Kingdom of Saudi Arabia
Ministry of Education
Dar Al-Uloom University

جامعة دار العلوم
Dar Al Uloom University

المملكة العربية السعودية
وزارة التعليم
جامعة دار العلوم

Directorate of Quality إدارة الجودة

Quality Assurance & Accreditation Unit وحدة توكيد الجودة والاعتماد

PROGRAM FILE CHECKLIST

Note: Course files are due for completion two weeks after the end of each semester

PROGRAM INFORMATION			
College		Program	
COURSE INFORMATION			
Academic Session		Total No. of Courses	
Quality Head / Program Coordinator / Department Chair		Date of Completion	

PROGRAM FILE COMPONENTS			
No	**Item**	**Status**	**Remarks**
1	**Program Study Plan Approved by the Ministry of Education - Higher Education** (Signed and Approved by Dean)		
2	**Program Specification** (Signed and Approved by Dean)		
3	**Program Report** (Signed and Approved by Dean)		
4	**Program Improvement – Annual Action Plan for next academic year** (Signed and Approved by Dean)		
5	**Rubrics – Program Level** (Signed and Approved by Dean)		
6	**Program Research** (All research activities in the program carried out by instructors and students) (Signed and Approved by Dean)		
7	**Program Community Services** (All Community Service activities in the program carried out by instructors and students) (Signed and Approved by Dean)		
8	**Minutes of meeting** (Signed and Approved by Dean)		
9	**Summary of the student feedback on the evaluation of the Program** (Signed and Approved by Dean)		
10	**Quality Academic Procedures** (along with evidences – signed and approved by the Dean)		

SIGNATURES			
Quality Head / Program Coordinator / Department Chair	Signature: _____ Date: _____	**Dean**	Name: Signature: _____ Date: _____

Please note that all course file components have to be submitted in electronic formats (Word, PDF, etc.)