



Guidelines for Proposing a Graduate Microcredential

The following are guidelines for the development of a Graduate Microcredential. Use the Proposal for Graduate Microcredential template to guide the submission of the proposal in Courseleaf. Questions may be directed to graduatestudies@uoregon.edu.

Overview

The Graduate Microcredential is designed to allow academic units to provide learners, who have earned a Bachelor's degree, with brief, advanced disciplinary knowledge and/or skill development taught by expert research faculty at the UO. This Graduate Microcredential increases access of advanced graduate training to learners who do not want to/cannot commit to a longer graduate degree program and who may want to gain advanced training to improve their work performance or career preparedness and explore disciplines prior to committing to a graduate degree program. All proposals for Graduate Microcredential are subject to review and approval by the Graduate Council.

Proposal Requirements

Each proposal must include the following:

- A rationale for and a description of the proposed program
- A plan for administration of the program
- Clearly defined admissions criteria
- Specific requirements for the professional certificate
- Standards and procedures for monitoring student progress to completion
- Standards and procedures for monitoring the program's quality over time

Admission Standards

- Applicants to Graduate Microcredential programs must meet the minimum admissions criteria of the Division of Graduate Studies.
- Each program offering this credential may have additional prerequisites or eligibility requirements.
- A written statement detailing the satisfactory academic progress requirements to remain in the Graduate Microcredential must appear in all recruiting and admission materials provided by the academic unit.
- The academic unit must designate a faculty member responsible for coordinating the admissions process as well as supporting and advising Graduate Microcredential students.

Monitoring Student Status

- The academic unit must specify how a student's academic progress in the Graduate Microcredential will be monitored and reported. Graduate Microcredential students **will not be eligible for most graduate student benefits, including Graduate Employee appointments, federal financial aid, and graduate scholarships and awards because they will be admitted as non-degree seeking students.**

- While enrolled and completing this graduate credential, students will be subject to graduate student academic policies, including satisfactory progress requirements.
- The academic unit must specify how the Graduate Microcredential program will provide support and advising to students upon request.
The academic unit must clearly outline satisfactory academic progress guidelines, including specific timelines, as well as the consequences of not meeting these requirements.

Credential Requirements

- A Graduate Microcredential must reflect completion of all courses approved as part of the Graduate Microcredential. As with other types of graduate degrees and certificates, the offering program may approve course substitutions as appropriate, but must have a documented process for exceptions to be reviewed and approved.
- All courses approved as part of the Graduate Microcredential must be graduate courses designated by 500-level course numbers or higher.
- Field experiences, internships, practica and other non-coursework experiences may not comprise more than 4 credits of the 12-credit Graduate Microcredential requirements.
- All courses toward the Graduate Microcredential must be taken for a letter grade, with the exception of non-coursework requirements such as Internship, Practicum, Field Studies, etc.

Program Monitoring

- The academic unit should outline a plan for monitoring the Graduate Microcredential's success after three years.

Proposal Procedures

- Optional but recommended: send proposal to the Division of Graduate Studies for initial review/consultation.
- Gain approval at the department level following your internal approval procedures.
- Submit the proposal via [Courseleaf](#) (use the "Courseleaf Submission Guide" to assist in mapping the information from the proposal template to the fields in Course leaf).
- From there, the proposal will be shepherded through the Graduate Council and Senate review process. You may be asked to attend council and/or senate meetings to answer questions about the proposal.