



February 10, 2021

Dr. Mark Rudin
President
Texas A&M University-Commerce
2600 West Neal Street
P. O. Box 3011
Commerce, TX 75428

Dear Dr. Rudin:

Thank you for submitting the following substantive change:

Substantive change:

**OCIS 25-49% of Program
Region 10 Educational Service Center
400 East Spring Valley Road
Richardson, TX 75081**

Submission date:

10/22/2020

Intended Implementation date:

5/3/2021

Case ID:

SC011928

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 between July 1 and December 31 of the current year, *or*
- July 1 for sites reaching the 50% threshold between January 1 and June 30 of the following year.

The required elements and submission dates for a prospectus may be found in the *Substantive Change for SACSCOC Accredited Institutions* policy available on our website, www.sacscoc.org.

The SACSCOC substantive change policy was revised in 2020. It includes many new requirements and changes to previous requirements. The *Substantive Change Policy and*



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Procedures and learning resources are available on the substantive change webpage at www.sacscoc.org.

We accept notification of the Region 10 Educational Service Center off-campus instructional site (OCIS).

Should you need assistance, please contact Dr. Mary P. Kirk at 404-679-4501 or via email at mkirk@sacscoc.org.

Please include the Case ID number above in all submissions or correspondence about this substantive change.

Sincerely,

A handwritten signature in black ink that reads "Kevin W. Sightler". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

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

KWS/SKO:lp

cc: Dr. Ricky Dobbs, Associate Provost, Academic Foundations
Dr. Mary P. Kirk