



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
CAST Lead High School
7284 FM 1628
San Antonio, TX 78263
Submission date:
11/13/2020
Intended Implementation date:
8/2/2021
Case ID:
SC012223

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.

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.

We accept notification of the CAST Lead 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.

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

Sincerely,

A handwritten signature in black ink, reading "Kevin W. Sightler".

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