

Student

Board of Trustees Policy

SUBJECT: Micro-credential Policy	NUMBER: 3.6
	DATE: August 19, 2024 Resolution #24-121
	SUPERSEDES: December 20, 2021 Resolution #21-152

Purpose

SUNY Schenectady Micro-credentials are developed with faculty governance participation and academic leadership endorsement to meet workforce and community education needs informed by current data and relevant industry/sector standards, and align with SUNY Schenectady’s mission and strategic goals. Micro-credentials should “stack-into” an existing degree or certificate offered at SUNY Schenectady, and can stand alone as a valuable career and job credential.

The attached SUNY Schenectady’s Micro-credential policy and approval procedures adhere to SUNY Micro-credential policy and practices and currently do not require SUNY or NYSED approval.

Procedures

Procedures needed to implement and enforce policy (if needed)

SUNY SCHEENECTADY
COUNTY COMMUNITY COLLEGE

Micro-credential Policy and Approval Process

Guiding Principles for Development of SUNY Micro-credentials

1. Academic quality is paramount for micro-credentials and faculty governance participation is required.
2. Micro-credentials are initiated locally, developed, and approved according to local campus policies and procedures, consistent with campus mission and strategic goals.
3. Micro-credentials designed to meet market needs should be informed by current data from appropriate markets and align with relevant industry/sector standards.
4. Micro-credentials can provide opportunities for industry/education connections and partnerships.
5. Micro-credentials are inherently flexible and innovative.
6. Micro-credentials should be portable (have value beyond the institution).
7. Micro-credentials should be stackable (multiple micro-credentials lead to credit bearing coursework, a more advanced badge or a registered certificate or degree).

Micro-credential Creation and Approval Process

- SUNY Schenectady Micro-credentials will be developed and approved through faculty governance and academic leadership endorsement, including Curriculum and Academic Senate processes, and currently do not require SUNY or SED approval.
- The development of SUNY Schenectady Micro-credentials will adhere to SUNY Micro-Credential Policy and Practices <https://system.suny.edu/academic-affairs/microcredentials/>
- SUNY Schenectady Micro-credentials will be titled “name Micro-credential”. (Example: “Supply Chain Management Microcredential”).
- Micro-credentials should “stack-into” an existing degree or certificate offered at SUNY Schenectady, but can stand alone as a valuable career and job credential.
- In accordance with SUNY Schenectady Curriculum Committee Guidelines and to ensure that Micro-credentials align with SUNY Schenectady’s mission and strategic goals, proposals are developed with faculty governance participation; and meet market needs informed by current data and relevant industry/sector standards. ALL proposals developed by Division/School faculty, including those developed in concert with Workforce Development and Community Education or with staff from outside agencies, must be presented using the Micro-credential Proposal Form and approved by:
 - Division/School Dean (with representative faculty input, in consultation with the Vice President for Academic Affairs who will review and provide input for continued consideration)
 - Curriculum Committee
 - Academic Senate
 - Vice President for Academic Affairs
 - Board of Trustees
- SUNY Schenectady Micro-credentials will consist of no fewer than 2 courses (6 credits) and no more than 5 courses (15 credits) for completion. These courses may be offered as non-credit or for-credit.
- A new Micro-credential will be active immediately following Board of Trustees approval. When developing a micro-credential, please refer to Curriculum Committee *Guidelines* and consult with the Vice President for Academic Affairs and the Registrar for additional information and guidance.

Micro-credential Academic Policies

- Students enrolled in a Micro-credential only are considered non-matriculated and do not have to provide proof of a High School Diploma or its equivalent. If the student intends to subsequently enroll in a degree or certificate program at the College, they would then have to provide proof of High School Diploma or its equivalent.
- Half of required credits must be taken through SUNY Schenectady (not via transfer credit, testing, or experiential learning).

- Any course may be applied to meet requirements for more than one credential. No minimum number of unique courses/credits are required.
- Course substitutions will be considered on a case-by-case basis with the approving Dean petitioning the Vice President for Academic Affairs for approval.
- Those students enrolled in credit-bearing courses must earn at least a 2.0 GPA to earn a Micro-credential. For non-credit courses, students must Pass the course(s) to earn a Micro-credential.
- Current students matriculated into a degree or certificate program who have completed all the courses within a Micro-credential can apply at the Registrar's office to have the Micro-credential added to their student record. Micro-credentials will in no case be awarded retroactively (after a student separates from the institution) or for course work completed more than five (5) years ago.
- Prior matriculated academic standing does not affect a student's ability to enroll in a Micro-credential and will only be evaluated if a student wishes to matriculate into a degree or certificate program at the College. If a student is already matriculated into a degree or certificate program at the College while simultaneously enrolled in a Micro-credential, they will be subject to the policies set forth in the Academic Catalog regarding Satisfactory Academic Progress.
- Financial aid may be available for courses that fit into an approved program of study. Students should meet with their academic advisor and the Office of Financial Aid to determine whether their Micro-credential courses will be covered by financial aid.

Faculty Lead or Division/School Dean:

Credential Title:

Academic Program:

Date Submitted:

Identify others who have been involved in the design and/or development of this credential:

Micro-Credential Delivery Availability: (Indicate all that apply)

Online

Blended Mode

Classroom Only

Morning

Afternoon

Evening

CREDENTIAL ALIGNMENT DESCRIPTION

Describe how the proposed credential is aligned with or complementary to a current SUNY Schenectady program and/or certificate with respect to institutional priority, and/or demonstrated workforce need. Also, address the following:

- Explain the purpose of the proposed credential and list the Program Learning Outcomes.
- Explain how this credential meets local and/or regional market demand. Include any available data regarding job outlook. Describe how external partners have contributed to development of the credential, if applicable.
- If applicable, describe how this credential is aligned to professional standards of a relevant professional organization.
- What is the projected enrollment for this credential for the next three years? List by Year
- Additional costs above tuition and institutional fees must be identified. (examples: OER fees, course fees, required supplies or equipment non-credit component cost.) List any anticipated costs beyond standard institutional tuition and fees.

CREDENTIAL ALIGNMENT DESCRIPTION

- *List course code, title and credits for each course.
- *Include sequencing and semesters offered where relevant (Spring, Summer, Fall).
- *Include any course choices allowed.
- *Specify any minimum grade requirements.

<u>SUB /</u> <u>COURSE</u> <u>#</u>	<u>TITLE</u>	<u>C</u> <u>R</u>	<u>CR</u> <u>N</u>	<u>SEMESTER</u>
Required Minimum Credit Hours				

Allowable course substitutions:

INSTITUTIONAL SUPPORT

Institutional capacity must be in place for student supports in the areas of advising, registration, tutoring, library resources, and any other relevant supports. Please describe the relevant supports needed for the credential.

Technology supports must be in place as needed. Please identify any specialized technology needs.

Additional comments:

REQUIRED APPROVALS

Please sign and date

Submitted by faculty member:

Division/School Dean Approved:

Vice President for Academic Affairs
Reviewed:

Curriculum Committee Approved:

Academic Senate Approved:

Vice President for Academic Affairs
Approved:

Board of Trustees Approved (Date Only):
