

Higher Education Coordinating Commission

Office of Degree Authorization - Chapter 583

Division 30

STANDARDS AND PROCEDURES FOR SCHOOLS ^[1]_{SEP} REQUIRED TO OBTAIN
AUTHORIZATION TO OFFER ACADEMIC DEGREES IN OREGON, OR REQUIRED TO
ESTABLISH EXEMPTION

583-030-0030

Application Procedure

Effective September 10, 2015:

(1) A school seeking initial or renewal of degree authorization shall allow up to three months to prepare its application and six additional months for review by the Commission. To be considered timely, a complete application for renewal of an existing authorization must be submitted six months before the date that authorization expires, and a school seeking renewal is fully responsible for beginning the procedure.

(2) In order to be valid, application must be made by the method determined by the Commission, including completion according to instruction of any forms provided for the purpose. Modification will be allowed by explicit permission only. The applicant school shall submit any information requested by the Commission and may submit such supplemental information as it considers pertinent.

(3) Program approval may be conditional on approval of employees hired after the approval date.

(4) Application for authorization to offer a degree or to provide services leading to a degree in whole or in part must be accompanied by payment of the fee described in [Oregon Revised Statute 348.606](#) [OAR 583-030-0046](#), or such reduced fee as determined by the Commission in special circumstances. A school seeking to have a degree program concentration or specialization evaluated must submit an application and fee after the initial program has been approved.

(5) Authorized degree-granting postsecondary schools shall notify the Commission of school and program changes for a determination of substantive or non-substantive changes. The school shall submit the following information to the Commission:

(a) Name of the school (and specific campus, if applicable),

(b) Name of the authorized program or school change, and

(c) The details of the proposed change(s). Depending on the information provided to the Commission, the change(s) may result in a comprehensive evaluation of the school and/or program(s) and may include application fees.

(6) The Commission defines a substantive change proposed by a school as one that would be sufficiently extensive and may impact the resources of the school and the requirements for program completion or graduation. A substantive change is a significant departure from current practice as outlined in the school's last authorization approval. Examples of substantive changes include, but are not limited to the following:

(a) A change in location or geographical area served;

(b) A change in legal status, form of control, or school ownership;

(c) Acquiring another school or any program or location of another school;

(d) An increase or decrease of required credit hours for successful completion of a degree program;

(e) Changes in academic outcomes, such as professional licensing or graduation requirements;

(f) Offering courses or programs at a higher or lower degree level than authorized, such as from an associate to a bachelor or the reverse;

(g) Changing the way a school measures student satisfactory academic progress;

(h) Entering into a written agreement with a third-party servicer, such as an online program manager, for providing academic services.

(7) If the change includes a change in mode of delivery of over 50%, the school must provide to the Commission a written explanation of the percentage of distance education, percentage of face-to-face instruction, and experience in distance education. In addition, the school must submit a summary that includes the following information:

(a) A curriculum map, a list, and descriptions of all courses within a program outlining which course(s) will be offered via distance education (synchronous or asynchronous, etc.);

(b) An explanation of the appropriateness of the program for delivery through distance education methods;

(c) The school's technology infrastructure, such as online library resources for each program offered;

(d) Information pertaining to the ability of students to successfully participate in distance education without creating undue hardships, other educational options that may be available, suitability to student learning styles, and available technology such as internet connections, software, and hardware;

(e) Faculty training and experience in online teaching and measurement of student progress;

(f) Technical assistance available for faculty and students;

(g) Evaluation of the effectiveness of distance education such as faculty and student surveys and reviews.

(8) A non-substantive change does not affect the requirements for program completion or graduation requirements, impact the resources and capacity of the school, or include any of the substantive changes listed above. Non-substantive changes require review to confirm it is non-substantive, but do not require an evaluation and fees by the Commission as is the case for substantive changes. Examples of non-substantive changes include, but are not limited to:

(a) Name change of existing program;

(b) Change of program title or course number;

(c) Change in the mode of delivery of an existing program if the modification(s) does not affect credit or degree completion/graduation requirements more than 50%, and meets the curriculum standards as listed in OAR 583-030-0035(6).

(9) Accredited institutions must submit to the Commission a copy of the institutional accrediting agency's substantive change approval letter or determination that the program change is non-substantive.

(10) Institutions seeking a substantive or non-substantive change in a program leading to professional licensure must submit a copy of the approval letter from the appropriate professional licensing board with their request for change.

Statutory/Other Authority: ORS 348.606

Statutes/Other Implemented: ORS 348.603 & 348.606

583-030-0044

State Responsibility for Student Records

Effective January 13, 2015:

(1) Pursuant to OAR 583-030-0035(14), transcripts held by the Commission, an authorized school, or a third-party credential service are permanent and shall never be destroyed.

(2) The state is ultimate custodian of records documenting in transcript form the admission, academic degree credits, and performance ratings of Oregon students enrolled in postsecondary schools that have been authorized by the Commission to offer instruction or related services in or from Oregon leading to degrees that are valid as public credentials. Whenever such transcripts appear to be at risk of damage, loss, or misappropriation, the Commission may direct a school to change its practices in order to safeguard the records, and the school shall comply immediately.

(3) If such an authorized school plans to discontinue operations or is warned by the Commission specifically because of failure to safeguard student records, the school shall promptly furnish to the Commission current transcripts for all past and present students in an electronic format approved by the Commission.

(4) If such an authorized school discontinues operation or has degree authorization revoked or suspended, it may seek Commission permission to place original transcripts in the custody of another authorized school, or a third-party credential service that will continue to issue them on behalf of former students. The Commission may approve another school as custodian or else seek possession of the original transcripts, if necessary by court order.

(5) The Commission may take possession of transcripts from a closing Oregon unit of a non-Oregon degree granting school, if that appears to be the only way to protect Oregon residents who were enrolled at the Oregon unit.

(a) The school shall submit an electronic copy of student transcripts to the Commission when the permanent repository of the transcripts is not the Commission pursuant to OAR 583-030-0061(6)(g)(F).

(b) The school shall provide to the Commission a digital PDF copy of individual student transcripts, with filenames in a format directed by the Commission pursuant to OAR 583-030-0061(6)(g)(G).

(c) Records transferred to the Commission shall be retained permanently. Students may request copies of transcripts by written request on a form provided by the Commission along with ~~a \$12.00 application fee~~ **the transcript fee specified in OAR 583-030-0046**. Students will receive one unofficial copy and three official sealed copies. The student may request an official copy be sent to an employer and/or postsecondary school by indicating such on the records request form. Transcripts will not be provided to third party credential

services for education verification in compliance with FERPA rules for student protection. 20 U.S.C. § 1232g; 34 CFR Part 99.

(6) Upon taking possession of student academic transcripts, the Commission will issue a transcript copy at the request of any student, except that the Commission will not issue such transcript copies while any unit of the school of origin or the assigned custodial school can administer their issuance. Individual student records are confidential and not subject to public records requests.

Statutory/Other Authority: ORS 348.603, [ORS 348.606](#)

Statutes/Other Implemented: ORS 348.606

583-030-0046

Fees and Expenses

~~Effective January 13, 2015:~~

(1) Each application from a school seeking new or renewed authorization to confer or offer to confer a degree, or through instruction or related services to provide academic credit applicable to a degree, shall be accompanied by payment of a fee to the "Higher Education Coordinating Commission." There is no entitlement to refund of a paid fee under any circumstances. The fee is intended to recover the expenses of carrying out a review and providing services to a school during its period of authorization.

(2) The ~~fees imposed by the~~ Commission [may impose the following fees on any school applying for for reviewing applications seeking](#) new or renewed authorization to confer or offer to confer a degree [or to provide academic credit applicable to a degree](#) ~~are based on the schedule established by the Legislative Assembly in ORS 348.606. The following fees are nonrefundable.~~

[\(aA\) For periodic review of an Oregon school's general administrative and academic operations, and continued oversight and support of the school, the Commission may impose the following fee on each school, to be paid biennially:](#)

[\(Ai\) \\$2,000 for a full review and oversight of a school with a complex organizational structure.](#)

[\(Bii\) \\$1,000 for a full review and oversight of a school wholly administered and governed at a single campus in this state.](#)

(bB) For periodic evaluation of academic programs offered by Oregon schools subject to continued oversight, the Commission may impose the following fees per program for the following degrees or certificates:

(Ai) \$2,000 for a nondegree undergraduate or post-graduate certificate.

(Bii) \$3,000 for an associate degree.

(iiiC) \$4,000 for a bachelor's degree, master's degree or doctoral degree.

(cE) Notwithstanding subsections (aA) and (bB) of this section, the Commission may impose the following fees on each school that is not based in Oregon, offers distance learning courses or programs in Oregon and is not operating as a participant in an interstate agreement entered into under ORS 350.075(3):

(Ai) \$7,000, to be paid biennially, for a full review of all programs and oversight of a school.

(iiB) \$1,000 for each new program application not offered at the time of the school's initial application to the Commission.

(Dd) In addition to the fees described in subsections (aA) to (cE) of this section, the Commission may impose on each school that is not based in Oregon a fee of \$1,000 per program that, as part of the program, places students in a practicum based in Oregon.

(Ai) This subsection does not apply to a placement that is part of an online program offered by a school.

(Bii) The Commission may waive the fee imposed under this subsection for limited placements or special circumstances that involve Oregon residents who return to this state for a practicum.

(eE) The amount of \$1,000 for evaluation of an application for religious exemption under ORS 348.604,

(feF) In addition to the fees described in subsections (aA) to (dD) of this section:

(i) (b)(A) The commission may impose a fee of not more than \$500 for a change in program, based on the scope and complexity of the proposed program change. The fee of \$12 for 3 official copies and one unofficial copy of student transcripts maintained by the Commission from a closed postsecondary school.

(Bii) For review of qualifications of staff prior to hiring, the Commission may impose a fee of:

(ia) Not more than \$50 for each new instructor.

(iib) Not more than \$100 for each new administrator or senior academic staff person.

(gfE) In addition to the fees described in subsections (aA) to (eE) of this section, the Commission may assess:

(Ai) The actual costs related to the use of experts to evaluate programs leading to professional licensure by the state, if such costs exceed 10 percent of the base fees.

(Bit) Costs associated with travel expenses for:-

(i) ~~(a) Ss~~ Schools subject to review and oversight under subsection (aA) of this section; or

(ii) Schools located outside this state that seek authorization to offer degrees without accreditation to residents of this state.

(hgH) The Commission may assess a fee not to exceed \$1,000 on a school that applies for an exemption under ORS 348.604.

(h) Any fees collected under this section shall be deposited in the Degree Authorization Account established under ORS 348.601.

(it) As used in this section, “practicum” means a portion of a degree program that involves a supervised field placement in a professional or workplace environment.

(3) If a copy of a student transcript maintained by the Commission from a closed postsecondary school is requested from the Commission, the Commission may impose a fee of \$12 to the requester. The Commission will provide 3 official copies and one unofficial copy of student transcripts.

(e4) Fee discounts.

(aA) In reviewing simultaneous application for two or more degrees, the Commission, at its discretion, may reduce the fee for review of a degree that is closely related in type and content to one on the same level for which the full fee is paid. Such a reduction ordinarily depends on the provision of instruction by a single faculty for both degrees. Degrees on the same level using at least 50 percent of the same courses, taught by at least 50 percent of the same faculty, will be treated as one degree application for review and fee purposes.

(bB) The Commission, at its discretion, may also reduce the fee when institution size, low faculty and administrative turnover, stability of ownership or board membership or other

factors substantially reduce staff time required for evaluation and subsequent oversight and service. Such reductions are limited to 20 percent below the basic fee.

(~~c~~) The fee for religious-exempt schools may not exceed ~~the lesser of~~ the actual cost to the Commission of determining the school's compliance with the requirements for an exemption under ORS 348.604, ~~or and~~ may not exceed \$1,000, ~~whichever is the lesser amount.~~

(~~5~~) Application from a school for authorization to offer instruction or related services providing academic credit applicable to a degree offered only by another school or schools shall be accompanied by fees proportionate to those established in the paragraph immediately above. However, such fees may be discounted at the discretion of the Commission to reflect a program of reduced dimension if and only when the necessary review analysis is concomitantly reduced.

(~~6~~) When the Commission's Executive Director finds it necessary to pay an expert outside consultant for assistance in reviewing an application, or when it incurs other unusual expenses in the course of review, all costs thus incurred may be charged to the applicant school in addition to the basic fee.

Statutory/Other Authority: ~~ORS 183 & ORS 348.603, ORS 348.606, ORS 348.607~~

Statutes/Other Implemented: ~~ORS ORS 348.603, ORS 348.606, ORS 348.607, ORS 348.604~~

583-030-0048

Application Procedure for Dual Credit

(1) Dual credit courses, as defined in OAR 715-017-0005, are courses for which the high school teacher is qualified to act as a proxy faculty member for a postsecondary institution when teaching the course. These courses are sufficiently similar to enable the student to be described as "taking a course" from a postsecondary institution.

(2) A postsecondary institution that has established a physical presence in Oregon as outlined in OAR 583-030-0005, and intends to offer dual credit courses with an Oregon high school, shall submit an application on forms provided by the Commission and meet the following conditions:

(a) The institution shall be authorized to offer academic credit by the Commission;

(b) The institution shall establish and maintain a dual credit partnership with a high school in Oregon and provide a copy of the Memorandum of Understanding or partnership agreement approved by the school district;

(c) The institution's dual credit program shall be accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP); and

(d) The institution shall submit the program change fee imposed by the Commission for reviewing dual credit application to confer or offer to confer academic credit based on the schedule in ~~ORS 348.606~~[OAR 583-030-0046](#).

(3) Authorization for the offering of dual credit courses is given for two years from the date of authorization approval.

(4) Upon submission of an Application for State Authorization of High School-Based College Credit by Postsecondary Education Institution, a waiver of specific criteria (c or d above only) may be considered by the Commission for teaching Tribal or Native American languages; or, existing partnerships whose disruption through the requirement in (c) above would create adverse impact on students. A waiver shall be requested on the application form and granted with the approval of the Commission.

Statutory/Other Authority: ORS 348.606

Statutes/Other Implemented: ORS 348.606 & ORS 348.603