



August 13, 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 May 9, 2018 notifying the Commission of the following off-campus instructional site where you plan to offer 25-49% of the coursework toward the Restaurant Supervision Certificate of Completion Level I program. The location of the site is:

Smithson Valley High School (Comal Independent School District)
14001 Highway 46 West
Spring Branch, TX 78070
The Commission was notified of the site August 2014.

We accept notification.

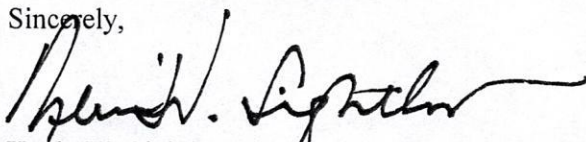
If the institution begins to offer 50% or more of the credit for at least one program (certificate, diploma, or degree program) at an off-campus instructional site, a prospectus for approval of the site should be submitted prior to reaching the 50% threshold. The due dates for submission of a prospectus are:

- July 1 for implementation January 1-June 30 of the following year
- January 1 for implementation July 1-December 31 of the current year

The required elements 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.

Please note that once an off-campus site where an institution offers 25-49% of a program has been reported and its street address added to the Commission's files, additional offerings at the site need not be reported until a prospectus for site approval is sent three months prior to offering 50% of any program at the site.

Sincerely,



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

KWS/JWS:efk

cc: Dr. Maria Hinojosa, Director, Institutional Planning, Research, and Effectiveness
Dr. Patricia L. Donat