Program Adoption Process

						February / September

Step One Research — Spring term — Step Two Program Development & Internal Approval — October / November — October / November — November / December — Step 3 External Approval — January / May — Financial Aid Application 0-6 months or more

Present to Initial Program Review Board — Present to Curriculum Committee, President & Board of Ed — Submit NOA to CCWD — Submit HECC application — Submit NWCCU application — Approved Ready for Offer & Advertising
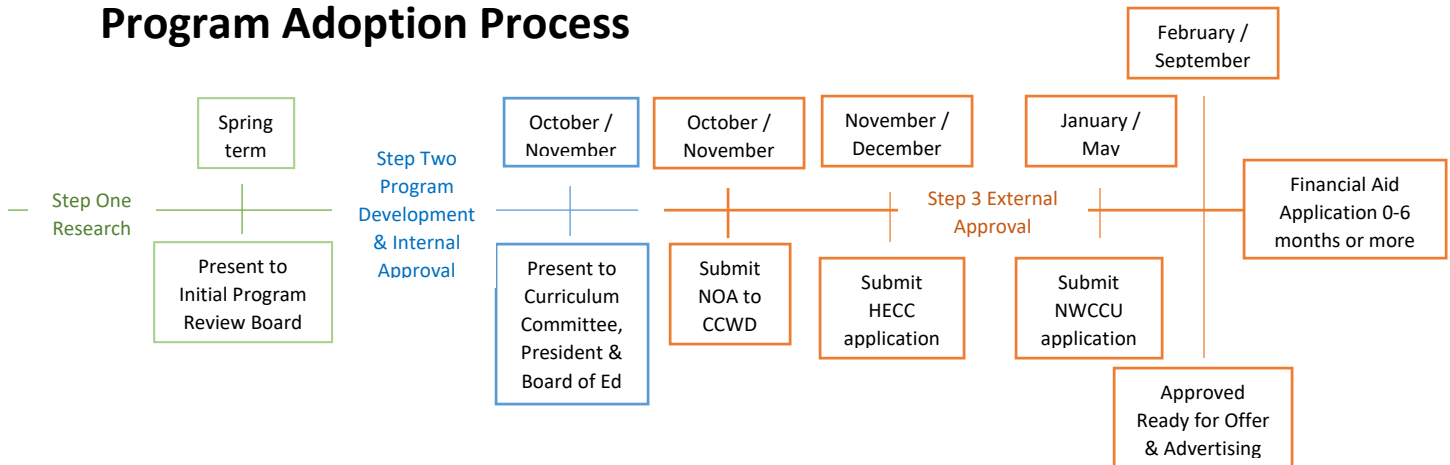
(The above time line is only an estimate. There are multiple stages in which the time line may vary based on requirements or potential impediments, particularly within Step 3 External Approval.)

The following process starting with Step One applies to all new degrees or certificates that are unrelated to current offerings. Related Certificates or Career Pathway Certificates may proceed to Step Two bullet #2. Please consult with the Curriculum Office to clarify under which category your proposed new degree/certificate/program falls.

For referenced "HECC (Higher Education Coordinating Commission) Standards," the submitter should address all of the "Program Elements." The "Guiding Questions" are meant to provide explanation/guidance for responding to the elements, not to be answered separately. The "Guiding Questions" often represent concepts upon which the proposal will be evaluated. Description of HECC Standards are listed below Step Three.

There is an idea or perceived need!!!

Step One – Initial Proposal (testing the waters)

The proposal of a new program (degree or certificate) should come from a shared vision between the relevant department dean, department chair, and the VP of Instructional Services that the program is needed within the CGCC service area. New programs that are unrelated to current offerings generally will not have faculty on staff at the time of inception; however, if there are faculty who teach in related fields, or the proposal stems from faculty vision, these faculty members should play a significant role in the initial proposal and, if approved to proceed, the further design and development of degree/certificate program curriculum.

1. Meet with curriculum director to discuss new program submission and approval process: clarify what is needed and determine an optimum schedule for development.
2. Prepare New Program Proposal for presentation to the New Program Review Board. Report is to include:
    a. Research on need (all elements of HECC Standard A) and potential enrollment:

       i.   Career & Technical – Conduct labor market & industry growth study (regional, national, local); potential enrollment interest (high school feeder programs, employment office hits); advisory board input

      ii. Transfer – articulation opportunities; potential enrollment interest (high school advising, college requests)

  b. Develop rough outline of program with short (paragraph) descriptions of potential new courses.

  c. Conduct initial estimated cost analysis and an institutional capacity study (all elements of HECC Standard E)

  d. Develop implementation timeline

3. Presentation to New Program Review Board for approval to move forward with development as proposed or with Review Board revisions. (Review Board consists of: Curriculum Committee chair, director of curriculum, assessment, strategic planning and accreditation; president; VP of Instructional Services; VP of Finance; VP of Student Services; financial aid director)

  a. Submit New Program Proposal to the curriculum director who will organize a meeting of the New Program Review Board.

  b. Review Board members may send to the submitter, prior to the meeting, clarification questions that require research by the submitter, giving him/her the necessary time to find an answer.

  c. Submitter(s) attend Review Board meeting ready to answer questions. The Review Board will provide a decision on whether the submitter may move forward with the development of the proposed program.

Step Two – Program Development & Final Proposal (seeking internal approval)

Program development following Review Board approval includes research, collaboration with educational and/or industry partners, any necessary development of coursework, and degree or certificate design. Internal CGCC approval requires an update of the original New Program Proposal, adding responses for the remaining HECC Standards (B, C, and D) and any necessary updates to Standards A and E. Required Curriculum Committee submission documents will also need to be completed at this time. Submission requires approval from the Curriculum Committee, the vice president of Instructional Services, the president, and the Board of Education.

1. Submitter conducts activities outlined in remaining HECC Standards (B, C, and D) and adds responses to New Program Proposal describing:

  a. Work with internal and external partners (respond to all HECC Standard B elements).

  b. Collaboration with educational institutions to develop an alignment of curriculum starting with K-12, through CGCC, and potentially transferring to university, trade school (respond to all HECC Standard C elements)

  c. A fully develop curriculum path (respond to all HECC Standard D elements)

  d. A final cost analysis and institutional capacity study (update of HECC Standard E)

2. Submitter completes curriculum submission documents and brings final proposal to Curriculum Committee, including:

  a. Finalized New Program Proposal addressing all five HECC Standards A-E

  b. New LDC or CTE Course submissions forms if new courses are being developed (see course development guidelines)

  c. New Certificate or Degree forms

  d. Related Instruction forms for certificates of 45 credits or more

3. Presented to the vice president of Instructional Services for approval (responsibility of Curriculum Office)

4. Presented to the college president and the Board of Education for approval (responsibility of Curriculum Office and new program representative)

Step Three – External Approvals (HECC, NWCCU, Financial Aid)

1. Higher Education Coordinating Commission (HECC) Approval (state): 1-5 months

  a. Submit Notice of Application (NOA) to the Office of Community Colleges and Workforce Development (CCWD) of the HECC. (responsibility of Curriculum Office and instructional dean)
Required elements for NOA vary by type of award. Note: Associate of Science (AS) degrees do not require submission for state approval. (See Appendix A HECC Submission Requirements.) May include:

- Labor Market Survey
- Career Pathway Roadmap
- Listing of Advisory Board membership

  b. Upon acceptance and approval of NOA by CCWD, submit Program Application. (responsibility of Curriculum Office and instructional dean)
Program Application requirements vary by type of award. (See Appendix A HECC Submission Requirements.) Most applications, other than Related Certificates and Career Pathway Certificates, will require responses to Standards A – E.

  c. State approval may take 0 to 5 months depending on the type of award, submission requirements, and HECC meeting schedule. Refer to Appendix A HECC Submission Requirements and consult with the Curriculum Office to determine in what range your submission may fall. Submissions that only require the approval of a Community Colleges and Workforce Development (CCWD) program specialist may often be approved in 2 to 3 weeks. Submissions that require review and approval by the HECC may take 3 to 5 months to complete the process.

2. Northwest Commission on Colleges and Universities Approval (regional accreditor): 1-4 months

  a. HECC approval must be obtained prior to submission to NWCCU.

  b. Notify or seek approval to offer ([NWCCU Substantive Change Manual](#)). Consult with Curriculum Office for clarification on whether a Substantive Change application is required or if a Notification is sufficient. (responsibility of Curriculum Office and instructional dean)

- Notification is approved upon email response from NWCCU. This may only take a few days or it may take a few weeks depending on availability of NWCCU's college representative. Upon receipt of email approval, the new degree or certificate is eligible to offer and advertise.

- Substantive Change application may take 2 to 4 months to be approved. New degree or certificate may not be advertised or promoted until approval is received. Upon receipt of NWCCU approval letter, the degree or certificate is eligible to offer and advertise.

3. Federal Financial Aid Approval (Department of Education): 0-6 months or longer

   a. Submit request for Federal Financial Aid to CGCC director of financial aid (responsibility of Curriculum Office), includes:
      - Description of degree/certificate program: name, CIP Code, credits, date first provided, and number of weeks of instruction.
      - Submission approval dates from: CGCC Curriculum Committee, president and Board of Education
      - Approval notifications from HECC and NWCCU
      - Provide all available documentation to financial aid director following HECC approval and prior to NWCCU approval in order that the financial aid submission may be prepared and ready to submit immediately upon approval by NWCCU.
   b. Degree/certificate program may be offered, and funds may be authorized and disbursed to students, prior to Department of Education approval with the understanding that the college assumes the risk if the degree/certificate is not approved. If the Department of Education determines that the degree/certificate is not eligible for Title IV aid, the college will be responsible for repaying to the Department of Education any aid disbursed to students in the program.
   c. Department of Education approval may take 4 to 6 months or even longer, depending on application window.

STANDARD A: Need

The community college provides clear evidence of the need for the program.

A. PROGRAM ELEMENTS

   a. The program need is clearly indicated by labor market research based on current, valid and reliable information, statistics and forecasts. (HECC Labor Market Information Policy Guide) Data may be found at www.qualityinfo.org. The report generated from this website is required as an attachment for the state submission under Standard A. (Directions for Accessing Employment Data)
   b. The program need is based on current and projected employment demand that is not being met by training provided by existing programs.
   c. The program will lead to jobs demonstrating opportunities for competitive wages and wage progression for program completers.
   d. Anticipated cost for students to complete the certificate/degree, including: tuition, fees, books and materials.

B. GUIDING QUESTIONS

   a. Why is this program necessary?

Is there clear evidence in your area that this program is needed and sustainable? What occupations will this degree or certificate assist the student to obtain?

b. Does the workforce data show that the proposed program is needed?
Using the occupational profiles report at www.qualityinfo.org, does the data show a need in your region? If no data is available for your region, does your business & industry partners show a clear need?

c. Are there similar programs that already exist in the area/region? Can training be provided without creating a new program?

d. What career pathways, employment opportunities and further educational opportunities exist for students who complete the program?

e. What are the expected wages for students immediately upon graduation, a year following graduation, five years following graduation?

f. What is the average expected rate of turnover for positions in this field? What is the likelihood of this career field being saturated within two years, five years, ten years? Locally, regionally, nationally?

STANDARD B: Collaboration

The community college utilizes systemic methods for meaningful and ongoing involvement of the appropriate constituencies.

A. PROGRAM ELEMENTS

a. The program has been developed through joint ventures and significant systemic working relationships with business, industry, labor communities, and/or workforce development partners, such as:
   i. Advisory committees
   ii. Apprenticeship committees/trusts
   iii. Business/industry associations or alliances
   iv. Cooperative Work Experience (CWE) and work-based learning experience sponsors/supervisors
   v. Part-time faculty from industry
   vi. Customized training and development departments
   vii. Partners/co-applicants in college-led grant activities

b. The program has been developed through joint ventures and significant systemic working relationships with educational partners:
   i. External Educational Partners
      1. Secondary, postsecondary schools or consortia
      2. Public and private colleges and universities
      3. Private/proprietary career schools
      4. Armed Services
      5. Service learning foundations, organizations, and/or sponsors
   ii. Internal Educational Partners:
      1. Student Services and counselors
      2. Financial Aid
      3. Work based learning coordinators

c. The program leads to occupations that have been identified as "nontraditional by gender" on the LMI Worksheet; the program is collaborating with appropriate professional organizations and groups to identify and implement strategies to recruit and retain members of the disproportionately represented gender in the program.

d. The program is proactive in creating a supportive environment for minority students, students with disabilities, and ELL/LEP students.

B. GUIDING QUESTIONS

a. Who are your key constituents and how have they helped you design your program?
b. What resources are your constituents contributing or sharing?
c. What programs within your college are helping you shape and implement your program, e.g., student services, developmental education, second language programs?
d. Who in the college community has been involved in planning?
e. Are there any national constituents involved in the design and resource sharing?
f. How will this program help meet your partners' needs?

STANDARD C: Alignment

The program is aligned with appropriate education, workforce development, and economic development activities.

A. PROGRAM ELEMENTS

a. The program is aligned with appropriate PK-20 educational programs and related activities.
b. The program supports workforce and economic development initiatives as identified by the local economic and workforce development boards or agencies, state-appointed task forces, the Workforce Investment Board, business and industry associations, and State Board of Education priorities.
c. The program is part of a clear career ladder or career pathway with education and training options leading to the program identified and continuing training and career advancement opportunities are identified.
d. The program and/or related occupations are clearly identified within the appropriate career learning area, career cluster, and career focus area.

B. GUIDING QUESTIONS

a. How have key constituents been meaningfully and systemically involved in the development of the proposed program?
b. What other programs could benefit your students if the instruction and outcomes were aligned with this new program?
c. Is your program meeting important education, workforce development, and economic development activities and priorities?
d. How does this program support Oregon's educational initiatives?
e. How does this program support the larger context of workforce educational needs and state and national initiatives?
f. Are there articulation agreements in place for students in high school to receive college credit?

g. Are there articulation agreements in place for program credits to be transferred to other colleges and other post-secondary education and training opportunities.
h. What professional certifications or licensure will the students be qualified to receive as a result of the instruction?
i. Is the program designed to facilitate career pathway employment opportunities through student attainment of incremental proficiencies and certifications?

STANDARD D: Design

The program leads to student achievement of academic and technical knowledge, skills, and related proficiencies.

A. PROGRAM ELEMENTS

a. The program has the curriculum, instruction and student evaluation systems to assure a sequential program of study that provides students with the instruction and experiences to achieve academic, technical and career related skills.
b. The curriculum demonstrates a cohesive instructional program that will lead to the attainment of the academic and professional technical exit proficiencies and clearly documented learner outcomes needed for success in the field of study and occupational area.
c. CTE academic and technical skill performance indicators are used as measurements of program effectiveness.
d. The instructional design for the program is planned for optimal learning and accessible scheduling with identifiable components of professional technical instruction and applicable related instruction or general education. What is the instructional delivery design (i.e., type of delivery including percent of face-to-face, hybrid, and/or distance delivery)?
e. The program is designed or may be delivered in distinct segments that contribute to increased student completion and success.
f. The instructional methods used reflect current research in education and training practices e.g., authentic instruction and assessment, problem and project-based learning, mentoring, the development of student's critical thinking skills, varied teaching and learning styles.
g. The program has the capacity to gather data regarding successful student transitions into work, four year programs, and/or other next steps. The college uses this data to determine areas of strength and areas for improvement within the program.
h. The college and program affirmatively provides access, accommodations, flexibility, and additional/supplemental services for special populations and protected classes of students, including students with disabilities, ELL/LEP students, and minority students.

B. GUIDING QUESTIONS

a. Is the program designed to meet the need stated in Standard A?
b. Are the learner outcomes clearly identified and targeted to the identified needs of students?
c. Is the program designed so that the student can participate in a learning community?
d. Does the student have an opportunity to construct his own learning experiences?

e. What assessment will be used to place students in the appropriate courses?
f. Are the times and length of instruction appropriate for working adults?
g. How do all aspects of the program lead to student achievement and successful transition?
h. How will data be collected and used to determine student success and improve the program?
i. Are there related internships, work study and part time employment opportunities provided for students?
j. How are career and employment information and counseling incorporated?
k. Are tutoring and mentoring incorporated?
l. How is academic and technical rigor addressed?

STANDARD E: Capacity

The community college identifies and has the resources to develop, implement, and sustain the program.

A. PROGRAM ELEMENTS

   a. The college demonstrates the capacity to offer the program and will provide the necessary and accessible facilities and services to assure that all students can attain the skills and knowledge necessary to fulfill program objectives.
   b. There are sufficient and accessible facilities, instructional materials and equipment for the program.
   c. Financial resources are adequate for the implementation and continued operation of the proposed program.
   d. Personnel resources are adequate for the number of students in the proposed program in fulfilling the stated objectives/outcomes in accordance with bargaining unit criteria for full-time to part-time faculty ratios and accreditation standards.
   e. Adequate internship, work-based learning experience and/or Cooperative Work Experience sites are available.
   f. Positive cost analysis.

B. GUIDING QUESTIONS

   a. What impact will this program have on current school programs and budgets?
   b. What is the student to teacher ratio?
   c. Will the course fees support the costs of instruction; if not, how will other revenue be generated?
   d. What additional facilities or tools, supplies and equipment required? Required for initial set-up? Required for ongoing maintenance of supplies and equipment?
   e. What in-kind and financial resources are available from key partners?
   f. Is team teaching being utilized to manage instructional personnel needs?
   g. What opportunities have been identified to extend student learning beyond the classroom?
   h. What is the overall cost of developing the program prior to offer? Can these costs be recouped when the program is offered?

Appendix A

OREGON COMMUNITY COLLEGE
PROGRAM SUBMISSION SYSTEM

D4A Code	CIP 7 Code	Award	Description	Long Description (Based upon OAR Descriptions found at: OAR 589-006-0050. Please see resources.)	Min Credits	Max Credits	Notes	Fully contained within a base AAS or AASO degree	LMI required for approval?	NOA required for approval?	Roadmap & Advisory Committee required for approval?	CCWD Approval	Commission Approval
I	I	AAS	Associate of Applied Science Degree	"Associate of Applied Science (AAS)" means a state-approved associate degree that is intended to prepare graduates for direct entry into the workforce. AAS degrees may also help to prepare students for career advancement, occupational licensure, or further study at the baccalaureate level.	90	108	If this is a Registered apprenticeship, the 7th CIP code must be "N"	NO	YES	YES	NO	YES	YES
I	I	AASO	Associate of Applied Science Degree Option	"Associate of Applied Science degree option" means a transcripted specialization within a state-approved associate degree that is intended to prepare graduates for direct entry into the workforce. 70% of course credits must be the same as the base AAS.	90	108	If this is a Registered apprenticeship, the 7th CIP code must be "N"	70% contained in base AAS	NO	YES	NO	YES	NO
I	I	BAAS	Business and Industry-Based Associate of Applied Science Degree	"Business and Industry Based program" means an Associate of Applied Science degree or certificate of completion designed for employers to meet specific occupational and educational needs of their current employees.	90	108	Not a registered apprenticeship certificate	NO	NO	YES	NO	YES	YES
L	L	BCC	Business and Industry-Based Certificate of Completion	"Business and Industry Based program" means an Associate of Applied Science degree or certificate of completion designed for employers to meet specific occupational and educational needs of their current employees. Stand-alone certificate.	12	30	Not a registered apprenticeship certificate	NO	YES	YES	NO	YES	YES
J	J	BCC1	Business and Industry-Based Certificate of Completion	"Business and Industry Based program" means an Associate of Applied Science degree or certificate of completion designed for employers to meet specific occupational and educational needs of their current employees. Stand-alone certificate.	45	60	Not a registered apprenticeship certificate	NO	YES	YES	NO	YES	YES

OREGON COMMUNITY COLLEGE PROGRAM SUBMISSION SYSTEM

The following Awards and Credits are based upon 12 credits per term (3 terms per year) as required by financial aid. For definition of a full-time student please see Code of Federal Regulations, Title 34 - Education, Subtitle B - Regulations of the Offices of the Department of Education, Chapter VI - Office of Postsecondary Education, Department of Education, Part 668 - Student Assistance General Provisions. Full time student definition 34 CFR 668.2(b)

D4A Code	CIP 7 Code	Award	Description	Long Description (Based upon OAR Descriptions found at: OAR 589-006-0050. Please see resources.)	Min Credits	Max Credits	Notes	Fully contained within a base AAS or AASO degree	LMI required for approval?	NOA required for approval?	Roadmap & Advisory Committee required for approval?	CCWD Approval	Commission Approval
L	L	BCC0	Business and Industry-Based Certificate of Completion	"Business and Industry Based program" means an Associate of Applied Science degree or certificate of completion designed for employers to meet specific occupational and educational needs of their current employees. Stand-alone certificate.	31	35	Not a registered apprenticeship certificate	NO	YES	YES	NO	YES	YES
J	J	BCC0	Business and Industry-Based Certificate of Completion	"Business and Industry Based program" means an Associate of Applied Science degree or certificate of completion designed for employers to meet specific occupational and educational needs of their current employees. Stand-alone certificate.	36	44	Not a registered apprenticeship certificate	NO	YES	YES	NO	YES	YES
>	>	BCC2	Business and Industry-Based Certificate of Completion	"Business and Industry Based program" means an Associate of Applied Science degree or certificate of completion designed for employers to meet specific occupational and educational needs of their current employees. Stand-alone certificate.	61	108	Not a registered apprenticeship certificate	NO	YES	YES	NO	YES	YES
J	J	BC1R	Business and Industry-Based Education Certificate of Completion, Related to a BAAS	"Business and Industry Based program" means an Associate of Applied Science degree or certificate of completion designed for employers to meet specific occupational and educational needs of their current employees. Related certificate.	45	60	Not a registered apprenticeship certificate	YES	NO	YES	NO	YES	NO
L	L	BC0R	Business and Industry-Based Education Certificate of Completion, Related to a BAAS	"Business and Industry Based program" means an Associate of Applied Science degree or certificate of completion designed for employers to meet specific occupational and educational needs of their current employees. Related certificate.	31	35	Not a registered apprenticeship certificate	YES	NO	YES	NO	YES	NO

The following Awards and Credits are based upon 12 credits per term (3 terms per year) as required by financial aid. For definition of a full-time student please see Code of Federal Regulations, Title 34 - Education, Subtitle B - Regulations of the Offices of the Department of Education, Chapter VI - Office of Postsecondary Education, Department of Education, Part 668 - Student Assistance General Provisions. Full time student definition 34 CFR 668.2(b)

D4A Code	CIP 7 Code	Award	Description	Long Description (Based upon OAR Descriptions found at: OAR 589-006-0050. Please see resources.)	Min Credits	Max Credits	Notes	Fully contained within a base AAS or AASO degree	LMI required for approval?	NOA required for approval?	Roadmap & Advisory Committee required for approval?	CCWD Approval	Commission Approval
J	J	BC0R	Business and Industry-Based Education Certificate of Completion, Related to a BAAS	"Business and Industry Based program" means an Associate of Applied Science degree or certificate of completion designed for employers to meet specific occupational and educational needs of their current employees. Related certificate.	36	44	Not a registered apprenticeship certificate	YES	NO	YES	NO	YES	NO
L	L	BCR	Business and Industry-Based Education Certificate of Completion, Related to a BAAS	"Business and Industry Based program" means an Associate of Applied Science degree or certificate of completion designed for employers to meet specific occupational and educational needs of their current employees. Related certificate.	12	30	Not a registered apprenticeship certificate	YES	NO	YES	NO	YES	NO
>	>	BC2R	Business and Industry-Based Education Certificate of Completion, Related to a BAAS	"Business and Industry Based program" means an Associate of Applied Science degree or certificate of completion designed for employers to meet specific occupational and educational needs of their current employees. Related certificate.	61	108	Not a registered apprenticeship certificate	YES	NO	YES	NO	YES	NO
Z	Z	CPCC	Career Pathway Certificate of Completion	"Career Pathways Certificate of Completion" means a form of certificate awarded by a community college for meeting specific technical skill proficiency requirements that meet an employment need. Career Pathways Certificates pertain to a grouping of 12 to 44 credits that are wholly contained in an approved Associate of Applied Science (AAS) degree/option or an Independent Certificate of Completion (with a minimum size of 45 credits), have a defined job entry point, represent collegiate-level work, and meet Commission standards and criteria.	12	44	If this is a Registered Apprenticeship, the 7th CIP code must be "O"	YES	NO	YES	YES	YES	NO

The following Awards and Credits are based upon 12 credits per term (3 terms per year) as required by financial aid. For definition of a full-time student please see Code of Federal Regulations, Title 34 - Education, Subtitle B - Regulations of the Offices of the Department of Education, Chapter VI - Office of Postsecondary Education, Department of Education, Part 668 - Student Assistance General Provisions. Full time student definition 34 CFR 668.2(b)

D4A Code	CIP 7 Code	Award	Description	Long Description (Based upon OAR Descriptions found at: OAR 589-006-0050. Please see resources.)	Min Credits	Max Credits	Notes	Fully contained within a base AAS or AASO degree	LMI required for approval?	NOA required for approval?	Roadmap & Advisory Committee required for approval?	CCWD Approval	Commission Approval
L	L	CC	Certificate of Completion	"Certificate of Completion" means a form of recognition awarded by a community college for meeting minimum occupational course, curriculum or proficiency requirements. Certificates of completion must be state-approved, have a defined job entry point, represent collegiate-level work, and meet Commission standards and criteria.	12	30	If this is a Registered Apprenticeship, the 7th CIP code must be "O"	NO	YES	YES	NO	YES	YES
L	L	CC0	Certificate of Completion	"Certificate of Completion" means a form of recognition awarded by a community college for meeting minimum occupational course, curriculum or proficiency requirements. Certificates of completion must be state-approved, have a defined job entry point, represent collegiate-level work, and meet Commission standards and criteria.	31	35	If this is a Registered Apprenticeship, the 7th CIP code must be "O"	NO	YES	YES	NO	YES	YES
J	J	CC0	Certificate of Completion	"Certificate of Completion" means a form of recognition awarded by a community college for meeting minimum occupational course, curriculum or proficiency requirements. Certificates of completion must be state-approved, have a defined job entry point, represent collegiate-level work, and meet Commission standards and criteria.	36	44	If this is a Registered Apprenticeship, the 7th CIP code must be "O"	NO	YES	YES	NO	YES	YES

The following Awards and Credits are based upon 12 credits per term (3 terms per year) as required by financial aid. For definition of a full-time student please see Code of Federal Regulations, Title 34 - Education, Subtitle B - Regulations of the Offices of the Department of Education, Chapter VI - Office of Postsecondary Education, Department of Education, Part 668 - Student Assistance General Provisions. Full time student definition 34 CFR 668.2(b)

D4A Code	CIP 7 Code	Award	Description	Long Description (Based upon OAR Descriptions found at: OAR 589-006-0050. Please see resources.)	Min Credits	Max Credits	Notes	Fully contained within a base AAS or AASO degree	LMI required for approval?	NOA required for approval?	Roadmap & Advisory Committee required for approval?	CCWD Approval	Commission Approval
J	J	CC1	Certificate of Completion	"Certificate of Completion" means a form of recognition awarded by a community college for meeting minimum occupational course, curriculum or proficiency requirements. Certificates of completion must be state-approved, have a defined job entry point, represent collegiate-level work, and meet Commission standards and criteria.	45	60	If this is a Registered Apprenticeship, the 7th CIP code must be "O"	NO	YES	YES	NO	YES	YES
>	>	CC2	Certificate of Completion	"Certificate of Completion" means a form of recognition awarded by a community college for meeting minimum occupational course, curriculum or proficiency requirements. Certificates of completion must be state-approved, have a defined job entry point, represent collegiate-level work, and meet Commission standards and criteria.	61	108	If this is a Registered Apprenticeship, the 7th CIP code must be "O"	NO	YES	YES	NO	YES	YES
L	L	CC0R	Certificate of Completion, Related to an AAS	"Certificate of Completion" means a form of recognition awarded by a community college for meeting minimum occupational course, curriculum or proficiency requirements. Certificates of completion must be state-approved, have a defined job entry point, represent collegiate-level work, and meet Commission standards and criteria. Related certificate.	31	35	If this is a Registered Apprenticeship, the 7th CIP code must be "O"	YES	NO	YES	NO	YES	NO

The following Awards and Credits are based upon 12 credits per term (3 terms per year) as required by financial aid. For definition of a full-time student please see Code of Federal Regulations, Title 34 - Education, Subtitle B - Regulations of the Offices of the Department of Education, Chapter VI - Office of Postsecondary Education, Department of Education, Part 668 - Student Assistance General Provisions. Full time student definition 34 CFR 668.2(b)

D4A Code	CIP 7 Code	Award	Description	Long Description (Based upon OAR Descriptions found at: OAR 589-006-0050. Please see resources.)	Min Credits	Max Credits	Notes	Fully contained within a base AAS or AASO degree	LMI required for approval?	NOA required for approval?	Roadmap & Advisory Committee required for approval?	CCWD Approval	Commission Approval
J	J	CC0R	Certificate of Completion, Related to an AAS	"Certificate of Completion" means a form of recognition awarded by a community college for meeting minimum occupational course, curriculum or proficiency requirements. Certificates of completion must be state-approved, have a defined job entry point, represent collegiate-level work, and meet Commission standards and criteria. Related certificate.	36	44	If this is a Registered Apprenticeship, the 7th CIP code must be "O"	YES	NO	YES	NO	YES	NO
J	J	CC1R	Certificate of Completion, Related to an AAS	"Certificate of Completion" means a form of recognition awarded by a community college for meeting minimum occupational course, curriculum or proficiency requirements. Certificates of completion must be state-approved, have a defined job entry point, represent collegiate-level work, and meet Commission standards and criteria. Related certificate.	45	60	If this is a Registered Apprenticeship, the 7th CIP code must be "O"	YES	NO	YES	NO	YES	NO
>	>	CC2R	Certificate of Completion, Related to an AAS	"Certificate of Completion" means a form of recognition awarded by a community college for meeting minimum occupational course, curriculum or proficiency requirements. Certificates of completion must be state-approved, have a defined job entry point, represent collegiate-level work, and meet Commission standards and criteria. Related certificate.	61	108	If this is a Registered Apprenticeship, the 7th CIP code must be "O"	YES	NO	YES	NO	YES	NO

OREGON COMMUNITY COLLEGE PROGRAM SUBMISSION SYSTEM

D4A Code	CIP 7 Code	Award	Description	Long Description (Based upon OAR Descriptions found at: OAR 589-006-0050. Please see resources.)	Min Credits	Max Credits	Notes	Fully contained within a base AAS or AASO degree	LMI required for approval?	NOA required for approval?	Roadmap & Advisory Committee required for approval?	CCWD Approval	Commission Approval
L	L	CCR	Certificate of Completion, Related to an AAS	"Certificate of Completion" means a form of recognition awarded by a community college for meeting minimum occupational course, curriculum or proficiency requirements. Certificates of completion must be state-approved, have a defined job entry point, represent collegiate-level work, and meet Commission standards and criteria. Related certificate.	12	30	If this is a Registered Apprenticeship, the 7th CIP code must be "O"	YES	NO	YES	NO	YES	NO
#	#	NCTC	Non-Credit Training Certificate	A certificate made up of non-credit courses to provide certification for specific training that is outside of the regular "for credit" programs.	*18	*210	*These are hours. There are no credits asssociated with a NCTC award.	NO	NO	NO	NO	YES	NO
I	I	SAAS	Statewide Associate of Applied Science Degree	"Statewide or regional consortium program" means an associate of applied science or certificate of completion program which is developed, applied for and continuously monitored by a partnership of colleges to address a specific program need through a cohesive and transferable curriculum among participating colleges.	90	108	If this is a Registered apprenticeship, the 7th CIP code must be "N"	NO	YES	YES	NO	YES	YES

OREGON COMMUNITY COLLEGE PROGRAM SUBMISSION SYSTEM

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D4A Code	CIP 7 Code	Award	Description	Long Description (Based upon OAR Descriptions found at: OAR 589-006-0050. Please see resources.)	Min Credits	Max Credits	Notes	Fully contained within a base AAS or AASO degree	LMI required for approval?	NOA required for approval?	Roadmap & Advisory Committee required for approval?	CCWD Approval	Commission Approval
z*	O	SCPC	Statewide Career Pathway Certificate of Completion	"State-Wide Career Pathways Certificate of Completion" means a form of certificate awarded by a community college for meeting specific technical skill proficiency requirements that meet an employment need. State-Wide Career Pathways Certificates pertain to a grouping of 12 to 44 credits that are wholly contained in an approved State-Wide Associate of Applied Science (SAAS) degree/option or a State-Wide Independent Certificate of Completion (with a minimum size of 45 credits), have a defined job entry point, represent collegiate-level work, and meet Commission standards and criteria.	12	44	*If this is a Registered Apprenticeship, the 7th CIP code must be "O"	YES	NO	YES	YES	YES	NO
L	L	SCC	Statewide Certificate of Completion	"Statewide or regional consortium program" means an associate of applied science or certificate of completion program which is developed, applied for and continuously monitored by a partnership of colleges to address a specific program need through a cohesive and transferable curriculum among participating colleges. Stand-alone certificate.	12	30	If this is a Registered Apprenticeship, the 7th CIP code must be "O"	NO	YES	YES	NO	YES	YES
L	L	SCC0	Statewide Certificate of Completion	"Statewide or regional consortium program" means an associate of applied science or certificate of completion program which is developed, applied for and continuously monitored by a partnership of colleges to address a specific program need through a cohesive and transferable curriculum among participating colleges. Stand-alone certificate.	31	35	If this is a Registered Apprenticeship, the 7th CIP code must be "O"	NO	YES	YES	NO	YES	YES

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D4A Code	CIP 7 Code	Award	Description	Long Description (Based upon OAR Descriptions found at: OAR 589-006-0050. Please see resources.)	Min Credits	Max Credits	Notes	Fully contained within a base AAS or AASO degree	LMI required for approval?	NOA required for approval?	Roadmap & Advisory Committee required for approval?	CCWD Approval	Commission Approval
J	J	SCC0	Statewide Certificate of Completion	"Statewide or regional consortium program" means an associate of applied science or certificate of completion program which is developed, applied for and continuously monitored by a partnership of colleges to address a specific program need through a cohesive and transferable curriculum among participating colleges. Stand-alone certificate.	36	44	If this is a Registered Apprenticeship, the 7th CIP code must be "O"	NO	YES	YES	NO	YES	YES
J	J	SCC1	Statewide Certificate of Completion	"Statewide or regional consortium program" means an associate of applied science or certificate of completion program which is developed, applied for and continuously monitored by a partnership of colleges to address a specific program need through a cohesive and transferable curriculum among participating colleges. Stand-alone certificate.	45	60	If this is a Registered Apprenticeship, the 7th CIP code must be "O"	NO	YES	YES	NO	YES	YES
>	>	SCC2	Statewide Certificate of Completion	"Statewide or regional consortium program" means an associate of applied science or certificate of completion program which is developed, applied for and continuously monitored by a partnership of colleges to address a specific program need through a cohesive and transferable curriculum among participating colleges. Stand-alone certificate.	61	108	If this is a Registered Apprenticeship, the 7th CIP code must be "O"	NO	YES	YES	NO	YES	YES

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D4A Code	CIP 7 Code	Award	Description	Long Description (Based upon OAR Descriptions found at: OAR 589-006-0050. Please see resources.)	Min Credits	Max Credits	Notes	Fully contained within a base AAS or AASO degree	LMI required for approval?	NOA required for approval?	Roadmap & Advisory Committee required for approval?	CCWD Approval	Commission Approval
J	J	SC1R	Statewide Certificate of Completion , Related to a SAAS	"Statewide or regional consortium program" means an associate of applied science or certificate of completion program which is developed, applied for and continuously monitored by a partnership of colleges to address a specific program need through a cohesive and transferable curriculum among participating colleges. Related certificate.	45	60	If this is a Registered Apprenticeship, the 7th CIP code must be "O"	YES	NO	YES	NO	YES	NO
L	L	SC0R	Statewide Certificate of Completion, Related to a SAAS	"Statewide or regional consortium program" means an associate of applied science or certificate of completion program which is developed, applied for and continuously monitored by a partnership of colleges to address a specific program need through a cohesive and transferable curriculum among participating colleges. Related certificate.	31	35	If this is a Registered Apprenticeship, the 7th CIP code must be "O"	YES	NO	YES	NO	YES	NO
J	J	SC0R	Statewide Certificate of Completion, Related to a SAAS	"Statewide or regional consortium program" means an associate of applied science or certificate of completion program which is developed, applied for and continuously monitored by a partnership of colleges to address a specific program need through a cohesive and transferable curriculum among participating colleges. Related certificate.	36	44	If this is a Registered Apprenticeship, the 7th CIP code must be "O"	YES	NO	YES	NO	YES	NO
>	>	SC2R	Statewide Certificate of Completion, Related to a SAAS	"Statewide or regional consortium program" means an associate of applied science or certificate of completion program which is developed, applied for and continuously monitored by a partnership of colleges to address a specific program need through a cohesive and transferable curriculum among participating colleges. Related certificate.	61	108	If this is a Registered Apprenticeship, the 7th CIP code must be "O"	YES	NO	YES	NO	YES	NO

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L	L	SCR	Statewide Certificate of Completion, Related to a SAAS	"Statewide or regional consortium program" means an associate of applied science or certificate of completion program which is developed, applied for and continuously monitored by a partnership of colleges to address a specific program need through a cohesive and transferable curriculum among participating colleges. Related certificate.	12	30	If this is a Registered Apprenticeship, the 7th CIP code must be "O"	YES	NO	YES	NO	YES	NO
X	X	CEST	Certificate of Completion - Employment Skills Training	A form of recognition awarded by a community college intended to serve as a beginning point for students in preparation for a job or to get a better job and open the door to further education to expand their employment opportunities.	12	44	Not a registered apprenticeship certificate	NO	YES	YES	NO	YES	NO
@	@	COST	Certificate of Completion - Occupational Skills Training	A form of recognition awarded by a community college for an individualized career training opportunity focused on learning on a job sit that meets a students occupational goals, abilities, skills, and interests.	36	65	Not a registered apprenticeship certificate	NO	YES	YES	NO	YES	NO
K	K	NFA	No Formal Award (PT approved programs)	Programs that do not result in any type of formal award.				NO	NO	YES	NO	YES	NO
F	F	AAOT	Associate of Arts Oregon Transfer (LDC Program only)	"Associate of Arts Oregon Transfer (AAOT) degree" means a state-approved associate degree that is intended to prepare students to transfer into upper division courses for a baccalaureate degree.	90	108		NO	NO	NO	NO	NO	NO

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C	C	AGS	Associate of General Studies	Associate of General Studies" means a state-approved associate degree that is intended to meet the individual student needs using a variety of collegiate-level courses to meet degree requirements.	90	108		NO	NO	NO	NO	NO	NO
D	D	AS	Associate of Science (LDC Program only)	"Associate of Science" means a state-approved associate degree that is intended to prepare students to transfer into an upper division baccalaureate degree program in areas such as Business, Science, Mathematics and Engineering. The Associate of Science degree is often designed to meet the requirements of a specific receiving institution.	90	108		NO	NO	NO	NO	NO	NO
F	F	ASOT	Associate of Science Oregon Transfer	"Associate of Science Oregon Transfer Degree" means any student having the Associate of Science Oregon Transfer-Business (ASOT-Business) degree or Associate of Science Oregon Transfer-Computer Science degree (ASOT-CS) recognized on an official college transcript will have met the lower division General Education requirements of baccalaureate degree programs at any institution in the Oregon University System. Students transferring under these agreements will have junior status for registration purposes. Course, class standing, or GPA requirements for specific majors, departments, or schools are not necessarily satisfied by an ASOT degree. Like the AAOT (Associate of Arts Oregon Transfer degree), the intention is to recognize lower division coursework, but in these cases includes coursework taken by students intending to major in business or computer science.	90	108		NO	NO	NO	NO	NO	NO

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RESOURCES
OAR 589-006-0050: https://secure.sos.state.or.us/oard/viewSingleRule.action?ruleVrsnRsn=153489   OAR 589-006: https://secure.sos.state.or.us/oard/displayDivisionRules.action?selectedDivision=2685
Community College Handbook: http://handbook.ccwdwebforms.net/
Acronyms: http://handbook.ccwdwebforms.net/handbook/acronyms
CTE Information: http://handbook.ccwdwebforms.net/handbook/program-approval/state-board-of-education-approval-standards
CPCC Information: http://handbook.ccwdwebforms.net/handbook/other-educational-programs-models-strategies/career-pathways