



Approval Process

Bachelor of Applied Science (BAS) and Bachelor of Science: Nursing (BSN)

Office of Community Colleges and
Workforce Development (CCWD)
2025

HIGH-LEVEL PROCESS OVERVIEW

The information in this document is intended to provide the public with a high-level overview of the process for approving Bachelor of Applied Science and Bachelor of Science: Nursing degrees at Oregon's 17 community colleges.

OAR 589-006-0050 (2)

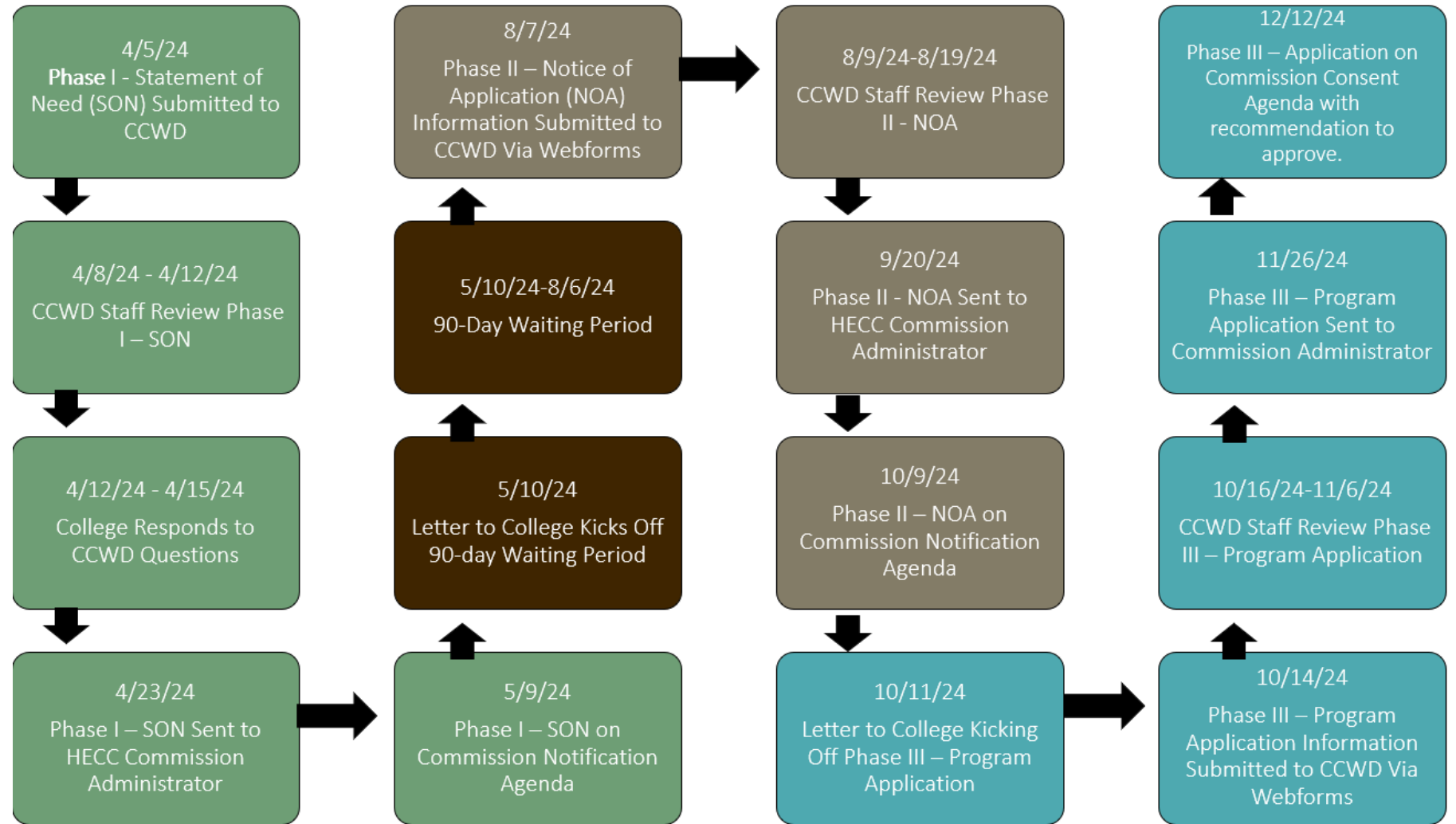
“Applied baccalaureate degree” refers broadly to an applied bachelor’s degree designed to incorporate Associate of Applied Science or Associate of Science courses or degrees with an appropriate complement of additional upper-division academic and technical coursework. Upon satisfactory completion, students are awarded a Bachelor of Applied Science degree which indicates completion of a course of study approved by the community college board and the Commission or its designee.

- **Phase One – Step One: Statement of Need**
The process begins when the college submits a Statement of Need to the Office of Community Colleges and Workforce Development (CCWD), outlining the rationale and demand for the proposed program.
- **Phase One – Step Two: 90-Day Waiting Period**
Following submission, a 90-day waiting period is observed to allow for systemwide review, feedback, and any preliminary considerations before advancing.
- **Phase Two – Notice of Application**
Once the waiting period concludes, the institution may issue a formal Notice of Application, signifying intent to proceed with the full program proposal.
- **Phase Three – Program Application**
In the final phase, the complete program application is entered into the Program and Course Approval System for detailed review, evaluation, and final decision by the Commission.

PROCESS VISUALIZED

The visual illustrates the complete approval workflow that occurs after a college submits its initial Statement of Need for a Bachelor of Applied Science (BAS) or Bachelor of Science: Nursing (BSN) program. It presents each phase and step in the sequence of the approval process, emphasizing procedural flow and key milestones.

The visual effectively demonstrates the linear progression from concept initiation to formal program submission, highlighting regulatory checkpoints and timelines that ensure transparency and consistency in the program approval process.



PHASE ONE – STEP ONE: COLLEGE PROVIDES PHASE ONE PACKET

- Phase One Packet Contains: Statement of Need (SON)
 - Submission to HECC at HECC.AB@HECC.Oregon.Gov
 - How program serves Oregon's residents, connection to Oregon's education diversity and equity goals
 - Identify similar programs offered by other education institutions in the region and state
 - Collaboration with local education institutions, industry, and community organizations
 - Foundational associate degree programs
 - Labor market demand
 - After CCWD acceptance and HECC notification:
 - 90-day waiting period starts to allow for discussion amongst education institutions

PHASE ONE – STEP TWO: COLLEGE ENTERS 90 DAY WAITING PERIOD

- Phase One: 90-Day Waiting Period
 - The 90-day waiting period enables regional and statewide partners to become aware of proposed programs and identify potential opportunities for collaboration.
 - It provides Oregon's higher education institutions and community partners time to explore strategies that enhance student access, with a particular focus on equity and inclusion.
 - The period allows colleges, universities, and private post-secondary institutions to discuss, coordinate, and address any cross-institutional concerns prior to formal application submission.
 - This collaborative approach supports employers more effectively, reduces overall costs to students, and fosters the development of innovative academic programs.
 - Feedback should be directed to the contacts listed in the Phase One Packet of the proposed college degree and copied to **HECC.AB@HECC.Oregon.gov**.

PHASE TWO: COLLEGE PROVIDES PHASE TWO PACKET

- Phase Two Packet Contains : Notice of Application (NOA)
 - Submission into Oregon Program and Course Approval System – Webforms and via e-mail to HECC.AB@HECC.Oregon.Gov
 - Curriculum – Baccalaureate level
 - Design of program to fill specific needs within the college district
 - Available qualified faculty and their profiles
 - Admissions process
 - Student services plan
 - College commitment to build and sustain the program
 - External expert reviews
 - Financial plan
 - Collaborative plans and/or unresolved concerns

PHASE THREE - COLLEGE PROVIDES PHASE THREE PACKET

- Phase Three Packet Contains: Program Application
 - Submission into Oregon Program and Course Approval System – Webforms
 - Submission of the HECC Five Program Approval Standards
 - **Standard A: Need** - The community college provides clear evidence of the need for the program
 - **Standard B: Collaboration** - The community college utilizes systemic methods for meaningful and ongoing involvement of the appropriate constituencies
 - **Standard C: Alignment** - The community college is aligned with appropriate education, workforce development, and economic development clusters.
 - **Standard D: Design** - The community college program leads to student achievement of academic and technical knowledge, skills, and related proficiencies. Design involves program admission procedures, instructional methodologies, student assessments, learning outcomes, student follow-up processes, performance indicators, program evaluation, and all other aspects of the program of study.
 - **Standard E: Capacity** - The community college identifies and has the resources to develop, implement, and sustain the program. The capacity needed will be largely determined by the need and design of the proposed program. The college must have the resources to offer the proposed program without negatively impacting existing approved programs. Capacity may also reflect financial and in-kind resources contributed by partners.