



ZAYTUNA COLLEGE

COLLEGE CATALOG

Academic Year 2018-2019

Table of Contents

MISSION AND PHILOSOPHY OF ZAYTUNA COLLEGE	8
Mission Statement	8
A Muslim Liberal Arts Education	8
THE COLLEGE	11
Zaytuna on “Holy Hill”	11
Upper Campus	11
Lower Campus	11
ACADEMIC REQUIREMENTS FOR.....	12
THE DEGREE OF ISLAMIC LAW AND THEOLOGY	12
Graduation Requirements	12
CURRICULUM	13
Core Curriculum	13
ACADEMIC REGULATIONS.....	14
Academic Credit	14
Attendance Requirements.....	14
Administrative Withdrawal	14
Leave of Absence	15
Involuntary Leave of Absence	15
First-Days-of-Class Attendance Policy	15
Attendance Probation	15
Grading.....	15
Zaytuna College Grading Criteria.....	16
Pass/Fail Policy	16
Grades for Arabic Courses	16
Incomplete (I) Notation Policy and Procedure	17
Grade Appeals Policy.....	18
Academic Standing	19
Satisfactory Progress	19
Probationary Status.....	19
Appeal Process.....	19
Academic Achievement	19
Transfer Credit	20
Arabic	20
Islamic Law 1 and 2	20
Prior Experiential Learning, Challenge Exams, and Achievement Tests, or Advanced Placement courses	20
Conferral of Undergraduate Degree	20
ADVISING AND REGISTRATION	22

ADVISORS	22
Accessing Student Records	22
COURSE DESCRIPTIONS.....	23
Freshman: Fall Semester.....	23
Intermediate Arabic 1 and 2	23
YEAR 1 – FRESHMEN.....	23
Islamic Law 1: Hanafi Fiqh.....	23
Islamic Law 1: Maliki Fiqh	23
Islamic Law 1: Shafi'i Fiqh	23
Introduction to the Qur'an	24
Islamic Law 2: Hanafi Fiqh.....	24
Islamic Law 2: Maliki Fiqh	24
Islamic Law 2: Shafi'i Fiqh	24
Trivium: Grammar	24
Trivium: Logic.....	25
Trivium: Rhetoric.....	25
Creedal Theology	26
Prophetic Biography.....	26
YEAR 2 - SOPHOMORE.....	26
Arabic Grammar and Texts 1 and 2	26
Prophetic Tradition	26
Qur'anic Sciences	27
Logic in the Islamic Tradition	27
Islamic History	27
Principles of Democracy	28
Politics	28
Seminal Ancient Texts	29
Economics.....	29
YEAR 3 - JUNIOR.....	29
Arabic Text Study 1 and 2	29
Constitutional Law	29
Philosophy	30
Islamic Law: Family	30
Natural Theology.....	30
Research Methods Seminar	30
Principles of Islamic Jurisprudence.....	30
Readings in Muslim Spirituality.....	31
Comparative Theology.....	31
Classical Muslim Texts & Commentaries	31
YEAR 4 - SENIOR.....	32
Arabic Rhetoric & Literature and Senior Arabic Seminar	32
Astronomy in the Islamic Tradition	32
Contemporary Muslim Thought.....	32
Ethics.....	32

Metaphysical Foundations.....	33
Al-Ghazali	33
Commercial Law.....	34
Inheritance Law.....	34
Senior Thesis Writing.....	34
RECITATION AND MEMORIZATION	35
SENIOR THESIS	36
Senior Thesis Requirements and Guidelines	36
EXPERIENTIAL LEARNING	38
Experiential Learning: Sunnah Sports.....	38
Swimming.....	39
Archery.....	39
Horseback Riding.....	40
Experiential Learning: Community Service and Civic Engagement	40
Timeline for the Completion of the Experiential Learning – Community Service and Civic Engagement Requirement	40
HONORS PROGRAM	42
SPECIAL READING COURSES.....	43
ARABIC PROGRAM AT ZAYTUNA COLLEGE	44
Goals of the Department	44
Standard Arabic Curriculum.....	44
Summer Arabic Intensive program (SAI).....	44
Beginning Arabic	44
FRESHMEN YEAR.....	45
Intermediate Arabic 1, 2.....	45
Summer Arabic Intensive 2; Intermediate Arabic 3.....	45
Arabic Qualifying Exam.....	46
SOPHOMORE YEAR.....	46
Arabic Grammar and Texts 1, 2.....	46
JUNIOR YEAR	47
Arabic Text Study 1, 2.....	47
Arabic Text Study 1	47
Arabic Text Study 2	47
SENIOR YEAR.....	48
Arabic Rhetoric and Literature	48
Senior Arabic Seminar	48
Advanced Arabic Program	49
Standard Procedures	49
ADMISSIONS	50
Applying for Admission.....	50
Admissions Requirements and Policies	50

Application Deadlines.....	50
Homeschooled Students.....	50
Non-native Speakers of English.....	51
Arabic Language Requirement	51
Admission Deferrals	51
International Applicants	51
International Transfer Students	52
Part-time Enrollment/Online Education	52
The Arabic Language Placement Test	52
STEM studies at U.C. Berkeley	53
EXPENSES	54
Program Costs.....	54
Tuition And Dates.....	54
Payment of Tuition, Housing, and Other Fees.....	54
Housing/Key Deposits	55
Refund Policy	55
Tuition and Fee Adjustment Policy.....	55
FINANCIAL AID	56
Merit-based Scholarship.....	56
Need-based (Zakat) Financial Aid.....	56
Special Grants	56
Financial Aid for Summer Arabic Intensive for Zaytuna Students	56
GENERAL COLLEGE POLICIES	57
Anti-Discrimination Policy	57
Minors	57
Prohibition of Smoking, Alcohol, and Illegal Drugs.....	57
Policy on Violence	57
Prohibition of Weapons.....	58
Reporting Threats, Crimes, Violent Acts, or Emergencies	58
Prohibition of Harassment.....	58
Prohibition of Stalking	58
Prohibition of Retaliation	59
Digital Communications Policy and Zaytuna Student email Policy	59
Media and Public Relations Policy.....	60
Image Release Policy	60
Student Privacy Policy	60
Campus Safety and Security.....	60
Fire Safety.....	61
Emergency Notification System	62
Safety and Security Questions	62
EXPECTATIONS OF STUDENTS	63
Academic Integrity	63

Academic Integrity Pledge	63
Plagiarism	64
Fabrication or Falsification	64
Cheating	64
Other Academic Misconduct.....	64
Violations of Academic Integrity	65
Rights and Responsibilities	65
Rights and Responsibilities of Students	65
Rights.....	66
Responsibilities	66
Disability: Requesting an Accommodation	67
Student Grievances	67
ACADEMIC and CAMPUS RESOURCES	68
The Zaytuna Reference Library	68
Zaytuna College Library – Lower Campus	68
The Academic Support Center.....	68
Information Technology	69
Course Materials	69
Campus Etiquette (<i>Adab</i>) and Policies.....	71
Campus Spaces and Usage	71
Use of Classrooms and Campus Spaces	71
Designated Quiet Study Spaces.....	71
Student Travel or Planned Absences	71
Social Behavior.....	71
Gender Relations.....	71
Prohibited Behaviors.....	72
Inter-gender Tutoring and Studying	72
Dress	72
Off-Campus Prohibitions: Bars, Nightclubs, Casinos, Alcohol, and Drugs.	73
Use of Vehicles.....	73
Bicycles.....	73
Automobiles	73
Student Use of Zaytuna Vehicles.....	74
Students Driving Cars of Faculty or Staff.....	74
The Zaytuna College Honor Code	75
Personal Accountability.....	75
Timeliness.....	75
Maintaining Integrity, Respect, and Trust.....	75
Cleanliness.....	76
Modesty and Propriety in Dress and Behavior	76
Sobriety and Restraint.....	76
Violations of the Honor Code.....	76

STUDENT AFFAIRS	78
Student Life.....	78
Counseling	78
Khalil Center	78
Student Health and Well-being	78
Student Affairs Committee or <i>S.A.C.</i>	79
Student Leadership/Shura Council	79
Student Clubs.....	80
Orientation	80
Residential Life Policies	80
Off-campus Student Housing	80
Student Housing.....	81
Married Students	81
Required, Recommended, and Prohibited Items	82
Residential Assistants: Role and Authority	83
Residential Living Policies	83
Roommates	83
Visitors and Guests.....	83
Same-gender Guests	84
Visit Request Procedure	84
Gathering in Dormitories	84
Quiet Hours	84
Curfew and Safety	84
Furniture and Decorations	85
Clean Living Spaces.....	85
Landlord’s Access	85
Staff Entry.....	86
Waiver of Claims and Indemnification.....	86
Asbestos and Lead Disclosure Statements	86
Student Life Policies	86
APPENDICES	87
APPENDIX I - Disability Management.....	87
APPENDIX II - STEM Classes At U.C. Berkeley	94
APPENDIX III - Where We Are, The San Francisco Bay Area	95
APPENDIX IV - Referrals For Healthcare Services.....	100
APPENDIX V - Grievance Committee.....	102

MISSION AND PHILOSOPHY OF ZAYTUNA COLLEGE

Mission Statement

Zaytuna College aims to educate and prepare morally committed professional, intellectual, and spiritual leaders who are grounded in the Islamic scholarly tradition and conversant with the cultural currents and critical ideas shaping modern society.

A Muslim Liberal Arts Education

Zaytuna College offers a unique liberal arts bachelor's degree program that aims to develop graduates who strive for a life of virtue, who love and commit themselves to learning, and who exhibit the characteristics that inhere in the Arabic term *adab*. The importance of *adab* has been eloquently expressed by the contemporary Muslim philosopher Professor Naquib al-Attas: "The fundamental element inherent in the concept of education in Islam is the inculcation of *adab* (*ta'dib*)." The term encompasses a complex set of meanings that includes decency, comportment, decorum, etiquette, manners, morals, propriety, and humaneness. Most importantly, as an acronym, ADAB reminds us not just of the end of education—a human being with *adab*—but also the means to it: *acquiring* the tools of learning; *demonstrating* grounding in the Islamic and Western scholarly traditions; *analyzing* subjects in relation to each other and with attention to contemporary relevance; and *building* on theoretical knowledge through moral commitment and service to the community.

The Zaytuna curriculum emphasizes: key foundational texts from the Western and Islamic traditions, both selective memorization and critical analysis, a command of the Arabic language, a familiarity with Islamic sciences, and grounding in subjects from history and philosophy to mathematics and astronomy.

Our educational philosophy also reflects our belief that the ability of a student to become part of a living intellectual and spiritual tradition is enhanced by an ongoing involvement with an active community of believers. As our students study, they are integrated into the life of the surrounding community and beyond. Some serve as tutors or mentors for youth in the area, while others perform community service work. In these activities, they are exposed to the full range of daily trials and triumphs that characterize modern society. Students are also offered meaningful opportunities to gain experiential knowledge through trips and internships, and to connect this experiential knowledge with theoretical knowledge.

The Zaytuna curriculum emphasizes universal principles and themes. It fosters interdisciplinary thinking as well as the integration of theoretical and experiential knowledge. In a seminal essay on liberal education, the scholar and poet Mark van Doren tells us: "The student who can begin early in his life to think of things as connected, even if he revises his view with every succeeding year, has begun the life of learning." This spirit captures an essential aspect of education at Zaytuna College: The study of astronomy raises issues of theology; the study of political science relates to the development of personal ethics; the rise and fall of civilizations are contextualized through a study of world religions; and grammar, logic, and rhetoric are constantly informing the interpretive possibilities of a text.

In his introduction to the 1952 publication, *Great Books of the Western World*, Robert Maynard Hutchins points out that it was considered self-evident, until recently, that “No man was educated unless he was acquainted with the masterpieces of his tradition.” The Zaytuna curriculum takes this claim to heart, and it grapples with an added challenge. As a Muslim liberal arts college in the West, Zaytuna aims to provide its students a foundation in the intellectual heritage of two major world civilizations: the Islamic and the Western. These civilizations share not only common roots but also common aims: to think deeply and systematically about the world (creation), to ponder its ultimate source and purpose (Creator), and to live ethically in the course of our individual and collective lives (spirituality and politics).

As an emerging college, Zaytuna seeks to fully participate in a renewal of the teachings embedded in the Islamic religious tradition so that students may grasp their relevance to the present world. In the words of Hutchins, “If we can secure a real university in this country and a real program of general education upon which its work can rest, it may be that the character of our civilization may slowly change.”

The idea of a Zaytuna education has, at its core, an aspiration that students undergo a personal transformation, leading to an abiding concern for the wider community. As God’s creation, we are all interconnected, and through our diverse cultural histories, we discover our shared humanity and dream of a common future. Because our challenges are, at their root, both spiritual and philosophical, the Islamic intellectual legacy can benefit the broader societal discourse. Through practice, learning, and passionate discourse, Zaytuna College students understand the valuable and contributive role that Islam can play in the modern world, as well as its shared history with the West. Muslim intellectual life began to flourish after the seventh century and contributed to, in the terminology of Marshall Hodgson, “the Great Western Transmutation,” ushering in the era of modernity. And, as historian Dimitri Gutas points out, “One can justly claim that the study of post-classical Greek secular writings can hardly proceed without the evidence of Arabic, which in this context becomes the second classical language, even before Latin.”

A classical liberal arts education equips students with the tools of learning, critical thinking, and eloquent expression. These are the disciplines that comprise the qualitative aspect of the trivium – grammar, logic, and rhetoric – in the liberal arts tradition. At Zaytuna College, students receive five years of Arabic, three semesters in logic, and three semesters in rhetoric. In addition, they apply these tools in classes across the curriculum. With a one-year Arabic language prerequisite for matriculation, Zaytuna places more emphasis on the Arabic language than any other undergraduate program in the country.

As a Muslim educational community, Zaytuna acknowledges the overarching objectives of Islamic law: the preservation of religion, life, intellect, family, private property, and human dignity. These objectives provide the foundation for learning, character, and service that is integral to the mission of the College. Zaytuna’s academic and extracurricular programs are designed to foster and develop the moral, intellectual, and spiritual qualities necessary to cultivate balanced individuals who cherish and desire to pursue these objectives. Therefore, Zaytuna offers eight courses in law and three in theology, both Islamic and comparative, toward its Bachelor of Arts degree in Islamic Law and Theology.

Zaytuna College also strives to prepare its graduates for lives of service and leadership. Students are challenged to grow in intellectual curiosity and to become caring, responsible human beings committed to the stewardship of creation, especially of the weak and vulnerable. Accordingly, the College emphasizes the universal nature of Islamic values. It is our hope that Muslims of all backgrounds, as well as students and faculty of other faiths and perspectives, will find a welcoming community at the College.

Our goal is to make Zaytuna a place where Muslim tradition comes alive. “Tradition,” as Van Doren reminds us, “is most dangerous, and most troublesome, when it is forgotten. It gives strength as well as takes it. It brings life as well as threatens it. It is life fighting to maintain itself in time. For there is the curious fact that tradition is never so healthy as when it is being fought. We deny its authority, but in doing so we use its clearest terms; and end, if we are original, in enriching it so that it may have strength for future wars. It is orthodoxy at its best, thriving on heresies which it digests into nobler problems.”

At Zaytuna, students engage the shared traditions of Islam and the West, studying Aristotle and Avicenna, Aquinas and Ghazali, side by side. Zaytuna is a place for the renewal and reconciliation of our common heritage, and for keeping God and revelation at the center of the conversation. A future of health and healing, we affirm, will be built on the intellectual and spiritual achievements of the past. Our vision, educational philosophy, and curriculum are designed with this in mind.

Our graduates will venture into the world as agents of change. For the ultimate success of a liberal arts education at Zaytuna College is the formation of a healthy human being – body and mind, heart and soul. It is our humble aspiration that a journey through the Zaytuna curriculum may become a journey of self-actualization for our students, from which they will emerge as morally responsible, professionally competent, intellectually mature, and spiritually disciplined individuals, living harmoniously with their neighbors and the environment, moving steadily toward knowledge of the divine.

THE COLLEGE

In 2009, Zaytuna College was founded in Berkeley, California, with a mission that called for grounding students in the Islamic scholarly tradition as well as in the cultural currents and critical ideas shaping modern society. The Summer Arabic Intensive, a residential language program, was its first academic offering, and the undergraduate program welcomed its inaugural freshman class in Fall 2010. In March of 2015, Zaytuna earned accreditation from the Western Association of Schools and Colleges, becoming the first accredited Muslim college in the United States.

Zaytuna on “Holy Hill”

In summer 2015, Zaytuna completed its move to “Holy Hill,” a multi-faith academic community in Berkeley, California, where the College owns two buildings. On Holy Hill, Zaytuna is adjacent to one of the premier research universities in the world, the University of California, Berkeley. The neighborhood is also home to the Graduate Theological Union (GTU), the largest consortium of seminaries and academic centers for the study of religion in the nation. This community gives Zaytuna’s students and faculty an unparalleled opportunity to engage inside and outside the classroom with educational communities from different faith traditions.

Upper Campus

The Upper Campus is a bucolic, nine-acre campus in the Berkeley Hills at 2770 Marin Avenue, consisting of eight buildings that include a dormitory, classrooms and administrative offices, and a stunningly beautiful natural environment to study in.

Lower Campus

The Lower Campus is comprised of 3 buildings: a red brick building at 2401 Le Conte Avenue that houses the MA program and the offices of Development and Accounting, 2479 Le Conte, a dormitory, and 1712 Euclid, also a dormitory and home to the Emir Stein Center and the Center for Ethical Living and Learning.

ACADEMIC REQUIREMENTS FOR THE DEGREE OF ISLAMIC LAW AND THEOLOGY

The Zaytuna College bachelor's program is founded on an integral liberal arts curriculum consisting of courses from both the Islamic and Western traditions of higher learning. Beginning with the trivium – courses in grammar, rhetoric, and logic – and intensive study of the Arabic language, the student progresses through a series of courses in the areas of theology, law, history, philosophy, science, and literature, with each area covering classical texts in both traditions. The program is designed so that courses taken later both depend and build on earlier courses. The goal of the program is to ensure that every course is essential to the intellectual trajectory of the curriculum as a whole.

Graduation Requirements

Item	Units	Notes
Completion of Coursework	127	Must pass all courses with a D or better; Arabic courses with a C or better.
Recitation of the Qur'an (tajwid)	1	May test out after assessment at start of freshman year, or must complete the requirement by the end of sophomore year
Memorization of the Qur'an (hifz)	1	Must completed by the end of senior year. <i>Juz ' 30</i> <i>al-Baqarah</i> 225; 285-286 <i>Al-i 'Imran</i> 190-200 <i>al-Kahf</i> 1-10; 101-110 <i>Ya-Sin</i> <i>al-Waqi'ah</i> <i>al-Hashr</i> 18-24
Experiential Learning	3	Completion of 50 hours of community service accompanied by a reflection paper and discussion with instructor
Senior Thesis	3	Completion of an approximately 40-page research project, under the supervision of a faculty advisor.
Sunnah Sports (1 unit each)	3	Freshman Year: Swimming Sophomore Year: Archery Junior Year: Horseback Riding
TOTAL	138	

Before a student begins the Zaytuna College program, he or she must take and pass the Summer Arabic Intensive (SAI) program, which comprises eight weeks of study. If the student fails to pass the SAI final exam, he or she will not be admitted to the Bachelor's program. Students are not required to attend the SAI program if they pass the Proficiency Exam administered upon enrollment.

Beginning in the freshman year of study, all students will, in the first week of the fall semester, take a diagnostic English composition exam, including a grammar and vocabulary element. Depending on the results of the exam, he or she will either be considered “proficient” in English composition, or be required to spend a certain number of study hours at the Academic Support Center, where the student must submit all academic writing assignments for review and critique, and sign up for English grammar and composition workshops. At the end of the freshman year the student will take another diagnostic exam. Depending on the results of this exam, the student will either be deemed competent in all aspects of English grammar and composition, or will normally be dismissed from the program. In the summer between the freshman and sophomore years, the student will take another Summer Intensive Arabic program. (See Arabic Program for details.) As with the first intensive program, if the student fails the final exam, he or she is usually dismissed from the program.

CURRICULUM

Core Curriculum

All courses 3 units except where listed otherwise. (127 units total)				
	<i>Freshmen (Year 1)</i>	<i>Sophomore (Year 2)</i>	<i>Junior (Year 3)</i>	<i>Senior (Year 4)</i>
Fall Semester	Intermediate Arabic 1 (5 units)	Arabic Grammar and Texts 1 (4 units)	Arabic Text Study 1	Contemporary Muslim Thought
	Islamic Law 1: Purification and Prayer	Prophetic Tradition	Constitutional Law	Metaphysical Foundations
	Trivium Seminar in Grammar	Quranic Sciences	Islamic Law: Family	Ethics
	Prophetic Biography	Logic in the Islamic Tradition	Natural Theology	Astronomy in the Islamic Tradition
	Introduction to the Qur’an	Islamic History	Philosophy	Arabic Rhetoric and Literature
			Senior Thesis: Research Methods Seminar (1 unit)	
Spring Semester	Intermediate Arabic 2 (5 units)	Arabic Grammar and Texts 2 (4 units)	Arabic Text Study 2	al-Ghazzali
	Islamic Law 2: Alms, Fasting, and Pilgrimage	Principles of Democracy	Readings in Muslim Spirituality	Islamic Law: Commercial
	Trivium Seminar in Logic	Politics	Principles of Islamic Jurisprudence	Senior Thesis
	Trivium Seminar in Rhetoric	Seminal Ancient Texts	Comparative Theology	Islamic Law: Inheritance
	Creedal Theology	Economics	Classical Muslim Texts and Commentaries	Senior Arabic Seminar

ACADEMIC REGULATIONS

Academic Credit

The academic year of Zaytuna College is based on a standard two-semester system (fall and spring), as well as a summer session of intensive Arabic study between the freshman and sophomore years. Each semester runs for 13 weeks of classes, with an additional 10 to 14 days for reading and final exams. One unit of academic credit per semester is based on 15 contact hours. Students are expected to spend three hours of study for every hour spent in class.

Attendance Requirements

Students are expected to attend all class sessions of their courses each semester. In each class session, the faculty member will record attendance and report it to the Registrar. If a student is absent from a class, without having provided an adequate cause prior to the class session, the Registrar will issue a letter warning of attendance probation. After two unexcused absences the Registrar will issue a notification of attendance probation. Three or more unexcused absences from a course usually results in dismissal from the College. Further, arriving to class on time is regarded as a matter of proper *adab* and is expected of every student.

Instructors are under no obligation to allow students to complete work missed from unexcused absences and are not expected to spend office hours reviewing material already covered in class. Excused absences are granted for significant illness or injury, death in the immediate family, or court-scheduled appointments.

Instructors may excuse absences at their own discretion and are not obligated to accept a student's request or explanation without proper documentation. The instructor will render a decision based on the evidence presented.

Because every absence, excused or unexcused, makes for unsatisfactory progress in a course, the student will be limited to three excused absences per semester, with any further absences normally resulting in being dismissed from the College.

Administrative Withdrawal

Students may be administratively withdrawn (i.e. withdrawn by the College) for a number of reasons:

1. Falling out of course sequence or missing a course
2. Failing to achieve a passing grade in each course in the proper sequence.
 - a. This means a D or greater in non-Arabic courses or a C or greater in Arabic courses.
3. Failing to maintain satisfactory academic progress.
 - a. This means failing to achieve a minimum, cumulative GPA of 2.0 including after a probationary period.
4. Being suspended from the College

5. Being expelled from the College
6. Violating attendance or housing policies
7. Violating of the Code of Conduct

A student who wishes to be readmitted following an administrative withdrawal must reapply.

Leave of Absence

A student may be granted a voluntary leave of absence from the College if the student's health is impeding academic progress or if other personal circumstances warrant such a leave. The student must submit an email request to the Dean of Faculty documenting the reason for a leave. The Dean of Faculty will respond with a decision, in writing. Students who do not re-register after the end of the voluntary period are deemed to have withdrawn and their registration is terminated.

Involuntary Leave of Absence

The College may place a student on an involuntary leave of absence or require the student to withdraw from the College if the student engages in or threatens to engage in conduct that (1) poses a direct threat of harm to themselves or others; (2) is disruptive and causes emotional, psychological, or physical distress to other members of the College community; or (3) substantially impedes the ability of other students, faculty, or staff to conduct their work.

First-Days-of-Class Attendance Policy

Because instructors use the first class session of the semester to guide students through their syllabus and to explain course content, expectations, assessment of student work, and other classroom policies, as well as to establish the scholarly foundations of the course material, Zaytuna College places particular emphasis on students being present for the first day of class for each course. A student's presence at this time is also a matter of showing respect for the instructor and for his or her classmates. Accordingly, it is the College's policy that students must attend the first week of class of every course unless they have acceptable evidence of extenuating circumstances such as a medical emergency, the death of a close family member, or a required court appearance. Planned events, travel, or an alternative study plans in another academic program do not constitute sufficient reason for absence during the first week of classes. The instructor's decision concerning the student's excuse for the absence is final and not subject to appeal. ***Failure to attend the first day of class in any semester normally results in the student's dismissal from the College.***

Attendance Probation

Students placed on attendance probation are barred from participating on College committees, clubs, campus internships, and various other college activities. Attendance probation status is removed after the the student has returned to regular attendance in class for at least four weeks.

Grading

Letter grades are recorded by the Registrar per the chart below. Students must complete all of the curriculum requirements with a satisfactory letter grades (with the exception of

those classes graded “Pass/Fail”) to be eligible to graduate.

Zaytuna College Grading Criteria

Grade	Percentage
A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	0-59

Students must receive at least a C average (2.0 grade point average GPA) to achieve satisfactory progress. The GPA is computed only from courses taken at Zaytuna College using grades A, B, C, D, and F, Grades of P (Pass), AU (Audit), I (Incomplete), W (Withdrawal), and AW (Administrative Withdrawal) carry no grade points and are excluded from grade-point computations.

Pass/Fail Policy

Zaytuna College students are permitted to take one course per semester for a pass/fail grade. Courses taken on this basis receive either a P (Pass) or an F (Fail) from the instructor. A “P” grade is assigned to students whose overall performance is deemed satisfactory by the instructor. However, in the case of exceptional work done during the semester the instructor may assign a grade above the satisfactory status required for a ‘pass’.

Students may exercise this pass/fail option only if they:

- Have not exercised the pass/fail option for another course in the same semester
- Exercise the pass/fail option by the Friday of the 8th week of the semester
- Are not on academic probation

In Arabic courses, the passing grade is C or above (73% or higher). In all other courses, the passing grade is D or above (63% or higher).

Grades for Arabic Courses

Students who have received grades lower than C in Arabic courses have little chance of success in the next level of Arabic. Hence, C (not C-) is a prerequisite for advancing to the next level of Arabic. Students with a grade of C- or lower are allowed to take a challenge exam prior to the start of the next semester. If a student achieves a C or higher on the

challenge exam, the student will receive a P (Pass) for the course, allowing advancement to the next Arabic course.

Students with a grade of C- or lower, who do not take and pass the Arabic challenge exam with a C or higher, are not eligible to advance to the next level Arabic course. In rare cases, and with the permission of the Arabic instructor, first-year students may be permitted to advance to the second semester if they agree to conditions set by the Arabic instructor. If, after meeting the conditions in this period of grace, attempts to meet the course standards are still unsuccessful, and the student does not achieve a C or higher in the course, the student is normally dismissed from the College.

Incomplete (I) Notation Policy and Procedure

An Incomplete is a temporary transcript notation assigned by an instructor when extenuating circumstances prevent the student from completing a portion (*25% or less*) of the course requirements by the last day of instruction in a term. Students can only receive an Incomplete if they have a C average or higher at the time of the request and if, in the judgment of the instructor, they have a chance of completing the course work by the last day of the following semester. Once having received the instructor's permission, students must submit an Incomplete Request Form to the Registrar. This includes an explanation of the extenuating circumstances and a proposed end date for the Incomplete. The form must be submitted to the Registrar *no later than the last day of instruction*, complete with the instructor's signature.

Incomplete grades are strongly discouraged by the College and should be granted only in extreme situations such as illness, family crises, and psychological disability. Further, *the course instructor is not required to grant the student's request for an incomplete*. The Incomplete Grade Agreement Form requires the following:

1. A clear statement of the specific requirements, decided in consultation with the instructor, that must be completed before the incomplete is converted to a grade.
2. A statement by the instructor indicting the grade that will be assigned if the work is not completed by the last day of the following semester. The instructor may require the work to be submitted before that date.

Only the Dean of Faculty has the authority to extend the deadline beyond the 1-semester limit. The Dean must notify the Registrar in writing about any extensions to the original deadline.

The Registrar will keep the original signed form, with copies given to the student and instructor. The instructor should notify both parties in writing if any changes are made. If a student fails to complete the required work in the specified time, the Registrar must convert the Incomplete to the estimated letter grade specified on the Incomplete Request form, and that letter grade must be entered on the student's transcript.

A student can maintain no more than two Incompletes in any given semester. In cases of extenuating circumstances (e.g., student or family medical emergencies) the Dean of Faculty may allow students to carry more than two Incompletes.

Grade Appeals Policy

All grades except Incomplete (I) are considered final when assigned by an instructor at the end of a semester. However, an instructor may request from the Registrar a change of grade for a student when a computational or procedural error occurred in the original assignment of a grade.

Grades represent an instructor's professional judgment about students' performance in relation to the goals and requirements of a particular course. Students must not be subjected to prejudicial or capricious grading arising from misapplication of course criteria or the application of nonacademic criteria, such as race, politics, religion, personal animosity, or gender.

Students who believe they have been assigned a grade in error should begin by requesting that the instructor review (1) the key factors in assigning the grade and (2) his or her perceptions of where and how the student's performance fell short. If, after an explanation by the instructor of how the grade was calculated, the student still thinks an error has been made, they may submit a written appeal to the Dean of Faculty, who will then speak with the instructor and the student, preferably together, in order to see if the conflict might be resolved without appeal to the Academic Review Committee. The student's written appeal must be submitted to the Dean no later than February 15 for a fall semester grade and by September 15 for a spring semester or summer session grade.

If reconciliation is not possible between the instructor and student, the Dean convenes the Academic Review Committee consisting of the Dean, the Registrar, and a standing faculty member (other than the subject of the appeal). The decision of the Review Committee is final and will be communicated, by the Dean, in writing to the student, the faculty member, and the Registrar.

The Academic Review Committee is convened to review and make judgments on academic issues and conflicts arising among the community of faculty, students, and academic staff. Standing members will be excused whenever they are involved in the conflict and will be replaced, by the chair of the committee, with a person having comparable experience and position.

If a student claims to have received a grade as a result of discrimination based on his or her race, politics, religion, gender, or any other non-academic reason, the grade appeal is treated as a grievance and will be forwarded to the Judicial Review Committee.

Students are advised to keep all graded work from a course until they are certain that they have no reason to challenge their final course grades. They should also make copies of all work submitted for grades during or at the end of a term. If any such work, that counts as part of the final grade, is not returned to students, it should be kept by the instructor for at least two years. If faculty members are unavailable for any length of time, they must arrange access to all course records and student work for other faculty and staff involved in the grade appeals process.

Academic Standing

Satisfactory Progress

Students enter a cohort and remain with that cohort for the four years of their degree program. To achieve the learning outcomes outlined by the College, students must pass every course each year, thus maintaining satisfactory progress.

Satisfactory progress toward the bachelor's degree requires a cumulative GPA of at least 2.0, with no grade of F and no withdrawal (W or AW) in any course. A failure (F) or withdrawal (W or AW) in any course will normally result in the student being administratively withdrawn from the College.

Students receiving scholarships or financial aid must reach the higher standard of a 3.0 GPA to maintain their financial assistance (for more details, see the Financial Aid section).

Probationary Status

A student who does not achieve a semester GPA of 2.0 is placed on probationary status. A student has one semester to raise their GPA to a satisfactory status of 2.0 or higher. Failure to do so will normally result in the student being administratively withdrawn from the College.

Appeal Process

The Academic Review Committee may grant an additional semester of probationary status to allow the student to achieve satisfactory progress. To be considered, the student must:

- File an appeal of dismissal by email to the Dean of Faculty
- Demonstrate that satisfactory progress can be achieved by the end of the next regular semester
- Accept the conditions specified by the Academic Review Committee

Students who fail to meet the conditions specified by the Academic Review Committee will have no further possibility of appeal and will normally be administratively withdrawn from the College.

Academic Achievement

Academic honors are conferred at Commencement on students who have excelled in their studies throughout their four years at Zaytuna. Students who graduate with a 3.65 to 3.79 GPA are awarded their degree *cum laude* (with honors). Students who graduate with a 3.80 to 3.89 GPA are awarded their degree *magna cum laude* (with high honors). And the *summa cum laude* (with highest honors) is awarded to students graduating with a 3.90 to 4.0 GPA. Students who have any outstanding academic obligations, that have not been satisfied by Commencement Day, may not have academic honors announced at the Commencement ceremony except with written permission from the Dean of Faculty.

Transfer Credit

Due to the unique curriculum of the Zaytuna College bachelor's program few, if any, credits from other institutions of higher education are likely to be deemed equivalent to Zaytuna's courses, and Zaytuna reserves the right to accept or reject credits earned at other institutions of higher education. Students at Zaytuna advance through their studies in cohorts, so transfer credits may reduce a student's course load for any given semester but will not allow the student to advance through the program in less than four years. Advanced Placement (AP) course credits earned in high school are generally not transferable to Zaytuna.

To request credit, immediately after admission students must complete the online form provided by the Registrar by July 1, 2017. The form requires a student to clearly identify the courses for which credit is being sought by correlating them with equivalent courses on the student's college transcripts, which are submitted upon admission. Request for each course credit must be accompanied by the syllabus of the equivalent course. A grade of C or higher must have been earned for the course.

Students are notified of credits awarded and provided a course sequence for the duration of their study at Zaytuna, by the first day of class.

Arabic

If a student has a fluency deemed to be equivalent to Zaytuna's prerequisite Arabic course (Summer Arabic Intensive), attendance at the SAI is not required if the student passes the proficiency exam given upon admission.

Islamic Law 1 and 2

Zaytuna may award credit for first-year fiqh (Islamic Law 1–2) if the student demonstrates that the texts were studied successfully elsewhere and that the course learning outcomes were achieved.

Prior Experiential Learning, Challenge Exams, and Achievement Tests, or Advanced Placement courses

Zaytuna College generally does not award credit for prior experiential learning or for challenge exams, such as CLEP (College Level Examination Program), Advanced Placement courses or other achievement tests.

Conferral of Undergraduate Degree

The awarding of the undergraduate degree is celebrated at a Commencement ceremony that is typically held in the third or fourth week of May. *Walking in the Commencement ceremony is not equivalent to being awarded the degree.* After students complete all graduation requirements, as evidenced by the official college transcript, the Registrar processes and mails the diploma to the permanent mailing address on file for each student. In rare instances, if all course requirements have been met but a minor portion of the graduation requirements remain to be completed, a student may be allowed to participate in the Commencement ceremony, provided that an

acceptable agreement has been reached between the student and the instructor or thesis advisor. Requests, and the signed agreement, must be submitted to the Dean of Faculty for approval at least a week prior to the date of Commencement. The Registrar maintains the signed agreements. The degree is not awarded until all graduation requirements have been met.

ADVISING AND REGISTRATION

ADVISORS

Incoming students are paired with members of the faculty who serve primarily as academic advisors and role models. Advisors meet with their students individually at intervals during the semester to discuss questions or concerns, identify any challenges to academic success, and review the students' academic performance. As role models, faculty advisors exemplify the habits of lifelong learning that lie at the heart of the Zaytuna vision and experience. Students are encouraged to maintain an ongoing relationship with their advisors.

The Dean of Faculty reviews student-faculty pairings every semester, thus serving as a bridge between the advisors and students who have needs for special services, including academic support and special care due to documented disabilities. The Dean is also open to meeting either with students and/or advisors to discuss ways to improve student-advisor interactions or to reassign a student to a different advisor in order to maximize alignment between the two. The Dean can also direct students to meet with different faculty members for specific questions about career choices or advice that pertains to that faculty member's expertise. Faculty advisors are encouraged to meet students individually and in groups, formally and informally, on and off campus. By maximizing opportunities for students and faculty to interact – during office hours, at events, and in community forums – Zaytuna hopes to foster an environment of learning both inside and outside the classroom.

Accessing Student Records

Populi, Zaytuna's student information system, provides students access to confirm their semester attendance and class registration, and to view their general student information, academic transcript, transfer credit report, grades, student account, financial aid information, and graduation status. Students can also update their mailing and email addresses and other personal information through Populi.

COURSE DESCRIPTIONS

Freshman: Fall Semester

Intermediate Arabic 1 and 2

Please refer to the ARABIC PROGRAM AT ZAYTUNA COLLEGE section for a description of the course.

YEAR 1 – FRESHMEN

Islamic Law 1: Hanafi Fiqh

This course introduces two of the five pillars of Islam: the declaration of faith (shahādah) and ritual prayer (ṣalāh). The latter includes a study of ritual purification (ṭahārah). The course introduces relevant Islamic theological concepts and covers topics that include the meaning of jurisprudence (fiqh), the rulings related to ritual prayer, the etiquette of supplication, and the spiritual dimensions of worship. Students can choose to enroll in a course based upon one of the following Sunni schools of jurisprudence: Hanafī, Mālikī, or Shāfi'ī. Students aspiring to join the Honors program are also required to study and memorize a classical text (matn) to serve as a memory peg for the jurisprudence of their respective school in their first year.

Islamic Law 1: Maliki Fiqh

This course is an introduction to two of the five pillars of the Islamic religion: the declaration of faith (shahada) and prayer (salat). The latter includes a study of both purification (tahara) and the ceremonial prayer (salat). The study of these two pillars includes an introduction to Islamic theological concepts and a detailed look at the most important foundational Muslim ritual: prayer. This class introduces students to the principles and rules of Muslim ceremonial practice as the basis for a life of devotion and servitude to God as envisioned in the school of Imam Malik b. Anas. Among the topics that will be covered are: the meaning of fiqh, the ruling of ritual prayer (salat), obligatory & supererogatory prayers, the etiquettes of supplication (du'a), the status of the one who abandons prayer, apostasy, the status of the worship of nonMuslims, prerequisites for prayer, the manner of repairing ruptures in devotional acts, exemptions from compulsory worship, the spiritual dimensions of worship, and many more.

Islamic Law 1: Shafi'i Fiqh

An introduction to the foundation of Islamic law as the basis for a life of devotion and servitude to God. Students will learn the detailed rulings relating to purification (*ṭahārah*) and prayer (*ṣalāh*) along with an examination of some of the textual proofs for those rulings. The class will also introduce the student to reading legal manuals in Arabic. In addition to these general learning goals, by the end of the course the student will be able to: understand the foundation of sacred knowledge and the validity of following qualified scholarship; understand the nature and classifications of Muslim legal rulings; possess knowledge of the detailed rulings associated with purification and prayer; possess a basic Arabic vocabulary of the legal terminology relevant to

the study of the acts of worship mentioned in number 3 above; and understand the methodology utilized to analyze prophetic hadiths as legal proofs.

Introduction to the Qur'an

Students in this course engage in an introductory reading of the entire Qur'an and are required to read one part (juz') of the Qur'an for every class, in Arabic and in translation. Class discussions focus on the major themes and arguments of the Qur'an, its overall structure, and the order of its chapters. Fine points of language, style, and interpretation are also explored. The primary learning objectives of this course are to familiarize students with the content, arrangement, and vocabulary of the Qur'an. This course is a prerequisite for the sciences of the Qur'an course that students will take in their Sophomore year.

Islamic Law 2: Hanafi Fiqh

This course is an introduction to three of the five pillars of the Islamic religion: fasting, tithe and the pilgrimage to Mecca (Sawm, Zakat and Hajj). This class introduces students to the principles and rules of fasting, for purifying one's wealth, and the rites of the Hajj as the basis for a life of devotion and servitude to God as envisioned in the school of Imam Abu Hanifah. Among the topics that will be covered are: the linguistic and technical meanings of words, like, fiqh, sawm, zakat, and hajj; the ruling of sawm, zakat and hajj; their integrals, sunan, additional enhancers, undesirable descriptions, invalidators, modes of redress of imperfections, and their superogatory forms. Students will gain detailed knowledge of all three pillars of the religion, while simultaneously studying some of the most pertinent scriptural sources for their understanding. The class will also introduce the student to reading legal manuals in the Arabic language.

Islamic Law 2: Maliki Fiqh

This course is an introduction to three of the five pillars of the Islamic religion: Zakat (Alms Giving), Sawm (Fasting) and Hajj (Pilgrimage). This class is a continuation of the text *Al-Murshid al-Mu'in* (The Helpful Guide) used in the first semester. This class introduces students to the principles and rules of Muslim financial practices in charity and business dealings, principles and rules regarding fasting and the procedure to follow in performing the Pilgrimage to Mecca as the basis for a life of devotion and servitude to God as envisioned in the school of Imam Malik b. Anas. Among the topics that will be covered are: zakat on monetary wealth, zakat on agriculture and livestock, zakat regarding merchandise and merchant's inventory, recipients of zakat, and many more. Sawm will be discussed in detail as well as the full procedure of Hajj. Time permitting we will briefly touch on the diseases of the heart and their cures.

Islamic Law 2: Shafi'i Fiqh

Trivium: Grammar

Grammar focuses our attention upon the symbolic representation of thought in language. This course, therefore, reviews (i) the prescriptive rules of language, (ii) taxonomies of linguistic phenomena, and (iii) the mechanics of prosody and syntax. As the cornerstone upon which the whole of a liberal arts curriculum rests, Grammar develops the analytical skills needed for the

close reading of texts. While the course places its primary emphasis on clear writing and argumentation, it also includes exercises in recitation, lexicography and criticism.

Trivium: Logic

This course is a comprehensive introduction to Aristotle's Formal Logic through readings of core primary texts from his combined works in Logic (called the *Organon*), as well as readings from Thomas Aquinas's commentaries on those texts. Formal logic is so-called because it deals with the form as opposed to the matter or content of arguments. Formal logic allows terms to be represented by symbols, thereby revealing the pure form of the logical proposition and the structures of the Aristotelian syllogism. Special emphasis is placed on the metaphysical foundations of Aristotelian formal logic. The course is divided into three parts, each developing core logical principles and the acts of the intellect to which they respectively belong: (1) the concept, which is the product of the act of simple apprehension; (2) the proposition, which arises from the intellect's combination and division of concepts; and (3) the syllogism, which constitutes the intellect's act of demonstrative reasoning. The course provides a complete set of concepts, rules, and methods by which students can recognize and construct sound arguments.

Trivium: Rhetoric

Rhetoric constitutes the third discipline of the trivium. Considered the master art, rhetoric presupposes a solid grasp of grammar and logic and constantly draws upon them. We may think of rhetoric as the art of communicating ideas about reality through symbols, or of telling the truth persuasively. For Aristotle, "Rhetoric may be defined as the faculty of observing in any given case the available means of persuasion. This is not a function of any other art." As the influential modern rhetorician, Kenneth Burke (1897-1993), puts it, "Rhetoric is rooted in an essential function of language itself, a function that is wholly realistic and continually born anew: the use of language as a symbolic means of inducing cooperation in beings that by nature respond to symbols."

The word rhetoric derives from the Greek *rhētorikós* — oratorical; from *rhetōr* — public speaker; related to *rhema* — that which is said or spoken, word, saying; and ultimately comes from the verb *erō* — I say, I speak.

In the course of this semester, we will read and analyze the most important historical works in rhetorical theory: Aristotle's *On Rhetoric* and Cicero's *The Ideal Orator*. The class examines Aristotle's theory and philosophical perspective in *On Rhetoric* and its relationship to the concerns Plato raises about rhetoric. We will study in detail the five canons of rhetoric (discovery, arrangement, style, memory and delivery), the three means of persuasion (character, emotion, reason), the four species of persuasive speech (fact, definition, value and policy), the importance of appropriate speech, and the relationship of language to beauty. Students will explore in depth no fewer than sixty tropes, figures of speech related to diction, many of which they will practice writing. Students will further develop skills in writing according to common rhetorical schemata, figures of speech related to syntax. As scholars, we will analyze and critique important historical and dramatic orations, poetry and other literary genres that embody the rhetorical devices discussed at length in Quintilian. The class incorporates what students learn in formal and material logic, always stimulating them to write and speak more effectively, rationally and persuasively.

Students will also explore the abuses of rhetoric and the relationship of rhetoric to sophistical reasoning, especially in propaganda and other manipulative forms. Finally, as the ability to speak in public is integral to leadership, the course emphasizes effective and practical techniques in oratory in order to prepare the student for a class exhibition of public speaking.

Creedal Theology

This course introduces students to Islamic creedal theology and its dialectical tradition, with a focus on normative Sunni theology. Students learn about the historical schisms that led to the inherited theological diversity still extant among Muslims, the rational and anti-rational tendencies that marked the struggle for determining orthodoxy, and the teachings of surviving schools of thought on various issues in theology. Beginning with the Qur'an and then branching out into classical manuals, students examine the nature of divinity, prophethood, eschatology, revelation, indiscernible realities, destiny, free will, and theodicy.

Prophetic Biography

It is rare to be able to express love for someone without knowing something about them. The Qur'an expresses that the path to earning Divine Love has been set through following the footsteps of our beloved Prophet (peace and blessings upon him) and to accomplish this task one is required to acquaint oneself with the life, struggles, and moral character of the final Prophet (peace and blessings upon him). Indeed, Prophet Muhammad (peace and blessings upon him) is the model for Muslim lives as individuals and communities and it is the highest purpose for every Muslim to follow his example. The course will seek through selections of original historical sources and foundational texts to study the authenticated narratives related to the Prophet (peace and blessings upon him) and establish the normative biography that is recognized by Muslims across the globe. Furthermore, the course will examine a selection of writings external to the Islamic tradition that treated the Sirah both in impartial light and those that expressed hostilities and an evaluation of their work.

YEAR 2 - SOPHOMORE

Arabic Grammar and Texts 1 and 2

Please refer to the ARABIC PROGRAM AT ZAYTUNA COLLEGE section for a description of the course.

Prophetic Tradition

This course is an introduction to the study of the prophetic tradition and the sciences associated with it. Topics covered in this course include: the history of hadith compilation, hadith structure and content, major hadith canons, criteria for hadith authentication, nomenclature, and the importance & practical uses of hadiths in law, theology, ethics, and as historical and rhetorical resources, as well as Western criticism and Muslim responses to this criticism. Students will be expected to study, decipher, and memorize al-Manzūma al-Bayqūniya (the didactic poem of Imam al-Bayquni), hadiths from Nawawi's 40 Hadith Collection, and interact with excerpts from original Arabic hadith canons.

Qur'anic Sciences

This course examines the sciences associated with the study of the Qur'an, known in Arabic as *'ulum al-Quran*. Topics covered include types of revelation, books of revelation, history of the transmission, collection, arrangement, and standardization of the Qur'an, variant/multiple readings found in the Uthmanic Codex as well as the pre-Uthmanic manuscripts, language, vocabulary, textual analysis/collation, and translation theories, principles of exegesis and abrogation, virtues and inimitability. Students focus on concepts embedded in the classical Islamic tradition and engage key contemporary reference works. The course revolves around the seminal *Itqan fi 'Ulum al-Qur'an* by Jalal al-Din al-Suyuti (d. 911/1505) as presented by Ahmad Von Denffer and Justice Mufti Muhammad Taqi Usmani. Students will also engage Michel Cuypers' *Composition of the Qur'an: Rhetorical Analysis* and Carl Ernst's *How to Read the Qur'an* in order to demonstrate familiarity with contemporary Western diachronic and synchronic approaches to the Qur'an and to critically respond to the challenges that they may present; particular attention will be paid to the standard *Geschichte des Qorans* by Theodor Noldeke (d. 1930 CE).

Logic in the Islamic Tradition

This course introduces students to the classical Arabic logic. We begin first by examining the history of Arabic logic and its development in classical period (9th-12th century). Then we discuss the main topics in Arabic logic such as terms, definition, propositions, syllogisms and fallacies. We will also examine the relationship between logic and Arabic language and the influence of Logic on Fiqh and Usul al-fiqh. Finally we explore the reception of Arabic logic by Muslim thinkers in the classical period.

The objective of the course: By the end of the course students would have a firm grasp of the essence of Arabic logic and the contribution of Muslim thinkers to the development of logic in method and material. This course also enables the students to understand the method Muslim thinkers used in philosophy, theology, fiqh and usul fiqh and helps them to actively engaged with written materials of these fields of knowledge.

Islamic History

This course is designed to provide students with a basic outline of Islamic history and introduce students to various methods employed in contemporary historical research about Muslim societies. The course will teach students the means whereby we differentiate the study of the history of Islam as a socio-political phenomenon and the study of Muslim peoples. Students will be exposed to the unique spiritual and intellectual traditions of Islam, as distinct from the dynastic or "power-centric" model of Islamic historical study. Students will also examine the global impact of Western European modernization, the ways in which Muslim societies responded, and how those responses inform the contemporary challenges and crises of the Muslim world.

Principles of Democracy

What do we mean when we speak of American democracy? Do we indeed have a government of the people, by the people, for the people? Is American pluralism truly represented in constitutional structures like Congress, the courts and the Presidency? The answers to these questions require detailed investigation of the foundational assumptions of American government, the political institutions that make it work, and the policies that result therefrom.

The semester is structured in two parts. The first part focuses upon the concept of democratic pluralism and how American thinkers, especially the Federalists (Hamilton, Madison and Jay) and anti-Federalists (Jefferson, Henry and Mason) negotiate the structures of lasting and flexible constitutional government. The second part attempts to provide an overview of American history from Jacksonian democracy to the Cold War in order to contextualize the ongoing development students progressing through the Zaytuna curriculum.

The core text of the first half is volume I of de Tocqueville's *Democracy in America*. Reading the Constitution, the Bill of Rights, selected Federalist Papers against the backdrop of de Tocqueville, we will examine how democracy ought to function in the United States, beginning with the theoretical principles of democratic representation and the application of those ideals in the discrete branches of government.

The second half of the course surveys American history and politics beginning at the publication of de Tocqueville in 1835 and continuing through Jacksonian expansionism, the War with Mexico, and the Compromise of 1850, which condition the political life of a nation careening toward war over slavery. The treatment of Reconstruction and Gilded Age leading up to and including War World I unfolds through a critical comparison of the respective judgments of Marxist historian, Howard Zinn, and Thatcherite Tory, Paul Johnson, both superb contemporary historiographers. Examination of the inter-War period, especially the Depression, depends upon primary texts and resources. The class, then, returns to Zinn and Johnson to facilitate its discussion of World War II and the Cold War.

Politics

This course examines major texts in the history of political thought and the questions they raise about the design of the political and social order. We will explore the ways in which thinkers have responded to the particular political problems of their day, and the ways in which they contribute to a broader view about human goods and needs, justice, democracy, and the proper relationship of the individual to the state. We will examine some of the major texts and thinkers of the western political tradition. Thinkers include Plato, Aristotle, Machiavelli, Hobbes, Locke, Rousseau, Mill, and Marx. Our objective will be to understand the way in which different political philosophies have given expression to various forms of political institutions and to understand the strengths and weaknesses of various regimes and philosophical approaches in order to gain our own critical perspective.

Seminal Ancient Texts

This course examines several important ancient texts written during or prior to the Axial Age (Achsenzeit, 8th c. BCE - 3rd c. BCE) through the lens of history and literature. The approach to the material is both descriptive and prescriptive: Students will engage with these texts directly and analyze their themes, contents, literary styles/devices, and meanings as well as become familiar with the world from which they emerged. In addition, we will think about what these texts may mean for us today. Students will also compare and contrast various texts and determine whether or not later texts were influenced or shaped by earlier ones. These texts include: the Epic of Gilgamesh, the Code of Hammurabi, the Pentateuch, and Psalms from the ancient Near-East; the Hymn to the Aten from ancient Egypt; the Theogony and Works and Days of Hesiod (c. 700 BCE) and the Histories of Herodotus (d. 425 BCE) from ancient Greece; the Analects of Confucius (d. 479 BCE) and Tao Te Ching of Lao Tzu (d. 531 BCE) from ancient China; and the Bhagavad Gita and the Dhammapada from ancient south Asia.

Economics

Economics introduces economic thought from an Islamic perspective by examining competing views of man and nature that are reflected in Islamic and secular approaches to production, consumption, and exchange. The course begins with an analysis of the spiritual significance of production in traditional Islamic thought and its implications for the link between ethics and economics in consumption and exchange. Students then study the sequential secularization of the sciences of nature, production, and exchange in the West, which elevated economics as an independent discipline in the eighteenth century. Finally, students consider the effect of the secularization of neoclassical economics, particularly its theory of consumption, which replaces needs with wants and reduces values to tastes.

YEAR 3 - JUNIOR

Arabic Text Study 1 and 2

Please refer to the ARABIC PROGRAM AT ZAYTUNA COLLEGE section for a description of the course.

Constitutional Law

Constitutional Law examines constitutional law and legal theory. Students learn the separation of powers between the legislative, judicial, and executive branches, and study individual liberties in a contemporary constitutional order. Students also learn the relationships and interplay between the federal, state, and local governments, and the roles and limits of those levels of government. The course also compares and contrasts Muslim constitutional theory with the constitutional theories of modern democracies in areas such as the qualifications for holding public office, principles of foreign relations, the legal and rational arguments for installing a head of state, offices of government, the caliphate, the social contract, the philosophical underpinnings of the relationship between the governor and the governed, and taxes.

Philosophy

This course is a seminar in the history of Western philosophy from ca. 350 BCE through ca. 1960 CE. Readings consist of primary texts by authors who epitomize the great philosophical movements in three major epochs: Greek antiquity (Plato and Aristotle); Late Antiquity and the Latin Middle Ages (Plotinus, St. Thomas Aquinas, William of Ockham); and the modern and contemporary periods (René Descartes, Friedrich Nietzsche, David Hume, Immanuel Kant, A. J. Ayers). We will also read contemporary texts from a philosopher who looks back to his religious traditions for answers to modern crises. Emphasis is placed on developing philosophical reading and writing skills, clear analysis of arguments, economical definition of terms, consistent identification of fundamental principles, and concise summarization of broad systems of thought.

Islamic Law: Family

The aim of this course is to teach students the laws that govern the formation, care, and dissolution of the family. Students will study the Islamic laws of marriage (nikāh), divorce (talāq), legitimacy (nasab), suckling (radā‘a), child custody (hadāna), and maintenance (nafaqa). In the process of this study, they will become acquainted with the rights and obligations of the spouses, fitness and suitability in marriage (kafā‘a), abortion (ijhād), polygyny (ta‘addud al-zawjāt), guardianship (wilāya), child support, and other things.

Natural Theology

This course examines the formation of the Ash'ari and Maturidi schools of Islamic theology, their synthesis of reason and revelation in dialectics and hermeneutics, their historical consolidation as Sunni orthodoxy, and the dogmatic theology of the Athari response. Through a study of the Ash'ari didactic poem Jawharat al-tawhid along with the Maturidi text Al-Bidayah fi usul al-din, students explore the central theological issues that majoritarian Sunni Islam examined and the positions it embraced. Students also consider the relationship of theology with spirituality and ethics, how Muslim orthodoxy gives rise to social and political harmony, and the contemporary relevance of theology in dealing with atheism and scientific reductionism.

Research Methods Seminar

In this seminar, students learn how to conduct academic research, analyze their findings, and write a well-argued, properly documented research paper. Class sessions consist of presentations on research methods and academic writing, research and note-taking exercises, and directed hands-on library activities at the UC Berkeley library. Students will formulate their senior thesis research question, a thesis statement, a chapter outline, an annotated bibliography, a thesis abstract, a draft chapter of their senior thesis and their formal thesis proposal. They will receive instructor commentary and be assessed on each of these assignments and their engagement in each of the class activities.

Principles of Islamic Jurisprudence

Principles of Islamic Jurisprudence introduces students to the study of Islamic legal theory and the foundations of Islamic jurisprudence, known in Arabic as uṣūl al-fiqh. The course acquaints

students with the philosophical underpinnings of the primary and secondary legal sources, source indications, and the objective criteria that qualify a person to *ijtihād* – to derive legal rulings directly from the sources of Islamic Law without being bound by legal precedent. This discipline presupposes the student possessing strong familiarity with positive law (*furūʿ*), Arabic grammar and morphology, and logic. Students will undertake a guided reading of a number of classical manuals with a focus on the memorization of the key nomenclature of this science. The language of instruction for this class is English with the requirement of reading texts in Arabic.

Readings in Muslim Spirituality

This course examines the normative Muslim view of the nature of the human soul and its relationship to the cosmos. Students study the evolution of Sufism, from the inception of Islam until its consolidation as an orthodox religious science, and the contribution it made in providing the theological and intellectual frameworks governing Muslim reflection on reality. Students are also familiarized with the different genres of Sufi literature.

Comparative Theology

This course will compare and contrast Islamic theology with some of the defining elements of the most common theological trends in the Dharmic faiths of Hinduism, Buddhism, Jainism, as well as the Abrahamic faiths of Judaism and Christianity (Catholic, Orthodox, and Protestant) and the ancient Far East traditions Taoism and Confucianism. Particular attention will be given to systematic presentations of the main themes, concepts, beliefs, and key players of classical Jewish and Christian theologies and how these themes and concepts intersect and diverge from traditional Muslim conceptions of God. We will also critically examine some of the beliefs, theories, and trends that dominate contemporary academic theological discourse, which may include widely divergent perspectives from Perennialism and New-Atheism.

Classical Muslim Texts & Commentaries

This course examines influential Classical texts of towering Muslim thinkers. We will explore influential texts of Muslim philosophers and theologians, namely, al-Kindī, Ibn Sīnā (Avicenna), al-Ghazālī and Ibn Rushd (Averroes). First we will discuss al-Kindī who is the first Muslim philosopher who engaged Greek philosophy with Islamic teachings. Then we will discuss Ibn Sīnā's *al-Ishārāt wa al-tanbīhāt* (Remarks and Admonitions) and explore its influence in shaping the Madrasas' curriculums since it was introduced till the present. The third text we will explore al-Ghazālī's *Mishkāt al-Anwār* (The Niche of Light) in which he grounded all his philosophy and theology in the Qur'an and Hadith. The last text we will discuss is Ibn Rushd's *Faṣl al-maqāl* (the Decisive Treatise) which represents a clear view of the relation between philosophy and religion as seen by one who is a philosopher and Jurist (*Qādiī*). Through our examination of these texts we will discuss the central issues and concepts of Islamic philosophy and theology and the relationship between religion, theology, philosophy and Sufism. By the end of the semester, the students are expected to grasp the main principles and themes addressed by these texts and their major influence in shaping Islamic thought.

YEAR 4 - SENIOR

Arabic Rhetoric & Literature and Senior Arabic Seminar

Please refer to the ARABIC PROGRAM AT ZAYTUNA COLLEGE section for a description of the course.

Astronomy in the Islamic Tradition

This course is an introduction and survey to Astronomy (‘ilm al-falak), Timekeeping (tawqit) and navigation as it has developed and practiced in the Medieval Muslim as well as Western history. It is not a standard astronomy course as given at colleges and universities today. It is an astronomy course designed to open the student up to understanding the motion of the celestial sphere and sky phenomena that occur. It will survey the contributions that Muslim astronomers made to the field of Astronomy by reading and discussing the works of prominent Muslim astronomers. The course will also have students build and use an Astrolabe to solve many time related problems such as determining prayer times and developing star charts (Zij). The course will involve regular sky observations and field trips to observe new moons marking the beginnings of Islamic months.

Contemporary Muslim Thought

Contemporary Muslim Thought traces key intellectual, legal, social, political, theological, and philosophical ideas in the Muslim world from the late seventeenth century to the present. The course will be an inquiry into the thought and contributions of various figures who have influenced contemporary Muslim discourse in the areas of law, legal theory, theology, philosophy, politics, ethics, and taṣawwuf. Specific topics may include: secularism, iṣlāh (reform), ijtihād (intellectual effort; reasoning), taqlīd (following qualified scholarship), maṣlaḥa (public and private goods), adab, khilāfah (vicegerency), shūrā (consultation), salafīyyah, constitutionalism, taḥqīq (critical assessment), progressive Islam, gender, sexual orientation, the nation-state, modernity, the decline thesis, scholars (‘ulamā’) and new Muslim intellectuals, religious authority, Islamism, justice, freedom, Islamization, Muslim Feminism, tradition and philosophia perennis.

Ethics

This course traces the evolution of ethics as a branch of philosophy, both in its speculative and practical aspects. Special attention is given to virtue ethics through discussing Plato’s *Gorgias* and Aristotle’s *Nicomachean Ethics*. Then we will discuss the Hellenistic influence on the Muslim world and the Islamization of Greek thought and virtue ethics. In this regard we will explore ethical theory and other alternative philosophical trends in the classical Islamic thought. Finally, we will discuss Western Enlightenment thought and its turn away from virtue ethics, specifically in Emmanuel Kant’s deontological ethics and John Stuart Mill’s utilitarianism. By the end of the course, students gain an appreciation of virtue ethics in the Islamic tradition and its connection to spirituality, recognizing inherent tensions that are identifiable between that tradition and modern ethical frames. We will also examine how metaphysics informs ethical

perspective and attempt to arrive at a clearer understanding of the current ethical debates in light of various perspectives.

Metaphysical Foundations

Metaphysics is inescapable. Despite its inescapability, it is a term that is notoriously difficult to define. In general, metaphysics covers the most general and basic features of reality. Muslim theologians and philosophers have identified the subject matter of the science as the most general and universal of all things, the existent (al-mawjūd). Hence it has been called the *scientia generalis*. The science of metaphysics has been referred to by Muslim theologians and philosophers by the names: *‘ilm fī mā ba‘da l-ṭabī‘ah*, *‘ilm al-īlāhī* (science of divinity), *al-‘ilm al-kullī* (*scientia universalis*), *al-‘ilm al-kalām* (*kalām theology*), and *al-ta‘līm al-awwal* (the first teaching). Our inquiry in this course will cover topics such as: existence, non-existence, quiddity, causation, substance, accidents, the categories, atomism, hylomorphism, universals, particulars, nominalism, immaterial objects, identity, persistence, proofs for the existence of the soul, and the faculties of the soul.

SMN al-Attas’s (b. 1931) understanding of the Islamic vision of reality and truth as “a metaphysical survey of the visible as well as the invisible worlds including the perspective of life as a whole” opens this course to topics such as the conception of religion, and the meaning of happiness. The philosopher E.J. Lowe (1950 – 2014) stated, "No special science - not even physics, much less psychology - can usurp the role of metaphysics, because every empirical science presupposes a metaphysical framework in which to interpret its experimental findings." This being the case, the course will also be an inquiry into the metaphysical commitments of the physical and social sciences. Topics covered may include: essentialism, conceptions of the self, social ontology, conception of the natural world, natural kinds, and epistemology.

Al-Ghazali

Abū Ḥāmid al-Ghazālī is known as The Proof of Islam (*ḥujjat-ul islām*) and considered to be the Renewer (*mujaddid*) of the fifth century Hijra. This course will serve as an inquiry into al-Ghazālī’s synthetic understanding and approach to Islam and its legal, theological, cosmological, ethical, spiritual, political, sociological, and metaphysical dimensions. To this end, we will study al-Ghazālī’s writings focusing on the following areas: epistemology, reason, scriptural hermeneutics, conception and classification of knowledge, the Divine names and attributes, prophetology, the Qur’ān, religious psychology, political and social dimensions of religion and religious practice, and heresiography. These will be explored with the goal to develop a clear understanding of al-Ghazālī’s science of the path to the Afterlife (*‘ilm al-ṭarīq al-ākhirah*). The course teaches a method of close textual reading, and proposes an interpretation of al-Ghazālī’s own method that distinguishes and holds together doctrinal judgments and synthetic understanding. Additionally, the course will study the reception of al-Ghazālī and his works in the later Islamic tradition.

Commercial Law

The aim of this course is to acquaint students with the Islamic teachings on business transactions, sales, and ethics. One will learn the basic components of a business transaction and contracts, types of exchanges, the rules of buying and selling, the impermissible forms of transactions, insurance, lease-purchase, mortgages, stocks & bonds, bank accounts, debts, refunds, financing, warranties, bankruptcy, monopolies, the various types of Islamic corporations, and much more. All topics will be dealt with based on the guidance of the Qur'an, the Sunnah, and the findings of Muslim scholars.

Inheritance Law

The aim of this course is to acquaint students with the prescribed way of disposing of a person's possessions after death according to the Islamic teachings. Students will study the laws of inheritance and wills. Among the topics discussed in this course are: heirs, the rules of exclusion (hajb), the law of increase ('awl), the laws of return (radd), shares, and other related issues. Areas of disagreement between Muslim legal schools will also be studied along with some contemporary applications. Students will engage in practical applications and exercises related to a number of hypothetical scenarios.

Senior Thesis Writing

Three credit hours for seniors to use to finish their Senior Thesis. No class attendance is required.

RECITATION AND MEMORIZATION

As a Muslim liberal arts college that provides grounding in the Islamic scholarly tradition, Zaytuna College expects all graduates to have attained proficiency in the recitation of the Qur'an and to have memorized a portion of the Qur'an that the faculty believe is sufficient for fulfilling basic religious obligations, living a balanced spiritual life, and leading ritual services in the community. Both memorization (*hifz*) and recitation (*tajwid*), therefore, are integral parts of the Zaytuna academic program.

The recitation and memorization requirements are designed for students who have no prior training in Arabic. Students are first oriented to the rules of elocution in the Summer Arabic Intensive program. Then, throughout the school year, instructors in each of these Qur'anic sciences conduct private or small group tutorials (normally not exceeding four students at a time) administered through the *tajwid* and *hifz* center at the College's Academic Support Center. Students who do not pass the *tajwid* and *hifz* qualifying exams are required to make weekly appointments during prescheduled tutorial times, the length of which will be decided by the instructors, and will depend on the needs and, ultimately, the motivation of the student. Details of the availability of the instructors will be available through the Academic Support Center at the start of each semester. Although *tajwid* and *hifz* do not meet in predetermined classroom settings, keeping prearranged, regular appointments constitutes a College attendance requirement. Accordingly, students with unexcused absences from the required tutorial sessions will be sent an initial warning letter from the Registrar's Office. A second warning will result in attendance probation.

Students are expected to complete the *tajwid* requirements by the end of the sophomore year, and the *hifz* requirements by the end of the senior year, by passing qualifying exams administered by the instructors. Students who do not pass the *tajwid* exam by the end of their sophomore year are usually dismissed from the program. Moreover, to facilitate work on the experiential learning requirements and the senior thesis, which must be completed by the junior and senior years respectively, the student is strongly encouraged to complete the *hifz* requirement at the same time as the *tajwid* requirement. The specific memorization requirements can be found in the list of Graduation Requirements. Upon consultation with the instructors, the exams for both *tajwid* and *hifz* can be taken before their respective deadlines. For example, students who fail the *tajwid* exam at the end of the freshman year may take the exam again at the start of their sophomore year. Additionally, students studying privately may arrange to take the exam during the freshman or sophomore year.

Although students may fulfill the *hifz* requirements at any time prior to graduation (but not later than the time grades are due for graduating seniors prior to Commencement), they are required to follow the recommended schedule established by the *hifz* instructor. Students who fall behind this schedule will be advised to spend time on memorization during holidays and over the summer. Students who have not fulfilled the memorization requirement will not receive their degree from the College until the requirement has been met.

SENIOR THESIS

As the capstone project of Zaytuna College's undergraduate degree, the senior thesis is meant, on the one hand, to provide the student with the opportunity to do in-depth and rigorous research into an area of interest acquired during his or her studies in the curriculum as a whole and, on the other hand, to show how thoroughly he or she has acquired the skills of the trivium, understood the principles of law, theology, philosophy, and history, and, in general, reached the scholarly maturity that is expected of Zaytuna students. The process of the senior thesis begins with the Research Methods Seminar which, taken in the fall of the junior year, provides a semester-long workshop in the skills of writing an academic thesis. Class sessions consist of readings, exercises, and discussions that introduce students to a range of methodological approaches to research. Readings and lectures are designed to enable students to develop comprehensive bibliographies for research and writing. The deadline for submitting the thesis proposal will be the last day of the Research Methods Seminar. Failure to submit the proposal will result in a grade of "Fail" for the course.

In the first weeks of the Research Methods Seminar, students are encouraged to find a faculty advisor who will serve throughout the thesis as the primary faculty resource for reading and providing comments, guiding the research, and overseeing the evaluation of the thesis by the Thesis Committee. The student must also find two additional readers among the faculty who will contribute to evaluating the thesis and, under the leadership of the advisor, make up the Thesis Committee. Whereas the readers may choose to read the thesis only when it has reached the point of being a final draft, the advisor is required to read drafts of the thesis leading up to the final draft. (One of the main tasks of the advisor will be to limit the number of the student's thesis drafts by commenting regularly on the stages of the thesis as they unfold.) The thesis will be due the first Friday after Spring Break of the senior year of studies. Given that many students find it difficult to write the thesis during the ~~course of the~~ fall and spring semesters, the College recommends the completion of a strong first draft before the start of the fall semester of the senior year, thus leaving the rest of the academic year to working with the advisor and readers in making a strong draft into a finished work. Upon passing a formal, public thesis defense at the end of the senior year – usually during reading week – the student will fulfill the senior thesis requirement.

There are three possible final grades for passing the senior thesis requirement: "Pass with Distinction," "Satisfactory Pass," or "Unsatisfactory Pass." Students who do not finish the thesis by the spring semester deadline will be precluded from receiving a grade of "Pass with Distinction."

Senior Thesis Requirements and Guidelines

The thesis may be written in English or Arabic. The English thesis should be 35 to 40 pages (roughly 8,000 to 10,000 words in 12-point font, double-spaced), and the Arabic thesis should be 15 to 20 pages (or 4,000 to 5,000 words). A thesis may be partially composed of an original translation, in which case the translation is usually at least 10 pages, with the rest of the thesis composed of 15-20 pages of commentary, analysis, etc.

The final thesis submission must include a title page; an abstract of no more than 250 words that

includes the thesis statement; method, and significance of the project; table of contents, acknowledgments; and other front matter; and chapters; which usually follow a standard order (introduction, background information, proofs and arguments in favor of the thesis, fair presentation and refutation of opposing points of view, and conclusion). Additional guidelines with more details are provided in the Research Methods Seminar. The final evaluation of the thesis, using the thesis rubric, will be made by the Thesis Committee as a whole who will then assign a grade of “Pass with Distinction,” “Satisfactory Pass,” or “Unsatisfactory Pass.”

To be awarded “Pass with Distinction,” the thesis first needs to be nominated for distinction by the thesis advisor, and then seconded by a unanimous vote by the Thesis Committee.

EXPERIENTIAL LEARNING

Zaytuna College aims to foster a holistic environment of learning where inquiry, transmission, and debate take place as a way of life inside and outside the classroom. Zaytuna College organizes a wide range of public events on social, political, and religious topics each semester, often collaborating with schools and centers from neighboring educational institutions, such as the Graduate Theological Union and the University of California, Berkeley. Many of these events also fall under the Zaytuna Contemporary Issues Series, which brings Muslim scholars and leaders into conversation with each other as well as with intellectuals and activists of different faiths and perspectives, to address and contend with today's most pressing societal and moral issues. Zaytuna also hosts and organizes an annual academic conference that attracts presenters from around the world.

In addition to the rich intellectual culture in Berkeley, where venues for interaction and both formal and informal learning abound, Zaytuna faculty collaborate in organizing a regular community forum for students. In these forums, artists, leaders, and educators, as well as Zaytuna administrators and staff, engage Zaytuna students in topics that relate to the curriculum, encouraging students to make connections that transcend the particularities of any single class. Students also engage in a structured learning activity outside the classroom through an experiential learning program. Faculty advisors are available to advise students as they advance through the program, to discuss and help overcome challenges, and to guide and counsel their career aspirations. Faculty and students work closely to facilitate an integrated learning environment where every conversation becomes a class, and every class an adventure.

Experiential Learning: Sunnah Sports

To revive the tradition of Sunnah sports, Zaytuna College offers swimming, archery, and horseback riding. The tradition of Sunnah Sports is attributed to the Prophet (Allah bless him and give him peace) who, narrated by Bayhaqqi, is reported to have said, “[t]each your children swimming and archery.” However, a second confirmed statement of Umar ibn Al-Khattab (may Allah be pleased with him) found in the Musnad of Imam Ahmad reads, “[t]each your children swimming, archery and horse riding.”

The principals of a liberal arts education create a foundation that places great emphasis on interdisciplinary study. To be liberally educated is to be personally transformed by an integral curriculum of studies that, over time, unifies the student's body, mind and soul. Liberal education is the cultivation of wisdom and virtues, habits that are the result of deliberate, focused, and disciplined effort. The Zaytuna Sunna Sports aspires to cultivate comparable virtues in an athletic setting, thus thoroughly integrating the spiritual development of the body with the spiritual development of the mind.

Swimming presents a radically new environment for students in which there are many fears to overcome, such as fear of bodily harm, fear of failure, and fear of pushing one's body beyond its capacity. Therefore, to complete the swimming requirement a student needs courage to demonstrate resilience when facing such difficulties. Archery compels an inner struggle with the self to reach one's target despite distractions and preoccupations. Therefore, to be successfully in archery a student must demonstrate temperance, which leads to achieve inner stillness and

precise focus. Horseback riding presents the challenge of working with another living being that has its own will intelligence. Therefore, a student must demonstrate justice, which is to regulate relationships with others, offer proper respect to God’s creation, and live in a manner that is upright in conduct.

To achieve these goals Zaytuna College began its Sunna Sports program in the Spring semester of 2017. The Sunnah Sports program is an integral part of the curriculum in which all students must participate and demonstrate stated goals of proficiency, and The Sunnah Sports requirements must be met for the degree to be issued.

The cohorts take swimming, archery, and horseback riding as follows:

Freshman year	Swimming
Sophomore year	Archery
Junior year	Horseback riding

There are minimum requirements for each sport. Students are offered the opportunity to test out of participating, if they can pass the minimum requirements within the first two weeks of the semester. Participation in each sport is for both semesters of each school year.

Swimming

Every freshman at Zaytuna College—unless medically excused— must achieve a level of proficiency in swimming. Swimming classes are held once a week for each gender. The duration of the class is one hour.

Swimming Goals

All Zaytuna students must swim continuously for 300 yards using a combination of freestyle (with side breathing and a strong kick) and one other competitive stroke (butterfly, breaststroke, or backstroke) with correct coordination and satisfactory power. Students must also tread water continuously for two minutes.

Archery

Every sophomore at Zaytuna College—unless medically excused—must achieve a level of proficiency in archery. Archery classes are held at the Zaytuna Upper Campus once a week. The duration of the class is 60 or 90 minutes. Students receive instruction from the Director of Student Life who is Level II certified with the USA Archery organization.

Archery Goals

Each archery student must successfully demonstrate the following:

- A working knowledge of range safety
- Identify all parts of a recurve and compound bow
- Identify all parts of a compound bow
- Identify all parts of an arrow

- How to string and de-string a recurve bow
- How to score an end using a 40-cm face target
- Shoot a minimum score of 24 on a 40 cm target from a distance of 18 meters

Horseback Riding

Every member of the junior cohort at Zaytuna College—unless medically excused— must achieve a level of proficiency in horseback riding. Horseback riding classes are held at Kismat Farms twice a week. The duration of the class is one hour. Zaytuna has exclusive access to facilities during class time, and male and female students receive instruction in a group setting.

Horseback Riding Goals

Instruction will include how to: properly handle, move around, and lead a horse; grooming the horse with proper tools; care of the equipment; and learn blanket and stall safety. The student must also learn how to mount and dismount, bridle and saddle—supervised with minimal assistance—as well as learn positioning (hands, seat, legs, eyes and balance), control (steering through obstacles, halting, backing and basic patterns), and pace (lengthening, collecting and working at the trot).

Experiential Learning: Community Service and Civic Engagement

Experiential learning through community service and civic engagement is integral to the Zaytuna College undergraduate program. Students gain real-world experience by engaging with the broader community through service or civic projects. The projects may be in the community during the academic year or through extended field trips in the winter, spring, or summer breaks. Students are expected to connect these experiences to what they learn inside the classroom and to their efforts toward spiritual and moral growth. Every Zaytuna student must perform at least 50 hours of community service or civic engagement, which is approved and evaluated by a member of the faculty (see preceding Graduation Requirements chart).

Active reflection, prompted by short writing assignments and guided discussions, encourages students to think systematically and creatively about the complex issues related to their chosen community projects. Through their reflections, students begin to understand the wider community, acquire empathy for others, seek solutions to societal problems, and examine their own perspectives in relation to those of others.

Through written and oral assignments, students learn to communicate the valuable lessons learned through their experiences, how these lessons relate to their coursework, and how service is essential to building healthier communities. A final reflection paper captures the sum of the experience and is read by a committee of faculty.

Timeline for the Completion of the Experiential Learning – Community Service and Civic Engagement Requirement

Upon successful completion of the requirement, the Registrar receives from the faculty an Experiential Learning Completion Form. To complete the requirement in the fall semester, a final

draft of the reflection paper must be formally submitted by December 1, and for the spring semester by May 1. If the deadline falls on a weekend, the paper will be due on the following Monday.

Students are encouraged to complete this requirement by the end of their junior year so that they can then focus on polishing and submitting the senior thesis in the following year. Seniors who need to extend the deadline for the experiential learning reflection paper must have prior permission from the coordinator of Experiential Learning.

Although all 50 hours of experiential learning may be completed in just one semester, it is wise for students to pace themselves by completing some hours each semester, starting in the freshman year, so that the graduation requirements do not become unmanageable toward the end of the program. The experiential learning requirement must be met for the degree to be issued.

HONORS PROGRAM

Zaytuna College offers an Honors program through which the student completes an additional set of requirements beyond those articulated for the bachelor's degree. Acceptance into the Honors program requires a GPA of at least 3.65 at the end of the freshman year with no outstanding incomplete grades. Students who have formally enrolled in the program must maintain a GPA of at least 3.5 throughout the completion of the academic program, and must uphold a record of conduct without reprimand or formal sanction.

The Honors program consists of an extensive memorization component (or for certain texts, examination – see table below), and a presentation of the senior thesis in a formal symposium. The College offers weekly sessions for students in the Honors program to study texts with instructors qualified in the classical Islamic tradition. These sessions are also open as enrichment activities to students not enrolled in the Honors program. The sessions are designed for completion over a three-year cycle to facilitate the timely progress of students enrolling in their sophomore year. Some of the texts that must be memorized as an Honors program requirement are studied in other courses at the College (or an equivalent text in that subject is studied).

<u>Subject</u>	<u>Text</u>	<u>Requirement</u>
Qur'an	Juz' 29; Yusuf; al-Kahf	Memorization
Tajwid	Matn al-Jazariyyah	Memorization
Aqidah	Matn Jawharat al-Tawhid	Memorization
Hadith	Al-Arba`in al-Nawawiyyah;	Memorization
	Matn al-Bayquniyyah	
Fiqh	Ibadat sections of	Memorization
	Murshid al-Mu`in (Maliki students)	
	Matn al-Zubad (Shafi`i students)	
	Kifayat al-Ghulam (Hanafi students)	
Tasawwuf	Tasawwuf sections of Murshid al-Mu`in	Memorization
	and Matn al-Zubad	
Sirah	Matn Qurrat al-Absar	Examination
Usul	Matn al-Waraqat (verse)	Examination
Mantiq	Matn al-Sullam	Examination

SPECIAL READING COURSES

Students with interests in special areas of study may, as individuals or as groups, approach any faculty member to enroll in a Special Reading Course for a minimum of one, and a maximum of three, credit hours a per week. Like the standard courses of the curriculum, SRCs will require a formal course title and syllabus, required readings, and weekly meetings the length of which will conform to the number of units agreed upon between instructor and student. Graded assignments and/or exams are optional and at the discretion of the instructor. The work done over the course of the semester will be graded as Pass/Fail, and the name of the course will appear on the student's transcript. As with the regular courses in the curriculum, attendance is required. Moreover, any student who fails to show up to meetings, or to meet the course requirements, will fail the course. A student who fails an SRC will usually not be allowed to take another.

One of the advantages of the special reading course is to offer both the instructor and the student the opportunity to broaden their knowledge in important areas of scholarship. Special readings may be used to further personal interests or explore new areas of study, including topics connected with the senior thesis or experiential learning essays. One student, or small groups of students, desiring to read classical texts in theology, law, history, philosophy, etc., may use SRCs as a way to study topics and themes that are not included in Zaytuna's core curriculum. The total number of students in any one SRC must not exceed seven; however, because they are designed to act as tutorials and not as regular classes, the total number of students would ideally not exceed three.

No student may take more than two (2) SRCs per semester.

Because the freshman year of study requires a special focus to lay the foundation for subsequent studies, no freshman is allowed to register for SRCs except, on rare occasions, to supplement the Arabic program.

Students may use the SRC tutorial format to earn a traditional certificate (*ijazah*) for work done on a particular text. While Zaytuna College does not grant such certificates, a qualified faculty member may choose to do so.

While there is no compulsion on the part of the instructor to agree to a student's request to create an SRC, the faculty contract requires, *mutatis mutandis*, an openness to allow up to two SRCs per semester.

In order to initiate, or enroll in, an SRC the student must acquire the SRC form from the Registrar's office. The form must be filled out completely within the first two weeks of the semester and submitted to the Registrar's office. Enrollment in an SRC is optional and not a graduation requirement.

ARABIC PROGRAM AT ZAYTUNA COLLEGE

Goals of the Department

- 1) Teaching the Arabic language to non-native speakers in a non-Arabic environment, and connecting it to the Islamic Studies field
- 2) Helping the student gain access to the classical Arabic sources by teaching them the most important grammatical elements, skills, and theory
- 3) Preparing graduates to become fluent readers of a variety of traditional literature in Arabic, and, in general, to gain a broad appreciation of Islamic literature as a whole
- 4) Contributing towards strengthening the Muslim community's attachment and appreciation of Arabic
- 5) Contributing towards the development of skills and knowledge to be able to be effective writers and speakers of the Arabic language

Standard Arabic Curriculum

Summer Arabic Intensive program (SAI)

Beginning Arabic

This course is an introduction to Standard Arabic and it aims to help students achieve communicative competence at the elementary level in listening, reading, speaking, and writing following a proficiency oriented teaching method and to introduce the students to various aspects of Arab and Islamic culture through written and audio-visual materials. Further emphasis towards the end of the semester is placed on the Arabic grammatical tradition with a focus on morphology, syntax, and oral competence being developed through extensive use of reading exercises and small-group conversation practice.

Note: Not all students are required to take this course. Refer to the “Arabic Language Placement Test” section under “Admission”.

Course Objectives and Learning Outcomes

Upon successful completion of the course, students should be able to:

- Employ a wide range of frequently used Arabic vocabulary
- Write comprehensible short passages and letters
- Make brief oral presentations entirely in Arabic and make use of authentic expressions
- Demonstrate comprehension of short Arabic passages on specialized topics
- Display knowledge of fundamentals in Arabic morphology i.e. verb and noun conjugation and derivation and memorization of the 10 verb forms
- Display elementary command of proper Arabic inflection
- Be able to converse in Arabic using short statements and discrete sentences in straight forward social settings

FRESHMEN YEAR

Intermediate Arabic 1, 2

This two-semester course is a continuation of the Summer Arabic Intensive, and will, therefore, aim to help students achieve communicative competence at the intermediate level in listening, reading, speaking and writing. The course follows a proficiency-oriented teaching method that teaches students various aspects of Arab and Islamic culture through written and audio-visual materials. Further emphasis is placed on the Arabic grammatical tradition with a focus on morphology, syntax, and oral competence as developed through extensive use of reading exercises and small-group conversation practice.

It will also aim to develop the students' competence from intermediate-low to intermediate-mid level in both productive skills (speaking/writing) and receptive skills (reading/listening). In addition, emphasis is placed on acquiring intermediate translation skills as well as knowledge of cultural and religious topics.

Course Objectives and Learning Outcomes

Upon successful completion of the course, students should be able to:

- Knowledge and understanding of a wide range of Arabic vocabulary and the appropriate use of various linguistic structures and cultural expressions in a given context
- Knowledge and understanding of intermediate Arabic grammar focusing on proper Arabic inflection and achieving a comprehensive view of Arabic grammar cases: nominative, accusative, genitive, and jussive
- Knowledge and understanding of intermediate Arabic morphology, i.e. verb and noun conjugation and derivation
- The ability to understand and to engage in spoken discourse of medium complexity on specialized topics including current events, matters of public/community interest, and religion
- Comprehension of select verses from the Quran and traditions from the Hadith canon
- The ability to compose passages in written Arabic of medium length on specialized topics

Summer Arabic Intensive 2; Intermediate Arabic 3

Note: this course is mandatory for Zaytuna students

This course aims to prepare students for their sophomore year by helping them move from intermediate-mid proficiency to intermediate-high proficiency. It consists of a systematic study of Modern Standard Arabic (MSA) grammar utilizing Muhammad al Hashimi's *Al-Tawdihat al-Jaliyyah fi Sharh al-Ajurumiyya*, a comprehensive commentary on a classical text covering the key aspects of grammar adapted to MSA standards. Emphasis will be placed on the study of Arabic grammar cases (nominative, accusative, genitive, and jussive), complete sentences (verbal and nominal sentences), and quasi-sentences.

At the end of the course, students are expected to pass a qualification exam before they move forward to their sophomore year.

Course Objectives and Learning Outcomes

Upon successful completion of the course, students should be able to:

- Demonstrate knowledge and understanding of intermediate Arabic grammar and morphology
- Display firm understanding of the parts and signs of inflection, inflected words, verbs tenses, and parts of speech
- Display knowledge of all noun's inflection states: nominative, accusative, genitive, and jussive
- Apply their knowledge and display mastery of all above skills by using the right diacritics marks on words and analyzing sentences while reading, writing, and listening to various types of passages and texts

Arabic Qualifying Exam

At the end of SAI2, students must take an Arabic qualifying exam. They must pass it with an 85% grade or better in order to proceed to the sophomore year. Students who do not pass this exam are normally dismissed from the program; however, because they will have completed what is equivalent to three years of Arabic study (two SAI + freshman year), they will be awarded a certificate of recognition of intermediate level competence in Arabic.

SOPHOMORE YEAR

Arabic Grammar and Texts 1, 2

This two semester course gradually increases the level of immersion in an Arabic environment. The course is an Intermediate-high course which revisits the entirety of grammar rules that were learned in previous course through the reading of intermediate-high level MSA texts such as *Arabic Grammar in Context*, *Connectors in Modern Standard Arabic* and *Media Arabic*. This course emphasizes the application of grammar and morphology rules and comprehension with the goal of cementing these rules while advancing students toward Arabic language proficiency. Emphasis is on vocabulary building which will be acquired through reading, writing, and participating in classroom discussions.

Course Objectives and Learning Outcomes

At the end of the course, students should be able to:

- Demonstrate knowledge and understanding of intermediate-high Arabic grammar and morphology
- Display familiarity in noun and verb conjugation, roots, word types, and common patterns
- Exhibit knowledge and understanding of a range of MSA vocabulary
- Understand inflection and its signs
- Understand passages written and presented in intermediate-high Arabic
- Translate at an intermediate-high level

- Be able to guess a new word’s meaning by using contextual clues
- Develop listening skills to benefit from the vast amount of related MSA materials
- Develop writing skills to compose essays at an intermediate-high level
- Develop speaking skills to participate in discussions at an intermediate-high level

JUNIOR YEAR

Arabic Text Study 1, 2

This is a two-semester course.

Arabic Text Study 1

Focuses on reading texts at an advanced-low to advanced-mid level. Students read selections of texts from Nariman Naili Al-Warraki and Nadia Harb’s *“Building Arabic Vocabulary through Reading” for advanced students of MSA and classical Arabic.*

Arabic Text Study 2

Focuses on reading texts at an advanced-mid to advanced-high level. Students read *“Text Study 2”*, a broad selection from Islamic books that are found in the reference library— parts of novels, short stories, poetry, and selections from various genres of texts drawn from existing Zaytuna courses. The latter exercise will not only strengthen the student’s knowledge of Arabic, but also his or her knowledge of the course materials of subjects such as Islamic Law and Theology.

Students develop skills they can use for the systematic analysis of Arabic written texts. Special emphasis is placed on analyzing the process of extracting and constructing meaning from various texts, vocabulary acquisition, critical reading skills, and study skills. The course explores a range of logical approaches and covers analytical skills such as theme identification.

Course Objectives and Learning Outcomes

At the end of the course, the student should be able to:

- Demonstrate knowledge and understanding of advanced-low to advanced-mid Arabic grammar and morphology.
- Display functioning familiarity of methods used to analyze texts.
- Select suitable methods to conduct research.
- Demonstrate critical reading and logic when assessing concepts within a text.
- Display advanced reading, study, and comprehension skills.
- Be able to identify the main idea and supporting ideas.
- Be able to write essays and reflection papers at an advanced-low to advanced-mid level.
- Determine the author’s purpose and tone.
- Distinguish between fact and opinion.
- Use context clues to clarify the meaning of words.
- Exhibit knowledge and understanding of a range of modern Arabic and classical Islamic vocabulary.

- Identify logical inferences and conclusions.

SENIOR YEAR

Arabic Rhetoric and Literature

Arabic Rhetoric and Literature examines rhetoric in classical Arabic. Students will be introduced to the study of the Arabic elements of style: figurative speech (*al-bayan*), word order (*al-ma'ani*), and embellishment (*al-badi'*). This course focuses on the application rhetorical sciences, primarily relying on readings from the Qur'an, hadith, poetry, and prose. It also surveys the powerful rhetorical effects of the Qur'an, as well as the appearance of Arabic rhetoric in literature selected from the books like: *Al-Balagha* by Ahmed Alkaff, *Arabic Rhetoric* by Hussain Abdul-Raof, *Jawaher Al-Balagha* by Ahmed Al-Hashimi, *Al-Balagha Al-Arabiya* from Al-Azhar Curriculum. Integrating the study of grammar and morphology, this course serves as an introduction to rhetoric, the highest discipline in Arabic.

Course Objectives and Learning Outcomes

At the end of the course, the student should be able to:

- Demonstrate knowledge and understanding of advanced Arabic grammar and morphology.
- Understand and apply word-order concepts such as:
 - Aspects of eloquence of lexical items, propositions, and communicators.
 - Pragmatic functions of reporting (*jumla khabariya*) and informing (*jumla insha'ya*).
 - restriction
 - conjunction and disjunction
 - succinctness, verbosity, and moderation
- Understand and apply the concept of figures of speech such as: simile (*tashbih*), allegory (*majaz*), metonymy (*kinaya*).
- Understand and apply concepts of embellishments such as: semantic and lexical embellishments.
- Be able to extract rhetoric examples from literature.
- Demonstrate proficiency in rhetoric through the integration of grammar and morphology.

Senior Arabic Seminar

The Senior Arabic Seminar involves discussion of texts chosen by students at an advanced level. Each student is asked to lead a class session with texts that the student circulates at least one week in advance. Students may use this opportunity to share texts they found useful for their senior thesis, or they may select texts that reflect their particular interests from any time, place, and genre within the Arabic literary landscape.

Course Objectives and Learning Outcomes

At the end of the course, the student should be able to:

- Display proficiency in grammar and morphology.
- Be able to conduct research in Arabic using the library and/or online sources.

- Be able to present as well as conduct a discussion in Arabic.
- Understand passages written and presented in Arabic on some specialized topics.
- Produce essays using persuasive writing skills.
- Demonstrate advanced analytical and critical thinking skills and exhibit oral presentation skills.

Advanced Arabic Program

Standard Procedures

- Advanced students will remain members of their cohort (the group of students who entered in the same year), but will be excused from parts of the Standard Arabic Curriculum based on their level, as determined with Advanced Arabic Placement Exams.
- Advanced Arabic Placement Exams (AAP exam):
 - These can be taken at the beginning of each year (usually during Orientation week – exact dates to be announced each year). A request should be submitted in advance to the admissions office.
 - Each AAP exam is designed to test the student on topics taught in each year of the Standard Arabic Curriculum.
 - A student must get 85% or above on the corresponding AAP exam in order to be excused from a specific year
 - SIA 2 is part of the freshman year AAP exam
- Students must complete all parts of the Standard Arabic Curriculum that they are not excused from before taking part of the Advanced Arabic Program.
If the student finished all the Arabic requirement before their senior year, they should consult with the Director of the Arabic Language Program.

ADMISSIONS

Applying for Admission

The application for admission to the Bachelor of Arts in Islamic Law and Theology must be supported by the documentation listed below under General Admissions Requirements. The admission process is finalized when the enrollment agreement has been signed and the required deposits have been paid.

Admissions Requirements and Policies

All inquiries regarding admissions must be directed to the Admissions Office by calling **+1 510 788 8874** or by sending an email to admissions@zaytuna.edu. Applicants should review the Admissions section of the Zaytuna College website (zaytuna.edu/admissions). Applicants for admission to the bachelor's degree program in Islamic Law and Theology must be at least 17 years old by the first day of the Fall semester. The following documents must be submitted digitally to the Admissions Office:

1. Applicant Profile Form
2. Transcripts: High school and/or all post-secondary transcripts, or GED report
3. Standardized test scores: SAT with essay, or ACT with writing, CLT taken after March 2018; TOEFL or IELTS for international applicants
4. Personal essays as specified by Admissions
5. Letters of recommendation as specified by Admissions
6. Interviews as specified by Admissions
7. 40 documented hours of community service
8. Financial Aid Eligibility Form (insert link to the form)
9. A nonrefundable application fee of \$50

Application Deadlines

Under the Zaytuna College rolling admissions system, any student who has completed the junior year of high school may apply, at any time. The Admissions Committee will consider all applications when they are complete. The Admissions office communicates the timeline for decision to the applicant.

All offers of admission are contingent upon the satisfactory completion of classes in which the student is currently enrolled, and passing the Arabic proficiency exam administered by Zaytuna College or passing the SAI program. Students are required to pay their deposit and enroll within two weeks of notification of the decision to accept the student.

Homeschooled Students

Homeschooled students should contact the Admissions Office for further information about admission requirements. Transcripts are required.

Non-native Speakers of English

The College requires all incoming students to have full proficiency in the English language. Naturalized citizens and permanent residents are evaluated by the same standards as natural-born citizens of the United States and must take the same standardized tests, such as the SAT and ACT.

Arabic Language Requirement

Enrollment at Zaytuna is contingent upon passing an Arabic proficiency test or the successful completion of the Summer Arabic Intensive. Students who do not pass the proficiency test are required to enroll in Zaytuna's Summer Arabic Intensive (SAI) program prior to their freshman year. Successful completion of the SAI program provides the equivalent of two semesters of college-level credit in Arabic.

Admission Deferrals

Students who have been admitted to Zaytuna College can defer admission for up to one year. Students seeking a deferral must notify the Admissions Office in writing no later than the enrollment deadline. Deferral requests must be accompanied by a \$50 payment. Deferred students are required to resubmit updated financial aid application, with supporting documentation, prior to the financial aid deadline for the academic year of intended enrollment.

International Applicants

The Registrar's Office provides resources and support to international students regarding their visa status to ensure compliance with federal regulations.

Getting an I-20 from Zaytuna College

In order to apply for an F-1 student visa, you will need to first obtain a Certificate of Eligibility Form I-20 from Zaytuna College. The I-20 proves your financial ability to cover the cost of attendance for the first academic year of your program at Zaytuna College. You must have an I-20 in order to apply for the F-1 visa.

Required Documents for an I-20

- Copy of current, valid passport
- Completed Certificate of Finances
- Financial documents
 - Bank statement or letter from the bank
 - Scholarship information, if applicable
 - Educational loan information, if applicable

All documentation must be provided to the PDSO at Zaytuna College at registrar@zaytuna.edu. Zaytuna will then create and send the I-20 to you to apply for your visa. Inform the registrar upon receipt of your visa.

How to Apply for a Student Visa

Applying for an F-1 or J-1 visa is not difficult, however, it can take a few weeks or months to obtain the visa. For this reason, it is recommended that you begin the visa application process as soon as possible to ensure that you have all the necessary documents to arrive in the U.S. before the beginning of your classes.

Once you have received your I-20, you will need to pay the I-901 SVIS fee (see <https://studyinthestates.dhs.gov/2013/01/what-is-the-i-901-sevis-fee>). You will need your I-20 and proof of fee payment for your visa appointment at a U.S. consulate.

You will present all documents at your port of entry into the United States no more than 30 days before the Program Start Date listed on your I-20.

International Transfer Students

If you're currently studying in the U.S. on an F-1 visa at another institution, you can transfer your SEVIS record to Zaytuna College. Speak with the International Student Advisor or the International Student Office on your campus about transferring your SEVIS record. You will need:

- Written confirmation of acceptance
- Contact information for Zaytuna's DSO (registrar@zaytuna.edu)
- The SEVIS school code for Zaytuna College (SFR214F56055000)

Work with your current school to choose a transfer release date based on your academic needs and travel plans.

You must contact the DSO at your new school within 15 days of the program start date and register for classes. Ask your transferring school to contact the DSO at the transfer-in school. The DSO at your transfer-in school will create an updated I-20 that shows the status as a continuing student and that the transfer is approved.

Part-time Enrollment/Online Education

Zaytuna College does not offer part-time enrollment or online courses for the undergraduate degree program.

The Arabic Language Placement Test

Admission is provisional upon demonstration of Arabic language proficiency according to the standards established by the Zaytuna Arabic Language Program. Students who do not pass the placement test may enroll in the Summer Arabic Intensive or a comparable program designed to cover the equivalent of two semesters of Arabic, but their matriculation depends upon the demonstration of proficiency by passing the Zaytuna placement test.

Students attending the SAI to fulfill the prerequisite for entering the bachelor's degree program are required to pay summer tuition and fees, as noted on the Zaytuna website, but students do not need to submit a separate application for the Summer Arabic Intensive. Students who have filed

an application for financial aid for the undergraduate program may be granted financial aid for the SAI program if needed. Students who pass the proficiency test and believe their level exceeds what Zaytuna offers in the freshman year of Arabic may request to be placed at an appropriate level.

STEM studies at U.C. Berkeley

For Zaytuna students who are interested in pursuing medical or other STEM (science, technology, engineering, and mathematics) careers, or who would simply like to enrich their undergraduate education with more science classes, the College has entered into a memorandum of understanding with the University of California Berkeley's Center for Race and Gender that allows Zaytuna students to take courses at UC Berkeley through the UC Berkeley Extension program. Students interested in this option should consult with the Registrar and refer to Appendix II.

EXPENSES

Program Costs

For the academic year 2018–2019, the undergraduate program costs are as follows:

Tuition And Dates

	Program Cost	Amount	Deadline
Program tuition & fees (all students)	Tuition for Fall 2018 and Spring 2019	\$19,000 (year)	Due on the first day of classes (August 25, 2017, and January 16, 2018).
	Student Activities fee	\$100	Due on the first day of classes (August 25, 2017).
	UC Berkeley library card fee	\$100	N/A. Paid by the student to UC Berkeley. Zaytuna College will reimburse the student after proper submission of the receipt and an Expense Reimbursement Form.
Nonrefundable program fees (new students)	Enrollment fee	\$250	Due upon enrollment.
	Student Tuition Recovery Fund fee	N/A	For 2017–2018, this fee has been waived (\$0.00) by the State of California. See note below.
Textbooks and readers (all students)	Estimated annual cost for textbooks and course readers	\$900	
Student housing (all residents)	Rent for academic year includes \$250 nonrefundable fee August 2017 and May 2018 (prorated): \$600	\$10,000	Monthly rent is due on the 1 st of each month. If the 1 st is on a weekend or holiday, it is due on the following business day.
	September 2017 to April 2018:		August rent is due on August 18, 2017.
	\$1,000		
	Refundable security deposit	\$500	August 18, 2017.
	Refundable key deposit	\$75	August 18, 2017.

Payment of Tuition, Housing, and Other Fees

Tuition, housing, and other fees are payable to the Accounting Office electronically via Populi or in person. Tuition is due and payable in advance, no later than the first day of classes each semester. A payment plan option is available for students who are unable to pay the entire tuition due by the first day of classes each semester. Students may enroll in a payment plan by contacting the Accounting Office prior to the start of the semester. No interest is charged, but failure to meet these payment terms may result in administrative withdrawal from the program. If the student does not make the payments within 10 calendar days of the due date, that student is considered to be in default of the enrollment agreement and will be barred from classes until (1) payment is made or (2) a payment plan is made with the Accounting Office. Students who are barred from classes for

more than two days for failure to pay their tuition or to finalize a payment plan acceptable to the College are usually dismissed from the College.

Keys cannot be issued to a resident if any outstanding payments are due. Students must settle their account with the Accounting Office before gaining access to their housing at the College.

Zaytuna accepts payments in the form of personal checks, cashier’s checks, money orders, debit cards, credit cards, and cash. Checks or money orders should be made payable to “Zaytuna College.” Payments can be mailed to Zaytuna College, Attn: Accounting Office, 2401 Le Conte Avenue, Berkeley, CA, 94709. Credit card payments are accepted, and students should contact the Accounting department at accounts@zaytuna.edu.

Housing/Key Deposits

At the end of the program, the housing security deposit of \$500, less damages, will be refunded via mail after an inspection of the residential space by Zaytuna staff. The key deposit of \$75 will be refunded, as well, if the resident’s keys are returned to Zaytuna College upon checkout. Refunds are paid within 30 calendar days of checkout.

Refund Policy

All enrollment cancellations and requests for refunds must be made in writing to the Registrar’s Office.

As of the first day of instruction, tuition and board may be refunded. However, all other fees, such as the student activities fee, are non-refundable. Refunds are calculated by the day, starting after the day the refund is requested. Refunds are paid within 30 calendar days of the student’s request.

Refunds can only be paid to the person from whom the funds originated. All refund amounts exclude any financial aid disbursed by Zaytuna College.

Students on partial financial aid receive a refund commensurate with the percentage of fees they have paid, less any unpaid bills they have at the time of their withdrawal.

Tuition and Fee Adjustment Policy

Official date of notification	Adjustment
First day of fall semester classes until November 1	Students may withdraw from the program and receive no more than 60% for the unused portion of the tuition and housing.
Subsequent to November 1	No refunds permitted.
First day of spring semester classes until April 1.	Students may withdraw from the program and receive no more than 60% for the unused portion of the tuition and housing.
Subsequent to April 1	No refunds permitted.

FINANCIAL AID

Zaytuna College does not participate in federal or state sponsored grant or loan programs. Students may apply for financial aid from the College.

Students who are claimed as a dependent by their parents or others must include that information as applicable.

Financial assistance may be classified into three types based on the criteria through which the financial assistance is awarded: merit-based, need-based (Zakat), and need-based (Special Grants).

Merit-based Scholarship

Merit-based scholarships are awarded by the College and are independent of need-based financial aid. They are awarded for outstanding academic achievements, although some merit scholarships can be awarded for leadership potential. A cumulative GPA of 3.70 is required to qualify for a scholarship.

Need-based (Zakat) Financial Aid

Need-based financial aid (Zakat) is awarded on the basis of the financial need of the student. Students receiving a Zakat scholarship will have to sign a document that verifies their knowledge that they are accepting Zakat and believe they are eligible for such. This form is sent along with this financial aid notification to students awarded Zakat-based financial aid. To maintain eligibility for Zakat Financial Aid, a student must maintain a 3.0 cumulative GPA.

Special Grants

Under special circumstances, limited need-based financial aid may be awarded to students who do not meet the requirements of the merit-based scholarship or who are not qualified for Zakat. The College strives diligently to assist students in securing the funds needed to study at the College. Students may apply for financial assistance by filling out the online financial aid application or seek other private sources of financial assistance.

Financial Aid for Summer Arabic Intensive for Zaytuna Students

Students approved for *zakat*-based financial aid for the bachelor's program are also granted *zakat*-based financial aid for the Summer Arabic Intensive course.

See Zaytuna College's separate Financial Aid Policy for additional information.

GENERAL COLLEGE POLICIES

Anti-Discrimination Policy

Zaytuna College does not discriminate on the basis of age, race, religion, sex, nationality, or ethnic origin in the admission of students or in its educational or other policies. If students feel they have been the subject of discrimination, they may file their claim of discrimination with the Director of Student Life, who will investigate the allegation(s) and take appropriate action.

Minors

Zaytuna College is committed to providing a safe environment for students who are minors, defined in California as persons under the age of eighteen. Minors will be treated respectfully and are expected to respect all faculty and staff. Zaytuna does not tolerate any physical or sexual abuse of minors by College students, employees, or volunteers, and will thoroughly investigate any allegations of such abuse and report them to law enforcement authorities, as required by law. Alleged violations of this policy should be reported to the Director of Student Life.

Prohibition of Smoking, Alcohol, and Illegal Drugs

Students, faculty, staff, and visitors are strictly prohibited from using, possessing, distributing, or promoting cigarettes, tobacco, alcoholic beverages, and illegal or controlled drugs and intoxicants on the Zaytuna College campus, its residential facilities, or its sponsored events.

Smoking or the use of tobacco is not allowed in or near College housing units, or other College buildings, including entranceways and the courtyard. One verified violation will result in a written warning from the Director of Student Life, while two such violations may result in expulsion from the College and from housing, without any refund.

Consumption or possession of alcohol and/or illegal substances on campus, including in College housing, or off campus will result in expulsion from the College and from campus housing, without any refund. Illegal acts may be referred for prosecution.

Policy on Violence

Zaytuna College requires employees and students to treat others fairly and with dignity. Differences or problems between persons are to be resolved with civility and without reprisals. Violence and threats of violence, whether verbal or written, are not tolerated.

For purposes of this policy, “violence” is defined as an overt act or threat of harm to a person or property, or any act that poses a substantial threat to the safety of any person or property. Such violence is prohibited in any space owned or leased by the College; in any of its constituent units, including vehicles; and in any location where College events or activities are conducted.

Conduct that may violate this policy includes but is not limited to the following:

- Intimidating, harassing, or threatening behavior
- Physical abuse, including hitting, slapping, poking, kicking, punching, and grabbing
- Verbal abuse, including yelling; shouting; and use of sexually, racially, or ethnically charged epithets
- Vandalism
- Any other act that a reasonable person would consider to constitute a threat of violence, including oral or written statements, and gestures or expressions that communicate a direct or indirect threat of physical harm
- Endangering the safety of any employee, student, or visitor
- Intentional behavior that has a harmful impact on an individual's physical and/or psychological well-being
- Behavior that causes damage to personal or College property
- Behavior that creates a hostile campus environment

Prohibition of Weapons

The use or possession of weapons, as defined under California law, is prohibited on the College campus, in campus housing, and at College events or activities.

Reporting Threats, Crimes, Violent Acts, or Emergencies

To report a threat, crime, violent act, or emergency on campus, call 911 if in imminent physical danger. For non-life-threatening concerns or situations, call the City of Berkeley Police Department at 510-981-5911. As soon as possible thereafter, report the incident to the Head of Campus Safety and Security by calling 510-631-6331. Resident students should also notify the RLC and their RA, who will make the necessary contacts with other staff. Staff or faculty who receive incident or emergency reports will communicate them to the Head of Campus Safety and Security.

Prohibition of Harassment

Zaytuna students and employees are expected to demonstrate respect for others. Harassment is defined as conduct that is abusive or that substantially interferes with a person's pursuit of his or her customary or usual affairs. Harassment can be verbal, physical, or written. It can be a behavior committed once or multiple times. Harassment can concern one's person, gender, ethnicity, race, age, or other personal characteristics. All forms of harassment are unacceptable and may incur sanctions. Sexual, racial, ethnic, and religious harassment are violations of law. Acts of harassment or other legal violations should be promptly reported to the Director of Student Life, who will investigate the allegation(s) and take appropriate action.

Prohibition of Stalking

“Stalking” occurs when a person engages in a course of conduct or repeatedly commits acts toward another person, under circumstances that would place the person in reasonable fear for

his or her safety, or in fear of harm or bodily injury to self or others, or that would reasonably cause substantial emotional distress.

A course of conduct refers to a pattern of behavior of two or more acts over a period of time that can be reasonably regarded as likely to alarm, harass, or cause fear of harm or injury to that person or to a third party. The feared harm or injury may be physical; emotional; psychological; or related to the personal safety, property, education, or employment of that individual. Stalking can involve individuals who are known to one another or who are not known to one another. Allegations of stalking will be taken seriously and investigated by the Director of Student Life, and may lead to disciplinary action, including prosecution if a crime has been committed.

Suspected incidences of harassment; sexual harassment; any type of violence, including domestic or dating violence; or stalking should be reported to the Director of Student Life, who will investigate and commence appropriate next steps. If any of these violations are verified, disciplinary action will be taken against the guilty party through the Judicial Review Committee. Consequences may include expulsion of the guilty party or other action, including prosecution if a crime has been committed.

Prohibition of Retaliation

Retaliation against a person who has filed a complaint is prohibited. Anyone who believes they have witnessed or experienced retaliation for having filed a complaint should report their concern to their manager or another manager of the college. Students should report retaliation concerns to the Director of Student Life.

Digital Communications Policy and Zaytuna Student email Policy

All Zaytuna students are issued official email accounts, and email is an official method of communication at the College; students are expected to read emails daily. In their email communications, students are expected to adhere to the principles of *adab* found in the Honor Code. They are also prohibited from using their college-issued email accounts for unlawful, inappropriate, unethical, or private commercial purposes. Violations of this policy may result in serious consequences. Students should familiarize themselves with Microsoft Outlook for scheduling meetings and events. Emails that students receive from the College, including attachments, are for the exclusive use of the person or entity to which they are addressed and may contain confidential, proprietary, and/or privileged information. Any review, retransmission, dissemination, or other use of this information— or any action taken with reliance upon this information—by persons or entities other than the intended recipient is prohibited. Students are prohibited from using the student email list-serve to forward emails from persons or organizations outside Zaytuna. Egregious violations of the policy will result in serious consequences, which may include suspension from the College or permanent expulsion.

The College appoints monitors of most College email distribution lists to prevent abuse of College emails. Information about appropriate use of Zaytuna information technology is also available for faculty and staff in the faculty and employee handbooks.

Media and Public Relations Policy

All Zaytuna College communications with representatives of the media should be coordinated and approved by the Head of Marketing. With rare exceptions, Zaytuna prohibits media representatives from interviewing, photographing, or filming on campus. Students, faculty, and administrative staff are not permitted to represent Zaytuna to journalists, documentary filmmakers, or any outside individuals or institutions seeking interviews or information, without first seeking the approval of the Marketing Department. Students and staff who are approached by journalists, other media representatives, or people conducting any type of research on Zaytuna must refer such individuals to the Head of Marketing.

Image Release Policy

Zaytuna College takes and uses photographs and electronic images and makes video and audio recordings of students and visitors on College property and at College-sponsored events for educational, promotional, and fundraising purposes. All students have an opportunity to decline the use of their photographs or images by submitting an “opt out” form to the Marketing Department.

Student Privacy Policy

Zaytuna College respects the privacy rights of all students. Academic records, medical history and events, and other personal information are only shared with faculty and staff on a need-to-know basis. Students over the age of eighteen are entitled to the privacy of all their records and personal information. Students may give written permission to the College if they want to allow parents, guardians, or others access to these records. The records of students under the age of eighteen may be shared with their parents and legal guardians if it is deemed in the best interest of the student to do so.

A form may be submitted to the Registrar to give the administration permission to provide information to parents, if the College is contacted, on any issues regarding academic records, financial responsibilities, academic performance and student’s well-being. Questions regarding the College’s student privacy policy should be directed to the Director of Student Life.

Campus Safety and Security

Zaytuna College is committed to a safe and secure campus and reserves the right to take reasonable actions, including alerting appropriate authorities when necessary, in the interest of the general welfare of its students, faculty, and staff. To that end, the College has established policies designed to promote the safety of students and employees of the College, including policies concerning campus life, weapons, and violence.

The Office of Safety and Security provides information to students about how to enhance their security; chairs the Emergency Response Planning Committee and brings in necessary trainers and resources to assist the College in its efforts; and serves as liaison with community leaders, including the Berkeley Police Department, the City Council, and

community service organizations. The Residential Life Coordinator, RAs, and the Director of Student Life can field safety complaints from students and respond to reports of threatening incidents or medical emergencies.

Students, faculty, and staff should be aware of their surroundings at all times. When walking outside the campus after dark, students are strongly encouraged to walk in groups of three or more. Students should have their resident advisor's cell phone number and the Berkeley Police Department number on speed dial in their cell phone.

Students should immediately call 911 if they believe they are in imminent danger. Once they are in a secure place or state, they should also call 510-631-6331 to report the incident to the Head of Campus Safety and Security.

Fire Safety

The following actions are prohibited:

1. Failure to evacuate the building immediately upon the sound of an alarm, or to follow specific evacuation procedures.
2. Misuse or tampering of fire safety equipment (e.g., pulling a fire alarm in a nonemergency situation; removal of doors, door closures, exit signs, smoke detectors, or fire extinguishers)
3. Possession of explosives or flammable substances, including firecrackers and flammable liquids (e.g., lamp oil, gasoline, lighter fluid, and other chemicals that are toxic or explosive in nature)
4. Blocking of indoor or outdoor stairwells, corridors, pedestrian paths, or balconies, including by locking bicycles to railings, leaving shoes, backpacks, or other objects in the hallways
5. Use of any object that creates an open flame (e.g., candle, incense, matches, lighters, charcoal, hookahs, and flame starters), including on balconies and in entryways to buildings
6. Use of unapproved appliances; any appliance, other than a personal iron, that has an open coil or creates heat or flame is not permitted outside designated kitchen spaces
7. Possession and use of barbecues, unapproved cookouts in and around all campus properties.
8. Halogen lamps and decorative strings of lights in or around any residential facility
9. Unapproved use of common area fireplaces

An automatic fine of \$250, plus the cost of replacement of equipment, will be charged to any student or recognized organization violating these regulations, and further disciplinary action

may be taken. Students and their guests should be aware that any person who causes an alarm to be set off for improper purposes is liable for the expenses incurred by any City of Berkeley service responding to the alarm.

Emergency Notification System

OmniLert/E2Campus is Zaytuna College’s integrated mass notification system for sending time-sensitive information to students, staff, and faculty. It is activated to contact subscribers when there is an immediate threat to safety or health affecting the campus community. One must opt in for the OmniLert service and specify notification preferences. Students can choose their preferred method of receiving alerts, such as phone, text message, or email. To learn more or to sign up, go to <https://zaytuna.omnilert.net>. All students must sign up for the Emergency Notification System.

Important Phone Numbers	
Life-threatening, police, fire, or medical emergencies:	911 or 510-981-5911
Non-life-threatening emergencies or incident reports: (Berkeley Police Department)	510-981-5900
Non-life-threatening emergencies or incident reports: (Zaytuna College)	510-631-6331

Safety and Security Questions

Further information about campus safety policies and procedures is available from the Office of Safety and Security. Anyone who has any questions or concerns related to campus safety and security should contact the Head of Campus Safety and Security at jbotha@zaytuna.edu. Additional important information is provided at Orientation.

EXPECTATIONS OF STUDENTS

Zaytuna College is founded on the idea that education should aim to develop a person of high moral character, imbued with a sense of the profundity of the purpose of human existence, and in possession of both a strong intellect and the virtues of the heart. Zaytuna's curriculum strives toward a holistic understanding of human life, informed by the sacred scripture of Islam and Prophet Muhammad's example, and its policies are likewise designed to support the development of the whole person.

Academic policies at Zaytuna College are designed to support student's success. These policies are set through the Academic Review Committee, which comprises members of the faculty and staff as well as representatives from the student body. Any member of the faculty, staff, or student body is welcome to offer suggestions or submit in writing to the Academic Review Committee any policy proposals related to the academic program or to academic policies. Several features of Zaytuna's academic program and culture have been initiated by students.

Academic Integrity

Zaytuna College expects all members of the academic community to pursue excellence in scholarship as well as character. To uphold the values of academic integrity, students are required to sign the Academic Integrity Pledge, certifying that they understand its provisions and will abide by them.

The academic integrity policy is designed to foster an environment of honesty, openness, respect, and mutual trust. Academic integrity is violated by any dishonesty or deception by a student in submitting assignments, tests, research, reports, or other work that serves as the basis for an instructor or administrator assessing the student's academic ability or achievement. In the case of a clear indication of such dishonesty, sanctions will be applied to protect the environment of integrity and to preserve the ethical foundation of the College.

Academic Integrity Pledge

At the start of every academic year, students sign the following Academic Integrity Pledge:

“As a student member of an academic community based on mutual trust and responsibility, I pledge:

- to do my own course work at all times, without giving or receiving inappropriate aid;
- to avoid behaviors that unfairly impede the academic progress of other members of my community; and
- to take reasonable and responsible action in order to uphold my community's academic integrity.”

Academic dishonesty includes but is not limited to plagiarism, fabrication, and cheating, as described in the following sections. Students engaging in plagiarism, fabrication and cheating may disciplinary action administered by the Dean of Faculty in conjunction with the Academic Review Committee.

Plagiarism

Knowingly using another person's work without proper acknowledgment violates fundamental principles of academic integrity. Even unintentional or inadvertent plagiarism is a type of intellectual negligence and is unacceptable at Zaytuna College. Willful plagiarism occurs when a person represents another person's work—words, ideas, or data—as their own without attributing it to the author by way of footnote or other form of attribution. Unintentional or inadvertent plagiarism occurs when a person, through carelessness in research and writing, uses another person's work—their words, ideas, or data—without proper attribution. . If students are in doubt as to whether they are engaging in plagiarism, they have the responsibility to seek guidance from their instructor. Examples of plagiarism include:

- Verbatim copying of another person's work without acknowledging the source
- Paraphrasing ideas from another source in a way that leads the reader to think they are the author's own original ideas
- Taking the work of another person and blending it with one's own without acknowledgment
- Partial or incomplete attribution of words, ideas, or data taken from another person or source

Fabrication or Falsification

Fabricating or falsifying occurs when a student invents or distorts the origin or content of information used in academic work. Examples of fabrication or falsifying include:

- Citing sources that are simply made up and that do not exist
- Knowingly attributing propositions, ideas, words, or information to a source that is not their true source
- Fabricating information or statistical results to support conclusions

Cheating

Cheating occurs when a student copies another person's work or allows another student to copy from his work, or uses materials during an exam or assignment that are disallowed. It is a deceptive and dishonest activity aimed at misleading the instructor. Examples of cheating include:

- Copying someone else's work during an exam or in completing an assignment
- Allowing another student to copy from one's own work during an exam or when completing an assignment
- Using unauthorized materials on an exam or an assignment
- Letting another person take an exam or finish an assignment for oneself, or doing the same for someone else

Other Academic Misconduct

Besides plagiarism, fabrication, and cheating, other intentionally dishonest and deceitful acts are considered academic misconduct. Examples include:

- Trying to gain an unfair academic advantage by bribery or any act of offering, giving, receiving, or soliciting anything of value for such purpose
- Changing or altering grades or other official educational records
- Unlawfully entering a College building to obtain an unauthorized test
- Submitting the same work for more than one class without disclosing this situation to the instructor(s)

Violations of Academic Integrity

Violations of academic integrity are taken seriously and carry significant consequences, including suspension or permanent expulsion from the College.

Any student who observes or learns of a violation of academic integrity must notify the faculty member responsible for the course in which the incident occurred. The faculty member will in turn report to the Dean of Faculty. The Dean of Faculty and faculty member will determine the course of action to be taken, if any, and determine if the matter will be referred to the Academic Review Committee.

Rights and Responsibilities

Zaytuna College recognizes the rights and responsibilities of all members of its educational community. The College expects and values mutual respect and regard among students, faculty, and staff, who are all expected to display proper *adab* with each other. The Prophet, peace and blessings upon him, informed us that he has been sent to perfect moral character. The College expects all individuals, regardless of rank or office, to conduct themselves with the highest standards of ethical behavior. Faculty have rights and responsibilities concerning teaching and facilitating students' learning inside and outside the classroom, while students have rights and responsibilities related to maximizing their acquisition of knowledge, skills, and abilities.

According to a saying attributed to the Prophet, "Scholars are the heirs of the Prophets." Traditionally in Muslim societies, teachers are considered second in rank only to parents. As an institution that blends the best of what has been practiced in Muslim culture within the context of a Western liberal arts setting, Zaytuna College balances the requisite of showing deference to teachers with a respect for inquisitiveness, creativity, and reasoned debate. Faculty have the authority and responsibility in areas related to course content and grading, classroom procedure and expectations, and assessment of students' work. Students are not in a position to assess instructors' competence or their judgment—that is the purview of their faculty peers as professional faculty scholars and administrators. Students should view their relationship to the faculty in light of these values and through the prism of their rights and responsibilities listed below.

Rights and Responsibilities of Students

Students bear the primary responsibility for their own learning. Accordingly, they are afforded both rights and responsibilities that will maximize the benefits they derive from the Zaytuna College education.

Rights

All Zaytuna College students have the following rights:

- To have a fully executed copy of their enrollment agreement and to cancel this agreement
- To have access to a current Zaytuna College Catalog that provides necessary information about the College, including policies and procedures, regulations, curriculum, and graduation requirements
- To receive a course syllabus on the first day of class that states the expected course outcomes, the required texts, what will be evaluated, the types of measurement instruments to be used, the grading system, course expectations, relevant course or College policies, and office hours and contact information for the faculty member
- To have the full number of hours of the class taught by the instructor assigned to teach the course or by a designated substitute approved by the Dean of Faculty in the event of the absence of the course instructor
- To have all course assignments and tests graded and returned within a reasonable period of time and to have the opportunity to discuss assessments and grades with the faculty member in a timely manner
- To have grades and assessments kept confidential and shared only on a need-to-know basis
- To receive notification at midterm if they are failing or in danger of failing a course
- To use grievance procedures and to seek redress if the student believes his or her academic rights have been violated
- To have the privacy of their records maintained by College personnel in accordance with state and federal law and statutes. (The College views a student's educational records as confidential information that cannot be released without the written consent of the student. Other information, such as names, dates of attendance and graduation, and details about awards and honors, is considered to be directory information that can be released without a student's written permission. If a student does not wish to have any such information released, the student may sign a form to that effect in the Registrar's Office.)

Responsibilities

All Zaytuna College students have the following responsibilities:

- To meet all academic and course requirements stated in the course syllabus and College catalog
- To comply with all College policies and with the Zaytuna College Honor Code
- To read their Zaytuna College email regularly, because this is the College's primary channel of communication with students, and to use College email appropriately per the College policy
- To access their student information system account (Populi) regularly to keep up with course announcements and status changes to their financial account or academic record
- To be aware of their academic standing and of their semester and cumulative GPA
- To respond in a timely manner to written or emailed requests from College faculty and staff

- To treat faculty, staff, and other students with respect inside and outside the classroom
- To provide required payments, documents, and information in a timely manner, and when applicable, within specified deadlines
- To meet with their faculty advisor by the end of the second week of each semester and to respond to communication from the faculty advisor or instructors in a timely manner throughout the semester
- To maintain dormitory space in a clean and organized manner if living on campus
- To respect the rights of their roommate(s)

Students who need guidance or have questions about their rights and responsibilities should contact their faculty advisor or the Director of Student Life.

Disability: Requesting an Accommodation

All student accommodation requests for accommodation of a disability, including but not limited to registration, housing, and classroom accommodations can be made by filling out the **Disability Accommodation Request Form**. After completing the information on the online form, students will be contacted by the Office of Student Review to talk further and to process the accommodation request. Should a student have questions, please contact nmehai@zaytuna.edu.

Student Grievances

Students who experience a problem with any member of the Zaytuna College community should document the problem in writing and attempt to first resolve it with the person with whom the problem has occurred. Failing that, the student should contact the Director of Student Life for advice on seeking a resolution.

However, if an act of discrimination or harassment or retaliation has occurred, this rises to the level of a grievance, and the grievance procedure ensues (see the section on General College Policies about prohibited behaviors, such as harassment, stalking, and retaliation). The student should file a grievance with the Director of Student Life, which will be reviewed by the Grievance Committee. See Appendix V

Grade disputes are addressed under the Grade Appeals Policy on page 19 of this Catalog

ACADEMIC and CAMPUS RESOURCES

The Zaytuna Reference Library

Zaytuna's own library is a non-circulating reference library, located on the Lower Campus, that includes a collection of classical Arabic-language reference works in various genres of the Islamic sciences, to support and supplement the core curriculum of the undergraduate program. Our library also has computers available so that students can access a host of other library resources in the Berkeley area.

All students are expected to be familiar with essential reference works in the liberal arts and Islamic studies and to be able to conduct research independently at the undergraduate level, which includes compiling bibliographies on any topic by drawing on databases and peer-reviewed journals. For these purposes, access to excellent libraries is essential.

Zaytuna College encourages students to obtain a library card at UC Berkeley at the beginning of their freshman year and to keep the card current for their four years here. Zaytuna reimburses students the cost of the library card. Students have access to UC Berkeley's main (Gardner) stacks, its undergraduate (Moffitt) library, and its reference (Doe) facility. In addition, students have access to the library at GTU, which has open stacks (without borrowing privileges). If they wish, students may obtain a GTU library card, which is also reimbursed by the college. Another library resource is the Berkeley Public Library system (with full borrowing privileges and remote access to online resources). The Berkeley Public Library offers online access to the Gale Virtual Reference Library, Encyclopedia Britannica, and other essential references. The Berkeley Public Library also has connections to local academic libraries in the California State University system, and makes inter-library loan privileges available to Zaytuna students.

Zaytuna College Library – Lower Campus

All books in the College library are available for reference, but may not be checked out or circulated outside the library. The library is a quiet space for study; no food or drink is allowed. Students may use library books in the area immediately outside the library, but must return them to the library before leaving the area. Allegations of violations of this policy should be reported to the Administrative Assistant to the Dean of Faculty.

The Academic Support Center

The Academic Support Center (ASC) includes a Writing Center, a *Tajwid* (Recitation) and *Hifz* (memorization) Center, and an Arabic Center. The ASC also administers grammar, vocabulary, and math diagnostic exams to incoming freshmen. Those students who do not pass the diagnostic exams with an 80 percent or better will be required to take mandatory workshops in the Writing Center. The ASC is also notified by the Registrar of any students who are at risk for failing a course. The ASC coordinates with the instructor to find a suitable tutor to assist the student.

The Writing Center offers workshops and tutorials on writing skills, such as grammar, punctuation, the writing process, and vocabulary development. Workshops addressing study skills, note taking, research skills, and time management are also available. In addition to the

workshops, the Writing Center has tutors available weekly during pre-scheduled times, as well as by appointment, to assist students with writing papers. These services include one-on-one support for composition and grammar tailored to the student's needs.

The *Tajwid* and *Hifz* Center's instructors in each of these Qur'anic sciences conduct private or small group tutorials (normally not exceeding four students at a time). This will ensure that students get the individualized attention they need to be successful. Students who do not pass the *tajwid* and *hifz* qualifying exams are required to make weekly appointments during prescheduled tutorial times, the length of which will be decided by the instructors, and will depend on the needs and, ultimately, the motivation of the student.

The Arabic Center offers course support and assistance with Arabic grammar and reading and has tutors available weekly during prescheduled times, as well as by appointment. In addition to tutoring for Arabic classes, the tutors are also available to assist students with Arabic texts required for their other classes.

The Academic Support Center tracks all tutoring and workshop sessions. Instructors and tutors must provide a weekly account of the services they have offered and students who do not keep appointments. This allows the ASC coordinator to track compliance of students for whom tutoring or workshops are mandatory and to see what times are best to offer workshops and establish tutoring hours. Students who do not attend mandatory tutoring session or workshops will be reported to the Registrar who will then send out a warning letter for academic probation. A second warning will result in academic probation.

Information Technology

Zaytuna College provides email accounts to undergraduate students and wireless Internet access to all students, both on campus and in the dormitories. Computers are discouraged in the classroom, even for note taking, and instructors have the right to ban all electronic devices from classroom spaces. Studies have shown that note taking by hand introduces a "desirable difficulty" into the learning process, and induces habits of active thinking and analysis even during lectures.

Printing and copying facilities are available at 10 cents per page for black and white copies and 25 cents per page for color copies. Payment is made on an honor system. Students are encouraged to be conscientious in using the resources of the College.

Inquiries related to email password resets, and equipment and networks managed by the College, may be directed to support@endsight.net. Technology support is available Monday through Friday from 8:30 a.m. to 5:00 p.m. Technology support is not available for a student's personal equipment.

Course Materials

Thanks to the generous contribution of donors, Zaytuna College provides textbooks and readers for the bachelor's program at no charge to students on the official class roster; students auditing a class must purchase their own materials. Summer Arabic Intensive program students must purchase their books. Books and readers are generally available at the Zaytuna College bookstore in the week

prior to the start of the semester. Once received, course materials are the sole responsibility of the student, and the College does not pay the cost of replacement for books or readers lost by a student. Questions regarding books and readers can be directed to the Administrative Assistant to the Dean of Faculty.

Campus Etiquette (*Adab*) and Policies

Campus Spaces and Usage

Policies pertaining to spaces at Zaytuna exist to help facilitate a comfortable and safe environment for learning.

Use of Classrooms and Campus Spaces

Zaytuna College's administrative office hours are Monday through Friday from 8:30 a.m. to 5:00 p.m. If any activities or events are planned for hours outside those published, whether on weekdays or weekends, three weeks' advance notice by email must be given to the Administrative Assistant to the Head of Operations, and written permission must be granted for the events to occur.

Designated Quiet Study Spaces

After class hours, multiple designated quiet study spaces are available to students on both the Upper and Lower Campuses. Students may not disturb the quiet by talking, playing music or videos, or engaging in other loud activities in these spaces. Other classrooms and the student lounge are available for study groups, peer tutoring, and quiet conversations. Signs are posted designating these areas for such purposes. Allegations of violations of this policy should be reported to the Administrative Assistant to the Director of Student Life.

Student Travel or Planned Absences

Students are not permitted to interrupt their academic studies to travel or spend extended time with family or friends. In extenuating circumstances, students must request permission for a planned absence in accordance with College policies as outlined in the College Catalog. In the event students interrupt their academic studies, students will not be allowed to reside in, nor keep their belongings in Zaytuna housing.

Social Behavior

Zaytuna College is committed to creating a learning and social environment grounded in the Islamic principles embedded in the Honor Code, and students are expected to behave in ways that are respectful of the rights and needs of others. Allegations of violations should be reported to the Director of Student Life.

Gender Relations

Zaytuna College encourages gender interactions that are purposeful and that foster wholesome relationships among students so that students can focus on learning and academic achievement. Outside class hours, students should study and socialize with members of their own gender. These Islamic norms are observed at Zaytuna as an aid to spiritual growth as well as personal and academic development. Students should uphold the established principles within the Honor Code and maintain a formality and decorum that are consistent with Islamic legal

norms, responsible, professional, and respectful. Moral formation remains the foundation of the Zaytuna College education.

Any student requiring further explanation of this gender relations policy should request an appointment with the Director of Student Life. Allegations of violations should be reported to the Director of Student Life, who will investigate and determine if there is substantial evidence to be heard by the Judicial Review Committee. If the Judicial Review Committee determines that a serious policy violation has occurred, it will recommend sanctions, which may include suspension or permanent expulsion from the College.

Prohibited Behaviors

Dating, sexual activity, and romantic relationships among unmarried students are not allowed either on or off campus. Verified violations of this policy are deemed serious and will result in disciplinary action, which may include expulsion from Zaytuna College, with no possibility of return. Allegations of violations should be reported to the Director of Student Life, who will investigate and determine if there is substantial evidence to be heard by the Judicial Review Committee. If the Judicial Review Committee determines that a serious violation has occurred, it will recommend sanctions, which may include suspension or permanent expulsion from the College.

Inter-gender Tutoring and Studying

If there is need for inter-gender tutoring or group study, it must include three or more students and can only occur in an open and designated space on campus. Tutoring sessions should involve academically purposeful and respectful speech and behavior. One-on-one tutoring between students of the opposite gender is only permitted with permission from the Director of Student Life. It must likewise occur in open and approved campus spaces, when security staff, faculty, or administrative staff are in the vicinity and aware of the tutoring activity. One-on-one inter-gender tutoring and studying is prohibited off campus. Allegations of violations should be reported to the Director of Student Life, who will investigate and determine if there is substantial evidence to be heard by the Judicial Review Committee. If the Judicial Review Committee determines that a serious violation has occurred, it will recommend sanctions.

Dress

The dress and grooming of both men and women should always be modest, neat, clean, and consistent with the dignity inherent in representing a Muslim institution of higher education. Modesty and cleanliness are values that reflect the personal dignity and integrity through which members of the Zaytuna College community represent the principles and standards of Islam.

Men and women should always maintain a well-groomed appearance. Hairstyles should be clean and neat, avoiding extreme styles or colors. Shoes must be worn in all public campus areas. Clothing is inappropriate when it is sleeveless, revealing, or form fitting. Men may not wear shorts on campus. Women's dresses, skirts, and trousers must be full length; no shorts or capri length pants are allowed, regardless of whether they are worn with leggings or tights. Students should not wear leggings; sweats; t-shirts; pajamas; baseball caps; or torn, tight, or ragged clothing in classrooms, meeting spaces, or offices, or at College events either on or off

campus. Students may not wear clothing emblazoned with large corporate logos. Allegations of violations of this policy should be reported to the Director of Student Life, who will investigate and take appropriate action.

Off-Campus Prohibitions: Bars, Nightclubs, Casinos, Alcohol, and Drugs.

Muslim students are prohibited from going to bars, nightclubs, casinos, or other places where actions prohibited in Islam (e.g., drinking alcohol, illegal drug usage) are a primary activity. Reported allegations of violations of this policy will be investigated by the Director of Student Life. If the investigation yields evidence of a possible violation, the matter will be referred to the Judicial Review Committee, which will make recommendations for sanctions. Verified violations may result in suspension or permanent expulsion from the College.

Use of Vehicles

Berkeley is a great city for walking. However, we recognize that students may choose alternative modes of transportation, and therefore students are required to adhere to the following policies pertaining to use of vehicles.

Bicycles

Bicycle storage is not permitted in a student's dorm room. Limited bicycle parking is provided on the campus. Zaytuna College assumes no liability for bikes stolen from the rack. Bicycles may not be parked or stored in the common areas of campus buildings or attached to handrails, balconies, benches, or lampposts on the grounds. This is for the student's protection because many bikes are stolen every year, as well as for the safety and well-being of other residents, who might be injured by a carelessly placed bike. Allegations of violations of this policy should be reported to the Administrative Assistant to the Director of Student Life. Bikes found in hallways, stairs, fire escapes, and lounges; parked on pathways; or chained to railings are subject to citation and confiscation. Locks that are cut to remove an improperly stored bicycle will not be replaced by the College. (Students who need a lock cut off their bike for any other reason may contact the Head of Campus Safety and Security; a \$25 fee will be charged for this service.)

Automobiles

Zaytuna College is part of a dynamic, densely populated urban environment, and parking is extremely limited. For this reason, and because the College is within walking distance of student housing, Zaytuna College encourages students to walk to most destinations or to use local public transportation, such as the AC Transit.

Zaytuna College provides limited parking to students. All students are allowed to park their vehicles at the Upper Campus, provided they park in the designated location. The designated area for student parking is located behind the Auditorium. Students are not allowed to park anywhere at the Lower Campus, neither in Euclid nor Le Conte, except Monday through Thursday from 5:00 p.m. – 7:00 a.m., Friday from 3:00 p.m. – 7:00 a.m. and on weekends. Any vehicle parked in the Zaytuna parking area outside of the designated times and locations

is subject to towing. Students who choose to bring cars are responsible for their own parking arrangements and expenses, including the payment of parking fines. Zaytuna College is not liable for the theft of a vehicle from the Zaytuna College campuses, or for any damage of any nature to the vehicle whatsoever.

Student Use of Zaytuna Vehicles

Students are not permitted to drive Zaytuna vehicles under any circumstances. Zaytuna College does not provide transportation to students to fulfill personal needs, including, but not limited to grocery purchases, and Jumu'ah prayers. Students are responsible for arranging and paying for their own transportation.

Students Driving Cars of Faculty or Staff

A student is not permitted to drive a vehicle belonging to a staff or faculty member on any trip related to Zaytuna College without prior authorization from the Director of Student Life. To obtain authorization, an email must be sent to the Administrative Assistant to the Director of Student Life at nmehai@zaytuna.edu, indicating the name of the student and whose car the student intends to drive. The Administrative Assistant to the Director of Student Life will verify whether or not the faculty/staff person has the required paperwork on file. Only after the Administrative Assistant to the Director of Student Life responds via email that the required paperwork is on file may the student drive the vehicle.

The Zaytuna College Honor Code

Zaytuna College seeks to provide an atmosphere consistent with the ideals and principles of Islam. To support this goal, the College has defined the Honor Code, a statement of six core principles related to personal conduct. The College has also established policies that clarify and further the principles embodied in the Honor Code. All students, including students who are not Muslim, must, upon enrollment, and each year at the beginning of the fall semester, sign a pledge to abide by the Honor Code and all College policies.

Serious or repeated violations of the Honor Code, College policies, or both will result in sanctions that may include suspension or expulsion from the College.

Personal Accountability

The first principle of the Honor Code is to hold oneself personally accountable for one's actions, remembering that God will hold each person accountable.

“So, by your Lord, We will question them all about what they have been doing.”
Qur'an, 15: 92-93

Timeliness

The second principle requires students to value time—their own and that of others—by being punctual for class, appointments, and meetings; submitting assignments on time; and generally treating time as a precious commodity that should not be squandered. Thoughtful use of one's time, effective use of time management strategies, and respect for other people's time are integral to this principle.

“[A]nd fulfill promises, for the promise will be questioned.” Qur'an 17:34

“The Prophet [peace and blessings upon him] once had an appointment with one of his companions. The companion came three days later. The Prophet [peace and blessings upon him] gently told him, ‘You have inconvenienced me, as I have been waiting for you for three days.’” Hadith

Maintaining Integrity, Respect, and Trust

The third principle concerns being honest, respecting the rights of others, keeping commitments, fulfilling promises, and maintaining trust. Accepting admission to Zaytuna means a student intends to be fully dedicated to each and every course, to meet all course requirements in the best way, and to fulfill the trust inherent in being a student of knowledge.

“O no! In the case of he who keeps his promise and is conscientious, surely God loves the conscientious.” Qur'an 3:76

“Three traits single out a hypocrite, even if he prays or fasts and claims to be Muslim: If he speaks, he lies. If he makes a promise, he does not keep it. If he is trusted, he betrays the trust.” Hadith

Cleanliness

The fourth principle requires one to be clean, to maintain tidy living quarters, and to keep other College facilities clean. Good personal hygiene, as well as neat and modest clothing, is part of the *adab* of Zaytuna students. The outer cleanliness of one's person and one's living and studying environment should mirror, God willing, the inner cleanliness and purity of one's heart and intentions.

"God loves those who purify themselves." Qur'an 9:108

Modesty and Propriety in Dress and Behavior

The fifth principle is propriety and modesty. This includes being humble in speech and deed, respecting others, maintaining appropriate boundaries, refraining from obtrusive behaviors, and dressing and behaving modestly and appropriately. It is essential that students work to maintain good opinions of others and to avoid unnecessary negative speech, as well as rude behaviors, such as interrupting others who are speaking.

"Whoever believes in Allah and the Last Day should say something good or remain silent." Hadith

"It is bad manners to overwhelm someone while speaking and to interrupt them before they end their talk." Al-Haitham ibn Adi, scholar and historian

Sobriety and Restraint

The sixth principle is sobriety and restraint. Alcohol, drugs, gambling, and inappropriate relationships and behaviors are categorically forbidden. Restraint from aggressive speech and behavior, including dangerous or reckless behavior, is essential for the Zaytuna student.

"They ask you about wine and betting. Say: 'There is great sin in them, and also advantages for people; but their sin is greater than their advantage.'"
Qur'an 2:219

Students should seek help from faculty and staff if they are dealing with personal, academic, or spiritual difficulties that may lead them to engage in proscribed behaviors. The Director of Student Life, as well as the Khalil Center, are available to assist students who need help with their problems. In addition to this Honor Code, the College has formulated policies that regulate behavior both on and off campus.

Violations of the Honor Code

Students are expected to study and take seriously the Honor Code and all General College policies published in this handbook. These policies are made available to all students at the beginning of each academic year, and students are also provided an orientation at the start of the fall semester in August. Students who are unsure about any policy or any aspect of the Honor Code should consult the Director of Student Life to seek clarification. Ignorance of these policies is not a defense or excuse for violations.

The Office of Student Life first investigates alleged violations of the Honor Code and student life policies. If the Office finds evidence of a policy violation, a Judicial Review Committee (JRC), which includes faculty, staff, and occasionally others, is convened by the Director of Student Life to conduct a hearing and make a recommendation to the Chair of the JRC, who makes the final determination about the violation. The hearing may include testimony by witnesses and by the accused student, as well as by expert authorities, if necessary. Hearings may also be conducted in absentia.

In some cases, students in violation of College policy may be placed on an Involuntary Leave of Absence, with conditions for return. If the conditions are not met, the student may be expelled permanently. Due to Zaytuna's cohort system, suspensions are either for one, two, or three academic years.

Verified violations of the Honor Code or of General College policies concerning the following matters generally result in a suspension or expulsion from the College:

1. Violent or aggressive acts, threats of violence, harm or threats of harm to self or others, with or without a weapon
2. Nonpayment of tuition, housing, or fees, without a written agreement with the College
3. Proscribed behaviors, including dating, sexual misconduct, and behaviors that violate Islamic legal norms
4. Academic dishonesty, including but not limited to plagiarism and cheating
5. Harassment of any type, including but not limited to sexual harassment, stalking, repeated unwanted attempts to contact a person, verbal or emotional abuse, threats
6. Possession, use, or sales of illegal drugs, including marijuana; abuse of prescription drugs
7. Possession or consumption of alcohol
8. Violating a contract or written agreement with the College
9. Illegal acts
10. Repeated major violations of College policies or the Honor Code

STUDENT AFFAIRS

Student Life

The Office of Student life serves as a resource for student development and offers opportunities for students to learn and grow outside the classroom through extracurricular activities, programs, and services. The Office of Student Life, under the leadership of its Director, is responsible for creating and maintaining a healthy, supportive environment for students. The Director of Student Life oversees Orientation, the Student Affairs Committee, athletics, and student clubs and their activities; assists in furthering cohort cohesion and developing leadership; supervises the residential spaces, the Residential Life Coordinator, and the residential assistants; provides pastoral counseling; and works closely with faculty advisors to assist students' success. Assistance to students with health issues, including help finding medical care providers and facilities, is provided through the Office of Student Life.

Counseling

To facilitate students' development, success, and well-being, various types of counseling services are available through the Office of Student Life. Students can seek assistance from the Director of Student Life for issues related to their emotional, spiritual, academic, and personal well-being. Appointments should be made through the Administrative Assistant to the Director of Student Life.

Khalil Center

The Khalil Center is a community psychological and spiritual wellness center. Khalil Center's approach emphasizes: psychological reconstruction, behavioral reformation and spiritual elevation. Khalil Center utilizes faith-based approaches rooted in Islamic theological concepts while integrating the science of psychology towards addressing social, psychological, communal and spiritual health. The on-site Khalil Center services offered to Zaytuna students include short-term individual counseling, drop-in consultation appointments, occasional support groups/group therapy based on student body or faculty/staff needs, provide consultation to Zaytuna college faculty and staff on student mental health issues and concerns, and provide occasional trainings for Zaytuna college faculty/staff.

Student Health and Well-being

The Director of Student Life maintains a list of medical doctors whom students may contact for medical advice. Students should contact the Director of Student Life if they do not have their own health-care provider in the Berkeley area. In life-threatening emergencies, students should call 911 immediately. When possible, students are encouraged to also call the Director of Student Life at 510-295-4464 or on his cell phone, the number for which is available from the Administrative Assistant to the Director of Student Life, who can be reached at nmehai@zaytuna.edu.

If students' safety or security or health is threatened or in case of any doubt about safety or security, students should immediately call 911, as well as the Head of Campus Safety and Security at 510-631-6331. Appendix IV – Referrals for healthcare

Student Affairs Committee or S.A.C.

The Student Affairs Committee (SAC) aims to facilitate communication, information sharing, and decision making between the various parties involved in student support, student activities, and student affairs outside of classes. The committee serves to enhance the health, safety, and well-being of Zaytuna College students and foster a more compassionate and supportive college community. The SAC will meet every two weeks, meeting times are set once participant's schedules are confirmed.

The SAC is chaired by the Director of Student Life, other members include two faculty members and four student representatives. The administrator for the committee is the Administrative Assistant to the Director of Student Life, and is a non-voting member of the SAC.

For a decision on any matter to be approved by the SAC, the matter must be included on the agenda and discussed during a meeting, with at least one member of faculty, two student representatives and the Director of Student Life. A quorum for meetings is four attendees. The vote of the committee is advisory to the Director of Student Life, and the final decision of the course of action to take is vested in the authority of the Director of Student Life.

Student Leadership/Shura Council

Zaytuna College and the Office of Student Life, provide an opportunity for students to gain leadership experience through the Shura Council (our student government). The Shura Council, consists of four student representatives, each representing a cohort. The role of the representative is to bring any concerns, suggestions, or questions of the cohort as a whole to the administration, via the Student Affairs Committee. The class representatives are obligated to attend the bi-weekly Student Affairs Council meetings. This is not meant to diminish any student's access to the administration; the representative is responsible for general cohort concerns rather than individual needs. Representatives should meet every other week, during this time the representative listens to the concerns of students and as a cohort tries to work out solutions. Any solutions that are not resolved, should be sent as an agenda item for the S.A.C. meeting.

Students are responsible to hold a cohort election to choose a representative no later than two weeks prior to the last day of class of the Spring semester. Each representative will serve for an academic year. If a representative chooses to step down from their position, they must submit a resignation letter to the Director of Student Life. The cohort will then elect a new representative to complete the term.

The election process should take place as follows: each cohort member nominates three individuals, the top five students receiving the most nominations move on to the next round. During this stage students rank their top three choices-the first rank is 3 points, the second 2, and the third 1. The person with the most points is chosen as class representative. In the event of a

tie, students should repeat the ranking system a second time. All submissions for nomination and ranking must be submitted with complete anonymity.

Student Clubs

Students are free to form new clubs each year according to their interests. To become a club recognized by Zaytuna, at least three students must agree to serve as club officers. Proposals for the recognition of a new club and for acquiring funding must be submitted to Office of Student Life no later than the second week of each semester by an officer of the club. The Office of Student Life will not consider proposals after the second week.

Orientation

Zaytuna College's Orientation program provides a planned transition to life and learning at Zaytuna. During Orientation, new Zaytuna students are introduced to faculty and staff members; gain a deeper understanding of the curriculum and resources available to support their learning; and become familiar with College policies, safety procedures, and services. During the Orientation in August, students living in Zaytuna housing meet their Resident Assistant (RA), Residential Life Coordinator (RLC), roommates, and classmates. They are also provided time to organize their apartments; get familiar with the area; shop for groceries, household items, and course supplies; and pick up their books.

Returning students are also required to attend an Update/Orientation session in August, which brings them up to date on new College policies and procedures and on other important information that affects them.

Residential Life Policies

Students are encouraged to live in Zaytuna housing, if possible, to minimize commute time, which can take time away from studying as well as from developing strong bonds with fellow members of the learning community.

For students who live in Zaytuna housing, the College strives to offer a safe and supportive environment conducive to learning and personal growth. Student residences are conveniently located on College campus. Students typically live in dorm rooms shared by two students.

Male and female Resident Assistants (RAs) are trained to address issues related to student housing, help develop a sense of community, and work with students to help them be responsible residents. All RAs are required to become certified through the American Red Cross in first aid and cardiopulmonary resuscitation (CPR). They also receive psychological first aid training through the Khalil Center to help identify students who may be experiencing emotional crises and may endanger themselves and/or others.

Off-campus Student Housing

Single students are free to live in non-Zaytuna housing, however, if Zaytuna housing is available, and the student opts to live off campus, then financial aid will not be available for housing.

Students seeking to live off campus should be advised that Zaytuna College does not provide assistance with locating or securing off-campus housing.

Student Housing

Female Residences

Alalusi Dormitory, Upper Campus (2770 Marin Ave, Berkeley)

The dormitory consists of 19 2-3 person dorm rooms and communal bathrooms. The rooms are furnished with bunk beds or twin beds, desks, and built-in bookshelves and closets. The dorm has a small workout room, a quiet study room, and common area with a lounge, and a large communal kitchen. The building is equipped with internet, and there is a coin-operated washer and dryer located in a separate building across from the dormitory in Sophia Hall. The dorm is 1.9 miles from the Lower Campus.

Male Residences

Euclid Dorm, Zaytuna College, Lower Campus (1712 Euclid Ave, Berkeley)

The Euclid dormitory consists of 13 2-3 person dorm rooms. The rooms are furnished with bunk beds or twin beds, desks, chairs, armoires, chest of drawers, and bookshelves. The dormitory includes a student lounge, a quiet study room, a rooftop patio, a communal kitchen and dining space, as well as a communal prayer area. The building is equipped with internet, and there are coin operated washers and dryers in 2479 Le Conte, a separate building adjacent to the dorms.

Students residing in Euclid are responsible for the regular upkeep of the rooftop patio and all student communal areas.

Married Students

Married students may live in separate dormitories, but will not have visiting privileges in any housing leased or owned by Zaytuna. Allegations of violations should be reported to the Residential Life Coordinator, who will investigate the complaint and take appropriate action if the complaint is corroborated.

Under limited circumstances, as space allows, and on a case by case basis, there may be space for a married Zaytuna student to live on campus with their spouse. Spouses of Zaytuna students will be required to pay a fair rental value of the apartment as determined by the College. This rent is in addition to the student's housing fees. In order to apply for married student housing, please fill out the Married Housing Request Form, which is available through the Office of Student Life.

Important Residential Dates

Move-in day; residences open	Thursday, August 23, 2018, 10 AM
Residences close for winter recess	Sunday, December 16, 2018, 3 PM
Residences open after winter recess	Saturday, January 26, 2019, 10 AM
Move-out day; residences close	Monday, May 20, 2019, 3 PM

Students are required to vacate College housing during winter and summer breaks, according to dates published in the Zaytuna College academic calendar. Students need not vacate for Eid or Thanksgiving breaks. Students should consult with the Residential Life Coordinator if they have extenuating circumstances that make vacating a residence difficult for them during the academic year. All students must vacate on move-out day after the end of the academic year in May. Considerations for exceptions will be given to students whose documented circumstances demonstrate a valid reason for remaining in the residence or whose permanent address is abroad.

*For the winter break, students residing in the Alalusi dormitory will need to empty their rooms and place all their belongings in storage in order to facilitate space for other residential programs at the College. Zaytuna will provide storage on campus for students required to move out for the winter.

Required, Recommended, and Prohibited Items

The following lists contain recommendations for making students' apartments comfortable. Students must keep in mind that all items brought to student housing have to be completely removed at the end of the academic year. Everything students bring to the Zaytuna apartments must be taken with them, given away, or thrown away at move-out time.

Required

- Twin size mattress protection pad
- Twin size sheets

Recommended (i.e., these items are not provided by Zaytuna College)

- Pillows
- Pillowcases
- Blankets, comforter, or bedspread
- Towels
- Clothes hangers
- Desk lamp
- Toiletries (e.g., soap, shampoo, toothbrush)
- Laundry supplies (HE detergent)
- Kitchen utensils for personal use (plate, cup, set of utensils)
- Cooking Supplies

Prohibited (Allegations of violations of this policy should be reported to the Office of Student Life)

- Electric cooking implements with coils
- Extra furniture
- Toaster ovens, hotplates
- Candles, incense (see Fire Safety Policy)
- Halogen lamps, torchiere floor lamps
- Heaters
- Pets
- Microwaves

Residential Assistants: Role and Authority

Zaytuna College Residential Assistants (RAs) live in each of the residential buildings. RAs are students who are paid staff members of the College; they report directly to the Residential Life Coordinator. Their duties include, but are not limited to, overseeing dorm life, assisting in the planning of social events, providing practical advice for residents, upholding the Honor Code, and enforcing Zaytuna College policies. RAs represent the College and are to be treated with respect as authority figures.

Residents attend house meetings scheduled by their RA, who reports to the Residential Life Coordinator. Students who need to miss a house meeting should seek permission in writing from their RA in advance and should have a valid reason, such as illness or other extenuating circumstance.

All questions related to the residences should be directed first to the RA, who will follow up with the appropriate College personnel.

Residential Living Policies

As the Honor Code emphasizes, Zaytuna College is committed to providing a learning atmosphere consistent with the Islamic tradition and the mission of the College. The College is likewise committed to creating such an atmosphere in Zaytuna student housing. Zaytuna's residential policies help students attain the high standards of behavior outlined in the housing policies distributed during move-in and orientation. Policies are subject to change during the academic year, and students must comply with the most recent policies distributed.

Roommates

Requests for roommates should be submitted through the Housing Registration and Roommate Preference Form at the end of each academic year; not all roommate preferences can be honored. Requests for changes in roommates after the initial assignment may be made in unusual or extenuating circumstances, but the Residential Life Coordinator may not be able to accommodate such requests.

Visitors and Guests

For security reasons and for the comfort of all, students residing in Zaytuna housing should not plan to have guests stay overnight in their rooms, except in extenuating circumstances and with prior permission from the Residential Life Coordinator. Visiting family or friends should arrange their own accommodations outside the dormitory.

All guests—whether visiting family members or personal friends of students—must comply with the residential living policies and the Honor Code while on the premises of College housing. Students are expected to inform their guests about these policies. Visiting hours are from 8:00 am until 8:00 pm Sunday through Friday, and from 8:00 am until 10:00 pm on Saturdays.

Members of the opposite gender, including parents and spouses, are not allowed to visit students' apartments at any time except on the official move-in/move-out days/times, unless they obtain special prior written permission from the Residential Life Coordinator. This policy is strictly enforced. Alleged violations should be reported to the Residential Life Coordinator. Verified violations may result in suspension or expulsion from the program and from campus housing without any refund.

Same-gender Guests

Overnight same-gender guests, including family and friends, must have permission in writing from the Residential Life Coordinator prior to staying in student housing. Residents should submit written visitation requests at least 72 hours in advance and obtain permission. No guest may stay overnight longer than three consecutive nights.

When hosting guests of the same gender, students are required to inform their roommates and RA and obtain their permission prior to the visit. It is highly recommended that visits be kept to a minimum due to the rigorous academic demands of the Zaytuna program.

Visit Request Procedure

In the spirit of communal responsibility, the Office of Student Life operates a "Virtual Lobby" to maintain a safe environment for the College residents. Residents must sign in their daytime visitor(s) electronically using the Residential Visitation Form.

For overnight guests, residents must submit the Overnight Visitors Request form 72 hours in advance, and their roommates must submit the Overnight Visitor Consent form. Two levels of approval are required: (1) Residential Life Coordinator and (2) roommates. RAs will facilitate communication among all parties. Additional details regarding the procedures can be found on the Residential Visitation Form, available through the Office of Student Life.

Gathering in Dormitories

Large gatherings (more than 5 people) are not permitted without prior written approval from Residential Life Coordinator.

Quiet Hours

At all times the residential spaces and their immediate vicinity should be sufficiently quiet to permit study and rest. Any activity or noise that interferes with a resident's ability to study or sleep should be ceased immediately and upon request. A more complete quiet must be preserved between the hours of 10:00 pm to 7:00 am. Violations of this policy should be reported to the RAs and the Residential Life Coordinator.

Curfew and Safety

Residential students must sleep in Zaytuna dorms Sunday through Thursday unless they receive written permission 48 hours in advance from the Residential Life Coordinator to stay elsewhere.

For safety reason, RAs must be notified in writing of any intended overnight stay on weekends.

Students residing in Zaytuna housing are required to abide by an 11 pm curfew, which is intended to promote sufficient rest and sleep. For safety reasons, students are generally

encouraged to be in their residences after dark, unless they have a compelling reason, such as studying during the evening in a local library. Students who expect to miss the curfew must notify their RA by text in advance and provide information about their location and expected return time. Students who neglect to notify their RA shall be reported to the Residential Life Coordinator. Students should always walk in groups of three or more, especially after dark. It is strongly recommended that students do not walk alone after dark.

Furniture and Decorations

Students wishing to make any significant changes to a room, such as replacing or removing furnishings, must first obtain approval from the Residential Life Coordinator. Students are responsible for the replacement cost of missing furniture and repair costs for damaged furniture. Any damage resulting from decorations or other additions will also be billed to the student.

Decorations taped, glued, or stapled to walls or ceilings and not removed upon vacating will result in damage charges. Screws or other fasteners may not be used on the walls. Due to the danger of fire, the use of halogen lamps/torchiere floor lamps of any size is not permitted.

All exterior surfaces and hallways are considered to be public areas and, by order of the Fire Marshall, cannot be decorated. This includes the exterior surfaces of apartment doors (other than the name card on the door) and the wall on either side of the doors. Bulletin boards located in the hallways and common areas are the only authorized surfaces for posting notices or other information. Allegations of violations of this policy should be reported to the RA.

Clean Living Spaces

Students are expected to maintain clean living spaces and respect the rights of their roommates and other residents in student housing. Periodic room and dorm inspections may be conducted by RAs or other Zaytuna College staff. Students may be asked to clean their rooms and dorms to maintain a healthy, safe, and pleasant living environment. Students who are not keeping their rooms, bathrooms, and communal spaces in good order will be required to rectify this within two days. When students move out at the end of the academic year, strict checkout inspections are conducted to ensure that each room has been properly cleaned and returned to its original condition. RAs are responsible for checkout inspections. A student's housing deposit is subject to partial or complete forfeiture if the condition of a residential space is less than satisfactory upon departure. The student enrollment agreement contains additional details.

Landlord's Access

Students living in Zaytuna College-leased housing must be aware that the landlord's agents may enter the premises in the event of an emergency; to make inspections, repairs, or improvements; to supply agreed services; or to exhibit the premises to City/County inspectors of prospective contractors who may perform work within the individual housing unit. Except in cases of emergency, the landlord will provide reasonable notice of intent to enter and shall only enter during the hours of Monday through Saturday from 9:00 am to 6:00 am. Reasonable notice is generally presumed to be 24 hours.

Staff Entry

Authorized College personnel may enter a student's room at any time in the event of an emergency, with or without the student being present to resolve a life, safety or health threatening situation or when state law or College policy is being violated.

Waiver of Claims and Indemnification

Students in Zaytuna College housing waive any claim against Zaytuna College and/or the landlord for injury or death to any person, or damage to any property, in or about the housing, from any cause whatsoever, unless due to either the landlord's or Zaytuna College's willful misconduct. Without limiting the generality of this waiver, students in Zaytuna College or College-leased housing expressly release the landlord and the College from any liability for loss or damage to the property of the student arising from water leakage, breaking pipes, theft, or criminal activity. Zaytuna College is not liable for loss or damage to a student's personal property. Zaytuna College recommends that students carry a standard renter's insurance policy from a recognized insurance firm.

Asbestos and Lead Disclosure Statements

Certain areas of student housing and the campus are known to contain lead and asbestos. The Lead Warning Statement and Asbestos Notices are available to all students at the Office of Campus Safety and Security.

Student Life Policies

Policies that regulate students' behavior are designed to provide a healthy learning environment in which Islamic social norms are observed and respected. These policies establish limits of acceptable behavior and set forth consequences for unacceptable behavior. Students are expected to observe all published policies and codes of conduct. Policies are subject to change during the academic year, and students must comply with the most recent policies distributed by the College. Students who need guidance about the policies should contact the Director of Student Life.

APPENDICES

APPENDIX I - Disability Management

Rights & Responsibilities

Responsibilities of Students with Disabilities

- Meet qualifications
- Self identify that you have a disability
- Provide documentation
- Follow established institutional procedures (see steps for requesting accommodations)
- Request accommodations in a timely manner each semester by meeting with the Disability Coordinator
- Notify the Disability Coordinator if there are difficulties securing accommodations or with the quality of the accommodations
- Participate fully in the interactive accommodation process

Note: Receiving services or accommodations at the high school level, at another college or university, or from a testing agency does not necessarily mean that Zaytuna College will conclude that the student is disabled and/or agree to provide the student with the same services or accommodations received at other educational institutions or agencies.

Rights of Students with Disabilities

- Equal access to courses, programs, services and activities
- “Reasonable” accommodations
- Right to File a Grievance/Complaint

Responsibilities of the University

- Give notice of available services
- Ensure that programs, services, and activities when viewed in their entirety are accessible
- Explore and provide appropriate reasonable accommodations
- Ensure that all information will be maintained and used in accordance with applicable confidentiality requirements

Rights of the University

- Identify and establish policies and procedures to work with student’s requesting accommodations and receive current documentation
- Determine reasonable accommodations

- Deny a request for accommodations or change an accommodation in specific situations when an accommodation would change the fundamental nature of the program and/or pose an undue burden.

REQUESTING ACCOMMODATION FOR A DISABILITY

All student accommodation requests, including but not limited to registration, housing, and classroom accommodations can be made by filling out the **Disability Accommodation Request Form**. After completing the information on the online form, students will be contacted by the Office of Student Affairs to talk further and to process the accommodation request. Should a student have questions, please contact nmehai@zaytuna.edu.

Submission Instructions: Please print, complete, and mail this form and all supporting documentation to Zaytuna College, c/o Registrar, 2401 Le Conte Avenue, Berkeley, CA 94709. Requests can be made at any time, however, for accommodation requests to be reviewed and determined prior to the start of a semester, completed forms and documentation must be submitted by the program deadlines below. Requests made after the deadlines or during the semester will be reviewed and determined as quickly as time allows.

- ❖ August 17, 2018 – for new and returning undergraduate students for the Fall 2018 semester
- ❖ March 15, 2019 (housing accommodation requests due for returning undergraduate students, Fall 2019 semester.)
- ❖ June 1 (for new undergraduate students.) Please note: undergraduate housing assignments are for the full academic year, therefore, requests made after the June 1 deadline may be more difficult to fulfill.

When is a student entitled to accommodation: Under applicable laws, an otherwise qualified student with a disability is entitled to reasonable accommodation in order to provide equal access to college programs and facilities. A “disability” is a physical or mental impairment which substantially limits a major life activity, such as caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working, or other activities as required by law. Zaytuna College works with each student to determine reasonable accommodations when the student has filed a request for accommodation and submitted adequate documentation as provided below. Note: It is not necessary to identify any disabilities for you which you are not requesting accommodations.

Your request for accommodation and required documentation: Your request for accommodation must be as specific as possible and normally must be accompanied by the Documentation of Disability form or an equivalent report (eg. A copy of a psychoeducational evaluation).

How Zaytuna will respond to your request: You may be asked to supplement the documentation you have provided. Once we have received a specific request for accommodation from you, we will work interactively with you to identify one or more appropriate

accommodations, which may or may not be the specific accommodation(s) you have requested. The College's goal is to provide accommodations that are effective, even though they may not be the specific accommodations requested in all cases.

Grievance policy: A grievance policy for students, who believe they have been denied access to the College's programs or services because of a disability, including denial of a request for accommodation, can be reviewed on page *** of this Catalog or in the Office of Student Affairs.

Contacts:

Academic/Classroom Accommodations: Dr. Cindy Ausec

Housing/Dining/Co-Curricular Accommodations: Imam Dawood Yasin

Disability Accommodation Request Form

Student's Name: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Diagnosed disability: _____

Accommodations I am requesting from the College: _____

Required documentation is:

Enclosed

Being sent separately by deadlines listed on page one

I authorize the College to arrange for reasonable accommodation(s), to share information with others as necessary, and to obtain additional information from the individual(s) listed below, who has/have diagnosed or treated me for my disability/disabilities.

Student's Signature: _____ Date: _____

Name of Diagnostician: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Telephone: _____

ZAYTUNA COLLEGE

DOCUMENTATION OF DISABILITY FORM

STUDENT’S NAME: _____

The above-named student is requesting accommodations. In order to support this student’s request, Zaytuna College requires documentation of the disability (or disabilities) by a qualified professional. Documentation may consist of completing this form or substituting a diagnostic report.

In the context of requests for reasonable accommodations, the term “disability” means a physical or mental impairment that substantially limits one or more of an individual’s major life activities.

THESE PAGES TO BE COMPLETED BY TREATING PROFESSIONAL

CREDENTIALS OF TREATING PROFESSIONAL

Name and licensure or certification (including state):

Degree:

Area(s) of Specialization:

Address of Practice:

Daytime Telephone:

The information provided by you regarding the above-named student will be treated as confidential and will be disclosed by the College only as necessary for assessment and/or implantation of the requested services or accommodations.

This also confirms that I am not a relative of the student, through marriage or otherwise.

____ Physician’s initials

What is the specific diagnosis/impairment/limitation?

Disability: Please indicate if the student’s degree of impairment or limitation is such that it meets the definition of disability as described above. ___ Yes ___ No.

Describe the diagnostic methodology, including diagnostic criteria, evaluation methods and procedures, and when pertinent, testing dates and results.

Explain how the student is substantially limited as a result of the disability and describe the severity and frequency of the limitation.

Describe the diagnostic methodology, including diagnostic criteria, evaluation methods and procedures, and when pertinent, testing dates and results.

Explain how the student is substantially limited as a result of the disability and describe the severity and frequency of the limitation.

What are your recommendations for accommodations based on disability and how will these recommended accommodations address the identified limitation(s) resulting from the disability?

Signature of treating professional: _____ Date: _____

Note: For a diagnosed Learning Disability (AD) or Attention Deficit Disorder/Hperactivity Disorder (ADD/ADHD), please enclose a recently psychoeducational evaluation including test scores and recommendations.

APPENDIX II - STEM Classes At U.C. Berkeley

If a Zaytuna College student wishes to take STEM classes at U.C. Berkeley, the following course of action needs to be taken:

1. For incoming Freshmen contact the Registrar's office and advise regarding future plans to pursue a STEM track while enrolled at Zaytuna College.
2. Consult with faculty member to determine your availability of time that does not conflict with your Zaytuna schedule.
3. Consult UC Berkeley extension course offerings and/or Berkeley City College. Once you select the course then complete the UX Extension paperwork.
4. Since a ZC scholarship exists for ZC female students that wish to pursue STEM classes, provide the completed financial aid application to the Registrar's office, and ZC will pay the needed fee for your course as long as such funds remain available.

APPENDIX III - Where We Are, The San Francisco Bay Area

A thriving, bustling center of culture, technology, and academia, the San Francisco Bay Area, home to Zaytuna College, has a population of seven million people, including a quarter of a million Muslims. The area includes Silicon Valley, the technology hub of the world. Its three largest cities are San Jose, San Francisco, and Oakland.

Bay Area highlights include:

- Several top-ten graduate programs in business, law, medicine, and engineering
- World-class institutions, including Stanford University, University of California, Berkeley, Santa Clara University, and the Graduate Theological Union
- The world's nineteenth-largest economy, greater than that of Sweden or Saudi Arabia
- GDP per capita of \$74,815, the highest in the United States
- A creative atmosphere that has spawned companies such as Google, Apple, eBay, Facebook, Twitter, Cisco, and Yahoo
- A Muslim population of approximately 250,000, which is highly educated, with an annual median income \$20,000 higher than that of the average American household
- More than eighty mosques and dozens of Islamic organizations

Students at Zaytuna can take advantage of the many benefits of living in the Bay Area, including the region's abundant cultural attractions and the natural beauty of its breathtaking coastline and lush state parks.

The City of Berkeley

Zaytuna College is located in historic Berkeley, often described as a city with “a small population but a big reputation.” It wields enormous global influence as a center for academics, scientific discovery, freedom of expression, and commitment to diversity. It is also known for its tradition of social justice activism and intellectual inquiry, two qualities embodied in its world-renowned university, UC Berkeley.

Berkeley is a compact, dynamic city with a population of about 115,000. It is exceptionally pedestrian- and bicycle-friendly, made even more so by its scenic location and year-round gentle climate. Students can enjoy easy access to the rest of the Bay Area via the Bay Area Rapid Transit (BART) system and the Caltrain commuter rail system.

Berkeley is well known for its convenient public transportation system, great *halal* dining options, and variety of natural and cultural attractions. Zaytuna College is located within a fifteen-minute walk of Berkeley's main shops, restaurants, and businesses. The downtown area is easily accessible by walking, biking, and public transit.

Muslims in the Bay Area

Once students arrive at Zaytuna College, they become part of one of the largest and most diverse Muslim communities in the nation. Several mosques in the greater Bay Area regularly organize classes and events with internationally known speakers and scholars. Several vibrant Muslim Student Associations are active in the region’s colleges. Within walking distance from the College, students can find several *halal* restaurants and cafés, as well as an active local mosque.

Airports

The closest airports to Berkeley are Oakland International Airport (OAK) and San Francisco International Airport (SFO). When you arrive at the airport, you will find taxis, shuttles, and public transportation. More information about the airports is available at

www.oaklandairport.com and www.flysfo.com

Local Food Markets

Indus Food Center	1964 San Pablo Ave.	(510) 845-2000
Middle East Market	2054 San Pablo Ave.	(510) 704-8800
Oakland Halal Meat & Produce	3101 Telegraph Ave.	(510) 652-7171
Marwa Halal Market	2956 Telegraph Ave.	(510) 465-3106
Oasis Food Market	3045 Telegraph Ave.	(510) 655-5111

Local Restaurants

Mudrakers Café (Coffeehouse/Sandwiches)	2801 Telegraph Ave.	(510) 649-7315
Julie’s Healthy Food Café (Fusion)	2562 Bancroft Way	(510) 486-8322
Kabana (Pakistani)	106 University Ave.	(510) 845-3355
House of Curries (South Asian)	2520 Durant Ave. 2984 College Ave. 1497 Solano Ave., Albany	(510) 848-5800 (510) 841-1688 (510) 559- 8477
Turkish Kitchen (Turkish)	1986 Shattuck Ave.	(510) 540-9997
Indus Village (South Asian)	1920 San Pablo Ave.	(510) 549-5999
Jayakarta Restaurant (Indonesian)	2026 University Ave.	(510) 841-0884
Hasnia (Algerian)	1160 University Ave.	
Sunrise Deli Café (Arab/Mediterranean)	2456 Bancroft Ave.	(510) 845-9400
Suya African Caribbean Grill (Afro-Caribbean; partially halal)	2130 Oxford St.	(510) 981-8028
Oasis	2114 Center St.	(510) 666-8951

Grill (Arab/Mediterranean)		
D'yar (Shawarma) (Gyros not zabihah)	2511 Durant Ave. 1866 Euclid Ave.	(510) 848-5587 (510) 845-5300
Bongo Burger (halal Persian burger)	1839 Euclid Ave. 2154 Center St. 2505 Dwight Way	(510) 548-3400 (510) 548-7700 (510) 548-4100
Alborz Restaurant (Persian)	2142 Center St.	(510) 848-8877
Vik's Chaat & Market (Indian)	2390 Fourth St.	(510) 644-4432
Khana Peena (Indian)	1889 Solano Ave. 5316 College Ave., Oakland	(510) 528-2519 (510) 658-2300
Chaat Café (Indian)	1902 University Ave.	(510) 845-1431
Five Star Pizza and Deli (American)	3109 Telegraph Ave., Oakland	(510) 428-2211
Kamdesh (Afghani)	346 14th Street, Oakland	(510) 286-1900

Local Cafés

Caffe Mediterranean	2475 Telegraph Ave.	(510) 549-1128
Café Intermezzos	2442 Telegraph Ave.	(510) 849-4592
Café Strada	2300 College Ave.	(510) 843-5282
International House Café	2299 Piedmont Ave.	(510) 643-9932
Brewed Awakening	1807 Euclid Ave.	(510) 540-8865
Hummingbird Café	1814 Euclid Ave.	(510) 848-8361
NorthSide Café	1878 Euclid Ave.	(510) 845-3663
Philz Coffee	1600 Shattuck Ave.	(510) 705-1083
People's Coffee and Tea	2015 Shattuck Ave.	(510) 666-0666
Café Milano	2522 Bancroft Way	(510) 644-3100
Peet's Coffee and Tea	2501 Telegraph Ave.	(510) 226-7700
Elmwood Café	2900 College Ave.	(510) 843-1300
Yali's Oxford Street Café	1920 Oxford St.	(510) 843-2233
Espresso Experience	2440 Bancroft Way	(510) 845-6039

Local Ice Creameries

CREAM	2399 Telegraph Ave.	(510) 649-1000
Tara's Organic Ice Cream	3173 College Ave.	(510) 655-5014
John's Ice Cream	2204 Shattuck Ave.	(510) 981-0370
Ici Ice Cream	2948 College Ave.	(510) 665-6054
Almare Gelato Italiano	2170 Shattuck Ave.	(510) 649-1888

Local Arabic/Islamic Bookstores

Sultana Bookstore	1418 San Pablo Ave.	(510) 558-0120
Rumi Bookstore (Fremont, CA)	4050 Peralta Blvd. # B	(510) 744-3692

Local Mosques

Berkeley Masjid	2716 Derby St.	(berkeleymasjid.org)
Masjid al-Iman	5625 Shattuck Ave., Oakland	(510) 655-1798
Lighthouse Mosque	620 42nd St., Oakland	(lighthousemosque.org)
Masjid al-Islam	8210 Macarthur Blvd., Oakland	(510) 638-9541
Islamic Cultural Center of Northern California	1433 Madison Ave., Oakland	(510) 832-7600 (iccnc.org)
Oakland Islamic Center	515 31st St., Oakland	(510) 654-4306
Masjidul Warithdeen	1652 47th Ave., Oakland	(masjidulwarithdeen.org)

Local Banks

Bank of America	2129 Shattuck Ave.	(510) 273-5466
Wells Fargo	2144 Shattuck Ave.	(510) 649-3630
USE Credit Union	2350 Shattuck Ave.	(866) 873-4968
Citibank	2000 Shattuck Ave.	(510) 849-0754
Chase	2150 Shattuck Ave.	(877) 242-7372

Local Libraries

- UC Berkeley libraries: <http://www.lib.berkeley.edu/>
- Graduate Theological Union Library: <http://gtu.edu/library>
- Berkeley Public Library: <http://www.berkeleypubliclibrary.org/index.php>

Local Extracurricular Activities

For a glimpse at the variety of events taking place in Berkeley, including lectures, sports, performing arts, films, and exhibits, see <http://events.berkeley.edu>.

Gymnasiums

- UC Berkeley Recreational Sports Facility (RSF): 2301 Bancroft Way, Berkeley, CA 94720, (510) 642-7796, <http://recsports.berkeley.edu/>
- Downtown Berkeley YMCA: 2001 Allston Way, Berkeley, CA 94704, (510) 848-9622, <http://www.baymca.org/dt.aspx>
- 24 Hour Fitness in Downtown Berkeley: 2072 Addison Street, (between Milvia St. & Shattuck Ave.), Berkeley, CA 94704, (510) 548-0497

Local Parks

- Underhill Field – College Avenue between Channing and Haste
- Barrows Annex – Central UCB campus, between Barrows and Kroeber Hall
- Codornices Park and Berkeley Rose Garden – 0.7 mile north on Euclid Avenue
- University of California Botanical Garden at Berkeley – 200 Centennial Drive
- Willard Park – 2730 Hillegass Avenue
- Tilden Park – The park is reached via Canon Drive, Shasta Road, or South Park Drive
- Grizzly Peak
- Live Oak Park (a.k.a. “Shattuck Courts”) – 1301 Shattuck Avenue
- Berkeley Marina – 201 University Avenue (near the I-80 freeway)

APPENDIX IV - Referrals For Healthcare Services

Local Hospitals and Health Care

In the case of a medical emergency, dial 911.

Emergency Referrals

Name	Location	Phone	Hours
Alta Bates Emergency Department	2450 Ashby Ave., Berkeley 2001 Dwight Way, Berkeley 350 Hawthorne Ave., Oakland	510-204-1303 (Berkeley) 510-869-6600 (Oakland)	Open 24 hours
Sutter Urgent Care Center	2500 Milvia St., Berkeley	510-204-5600	Monday–Friday: 8 am–5 pm

Non-Emergency Referrals

Name	Location	Phone	Hours
Berkeley Free Clinic	2339 Durant Ave., Berkeley	(510) 548-2570	Monday–Thursday: 3– 9pm (doors open at 5:30 pm) Friday: 5:30–9 pm (doors open at 5:30 pm) Saturday: 11 am–3 pm (doors open at 11:00 am) Sunday: 4–8 pm (doors open at 4:00 pm)
Berkeley Family Practice Medical Group	2636 Telegraph Ave., (at Derby St., across from Andronico’s), Berkeley	(510) 841-1647 Call before visiting for availability.	Mon–Fri: 8:30 am–5:00 pm Sat: 9:00 am–2:00 pm
UCSF Screening & Acute Care Practice	400 Parnassus Ave., San Francisco	(415) 353-2602	Mon–Fri: 8:00 am– 8:00pm Sat & some holidays 8:00 am–4:00 pm

			(Walk-in clinic subject to early closing)
Alta Bates Summit Medical Center	2450 Ashby Ave., Berkeley 2001 Dwight Way, Berkeley 350 Hawthorne Ave., Oakland	510-204-4444 (Berkeley) (510) 655-4000 (Oakland)	Please visit http://www.altabatessummit.org

APPENDIX V - Grievance Committee

If an act of discrimination or harassment or retaliation has occurred, the appeal becomes a grievance, and the grievance procedure ensues (see the section on General College Policies about prohibited behaviors, such as harassment, stalking, and retaliation).

If a student believes a problem is not being resolved due to factors such as race, religion, ethnicity, sex, political beliefs, or the like, or if the student believes harassment of any kind has occurred, the student should file a grievance with the Director of Student Life, which will be reviewed by the Grievance Committee.

The Grievance Committee, comprised of faculty, staff, and students, will be convened to consider the grievance, render a decision, and communicate it to the President or designee. The student will receive notification of the decision from the President or designee within fifteen business days after the decision has been rendered by the committee.