

## UG 1 Sponsoring Department- CREDIT

To begin establishing an academic based microcredential, please utilize the following checklist to ensure a seamless completion.

- Review all forms included
- Complete form in its entirety
- Collect >3 testimonials from employers (on their letterhead) validating the connection & application of skills in workforce (hyperlink to template)
- Collect appropriate department(s) signatures
- Send completed form (with signature) to Extended Learning. Jill Pippin will sign and send back to you to forward on to the Academic Policies (APC) and Priorities & Planning (P&P)
- Once approved, move to Faculty Assembly
- Once FA reviews and approves
  - Chair should notify department
  - FA President will forward to Presidents Office for signature
  
- President reviews
  - If approved, Department, Provost, & Extended Learning are notified.
  - If not approved, notes will be returned to involved parties for refinement & resubmission
  
- Signed forms will be returned to the sponsoring department. Electronic files will be kept with Extended Learning

After approval process is completed:

- Badge (housed in Credly) will be created by Tim Taylor
- If applicable, admission criteria to be established with Karen Archibee (karen.archibee@oswego.edu)
- Website will be updated
- Need to stay in touch with Karen to assist in tracking/completion of MC students