Microcredential - New - Credit - v23.24

Fillable form for use in preparing for submitting proposal through curriculum approval process. All proposals must be submitted through Curriculog for approval.

[   ]

Contact Person
(Type in name, email and phone)

[   ]

Department/Major Academic Unit
(Select department owner of the new Microcredential being requested. If interdisciplinary, select the unit that will be responsible for the administration of the program. If your unit does not appear in the drop-down, please email microcred@ksu.edu for assistance.)

[   ]

Title of Microcredential
Use format: Title (Level/Microcredential)

Need help with the Title?

Examples: Content Creation (Undergraduate Microcredential)
Formulating an Innovation Strategy (Graduate Microcredential)
Exotic Animals (Veterinary Medicine Microcredential)

Type of Program: ☐ **Program**   ☐ **Shared Core**
(Always select "program")

Microcredential Approval Type: ☐ **Term**   ☐ **Permanent**
(Term approval is for 18 months and does not require an assessment plan; permanent approval requires an assessment plan and full Faculty Senate approval. Approval for a microcredential may be requested for a term not to exceed 18 months, a permanent approval, or both.)

Is this extending a Term approval? ☐ **No**   ☐ **Yes**

(Term approvals may not be extended without a vote of Faculty Senate)
Microcredential Level   ☐ **Undergraduate**   ☐ **Graduate** ☐ **Veterinary Medicine**

[   ]

If this microcredential will be administered by multiple academic units, list the additional units here
(If additional units other than the one selected in "Department" field are proposing the microcredential, then list them here)

[   ]

Will this microcredential include interdisciplinary learning outcomes? If yes, how will interdisciplinary learning outcomes be assessed?

CIP Code

Projected Term
(Anticipated term when the microcredential will be offered the first time.)

Microcredential Description

Curriculum Plan

Special Requirements
(This field would be any additional non-curricular requirement set as part of a program. This could include mandated attendance to events, membership in specific student groups, or any other condition that is a attached to a program for ongoing participation (i.e. education practicum, study abroad, internships)

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Completion Requirements
(This field would include such things as overall, departmental, or program GPA requirements, specific test requirements, grade requirements for all program courses, or additional steps that must be taken before the program is fully completed.)

Warning: Summarize impact on other units
- **Explain effects this new microcredential may have on existing programs or enrollments**
- **For courses listed in the microcredential, contact all affected units**
- **Failure to contact all impacted units and include responses can cause delay**
- **Include responses (or lack of response) in box below or attach copies**

[ ]

Impact Statement
(Summarize impact on other affected units. State should include the date when the head of a unit was contacted, and the response or lack of)

[ ]

Rationale
(Especially how this will appeal to learners and employers)

[ ]

Total Hours Required
(Limited to a range from .5 to less than 12 credit hours)

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If new courses are proposed to support this microcredential, then list them here

(Proposals for new courses must be submitted separately)

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Assessment of Student Learning Statement (for permanent only)

("Permanent" approval of a for-credit microcredential will require approval from the Office of Assessment)

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Market research analysis demonstrating need for this new microcredential

Attachments?

☐ **Digital Badge Information Form**

This is a REQUIRED attachment and can be found at https://microcredentials.k-state.edu/faculty-and-staff-resources/

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If a specific degree program is required, specify here

Does the microcredential stack into an existing certificate or degree at K-State? ☐ No   ☐ Yes

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If it stacks into a specific degree program, specify program here

Was the microcredential approved through a major academic unit's review/approval process? ☐ Yes ☐ No

Each Major Academic Unit (MAU) shall set up an internal process for MAU approval for microcredentials. This need not follow the usual curriculum approval process but can be tailored to allow faster approvals when needed. a)Each Dean or Director of an MAU shall inform Grad Council and Faculty Senate of their internal processes. b)Interdisciplinary proposals can come from any college and only need official approval from one unit (but at the next level all involved units will of course be queried about their support). c)All requests for microcredentials, whether credit or non-credit, must come through a MAU