Addition to the Approval, Routing, and Notification Document
Microcredential Approval Process
Approved by FS Academic Affairs on March 21, 2023
Approved by Faculty Senate on April 11, 2023

1. All microcredentials approved for the 2022-2023 academic year will have their approval extended through the 2023-2024 academic year.

2. Microcredential approval may be sought by any Major Academic Unit (MAU) at K-State. The term Major Academic Unit includes all Colleges, K-State Olathe, K-State Libraries, K-State Extension, K-State Graduate School, and the Staley School of Leadership.

3. Each MAU shall set up an internal process for MAU approval for microcredentials. This need not follow the usual curriculum approval process but can be tailored to allow faster approvals when needed.
   a. Each Dean or Director of an MAU shall inform Grad Council and Faculty Senate of their internal processes.
   b. Interdisciplinary proposals can come from any college and only need official approval from one unit (but at the next level all involved units will of course be queried about their support).
   c. All requests for microcredentials, whether credit or non-credit, must come through a Major Academic Unit.

4. Approval for a microcredential may be requested for a term not to exceed 18 months, a permanent approval, or both.
   a. Term approvals may be granted by the joint agreement of the Faculty Senate President, the designated chair of the Faculty Senate Academic Affairs committee, the Dean of Global Campus, and, for graduate microcredentials, the Dean of the Graduate School. Term approvals may not be extended without a vote of Faculty Senate.
   b. Permanent approval of a for-credit microcredential will require approval from the Office of Assessment and Faculty Senate, and, for graduate microcredentials, Graduate school approval (following whatever process the Graduate school adopts). Approvals from these bodies will follow the usual process for curriculum approvals.
   c. Permanent approval of non-credit microcredentials follows the term approval process.