



## Procedure for University Catalogue Management

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The Holy Spirit University of Kaslik Catalogue is a yearly publication and a source of information for students, applicants and all stakeholders on student services, resources, academic rules and regulations, programs of study and course descriptions.

This procedure is intended to facilitate the management of programs and courses information in the University Catalogue through the below steps:

1. Any request for modification or creation of programs or courses should be initiated through the e-form "Request for creation or modification of Major / Minor / Course", accessible on the University Intranet MyUSEK by Associate Deans and Head of Departments. This e-form should include the following:
  - For programs: the program framework including the mission, educational objectives, outcomes and curriculum map, in addition to the relative course syllabi;
  - For courses: the relative course syllabus;
  - For modification requests, the changes in the program framework and course syllabus should be highlighted
2. The program / course creation or modification request should have an **effective date** to define the semester starting which the modifications would be effective.
3. After the validation of the head of academic unit, all requests will be treated by the Provost, with the intervention of the Office of Relations with the Public Administration if needed.
4. The Registrar Office will audit the request and do the required modifications on Banner if the request is favorable.
5. The Quality Assurance and Institutional Effectiveness Office will do the required modifications in Tk20 based on the provided Program Framework and Course Syllabi, and update the University Catalogue accordingly.
6. Any modification effective as of the spring semester of the current year should be submitted through the e-form "Request for creation or modification of Major / Minor / Course" between September 1<sup>st</sup> and December 23<sup>rd</sup> and will be updated in the current year's University Catalogue.
7. Starting January 1<sup>st</sup>, all modifications in the University Catalogue information will be considered effective starting the next academic year and therefore will be updated in the new University Catalogue.



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Office of the Provost

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8. The new University Catalogue will be published during the month of May of every year. Therefore, all academic units are requested to review their programs information and request the necessary modifications no later than the end of February.

### University Catalogue Timeline

January 1 <sup>st</sup> to March 17 <sup>th</sup>	Requests for creation or modification of programs / courses in the University Catalogue of the next academic year
May 30 <sup>th</sup>	Publishing of next year's University Catalogue
September 1 <sup>st</sup> to December 23 <sup>rd</sup>	Exceptional modifications on the current University Catalogue (that will be effective only starting next spring semester)

For any information or assistance, please contact [tk20@usek.edu.lb](mailto:tk20@usek.edu.lb).