



February 8, 2021

Dr. Adena Williams Loston  
President  
St. Philip's College  
1801 Martin Luther King  
San Antonio, TX 78203

Dear Dr. Loston:

Thank you for submitting the following substantive change:

Substantive change:  
**OCIS 25-49% of Program**  
**Luther Burbank High School**  
**1002 Edwards**  
**San Antonio, TX 78204**

Submission date:  
**10/23/2020**

Intended Implementation date:  
**1/1/2021**

Case ID:  
**SC012102**

Please be aware that should the institution begin to offer 50% or more of the credit for at least one program at an off-campus instructional site, a prospectus for approval of the site should be submitted prior to reaching the 50% threshold at the site. As a reminder, the 50% threshold requiring approval applies to any program offered by the institution; i.e., certificate, diploma, and degree programs. The due dates for submission of a prospectus are:

- January 1 for sites reaching the 50% threshold between July 1 and December 31 of the current year, *or*
- July 1 for sites reaching the 50% threshold between January 1 and June 30 of the following year.

The required elements may be found in Appendix A of the *SACSCOC Substantive Change Policies and Procedures* available on our website, [www.sacscoc.org](http://www.sacscoc.org).

The SACSCOC substantive change policy was revised in 2020. It includes many new requirements and changes to previous requirements. The *Substantive Change Policy and*



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*Procedures* and learning resources are available on the substantive change webpage at [www.sacscoc.org](http://www.sacscoc.org).

**We accept notification of the Luther Burbank High School off-campus instructional site (OCIS).**

Should you need assistance, please contact Dr. Patricia L. Donat at 404-679-4501 or via email at [pdonat@sacscoc.org](mailto:pdonat@sacscoc.org).

Please include the Case ID number above in all submissions or correspondence about this substantive change.

Sincerely,

A handwritten signature in black ink that reads "Kevin W. Sightler". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Kevin W. Sightler, Ph.D.  
Director of Substantive Change

KWS/MAC:lp

cc: Dr. Melissa Guerrero, Director of Institutional Planning, Research, and Effectiveness  
Dr. Patricia L. Donat