complaint go unresolved, then the complaint may be appealed to the student’s home state through its SARA Portal Entity within two-years of the incident.

The State Portal will investigate, resolving the matter in 60-90 days.

Complaint activity will be published by NC-SARA online.

For more information, please visit: [www.nc-sara.org/student-complaints](http://www.nc-sara.org/student-complaints)

You may also find it on the AIC website at [aicusa.edu/student-life/complaint-policy-and-procedures](http://aicusa.edu/student-life/complaint-policy-and-procedures).

## ACADEMIC ETHICS

### **Academic Dishonesty, Dismissal and Appeal**

The faculty and administration of AIC agree that this institution will not tolerate academic dishonesty. Students have an obligation to maintain a high degree of academic integrity and to behave honestly and fairly with other students, their property, members of the College community, College guests, and College property. Any violation of this policy may result in disciplinary action ranging from warning to expulsion from the College.

Dismissal may result if an attempt to remove their probationary status is not accomplished.

Students have the right to appeal their academic probation and/or dismissal status before the VPAA by submitting a written request for a hearing. Pertinent records will be reviewed.

Integrity and honesty are core values for the AIC community, and so violations of academic integrity and honesty are taken very seriously. In verified cases of academic misconduct, the College Faculty Council has agreed upon the following set of protocols.

**First Offense:** Zero on the assignment or test in which plagiarism/academic dishonesty is identified plus a face-to-face meeting with the instructor to ensure that the student fully understands the nature and gravity of the offense. The instructor will make a formal note to cite the offense and send it to the Dean or, in the absence of a dean, to the Vice President for Academic Affairs/Provost. The faculty member will retain a copy of the work in question together with a brief write up to document the nature of the offense.

**Second Offense:** If the second offense occurs within the same course, the student will be given a failing grade for the course and will be required to see the VP of Academic Affairs. If the second offense occurs within a different course, the student will be given a zero for the assignment in question and will be required to meet with the VP of Academic Affairs, who will recognize this as a second offense and will subsequently fail the student for the course in which the second offense occurs. Regardless of where or when the second offense occurs, academic discipline (suspension, probation, expulsion) may result. This will be left to the discretion of the VP for Academic Affairs, in consultation with the faculty member(s) involved.

**Third Offense:** A third offense will result in the student's automatic expulsion from the College with no refund given for that year's tuition and fees.

## Plagiarism

Plagiarism occurs when one:

- Uses another's work without proper citation.
- Takes another's work and passes it off as his or her own.
- Takes exact wording without proper citations.
- Paraphrases another's work without proper citations.

Plagiarism can result in a failing grade, academic suspension, or even expulsion from the College.

In cases where it is believed that the student did not take proper care in following standard academic protocols relating to the correct usage of citations, then the supervising faculty member must see to the student's correction and the student must correct such mistakes. There are a number of handbooks on how to properly cite academic work. One can find these sources online or in the College library.

## Copyright Act

Any infringement of The Copyright Law of the United States of America and related laws contained in Title 17 of the United States Code shall result in disciplinary action. Further offenses will result in a denial of access to computer and technological resources, and library resources. For more information on the Copyright Act, please visit:

[www.copyright.gov/title17/92chap1.html#106](http://www.copyright.gov/title17/92chap1.html#106)

## Commitment to Freedom of Academic & Intellectual Inquiry

American Islamic College (AIC) is committed to the freedom of academic inquiry and intellectual expression. Faculty and students are encouraged to research and seek knowledge outside the bounds of what is common as AIC believes such inquiry is the hallmark of education.

Only in the case that a proposal for an invited speaker or written work incites violence and hate, and causes members of the AIC campus to feel unsafe, does AIC reserve the right to respectfully decline such proposals. A topic that is controversial in nature does not apply. Where there is a fine line, a college committee of faculty and appropriate staff members will discuss the case and make a decision.

AIC is also committed to securing this freedom of academic and intellectual inquiry by ensuring that its students and faculty do not feel belittled, threatened, or traumatized by proposals for speakers and written work that reveal evidence of supporting hate crimes, sexual violence, racial and religious discrimination, etc.

## **Confidentiality of Student Records and Information**

American Islamic College has strict confidentiality policy and respects students' private and academic information. No student may access another's file. Students must display their student ID when requesting access to their student files. AIC will not share any information (personal or academic) about the student without the student's written consent.

## **Learning Accommodations**

The US Department of Justice states, "The Americans with Disabilities Act (ADA) prohibits discrimination on the basis of disability in employment, State and local government, public accommodations, commercial facilities, transportation, and telecommunications. It also applies to the United States Congress.

To be protected by the ADA, one must have a disability or have a relationship or association with an individual with a disability. An individual with a disability is defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment. The ADA does not specifically name all of the impairments that are covered."

American Islamic College offers reasonable accommodations for qualified students. Those accommodations include, but are not limited to,

- Use of computer for in-class exams and assignments.
- An alternative test format.
- Extra time for the completion of in-class exams.
- If available, a different room for in-class exams.
- If available, an alternate desk/chair.

A reasonable accommodation is defined as a service that does not negatively impact the culture of the college, the safety of its students, or the financial budget and responsibilities of the College.

To request an accommodation, the student must submit required documentation to the Office of Student Services. Based on the documentation submitted, the Office of Student Services will make a determination about the disability and accommodation. Once this documentation has been processed and a determination has been made, the Office of Student Services will inform the student and faculty of the approved accommodation. It is the student's responsibility to remind their instructor of any accommodations that have been approved for in-class exams at least one week prior to the exam.

The following forms must be completed and submitted to the Office of Student Services for processing at least one month prior to the start of the semester or academic year.

- Disability Accommodation Request Form.
- Medical Report.
- Office of Student Services Authorization Form.

Students with a disability who require additional accommodations should notify the instructor within the first week of the semester. Students must notify the Student Services Coordinator by filing for dis-ability within the 1st week of the semester. Please visit the Main office for details.

# Academic Programs

## COLLEGE WIDE LEARNING OUTCOMES

### Contextual Knowledge

- Develop broad understanding of core knowledge in the natural, physical and social sciences, mathematics, humanities, history, and languages.
- Demonstrate foundational and critical knowledge of Islam
- Demonstrate an understanding of the diverse schools of thought in the Islamic tradition and their sources.
- Demonstrate knowledge of Islamic history and the historical context of some important debates prevalent in Islamic thought
- Develop general knowledge of other faith traditions and worldviews
- Show appreciation of Islamic art at a novice level

### Skills

- Display creative and critical thinking skills:
- analyzing issues in the historical and contemporary Islamic world, especially in the United States
- formulating relevant questions and responding to those questions in a substantive way using evidence.
- Develop the ability to communicate clearly and persuasively in various modes (aural and written) for various purposes and audiences.
- Show basic quantitative and information technology Literacy
- Develop the ability to continue life-long learning independently and collaboratively.

### Personal and Social Development

- Develop skills for dialogical and constructive engagement with diversity, both inter and intra religious
- Develop the skills to engage effectively in the global and local civic settings
- Develop a sense of social responsibility and ethics in personal and professional life
- Demonstrate appreciation of Islamic ethical values and their application

### Application of Knowledge

- Demonstrate application of knowledge, skills, and responsibilities to new settings and complex problems

## BACHELOR OF ARTS IN ISLAMIC STUDIES

The Bachelor of Arts in Islamic Studies is a four-year sequence of instructional coursework that culminates in the Bachelor of Arts (BA) degree. The Islamic Studies component of the Program features content and pedagogy commensurate with the disciplines of Islamic and Religious Studies, Qur'anic and Hadith studies, Islamic legal theory, classical Islamic theology and philosophy, Islamic spirituality, and allied social science, economic and political theories.

Students must also fulfill standard Bachelor's level requirements in general education, imparting a solid foundation in the humanities as well as the social and physical sciences. Upon completion, graduates will be prepared to pursue academic, occupational and career options, which are appropriately aligned with this field of study.

The following courses, or their equivalent, fulfill the undergraduate general education requirement in the BA program: The Bachelor of Arts in Islamic Studies Program requires 120 semester hours distributed as follows:

50 credit hours in the general education core courses (including obligatory classes in English composition, biological/physical sciences, humanities, social sciences and statistics/social research methods);

49 credit hours in the core courses in Islamic Studies; and

21 credit hours in elective courses in Islamic Studies.

### **Learning Outcomes for Bachelor of Arts in Islamic Studies**

- articulates the shaping impact of historical, social, and political forces, events, and processes on Islamic discourses (disciplines)
- Uses Islamic forms of reasoning and/or scriptural texts/ opinions to analyze contemporary problems especially in the American context
- brings Islamic perspective in proposing actions to achieve social and political justice and solving problems concerning the environment
- shows ability to articulate, interpret, and evaluate the narratives of various communities in the American Muslim experience
- demonstrates intermediate proficiency in reading, writing, and speaking the Arabic language
- articulates Islamic perspective on career/life choices

## GENERAL EDUCATION COURSES (50 CREDITS)

### **English and Communications (12 Credits)**

ENG 180 – Expository Writing	3 credits
ENG 181 – Critical Writing Methods	3 credits
ENG 201 – Communications	3 credits
ENG Elective (Select one)	
ENG 250 – American Literature	3 credits
ENG 251 – Muslim American Literature	3 credits

### **Quantitative Analysis (3 Credits)**

QUANT 101 – Quantitative Literacy	3 credits
-----------------------------------	-----------

### **Natural Sciences (8 Credits)**

BIO 101 – Introduction to the Biological Sciences	4 credits
PHY 101 – Introduction to the Physical Sciences	4 credits

### **Philosophy (3 Credits)**

PHIL 101 – Introduction to Philosophy	3 credits
---------------------------------------	-----------

### **Social Sciences (18-21 Credits)\***

ANTH 101 – Introduction to Cultural Anthropology	3 credits
ECON 101 – Introduction to Economics	3 credits
POLS 101 – Introduction to U.S. Government	3 credits
POLS 201 – Comparative Political Systems	3 credits
PSYC 101 – Introduction to Psychology	3 credits
RM 200 – Social Research Methods	3 credits
SOC 101 – Introduction to Sociology	3 credits

### **Arts (3-6 Credits)\***

ARTS 160 – Arabic Calligraphy I	3 credits
ARTS 161 – Arabic Calligraphy II	3 credits
ARTS 170 – Ebru I	3 credits
ARTS 171 – Ebru II	3 credits
ARTS 180 – Stained Glass I	3 credits
ARTS 181 – Stained Glass II	3 credits
MUS 160 – Oud I	3 credits
MUS 161 – Oud II	3 credits

\* Social Science and Art credits need to total 24 credits. Students can choose to take 3 credits of Art with 18 credits of Social Science or 6 credits of Art with 15 credits of Social Science.

## COURSES IN THE MAJOR (49 CREDITS)

### **Core Courses**

REL 100 – Religions of the World	3 credits
IS 130 – Islamic History & Civilization Origins to 1100 CE	3 credits
IS 131 – Islamic History & Civilization 1100-1800	3 credits
IS 132 – Islamic History & Civilization 1800-present	3 credits
IS 201 – Introduction to Qur’anic Studies	3 credits
IS 202 – Introduction to Prophetic Biography (Sirah) & Hadith Studies	3 credits
IS 301 – The Sciences of Hadith	3 credits
IS 305 – Islamic Legal Reasoning (al-fiqh)	3 credits
IS 320 – Muslim Spirituality	3 credits
IS 333 – Islam in America	3 credits
IS 428 – Muslim Great Books and Thinkers Seminar	3 credits
ARAB 101 – Elementary Arabic I	4 credits
ARAB 102 – Elementary Arabic II	4 credits
ARAB 201 – Intermediate Arabic I	4 credits
ARAB 202 – Intermediate Arabic II	4 credits

**7 Elective Courses: Islamic Studies (21 Credits)**

IS 220 – Readings in Sufi Texts	3 credits
IS 319 – Religion in Documentary Film	3 credits
IS 328 – History of Islamic Art & Architecture	3 credits
IS 329 – Islam & World Cinema	3 credits
IS 410 – Medieval Islamic & Jewish Philosophy	3 credits
IS 425 – The Islamic City	3 credits
IS 495 – Special Topics	3 credits
IS 497 – Independent Study	3 credits
IS 498 – Civic Engagement Internship	3 credits
IS 499 – Study Abroad	3-9 credits
ARAB 301 – Advanced Arabic I	3 credits
ARAB 302 – Advanced Arabic II: Reading Religious Texts	3 credits

## **BA Course Descriptions**

### **ARAB 101 – Elementary Arabic I 4 credits**

This course is an introduction to the phonology and writing system of Arabic, its basic vocabulary and structure. Students will acquire the foundations of Arabic grammar and build their vocabulary directed to reading and simple conversation, such as greetings and simple expressions of needs.

### **ARAB 102 – Elementary Arabic II 4 credits**

This course is a continuation of the mastery of Arabic phonology, basic vocabulary and structure. Students will build their vocabulary and grammatical structures; emphasis will be placed on basic reading comprehension and sentence construction.

Prerequisite: Arabic 101, or equivalent.

### **ARAB 201 – Intermediate Arabic I 4 credits**

This course serves as an expansion and solidification of the student's understanding of the classical Arabic language, including its verbal system. Building upon the students' active vocabulary and structural understanding, this course equips students with the basic tools to read, grammatically analyze, and translate selected classical and contemporary texts, which will be taken from various genres of Arabic prose literature.

Prerequisite: Arabic 102, or equivalent course.

### **ARAB 202 – Intermediate Arabic II 4 credits**

This course aims to develop a more fluent command of classical Arabic structure by guiding students in the careful reading, analysis, and translation of a wide selection of classical and contemporary texts. By the end of this course, students are expected to be able to read and translate selections of classical as well as contemporary texts in literary Arabic.

Prerequisite: Arabic 201, or equivalent.

### **ARAB 301 – Advanced Arabic I 4 credits**

Standing on the shoulders of our Introductory and Intermediate Arabic programs (ARAB 101, 102, 201, 202), this course moves graduate and advanced undergraduate students to the level of reading, grammatically analyzing, and translating classical Arabic texts. ARAB 301 marks the student's graduation to a level of independent text study, analysis, and translation.

Prerequisite: Arabic 202, or equivalent course.

### **ARAB 302 – Advanced Arabic II: Reading Religious Texts 4 credits**

Students with advanced standing in Arabic or the equivalent will read (in Arabic) selected texts based on themes determined by instructor interest or student need. Religious texts would typically be the focus of such a directed readings course, but students may be directed toward literary or political works depending upon their chosen concentration and individual program needs.

Prerequisite: Arabic 301 or equivalent.

### **REL 100 – Religions of the World 3 credits**

This course introduces students to the academic study of religion and the major religions of the world—including Hinduism, Buddhism, Judaism, Christianity, Islam, and others by examining their history and exploring their beliefs, moral teachings, rituals, and practices. Combines lecture and discussion.

### **IS 130 Islamic Origins, History and Civilization to 1100 CE**

### **3 credits**

This course traces the rise and development of the Islamic religious tradition from its formal beginnings in the 7th century to the middle of the thirteenth century, CE. Special attention is given to the pre-Islamic culture and economy of Arabia, the life of the Prophet Muhammad, the gradual revelation (*nuzūl*) of the Qur'ān, major themes of the Qur'ān, the early Muslim community (*umma*), the basic “pillars” of the Islamic religion (*al-islām*), the basic beliefs shared by all Muslims (*al-īmān*), Islamic piety, ethics, and spirituality (*al-ihsān*), the social and theological developments following the death of the Prophet in 632 CE, the emergence of the Sunnī-Shī'ī divide and other sectarian developments, the development and codification of the Islamic religious sciences, incl. Jurisprudence (*al-fiqh*), theology (*al-kalām*), and mystical spirituality (*al-tasawwuf*), the educational and social institutions of classical Islam, the scientific and philosophical achievements of classical Islamic civilization, and the major Muslim dynasties up to end of the Abbasids.

#### **IS 131 – History and Civilization 1100 CE to 1800 3 credits**

This course continues our undergraduate survey of the historical, political, religious, and intellectual developments in Islamic Civilization up to 1800.

Prerequisite: IS130, or equivalent.

#### **IS 132 – History and Civilization 1800 to Present 3 credits**

This course will examine the phenomenon of modernity and explore the varied contexts and ideas of Muslim thinkers who have responded to the ideals and realities of Modernity over the past two centuries.

Prerequisite: IS130, or equivalent.

#### **IS 201 – Introduction to Qur'anic Studies 3 credits**

In this course, we read and analyze the Qur'an (in English translation), with attention to the following topics: the revelation and its original contexts, the collection of the canonical text; Qur'an recitation; structural, linguistic and literary features of the text; occasions of revelation and abrogation; major themes; law in the Qur'an; and introduction to modes of interpretation.

Knowledge of Arabic is not required.

#### **IS 202 – Introduction to Prophetic Biography (sīrah) and Hadīth 3 credits**

This course explores the life of the Prophet through biographical and historical works as well as selected traditions taken from the canonical collections of oral reports (*hadīth*) concerning his words and deeds. Special attention will also be paid to the political and cultural contexts of the biographers, historians, and Hadith narrators and collectors.

#### **IS 220 – Readings in Sufi Texts 3 credits**

The Islamic faith has often been characterized by Muslims as consisting of outward practice, theology, and inward virtue known as *ihsān*. Considering the emphasis that the Islamic scriptures and Muslim figures of piety placed on the “soundness” of what is known in the Islamic tradition as the spiritual heart, Islamic spirituality and virtue ethics developed as an independent field of study under various names such as Sufism (*tasawwuf*), *tazkiya*, *ihsān*, and *'irfan*. This science was taught as part of the core curriculum in classical institutions of Islamic learning alongside Islamic law (*fiqh*) and theology (*kalām*) as an essential complement and integral element of Islamic practice. This course will introduce students to this third dimension of the Islamic faith through examining the core elements of how many Muslim specialists understood Islamic spirituality and virtue ethics,

while also exploring how it can be applied today to various contemporary issues such as social justice, environmental stewardship, and personal development. Translations of both classical and modern texts related to Islamic spirituality will be studied and discussed in this course.

**IS 301 – The Sciences of Hadīth 3 credits**

This course introduces students to the history and methodology of the collection of the canonical collections of oral reports (hadīth narrations) concerning the Prophet Muhammad’s words and deeds. Topics include the historical evolution of the collection and study of the hadīth, technical terms of hadīth sciences, the categories of hadīth reports, the technical structure of hadīth reports, the science of men, the relationship between the hadīth and the Qur’an, the problem of contradiction within hadīth literature, and contemporary controversies within both traditionalist and academic discussions of hadīth.

**IS 305 – Islamic Legal Reasoning (*al-fiqh*) 3 credits**

This course studies the historical development of the various methodologies for deriving juridical rulings from the revealed sources. Attention will be given to the principles of jurisprudence (*usūl al-fiqh*), the *fiqh* of religious observance, and the major theorists who shaped the Muslim legal tradition.

Prerequisite: IS 130, or equivalent.

**IS 319 – Religion in Documentary Film 3 credits**

Bill Nichols writes: “Documentaries are about reality; they’re about something that actually happened.” How do documentaries represent or construct “reality” and how do they use these tools for films regarding religion? What are the different modes of documentary films and what functions do they serve? These are some of the questions we will examine as we read about documentary films and their role in the representation of religious belief and practice, diverse religious groups and sects, and interfaith questions. The course will spend most of its time on films regarding Muslims and Islam but will also address the representation of major religions and non-major religious groups.

**IS 320 – Muslim Spirituality 3 credits**

Following an overall historical approach, this course traces the origins and development of the mystical or experiential dimensions of Islamic spirituality, often collectively referred to as “Sufism,” from the prophetic period (7th century, CE) to the medieval Arabic and Persian traditions. Students will experience a first-hand encounter with the writings of many of the most noteworthy and seminal sages of the “Sufi” tradition and, through this experience, will grapple with many of the core ideas, practices, institutions, and social manifestations of the Muslim spiritual tradition.

Prerequisites: IS 130 or an equivalent.

**IS 328 – History of Islamic Art and Architecture 3 credits**

This course introduces students to the rich heritage of Islamic art and architecture. Students will examine a number of examples of works of art and buildings from different periods and regions and discuss their artistic and architectural characteristics in conjunction with their historical and political background.

Prerequisite: sophomore status or consent of instructor.

**IS 329 – Islam and World Cinema 3 credits**

This course will examine the various portrayals of Islam and Muslims in World Cinema (both in Muslim and non-Muslim societies) over recent decades. Students will have the opportunity to watch segments from several feature films, study the socio-political environment surrounding the period of each film, and draw conclusions on how the environment might have impacted the messaging of the film, and vice versa. Students will also discuss the impact World Cinema has had on Islam, Muslims and the world.

**IS 333 – Islam in America 3 credits**

This course traces the history of Islam in America, beginning with the historical records of African Muslims who were forcibly taken to the Americas as slaves and their enduring efforts to retain their culture, faith, language, and identity as Muslims. This course then explores the complex unfolding of African American Islam in its unique and varied manifestations, including the Moorish Science Temple and the Nation of Islam. We also study the waves of Muslim immigrants from the Middle East, Africa, and Asia, and the impacts they have had upon the shaping of American Muslim communities since the 1960s. Expanding our scope even further, we will explore American Muslim convert narratives, the rise of Islam within America's Hispanic, indigenous, and other ethnic populations, and the evolving adventure of what it means to be an American Muslim within the mosaic of the American Muslim community and the greater mosaic of the United States. Questions of religious pluralism, Islamophobia, portrayals of Islam in the mainstream American media, and future trajectories for American Muslims will also be considered.

**IS 410 – Medieval Islamic and Jewish Philosophy 3 credits**

This course introduces the thought and context of the most influential philosophers known to medieval Islam and Judaism, including al-Kindī, al-Rāzī (Razes) al-Fārābī, Ibn Sīnā (Avicenna), Ibn Tufayl, Ibn Rushd (Averroes), Saadia Gaon (al-Fayyumi), Solomon Ibn Gabirol, Bahyā bn Paqudah, Abraham ibn Daud, Moses Maimonides, and Levi ben Gershom (Gersonides). Special attention will be given to philosophical understandings of religion and prophecy, the soul (psychology), the state (political philosophy), metaphysics, and religious critiques of Aristotelean rationalism within these sister traditions (esp. by Abū Hāmid al-Ghazālī and Judah Halevi).

Prerequisites: IS 130, PHIL 101, junior or senior standing

**IS 428 – Muslim Great Books and Thinkers Seminar  
3 credits**

This seminar explores some of the most important books and thinkers throughout Islamic History. Specific titles and figures are determined by the supervising faculty member convening the seminar. Through the careful reading, analysis, and discussion of the text (or texts) at hand, students are given a first-hand encounter with the greatest minds and insights of Muslim heritage, be it in the specific field of philosophy, science, politics, literature, theology, law, art, music, mathematics, or history.

Prerequisite: senior standing or consent of instructor.

**IS 495 – Special Topics 3 credits**

Undergraduate students with advanced (junior) status or above may petition their academic advisor to enroll in no more than 3 graduate level courses compatible with their program.

**IS 497 – Independent Study 3 credits**

Qualified students may arrange with specific instructions to undertake significant independent study on a topic not offered in the regular curriculum.

Sophomore status or consent of instructor.

**IS 498 – Civic Engagement Internship 3-9 credits**

Students will engage in a social service organization where they can receive hands on training in a service field of their interest. All students must complete 120 hours of service at their field placement. Students will attend a 1-hour seminar each week to discuss their experience and draw upon the experiences of their classmates.

**IS 499 – Study Abroad 3 credits**

In consultation with an academic advisor, qualified advanced students may be allowed the option to register for study abroad credit during the semester, semester breaks, and/or summer sessions

**General Education Course Descriptions**

**ARTS 160 – Arabic Calligraphy I 3 credits**

This course will introduce students to the different styles of Arabic Calligraphy while focusing on Thuluth, a style that emerged in the 11th century CE. By the end of the course, students should be able to produce a composition of their own and utilize the rules of measurement to check their work for mistakes. They will also be able to distinguish between various styles and judge the authenticity of each style relying on the rules they have learned in class.

**ARTS 161 – Arabic Calligraphy II 3 credits**

The course will continue to develop skills acquired in Calligraphy 101. Students will learn the use of the traditional reed pen (Qalam) for writing letters in the Thuluth style. They will also be introduced to connecting the letters to construct words in this style. By the end of the class students will be able to produce a piece of their own calligraphic art.

Prerequisite: Calligraphy 101, or equivalent.

**ARTS 170 – Ebru I 3 credits**

Ebru, often referred to as the “dance of color on water”, is an authentic Turkish art that has been considered a spiritual art for centuries. This unique art form is produced by sprinkling color pigments into a trough of oily water and utilizes special brushes to create various designs that are then transferred onto a sheet of paper or other surface. This class will cover a variety of techniques that participants will use to create their own masterpieces.

**ARTS 171 – Ebru II 3 credits**

Continues to build on the techniques introduced in Ebru I.

Prerequisite: Ebru I, or equivalent.

**ARTS 180 – Stained Glass I 3 credits**

This course will demonstrate how colored glass is crafted into stained glass windows in which small pieces of glass are arranged to form patterns or pictures, held together (traditionally) by strips of lead and supported by a rigid frame. Students will learn how to paint details and stain their designs.

**ARTS 181 – Stained Glass II 3 credits**

Continues to build on the techniques introduced in Stained Glass I.

Prerequisite: Stained Glass I, or equivalent.

**ANTH 101 – Introduction to Cultural Anthropology**

**3 credits**

This course is designed to introduce students to the methods, theories, and concepts of cultural anthropology. Cultural anthropology is a social science that provides a comprehensive

understanding of human diversity. In this course we will focus on the basic concepts used by anthropologists in order to compare and contrast how living people with different cultural traditions conduct their everyday life through language, economy, family life and kinship, religion, and other institutions.

**BIO 101 – Introduction to the Biological Sciences 4 credits**

This course will cover the fundamental concepts in biology including the scientific method, cell structure and function, cell physiology, cell reproduction and development, Mendelian and population genetics, natural selection, evolution and ecology. Includes a laboratory hour each week.

**ECON 101 – Introduction to Economics 3 credits**

This course is an introduction to micro- and macroeconomics. Students will learn how to utilize these economic concepts to understand the impact of finance on the world, particularly on public policy issues. This course will focus on the principles of supply and demand, fiscal and monetary policy, and governmental roles.

**ENG 180 – Expository Writing 3 credits**

This course is designed to develop the student's ability to produce clear expository prose. The course will focus on audience analysis, topic selection, thesis support and development, editing and revision.

**ENG 181 – Critical Writing Methods 3 credits**

This course is designed to develop the student's ability to read academic texts critically by differentiating between claims, assumptions and evidence-based arguments. Students will examine the nature of deduction, induction and informal Fallacies, thus critiquing the author's reasoning in clear and concise language. Students will study several texts and write critical analysis papers in response to them.

**ENG 201 – Communications 3 credits**

This course is designed to develop the student's ability to apply the various principles of oral communication. Students will learn how to communicate effectively in small group, public speaking and interpersonal communication contexts.

**ENG 250 – American Literature 3 credits**

This is an introductory survey of major works and authors representative of the development and current state of American literature. Prerequisite: ENG 180, or equivalent or consent of instructor.

**ENG 251 – Muslim American Literature 3 credits**

This class will introduce writings by American Muslim novelists and poets from diverse backgrounds. These writings will be discussed in the context of American literary forms and themes as well as explored for their content and relationship to the Islamic heritage and Muslim concerns.

Prerequisite: ENG 180, or equivalent or consent of instructor.

**MUS 160 – Oud I 3 credits**

This class will introduce the students to the art of playing the Oud. The students will be coached on the proper way to hold the instrument and the Plectrum. We will study the Arabic style tuning and western style notation system. The students will learn simple melodies from various parts of the Middle East and by the end of the course they will be able to perform these pieces in a group setting.

**MUS 161 – Oud II 3 credits**

Continues to build on the techniques introduced in Oud I.

Prerequisite: MUS160, or equivalent.

**PHIL 101 – Introduction to Philosophy 3 credits**

Through class discussion and student papers this course focuses on the nature of careful inquiry and some of the enduring philosophical questions of the ages. It examines the reasoning process and classical and contemporary problems in philosophy.

**PHY 101 – Introduction to the Physical Sciences 4 credits**

This course serves as an introduction to physical science for non-science majors. Selected topics in astronomy, chemistry, geology and physics are included. Emphasis is placed on understanding the fundamental principles of the physical sciences. It will also include a discussion of the limitations and potential applications of the physical sciences. This course requires laboratory work.

**POLS 101 – Introduction to U.S. Government**

**3 credits**

This course is concerned with government and politics in the United States, primarily at the national level, but some attention will be given to state and local government, particularly the nature of Illinois' Constitution. Students will examine the institutional rules and human behaviors that shape government, the operation of elections, the development of parties and interest groups, public opinion, and the functioning of Congress, the presidency, and the courts. An historic overview of the topics will shed light on how the current system has evolved.

**POLS 201- Comparative Political Systems 3 credits**

This course will introduce students to the major theoretical approaches in the comparative study of politics. The student will learn to apply these approaches to better understand the development and operation of government institutions, the policy-making process, political participation, economic structures and social change for both state and non-state actors. A comparative analysis of approaches to government in Muslim and non-Muslim societies will be explored.

**PSYC 101 – Introduction to Psychology 3 credits**

This course will discuss the scientific method, fundamental principles of sensory processes, learning and language, development, human development, adjustment, emotions and motivations and individual and group behavior.

**QUANT 101 – Quantitative Literacy 3 credits**

Quantitative Literacy focuses on the mathematical and algebraic methods needed to describe, analyze, and then respond to our world. Students will work with concept models including percents, ratios, formulas, variables, linear equations, and graphs set within the context of contemporary issues. The course will strengthen students' ability to read about, write about, and question health, societal, and economic issues. They will do this through solving application based problems, understanding the use of symbols, and applying various mathematical techniques needed to effectively use and manipulate quantitative information.

**RM 200 – Social Research Methods 3 credits**

This course is designed to offer a comprehensive and systematic treatment of the scientific method as it especially applies to the social sciences. Students will learn the relationship between theory, research and practice, and integrate research activity in an orderly framework. The varied stages of research will be explored, including the definition of the research problem, statement of the hypothesis, research design, measurement, data collection, data analysis and generalization.

Students will be required to design, administer and analyze the results of a modest social questionnaire/survey or research project.

**SOC 101 – Introduction to Sociology 3 credits**

In this course, students will learn about the role of society in human lives and the ways that and social forces influence human behavior.

## MASTER OF ARTS IN ISLAMIC STUDIES

The MA degree program is designed to provide students with a rigorous background in both traditional and analytical approaches to Islamic Studies. The program offers two distinct areas of concentration: *Islamic Theology* and *Islam and Global Studies*. The *Islamic Theology* concentration will train students in such disciplines as Qur’anic studies, Hadith studies, Islamic Jurisprudence (*al-Fiqh*), and Islamic Spirituality. The *Islam and Global Studies* concentration will focus on Islamic history, international studies, and critical theory. Students in both tracks will take the same core courses, thus ensuring that students acquire a well-rounded foundation in both areas. MDiv students, or MA students who wish to go on for the Master of Divinity in Islamic Studies must select the *Islamic Theology* concentration.

All MA students are expected to complete *36 credit hours*. Students at the graduate level are required to take *21 credit hours* as part of the core requirements and *15 credit hours* in their concentration. As part of the MA program, students are required to complete a MA Thesis, IS 559 or 589 - which is counted as a 3 credit 500-level course within the chosen area of concentration.

### Learning Outcomes for Master of Arts in Islamic Studies

- Students will acquire foundational knowledge of the Islamic intellectual tradition and learn to apply its distinctive methodologies (e.g. Islamic legal theory; hadith sciences) to real world problems and the study Islam.
- Students will learn and apply methods and theories used in the study of religion and apply them to scholarly research.
- Students will display an ability to establish a substantial scholarly argument that incorporates traditional Islamic methodologies of research with those found in the academic study of Islam.
- Students will develop the necessary scholarly skills that prepare them for further pursuit of a doctoral degree.

#### Islamic Studies Core Requirements: 21 credit hours

ARAB 301 – Advanced Arabic I	3 credits
IS 501 – The Academic Study of Islam	3 credits
IS 503 – Reading and Interpreting the Qur’an	3 credits
IS 504 – Prophetic Biography and Hadith	3 credits
IS 511 – Islamic Ethics and Spirituality	3 credits
IS 515 – Islam and Gender	3 credits
IS 516 – Great Debates within Muslim Theology	3 credits

#### MA Concentration in Islamic Theology

Select Any Four + Thesis

ARAB 302 – Advanced Arabic II	3 credits
-------------------------------	-----------

IS 505 – Hadīth Sciences	3 credits
IS 531 – Islamic Mysticism (Sufism)	3 credits
IS 532 – Islamic Philosophy and Theology	3 credits
IS 535 – Advanced Qur’anic Studies	3 credits
IS 536 – Advanced Hadith Studies	3 credits
IS 540 – Islamic Jurisprudence ( <i>al-fiqh</i> ): Theory and Application	3 credits
IS 545 – Intra-Muslim Diversity and Dialogue	3 credits
IS 550 – Comparative Religion	3 credits
IS 555 – Special Topics	3 credits
IS 557 – Religious Studies: Theory and Method	3 credits
<b>IS 559 – Thesis</b>	<b>3 credits</b>

### **MA Concentration in Islam and Global Studies**

Select Any Four + Thesis

ARAB 302 – Advanced Arabic II	3 credits
IS 560 – History of Muslim-Christian Relations	3 credits
IS 561 – History of Muslim-Jewish Relations	3 credits
IS 565 – Islamic Political Thought	3 credits
IS 566 – Islam and the Media	3 credits
IS 570 – Islam and the African-American Experience	3 credits
IS 573 – Islam in Local Contexts: (Variable Regions)	3 credits
IS 575 – Contemporary Muslim Movements	3 credits
IS 576 – Islam and Religious Diversity	3 credits
IS 580 – Literature from the Muslim World	3 credits
IS 585 – Special Topics	3 credits
<b>IS 589 – Thesis</b>	<b>3 credits</b>

## MA Course Descriptions

ARAB 301 – Advanced Arabic I 3 credits

This course stands on the shoulders of the Introductory and Intermediate Arabic curricula (ARAB 101, 102, 201, 202) and so will move graduate and advanced undergraduate students to the level of independent proficiency in reading, grammatically analyzing, and translating classical Arabic texts. ARAB 301 is the minimum Arabic standard for completion of the MA at AIC, for it marks the student's graduation to a level of independent textual study.

Prerequisite: Arabic 202, or equivalent course.

ARAB 302 – Advanced Arabic II 3 credits

Students with advanced standing in Arabic or the equivalent will read (in Arabic) selected texts based on themes determined by instructor interest or student need.

Prerequisite: Arabic 301 or equivalent.

ENG 500 – Academic Writing and Research Methods

3 credits

Designed for students who do not have a strong background in Humanities research and academic writing, this special course serves to teach graduate students to conduct research and write research-based, academic essays in AIC's graduate program. Personalized instruction sessions for each student will also be part of this course. While it may be required of selected graduate students, this class is deemed to be additional to the core requirements for the MA and MDiv degrees and so is not counted toward the overall credit hours required for these degrees.

IS 501 – The Academic Study of Islam 3 credits

This course introduces advanced level students to major topics, resources, and figures in the academic study of Islam as a foundation for graduate study. It therefore engages both traditional Muslim and critical historical approaches to major sources and developments in the field.

Prerequisite: IS130/IS131

IS 503 – Reading and Interpreting the Qur'an 3 credits

In this course, we read and analyze the Qur'an (in English translation), with attention to the following topics: the revelation and its original context, the collection and standardization of the canonical text; structural, linguistic and literary features of the text; the occasions of revelation; the principle of abrogation; major themes of both the Meccan and Medinan recitations; law in the Qur'an; and an introduction to the various hermeneutical approaches or modes of interpretation within Muslim exegesis traditions. Knowledge of Arabic is not required.

IS 504 – Prophetic Biography and Hadith Literature

3 credits

Drawing upon the earliest biographical and historical sources, as well as passages from the Qur'an and Prophetic traditions (hadīth), this course explores the life and legacy of the Prophet Muhammad.

IS 505 – Hadīth Sciences 3 credits

This graduate course introduces students to the history and methodology of the collection of the canonical collections of oral reports (hadīth narrations) concerning the Prophet Muhammad's words and deeds. Topics include the historical evolution of the collection and study of the hadīth, technical terms of hadīth sciences, the categories of hadīth reports, the technical structure of hadīth

reports, the science of men, the relationship between the hadīth and the Qur'an, and traditional approaches to resolving the problem of contradiction within hadīth literature.

IS 511 – Islamic Ethics and Spirituality 3 credits

This course introduces students to the study of ethics within a classical Islamic textual framework, which includes the Qur'an, Prophetic (hadīth) traditions, early spiritual classics, Muslim philosophical writings, and other great works that approach the subject from a range of disciplines and perspectives.

IS 513 – Themes in Critical Theory and Islamic Thought

3 credits

This course introduces students to the study of ethics within a classical Islamic textual framework, which includes the Qur'an, Prophetic (hadīth) traditions, early spiritual classics, Muslim philosophical writings, and other great works that approach the subject from a range of disciplines and perspectives.

IS 515 – Islam and Gender 3 credits

This course explores the construction of normative gender roles in classical Muslim sources as well as gendered practices in diverse Muslim societies. Muslim perspectives as interacting with the emerging field of Gender Studies and a wide array of feminist approaches, from secular feminists to Muslim feminist authors and activists, will also be considered. Students will learn about normative Islamic values and legal rulings on gender and sexuality and come to understand and appreciate the historical development of social and cultural practices within Muslim societies with regard to gender roles.

IS 516 – Great Debates within Muslim Theology 3 credits

This course examines some of the greatest theological debates in the history of Muslim theological reflection and interpretation. Key topics will include the relation between belief and action, free will versus Divine determinism, the createdness or eternality of the Qur'an, Divine justice, the cessation or continuation of prophecy, and the doctrinal and historical complexities involved in the competing notions of Caliphate and Imamate.

IS 531 – Islamic Mysticism (Sufism) 3 credits

This course examines interrelated topics in Muslim mystical traditions and other forms of spirituality, such as asceticism (zuhd) and supererogatory devotion. Specific attention will be given to the lives and teachings of major Muslim mystics in the Arabic and Persian traditions, their writings, and their impact on religion and society. Topics may include: mystical experience as a path to knowledge, remembrance (dhikr), the beautiful names of Allah, and the rise and respective methodologies of the Sufi orders.

IS 532 – Islamic Philosophy and Theology 3 credits

This course explores issues and sources in early Islamic thought that pertain to human reason and the rational engagement with revelation. Topics thus include the Qur'an, the intellectual encounter with Hellenistic (Greek) thought in early Islam, the rise of the "scholastic" or dogmatic theologians (al-mutakallimūn), such as the Mu'tazilites and the Ash'arites, and the Muslim philosophers (al-falāsifa) and their critics.

IS 535 – Advanced Qur'anic Studies 3 credits

This graduate level course assumes significant background in Qur'anic Studies. In addition to providing an overview of the Qur'anic sciences and the spectrum of hermeneutical approaches

within the exegetical (tafsīr) tradition, this course will take up both classical and contemporary Muslim works in the field of Qur’anic Studies and will also probe the implications of Qur’anic interpretation.

Prerequisite: IS201 and IS 416 (equivalent or Consent of Instructor).

IS 536 – Advanced Hadith Studies 3 credits

This graduate level course assumes the foundation of IS202 or its equivalent. Students will delve more deeply into the sciences of hadith evaluation, the ways of resolving conflict or contradiction between hadith traditions (ikhtilāf al-hadīth), and the use of hadith in juridical reasoning and rulings. A wide array of contemporary Muslim and non-Muslim scholarship on hadith will be reviewed, evaluated, and critiqued.

Prerequisite: IS202, or equivalent or Consent of Instructor.

IS 540 – Islamic Jurisprudence (*al-fiqh*): Theory and Application 3 credits

This course focuses on Islamic juridical reasoning and rulings in the areas of both religious devotion and social transactions as interpreted by the canonical schools of Islamic law. Students learn how human actions are legally considered and classified. Topics to be examined include the five pillars (obligatory religious practices) of Islam, Islamic finance and business law, inheritance law, and legal approaches specific to Muslim communities when they are religious minorities. The role of context and underlying intent of the law will also be covered. This area of study will provide students with a knowledge base to consider more complicated legal questions.

IS 545 – Intra-Muslim Diversity and Dialogue 3 credits

This course considers the diversity of interpretations and the emergence and character of various sectarian divisions within Islam. Early theological debates and the classics of Islamic heresiography will be explored, as will contemporary polemics and more ecumenical theological approaches. The importance of intra-Muslim cooperation and dialogue in a pluralistic world will also be discussed.

IS 550 – Comparative Religion 3 credits

This course introduces graduate students to the academic study of world religions - including Judaism, Christianity, Hinduism, Buddhism, Sikhism, indigenous religions of North America, or other traditions - with an emphasis upon the comparative study of belief, ritual, ethics, religious experience, social constructions (incl. gender), contemporary challenges, and the ways in which history and culture play formative roles in shaping traditions.

IS 555 – Special Topics 3 credits

This course allows AIC graduate students to take courses offered in variable special topics: for example, courses offered by visiting faculty (if and when these are suitable electives for the Islamic Theology track in the MA program). Alternatively, this course heading might also be used to accommodate study abroad options and/or academic internship opportunities within approved cultural, governmental or non-governmental organizations.

IS 557 – Religious Studies: Theory and Method 3 credits

This advanced graduate course focuses on a variety of methodological approaches to the study of religion; students explore forms of religious expression, issues within religious worldviews, and challenges facing religion in the modern world. Major theories and theorists of religion since the 19th century will be introduced as well as the approaches of various disciplines—psychology,

sociology, theology, cultural anthropology, etc. within the contemporary academic study of religion.

IS 559 – Thesis 3 credits 3 credits

The MA thesis should be a MLA or an APA-formatted paper summarizing the research the student has done under the supervision of a full-time faculty member of the Islamic Studies Program. This research should encompass subject matter related to the student's declared area of concentration in Islamic Theology. The faculty-mentor and student must agree on a research topic and thesis committee of three persons: the faculty research-mentor, and two additional faculty readers from the Islamic Studies Program. Enrollment is restricted to students who have completed all core requirement courses and who have completed two or more classes in the specialized area of Islamic Theology. Registration may be extended for students who receive a grade report of In Progress (IP) at the end of a traditional semester.

Prerequisite: Consent of Academic Advisor

IS 560 – History of Muslim-Christian Relations 3 credits

This course is an introduction to the long and interactive history of Muslim-Christian relations, which will be traced from the Prophetic period until contemporary times. Representations of the other will be examined, as will related issues of violence, subjugation, and oppression; historical moments and contexts of collaboration, reconciliation, and positive inter-religious engagement will also be explored.

IS 561 – History of Muslim-Jewish Relations 3 credits

Similar in theme and method to IS 560, this course traces Muslim-Jewish relations from the Prophetic period to the present day.

IS 565 – Islamic Political Thought 3 credits

This course attempts to trace, examine, and discuss the ways in which Muslims have perceived the political life, beginning with the establishment of the first Islamic society or Ummah in Medina (622 CE) and culminating with contemporary movements and societies based on Islamic ideals and Muslim political philosophies (for example Pakistan, the Islamic Republic of Iran, the Taleban state in Afghanistan, and Islamist movements). Theories and debates about the nature of the Islamic State, Islam and democracy and cognate sociopolitical themes and philosophies will be explored.

IS 566 – Islam and the Media 3 credits

Students will study the representation of Islam in various media starting with a historical sense of anti-Muslim medieval polemic, Orientalism, and other sources of stereotyping and misconceptions. Students may also be trained in how to establish media relations, compose press releases, and conduct interviews with the media.

IS 570 – Islam and the African-American Experience  
3 credits

This course is designed to introduce students to major figures, movements and developments in African American Muslim history. It will explore the intersection of race, religion, and ethnicity in the various ways African American Muslims have negotiated their identities and religious practices.

IS 573 – Islam in Local Contexts: (Variable Regions)  
3 credits

This course heading offers opportunities to explore the ways in which the religion of Islam becomes manifest within particular historical, geographical, and cultural contexts. The region

under study will vary each time this course is offered. For example, students may have the opportunity to study Islam and Muslim cultures in Africa, Central Asia, Iran, Turkey or South and Southeast Asia.

IS 575 – Contemporary Muslim Movements 3 credits

This course examines the contexts and ideas of Muslim thinkers and reformers since the late 19th century as well as their impact upon Muslim societies and Muslim minority communities in the fields of religion, politics, social theory, and economics. Students will learn about the dynamics of Muslim social movements, specific Islamization movements (both national and transnational), and examples of the transformation of Muslim societies occurring through individual acts of self-discipline and piety rather than engaging state power. Movements such as Wahhabism, Salafism, the Muslim Brotherhood, the Jamaat-i Islami, Muslim modernism/ liberalism, and the Turkish Nur communities may be among the movements discussed.

IS 576 – Islam and Religious Diversity 3 credits

This graduate seminar will explore key thinkers and historical moments that offer insights into the special question of what it means to live in a world of many faiths. Foundational texts, such as the Qur'an, Tafsir literature, and Hadith traditions, will be explored as essential elements of Islamic theologies of religious diversity, which will then move into the study of specific historical and/or contemporary thinkers and contexts.

IS 580 – Literature from the Muslim World 3 credits

This course may cover varying content supporting the study (in English translation or in original languages) of literatures from specific languages such as Arabic, Persian, Turkish, or Urdu. It may also be taught thematically or as a survey covering themes in classical or contemporary literature produced by Muslims.

IS 585 – Special Topics 3 credits

This course topic allows students to take courses offered in variable special topics, for example, courses offered by visiting faculty (if and when these are suitable electives for the Global Studies track in the MA program). Alternatively, this course heading might also be used to accommodate study abroad options and/or academic internship opportunities within approved cultural, governmental or non-governmental organizations.

IS 589 – Thesis 3 credits

The MA thesis should be a MLA or an APA-formatted paper summarizing the research the student has done under the supervision of a full-time faculty member of the Islamic Studies Program. This research should encompass subject matter related to the student's declared area of concentration in Global Studies. The faculty-mentor and student must agree on a research topic and thesis committee of three persons: the faculty research-mentor, and two additional faculty readers from the Islamic Studies Program. Enrollment is restricted to students who have completed all core requirement courses and who have completed two or more classes in the specialized area of Global Studies. Registration may be extended for students who receive a grade of report of In Progress (IP) at the end of a traditional semester.

Prerequisite: Consent of Academic Advisor

## MASTER OF DIVINITY IN ISLAMIC STUDIES

The Master of Divinity in Islamic Studies, which composes our Muslim Chaplaincy Program, is a 72 credit degree program designed specifically for students who wish to become professional and credentialed Muslim leaders, spiritual caregivers, or chaplains. AIC’s MDIV curriculum in Islamic Studies lays the groundwork for learning the foundational Islamic knowledge that equips students with training in fields—such as religious history, theology, scriptural studies, Islamic spiritual counseling, and ethics of professional practice—that parallel for Muslim chaplains much of the seminary or rabbinical school training that many future chaplains from other traditions undergo as part of their spiritual formation and preparation to serve as faith representatives in public settings.

Our Muslim Chaplaincy Program curriculum also fulfills national standards for equivalencies in religious training and leadership set by the Board of Chaplaincy Certification, should Muslim chaplaincy students seek this form of certification in the future. Additionally, AIC’s Muslim Chaplaincy Program partners with equivalent graduate programs in the network of the Association of Chicago Theological Schools that allows cross course registration and the expansion of interfaith experience that Muslim students will need as future chaplains in secular and multi-faith public settings.

Finally, Muslim Chaplaincy Program students are required to complete Clinical Pastoral Education (CPE), Field Education, as well as courses related to counseling, spiritual care, and applied leadership skills as a part of their holistic preparation to serve as Muslim faith leaders in multi-religious and/or secular public institutions such as hospitals, prisons, the military, and universities.

AIC’s Master of Divinity in Islamic Studies program has affiliate status with the Association of Theological Schools (ATS).

### **Core – Required - Courses (36 Credits)**

*ARAB 301 – Advanced Arabic I	3 credits
IS 503 – Reading and Interpreting the Qur’an	3 credits
IS 504 – Prophetic Biography and Hadith	3 credits
IS 511 – Islamic Ethics and Spirituality	3 credits
IS 515 – Islam and Gender	3 credits
IS 532 – Islamic Philosophy and Theology	3 credits
**IS 600 – Clinical Pastoral Education	3 credits
***IS 601 – Field Education	6 credits
IS 602 – Islamic Pastoral and Moral Theology	3 credits
IS 615 – The Fiqh of Islamic Ritual Practices	3 credits
IS 616 – The Fiqh of the Muslim Life Cycle	3 credits

\* Students who are adequately proficient in Arabic can test out of this requirement and be awarded the credit by examination.

\*\* 400 hours, preferably at a Hospital Setting. To be completed after 48 credits.

\*\*\* 300-hour internship, major paper related to the internship + satisfactory completion of Field Ed checklist for a total of 6 credits. See separate check list with this requirement. Ideally completed after 48 credits with approval of program director.

### **Additional Islamic Studies Requirements (15 credits minimum)**

MDIV students are required to take at least one additional course in each of the following five subject areas: 1) Ethics & Spirituality (Sufism), 2) Qur’anic Studies, 3) Hadith Studies, 4) Islamic Theology, and 5) Islamic History

Sample Courses include:

IS 516 – Advanced Arabic II	3 credits
IS 531 – Islamic Mysticism (Sufism)	3 credits
IS 535 – Advanced Qur’anic Studies	3 credits
IS 536 – Advanced Hadith Studies	3 credits
IS 540 – Islamic Jurisprudence ( <i>al-fiqh</i> ): Theory and Application	3 credits
IS 545 – Intra-Muslim Diversity and Dialogue	3 credits
IS 550 – Comparative Religion	3 credits
IS 555 – Special Topics	3 credits
IS 557 – Religious Studies: Theory and Method	3 credits
IS 520 – Islamic History & Civilization Origins to 1258 CE	3 credits
IS 521 – Islamic History & Civilization 1258-present	3 credits

### **Spiritual Care & Religious Leadership (6 credits minimum)**

Students must take at least 1 course in Counseling and at least one additional course in Spiritual Care and Religious Leadership. At least one of these must be taken in residence at AIC and related to Counseling Muslims and/or Muslim spiritual care.

Courses that fulfill the Counseling requirement include:

IS 603 – Counseling Theory, Methodology, Assessment	3 credits
IS 605 – Marriage and Family Counseling	3 credits
IS 606 – Youth and Young Adult Mentoring, Coaching, and Counseling	3 credits
IS 608 – Correctional Counseling: Working with Offenders	3 credits

Courses that fulfill the Spiritual Care and Religious Leadership requirement include:

IS 604 – Counseling Theory, Methodology, Assessment	3 credits
IS 609 – Marriage and Family Counseling	3 credits
IS 611 – Youth and Young Adult Mentoring, Coaching, and Counseling	3 credits
IS 619 – Correctional Counseling: Working with Offenders	3 credits
IS 620 – Mosque/Muslim Non-Profit Organization and Management	3 credits
IS 655 – Special Topics	

### **Electives**

The AIC MDIV program gives students creative space to fill in gaps within their own formation or strengthen themselves in a chosen area. The remaining 15 credits of the 72-credit-hour MDIV are thus left to the student's individual needs and preferences, in consultation with the student's advisor and the Director of the Divinity Program. Some of these credits may be taken at any of AIC's sister institutions within the Association of Theological Schools (ATS) and the Association of Chicago Theological Schools (ACTS).

**Of the 72 credit hours required for the MDIV degree, the total number of credits that must be taken in Residence at AIC is 57. The maximum number of credits that can be taken and transferred from other institutions is thus 15, equivalent to five courses.**

## **Learning Outcomes for Master of Divinity in Islamic Studies**

1. To demonstrate foundational and critical knowledge of the Islamic tradition as relevant to Muslim chaplains by:
  - Knowing scriptures, authoritative texts, history, traditions, and practices of Islam.
  - Relating one's tradition to public issues which intersect with faith
  - Engaging the Islamic tradition analytically and contextually
  - Demonstrating proficiency in aspects of Muslim life related to ritual practice and devotional life.
  - Recognizing different streams of thought and practice within the scholarship of Islam
  - Developing an appreciative knowledge of the continuum of expressions and interpretations of the Islamic tradition.
2. To develop an appreciation of living in a pluralistic world and the dialogical skills needed to work in both multi-faith and diverse settings.
  - Understanding different streams of Islamic thought and faith traditions through having a familiarity with the practices, texts, and beliefs that encapsulate these divergent world views.
  - Understanding the basic beliefs and practices of many of the faith traditions other than one's own.
  - Developing dialogical skills necessary to work in multi-faith and secular settings through living interactions on campus among our diverse student body.
  - To reflect on the similarities and differences of other Islamic schools of thought and other faith traditions with one's own faith understanding.
3. To enhance abilities related to spiritual/pastoral care and community service.
  - Strengthening counseling skills and public speaking ability
  - Developing skills in spiritual care and relating experiences in clinical pastoral education relevant to the context of one's own faith tradition as a Muslim chaplain and theology of spiritual care.
  - Strengthening a commitment to service and compassion in one's work as a Muslim chaplain.

- Develop skills as a Muslim chaplain to be a bridge between the Muslim community and wider public through service and mutual understanding.

## **MDiv Course Descriptions**

### **ENG 500 – Academic Writing and Research Methods**

#### **3 credits**

Designed for students who do not have a strong background in Humanities research and academic writing, this special course serves to teach graduate students to conduct research and write research-based, academic essays in AIC's graduate program. Personalized instruction sessions for each student will also be part of this course. While it may be required of selected graduate students, this class is deemed to be additional to the core requirements for the MA and MDiv degrees and so is not counted toward the overall credit hours required for these degrees.

### **IS 600 – Intro to Clinical Pastoral Education 3 credits**

This course serves as a theoretical and experiential introduction to Clinical Pastoral Education (CPE) – an experience-based approach to learning practical skills and developing competencies for spiritual care. It thus combines academic study with qualified supervision, group reflection, and experiential / “hands on” exposure to a variety of spiritual and pastoral care settings. Students will be challenged to develop a practice of self-reflection and empathic dialogue as they encounter patients, staff, and fellow students. Students will be challenged to work sensitively within the world view of the patient/client and assist her/him to express and interpret the experience of illness or trauma or loss in accordance with the patient's own religious beliefs and spiritual values.

### **IS 601 – Spiritual Care/Leadership/Chaplaincy Training Practicum 3 credits**

This course marks a more sustained exposure to theories or core environments introduced in the IS 600. Students will be placed in a supervised field placement (or series of placements) and work under the direct supervision of an experienced imam, counsellor, social worker, chaplain, or spiritual caregiver. Placements are determined in consultation with the student, the advisor, and the supervising practitioner in the field. (400 hour internship)

### **IS 602 – Islamic Pastoral & Moral Theology 3 credits**

This course opens new theological horizons for the MDiv student as it explores theologies of service, suffering, healing, forgiveness, liberation, reconciliation, transcendence, and transformation within the Qur'anic, prophetic, and spiritual traditions of Islam.

### **IS 603 – Counseling Theory, Methodology, Assessment**

#### **3 credits**

Embracing an active and participatory approach, this course is designed to help MDiv students cultivate basic knowledge and skills in the areas of counseling, psychological assessment, and psychotherapeutic theory and practice. The major modalities covered will include the Psychoanalytic, Neo-analytic, Person-centered, Humanistic and Affective, Behavioral, Cognitive, and Family Systems therapies. Students will be taught culturally and religiously sensitive

approaches to intervention strategies for dealing with psychological, emotional, relationship, and adjustment problems.

### **IS 604 – Intercultural Communication & Competence**

#### **3 credits**

This course explores an array of communication systems and formations from different cultures and provides an introduction to the major principles and theories of interpersonal, intercultural, and international communication, from one on one encounters to the macro-level of mass media. Students are exposed to various ways culture, gender, religion, socio-economic background, and nationality influence the way individuals and communities communicate and so are challenged to apply this to their work in pastoral, spiritual care and religious leadership. The goal of this required core class is to help students examine their own communication styles and assumptions while developing the sensitivity, cultural dexterity, and practiced techniques they will need to be effective communicators and care givers within a multicultural and multi-religious world.

### **IS 605 – Marriage & Family Counseling 3 credits**

This course aims at equipping MDiv students with the most essential therapeutic tools and techniques for helping families in such areas as parent-child and family dynamics, mental and nervous disorders within the family, marital and family education, coping with divorce and loss, domestic violence (DV), and sexual dysfunction. Adolescent psychology, counseling theories and strategies (including one-on-one cognitive therapy and group therapy), human growth and development, diverse marriage and family systems, gender identity, sexual orientation, family violence, critical interventions, divorce, and many other topics will be touched on in this course: all infused with and informed by foundational Islamic principles relating to human dignity, mercy, justice, balance, and social responsibility. Students will also become familiar with psychological, religious, community based, and legal tools for providing first-tier assistance for victims of domestic violence as well as for addressing and treating the causes of DV within the home and/or community. To this end, we will explore the nature and definition of domestic violence, the challenge of identifying the victims of DV, the signs of DV within individuals and family dynamics, psychological and religious strategies for intervention and working with victims and perpetrators of DV, how to find professional help and resources for victims of DV, and strategies for breaking the cycle of violence within the home and the community.

### **IS 606 – Youth and Young Adult Mentoring, Coaching & Counseling 3 credits**

This course seeks to equip AIC MDiv students with a basic understanding of the unique struggles adolescents face and to help students develop a spiritually informed approach to mentoring, counseling, and coaching youth within a caring, nonjudgmental, and positive context. Students can expect to develop competencies in the following areas: understanding the major relational, emotional, and behavioral issues faced by adolescents today within an American context; helping adolescents acquire the tools for working with the challenges they face; identifying the critical signs that signal the need for intervention and/or professional referrals; identifying and building

up the core qualities and gifts of young people; educating and, if necessary, mediating with parents so that they can better understand the world in which their children are living.

### **IS 608 – Correctional Counseling: Working with**

#### **Offenders 3 credits**

This course helps prepare MDiv students for working with convicted/incarcerated individuals within a religious context of healing and restoration. Special attention is given to techniques for building rapport and opening a sustained conversation that gradually moves toward the core issues a client faces. Thus, the underlying causes of addiction, violence, and other destructive and delinquent behavioral patterns are explored, and religious resources for forgiveness, reconciliation, and restoration (individual and community) are studied. Additional topics include working within a correctional environment, understanding the criminal justice system within the US, strategies for coping in stress and crisis situations, unique challenges for female and male clients within a correctional setting, and strategies for living a restored life beyond incarceration.

### **IS 609 – Psychology of Trauma 3 credits**

This course introduces MDiv students to the psychology of trauma, explored in several varieties and from a range of psychotherapeutic approaches. Topics considered include the types of trauma, including sexual trauma, PTSD, and disaster trauma, the identification of trauma symptoms, trauma-related defenses and dissociative states, personality disorders, individual and group approaches to trauma therapy, such as interventional debriefing, and community resources for referral. Students will be challenged to develop an Islamic pastoral theology of trauma in conversation with the knowledge and psycho-therapeutic approaches learned in this course.

### **IS 611 – Islamic Bioethics, End of Life Decisions &**

#### **Hospital/Hospice Care 3 credits**

This course explores the emerging field of Islamic bioethics, along with the legal, ethical, and pastoral dimensions of caring for individuals and families facing end-of-life decisions. Topics addressed include the range of Muslim attitudes toward health care in America, Muslim health care needs and accommodations, major topics in bioethics, the goals of hospice care, counseling techniques and strategies for the critically ill, the dying, and their loved ones, helping individuals and families come to a religiously-informed understanding of suffering, death, and the afterlife, the ethics of the caregiver relationship, psychological and spiritual practices that help individuals and families cope with serious illness and help prepare the individual for death, the legal dimensions of Muslim funerary practices (wills, funerals, burials), comparative death rituals, and understanding the stages of grief, bereavement, and healing.

### **IS 615 – The Fiqh of Islamic Retual Practices 3 credits**

This course explores the fiqh (legal dimensions) of Muslim religious practices (al-‘ibādāt) and so prepares students to teach, advise, coach, and, if necessary, lead others in the obligatory practices of prayer, fasting, calculating and giving zakat, and performing pilgrimage. Our approach is denominationally inclusive, and so differences between the various legal schools will be noted

and discussed in a respectful manner that promotes tolerance and focuses upon “best practices” within each tradition.

### **IS 616 – The Fiqh of The Muslim Life Cycle 3 credits**

This course examines the major milestones of the Muslim lifecycle and prepares the student to care for individuals and families as well as preside over appropriate rituals from birth to death. Our approach is denominationally inclusive, and so differences between the various legal schools will be noted and discussed in a respectful manner that focuses upon “best practices” within each tradition.

### **IS 619 – Interfaith Chaplaincy & Spiritual Care**

#### **3 credits**

Chaplains, spiritual caregivers, and pastoral human beings are often faced with the challenge of caring for individuals of other faith traditions, and so this course helps MDiv students develop strategies and competencies for offering empathic and spiritually-infused care to clients who inhabit other belief systems or no belief system. Interfaith chaplaincy or counseling is thus understood to be a kind of companionship that helps individuals find transcendence and illumination within their particular situation and name that transcendence or illumination in their own language. As part of this course, then, we will explore spiritual experience from interreligious and cross-cultural perspectives, and we will study and practice contemplative listening, formless prayer, and the ministry of presence.

### **IS 620 – Mosque / Muslim Non-Profit Organization &**

#### **Management 3 credits**

Students aspiring to lead Muslim congregations or run nonprofits learn to create and manage a budget, develop business plans, create marketing and public relations strategies, institute responsible human resources/personnel policies, and build effective teams across the lay – leadership divide. Other topics touched upon include nonprofit law, governance and accountability.

# Academic Calendar

Please refer to [aicusa.edu/academics/academic-calendar](http://aicusa.edu/academics/academic-calendar)

## College Directory

### ADMINISTRATION & COLLEGE STAFF

NAME	TITLE	EMAIL
<b>TIMOTHY J. GIANOTTI</b>	President	<a href="mailto:timothy.gianotti@aicusa.edu">timothy.gianotti@aicusa.edu</a>
<b>ROMANA MANZOOR</b>	Executive Vice President for Accreditation, Institutional Effectiveness & Development	<a href="mailto:romana@aicusa.edu">romana@aicusa.edu</a>
<b>AMRAN MUHAMMAD</b>	Vice President of Finance & Administration	<a href="mailto:vpfinance@aicusa.edu">vpfinance@aicusa.edu</a>
<b>IBRAHIM OZDEMIR</b>	Visiting Vice President for Academic Affairs	<a href="mailto:iozdemir@aicusa.edu">iozdemir@aicusa.edu</a>
<b>HOMAYRA ZIAD</b>	Dean of Divinity and Director of the Hassan Institute for Interreligious Encounter	<a href="mailto:hziad@aicusa.edu">hziad@aicusa.edu</a>
<b>OZLEN KESKIN</b>	Director of Admissions & Registrar	<a href="mailto:registrar@aicusa.edu">registrar@aicusa.edu</a>
<b>BEKMURAT AMIRAKUL</b>	Chief Operations Officer	<a href="mailto:operations@aicusa.edu">operations@aicusa.edu</a>
<b>BALSAM HADDAD</b>	Head Librarian & Director of Campus Collections	<a href="mailto:library@aicusa.edu">library@aicusa.edu</a>
<b>MESUT MAMALOGLU</b>	IT Coordinator	<a href="mailto:it@aicusa.edu">it@aicusa.edu</a>
<b>NAZHAH KHAWAJA</b>	Director of Recruitment & Communications	<a href="mailto:nkhawaja@aicusa.edu">nkhawaja@aicusa.edu</a>
<b>STEPHANIE MIRZA</b>	Student Support Services Coordinator	<a href="mailto:smirza@aicusa.edu">smirza@aicusa.edu</a>

<b>JONATHAN WHITAKER</b>	Campus Security	<a href="mailto:jwhitaker@aicusa.edu">jwhitaker@aicusa.edu</a>
<b>SHAKEELA HASSAN</b>	Special Advisor to the President for Development	<a href="mailto:szh@aicusa.edu">szh@aicusa.edu</a>
<b>MAHAN MIRZA</b>	Special Advisor to the President for Academic Projects and Partnerships	<a href="mailto:mmirza@aicusa.edu">mmirza@aicusa.edu</a>

**FACULTY**

<b>NAME</b>	<b>TITLE</b>	<b>EMAIL</b>
<b>OMER AWASS</b>	Associate Professor of Arabic & Islamic Studies   Director of the MA Program	<a href="mailto:awass@aicusa.edu">awass@aicusa.edu</a>
<b>FERYAL SALEM</b>	Associate Professor of Arabic and Islamic Studies	<a href="mailto:fsalem@aicusa.edu">fsalem@aicusa.edu</a>
<b>SHABANA MIR</b>	Associate Professor of Anthropology   Director of the Undergraduate Program	<a href="mailto:mir@aicusa.edu">mir@aicusa.edu</a>
<b>TALAAAT PASHA</b>	Arabic Language Institute Director   Assistant Professor of Arabic and Islamic Studie	<a href="mailto:tpasha@aicusa.edu">tpasha@aicusa.edu</a>
<b>TIMOTHY J. GIANOTTI</b>	President	<a href="mailto:timothy.gianotti@aicusa.edu">timothy.gianotti@aicusa.edu</a>