Category	Educational Programs	Policy Number	ACA-PRO-104	
Classification	Public	Version	1.2	
Responsible Office	Provost	Policy Owner	Dean of Academic Affairs	
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.

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. **Definitions**

Provost	Provost and Chief Academic Officer
Non-Credit Courses	Collegiate-level courses offered by the University that do not carry academic credit
University	Zayed University

4. **Policy**

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

   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 ("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	Ver.
6 February 2025	Updated the document format.	
18 December 2023	Policy reviewed; no substantive changes required; approved by the Interim Vice-President.	1.2
26 January 2023	Administrative change: • 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	Policy reviewed; no substantive changes required; approved by the Provost.	1.1
4 June 2003	New policy approved.	1.0