

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

SUBSTANTIVE CHANGE RESTRICTION

1. Is the institution currently on Warning, Probation, or Probation for Good Cause?	<input type="radio"/> Yes	<input 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 type="radio"/> No
3. Is the institution currently under provisional certification for participation in federal financial aid programs?	<input type="radio"/> Yes	<input type="radio"/> No
If ANY are "Yes" the institution is on SUBSTANTIVE CHANGE RESTRICTION . Additional and/or different requirements may apply; consult policy.		

SUBMISSION INFORMATION

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

SUBMISSION DATE

SUBSTANTIVE CHANGE DESCRIPTION (BRIEF SUMMARY)

INTENDED IMPLEMENTATION

OFF-CAMPUS INSTRUCTIONAL SITES SUBMITTED IN THIS SUBSTANTIVE CHANGE

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

1.	
2.	
3.	
4.	
5.	
	There are more than 5 sites in this submission → <input type="radio"/>

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.	
2.	
3.	
4.	
5.	
	There are more than 5 programs in submission → <input type="radio"/>

SUBMITTED

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

FOR OFFICE USE

SUBMITTING LIAISON or CEO NAME

EMAIL ADDRESS

Revised 01/31/2022

[Check for current version](#)



ALAMO COLLEGES DISTRICT
St. Philip's College

Office of the President

May 19, 2022

Dr. Kevin Sightler, President
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 closing an off-campus instructional site.

In Spring 2022, Memorial Early College High School, located at 1419 N. Business IH 35 New Braunfels, TX 78130, entered into discussions to offer dual credit courses with Northeast Lakeview College. The Texas Higher Education Coordinating Board (THECB) allows high schools to partner with the institution of their choice (Texas Education Code (TEC) §28.009). Therefore, St. Philip's will allow currently enrolled juniors and seniors to finish their program through the College. No new students will be admitted as of fall 2022. All incoming freshmen and currently enrolled sophomores may enroll with the new partner Northeast Lakeview College starting fall 2022.

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

Memorial Early College 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)

Fall 2023 there will be no students in the campus's Associate of Arts program. Summer 2023 Memorial Early College High School will have their last set of students go through this program. The high school will be offering these courses with Northeast Lakeview College.

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

Parents/students were informed by the School when the switch to Northeast Lakeview College was finalized.

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

The students can continue taking the dual credit courses offered at the other college.

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 Memorial Early College 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 adjunct instructors, they had the opportunity to apply as an adjunct with Northeast Lakeview College, if they so wished. The school staff at Memorial Early College High School are still employed at the school.

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

Not applicable. St. Philip's College and Memorial Early College High School are operational institutions, as of November 17, 2022.