**Non-Credit-Badge Approval Process**:

* Complete **PART ONE** with proposed badge details and Dean’s signature
* Submit this form along with any supplemental materials that support your badge proposal to badges@pace.edu
* The Badge Administrative Coordinator (BAC) will obtain remaining approvals in **PART TWO** via Adobe Sign
* After all approvals are submitted, BAC will assist you in designing and authenticating the badge

**PART ONE**

1. ***Proposed Title of Badge:***  *Click or tap here to enter text* ***Date:*** *Click or tap to enter a date.*
2. ***Sponsoring Program/School/Department/Unit****:* Click or tap here to enter text.
3. ***Contact Information for Initiator of Badge or Support Person:***

*Name and Title:* Click or tap here to enter text.

*Email:* Click or tap here to enter text.

*Phone:* Click or tap here to enter text.

1. ***Brief Description of the Badge****: Click or tap here to enter text.*
2. ***Rationale for Offering the Badge:*** *Click or tap here to enter text***.**
3. ***Badge Requirements:*** ***Provide criteria for earning this badge on the Badge Metadata Worksheet which will accompany this form for******approvals.***

*Anticipated Start Term: Click or tap here to enter text*.

*Instructional Modality:*  *on campus only* *online only* *Blended(online/on-campus)*

*Campus(s):* *New York* *Pleasantville* *White Plains* *Off Site*

*Target Audience:**Undergraduate* *Graduate* *Other/Non-matriculated Click here to enter text*

1. ***How will this Badge be marketed to students****? Click or tap here to enter text.*
2. ***Internal Approval****:*

Dean approval is required prior to submitting this form to Badges@Pace.edu

* School or College Dean if badge is sponsored by a faculty member
* Dean for Students if badge is proposed for students by another unit

Dean’s Signature: Date:

**PART TWO**

1. ***Continuing Education: (Via Adobe Sign)***

Continuing Education Director’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. ***Provost’s Office approvals: (Via Adobe Sign)***

Associate Provost: (email [associateprovost@pace.edu](mailto:associateprovost@pace.edu))

Associate Provost’s Signature: Date:

Assistant Director of Academic Operations: (email Olivia Dituro, [odituro@pace.edu](mailto:odituro@pace.edu))

Assistant Director’s Signature: Date: