



November 25, 2013

Dr. Adena Williams Loston
President
Saint Philip's College
1801 Martin Luther King Drive
San Antonio, TX 78203

Dear Adena:

Thank you for your letter, dated July 26, 2013, regarding St. Philip's College's intent to offer greater than 50% of program offerings at the following high school off-campus instructional site, effective spring 2014:

Memorial Early College High School
1419 North Business IH-35
New Braunfels, TX 78130

The Commission accepts notification and will add this information to the institution's files.

Please be aware that at the point when 50% or more of a program's credits are available at an off-campus instructional site, Commission policies require a prospectus for review and approval at least three months prior to reaching the 50% point. The required elements for a prospectus may be found in Appendix B of the *Substantive Change Policy*, available on the website, www.sacscoc.org. Should you need assistance, please contact Dr. Michael S. Johnson at 404-679-4501, ext. 4514, or email mjohnson@sacscoc.org.

Best regards,

Belle S. Wheelan, Ph.D.
President

BSW/TG:efk

cc: Ms. Mecca Salahuddin, Director of Planning, Research, and Effectiveness
Dr. Michael S. Johnson