



September 6, 2018

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

Dear Dr. Loston:

Thank you for your letter of June 4, 2018, providing notification that the College will offer 25-49% of the Electrical Trades Certificate of Completion, Level I at a new off-campus site, effective fall 2018.

The location of the site is as follows:

Earl Warren High School (Northside Independent School District)
9411 Military Drive West
San Antonio, TX 78251


We accept notification of the offering of 25-49% of a program at Earl Warren High School.

Please be aware that should the institution begin to offer 50% or more of the credit for at least one program at the 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 as of July 1 of the current year *or*
- July 1 for sites reaching the 50% threshold as of January 1 of the following year.

The required elements and submission dates for a prospectus may be found in Appendix B of the *Substantive Change for SACSCOC Accredited Institutions* policy available on our website, www.sacscoc.org. Should you need assistance, please contact Dr. Patricia L. Donat at 404-679-4501, ext. 4532, or via email at pdonat@sacscoc.org.

Sincerely,

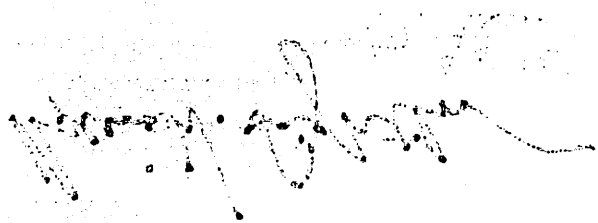


Kevin W. Sightler, Ph.D.
Director of Substantive Change

KWS/ABC:iy

Cc: Dr. Maria Hinojosa, Director, Institutional Planning, Research, & Effectiveness
Dr. Patricia L. Donat

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