


Category	Educational Programs	Policy Number	ACA-PRO-104	 جامعة زايد ZAYED UNIVERSITY
Distribution	External	Version	1.2	
Responsible Office	Provost	Policy Owner	PCO	
Date Approved	18 December 2023	Effective Date	18 December 2023	
Date Last Reviewed	18 December 2023	Due Date for Next Review	18 December 2026	

POLICY

Approval and Modification of Non-Credit Courses

1. Purpose

This policy outlines the guiding principles for the approval and modification of non-credit courses at Zayed University (“**University**”).

2. Scope of Application

This policy applies to non-credit courses that are not part of the University degree programs. They are normally offered through Centers or Institutes and are expected to be self-supporting.

3. Definition

Non-Credit Courses	Collegiate-level courses offered by the University that do not carry academic credit.
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4. Policy

4.1 All non-credit courses must be consistent with the University’s mission and vision.

4.2 Normally, these courses are offered by a Center or Institute and are expected to be self-supporting.

4.3 Prior to implementation, proposals for new non-credit courses or substantive changes to existing non-credit courses must be reviewed and approved through standard University procedures.

5. Related Policies and Laws

ACA-PRO-103 Curricula Approval and Revision

6. Administration

This policy is administered by the Programs and Curricula Office.

7. Revision History

Date	Revision
18 December 2023	Approved by the Vice-President. Reviewed with no substantive changes required.
26 January 2023	Administrative change: <ul style="list-style-type: none">• Updated the information header to be in line with the new format.• Updated the policy number from ACA-PRO-08 to ACA-PRO-104.
24 September 2020	Approved by the Provost. Reviewed with no substantive changes required.
12 May 2020	Non-substantive change: added External Distribution.
18 November 2019	Updated the policy group, policy numbers and format.
4 June 2003	Policy approved.