



March 23, 2023

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 Notification**  
**Tom C. Clark High School**  
**5150 De Zavala Road**  
**San Antonio, TX 78249**  
Submission date:  
**10/5/2022**  
Intended Implementation date:  
**1/2/2023**  
Case ID:  
**SC020728**

As a reminder – should this site (or others) begin or expand offerings such that 50% or more of a program is offered at the site – off-campus instructional sites that require approval must be approved by extensive review if (1) the institution has less than two sites already approved by extensive review - OR - (2) the institution is on Substantive Change Restriction. If the institution has two or more sites already approved by extensive review and the institution is not on Substantive Change Restriction, the institution is eligible for OCIS approval by limited review. Please refer to the *Substantive Change Policy and Procedures* for additional guidance.

Keep in mind that all SACSCOC principles and policies apply without exception to dual enrollment students, programs, and instructional sites

**We accept notification of the Tom C. Clark High School off-campus instructional site (OCIS).**

Should you need assistance, please contact Dr. J. Matthew Melton at (404) 679-4501 or via email at [mmelton@sacscoc.org](mailto:mmelton@sacscoc.org).



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

Sincerely,

A handwritten signature in black ink, appearing to read "Kevin W. Sightler", written in a cursive style.

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

KWS/TDB:lp

cc: Dr. Diane M Gavin, Dean of Performance Excellence, St. Philip's College  
Dr. J. Matthew Melton, Vice President, SACSCOC