



Process Type (choose one): **New X** or Existing

Recommended By (Name, Title, Date):

Peggy De Cooke, Provost – December 3, 2021

Approved By (Name, Title, Date):

Zvi Szafran, President – February 24, 2022

Effective Date: Fall 2021

Last Review Date: January 18, 2022

Policy Contact: Provost/Vice President for Academic Affairs

Contact Phone: (315) 386-7202

Micro-credential Approval Procedure

I. SCOPE

This document addresses SUNY Canton's approval procedure for micro-credentials.

II. STATEMENT

The purpose of this procedure is to codify the College's approval process for micro-credentials.

III. POLICY

SUNY Canton will offer a range of micro-credentials to students and the public, both in-person and online, as approved following the procedures in this document.

IV. DEFINITIONS

Micro-credential - A collection of courses or competencies that verify, validate, and attest that one or more specific skills have been achieved through credit-bearing courses and/or non-credit activities. Micro-credentials differ from traditional degrees and certificates in that they are offered in shorter or more flexible time spans and are more narrowly focused than a traditional associate's or bachelor's degree. Micro-credentials may be offered within a discipline area or inter-disciplinarily. Students and outside community members who wish to obtain or to certify that they have completed a more focused study pertaining to a particular skill may obtain a micro-credential from SUNY Canton.

V. OTHER RELATED INFORMATION

None

VI. PROCEDURES

Review and approval of for-credit and non-credit micro-credentials is treated in the same manner as that for a minor.

1. A faculty member may submit a micro-credential proposal to the relevant Department(s) by filling out the Micro-credential Cover Sheet and describing the idea on the Micro-credential Proposal Form.
2. Following the approval by the Department(s), the micro-credential proposal must gain approval from each of the following area heads and committees, in turn:
 - a. The relevant Academic Dean of the School in which the department(s) resides

- b. The Academic Deans of the other Schools within the College
 - c. The Curriculum Committee (Faculty Governance Standing Committee)
(Committee reviews and votes; Chairperson signs.)
 - d. The Faculty Affairs Committee (Faculty Governance Standing Committee)
(Committee reviews and votes; Chairperson signs.)
 - e. The Faculty Assembly (Faculty Body)
(Assembly reviews and votes; Campus Governance Leader signs.)
 - f. The Provost/VP for Academic Affairs *(reviews and approves)*
 - g. The President *(reviews and approves)*
3. Information about the approval is communicated to pertinent campus offices by the President's Office, and information is posted on the College website. The Registrar's Office enters information into Banner, so it can appear on the relevant student's academic transcript.
 4. Micro-credential proposals **must be submitted to the School Dean by November 15** and **to the Curriculum Committee by December 1** to ensure fall semester implementation by the following academic year or **must be submitted to the School Dean by April 15** and to the **Curriculum Committee by May 1** to ensure spring semester implementation by the following academic year.

VII. FORMS

Micro-credential Cover Sheet (housed on the Provost's Faculty Resources webpage)
Micro-credential Proposal Form (housed on the Provost's Faculty Resources webpage)

VIII. AUTHORITY

None

IX. HISTORY

SUNY Micro-Credentialing Task Force Report and Recommendations, January 2018

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
Procedure Approver – Printed Name


Procedure Approver – Signature

President
Title

2/24/22
Date of Approval