Shawnee State University

POLICY TITLE:	MICROCREDENTIALING AND NON-CREDIT CERTIFICATES
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RESPONSIBLE OFFICER(S):	VPAEM
APPROVED BY:	BOARD OF TRUSTEES

1.0   INTRODUCTION

    1.1   Microcredentialing is the process of issuing verification of learning, activity and accomplishments that are not transcriptable through the traditional academic process of course completion and degree attainment. Microcredentials are often verified using digital badges. Microcredentials can provide University graduates and others with a competitive advantage when seeking employment and advancement in their careers.

        1.1.1   Definitions

            1.1.1.1   Microcredential: An authenticated indication of learning or accomplishment issued by the University after a student demonstrates completion of appropriate requirements.

            1.1.1.2   E-credential: Any digital indication of student learning, activity or accomplishment. Examples of e-credentials include digital badges.

            1.1.1.3   Digital badge: An e-credential consisting of a visual symbol of accomplishment that contains verifiable data and evidence of a student's learning or accomplishment, which recipients can share with future employers, educational institutions or individuals via the internet.

    1.2   Non-credit certificates are intended to allow students to pursue specific topics to supplement a degree program; gain knowledge in a chosen field of employment; earn continuing education units (CEUs) for workforce development; prepare for exams for professional certification; or for professional licensure. The Center for Lifelong Learning will offer certificates for non-credit programs.

        1.2.1   Definitions

            1.2.1.1   Non-credit: Used to describe programs that do not earn transcriptable credit hours at the University. Non-credit bearing

certificates are typically Certificates of Completion or Short-Term Technical Certificates.

    1.2.1.2 Certificate of Completion: A certificate of completion is a flexible award meant to convey completion of a workshop, bootcamp, or other program.

    1.2.1.3 Less Than One Year Technical Certificate/ Short-Term Technical Certificate: Certificates awarded by a post-secondary institution for the completion of an organized program of study in less than 900 clock hours that are designed for an occupation or specific employment opportunities. These certificates should prepare students for a valid occupational license or third-party industry-recognized credential or certification, if available, related to the field of study.

    1.2.1.4 Industry-Recognized Credential or Certification: This definition follows appropriate ODHE guidelines. Valid industry-recognized credentials or certifications include all occupational licenses and registries provided by state or national professional boards, apprenticeship completion certificates, and industry certifications from a valid third-party.

2.0   PURPOSE

The purpose of this policy is:

2.1   To provide Shawnee State University with a tool to verify student learning and co-curricular activities and accomplishments that may not be verified via transcripts.

2.2   To provide Shawnee State University with a tool to meet the needs of business and industry for credentialed learning.

2.3   To provide Shawnee State University with a tool to award completion of workshops, bootcamps, courses, and other non-credit bearing programs.

2.4   To provide individuals with learning opportunities to become certified in a technical or professional area or skills.

2.5   To provide Shawnee State University graduates with a competitive advantage when seeking employment and advancement in their careers.

3.0   DEVELOPING MICROCREDENTIALS

    3.1   Any faculty or administrator may propose a microcredential. New microcredentials require approval by a review panel, as set forth in the accompanying procedure. Such procedures are subject to approval by the President.

        3.1.1   It is the responsibility of the Director of the Center for Lifelong Learning to maintain and update relevant procedures for the development of microcredentials.

    3.2   Microcredentials must, at a minimum, include the following elements:

        3.2.1   Description: The learning activity or accomplishment to be authenticated.

        3.2.2   Criteria: The requirements that must be completed in order to earn the microcredential.

        3.2.3   Mode of Issuance: The technological platform to be utilized to issue and verify the microcredential.

        3.2.4   Evidence: Demonstration of how the criteria have been met.

        3.2.5   Expiration: The length of time that the microcredential remains valid.

    3.3   All intellectual property including academic works created through the development of a microcredential will be subject to Board of Trustees Policy 2.10Rev., Copyright, Patents and Research for University Personnel.

4.0   DEVELOPING NON-CREDIT CERTIFICATES

    4.1   Any faculty or administrator may propose a non-credit certificate. New non-credit certificates require approval by the review panel as set forth in the accompanying procedure. Such procedures are subject to approval by the President.

        4.1.1   It is the responsibility of the Director of the Center for Lifelong Learning to maintain and update relevant procedures for the development of non-credit certificates.

    4.2   Non-credit certificates must, at a minimum meet the following elements:

        4.2.1   Description: The learning activity or accomplishment to be authenticated.

        4.2.2   Program Outline: Minimum number of contact hours defined, program objectives and outcomes clearly defined, pathway to current degree programs defined when applicable, aligned to requirements set forth by certification agency when applicable.

4.2.3   Mode of Completion: The requirements that must be completed to earn the non-credit certificate.

4.2.4   Expiration: The length of time that the non-credit certificate remains valid.

4.3   All intellectual property including academic works created through the development of a certificate will be subject to Board of Trustees Policy 2.10Rev., Copyright, Patents and Research for University Personnel.

5.0   ISSUING MICROCREDENTIALS

5.1   Any student enrolled at Shawnee State University is able to participate in non-credit bearing, non-transcriptable learning activities that can be verified with a microcredential. In addition, non-credit bearing, non-transcriptable microcredentials may be offered to the general public to provide for business and industry needs. Certain microcredentials may include specific eligibility requirements.

5.2   Candidates for a microcredential must meet all criteria for that microcredential as certified by the sponsoring department, office, or division. The initiating department, office, or division is responsible for verifying all aspects of the microcredential including eligibility, criteria, evidence and awarding.

6.0   ISSUING NON-CREDIT CERTIFICATES

6.1   Non-credit bearing certificates may be offered to students and the general public to provide for credentialed learning and a competitive advantage when seeking employment and career advancement. Certain certificates may include specific eligibility requirements.

6.2   The initiating department, office or division is responsible for all aspects of delivery of the certificate, and must work with the Center for Lifelong Learning to ensure reporting, verification, and issuance of the certificate.

6.3   The Center for Lifelong Learning is responsible for verifying and issuing non-credit Certificates and Certificates of Completion.

7.0   MODIFYING OR DECOMISSIONING MICROCREDENTIALS

7.1   Significant changes to existing microcredentials in purpose or scope require approval from the microcredential review panel.

7.2   The microcredential review panel will have the authority to decommission microcredentials if the microcredential no longer aligns in purpose or scope with the original approved microcredential, or if the sponsoring department, division, or office is incapable of administering the microcredential.

8.0   MODIFYING OR DECOMISSIONING NON-CREDIT CERTIFICATE PROGRAMS

Significant changes to existing non-credit certificates in purpose or scope require approval from the Director of the Center for Lifelong Learning.

History
Effective: 04/22/22

Applicable Procedure: 5.44:1 Procedures for Developing a Microcredential or Non-Credit Certificate