

## Micro-Credential Proposal Form

Directions: Respond to all questions below and submit this form and supplementary materials to [micro@buffalo.edu](mailto:micro@buffalo.edu). Your proposal will be reviewed by the Micro-Credential Review Committee within three weeks. All proposed micro-credentials, to be authorized as official UB credentials, require department, unit and campus-level approval. Please see [Routing of Micro-Credential Proposals](#) for an overview of the review and approval process.

This form is required for all new UB micro-credential proposals (credit-bearing and non-credit) that result in a single digital badge. More information about multi-badge programs can be found on the [Office of Micro-Credentials website](#) (UBITName and password required). If you propose a micro-credential with more than one digital badge, please contact [micro@buffalo.edu](mailto:micro@buffalo.edu) for assistance.

### Section 1. General Information

#### a) Proposed Program Information

Date:

Title of Proposed Micro-credential:

Number of Required Credits (If non-credit indicate "0"):

#### b) Department and Unit

#### c) Contact Person for this Proposal

Name:

Title:

Office address:

Phone:

Email:



## Section 2. Program Description

a) **Description:** Provide a brief description of this proposed micro-credential.

b) **Reason:** Describe the reason for proposing this micro-credential.  
What purpose will this micro-credential serve for your department/unit?

What purpose will this micro-credential serve for students?

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

## Section 3. Program Information

**a) Level (Select all that apply.)**

- ☐ Undergraduate  
☐ Graduate  
☐ [Professional Program](#)

**OR**

- ☐ Continuing Education/Professional Development (i.e., working professionals)

\*If a micro-credential is available to both undergraduate and graduate/professional students, the requirements should be clearly differentiated to ensure appropriate levels of rigor and expectations.

**b) Who is Eligible? (Select all that apply.)**

- ☐ UB Students  
☐ Non-UB Students

**c) Intended Audience: Does this micro-credential target a specific learner population? If so, please indicate.**

**d) Admission requirements/eligibility criteria (e.g., GPA, prerequisites).**

**e) External Oversight: Is this program designed to meet specialized external accreditation standards or professional licensure requirements?**

- ☐ Yes ☐ N/A

If yes, please append at the end of this proposal a side-by-side chart to show how the program's components meet those external standards and provide verification from the academic unit that oversees this area.

**f) Time to Completion**

- ☐ Less than one semester      ☐ One semester      ☐ Two semesters  
☐ Three semesters      ☐ More than three semesters

**g) Instructional Method**

- ☐ In Person      ☐ Hybrid      ☐ 100% Online

**h) Credit Options**

- ☐ Non-credit      ☐ Credit-bearing (i.e., includes academic, credit-bearing courses)

## Section 4. Additional Information for Credit-bearing Micro-Credentials

(Skip to Section 4.1 if you are proposing a non-credit micro-credential.)

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

**Required Courses**

Course Number and Title for Required Courses	Number of Credits

**Additional Optional Courses (if applicable)**

Course Number and Title for Optional Courses	Number of Credits

b) What current UB credential(s) (certificate, major and/or minor) do these courses count towards?

Indicate all that apply.

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



**d) 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.

**e) Is 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.

**f) 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.

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



## Section 4.1. Additional Information for Non-credit Micro-Credentials (Skip this section if you are proposing a credit-bearing micro-credential.)

a) **Criteria:** What will students be required to do to earn this micro-credential?

b) **Learning context.**

Where will the learning experiences required to earn this micro-credential take place? For example, self-directed activities, workshops, on-site trainings, etc.



**c) 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.

**d) Assessment: Outline the assessment plan for all requirements.**



## Section 5. Support and Resources

**a) Student Support: How will students be supported throughout this program?**

Summarize the academic advising, support services, and any departments or units collaborating efforts that will be available to help students succeed in the program.

**b) 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.

**c) Fees: Is there an intention to charge a program fee?** (Note: All fees are subject to the university's program fee approval process. See the [Non-credit Bearing Professional Development Program Fee Approval webpage](#) for more information.

- ☐ Yes, the fee has been approved. Fee Amount \_\_\_\_\_
- ☐ Yes, the fee has not been approved.
- ☐ No

**d) Resource Plan: Outline the resource plan for ensuring the success of the proposed program over time.** Include financial and administrative resources that will be used to support the program.



## 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
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*Dean, Academic Affairs / Unit Head:*

Name	Signature	Date
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### Office of Micro-Credentials Approval

*Director:*

Name	Signature	Date
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Please forward completed proposals to [micro@buffalo.edu](mailto: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
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