All requests of creation or modification of an academic program shall be initiated by the associate dean or the concerned head of department through the e-form **"Request for program creation or modification"** available on the university intranet "MyUSEK". The necessary documentation shall be also uploaded to this e-form such as: program framework and related courses syllabi.

The Office of the Provost shall assess the request and ensure its alignment with the regulations in force at USEK. If necessary, consultation meeting(s) are held between the Provost and the requesting dean and his team to discuss the rationale behind the request.
Once the request is well-grounded, the Provost shall reassess and validate the request while indicating the need for getting a new program recognition, a new program decree or for updating an existing decree.

Validated requests are forwarded to the Academic & Research Council, then to the University President for final decision.

If the request is approved, the below two options may be considered, otherwise it is put on hold:

1. **New 'Program Recognition Authorization' - اذن مباشرة تدريس** : The school shall complete the **Program Recognition Request** which final version is transmitted by USEK's representative to the Commission of Equivalency at the Ministry of Education and Higher Education. Accordingly, the program recognition authorization is signed by the Minister of Education and Higher Education (MEHE), Director General of Higher Education, and President of the MEHE - Commission of Equivalency.

2. **New 'Program Decree' / Updated Decree for an existing program - قرار مبدئي** : The school shall complete the **Program Decree Request** which final version is transmitted by USEK's representative to the Commission of Equivalency at the Ministry of Education and Higher Education. Accordingly, the decree is signed by the Minister of Education and Higher Education (MEHE), Director General of Higher Education, and President of the MEHE - Commission of Equivalency.

In both cases, the Provost forwards a copy of the official signed document to the concerned academic and administrative units. Accordingly, the Office of the Provost and the Registrar Office shall take necessary actions, mainly the changes affecting the student information system Banner and the Institutional Assessment Software Tk20. This latter is the main source of the university catalogue generation.

Recommended Deadlines for New Program Creation / Modification of Existing Programs
March 30 → deadline for new program creation effective next Fall Semester.
(Modifications done until this date are published on the University Catalog for the next academic year)
September 30 → deadline for new program creation effective next Spring Semester.