

# 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 checked="" 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 08/01/2017
SUBSTANTIVE CHANGE DESCRIPTION <b>Teach out for one program at an approved OCIS</b>		

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

	Site Name	Address	City	State	ZIP Code	Country
1.	Canyon High School	1510 IH 35 North	New Braunfels	TX	78130	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.	Office Applications 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 OF CEO NAME 	EMAIL ADDRESS gjohnson@alamo.edu	Suggest electronically signing with Adobe Acrobat when complete and before submitting (optional).
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ALAMO COLLEGES DISTRICT  
St. Philip's College

Office of the President

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 2017.

During summer 2017, the instructor teaching dual credit Office Applications Specialist (OAS) Certificate program courses at Canyon High School resigned from this position; (Off-campus Instructional Site notification dated July 11, 2017, SACSCOC acceptance dated January 9, 2018). Although the high school actively sought a replacement instructor, no qualified candidate was found, precipitating the program's closure at the site. Dual credit Associate of Arts courses continue to be offered through the ongoing partnership between St. Philip's College and Canyon High School.

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**

### Teach-out Plan

#### Canyon High School – Office Applications Specialist (OAS) 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 2017 there were no students in the campuses Microsoft Office Specialist (MOS) Certificate program. Spring 2017 Canyon had their last students go through this program, as summer 2017 the instructor found employment elsewhere. Since then, the ISD has discontinued the college level courses for this program at their schools. The high school does have an active dual credit Associate of Arts program with St. Philip's College that will stay open and currently has students.

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 in the active Associate of Arts program at this school.

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 and also other dual credit courses in the active Associate of Arts program.

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 Canyon High School. Not applicable.

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

All instructors were St. Philip's College adjunct instructors, they had the opportunity to continue on as an adjunct with the college, if they so wished. The school staff at Canyon 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 Canyon High School are operational institutions as of May 28, 2021.