



January 14, 2019

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 October 29, 2018, notifying the Commission of the addition of a new off-campus instructional site in San Antonio, Texas, effective spring 2019.

The site is:

Memorial High School
1227 Memorial Street
San Antonio, TX 78228

The site will begin providing between 25-49% of coursework toward the Level I Certificate in Catering Management program. Please be aware, when the institution begins to offer 50% or more of the credits 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 as of July 1 of the current year *or*
- July 1 for sites reaching the 50% threshold as of January 1 of the following year.

The required elements and submission dates for a prospectus may be found in Appendix B of the *Substantive Change for SACSCOC Accredited Institutions* policy available on our website, www.sacscoc.org. Should you need assistance, please contact Dr. Pat L. Donat at 404-679-4501, ext. 4532, or via email at pdonat@sacscoc.org.

The Commission accepts notification of the Memorial High School off-campus instructional site.

Sincerely,



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

KWS/SKO:efk

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