

Substantive Change Cover Sheet

Submit to SACSCOC,
Substantive Change, 1866
Southern Lane, Decatur, GA
30033. One copy only;
electronic media preferred. Do
not email submissions or send
copies to staff. Thank you.

Note:

1. Include a completed cover sheet with each submission; please don't submit a cover sheet only.
2. Submit substantive changes as separate submissions except as permitted by policy.
3. Submit substantive changes defined in policy only; others are not reviewable.
4. For best results, download this form and complete with [Adobe Reader](#). Hover mouse over fields for guidance.

INSTITUTIONAL INFORMATION

INSTITUTION (NO ABBREVIATIONS PLEASE)

CITY + STATE/PROVINCE

St. Philip's College

San Antonio, TX

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 SUBSTANTIVE CHANGE RESTRICTION . Additional and/or different requirements may apply; consult policy. | | <input type="radio"/> No |

SUBMISSION INFORMATION

SUBSTANTIVE CHANGE TYPE (SELECT FROM DROP-DOWN LIST; SUBMIT ONLY TYPES DEFINED IN POLICY)

SUBMISSION DATE

OCIS Change: OCIS Closure

10/06/2022

SUBSTANTIVE CHANGE DESCRIPTION (BRIEF SUMMARY)

INTENDED IMPLEMENTATION

OCIS 50% partner closed location

10/06/2022

OFF-CAMPUS INSTRUCTIONAL SITES SUBMITTED IN THIS SUBSTANTIVE CHANGE

Site Name, Physical Address, City, State/Province, ZIP or Postal Code, and Country/Territory

1. St. Gerard Catholic High School, 521 South New Braunfels Avenue, San Antonio, TX 78203
- 2.
- 3.
- 4.
5. There are more than 5 sites in this submission →

PROGRAMS SUBMITTED IN THIS SUBSTANTIVE CHANGE

Include credential AND discipline: e.g., Associate of Arts in English, Bachelor of Science in Physics, Certificate in Office Management, etc.

1. Associate of Arts
- 2.
- 3.
- 4.
5. There are more than 5 programs in submission →

SUBMITTED

FOR OFFICE USE

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

SUBMITTING LIAISON or CEO NAME

EMAIL ADDRESS

George Johnson, III gjohnson@alamo.edu

Revised 01/31/2022

[Check for current version](#)



ALAMO COLLEGES DISTRICT
St. Philip's College

Office of the President

October 6, 2022

Dr. Kevin Sightler, Director of Substantive Change
Southern Association of Colleges and Schools
Commission on Colleges
1866 Southern Lane, Decatur, GA 30033

Dear Dr. Sightler,

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 to be implemented fall 2022. The change relates to Substantive Change Procedure Three for closing a site.

In fall 2022, St. Gerard Catholic High School, located at 521 South New Braunfels Avenue, San Antonio, TX 78203, ceased offering any courses. The school had very low enrollment and also met financial issues in sustaining operations of the school. The Archdiocese of San Antonio opted to close the school completely since enough funds could not be raised to keep it open. Summer 2022 was the last term their students were enrolled in college courses.

The Dual Credit students were taking academic courses, not in a designated program of courses, and courses towards the Web and Mobile Developer Level 1 Certificate. Per semester, St. Gerard Catholic High School (10-15) students would sign-up for a selection of online or St. Philip's College campus courses: ENGL 1301, 1302, 2322, 2332; ARTS 1301, 2316; HIST 1301, 1302; GOVT 2305, 2306; CRIJ 1301; ECON 2301; PSYC 2301; SOCI 1301; SPCH 1311; SPAN 1411, 1412. The students working towards the Web and Mobile Developer Level 1 Certificate took courses for that degree: ARTC 1301; IMED 1301, 1316, 2315. The students transferred to different area high schools, and/or local home/private/charter schools. Faculty teaching the online and St. Philip's College campus courses were St. Philip's College employees.

The teach-out plan is attached.

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

Sincerely,

A handwritten signature in black ink that reads "Adena Williams Loston".

Adena Williams Loston, Ph.D.
President

CC: George Johnson III, Institutional Accreditation Liaison

Teach-out Plan

St. Gerard Catholic 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)

On July 15, 2022, Archdiocese of San Antonio made the difficult decision to close St. Gerard Catholic High School, prior to the 2022-2023 academic year, after 95 years. Archdiocese was faced with the challenging reality of very low enrollment and concerns over having enough financial support to sustain operations of the school. Summer 2022, St. Gerard Catholic High School had their last set of students go through SPC Dual Credit program. Fall 2022, there will be no students in St. Philip's College's Associate of Arts and Web and Mobile Developer Level 1 Certificate program. The high school has closed its location at 521 S. New Braunfels, San Antonio, Texas 78203.

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

Parents and students were informed by the Archdiocese of San Antonio through letters, meetings, and social media.

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

The Department of Catholic Schools and the Archdiocese of San Antonio are committed to assisting current families in their transition to another Catholic High School if they so desire. The students can continue taking the Dual Credit courses offered at other public/private/charter/home schools.

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 St. Gerard Catholic 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 instructors and are still employed by the college. The school staff at St. Gerard Catholic High School were either moved to a different Catholic High School or found positions elsewhere.

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

St. Philip's College is still an operational institution as of October 6, 2022. The Archdiocese of San Antonio will maintain all relevant records for St. Gerard Catholic High School.