



January 7, 2020

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:

**OCIS 25-49% of Program  
School of Science and Technology  
1540 North East Loop 410  
San Antonio, TX 78209**

Submission date:

**10/22/2019**

Implementation date:

**1/1/2020**

Case ID:

**SC008176**

The institution will offer 25-49% of credit toward the Associate of Arts (A.A.) degree program at the site.

Please be aware that should the institution begin to offer 50% or more of the credit for at least one program at an 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 between July 1 and December 31 of the current year, *or*
- July 1 for sites reaching the 50% threshold between January 1 and June 30 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](http://www.sacscoc.org).



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**We accept notification of the School of Science and Technology off-campus instructional site (OCIS).**

Should you need assistance, please contact Dr. Patricia L. Donat at 404-679-4501 or via email at [pdonat@sacscoc.org](mailto:pdonat@sacscoc.org).

Please include the Case ID number above in all submissions or correspondence about this substantive change.

Sincerely,

A handwritten signature in black ink that reads "Kevin W. Sightler". The signature is written in a cursive style with a long horizontal flourish extending to the right.

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

KWS/MAC:lp

cc: Dr. Melissa Guerrero, Director of Institutional Planning, Research, and Effectiveness  
Dr. Patricia L. Donat