

## Appendix J: Links

### **HECC Office of Community Colleges and Workforce Development**

CCWD Oregon’s Adult Basic Skills,

<http://www.oregon.gov/highered/institutions-programs/ccwd/Pages/adult-basic-skills.aspx>

Adult High School Diploma, including reporting forms

<https://www.oregon.gov/highered/institutions-programs/ccwd/Pages/adhd-resources.aspx>

### **Oregon Department of Education**

The Oregon Diploma, <http://www.oregon.gov/ode/students-and-family/OregonDiploma/Pages/default.aspx>

Credit Requirements, <https://www.oregon.gov/ode/students-and-family/oregondiploma/pages/default.aspx>

Diploma At-a-Glance, <http://www.oregon.gov/ode/students-and-family/OregonDiploma/Pages/At-a-Glance.aspx>

Personalized Learning Requirements, Education Plan and Profile, Career-Related Learning Experiences, Extended Application, <http://www.oregon.gov/ode/students-and-family/OregonDiploma/PLR/Pages/default.aspx>

Essential Skills, <http://www.oregon.gov/ode/educator-resources/essentialskills/Pages/default.aspx>

Credit for Proficiency, <https://www.oregon.gov/ode/students-and-family/OregonDiploma/Pages/Credit-Options.aspx>

Content Standards, <http://www.oregon.gov/ode/educator-resources/standards/Pages/default.aspx>

### **Oregon Secretary of State**

Archives Division—Administrative Rules,

<http://sos.oregon.gov/archives/Pages/records.aspx>

Office of Community Colleges and Workforce Development Administrative Rules, [http://arcweb.sos.state.or.us/pages/rules/oars\\_500/oar\\_589/589\\_tofc.html](http://arcweb.sos.state.or.us/pages/rules/oars_500/oar_589/589_tofc.html)

(5) To be eligible to receive an AHSD, a student shall—

(a) Have an exemption from compulsory attendance as provided in OAR 581-021-0076 and ORS 339.030(2), or otherwise not be required to attend as provided in ORS 339.010;

(b) Fulfill all state requirements as provided in OAR 581-022-1130 or other rules establishing minimum requirements for an Oregon diploma;

(c) Earn at least one adult high school diploma academic credit from a community college with an approved program; and

(d) Fulfill all program requirements as described in the approved community college AHSD program plan.

(6) A community college shall adopt policies and procedures for the approval of the AHSD program plan. These policies and procedures shall provide that:

(a) Before the community college may award an AHSD, the college shall have an approved program plan on file at CCWD. The plan shall be approved by the local community college board of education prior to being filed for review with CCWD and recommendation for approval by the Commissioner. The community college shall submit the plan to CCWD on a date and in a format described in guidance documents provided by CCWD.

(b) The filing process shall be complete when the SBE has approved the plan and the community college has received a letter of authorization from CCWD.

(c) The plan must include but is not limited to:

(A) The statement of assurances described in guidance documents provided by CCWD; and

(B) A description of the following:

(i) Program mission and goals;

(ii) Admission requirements;

(iii) Student orientation and advising;

(iv) Maintenance of student records;

(v) Services for students with disabilities;

(vi) Student assessment and completion criteria;

(vii) Course offerings;

- (viii) Personalized learning;
- (ix) Awarding adult high school diploma credit;
- (x) Minimum credit requirement;
- (xi) Other community college or program requirements; and
- (xii) Recognition of student achievement.

(7) Once a plan is approved by the SBE, monitoring and evaluation of the approved plan is by CCWD through the Commissioner, pursuant to standards and rules of the SBE. Monitoring and evaluation shall include annual reporting by the community college with such information as CCWD may require.

(8) A community college shall adopt policies and procedures for the annual update of the AHSD program plan. These policies and procedures shall provide that:

- (a) The program shall submit annually the signed statement of assurances as required by CCWD.
- (b) The program shall submit annually a plan update and statistical reports as required by CCWD.
- (c) The program shall participate in ongoing program monitoring and evaluation as required by CCWD.

(9) All community colleges are presumed to maintain an approved AHSD program unless the college has been found to be deficient by the Commissioner, pursuant to the AHSD plan requirements.

(10) If any deficiency is not corrected before the beginning of the program year following the date of the finding of deficiency and if an extension has not been granted under section (11), the Commissioner may recommend to the SBE that AHSD program approval be rescinded until any such deficiency is corrected unless the recommendation would create an undue hardship, as determined pursuant to rules of the SBE.

(11) The Commissioner must submit notification to a community college regarding a deficiency that will require the community college to submit a corrective action plan and a staff member of CCWD staff shall contact the community college and offer technical assistance.

(a) Within 90 days of the finding of deficiency, a community college shall submit a corrective action plan acceptable to the Commissioner for meeting AHSD plan requirements.

(b) When an acceptable plan for meeting AHSD plan requirements has been submitted, the Commissioner may allow an extension of time before recommending program approval be rescinded, not to exceed 12 months, if the Commissioner determines that any such deficiency cannot be corrected or removed before the beginning of the next program year.

(12) Pursuant to rules adopted by the SBE, the Commissioner may extend the time specified for submitting a corrective action plan if the Commissioner determines that a human-created disaster or a natural disaster affects the ability of the community college to comply with the date requirement.

(13) The SBE may suspend, revoke, or refuse to renew its approval of an AHSD program if:

(a) The community college fails to maintain the requirements in OAR 581-022-1130;

(b) The community college fails to maintain the requirements in OAR 589-007-0600; or

(c) The community college refuses to implement corrective actions before the beginning of the next program year or by the end of the granted extension period.

(14) A community college may request to terminate its AHSD program by submitting a letter of termination from the community college board of education.

(15) Program suspension or termination begins on the date that:

(a) The SBE suspends, revokes, or refuses to renew its approval of an AHSD program; or

(b) The college designates as the final operating date in its letter of termination.

(16) Suspended or terminated programs requesting re-approval are required to utilize the *AHSD Program Approval Procedure* identified by CCWD.

Stat. Auth.: ORS 326.051

Stats. Implemented: ORS 341.425

Hist.: 1EB 132, f. 5-19-72, ef. 6-1-72; 1EB 166, f. 2-20-74, ef. 3-11-74; 1EB 263, f. & ef. 7-5-77; 1EB 9-1983, f. & ef. 10-13-83; EB 14-1991, f. & cert. ef. 7-19-91; Renumbered from 581-042-0005(5)(a) - (d); ODE 2-2001, f. 1-25-01, cert. ef. 1-26-01; DCCWD 1-2001, f. & cert. ef. 3-24-01, Renumbered from 581- 043-0650