


<b>Category</b>	Enrollment and Registration	<b>Policy Number</b>	ACA-REG-303	 جامعة زايد ZAYED UNIVERSITY
<b>Distribution</b>	External	<b>Version</b>	1.0	
<b>Responsible Office</b>	Provost	<b>Policy Owner</b>	Registrar's Office	
<b>Date Approved</b>	27 December 2021	<b>Effective Date</b>	27 December 2021	
<b>Date Last Reviewed</b>	New Policy	<b>Due Date for Next Review</b>	27 December 2024	

## **POLICY**

### **Undergraduate Course Substitution**

#### **1. Purpose**

This policy ensures that the processes governing undergraduate substitution courses within Zayed University are in line with government regulations and conducted with integrity and fairness in a manner that upholds the standards and expectations of the university.

#### **2. Scope of Application**

This policy applies to all undergraduate students.

#### **3. Policy**

- 3.1** It is expected that undergraduate students will complete their graduation requirements by following the course sequence in their 8-semester study plan.
- 3.2** All course substitution requests must be submitted, using the appropriate academic e-form, to the Degree Program Director for endorsement before being forwarded to the Assistant Dean for Student Affairs for approval.
- 3.2.1** The substitution of a course is not confirmed until the request is approved and verified.
- 3.3** The Registrar's Office is responsible for verifying the details of all course substitutions in accordance with the official requirements.
- 3.3.1** Approved course substitutions that meet all the official requirements will be implemented. Any that do not meet the requirements will not be implemented and the Assistant Dean will be notified accordingly.

#### **4. Requirements**

It is mandatory for all degree programs to follow these rules when considering course substitutions.

- 4.1** All substituted courses must be at the same level or higher than the original course.
- 4.2** Only Heritage (HT) and Non-native Speaker (NL) stream students can substitute Arabic Language (ARA) courses with 300 or 400 level courses.

- 4.3 A discontinued course can be substituted with an appropriate course of the same level or higher, or a course otherwise marked as equivalent to the discontinued course in the Curriculum Management System.
- 4.4 Program elective substitution must be from the same college (300 or 400 level).
- 4.5 ZU electives may be substituted with any credit-bearing undergraduate course from the ZU Catalog that does not otherwise satisfy a degree requirement for the student’s academic program.
- 4.6 Students with minors are not permitted to substitute the minor courses with a program elective, but minor courses can be substituted with a ZU elective and vice versa.
- 4.7 Any student who drops their minor is permitted to substitute the minor courses with ZU electives.
- 4.8 If a student changes his/her major, some of the courses already completed might not count towards the new major.
- 4.9 The number of course credits for a substitute course must be equal to or more than the number of credits for the original course.

**5. Related Policies and Laws**

- ACA-PRO-201 Academic Progress in the Baccalaureate Program
- ACA-REG-201 Undergraduate Student Academic Records
- ACA-REG-202 Undergraduate Degree Completion and Graduation

**6. Administration**

This policy is administered by the Registrar’s Office.

**7. Revision History**

Date	Revision
16 November 2022	Administrative change: Updated the information header and policy numbers to be in line with the new format. Updated the policy number from ACA-REG-11 to ACA-REG-303
27 December 2021	Approved by the University Council. President’s Decision issued (PD#93 of 2021) (Version 1.0).
21 November 2021	Endorsed by the Academic Affairs Committee subject to: <ul style="list-style-type: none"> <li>• In light of upcoming changes to the ZU academic structure, delete reference to Department Chair (Article 3.2).</li> <li>• Substitution requests to be submitted to the Degree Program Director for endorsement. Endorsed requests should be forwarded to the Assistant Dean for approval (Article 3.2).</li> <li>• Clause 3.3.1 amended accordingly.</li> <li>• Replace “colleges” with “degree programs” (Article 4).</li> <li>• <i>All actions completed.</i></li> </ul>
25 October 2021	Endorsed by the Academic Council.
11 October 2021	Endorsed by the Provost’s Council.
23 September 2021	New policy drafted.