Instructions: Please answer each question below or provide location and details of where information can be found. If space in application does not provide enough room for the requested information, attach additional pages and label each document with corresponding subject matter.

Name of school as it appears on diploma: _____

Title of this degree, as it appears on the diploma: _____

1. Teachers Who Will Instruct Oregon Students in This Degree Program

Define full-time teacher for this program *(hours, course load or other determinant)*:

What is the most recent (or best projected estimate) of student-teacher ratio for this degree?
(NOTE: *Ratios greater than 30-1 FTE (student FTE=12 credit hours) for undergraduate degrees or 20-1 FTE (student FTE=9 credit hours) for graduate degrees require explanation and justification*.)

For this degree only, list all disciplines and professional fields that offer credits that may be used in this degree program (*e.g*., accounting, history, English composition), together with numbers of full-time and part- time teachers in each. (New programs can provide projected numbers.)

Discipline/Field	Full-time instructors (Oregon classroom)	Part-time Instructors (Oregon Classroom)	Part-time Instructors (Online)

If it is not obvious that every curricular area has sufficient faculty for its students and courses, explain how the school will compensate. (*NOTE: you must have teachers numerous and well distributed enough throughout the disciplines and professional fields listed above to afford effective instructional and advisory attention in every course*.)

For this degree only, describe any use of teaching assistants.

Please provide a sample faculty letter of appointment and describe or attach the school's faculty development policy.

Blank QUALIFICATION FORM (*primarily teaching*) follows. **Complete a form for each of the teachers instructing courses applicable to this program, including any teachers teaching Oregon students online.** If any instructors are not qualified as ordinarily required by OAR 583-030-035(4), you must show how other factors (*work experience or other training*) may justify an exceptional approval and **provide a resume** to show any relevant experience or achievement you would like us to consider in lieu of academic preparation and teaching experience.

SCHOOL NAME:

Qualifications of Faculty/Teaching Staff		
Name:		Year hired:
Usual number of credit hours taught per term:	☐ Full-time ☐ Part-time ☐ On-line	If on-line, provide state of residence:
Non-teaching duties, if any, e.g., administration, advising, committees:		

COURSES TAUGHT AT THIS SCHOOL: Include past, current and projected.

Course Title	Course Number	Credits	Taught in past	Teaching now	Expected in future

QUALIFICATION BY EDUCATION: Include only earned academic degrees. Do not include work that did not lead to a degree or certificate. **Provide transcripts** and complete information in table below.

Degree Title (e.g. BS, PhD)	Year	Major	Institution (use exact name)	Location (city/State (show country if not U.S.)

QUALIFICATION BY RELEVANT POST-SECONDARY TEACHING EXPERIENCE: List any post-secondary level teaching experience before hire at applicant school. Provide résumé/CV and complete table below**.**

Post-secondary Institution	Years taught (e.g. 1992-1995)	Fields (e.g. History, Art)

PROFESSIONAL LICENSURE AND/OR CERTIFICATION: Indicate type of license and name and state of licensing body. (e.g., RN - OR Board of Nursing, Initial Teaching license – OR TSPC, CPA, CNA, etc.)

COMPENSATORY PROFESSIONAL FIELD EXPERIENCE FOR NON-DEGREE PROGRAMS:
Attach résumé/CV and transcripts. Information provided in résumé/CV is meant to allow consideration of individuals with long-term and clearly relevant professional experience, if these individuals are not otherwise qualified as required by OAR 583-030-0035(4). The résumé should provide enough detail to allow a fair assessment as to whether this experience is sufficient to compensate for the deficit in education and teaching experience. The compensatory experience should be directly applicable to the courses proposed, and sufficiently extensive to compensate for any deficit.

2. Credit Awarded Toward this Degree

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

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 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.

In any course, does the teacher meet students less than once a week? If so, identify courses, explain schedule, show how credit is calculated in this circumstance.

Other than internships, practica, and methods explained above, what courses systematically employ irregular faculty-student contact? For example, describe use of independent study, or learning contracts, computerized or otherwise programmed study, telecommunications, tutoring, seminars on call.

Distance Education:

Which courses are offered by distance education as well as in classroom settings? What general oversight and quality control measures are in place?

Transfer Credit:

Toward this degree:

How much credit would be accepted in transfer?

How much transfer credit is allowed in a major?

What grade requirements apply to transfer credit?

Other than schools regionally accredited or authorized by ODA, from which specific school or kinds or classifications of schools would you accept transfer credit? Specify subjects, instructional levels, credit amounts, and methods of evaluation involved.

If a bachelor's degree, what is the limit on credit transferred in from a two-year college?

Do you accept credit from schools that do not offer degrees?

Non-instructional award of credit:

If undergraduate, what Advanced Placement tests result in credit? Give subjects, credit amounts.

What other credit may be offered via examination (e.g., CLEP, DANTES, ACE) without class attendance? Specify subjects, levels, credit amount.

Does school offer credit for non-collegiate work? Specify subjects, levels, amounts, and how you define college work.

INSERT OR PROVIDE ATTACHMENT OF FULL POLICY regarding credit for non-collegiate work.

3. Curricula Leading to This Degree

UNDERGRADUATE PROGRAM

If CERTIFICATE, ASSOCIATE'S, OR BACHELOR'S DEGREE, respond to all items.

☐ This is a graduate program. This page is not applicable.

How many semester or quarter credits are required for a degree? (Indicate degree and term type.)

How many credits must be from your faculty? How many credits in full-time resident study?

How many semester or quarter credits are required in general education?

For each, how many credits are required in English composition (a minimum of 6 semester or 9 quarter credits are required), foreign language, other humanities, social studies, mathematics, and natural science? (After the answer, give catalog pages for area definitions and lists of applicable courses.)

Outline comprehensive examination, paper, or clinical performance, if any.

How many credits required in a major? In minor and prescribed areas? In accelerated program(s)?

If a bachelor's degree, how many credits of the total must be in upper division? How many of the required major must be in the upper division?

List academic majors, i.e., specializations, in which degree is offered.

PROVIDE DESCRIPTION OF EACH CURRICULUM related to this program (including practical and internships)

3 *continued.* Curriculum Leading to This Degree

GRADUATE PROGRAM

If MASTER'S OR DOCTOR'S DEGREE, respond to all items.

☐ This is an undergraduate program. This page is not applicable.

How many total credits are required? (Indicate degree and term type.)

How many credits must be from your faculty?

How many credits in full-time resident study?

How many credits in the major? In other specified areas?

If master's, how many total credits may be earned from courses open to undergraduates? How many in major?

If a doctorate, what master's work applies?

Is there a distinction between matriculation and degree candidacy? Explain.

Describe final mastery demonstration: thesis, publication, project, or (professional, clinical, master's) culminating integrative course. Explain faculty advising, supervision, and committee activity. How is mastery project defended to the faculty? How much writing and research credit is given?

List academic majors, i.e., specializations, in which degree is offered.

PROVIDE DESCRIPTION OF EACH CURRICULUM (including practica and internships.)

4. Learning

How are students informed as to what they can expect to accomplish or learn in a given course and how the outcome will be measured? **Provide samples** in this section**. If this is a program or school that has not received authorization from ODA in the past, please provide syllabi for all the program-specific courses.**

Outline the quantitative grading system.

Outline school policy on tests, attendance, and other criteria faculty must use. How is grade appealed?

Is there a policy regarding repeating courses? If so, describe.

Is there a policy regarding acceptability of grades in transfer courses? If so, describe.

What grade averages for a degree are required overall, in a major, and in any other category?

In addition to regular courses, what performances (e.g., clinic, comprehensive exam, final project or thesis, practicum, internship, etc.) must be graded as passing?

How is satisfactory progress defined, in the major and overall? Is there a limit on failed courses? What warning or probation follows substandard performance? What are the steps to separation or rate of improvement for regaining standing? Who makes decisions?

What percentage of a given cohort entering the program in the same time block (e.g., semester, quarter, year) make unsatisfactory progress? How many of these must eventually be separated?