

# SUNY Broome Community College

## New Micro-Credential Guidelines

1. Common Definitions (source: *SUNY/Academic Affairs/Micro-Credentials/Micro-Credential Definition and Terms: <https://system.suny.edu/academic-affairs/microcredentials/definitions/>*)
  - a. SUNY Broome Micro-credentials:
    - i. verify, validate and attest that specific skills and/or competencies have been achieved;
    - ii. are endorsed by the issuing institution;
    - iii. have been developed through established faculty governance processes; and
    - iv. are designed to be meaningful and high quality.
  - b. SUNY Broome Badge: use digital technologies to represent competencies and various learning achievements; electronic badges should include meta-data on the evidence of learning and link back to sponsoring institution and evaluation criteria. A badge represents the completion and documented learning of a set of skills and competencies.
2. General policy recommendations:
  - a. The development of a new micro-credential will adhere to all SUNY policies.
  - b. Currently, SUNY or SED approval is not required.
  - c. The general process for proposing a credit-bearing new micro-credential follows the curriculum approval process and requires completion of the *New Micro-Credential Proposal Form* for review at each step in the shared governance process:
    - i. Academic Department and Academic Department Chairperson Approval
    - ii. Division Council & Representative Chairpersons with the Division Council Approval
    - iii. Dean & Representative for the Division Approval
    - iv. Curriculum Committee Approval
    - v. VP of Academic Affairs Approval
  - d. Students who have earned a credential by way of a state, national, or internationally recognized standard identified by industry will be reviewed and awarded a SUNY Broome badge based on established department standards *and the process outlined above (2c)*.
  - e. A credit-bearing micro-credential must map a path toward a certificate and/or degree program at SUNY Broome Community College.
  - f. A non-credit bearing micro-credential adds value for career opportunities and can stand alone since it should have meaning within the industry for which it was developed. *Incorporating a non-credit bearing course into a credit-bearing Microcredential, certificate or degree program **must** be reviewed and awarded based on established department standards and the process outlined above (2c)*.
    - i. *Academic Departments wishing to incorporate Prior Learning Assessment into a credit-bearing Micro-Credential should adhere to PLA Procedures established at SUNY Broome. Specifically: Any course eligible for prior learning must be initially approved by the Chair of the Department in which the course is located. Approval is only needed once for the course to be eligible; however, approval is needed by the Department Chair/Coordinator for any program where the PLA credit will be used. If a student changes programs, PLA credit may be reassessed.*
3. The number of SUNY Broome micro-credentials earned by a student shall not exceed 11 total credits.