Digital Badge Overview Form
For Micro-Credential Program Revisions

Directions: Respond to all questions below and submit this form with the Micro-Credential Revision Form to micro@buffalo.edu. The Office of Micro-Credentials' staff will review the revision for approval. You will be contacted within one week of submitting the revision form.

This form is required for all UB micro-credential revisions (credit-bearing and non-credit) requesting changes, including, but not limited to, the addition of new badge(s), the addition or editing of required courses, changes in intended audience, name of badge(s) and/or changes to program requirements like assessment or evidence. More information about multi-badge programs can be found on the Office of Micro-Credentials website (UBITName and password required).

Section 1. General Information

a) Proposed Program Information

Date:

Title of Micro-credential:

b) Contact Person for this Revision

Name:

Title:

Phone: Email:

c) Digital Badge Overview forms are required for the following revision(s): (Select all that apply.)

Intended Audience (addition of a different level: e.g. Undergraduate, Graduate, Professional)

Add New Badges

Section 2. Badge Information

a) Badge Name

Provide a unique title for each badge. This is the title that will appear on the badge graphic. Title is limited to 40 characters with spaces. If your title is longer than this max character count, please provide an appropriate abbreviation that can be used on the badge graphic.

b) Is this badge part of a series?

☐ No   ☐ Yes

If yes, please note if there are any prerequisite badges   .

c) Learning objectives. (Learning objectives should be measurable and use action verbs.)

d) Academic courses (Total of 11 credits max.)

Required Courses

Course Number and Title for Required Courses	Number of Credits	Add/Remove

Additional Optional Courses (if applicable)

Course Number and Title for Optional Courses	Number of Credits	Add/Remove

e) Criteria: What will students be required to do, beyond successfully completing any courses, listed above? All credit-bearing micro-credentials require additional criteria beyond coursework.

f) Learning context (outside of academic courses).
Besides the academic courses, where will the learning experiences required to earn this micro-credential take place? For example, self-directed activities, workshops, on-site trainings, etc.

g) If the revision requested is from non-credit to credit, is a transcript notation requested?

Yes   No

A micro-credential comprised of credit-bearing courses may be eligible for transcript notation. To be considered, the proposal must undergo curriculum review at the department and unit-levels and demonstrate a strong focus on academic requirements including substantive academic curriculum and assessments.

h) Evidence: What artifact of learning will be collected and included in the digital badge?

The evidence shows the result of the learner's work and demonstrates that they have met the required criteria. Evidence should showcase students' practical and professional skills acquired in the program that might be meaningful to potential badge viewers, such as future employers. Since evidence is embedded in the badge, it may be public-facing. One artifact (e.g., document, presentation, video) is sufficient. Please ensure the evidence component is included in the Assessment Plan in the following section.

i) Assessment: Outline the assessment plan for any requirements beyond what is included in the academic coursework.

Section 5. Support and Resources

a) Letters of Support (required if courses/activities cross-listed).
Attach letters of support from any department that offers required courses or activities outside of the department administering the program to verify that courses and activities will be provided regularly and that seats are available for students seeking the micro-credential.

Section 6. Approval

Micro-credentials become effective when approved by the appropriate authority and upon notice by the appropriate vice provost for undergraduate or graduate education.

Micro-credentials must undergo regular assessment of student learning outcomes and assurance of academic rigor, similar to guidelines that guide regular university activities. A department must guarantee that all required courses for the micro-credential will be available every two years so that students can complete their programs in a timely manner.

Campus Level Approval

Chair/ Director:

Name   Signature   Date

Dean, Academic Affairs / Unit Head:

Name   Signature   Date

Office of Micro-Credentials Approval

Director:

Name   Signature   Date

Please forward completed proposals to **micro@buffalo.edu**

If approved, your proposal will be forwarded to either the dean of undergraduate education or the dean of the Graduate School for signature and final approval.

University-Level Approval

Dean UGE or Dean Grad:

Name   Signature   Date