

Undergraduate Micro-credentials

Policy Number 4245

Date Created/Revised

2022

Executive Responsibility: Provost, Faculty Senate

Functional Responsibility: Registrar, Bursar, Office of Financial Operations

4245.1 Micro-credentials

A micro-credential is a certification of an individual's discrete learning and achievements. Micro-credentials consist of one to four credit-bearing courses and have learning outcomes that are often aligned to a specific industry or to other professional needs and may be used to provide credit towards formal qualifications developed in formal partnerships between Wright State University and other organizations. Micro-credentials may be earned in conjunction with degrees or can be earned by non-degree seeking students who wish to expand their professional expertise. All micro-credential sequences must have specific learning outcomes, an assessment plan, and have an assessment report submitted in accordance with university guidelines. Micro-credentials are designated by departments or academic units and will bear names and requirements that distinguish them from existing majors, minors and certificates.

[Undergraduate](#) ~~M~~micro-credentials at Wright State University may be up to 12 credit hours. They may include non-credit-bearing trainings, which are subject to approval by the Provost, managed by the office of the registrar, and overseen by faculty of the micro-credential's designated unit. Fees for non-credit-bearing trainings will be arranged through the Office of Financial Operations, in consultation with both the Provost and Registrar.

Courses taken as part of a micro-credential are subject to the same regulations on course grade replacement, probation, dismissal, etc. as courses taken in a degree program of study. If not otherwise prohibited, courses taken as part of a micro-credential may be applied (double-counted) to a subsequent or concurrently awarded degree program of study without penalty. Conversely, courses taken as part of a completed two or four-year program may be counted towards a micro-credential.

Micro-credentials may be "stackable": part of a sequence of credentials may be completed over time to build up a student's qualifications and help students move along a career pathway and further education.

4245.2 Admission to a Micro-credential Program

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Micro-credentials are open to degree-seeking and non-degree-seeking students and have unique admission requirements established by the unit sponsoring the micro-credential.

Accepted students may pursue a micro-credential as (a) an exclusive non-degree credential, (b) a credential in conjunction with an associate or baccalaureate degree, or (c) a non-degree credential taken after the awarding of a previous associate or baccalaureate degree. In each case, the micro-credential is awarded at the end of the semester after successful completion of the course sequence. Students must submit intent to complete micro-credential through the documented process.

4245.3 Procedures and Guidelines for Preparing Micro-credentials

Before a micro-credential may be approved or revised, the proposal must be reviewed by faculty in all departments and program units that may be affected by the proposed program. For instance, in cases where a micro-credential's course sequence is significantly similar to existing programs, or where courses specifically created for the micro-credential have outcomes similar to existing courses in other units, scheduling/faculty/resource implications must be specifically addressed. Micro-credentials that require new resources/staff or significant utilization of existing resources/staff must address sustainability and resource impact of the proposed micro-credential. Fees for non-credit trainings associated with a micro-credential must be determined in consultation with the Office of Financial Operations.

The requirements for micro-credentials may vary considerably across departments or program units. In order to ensure consistency, those preparing and approving micro-credentials must observe the following format guidelines and submit programs through [Curriculog](#) the curricular approval process:

Title. Title of micro-credential

Description. An undergraduate catalog description of the micro-credential.

Objectives. A clear statement of the objectives and student learning outcomes of the micro-credential sequence and the method by which the achievement of the learning outcomes is to be assessed.

Admission Requirements. Any admission requirements for applicants seeking the micro-credential.

Program Requirements. Specify course requirements, indication of whether the micro-credential is to include any non-credit trainings, credit hour or course sequence requirements, instruction method, and any fees beyond those for tuition covering the credit bearing portion of the micro-credential.

Quality, Demand, and Oversight. Description of how the proposed micro-credential meets its learning and training objectives, identifying which, if any, particular partnering industry or industries would benefit from the offering for the purposes of recruitment

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and marketing. The faculty body responsible for overseeing the quality of the micro-credentials must be explicitly identified.

[APPROVED UAPC Nov 16, 2022](#)

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