

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)	MAIN CAMPUS CITY + STATE (OR NON-U.S. COUNTRY)
IS THE INSTITUTION CURRENTLY ON REIMBURSEMENT FOR TITLE IV FEDERAL FUNDING? <input type="checkbox"/> Yes <input type="checkbox"/> No ▶ If "Yes" see policy for approval process requirements.	OFFICE USE

SUBSTANTIVE CHANGE RESTRICTION

1. Is the institution currently on Warning, Probation, or Probation for Good Cause?	<input type="checkbox"/> Yes	<input type="checkbox"/> 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="checkbox"/> Yes	<input type="checkbox"/> No
3. Is the institution currently under provisional certification for participation in federal financial aid programs?	<input type="checkbox"/> Yes	<input type="checkbox"/> 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

SUBSTANTIVE CHANGE TYPE (ONLY USE DESCRIPTIONS DEFINED IN POLICY)	SUBMISSION DATE	IMPLEMENTATION DATE
SUBSTANTIVE CHANGE DESCRIPTION		

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

	Site Name	Address	City	State	ZIP Code	Country
1.						
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.			
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 or CEO NAME	EMAIL ADDRESS	Suggest electronically signing with Adobe Acrobat when complete and before submitting (optional).
<i>Randall Dawson</i>		



ALAMO COLLEGES DISTRICT
St. Philip's College

Office of the President

May 17, 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 spring 2021.

On October 12, 2020, St. Philip's College was informed via email that no students had enrolled in dual credit courses for the fall 2020 semester at Agape Christian Academy, (Off-campus Instructional Site notification dated April 25, 2018; SACSCOC acceptance dated August 13, 2018). During a subsequent phone call on May 4, 2021, St. Philip's College was informed that the high school closed on December 31, 2020.

As Agape Christian Academy has ceased operations, and students have transferred to other area high schools, 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

Agape Christian Academy – 25-49% Associate of Arts Dual Credit Off-campus Instructional Site

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)

Fall Term 2020 – Effective December 31, 2020 Agape Christian Academy closed the school. Plans to develop a charter school are ongoing, but no students are enrolled at this time.

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

Students and parents were informed by the Agape Christian Academy administration with letters and a parent meeting. St. Philip's College was informed on October 12, 2020 via email that no students were taking dual credit courses in fall 2020. The school closure was disclosed to St. Philip's College during a phone call on May 4, 2021.

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

The students transferred to different area high schools. Students are offered dual credit opportunities at these high school locations.

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.

Not applicable. There is not a signed teach-out agreement for the courses with Agape Christian Academy.

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

All instructors remain St. Philip's College online-approved instructors and are still employed by the College. The school staff at Agape Christian Academy are still employed by the church at the location.

7. If closing an institution, arrangement for the storing of student records, disposition of final financial resources and other assets.

As of May 4, 2021, St. Philip's College remains an operational institution. Agape Christian Academy is no longer operations, but the church associated with the school is and will be maintaining these records.