



December 15, 2017

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 August 29, 2017, notifying the Commission of the institution's intent to offer a dual degree program with Wuxi Institute of Technology (WXIT), China, effective spring 2018.

A copy of the Memorandum of Understanding was provided, but it was not executed. **Please provide a final, fully-executed copy of the agreement.**

The institution currently offers an approved Associate of Applied Science (A.A.S.) degree program in Manufacturing Operations Technician. The WXIT agreement does not clearly stipulate the educational awards that will be given to students by each institution. The agreement states that "a Wuxi Institute of Technology diploma, and ...a St. Philip's College diploma" will be awarded after students complete 121 credit hours. However, the narrative and appendices indicate that students will be awarded a 63 credit-hour Associate of Applied Science in Manufacturing Operations Technician by the institution, and an unspecified credential in Mechanical Engineering and Automation from WXIT. The institution plans to offer 19, or approximately 30%, of the 63 credit hours for the A.A.S. degree program in Manufacturing Operations Technician. **Please document the specific credentials awarded by each institution and the number of credit hours students must earn from each institution to be awarded these credentials.**

Students must apply and be admitted separately to each program based on institutional requirements. WXIT students may apply to the dual degree program after completing two years of the three year program. Program students taking college level courses at the institution must meet the same requirements for admissions, curriculum, and graduation requirements as students in the institution's general population. To graduate from the institution, students must meet basic skill requirements and maintain a 2.0 grade point average (GPA). Students who do not complete all course work to earn the dual degrees will receive a certificate of completion for the courses completed.

The institution will employ the same certification evaluation company it uses to evaluate international student transcripts to evaluate the WXIT student's transcripts. The Dean of Applied Science and Technology, a subject matter expert, and the Department Chair reviewed the WXIT curriculum and facilities, and concluded that the WXIT program appears to be adequate to meet the program's student learning outcomes.

The persons primarily responsible for the dual degree program at each institution are:

Dr. Adena Loston  
President  
Saint Philips College  
1801 Martin Luther King Drive  
San Antonio, TX 78211

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Gong Fanghong  
Legal Representative  
Wuxi Institute of Technology  
West Gaoland Road 1600  
Wuxi, Binhu District, Jiangsu Province, China 21421

The WXIT agreement states that students may complete the final 19 credit hours of the dual degree program as international students at the institution, in-country at WXIT, or via distance learning. If students participating in courses offered via distance learning must be present at the site, these courses count toward the threshold for notifying or seeking approval of the Commission for an off-campus instructional site. **Please confirm whether or not the the WXIT campus will be an off-campus instructional site.**

Please be aware that should the institution begin to offer 25-49% of at least one program at an off-campus instructional site, the Commission will require notification prior to reaching the 25% threshold at the site. 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. Effective January 1, 2017, 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. Patricia L. Donat at 404-679-4501, ext. 4532, or via email at [pdonat@sacscoc.org](mailto:pdonat@sacscoc.org).

**We defer action concerning the dual degree program with Wuxi Institute of Technology pending review of the above requested information.**

Best regards,

A handwritten signature in black ink that reads "Kevin W. Sightler".

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

KWS/REZ:efk

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

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