



**Higher Education Coordinating Commission**  
Office of Academic Policy and Authorization  
Office of Degree Authorization  
3225 25<sup>th</sup> Street SE  
Salem, OR 97302  
www.oregon.gov/HigherEd

**Application for State Authorization  
of High School Based College Credit  
by Postsecondary Education Institutions**

**This application form is to be used to request authorization for dual credit courses or programs offered to Oregon students by an in-state or out-of-state ODA approved postsecondary institution.**

Dual Credit, as defined by the [standards](#) adopted by the HECC on June 9, 2016, refers to a course that is:

- a) Offered as part of the high school program,
- b) Taught by a high school teacher, acting as a proxy instructor for the college/university, who has been approved by the college/university and meets the qualifications to teach the course for the college/university, and
- c) Is sufficiently similar to the college/university course to enable the student to be described as “taking a course from the college or university.” Dual credit students enroll in the college course, and grading and transcription is consistent with those of like courses at the college or university. (Credit may also be granted by the high school toward graduation requirements, as appropriate.)

Dual Credit courses are typically taught on a high school campus by a high school teacher. The Oregon Dual Credit Standards align with nationally recognized practices and very specifically focus on replicating, to the greatest extent possible, the college or university course in the high school. This includes requiring the participating high school teacher to meet the qualifications to teach the course for the college/university.

**REQUIRED CRITERIA FOR APPROVAL OF DUAL CREDIT:**

- 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.

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.

Is the institution requesting a waiver based on Oregon Administrative Rule (OAR) 583-030-0048(4)?            Y            N

If yes, please complete Sections 1 and 2 of the application and answer the following questions:

- a) Does the institution have an existing dual credit partnership with a high school in Oregon whose disruption through the requirement for NACEP accreditation create an adverse impact on students? If yes, submit a copy of the partnership agreement with the applicable school district.
  
- b) Is the institution teaching Tribal or Native American languages to Oregon high school students? If yes, please submit a copy of the partnership agreement with the applicable school district.

### **General instructions for applicants**

1. **Use the form provided**, and attach additional documents as needed.
2. **Follow directions exactly**, and indicate where a question does not apply to the specific course or program. **Answer every question fully**, providing any detail or supporting information requested. Incomplete applications will not be considered.
3. **Submit only electronic files**. These can be sent by e-mail, CD, or through our secured OneDrive server. Contact program staff for more information on submitting through OneDrive. We prefer that any documents be submitted in Adobe PDF format. MSWord is also acceptable. If you are unable to submit the information in Adobe PDF or MS-Word, please contact us for further information.
4. **Submit payment** of the \$500 application fee, payable by check to “HECC Office of Degree Authorization”. The HECC is not able to accept payment by purchase order or credit card at this time.

<b>Section 1 – Determination of Regulatory Process</b>
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Responses to the following questions will determine the correct regulatory process for the HECC:

1. Where is the postsecondary institution located (*city, state*)?
2. Where are the targeted high school students located (*city, state*)?
3. What is the delivery method of instruction? Is the school offering online, hybrid, or face-to-face instruction?
  - i. If the delivery of instruction is online/distance education, is the postsecondary institution a participant in NC-SARA?      Y      N
4. Where is the instruction being offered from?
5. Where is the location of the faculty?
6. Where is the location of the student learning?
7. Which faculty (high school or postsecondary institution) is providing the instruction?

<b>Section 2 - General Postsecondary Institution Information</b>
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**Section 2.1 Name(s) of postsecondary institution, programs, contacts and accreditation status**

Name of postsecondary institution as it appears on the academic transcript:

Name used by postsecondary institution to do business in Oregon:

Name under which the postsecondary institution, or organization including the postsecondary institution, is now incorporated:

State and year of the current incorporation:

Regional institutional accreditation, if any (provide name of accreditor, degree level(s):

National institutional accreditation, if any (provide name of accreditor, degree level(s):

**Physical address of postsecondary institution:**

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Address

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City

State

Zip

Mailing address of postsecondary institution:

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Address

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City

State

Zip

**Contacts**

**Person responsible for Oregon activities:**

Name:

Position title:

Telephone:

Email:

**Person responsible for this application:**

Name:

Position title:

Telephone:

Email:

**Section 2.2 Fees and Refunds for Students**

State the cost of tuition and rate for tuition per credit hour.

*(Please note that tuition must be assessed on a per credit hour basis, per Oregon Administrative Rule 583-030-0035 (18) (a). A postsecondary institution must have prior permission from ODA to charge tuition on any other basis.)*

Cost of tuition:

Tuition rate per credit hour:

Date this tuition rate became effective:

Frequency of tuition increases over past five years (*provide dates*):

What books or supplies must be purchased, and what is the estimated cost? List and explain fees charged for any period when a student is not attending classes (e.g., independent research, internship, field work).

Enter the refund schedule for a student who withdraws from the postsecondary institution. Does involuntary withdrawal affect the amount of any refund? (Please note that all refunds must be prorated unless costs were incurred for use of an item where this use renders the item unsuitable for use by another student.)

List and explain all application, testing, equipment, or other special fees that will not be refunded, regardless of admission. Attach additional sheets if necessary.

For questions, contact [info.PPS@state.or.us](mailto:info.PPS@state.or.us). Submit application fee to:

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