



**Higher Education Coordinating Commission**

Office of Academic Policy and Authorization

Office of Degree Authorization

3225 25th Street SE

Salem, OR 97302

[www.oregon.gov/HigherEd](http://www.oregon.gov/HigherEd)

August 21, 2020

**Via email only to:** [skujawaholbrook@cst.edu](mailto:skujawaholbrook@cst.edu)  
[swoodmancy@cst.edu](mailto:swoodmancy@cst.edu)

The Rev. Dr. Sheryl A. Kujawa-Holbrook, Ed.D., Ph.D.  
V.P. for Academic Affairs & Dean of the Faculty  
Claremont School of Theology  
1325 North College Avenue  
Claremont, CA 91711

Dear Dr. Kujawa-Holbrook,

The Higher Education Coordinating Commission Office of Degree Authorization (HECC-ODA) completed the review of the materials from Claremont School of Theology's (CST) application for authorization of degree programs at Willamette University. Pursuant to Oregon Revised Statute (ORS) 348.606, and the standards as outlined in Oregon Administrative Rule (OAR) 583-030-0035, the institution is granted approval for the following degree programs:

**Master of Arts in Religion**  
**Master of Theological Studies**  
**Master of Divinity in Ministerial Leadership**

Pursuant to Oregon Statute 348.606 and the academic standards as outlined in Oregon Administrative Rule (OAR) 583-030-0035(6), authorization of the following degree programs is approved for those students that possess a Master's degree prior to admission:

**Doctor of Philosophy**  
**Doctor of Ministry**

The approval for the above listed authorized programs covers the period from the date of this letter through **August 31, 2022**. To renew this program, please submit application materials by **February 28, 2022** (six months prior to expiration of authorization). The authorization may be renewed upon re-application contingent on the institution meeting ongoing compliance with all relevant Oregon standards for postsecondary education. Per OAR 583-030-0030, a school seeking renewal is fully responsible for beginning the application process.

Administrators, faculty, and non-teaching senior staff qualification forms that were submitted as part of the renewal application process were evaluated and met the standards as outlined in OAR 583-030-0035(4). Please note that during this approval period the institution must send qualification forms to the HECC-ODA for approval of all newly hired or re-assigned instructional and administrative staff providing services leading to the offer of credit in Oregon.

Qualification forms will be reviewed to ensure that staff hold appropriate degrees from accredited institutions. The use of a degree from an unaccredited institution is illegal in Oregon, unless HECC-ODA has approved the degrees offered for use in Oregon. Permitting use of such a degree as a faculty or staff credential is grounds for revocation of this approval.

If staff do not have the appropriate-level degree as stated in the standards, then the institution must provide documentation regarding the compensatory qualifications leading the institution to believe the staff are qualified. Documentation may include résumé, curriculum vitae, post-secondary education transcripts, and copies of applicable licensure/certification.

Per OAR 583-030-0042(2), any possible or anticipated change of ownership or governance or other major change should be reported to the HECC-ODA immediately.

The principal college publications (catalog, student handbook, website) must continue to include the following statement in copies distributed to students taught in or from Oregon:

This school is a business unit of a non-profit corporation and is authorized by the State of Oregon to offer and confer the academic degrees and certificates described herein, following a determination that state academic standards will be satisfied under OAR 583-030. Inquiries concerning the standards or school compliance may be directed to the Office of Degree Authorization, 3225 25<sup>th</sup> Street SE, Salem, Oregon 97302, or [info.pps@state.or.us](mailto:info.pps@state.or.us).

All schools approved by the HECC-ODA are required to complete and submit annual student enrollment and completion data online, and to respond to requests for information regarding enrollment of Oregon students in online and placement programs.

Thank you for providing new educational opportunities to Oregon students.

Sincerely,



Veronica Dujon, Ph.D.  
Director  
Office of Academic Policy and Authorization  
Higher Education Coordinating Commission