



ADMINISTRATIVE PROCEDURE MANUAL

SECTION TITLE

NON-DEGREE CREDENTIALS

BASED ON BOARD OF TRUSTEES' RULE AND TITLE

6Hx7-9.1 Curriculum

NUMBER

09-0401

PAGE

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DATE ADOPTED

April 9, 2025

Purpose

The purpose of this procedure is to outline the definition, development, implementation and recognition of non-degree credentials to ensure they are high-quality, industry-relevant and accessible to all learners.

Procedure

- A. Non-Degree Credentials can be offered for-credit and not-for-credit. They vary in content, instructional level, length, modality and credit awarded. These credentials are shorter and more focused than traditional for-credit programs. Non-degree credentials are typically developed to meet current and future workforce education needs. Regular reviews and updates will be conducted to maintain alignment with workforce needs and standards.
1. A for-credit non-degree credential is a credit bearing class or a group of credit-bearing classes for which students demonstrate mastery of knowledge, skill, abilities and/or competencies. Some micro-credentials may require additional co-curricular requirements.
 2. A not-for-credit non-degree credential is a non-credit bearing class or a group of non-credit-bearing classes for which students demonstrate mastery of knowledge, skill, abilities and/or competencies. These can be earned via CWE, cocurricular activities and extracurricular activities.
- B. Upon completion of the class or group of classes, students are awarded a micro-credential, certificate, badge, etc.
- C. These credentials are developed either by:
1. state legislation identifying a class or classes that make up a non-degree credential
 2. faculty from a discipline or program that identifies a group of courses and co-curricular activities whose collective knowledge, skill, abilities, and/or competencies lead to a recognizable badge
 3. professional organizations
 4. private companies
 5. educational non-profits
- D. State mandated for-credit non-degree credentials are indicated on the FASTER transcript. All other non-degree credentials are not indicated on our local transcripts.
- E. All non-degree credentials need to have:
1. Clearly defined learning outcomes



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2. Alignment with industry standards and needs

3. Assessment processes to ensure the validity and reliability of the credential

F. Information about non-degree credentials should be communicated to students via the website and catalog.

REFERENCES: F.S. 1001.64, 1001.65, 1006.75, Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)

Adopted Date: April 9, 2025