



August 8, 2016

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 4, 2016, providing notification that the College will offer the Level I Certificate I in Massage Therapy, effective fall 2016.

Previously a continuing education program, the program will change from clock hours to credit hours. The change has not yet been approved by the Alamo College Curriculum Council or the Texas Higher Education Coordinating Board.

Change of a program from contact hours to credit hours requires SACSCOC approval. As required by Procedure One in the document entitled *Substantive Change for SACSCOC Accredited Institutions*, a prospectus must include a clear explanation of the formula used to calculate equivalency from clock hours to credit hours. While a list of courses with contact hours and credit hours was provided, no explanation of the formula used was provided. **Please provide an explanation concerning how the conversion of contact to credit hours was determined. Please include also evidence of appropriate approvals for the change.**

We defer action concerning the change from contact hours to credit hours for the Massage Therapy Certificate pending review of the above listed information.

Best regards,

Sarah L. Armstrong, Ph.D.
Director of Substantive Change

SLA/ABC:efk

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