



February 4, 2022

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:

Program Closure

**Level 1 Certificate program in Office Applications Specialist (O.A.S.)
at Canyon High School Off-Campus Instructional Site**

Submission date:

6/1/2021

Intended Implementation date:

8/1/2017

Case ID:

SC016182

The instructor teaching the program at the Canyon High School off-campus instructional site resigned from the position, and the high school was not able to find a qualified replacement. The institution continues to offer courses for the Associate of Arts (A.A.) degree program at the site.

No new students were admitted to the program at the site, effective fall 2017, and the ISD (independent school district) has discontinued college-level courses for the program at their schools. The institution is reminded when it closes a program or instructional site, it has an affirmative obligation to seek closure approval from SACSCOC at the time the closure decision is made. The closure date is the date students are no longer admitted.

Parents/students were informed courses in the program were no longer an option, and courses were removed from the high school course selection sheets. The last students took courses in the program at the site spring 2017. Students have other opportunities for dual-credit courses in the A.A. program offered at the site. There is no cost to dual-credit students.

All instructors were adjunct instructors for St. Philip's College and had the opportunity to continue as an adjunct with the college if they wished to do so. The school staff at the site are still employed at the school.



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The Board of Trustees of the Southern Association of Colleges and Schools Commission on Colleges approves the late closure of the Level 1 Certificate program in Office Applications Specialist (O.A.S.) at the Canyon High School off-campus instructional site (OCIS).

Should you need assistance, please contact Dr. Patricia L. Donat at 404-994-6558 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 cursive script that reads "Belle S. Wheelan".

Belle S. Wheelan, Ph.D.
President

BSW/MAC:lp

cc: Mr. George H. Johnson III, Interim Vice President of College Services, St. Philip's College
Dr. Patricia L. Donat, Vice President, SACSCOC