

# 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)<br><b>St. Philip's College</b>   | MAIN CAMPUS CITY + STATE (OR NON-U.S. COUNTRY)<br>San Antonio, TX | OFFICE USE |
| IS THE INSTITUTION CURRENTLY ON REIMBURSEMENT FOR TITLE IV FEDERAL FUNDING?<br><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 <b>SUBSTANTIVE CHANGE RESTRICTION</b> . 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)<br><b>Program Closure at an OCIS</b> | SUBMISSION DATE<br>06/01/2021 | IMPLEMENTATION DATE<br>08/01/2018 |
| SUBSTANTIVE CHANGE DESCRIPTION<br>OCIS program notification not implemented                            |                               |                                   |

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


|    | Site Name                   | Address           | City          | State | ZIP Code | Country |
|----|-----------------------------|-------------------|---------------|-------|----------|---------|
| 1. | Smithson Valley High School | 14001 Hwy 46 West | Spring Branch | TX    | 78070    | 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. | Restaurant Supervision               | 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<br> | EMAIL ADDRESS<br>gjohnson@alamo.edu | Suggest electronically signing with Adobe Acrobat when complete and before submitting (optional). |
|--|-------------------------------------|---|



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 Restaurant Supervision Level I Certificate at an approved off-campus instructional site, Smithson Valley 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. The College and High School continue to offer dual credit courses through their active Associate of Arts program partnership.

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

### Smithson Valley High School – Restaurant Supervision 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)

Smithson Valley High School expected to offer Restaurant Supervision Level 1 Certificate courses starting Fall 2018, but the program did not garner enough interest from the students and was not implemented. St. Philip's College and Smithson Valley High School continue their partnership through an active Associate of Arts dual credit program.

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

Parents/students were informed of the dual credit Restaurant Supervision courses, but elected not to participate in this program. Students have other opportunities for dual credit courses in the active Associate of Arts program.

3. An explanation of how all affected students will be helped to complete their programs of study with minimal disruption.

The students did not enroll in dual credit Restaurant Supervision courses and continue taking the high school level courses and dual credit Associate of Arts 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 Smithson Valley High School. Not applicable.

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

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