

Digital Badge Request Form

This cover sheet is to ensure conversation have been had at the departmental level prior to building out digital badges on campus. To move to the next stage in development for a Northeastern State University digital badge, this cover sheet in addition to the questions within the [Digital Badge Request Google Form](#) must be completed.

Northeastern State University wants to ensure quality credentials are awarded. Therefore, in order to award a digital badge, the campus badging committee must review the below criteria to ensure credentials have been verified.

To complete this form you will need to:

1. Discuss badge idea with department head and receive appropriate approvals
 - a. Consider amount of potential badges distributed in budget cycle
 - b. Identify funding sources
2. Review and update webpage

For questions about this process please contact: Kim Williams and/or Shannon Schwaebler. We will be happy to assist you as you create your plan for digital badging.

Badge Title: _____

Name of Program Unit: _____

Contact Person Name: _____

Title of Contact Person: _____

Contact Personal Email: _____

Intended Date of Awarding: _____

Projected Quantity of Badges Awarded in Budget Cycle: _____

FOP: _____

Direct supervisor signature: _____

Account sponsor signature: _____