Policy Group	Academic Programs	Policy Number	ACA-PRO-08	
Responsible Office	Office of the Provost	Distribution	External	
Date Approved	4 June 2003	Effective Date	4 June 2003	
Date Last Reviewed	24 September 2020	Due Date for Next Review	30 September 2023	

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

3. **Policy**
   Non-credit courses are collegiate-level courses offered by Zayed University that do not carry academic credit. All non-credit courses must be consistent with Zayed University's mission and vision. Normally, these courses are offered by a Center or Institute and are expected to be self-supporting. Prior to implementation, proposals for new non-credit courses or substantive changes to existing non-credit courses must be reviewed and approved through ZU procedures.

4. **Related Policies and Laws**
   ACA-PRO-04 Curricula Approval and Revision

5. **Administration**
   This policy is administered by the Office of the Provost.

6. **Revision History**

Date	Revision
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.