



# 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.** [Link: <https://www.oregon.gov/highered/institutions-programs/private/Pages/ODA-forms-procedures-out-state.aspx>]
  - **Identify which programs require authorization/approval.**
  - **Identify whether the online programs have placement or no placement in the state of Oregon.**
1. **STEP 1:** For ease of reference, please attach a copy of your institution's most recent authorization or exemption on file, whether or not these programs are the ones being renewed.
  2. **STEP 2:** Complete the application for all programs, online with or without placement, as all programs require authorization in the State of Oregon.
    - a. 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.
  3. **STEP 3:** Complete the **List of Degree Programs** offered on the Excel sheet provided and use this form to calculate cost of authorization.

4. **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 or CD. Please refer to Submission Guidelines on the last page of the application.
  
5. **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.

# CONTENTS OF APPLICATION PACKET

## **SECTION 1 - INSTITUTION INFORMATION**

- 1.1- NAME OF SCHOOL PROGRAMS, CONTACTS AND ACCREDITATION STATUS**

## **SECTION 2 - DEGREE PROGRAMS OFFERED TO OREGON RESIDENTS**

- 2.1- LIST OF DEGREE PROGRAMS OFFERED TO OREGON RESIDENTS**
- 2.2- SUMMARIES OF DEGREE PROGRAMS OFFERED TO OREGON RESIDENTS**
- 2.3- CREDIT AWARDED TOWARD THE DEGREE**
- 2.4- CURRICULA LEADING TO ALL DEGREES**
- 2.5-2.6 COURSES & SYLLABI**

## **SECTION 3 – TUITION REQUIREMENTS AND REFUND POLICY**

- 3.1- TUITION**
- 3.2- TUITION REFUND POLICY AFFECTING OREGON RESIDENTS**

## **SECTION 4 – RECRUITMENT OF OREGON RESIDENTS**

## **SECTION 5 – ENROLLMENT AGREEMENTS / FORMS**

- 5.1- ATTACHMENT ADDITIONAL ENROLLMENT FORMS**

## **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@state.or.us](mailto:info.PPS@state.or.us) if you have further questions.

**CERTIFICATION OF OFFICER**

**CERTIFICATION STATEMENT FOR ONSITE PLACEMENT PROGRAMS WITH PRESENCE IN THE STATE OF OREGON:**

By signing below, I certify that all the below information is correct 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>Name of Signatory Officer</b>	<b>First Name</b>	<b>Last Name</b>
<b>Title</b>		
<b>Signature</b>		

**CERTIFICATION STATEMENT FOR RECRUITING AND MARKETING ONLINE AND ONSITE PLACEMENT PROGRAMS IN THE STATE OF OREGON:**

By signing below, I certify that all the below information is correct 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>Name of Signatory Officer</b>	<b>First Name</b>	<b>Last Name</b>
<b>Title</b>		
<b>Signature</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 – INSTITUTION INFORMATION

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

<b>Name of school as it appears on diploma:</b>	
Address Line 1:	
Address Line 2:	
	City, State, Zip Code
Mailing Address Line 1 (if different):	
Mailing Address Line 2 (if different):	
	City, State, Zip Code

<b>Regional institutional accreditation, if any (provide name of accreditor):</b>
<b>National institutional accreditation (if regional accreditation not available):</b>

### Application and Institutional Contacts:

<b>Person Responsible for the Application</b>	
Name	
Position Title	
Telephone	
E-Mail	
<b>Person responsible for any Oregon clinical placement programs requiring coordination with the Oregon State Board of Nursing (OSBN):</b>	
Name	
Position Title	
Telephone	
E-Mail	

<b>Person responsible for any Oregon practicum requiring coordination with the Teacher Standards Practices Commission (TSPC):</b>	
Name	
Position Title	
Telephone	
E-Mail	
<b>Person responsible for any Oregon placement program requiring coordination with the Oregon Board of Psychology:</b>	
Name	
Position Title	
Telephone	
E-Mail	

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

<b>SECTION 2 – DEGREE AND CERTIFICATE PROGRAMS OFFERED TO OREGON RESIDENTS</b>
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**Section 2.1 – List of Degree/Certificate Programs Offered to Oregon Residents**

List all the programs for students in Oregon by title of **Degree/Certificate and Program** (e.g., *Bachelor of Science in English*), and **with or without Onsite Placement**. Indicate in beginning column whether program may have placement attached to it.

This application is to request authorization for the following degree(s) and certificate(s) in Oregon:

<b>Degree/Certificate Name (e.g. Bachelor of Science)</b>	<b>Program (e.g. English)</b>	<b>Placement (Y/N)</b>
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**Section 2.1.A. ODA Program List.** Please **Download and complete the Excel spreadsheet** file labeled “**ODA Program List**” online, input data on the sheet, then submit it with application materials as an attachment. **Please do not embed the list in a Word or PDF file.**

Here is the link:

<https://www.oregon.gov/highered/institutions-programs/private/Pages/ODA-forms-procedures-out-state.aspx>

## 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.  Outcomes: 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>



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**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

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.**

*[Insert explanation here]*

**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.**

*[Insert explanation here]*

**SECTION 2.4 - CURRICULA LEADING TO ALL DEGREES/CERTIFICATE**

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

<b>How many semester or quarter credits are required for a degree/certificate? (Indicate degree and term type.) Please attach a list of required courses.</b>			
	<b>Degree/Certificate Program</b>	<b>Degree/Certificate Term Type</b>	<b>Credits Required</b>
	<b>Example:</b> Bachelor of Business Administration	<b>Example:</b> Semester	<b>Example:</b> 50 credits
1			
2			
3			
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**List academic majors, i.e., specializations or concentrations, in which a degree/certificate is offered.** Please note that the 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			
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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 course syllabi for each online degree/certificate program for which authorization is requested, specifically those courses for new programs and those that include onsite placement (internship, externship, practicum, clinical etc.) to be offered in the State of Oregon.

**Label this attachment 2.6**

## SECTION 3 – TUITION REQUIREMENTS AND REFUND POLICY

### Section 3.1 - Tuition

Please describe the cost of tuition for each degree/certificate program offered to Oregon residents. If your institution charges tuition by credit hour, please list this instead:

	Degree/Certificate Program	Cost per Credit Hour
	Example: Bachelor of Business Administration	\$245.00
1		
2		
3		
4		
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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:**

### Section 3.2 – Tuition Refund Policy Affecting Oregon Residents

**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:**

*[Insert explanation here]*

**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 nontraditional calendar.**

**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:**

*[Insert explanation here]*

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)**

<i>Example</i> Percent of Tuition refunded	<i>Example</i> Week of term	<i>Example</i> 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)**

<i>Example</i> Percent of Tuition refunded	<i>Example</i> Week of term	<i>Example</i> 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.**

<i>Example</i> Percent of Tuition refunded	<i>Example</i> Week of term	<i>Example</i> Refund Required?
10	1	Yes
9	2	Yes
8	3	Yes
7	4	Yes
6	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	
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	9	
	10	
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	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?
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	2	
	3	
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## 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:**

*[Insert explanation here]*

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

*[Insert explanation here]*

**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

*[Insert explanation here]*



(2) the monitoring of agents to make sure the information they provide is accurate and realistic.

*[Insert explanation here]*

## **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 degree/certificate programs.

An enrollment agreement is not an acceptance offer or financial aid document, but an agreement between the student and the institution that details the terms and conditions of enrollment.

- It should be signed by both the student and a representative of the university at the time of enrollment. Both parties should retain a copy of the agreement.
- The enrollment agreement should not include links to documents on a website. The agreement should have all of the required elements in the agreement or contract.
- The agreement should include:
  - 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.
  - Transferability of credits and credentials earned at institution.
  - Policy for accepting transfer credit from other institutions.
  - Professional/occupational licensing details and requirements. Does the current program fulfill the licensing requirements?
  - 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, [Additional Onsite Placement](#), available on the ODA website 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> (do not include weblinks or refer to attached documents)			
<i>[Insert Description of Placement Program Here]</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>			
<i>[Insert Coordination of Placement Program Here]</i>			

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**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.*

*[Insert Supervision of Placement Program Here]*

**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.*

*[Insert Assessment of Placement Program Here]*

Please download the attachment, **Additional Onsite Placement**, available on the HECC/ODA website if the institution is offering more placement programs.

## SUBMISSION GUIDELINES

Applications are normally processed within a few weeks depending on staffing levels, workloads, 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 in one of the following ways:

1. **USB drive**- Send the documents via postal mail on USB drive along with fee payment
2. **CD**- Send the documents via postal mail on CD along with fee payment
3. **OneDrive**-Contact us when you are ready to submit your application. You will be sent a link to a folder on a secured server to upload your documents. Payment may be submitted separately via regular mail.

**E-mailing the application is no longer permitted** due to e-mail security preventing the retrieval of attachments. Please keep file names short and abbreviated. 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, in one of the above options 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@state.or.us](mailto:Info.PPS@state.or.us)