



Policy Type (choose one): **New** or Existing

Recommended By:

Sharon Tavernier, Registrar, and Liz Brown, Executive Director,  
12/27/24

Effective Date: January 1, 2025

Last Review Date:

Policy Contact: Executive Director, Center for Workforce,  
Community & Industry Partnerships

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## Credit Bearing Microcredentials

### I. SCOPE

This policy addresses the procedure for students pursuing credit bearing microcredentials.

### II. POLICY STATEMENT

The purpose of this policy is to ensure that the SUNY Canton community understands the procedure to be followed for students pursuing credit-bearing microcredentials. This policy also aims to provide a clear outline for how these micro credentials will be conferred for students.

### III. POLICY

Students, both matriculated and non-matriculated, who wish to obtain more focused study pertaining to a particular skill may obtain a credit bearing microcredential from SUNY Canton. These microcredentials will be free standing and conferred upon completion without the submission of a graduation application. In addition, microcredentials are stackable and provide a pathway to additional credentials, including an initial or advanced degree.

There will be no limit to the number of microcredentials an individual can seek. If a microcredential is embedded within the requirements for a degree program, the classes will count for both the degree and the microcredential. In the event an individual seeks a microcredential that is not embedded in their degree program, they may use those courses to fulfill electives.

The number of credit hours that must be earned in residency at SUNY Canton for a microcredential is 50% of the required credits (e.g. for a 6-credit microcredential 3 credits must be completed at SUNY Canton; for a 9-credit microcredential 5 credits must be taken at SUNY Canton). If a student applies for and receives credit for prior learning, 3 credits may be applied toward the microcredential.

SUNY Canton Microcredentials can include up to 18 credits; however, any microcredential with less than 6 credits must lead directly to employment and/or an industry recognized upskill.

The overall GPA for all courses completed in the microcredential must be 2.0 or greater. No courses older than 5 years may be applied to a current microcredential.

Microcredentials will not be retroactively awarded (e.g. if you were a student in 2022 and we now offer a microcredential that you qualify for, it will not be retroactively added to your academic record).

**IV. DEFINITIONS**

Microcredentials are recognized credentials that verify, validate, and attest that you have gained specific skills and competencies. They differ from traditional degrees and certificates in that they are generally offered in shorter or more flexible timespans and tend to be more narrowly focused, with a clear connection to work.

**V. OTHER RELATED INFORMATION**

Micro credentials are built into Banner and DegreeWorks so that progression toward completion can be tracked and financial aid (if eligible) can be awarded.

**VI. PROCEDURES**

1. Matriculated students complete a microcredential declaration form. The microcredential will then be added to their SGASTDN record and listed in their degree evaluation.
2. Non-matriculated students will enroll and declare a microcredential through the part-time, non-degree portal. The microcredential will then be added to their SGASTDN record and listed in their degree evaluation.
3. Every term, after grades have been submitted, a DegreeWorks report will identify students who are 100% complete and the microcredential will be awarded.
4. The microcredential will show as awarded on the transcript, in the same way as when a degree is conferred.

**VII. FORMS**

[Microcredential Declaration Form](#)

**VIII. AUTHORITY**

None

**IX. HISTORY**

None

**X. APPENDICES**

None

**XI. FREQUENCY OF REVIEW AND UPDATE**

Policies will have a normal review period of every five (5) years unless required otherwise.

**XII. SIGNATURE, TITLE, AND DATE OF APPROVAL**

Zvi Szafran  
Policy Approver – Printed Name

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Policy Approver – Signature

President  
Title

6/5/25  
Date of Approval