**Credit-Badge Approval Process**:

* Complete **PART ONE** with proposed badge details.
* Follow instructions for **PART TWO** Approvals and Approval Dates.
* The Badge Administrative Coordinator (BAC) will obtain signature approvals in **PART TWO** AND **THREE** 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. ***Badge Type****:* [ ] *Single Discipline Badge (Complete 7a for single sponsoring school/department)*

[ ] *Multi-Discipline Badge (Complete 7a for sponsoring school/department and 7b for supporting schools/departments)*

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 Courses****:* *Provide Course details and criteria to earn this badge on the Badge Metadata Worksheet which will accompany this form for approvals.*

*Total Credit Hours: Click or tap here to enter text*.

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

 *Are new courses being created for this badge?* [ ]  *Yes* [ ] *No*

 *If yes, provide the New Course Forms*

*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.*

**PART TWO**

1. ***Internal Approvals and Contact Information****:*

*A badge has one sponsoring department. A multidiscipline badge requires approval of the sponsoring and supporting departments.*

* *Provide the Contact Information for the Sponsoring School/Department (and Supporting School/Department(s) if applicable)*
* *Add Department and School/College Internal Approval Dates*
* *Submit the Approval Form with the Badge Worksheet and any supplemental materials that support the badge proposal to Badges@pace.edu to* *Badges@pace.edu*
* *Note: Add additional sections for each Supporting School/Department*

*The Badge Administrative Coordinator will obtain the Associate Deans’ Signatures via Adobe Sign*

1. **Sponsoring** School:*Click or tap here to enter text.* b. **Supporting** School: *Click or tap here to enter text.*

 Name of Contact: *Click or tap here to enter text*. Name of Contact: *Click or tap here to enter text*.

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

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

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

Department Approval Date: *Click or tap to enter a date.* Department Approval Date: *Click or tap to enter a date.*

School/College Internal Approval Date:*Click or tap to enter a date.* School/College Internal Approval Date: *Click or tap to enter a date.*

Associate Dean’s Name: *Click or tap here to enter text.* Associate Dean’s Name: *Click or tap here to enter text.*

Associate Dean’s Signature: Associate Dean’s Signature:

1. ***University-Wide Approval Dates****:*
* *Following Internal Approvals (in Section 7), collect applicable University-Wide Approval Dates and submit to badges@pace.edu*
* *The Badge Administrative Coordinator will add the Approval Dates to the Approval Form*

 Joint Curriculum Committee (JCC) Approval Date:*Click or tap to enter a date.*

 Location Faculty Councils: NYFC [ ]  WFC [ ]  BOTH [ ]

 NYFC Approval Date:*Click or tap to enter a date.* WFC Approval Date:*Click or tap to enter a date.*

**PART THREE**

*Following University Approvals (in Section 8), the Badge Administrative Coordinator will obtain remaining signatures via Adobe Sign.*

1. ***Deans' Council approvals: (Via Adobe Sign)***

Dean’s Signature: Date:

(Dyson /School of Education)

Dean’s Signature: Date:

(Lubin School of Business)

Dean’s Signature: Date:

(Seidenberg School of CSIS)

Dean’s Signature: Date:

 (College of Health Professions)

Dean’s Signature: Date:

(Elizabeth Haub School of Law)

Dean’s Signature: Date:

(SAND College of Performing Arts)

1. ***Special Programs: (Via Adobe Sign)***

Pace Online AVP’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Assistant Director’s Signature: Date: