



November 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 July 27, 2018, notifying the Commission of the addition of a new program to four off-campus instructional sites in San Antonio, Texas, effective spring 2019.

The sites are:

Highlands High School  
3118 Elgin Avenue  
San Antonio, TX 78210

Lanier High School  
1514 W. Cesar E. Chavez Boulevard  
San Antonio, TX 78207

Sam Houston High School  
4635 East Houston Street  
San Antonio, TX 78220

Thomas Edison High School  
701 Santa Monica  
San Antonio, TX 78212

The sites will begin providing between 25-49% of the credits toward the Level I Certificate of Completion in Restaurant Supervision as of spring 2019. 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](http://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](mailto:pdonat@sacscoc.org).





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**The Commission accepts notification of the offering of 25-49% of the Certificate program at the four listed off-campus instructional sites.**

Sincerely,

A handwritten signature in black ink, appearing to read "Kevin W. Sightler", with a long horizontal flourish extending to the right.

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