



ALHAMD ISLAMIC UNIVERSITY
Course File Documents Check List

Department: _____ Session: _____

Program & Semester	Document Required	Yes	No	N/A
	Course Code and Title			
	Description of Course/Learning Objectives & Outcomes			
	Course Syllabus and changes, if any (made over last 3 semester)			
	Weekly Teaching Schedule (Time Table)			
	Grading Policy			
	Copy of each Homework Assignment			
	Copy of each Quiz Assigned			
	Dates of Mid Term Examination (Mid Term Date Sheet)			
	Copy of Question Paper for Mid Term Examination			
	Dates of Final Term Examination (Final Term Date Sheet)			
	Copy of Question Paper for Final Term Examination			
	Students Grading Sheet (Gazette)			



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