**Fort Hays State University Badging Policy**

1. FHSU badges and comprehensive badges are digital micro-credentials. Badges and comprehensive badges are also known as *Enriched Educational Experiences* (EEE).
	1. Badges are concentrated learning experiences and assessments to develop specific knowledge, competencies, skills, or acknowledge achievements. These learning experiences are designed to enhance and recognize academic and professional development activities and accomplishments. Badges do not have to be connected to academic credit.
	2. Badges offered by FHSU will consist of specific educational experiences and assessments developed by FHSU and/or outside agencies approved by FHSU. The work and assessment must be completed under FHSU supervision. Transferred credits and Credit for Prior Learning are generally not completed under FHSU supervision.
2. Comprehensive badges are earned by completing a program requiring the acquisition of multiple badges. Comprehensive badge proposals must specify the badges to be earned, and any additional criteria.
3. Badges differ from certificates. Certificate are academic achievements, and are earned upon completion of the approved courses. Certificates are administered by the departments and are not approved by the Badging Committee. Departments may work with the badging administrator to issue a digital certificate for university approved certificates.
4. The Associate Provost for Academic Affairsis responsible for the administrative management of the FHSU Badging Program and Process. All activities associated with the FHSU Badging Process for both graduate and undergraduate students, as well as faculty and staff, shall be overseen by the Badging Development Committee. Ownership of all badges and the information contained therein is retained by Fort Hays State University.
5. There are three groups involved in the creation, validation, and assessment of the FHSU Badging Program.

	1. The Badging Administrator: A staff member designated by the Associate Provost for Academic Affairs as the Badging Administrator, responsible for providing support and record keeping while working with the Badging Development Committee in the development of badges. This individual will also work in conjunction with the Badge Coordinator in determining the successful awarding of a badge based on the criteria found in approved proposal.
	2. The Badge Coordinator: Any FHSU faculty or staff member may propose a badge and then become designated as the Badge Coordinator for that particular badge. The Badge Coordinator is involved in overseeing, recruiting, advising, and evaluating badging experiences.
	3. The Badging Development Committee: This committee is responsible for oversight of the development of badges that incorporate appropriate outcomes and pedagogy. The committee will evaluate and review the quality and continued appropriateness of badges. The committee will be composed of members nominated by their respective departments/programs. Membership shall consist of representatives from the areas listed below. If a representative from one of the listed areas cannot be found, an at-large member may be appointed in its place. Representative appointees will serve three-year terms and at-large appointees will serve one-year terms.
		* Badging Administrator (Chair) [ex-officio]
		* Robbins College of Business and Entrepreneurship
		* College of Education
		* College of Health and Behavioral Sciences
		* Werth College of Science, Technology and Math
		* College of Arts, Humanities and Social Sciences
		* TILT
		* Registrar’s Office
		* Library
		* Graduate School
6. Badges are created, maintained, and awarded through the designated FHSU Badging Program and will include the following criteria, as approved:
	1. Title of the badge
	2. Description of the badge
	3. Learning outcomes/curriculum of the badge
	4. Criteria for awarding the badge
	5. Name of industry or professional bodies that have endorsed the badge (as appropriate).
7. The Badge Proposal must include the following:
	1. A list of experiences/courses/activities to be completed to earn the badge
	2. Evidence of appropriate learning outcomes and assessment criteria
	3. Evidence that instructors, appropriate to the badge content, are available to teach/oversee
	4. Appointment of the appropriate professional who is responsible to validate and award the badge
	5. Description of participants eligible to earn the badge
	6. Designation of any stackable opportunities and criteria
	7. Evidence/description of at least 4 contact hours
	8. Criteria for time period for completion and termination of the badge.
8. Badge proposals will be accepted throughout the year. The committee will meet regularly during the fall and spring semesters to review badge proposals. The process is as follows:
	1. The Badge Coordinator will discuss and submit the proposal for the badge with the appropriate Department Chair or their direct supervisor.
		* If multiple units are involved, the proposal is then submitted to the chairs of applicable departments (or director-level equivalents for units who are not departments) involved in offering the badge and seeks comment or guidance.
	2. The proposal is sent to the deans of all colleges involved in offering the badge.
	3. The proposal is then submitted to the Badging Development Committee who will:
		1. Review the proposal
		2. Deny or approve the proposal
		3. If approved, the proposal is forwarded to the Associate Provost for Academic Affairs for university approval and listing.
	4. The Badge Coordinator works with the Badge Administrator to create the digital version of the badge once all approvals are received.
	5. Once created, the badge may be offered.
9. Participants
	1. Badges are available to current FHSU students, staff, and faculty.
		* Corporate badge proposals are open and under discussion.
		* Badges may also be proposed from university affiliates that include any attendees who register and pay.
	2. Participants must complete a request form for each badge they intend to pursue.
	3. Students who are enrolled in a degree program at FHSU while pursuing a badge may use their coursework to complete a badge, if that coursework is so identified in the badge criteria.
	4. Participants may use past courses/experiences/activities completed at FHSU to earn a badge, if approved by the Badge Coordinator.
10. Time to Completion
	1. Criteria for the time-period for completion of a badge, including those designated as stackable, must be outlined in the Badge Proposal.
	2. Time periods for completion will end upon graduation for current student(s), or termination of employment for staff and faculty, except as noted in c or d below.
	3. Students who immediately enter another degree program may continue working on a badge with the approval of the Badge Coordinator provided the badge requirements are appropriate to the new degree. (e.g. AGS->BGS; MS->EdS).
	4. Staff or faculty who terminate a position to accept another position with the university or foundation may continue work on a badge.
11. Evaluation and Review of Badges:
	1. The Badging Development Committee will be responsible for the development and oversight of content for FHSU badges.
	2. A minimum review of the quality of each badge happens every 3 years and includes, but is not limited to:
		* The number of participants
		* The relevance of the skill(s) identified in the learning outcome(s) of each badge
		* Appropriateness of the components of the badge to demonstrate those skills
		* Feedback from participants via survey at the completion of the badge
		* Success of industry or professional partnership/s, including feedback from partner/s (as appropriate)
		* Suggested areas for improvement
		* Request and justification for continuation
		* Any additional resources needed to continue the badge, if necessary
12. Sunset Clause:
	1. At the time of the proposal, the Badging Development Committee must set the criteria for termination of a badge and outline the communication plan to the holders of the badge.
	2. Badges may be terminated based on the determination of the Evaluation and Review process, regardless of the specifications of the sunset clause.
	3. In either case, the termination or sunset of a badge must include provisions for completion by current participants.