

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) St. Philip's College | MAIN CAMPUS CITY + STATE (OR NON-U.S. COUNTRY) San Antonio, TX | OFFICE USE |
| IS THE INSTITUTION CURRENTLY ON REIMBURSEMENT FOR TITLE IV FEDERAL FUNDING? <input type="radio"/> Yes <input checked="" 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 SUBSTANTIVE CHANGE RESTRICTION . Refer to the <i>Substantive Change Policy and Procedures</i> for differential requirements and conditions. | | ◀◀ |

SUBMISSION INFORMATION

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|--|-------------------------------|-----------------------------------|
| SUBSTANTIVE CHANGE TYPE (ONLY USE DESCRIPTIONS DEFINED IN POLICY) Program Closure at an OCIS | SUBMISSION DATE 06/01/2021 | IMPLEMENTATION DATE 08/01/2019 |
| SUBSTANTIVE CHANGE DESCRIPTION Teach out for one program at an approved OCIS | | |

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


| | Site Name | Address | City | State | ZIP Code | Country |
|----|---------------------|--------------------------|---------|-------|----------|---------|
| 1. | Bandera High School | 474 Old San Antonio Hwy. | Bandera | TX | 78003 | 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. | Microsoft Office Specialist | 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: CEO NAME  | EMAIL ADDRESS gjohnson@alamo.edu | Suggest electronically signing with Adobe Acrobat when complete and before submitting (optional). |
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ALAMO COLLEGES DISTRICT
St. Philip's College

Office of the President

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 implemented fall 2019.

Following the spring 2019 semester, the instructor teaching dual credit Microsoft Office Specialist (MOS) Level 1 Certificate program courses at Bandera High School resigned from this position; (Off-campus Instructional Site notification dated July 26, 2016, SACSCOC acceptance dated September 29, 2016). Although the high school actively sought a replacement instructor, no qualified candidate was found, precipitating the program's closure at the site. Dual credit Welding courses continue to be offered through the ongoing partnership between St. Philip's College and Bandera High School.

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

Bandera High School – Microsoft Office Specialist (MOS) 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)

No students enrolled in the high school Microsoft Office Specialist (MOS) Level 1 Certificate program in fall 2019. In spring 2019, Bandera had the last students enrolled this program. That summer, the instructor found alternate employment. Since that time, the high school has not found a replacement instructor and have not been able to offer classes for this program. The high school does have an active Welding program that will stay open and currently has students.

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

Parents/students were informed it was no longer an option when the college credit courses were removed from high school course selection sheets. Students have other opportunities for dual credit courses with another college and in the active Welding program in partnership with St. Philip's College.

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

The students continue taking the high school level courses offered at the high school, as well as alternate dual credit courses.

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 Bandera High School. Not applicable.

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

All instructors St. Philip's College adjunct instructors had the opportunity to continue on as an adjunct with the college, if they so wished. The school staff at Bandera 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 Bandera High School are operational institutions as of May 28, 2021.