



April 3, 2020

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:

Temporary Emergency Relocation of Instruction – Notification

Submission date:

4/2/2020

Implementation date:

3/23/2020

Case ID:

SC009994

Pursuant to SACSCOC's *Emergency Temporary Relocation of Instruction* guidelines, the institution provided the following relocation information:

Instruction moving from: On campus
Instruction moving to: Distance learning

Reason for relocation: Coronavirus outbreak
Date instruction relocated: 03/23/2020
Estimated date instruction will resume at the original location: 04/27/2020 (35 days)

The SACSCOC practice for emergency relocation of instruction is to accept notification for up to 60 days, renewable for an additional 60 days if needed. Relocation beyond 120 days requires approval by the Executive Council of the SACSCOC Board of Trustees.

Because the coronavirus outbreak presents an unusual challenge to estimating the date instruction will resume at the original location, notifications are by default accepted for the 120-day maximum:

Relocation period: March 23, 2020 to July 21, 2020 (120 days)

Should the need extend beyond 120 days, submit a request for approval of temporary emergency relocation. Consult the *Coronavirus and SACSCOC* information on the SACSCOC homepage for additional guidance as it becomes available.



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We confirm the institution is approved to offer any portion of any current program, or any new program that is not a significant departure from existing programs, via distance learning (i.e., online).

Do not notify SACSCOC when instruction resumes at the original location; this is assumed unless you otherwise notify. Retain this letter as evidence of notification.

SACSCOC cannot advise on matters related to federal financial aid or international students. For reference, see the U.S. Department of Education letter to institutions, *Guidance for Interruption of Study Related to Coronavirus (COVID-19)* (<https://ifap.ed.gov/electronic-announcements/030520Guidance4interruptionsrelated2CoronavirusCOVID19>), and other federal guidance that may be made available.

We send our best regards as you manage this difficult situation.

We accept notification of temporary emergency relocation of instruction from on campus to distance learning, effective March 23, 2020 to July 21, 2020.

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,

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

KWS:lp:dw

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

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