

# 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
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.	OFFICE USE

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 01/01/2018
SUBSTANTIVE CHANGE DESCRIPTION Teach out for one program at an approved OCIS		

OFF-CAMPUS INSTRUCTIONAL SITES /ADDITIONAL LOCATIONS RELATED TO THIS SUBMISSION						
Site Name	Address	City	State	ZIP Code	Country	
1. Samuel Clemens High School	1001 Elbel Rd.	Schertz	TX	78154	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. Associate of Arts	Associate of Arts	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 or 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 spring 2018.

Following the fall 2017 semester, Samuel Clemens High School entered a dual credit partnership with another institution to offer Associate of Arts courses; (Off-campus Instructional Site prospectus dated August 28, 2017, SACSCOC approval dated December 3, 2017). Dual credit Catering Management Level I Certificate continues to be offered through the ongoing partnership between St. Philip's College and Samuel Clemens 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

Samuel Clemens High School – Associate of Arts

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)

Spring 2019 there were no students in the campus's Associate of Arts program. Fall 2017 Samuel Clemens had their last set of students go through this program. The high school is now offering these courses with another local college. The campus does still have an active Catering Management Level 1 Certificate program with St. Philip's College.

2. An explanation of how affected parties (students, faculty, staff) will be informed of the impending closure. Parents/students were informed by the ISD when the switch to the other school was finalized. Students have other opportunities for dual credit courses in the active Catering Management Level 1 Certificate 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 dual credit courses offered at the other college and also dual credit courses in the active Catering Management Level 1 Certificate program with St. Philip's College.

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 Samuel Clemens 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 apply as an adjunct with the other college, if they so wished. The school staff at Samuel Clemens 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 Samuel Clemens High School are operational institutions as of May 28, 2021.