Micro-Credential Program Revision Form

Approval Process: Respond to all questions below and submit this form with any supplementary materials to micro@buffalo.edu. Your proposal will be reviewed by the Micro-Credential Review Committee within three weeks. Revisions may be subject to approval by the Associate Deans (Undergraduate or Graduate) Council for institutional approval.

Section 1. General Information

a) Information about the micro-credential being revised.

Date:

Title of Micro-credential:

b) Department or Unit

c) Contact

Name:

Title:

Phone: Email:

Section 2. Changes Being Proposed to Program

Requires All Levels of Approval (Select all that apply).

☐ Title of Micro-Credential

☐ Add/Edit Required Courses

☐ Intended Audience* (addition of different level)

☐ Name of Badge(s)

☐ Add New Badges*

☐ Remove Existing Badges

☐ Pause Program (limit 2 years with plan to restart)

☐ Restart Paused Program

☐ Deactivate Program Permanently

*Requires a Badge Overview Form

Requires Department and Unit-Level Approval (Select all that apply).

☐ Program Requirements (e.g., assessments, evidence)

☐ Instructional Method (In Person/Hybrid/Online)

☐ Program Description

☐ Other: _____

Section 3. Describe the Proposed Revision

Section 4. Provide Rationale for Proposing this Revision

Section 5. Additional Information

1. **Will the proposed changes impact currently enrolled students? If so, please explain.**

2. **Which future semester should the changes go into effect?**

Section 6. Approval

Micro-credentials program revisions become effective when approved by the appropriate authority.

Chair/ Program Director:

Name   Signature   Date

Associate Dean for Academic Affairs/Unit Head:

Name   Signature   Date

Please forward the completed form to **micro@buffalo.edu**.

If necessary, your proposal will be forwarded to either the dean of undergraduate education or the dean of the Graduate School for signature and final approval, as outlined in section 2.

Director, Office of Micro-Credentials:

Name   Signature   Date

Dean UGE or Dean Grad:

Name   Signature   Date