



INSTRUCTIONS

To be completed by proposing department or program. Please complete all required sections. For any microcredential to be offered at any level of online status, contingent approval by the IU Office of Online Education must be secured by initiating the [OOE Initial Request Form](#) before this proposal will be considered. OOE approval notice must accompany this form when submitted into APPEAR.

According to IU’s [Framework for Microcredentials, Digital Badges, and other Alternative Credentials](#) (approved 12/4/2023), microcredentials are “a focused collection of demonstrated and valuable knowledge, skills, or competencies assessed or verified by Indiana University.” Microcredentials at IU reflect assessed learning outcomes that are sourced from for-credit experiences or a combination of for-credit and non-credit experiences. Microcredentials are smaller and less comprehensive than certificates, have clearly defined and assessed knowledges and skills, and are externally validated. Microcredentials should complement traditional academic offerings and are often collected as evidence of learning as learners progress toward a certificate or degree. Alternatively, microcredentials may be offered to non-degree-seeking learners seeking to reskill/upskill. Microcredentials are recognized by digital badges, which must be approved and issued through IU using Canvas Credentials.

SECTION 1: Introductory information

a. Title of proposed microcredential:

b. Type of microcredential:

- Credit bearing (course-based only) **If checked, proceed below.*
- Non-credit bearing (co-curricular based only) **If checked, go to the Record.*
- Combination (course and co-curricular based) **If checked, proceed below.*

c. Contact information: *(Required for ALL microcredential programs—if interdisciplinary, add a contact for each distinct unit)*

School / Department / Unit	
Name(s)	
Title	
E-mail address(es)	
Phone number(s)	

SECTION 2: Description

Academic level	<input type="checkbox"/> Undergraduate	
Mode of instruction	<input type="checkbox"/> On Campus	<input type="checkbox"/> Online (<input type="checkbox"/> Y, <input type="checkbox"/> Y8)
	<input type="checkbox"/> Hybrid (Y5)	<input type="checkbox"/> Collaborative



<p>Describe the proposed micro-credential requirements (i.e., list the courses by subject, number, title, credit hours, and if applicable briefly describe the co-curricular component.</p>	
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SECTION 3: Rationale

(Required for ALL microcredential proposals)

a. Rationale



b. Academic outcomes: What are the learning objectives of the proposed microcredential? What depth of knowledge or complexity level of skills will be encompassed by this microcredential (e.g., beginner, intermediate, or mastery)?

c. Profiles of Learning for Undergraduate Success attributes students will be exposed to (select all that apply):

Communicator (evaluates information, listens actively, builds relationships, and conveys ideas effectively)

Innovator (investigates, creates/designs, confronts challenges, and makes decisions)

Problem Solver (thinks critically, collaborates, analyzes, synthesizes, evaluates, and preserves)

Community Contributor (builds community, respectfully engages their own and other cultures, behaves ethically, and anticipates consequences)

None

d. Describe your efforts in communicating and collaborating across campus with other units with shared interests that have similar course and co-curricular course offerings.



SECTION 4: List additional industry/field/technical skills students will gain from this proposed microcredential.

SECTION 5: Describe how this microcredential supports the campus's traditional academic offerings. If new courses or co-curricular experiences are being proposed, map them to a current certificate or degree.

Proposed course(s)	Mapped to current certificate or degree (provide details)
Co-curricular experience(s)	Via prior learning assessment for mapping to current certificate or degree (provide details)



SECTION 6: Assessment: Each component of the microcredential must be assessed. Describe the assessment process for the proposed microcredential. For experiences appearing on the Record, assessment processes may be similar if aligned with the proposed microcredential's learning outcomes. Post-approval assessment and review of microcredentials will occur within the campus' program review and assessment reports and periodic program reviews.

Section 7: Approval for microcredentials is initially awarded on a *provisional basis*, which allows early evaluation of success and sustainability. What indicators for success of this microcredential will you evaluate at the two-year mark of implementation? What are your plans for sustaining this microcredential throughout and beyond the two-year period?