


Policy Group	Academic Programs	Policy Number	ACA-PRO-03	 جامعة زايد ZAYED UNIVERSITY
Responsible Office	Office of the Provost	Distribution	External	
Date Approved	4 October 2020	Effective Date	4 October 2020	
Date Last Reviewed	30 September 2020	Due Date for Next Review	30 September 2023	

POLICY

Designation of Courses and Periods of Study

1. Purpose

To assist in effectively and efficiently achieving its vision and mission of academic excellence, the university shall establish procedures and practices for designating courses and terms of study at Zayed University and shall establish standards for special topics courses and independent study.

2. Application

This policy applies to the numbering of courses and designation of terms of study at Zayed University

3. Policy

3.1 Credit and Non-Credit Courses

The university shall designate courses as credit bearing or non-credit-bearing. Courses at the 100 level and higher earn degree credits. Courses numbered 099 or lower do not earn credit hours but may be treated as equivalent to credit in calculating faculty workload. Courses are numbered from 001 to 799, as follows:

a) 001 to 099

Developmental Courses:

Pre-baccalaureate courses designed to enhance the readiness of a student for collegiate-level work through orientation, development, and remediation. These courses count toward course load but not toward completion of degree requirements.

b) 100 to 299

Lower-Level Undergraduate Courses:

Introductory courses to introduce a field of study or provide foundations prerequisite to work in a major. Primarily for first and second year baccalaureate students. These courses bear credit and may count toward completion of degree requirements.

c) 300 to 499

Upper-level Undergraduate Courses:

Intermediate and advanced undergraduate or introductory professional courses. Primarily for third and fourth year baccalaureate students. These courses bear credit and may count toward completion of degree requirements.

d) 500 to 599

Post-baccalaureate Professional or Introductory Graduate Courses:

Post-baccalaureate professional or introductory graduate work; may be dual-listed with senior-level undergraduate courses of the same title as long as a difference in quality and depth appropriate to graduate education is specified for students enrolled for graduate credit. These courses bear credit and may or may not count toward undergraduate degree or graduate diploma requirements; a maximum of nine credit hours may count toward graduate degree requirements.

e) **600 to 799**

Advanced Graduate or Professional Courses:

Advanced courses that may provide credit toward graduate degree requirements in all departments.

3.2 Periods of Study

- a) **Semester:** A semester is a typical period of scheduled courses within the academic calendar (15 weeks plus final exams).
- b) **Condensed Periods:** All condensed periods of study must adhere to the same academic rigor and quality assurance protocols as full semester courses. They must also follow standard expectations in terms of learning outcomes and credit hours.
- c) **Term:** A term is a shorter period within the academic calendar in which a semester equivalent course may be offered in a compressed format that is normally six (6) or more weeks in duration. Courses delivered in a term must follow standard expectations in terms of learning outcomes and credit hours.

3.3 Special Topics Courses

- a) Special Topics courses are limited period offerings. They shall typically cover subjects that:
 - i) are not covered in other courses;
 - ii) cover topics in greater depth than can be provided in regular course offerings; or
 - iii) offer the opportunity for an experimental course.
- b) Special Topics courses function in the same manner as regular courses, with normal expectations for class meetings, a syllabus, and appropriate supervision of student work.
- c) They shall carry one to four hours of credit and may normally be offered no more than twice without being submitted as a new course through the formal course proposal process.
- d) No more than nine hours of Special Topics courses may be applied toward completion of the degree.
- e) The title for each Special Topics course will be submitted to the Registrar for inclusion in the Course Offerings Schedule and for inclusion on the Transcript.

3.4 Independent Study

- a) Independent study enables students to study material or pursue projects not normally available through regularly scheduled courses.
- b) No more than one (1) course of independent study may be applied toward the completion of an undergraduate degree, except with prior approval from the CAA.
- c) Independent study courses must have an appropriate learning plan (typically a syllabus), learning outcomes, end-of-term evaluations and appropriate assessment.

- d) Independent study can only be taken as part of an undergraduate degree and only in rare cases.

4. Related Policies and Laws

ACA-ADM-06 Undergraduate Student Academic Records
 ACA-REG-05 Undergraduate Enrollment and Registration
 ACA-GRA-02 Graduate Student Enrollment and Registration
 ACA-GRA-10 Graduate Student Records

5. Administration

This policy is administered by the Office of the Provost.

6. Revision History

Date	Revision
4 October 2020	President’s Decree issued (PD #90 of 2020).
30 September 2020	Approved by the University Council.
23 September 2020	Endorsed by the UC Academic Affairs Committee.
21 September 2020	Endorsed by the Academic Council.
14 September 2020	Endorsed by the Provost’s Council: Added information to Term definition (3.2.c) and Independent Study (3.4).
12 May 2020	Non-substantive change: added External Distribution.
18 November 2019	Updated the policy numbers and format.
16 June 2015	Approved by the University Council.
16 June 2004	Added definition of Special Topics courses Expansion of Course Numbering System