



**Higher Education Coordinating Commission**  
Office of Academic Policy and Authorization  
Office of Degree Authorization  
3225 25<sup>th</sup> Street SE  
Salem, OR 97302  
[www.oregon.gov/HigherEd](http://www.oregon.gov/HigherEd)

## **Application for Out-of-State Institutions Applying for State Authorization in Oregon**

### **INTRODUCTION**

**AUTHORIZATION REQUIREMENTS:** Degree-granting schools offering online degree programs are subject to the standards set forth by the Oregon Higher Education Coordinating Commission (Oregon Revised Statute 348.606), and a school may not confer or offer to confer any academic degree upon a person or provide services purporting to lead to a degree in whole or in part, without first obtaining approval from the Higher Education Coordinating Commission. Pursuant to OAR 583-030-0005(2) this applies to any school offering degrees and credits from within Oregon to recipients anywhere, and it applies to any person assisting such a school. The rule further applies to any school offering degrees and credits from outside of Oregon, in connection with learning or evaluation meant to occur within this state.

**DIRECTIONS:** Per OAR 583-030-0005(2) any school offering degrees and credits from within Oregon to recipients anywhere, and including any person assisting such a school, requires approval from our office. If the institution intends to offer a combination of degree programs and certificate programs, both the degree programs and certificate programs in the State of Oregon require authorization.

#### Prior to beginning the application:

- Read the ODA out-of-state webpage with content pertaining to legislative changes and approval process modifications, to confirm the institution is applying for the correct programs. Forms are available at the following link: [ODA-Forms and Procedures \(Out of State\)](#).
- Identify which programs require authorization/approval that the institution seeks to offer to Oregon students.
- Identify whether the online programs have placement or no placement in the state of Oregon.

#### Complete the application, and attach additional sheets if necessary:

**STEP 1:** For ease of reference, attach a copy of your institution's most recent authorization or exemption on file, whether or not these programs are the ones being renewed.

**STEP 2:** Complete the application for all programs, online with or without placement, as all programs require authorization in the State of Oregon.

All elements of the application must contain a response whether applicable to the institution's proposed activities or not. If a particular area of the application is not applicable, please note it as such on the application.

**STEP 3:** Complete the **List of Degree Programs** offered on the Excel sheet provided and use this form to calculate cost of authorization.

**STEP 4:** Submit an application fee in the form of a check depending on the List of Degree Programs (cost indicated on form) required to pay the fee to the **HECC/Office of Degree Authorization**. The check should arrive in the same package as the application materials submitted on a USB drive. Please refer to Submission Guidelines on the last page of the application.

**STEP 5:** Complete and sign **both** sections of the certification page available at the beginning of the application. The signatures are attestations that the institution will not place or enroll students without authorization. Without a signed certification page, the application will not be reviewed and subsequently denied.

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## **Section 6. Description of Placement Program(s)**

### **Attachment Part 2: Additional Placement**

## **Submission Guidelines**

Please submit this document to the Higher Education Coordinating Commission for evaluation. Contact the program evaluator at [info.pps@hecc.oregon.gov](mailto:info.pps@hecc.oregon.gov) if you have further questions.

## CERTIFICATION OF SIGNATORY OFFICER

**Both sections MUST be signed. This application is incomplete without both sections signed.**

*The signatory officer is a person who is authorized to make academic decisions about the content and structure of programs for the institution.*

### Certification Statement for Recruiting and Marketing Online and Onsite Placement Programs in the State of Oregon:

*By signing below, I certify that the information in this application and supporting documentation is correct and true to the best of my knowledge, and the below institution will not market, recruit and advertise these programs to Oregon residents, until receiving an authorization letter from the Oregon Higher Education Coordinating Commission.*

<b>Institution Name:</b>			
<b>Name of Signatory Officer:</b> <i>(First and Last Name)</i>			
<b>Title:</b>			
<b>Signature:</b>		<b>Date:</b>	

### Certification Statement for Onsite Placement Programs with Presence in the State of Oregon:

*By signing below, I certify that the information in this application and supporting documentation is correct and true to the best of my knowledge, and the below institution will not enroll any Oregon residents in placement programs until receiving an authorization letter from the Oregon Higher Education Coordinating Commission.*

<b>Institution Name:</b>			
<b>Name of Signatory Officer:</b> <i>(First and Last Name)</i>			
<b>Title:</b>			
<b>Signature:</b>		<b>Date:</b>	

**NOTE: Both sections above must be signed, even if no onsite placement is applied for. The signatory officer is a person who is authorized to make academic decisions about the content and structure of programs for the institution.**

Please note the definition of Onsite Placement pertaining to online degree programs in Oregon:

**Onsite Placement** refers to experiential learning and is defined as practicum, clinical, internship, externship, mentoring or any other placement field work in the State of Oregon that is offered for-credit to Oregon residents, either optional or required, in order to complete an online program.

**Section 1 – Institutional Information**

**Section 1.1 Name(s) of school, programs, contacts and accreditation status**

<b>Name of school as it appears on diploma:</b>			
<b>Name used by school to do business in Oregon:</b>			
<b>Primary location of school: (street address)</b>	<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Mailing address of school: (if different)</b>			
<b>Main phone number:</b>	<b>Website URL:</b>		
<b>Person who has authority to make academic, administrative and financial decisions for the institute:</b>	<b>Institution ownership:</b>		
<b>Name:</b>	<b>Name:</b>		
<b>Position Title:</b>	<b>Position Title:</b>		
<b>Phone:</b>	<b>Phone:</b>		
<b>Email:</b>	<b>Email:</b>		

<b>Institutional Accreditation, if any (provide name of accreditor) OAR 583-030-0020:</b>
<b>Programmatic Accreditation, if any or if regional accreditation not available:</b>

<b>Date of this application:</b>	
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## Application and Institutional Contacts:

<b>Person responsible for completing the application:</b>		
<b>Name</b>		
<b>Position Title</b>		
<b>Telephone</b>		
<b>E-Mail</b>		
<b>Person Responsible For Student Data Collection Submission:</b>		<b>Name:</b>
<b>Title:</b>	<b>Phone:</b>	<b>Email:</b>
<b>Person responsible for any Oregon clinical placement programs requiring coordination with the Oregon State Board of Nursing (OSBN):</b>		
<b>Name</b>		
<b>Position Title</b>		
<b>Telephone</b>		
<b>E-Mail</b>		
<b>Person responsible for any Oregon practicum requiring coordination with the Teacher Standards Practices Commission (TSPC):</b>		
<b>Name</b>		
<b>Position Title</b>		
<b>Telephone</b>		
<b>E-Mail</b>		
<b>Person responsible for any Oregon placement program requiring coordination with the Oregon Board of Psychology:</b>		
<b>Name</b>		
<b>Position Title</b>		
<b>Telephone</b>		
<b>E-Mail</b>		

**Provide a link to the complaints process on the institution's webpage, catalog and student handbook:**

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**Section 2.2 – Summaries of Degree/Certificate Programs Offered to Oregon Residents taken from Academic Catalog**

Briefly describe the learning objectives, outcomes, and the curriculum structure of the degree program. **Attach additional sheets as needed.**

	(1) Online, No Placement OR (2) Online with Placement	Degree Program Name	Summary	(1) New Program Approval (not previously authorized) OR (2) Renewal
	<b>Example:</b>  <b>Online, No Placement</b>	<b>Example:</b>  <b>Bachelor of Business Administration</b>	<b>Example:</b>  The undergraduate curriculum in business administration reflects the increasingly complex economic, social, and technological aspects of modern business decision-making. Course work emphasizes the development of effective decision-making, an understanding of personal values and motivation, and the awareness of the interrelationships between business and society. Business Administration major requirements are divided into two parts. The first part (the pre-business major), usually taken in the first two years, must be completed before formal admission into the major. The second part (Professional School) is usually taken in the last two years after formal admission into the Business Administration major.	<b>Example:</b>  <b>New Program Approval</b>
	<b>Online with placement</b>	<b>Bachelor of Arts in Communication</b>	The speech communication undergraduate program is focused on developing and enhancing students' communication skills through speeches and presentations, while studying communication concepts. <b>Outcomes:</b> Demonstrate understanding and the value of communication competence in public speaking, argumentation and critical discourse, and interpersonal communication as they pertain to personal and professional activities and contexts. Articulate relevant theory and research in the contexts of their practical applications. Recognize the social, cultural and historical significance of rhetoric and other communication phenomena. Be prepared to pursue further professional or academic endeavors in one's selected communication discipline.	<b>Renewal</b>
1				
2				

**Section 2.2** *(Continued)*

	<b>(1) Online, No Placement OR (2) Online with Placement</b>	<b>Degree Program Name</b>	<b>Summary</b>	<b>(1) New Program Approval <i>(not previously authorized)</i> OR (2) Renewal</b>
3				
4				
5				
6				
7				
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10				
11				



**Section 2.2** *(Continued)*

	<b>(1) Online, No Placement OR (2) Online with Placement</b>	<b>Degree Program Name</b>	<b>Summary</b>	<b>(1) New Program Approval <i>(not previously authorized)</i> OR (2) Renewal</b>
12				
13				
14				
15				
16				
17				
18				
19				
20				

## Section 2.2.a

Identify the programs, if any, that satisfy requirements for occupational licensure where the student lives, and how your institution notifies its students. *Attach additional sheets if necessary.*

**Label this attachment 2.2.a**

## Section 2.3 - Credit Awarded Toward this Degree/Certificate

Indicate the length of study period for award of credit hours:

- \_\_\_\_\_ **Semester** (*usually 15-16 weeks*)
- \_\_\_\_\_ **Quarter** (*usually 9-12 weeks*)
- \_\_\_\_\_ **Condensed** (*less than 9 weeks, provide details*)
- \_\_\_\_\_ **Other** (*provide details*)

## General Credit Award

**Per OAR 583-030-0015, Oregon defines a credit hour as follows:**

*“Credit hour” means one postsecondary credit resulting from one of the following, intended to result from at least 2 hours of student work out of class (or in equivalent lab time) for each hour in class:*

- (a) approximately 45 hours of student work in a semester,*
- (b) approximately 30 hours of student work in a quarter,*
- (c) an equivalent amount of student work under an alternate term calendar schedule approved by ODA, or*
- (d) equivalent student work demonstrated by student performance on a nationally recognized examination or evaluation found acceptable in advance by the Office.*

Explain how your award of credit meets ODA requirements in terms of total effort. That is, define unit of academic credit for this degree/certificate relative to time spent in class and/or other learning situations; time spent in independent study, homework, and other study or research time outside of class.

Differentiate among classes, labs, special projects, practica, etc.

**Are any courses shorter than the term(s) indicated at the top of the page? If so, identify courses, explain schedule and show how credit is calculated.**

**Section 2.4 - Curricula Leading to All Degrees/Certificate**

<b>How many semester or quarter credits are required for a degree / certificate?</b> <i>(Indicate degree and term type, and credit requirements for degree type.) Attach additional sheets if necessary.</i> <b>Please attach a list of required courses.</b>				
	<b>Degree/Certificate Program</b>	<b>Degree/Certificate Term Type</b>	<b>Credit Requirement</b>	<b>Cost per Credit Hour</b>
	<b>Example:</b> <i>Bachelor of Business Administration</i>	<b>Example:</b> <i>Semester</i>	<b>Example:</b> <i>50 credits</i>	<b>Example:</b> <i>\$450</i>
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**Charged by credit hour, per level:**

Undergraduate Credit hour cost:

Graduate Credit hour cost:

- Or -

**Charged by credit hour, per degree/certificate program:**

**List academic majors, i.e., specializations or concentrations, in which a degree/certificate is offered.**

**Please note:** ODA lists only the degree/certificate and program on the approval letter. Institutions seeking to have specializations evaluated must submit a new application listing the specialization as a new program.

	<b>Degree/Certificate Program</b>	<b>Specializations (listed)</b>
	<b>Example:</b> Bachelor of Business Administration	<b>Example:</b> 1. Entrepreneurship for Business Majors 2. General Business 3. Hospitality Management 4. International Business
1		
2		
3		
4		
5		
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7		
8		

**Section 2.4 - Academic Majors** *(Continued)*

	<b>Degree/Certificate Program</b>	<b>Specializations</b> <i>(see example)</i>
9		
10		
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19		
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## **Section 2.5 and 2.6 - Courses and Syllabi**

**Provide the list of courses for each online degree/certificate program for which authorization is requested. Indicate if the course is with or without placement.**

**Label this attachment 2.5**

**Provide example course syllabi for each online degree/certificate program with onsite placement (internship, externship, practicum, clinical etc.) or new program for which authorization is requested.**

**Label this attachment 2.6**

## Section 3 – Tuition Requirements and Refund Policy

### Section 3.1 - Tuition

Please describe the total cost of tuition for each degree/certificate program offered to Oregon residents.

	<b>Degree/Certificate Program</b>	<b>Total Cost of Tuition to Student</b>
	<b>Example: Bachelor of Business Administration</b>	<b>Example: \$60,000</b>
1		
2		
3		
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## Section 3.2 – Tuition Refund Policy Affecting Oregon Residents

**Tuition Refund Policy must meet OAR 583-030-0035(18)(c) for all Oregon residents enrolled in degree/certificate programs:**

OAR 583-030-0035(18)(c): After classes begin for a term, a student who withdraws from a course is eligible for a partial refund through the middle week of the term. Refunds shall be based on unused instructional time and shall be prorated on a weekly basis for schools using a semester, quarter or non-traditional calendar.

The HECC interprets this to mean that for compliance with the rule there should be a 50% prorated refund up to the **middle week of a term**. If a term is 15 weeks, then there would be a 50% refund up to the end of the 8<sup>th</sup> week, then work backwards on the percentages for weeks 1-7. For a 7- or 8-week term, the refund would be 50% up to the end of the 4<sup>th</sup> week. Compliance with the refund policy rule is required for approval of degree programs.

Oregon residents are allowed a modified tuition refund policy in order to meet OAR 583-030-0035(18)(c). Please use the below section to describe the institution tuition refund policy affecting Oregon residents, while understanding that institutions allocate varying tuition refund levels depending on course credit or course level or term of enrollment.

**Describe the institution's current tuition refund policy below:**

**THE INSTITUTION MUST MAKE ANY MODIFIED TUITION REFUND POLICY AVAILABLE TO OREGON RESIDENTS.** The tuition refund modification needs to be made available to Oregon residents; however, our office has no examples of required methods. The policy may be referenced in enrollment agreement addendums, academic catalogs, posted on website, distributed to online students via email prior to beginning of term, etc.

**If the institution needs to modify the tuition refund policy to meet Oregon requirements, our institution will notify Oregon residents in the following way:**

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## Refund Policy Tables

Depending on how your institution defines “term,” each term must meet the above requirement. Please see the checklist provided and the example completed:

### EXAMPLE 1: Institution with Multiple Sessions and Varying Term-Week Lengths

**Term Name:** Online Fall Session  
(12 week term)

Example Percent of Tuition refunded	Example Week of term	Example Refund Required?
100	1	Yes
90	2	Yes
80	3	Yes
70	4	Yes
60	5	Yes
50	6	Yes
	7	No
	8	No
	9	No
	10	No
	11	No
	12	No
	13	No
	14	No

**Term Name:** Online Summer Session  
(4 week term)

Example Percent of Tuition refunded	Example Week of term	Example Refund Required?
100	1	Yes
80	2	Yes
	3	No
	4	No
	5	No
	6	No
	7	No
	8	No
	9	No
	10	No
	11	No
	12	No
	13	No
	14	No

### EXAMPLE 2: Institution with Quarter System

**Example:** Number of weeks per term: 10

**Example:** Term Type: Quarter

**Example:** Term Name: Online Quarter system

**Tuition refund required through the middle week of the term.**

Example Percent of Tuition refunded	Example Week of term	Example Refund Required?
100	1	Yes
90	2	Yes
80	3	Yes
70	4	Yes
60	5	Yes
	6	No
	7	No
	8	No
	9	No
	10	No
	11	No
	12	No
	13	No
	14	No

**Input the following data for the institution's Tuition Refund Policy:**

Number of weeks per term: \_\_\_\_\_

Number of weeks per term: \_\_\_\_\_

Term Type: \_\_\_\_\_

Term Type: \_\_\_\_\_

**Term Name:** \_\_\_\_\_

**Term Name:** \_\_\_\_\_

Percent of Tuition refunded	Week of term	Refund Required?
	1	
	2	
	3	
	4	
	5	
	6	
	7	
	8	
	9	
	10	
	11	
	12	
	13	
	14	
	15	

Percent of Tuition refunded	Week of term	Refund Required?
	1	
	2	
	3	
	4	
	5	
	6	
	7	
	8	
	9	
	10	
	11	
	12	
	13	
	14	
	15	

Number of weeks per term: \_\_\_\_\_

Number of weeks per term: \_\_\_\_\_

Term Type: \_\_\_\_\_

Term Type: \_\_\_\_\_

**Term Name:** \_\_\_\_\_

**Term Name:** \_\_\_\_\_

Percent of Tuition refunded	Week of term	Refund Required?
	1	
	2	
	3	
	4	
	5	
	6	
	7	
	8	
	9	
	10	
	11	
	12	
	13	
	14	

Percent of Tuition refunded	Week of term	Refund Required?
	1	
	2	
	3	
	4	
	5	
	6	
	7	
	8	
	9	
	10	
	11	
	12	
	13	
	14	

## Section 4 – Recruitment of Oregon Students

The school is responsible for ensuring that its recruitment agents are providing accurate realistic information about the school, its policies and achievements, and its ability to assist students.

**Describe the vendor contracts with marketing agents and recruiters:**

**What, if any, recruitment or marketing or advertising takes place in the State of Oregon?**

**What part of this advertising or recruiting is directly geared toward Oregon students?**

If your institution has on the ground recruiters, please describe:

- (1) the training provided to the agents to make sure that they know enough about the school that they have accurate information to impart and
- (2) the monitoring of agents to make sure the information they provide is accurate and realistic.

## Section 5 – Enrollment Agreements / Forms

Please submit copies of enrollment agreements provided by the institution for Oregon residents to sign and submit when enrolling in the degree/certificate programs.

Enrollment agreements can be provided for varying graduate levels and/or programs. Submit enrollment forms and agreements required at the time of application. This includes placement agreements but **does not** include financial aid enrollment agreements, online admissions weblinks or offers of admissions acceptance forms.

The sample enrollment agreement should include the following:

- School catalog-version, year, identifying information of when student enrolled.
- Program student enrolling in, number of credits, start and estimated end date.
- Applicable itemized tuition and fees for program student enrolled in.
- Student's right to cancel or withdraw.
- Procedures for cancellation, refunds and withdrawal.
- Refund policy - Oregon's modified refund policy (*refer to Section 3.2*).
- Transferability of credits and credentials earned at institution.
- Policy for accepting transfer credit from other institutions.
- Complaint language and contact information.

**Label this attachment 5.1**

## Section 6 – Description of Placement Program(s)

**PLEASE NOTE: Requiring a practicum, clinical, internship, externship, mentoring, field placement or other instructional experience in Oregon, offered for academic credit toward the degree /certificate program, constitutes a physical presence in the State of Oregon requiring authorization to operate. The placement does not need to be required for graduation/completion of the degree/certificate program.**

For each onsite placement program, the institution must submit the supervision, coordination and assessment plan. Please download the attachment, [ODA Additional Onsite Program Application Form](#), available on the ODA webpage if the institution is offering more placement programs.

For institutions offering **programs allowing Onsite Placement**, please submit these additional documents for EACH onsite placement requirement:

<b>Name of Placement Program:</b>			
<b>Supervisor of Placement Program:</b>			
<b>Contact E-mail address:</b>		<b>Phone Number:</b>	
<b>Description of Placement Program</b> <i>(do not include weblinks or refer to attached documents)</i>			
<b>Describe the coordination of placement program:</b> <i>Note: The student can find the placement location, but describe how the institution provides assistance if the student is unable to find a placement location.</i>			

**Describe the Supervision of placement program:**

**Note:** *The institution is responsible for supervising the student during the placement. An on the ground supervisor is not required for authorization. Describe how the institution ensures placement supervisors are properly licensed if licensure is required for the profession.*

**Describe the Assessment of placement program:**

**Note:** *The Institution is responsible for assessing the student and creating learning objectives relative to the placement. The supervisor needs to make clear expectations of the onsite placement and how the student's work will be assessed.*

Please download the attachment, [ODA Additional Onsite Program Application Form](#), available on the HECC/ODA website, if the institution is offering more placement programs.



## Submission Guidelines

Applications are normally processed within a few weeks and up to 6 months depending on staffing levels, workloads, staff assistance required, and whether the application is properly submitted and complete.

If your institution submits hard copies to our agency, we then must utilize staff time to scan in the documents. We request you submit your application materials on a USB drive via trackable package service along with fee payment, payable to “**HECC Office of Degree Authorization**”. Payment may also be submitted separately via regular mail.

USB drives may be password-protected but refrain from password protecting each individual file or folder. **E-mailing the application is no longer permitted** due to e-mail security limiting file size and preventing the retrieval of multiple attachments.

Please keep file names short and abbreviated, including file pathways. Examples are:

*“Oregon University ODA Application” can be: **ORU\_Appl\_2018***

*“Section 2.1 ODA Application Attachment List of Courses” can be: **ORU\_Section 2.1\_Course List***

Submit the application, complete with all attachments, to the following address:

**Higher Education Coordinating Commission  
ATTN: Office of Degree Authorization  
3225 25<sup>th</sup> Street SE  
Salem, OR 97302**

**503-947-5716**

[info.pps@hecc.oregon.gov](mailto:info.pps@hecc.oregon.gov)