

Substantive Change Cover Sheet

1. Complete and submit a Substantive Change Cover Sheet with every substantive change submission.
2. Submit substantive changes as separate submissions except as permitted by policy.
3. Multiple changes in one submission, except as allowed by policy, will be returned.
4. An invoice will be issued, if required, when action is taken; no need to send payment until invoiced.

INSTITUTIONAL INFORMATION

INSTITUTION NAME (NO ABBREVIATIONS) St. Philip's College	MAIN CAMPUS CITY + STATE (OR NON-U.S. COUNTRY) San Antonio, TX	OFFICE USE
IS THE INSTITUTION CURRENTLY ON REIMBURSEMENT FOR TITLE IV FEDERAL FUNDING? <input type="radio"/> Yes <input type="radio"/> No ▶ If "Yes" see policy for approval process requirements.		

SUBSTANTIVE CHANGE RESTRICTION

1. Is the institution currently on Warning, Probation, or Probation for Good Cause?	<input type="radio"/> Yes	<input checked="" 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 checked="" type="radio"/> No
3. Is the institution currently under provisional certification for participation in federal financial aid programs?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
If ANY are "Yes" the institution is on SUBSTANTIVE CHANGE RESTRICTION. Refer to the <i>Substantive Change Policy and Procedures</i> for differential requirements and conditions.		◀◀

SUBMISSION INFORMATION

SUBSTANTIVE CHANGE TYPE (ONLY USE DESCRIPTIONS DEFINED IN POLICY) Program Closure at an OCIS	SUBMISSION DATE 06/01/2021	IMPLEMENTATION DATE 08/01/2018
SUBSTANTIVE CHANGE DESCRIPTION OCIS program notification not implemented		

OFF-CAMPUS INSTRUCTIONAL SITES /ADDITIONAL LOCATIONS RELATED TO THIS SUBMISSION


	Site Name	Address	City	State	ZIP Code	Country
1.	James Madison High School	5005 Stahl Road	San Antonio	TX	78247	USA
2.						
3.						
4.						
5.						

PROGRAMS RELATED TO THIS SUBMISSION

	Program Name (to include discipline)	Credential (Diploma, Bachelor of Arts, etc.)	Instructional Level (undergrad/grad)
1.	Catering Management	Level I Certificate	undergrad
2.			
3.			
4.			
5.			

SUBMITTED

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

LIAISON or CEO NAME 	EMAIL ADDRESS gjohnson@alamo.edu	Suggest electronically signing with Adobe Acrobat when complete and before submitting (optional).
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ALAMO COLLEGES DISTRICT
St. Philip's College

Office of the President

May 28, 2021

Dr. Belle Wheelan, President
Southern Association of Colleges and Schools
Commission on Colleges
1866 Southern Lane, Decatur, GA 30033

Dear Dr. Wheelan,

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 effective in fall 2018.

St. Philip's College anticipated offering dual credit courses in Catering Management Level I Certificate at James Madison High School in fall 2018; (Off-campus Instructional Site notification dated May 9, 2018, SACSCOC acceptance dated August 13, 2018). However, the program received little student interest and was not implemented at the high school campus.

St. Philip's College has attached a teach out plan for consideration and approval.

Please let me know if you have any additional questions or concerns regarding this matter.

Sincerely,

Randall Dawson

Randall Dawson
Acting President

CC: George Johnson, Institutional Accreditation Liaison, St. Philip's College

Teach-out Plan

James Madison High School – Catering Management Level 1 Certificate

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)

James Madison High School expected to offer Catering Management courses starting Fall 2018, but the program did not garner enough interest from the students and was not implemented.

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

Parents/students were informed dual credit Catering Management courses were an option, but chose to take the high school credit only path. Students have other opportunities for dual credit courses with another college.

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 high school level courses offered at the high school.

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 James Madison High School.

Not applicable.

6. How faculty and staff will be redeployed or helped to find new employment.

The instructor is still a St. Philip's College adjunct instructor. The school staff at James Madison 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 James Madison High School are operational institutions as of May 28, 2021.