



September 6, 2018

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 June 4, 2018, providing notification that the College will offer 25-49% of the Catering Management Certificate of Completion, Level I at two new off-campus sites, effective spring 2019.

The locations of the sites are as follows:

East Central High School (East Central Independent School District)
7173 Farm to Market 1628
San Antonio, TX 78263

William J. Brennan High School (Northside Independent School District)
2400 Cottonwood Way
San Antonio, TX 78253

We accept notification of the offering of 25-49% of a program at the two above listed off-campus sites.

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 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. Patricia L. Donat at 404-679-4501, ext. 4532, or via email at pdonat@sacscoc.org.

Sincerely,

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

KWS/ABC:iy

Cc: Dr. Maria Hinojosa, Director, Institutional Planning, Research, & Effectiveness
Dr. Patricia L. Donat

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