



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 sites where you plan to offer 25-49% of the coursework toward the Catering Management Certificate of Completion Level I program. The locations of the sites are:

Madison High School
(North East Independent School District)
5005 Stahl Road
San Antonio, TX 78247

John Marshall High School
(Northside Independent School District)
800 Lobo Lane
San Antonio, TX 78240

Highlands High School
(San Antonio Independent School District)
3118 Elgin Avenue
San Antonio, TX 78210
The Commission was notified of the site fall 2016.

Samuel Clemens High School
(Schertz-Cibolo-Universal City Independent School District)
1001 Elbel Road
Schertz, TX 78154
The Commission was notified of the site fall 2014.

South San Antonio High School
(South San Antonio Independent School District)
7535 Barlite Boulevard
San Antonio, TX 78224

Southside High School
(Southside Independent School District)
19190 Highway 281 South #2
San Antonio, TX 78221
The Commission was notified of the site fall 2017.

We accept notification.

1866 Southern Lane • Decatur, Georgia 30033-4097 • Telephone 404/679-4500 • Fax 404/679-4558

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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,

A handwritten signature in black ink, appearing to read "Kevin W. Sightler".

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