



July 9, 2019

Dr. Adena Williams Loston
President
Saint 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
Highlands High School
3118 Elgin Avenue
San Antonio, TX 78210**

Submission date:

5/23/2019

Implementation date:

1/1/2020

Case ID:

SC006134

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 as of July 1 of the current year *or*
- July 1 for sites reaching the 50% threshold as of January 1 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.

We accept notification for the Highlands High School off-campus instructional site (OCIS) and request no further information.



Page 2
Dr. Loston
July 9, 2019

Should you need assistance, please contact Dr. Patricia L. Donat at 404-679-4501, ext. 4532 or via email at 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, appearing to read "Kevin W. Sightler", with a long horizontal flourish extending to the right.

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

KWS:LCS: efk

cc: Dr. Maria Hinojosa, Director, Institutional Planning, Research, and Effectiveness
Dr. Patricia L. Donat

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