


<b>Policy Group</b>	Academic Programs	<b>Policy Number</b>	ACA-PRO-08	 جامعة زايد ZAYED UNIVERSITY
<b>Responsible Office</b>	Office of the Provost	<b>Distribution</b>	External	
<b>Date Approved</b>	4 June 2003	<b>Effective Date</b>	4 June 2003	
<b>Date Last Reviewed</b>	4 June 2003	<b>Due Date for Next Review</b>	4 June 2006	

## PROCEDURES

### Approval and Modification of Non-Credit Courses

The review of proposals for non-credit courses will be completed as quickly as possible and will normally be completed within one week.

#### 1. Procedure

- 1.1 A course syllabus must be approved through the Office of the Provost before the course is marketed for the first time. Substantive changes (as defined in ACA-PRO-04) must be approved following the same procedures.
- 1.2 A draft course syllabus must be submitted through the appropriate Dean to the Provost.
- 1.3 Prior to approval, the Provost may circulate the proposal to College Deans and other selected University administrators for review and comment.
- 1.4 The Provost will communicate his/her decision regarding non-credit course approval to the Dean of the appropriate College and the initiator of the non-credit course approval request.

#### 2. Revision History

<b>Date</b>	<b>Revision</b>
9 June 2020	Non-substantive change: Added External Distribution.
6 November 2019	Updated the policy group.
4 June 2003	Procedures approved