



**Development and Issuance of Micro-Credentials #380.104**

<b>INITIAL EFFECTIVE DATE:</b>  October 14, 2019	<b>LAST REVISION DATE:</b>  February 7, 2024	<b>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT</b>  Division of Academic & Student Affairs  Academic Programs & Partnerships
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**POLICY STATEMENT**

Departments/Colleges/Schools/Centers/Units may develop micro-credentials that document learner achievement in competencies needed for post-graduate success, re-skilling, or up-skilling. If Departments/Colleges/Schools/Centers/Units wish to develop micro-credentials, Academic and Student Affairs will facilitate this process in accordance with the below guidelines. Micro-credentials will be awarded centrally to ensure quality assurance.

Micro-credentials are:

1. **Competency-based:** Competencies are discrete sets of knowledge, skills, and abilities. Competency-based micro-credentials signal that a learner has demonstrated the specified knowledge, skills, and abilities at an appropriate level of rigor, aligned to appropriate assessments.
2. **Rigorous:** In consultation with Academic and Student Affairs, the appropriate level of rigor will be determined based on the nature of the proposed micro-credential.
3. **Assessed:** All approved micro-credentials must have student learning outcomes (SLOs) and program outcomes (POs) associated with them.
4. **Aligned to Industry/Post-Graduation needs:** Proposed micro-credentials must align to competencies required for learners to be successful in the workplace and/or in a post-graduate degree.
5. **Comprehensive:** All micro-credentials must have a culminating reflective experience that requires the learner to reflect on the micro-credential pathway and how the competencies align to their own personal and professional growth.
6. **Stackable and Portable:** To the extent possible, micro-credentials should be designed as a pathway. Micro-credentials should also be recognized as valuable to community and industry partners.

Micro-credentials are digital representations of specific competencies that learners develop throughout their coursework or other related educational experiences.



**SCOPE**

This policy applies to the University Community including faculty, and staff when developing and awarding micro-credentials.

**REASON FOR POLICY**

To establish a centralized framework to ensure that micro-credentials maintain an appropriate level of rigor and are consistently awarded according to this policy and related guidelines.

**DEFINITIONS**

TERM	DEFINITIONS
Micro-credential	Micro-credentials are a competency-based form of skills validation. Micro-credentials can be awarded in the form of digital badges or micro-certificates. A quality micro-credential must be based in assessment best practices, aligned to industry or post-graduate needs, and culminate in a reflective experience. Micro-credentials should be developed so that they are stackable and portable, ensuring that they hold value for completing future educational pathways and/or are recognized as important by the community and/or industry partners.
Digital Badge	A badge is a type of micro-credential. Badges are guided by a competency statement and linked to student learning outcomes that can be assessed. Once the competencies are met, the badge can be issued.
Micro-certificate	A micro-certificate is a collection of related micro-credentials that are related to a specific theme or meta-competency. Micro-certificates can be organized in several different ways based on consultation with Academic and Student Affairs to determine the overall goal of the certificate. Micro-certificates can be offered to undergraduate and graduate students, as well as to non-enrolled learners.

**ROLES AND RESPONSIBILITIES**

**Departments/Colleges/Schools/Centers/Units** who wish to develop a micro-credential will work with Academic and Student Affairs (ASA) to facilitate the application, assessment, and design process.



Micro-credentials aligned to an existing program, course, or experience will be developed by the unit in consultation with ASA and must include appropriate assessment requirements.

Micro-credentials aligned to a program, course, or experience that do not yet exist but would traditionally require approval through the Faculty Senate Curriculum Committee, must still follow that approval process before the micro-credential can be designed and issued. This process applies to any micro-credentials that are designed to be stacked together and outside of the scope of Policy 340.350 Credit used to Accelerate Undergraduate Time-to-Degree or the Graduate Transfer Policy.

**Academic and Student Affairs**

ASA is responsible for the oversight, including planning, approval and awarding of micro-credentials. ASA collaborates with the Office of the Registrar for student micro-credential records to be maintained.

**RELATED RESOURCES**

**AUTHORITY/SOURCE**

- Board of Governors Regulation 8.001 University Calendars
- Board of Governors Regulation 8.002 (1) Continuing Education
- Policy 380.085 Graduate Transfer Credit
- Policy 340.350 Credit used to Accelerate Undergraduate Time-to-Degree

**CONTACTS**

Assistant Vice President, Academic and Student Affairs  
Academic Programs and Partnerships  
11200 SW 8th St.  
305-348-2797

**HISTORY**

- Initial Effective Date:** October 14, 2019
- Review Dates** (*review performed, no updates*): N/A
- Revision Dates** (*updates made to document*): November 17, 2020; February 7, 2024.