Instructions for Submitting a Micro-Credential Proposal

1. Discuss your ideas about a micro-credential with your chair or associate dean.

2. Your Associate Dean will then email Jeremy Head (jhead1@ithaca.edu) or Vikki Levine (vlevine@ithaca.edu) to request a micro-credential "program authorization."

3. The Office of the Registrar will create a program proposal page for your micro-credential in "program admin" and will let the Associate Dean know via email when it is ready.

4. Submit your micro-credential proposal in the workflow. You may submit more than one with the same proposal form.
   a. *Program Type:* Micro-credential
   b. *Program Revision:* briefly explain micro-credential, collaborating departments, information necessary for APC-C to review
   c. *Curricula Description:* In one or two sentences, describe the purpose/value and learning outcomes for the micro-credential. If submitting more than one and they are "stackable", indicate that here as well.
   d. *Curriculum:*
        - build curriculum table
        - describe impact on other departments
   e. *Program Assessment:* n/a
   f. *Library resources:* n/a

Governance and Workflow Within a School:
   • Registrar Review
   • Department chair
   • School Curriculum Committee
   • School Dean
   • APC-Curriculum Committee
   • Provost
   • Cat and Scribe
   • Registrar

Governance and Workflow Across Schools:
   • Registrar Review
   • Department chair(s)
   • All Relevant Schools' Curriculum Committees
   • All Relevant (A) Deans
   • APC Curriculum Committee
   • Provost
   • Cat and Scribe
   • Registrar

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