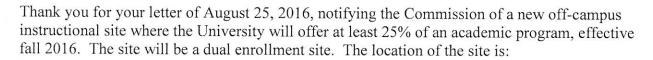


SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS COMMISSION ON COLLEGES

November 3, 2016

Dr. Ray Keck Interim President Texas A&M University-Commerce P.O. Box 3011 Commerce, TX 75428

Dear Dr. Keck:



Caddo Mills High School 2710 Gilmer Caddo, TX 75123

We accept notification and request no additional information. If the institution begins 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 <u>prior</u> to reaching the 50% threshold. Effective January 1, 2017, due dates for submission of a prospectus are:

July 1 for implementation January 1-June 30 of the following year January 1 for implementation July 1-December 31 of the current year

The required elements 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. Mary P. Kirk at 404-679-4501, ext. 4522, or via email at mkirk@sacscoc.org.

Best regards,

Sarah L. Armstrong, Ph.D.

Director of Substantive Change

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SLA/JWS:efk

cc: Dr. Shonda Gibson, Executive Director for Institutional Effectiveness and Research

Dr. Mary P. Kirk