



February 8, 2021

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 25-49% of Program
Southwest Legacy High School
4495 SW Verano Parkway, Building 100
Von Ormy, TX 78073**

Submission date:

10/23/2020

Intended Implementation date:

8/2/2021

Case ID:

SC012101

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 between July 1 and December 31 of the current year, *or*
- July 1 for sites reaching the 50% threshold between January 1 and June 30 of the following year.

The required elements may be found in Appendix A of the *SACSCOC Substantive Change Policies and Procedures* available on our website, www.sacscoc.org.

The SACSCOC substantive change policy was revised in 2020. It includes many new requirements and changes to previous requirements. The *Substantive Change Policy and*



Dr. Adena Williams Loston
February 8, 2021
Page 2

Procedures and learning resources are available on the substantive change webpage at www.sacscoc.org.

We accept notification of the Southwest Legacy High School off-campus instructional site (OCIS).

Should you need assistance, please contact Dr. Patricia L. Donat at 404-679-4501 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 that reads "Kevin W. Sightler". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

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

KWS/MAC:lp

cc: Dr. Melissa Guerrero, Director of Institutional Planning, Research, and Effectiveness
Dr. Patricia L. Donat