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|---------------------------|----------------------|---------------------------------|--------------------------|---|
| <b>Category</b>           | Educational Programs | <b>Policy Number</b>            | ACA-PRO-103              | <br>جامعة زايد<br>ZAYED UNIVERSITY |
| <b>Classification</b>     | Public               | <b>Version</b>                  | 1.2                      |   |
| <b>Responsible Office</b> | Provost              | <b>Policy Owner</b>             | Dean of Academic Affairs |   |
| <b>Date Approved</b>      | 26 February 2024     | <b>Effective Date</b>           | 26 February 2024         |   |
| <b>Date Last Reviewed</b> | 23 February 2024     | <b>Due Date for Next Review</b> | 31 July 2025             |   |

## POLICY

### Curricula Approval and Revision

#### 1. Purpose

The purpose of this policy is to ensure that all curricula approval and revision is consistent with academic principles and standards appropriate to the University’s Mission, Vision, and Strategic Plan.

#### 2. Scope of Application

The policy applies to proposals for all reviews and approvals that are needed for curricular changes.

#### 3. Definitions

|                          |  |
|--------------------------|--|
| <b>Board of Trustees</b> | The Board of Trustees is the higher authority of the University that reports to the UAE Government on University matters |
| <b>Provost</b>           | Provost and Chief Academic Officer   |
| <b>University</b>        | Zayed University   |
| <b>VP-CEO</b>            | Vice-President and Chief Executive Officer   |

#### 4. Policy

**4.1** Zayed University (“**University**”) develops and implements new degree programs consistent with the University’s Mission, Vision, and Strategic Plan.

**4.2** Academic units propose new programs according to University procedures for ultimate review and approval by the Provost and Chief Academic Officer (“**Provost**”), the Vice-President and Chief Executive Officer (“**VP-CEO**”), and the Board of Trustees of the University.

**4.3** Any request for a curricular change must be made at least one semester before the proposed implementation date. Curriculum changes requiring changes to the University Catalog cannot be implemented until the next University Catalog is issued.

**4.4** Any request for a program-level curricular change must consider the impact on existing students and include appropriate plans, such as teach-out provisions for programs proposed for discontinuation.

**5. Related Policies and Laws**

N/A

**6. Administration**

This policy is administered by the Programs and Curricula Office.

**7. Revision History**

| <b>Date</b>       | <b>Revision</b>   | <b>Ver.</b> |
|-------------------|---|-------------|
| 5 February 2025   | Updated the document format.  |             |
| 26 February 2024  | Policy reviewed; no substantive changes required; approved by the Provost and Interim Vice-President. | 1.2         |
| 24 September 2020 | Non-substantive changes approved by the Provost.  | 1.1         |
| 16 June 2015      | New policy approved by the University Council.  | 1.0         |