

# Substantive Change Cover Sheet

1. Complete and submit a Substantive Change Cover Sheet with every substantive change submission.
2. Submit substantive changes as separate submissions except as permitted by policy.
3. Multiple changes in one submission, except as allowed by policy, will be returned.
4. An invoice will be issued, if required, when action is taken; no need to send payment until invoiced.

## INSTITUTIONAL INFORMATION

INSTITUTION NAME (NO ABBREVIATIONS) <b>St. Philip's College</b>	MAIN CAMPUS CITY + STATE (OR NON-U.S. COUNTRY) San Antonio, TX	OFFICE USE
IS THE INSTITUTION CURRENTLY ON REIMBURSEMENT FOR TITLE IV FEDERAL FUNDING? <input type="radio"/> Yes   <input type="radio"/> No   ▶ If "Yes" see policy for approval process requirements.		

## SUBSTANTIVE CHANGE RESTRICTION

1. Is the institution currently on Warning, Probation, or Probation for Good Cause?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
2. Was the institution placed on Warning, Probation, or Probation for Good Cause on or after September 3, 2020, and subsequently removed from sanction?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
3. Is the institution currently under provisional certification for participation in federal financial aid programs?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
If ANY are "Yes" the institution is on <b>SUBSTANTIVE CHANGE RESTRICTION.</b> Refer to the <i>Substantive Change Policy and Procedures</i> for differential requirements and conditions.		◀◀

## SUBMISSION INFORMATION

SUBSTANTIVE CHANGE TYPE (ONLY USE DESCRIPTIONS DEFINED IN POLICY) <b>Program Closure at an OCIS</b>	SUBMISSION DATE 06/01/2021	IMPLEMENTATION DATE 08/01/2018
SUBSTANTIVE CHANGE DESCRIPTION OCIS program teach out		

### OFF-CAMPUS INSTRUCTIONAL SITES /ADDITIONAL LOCATIONS RELATED TO THIS SUBMISSION

	Site Name	Address	City	State	ZIP Code	Country
1.	McCollum High School	500 W. Formosa	San Antonio	TX	78221	USA
2.						
3.						
4.						
5.						

### PROGRAMS RELATED TO THIS SUBMISSION

	Program Name (to include discipline)	Credential (Diploma, Bachelor of Arts, etc.)	Instructional Level (undergrad/grad)
1.	Brake and Front End Specialist	Level I Certificate	undergrad
2.			
3.			
4.			
5.			

### SUBMITTED

I certify the information on this form is correct and accurately represents the current status of the institution at the time of submission.

LIAISON OFFICER NAME 	EMAIL ADDRESS gjohnson@alamo.edu	Suggest electronically signing with Adobe Acrobat when complete and before submitting (optional).
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May 31, 2021

Dr. Belle Wheelan, President  
Southern Association of Colleges and Schools  
Commission on Colleges  
1866 Southern Lane, Decatur, GA 30033

Dear Dr. Wheelan,

In keeping with the Southern Association of Colleges and Schools' Principles of Accreditation: Foundations for Quality Enhancement, St. Philip's College would like to notify you of a substantive change implemented fall 2018.

Following the spring 2018 semester, the instructor teaching dual credit Brake and Front-End Specialist Level 1 Certificate program courses at McCollum High School resigned from this position; (Off-campus Instructional Site notification dated April 25, 2018, SACSCOC acceptance dated August 13, 2018). Although the high school actively sought a replacement instructor, no qualified candidate was found, precipitating the program's closure at the site.

St. Philip's College has attached a teach out plan for consideration and approval.

Please let me know if you have any additional questions or concerns regarding this matter.

Sincerely,

*Randall Dawson*

Randall Dawson  
Acting President

CC: George Johnson, Institutional Accreditation Liaison, St. Philip's College

## Teach-out Plan

### McCollum High School – Brake and Front-End Specialist Level 1 Certificate

A teach-out plan is a written plan developed by an institution that provides for the equitable treatment of students if an institution, or an institutional location that provides fifty percent or more of at least one program, ceases to operate before all students have completed their program of study, and may include, if required by the institution's accrediting agency, a teach-out agreement between institutions. Teach-out plans must be approved by SACSCOC in advance of implementation.

To be approved, a teach-out plan must include the following information:

1. Date of closure (date when new students will no longer be admitted)

Fall 2018 there were no students in the campus's Brake and Front-End Specialist Level 1 Certificate program. Spring 2018 McCollum had their last set of students go through this program. The instructor found employment elsewhere and left the campus over summer break. Since then, they have not found a replacement instructor and no longer offer these programs at the college level.

2. An explanation of how affected parties (students, faculty, staff) will be informed of the impending closure.

Parents/students were informed it was no longer an option when the college credit courses were removed from high school course selection sheets. Students have other opportunities for dual credit courses with another college.

3. An explanation of how all affected students will be helped to complete their programs of study with minimal disruption.

The students can continue taking the high school level courses offered at the high school.

4. An indication as to whether the teach-out plan will incur additional charges/expenses to the students and, if so, how the students will be notified.

No cost to Dual Credit students.

5. Copies of signed teach-out agreements with other institutions, if any.

There is not a signed teach-out agreement for the courses with McCollum High School. Not applicable.

6. How faculty and staff will be redeployed or helped to find new employment.

The instructor is now a full-time instructor at St. Philip's College. The school staff at McCollum High School are still employed at the school.

7. If closing an institution, arrangement for the storing of student records, disposition of final financial resources and other assets.

Not applicable. St. Philip's College and McCollum High School are operational institutions as of May 28, 2021.