



July 11, 2012

Dr. Dan Jones  
President & CEO  
Texas A&M University-Commerce  
2600 S. Neal Ste. 295  
PO Box 3011  
Commerce, TX 75428

Dear Dr. Jones:

The following action regarding your institution was taken at the June 2012 meeting of the Board of Trustees of SACS Commission on Colleges:

The Commission on Colleges reviewed the institution's procedure on the timely reporting of substantive change and requested the institution to submit a monitoring report due **September 7, 2012**, addressing Comprehensive Standard 3.12.1 (Substantive Change) of the *Principles of Accreditation*. The report should respond to the concern outlined below and include the revised procedure that has been amended to address this concern.

**CS 3.12.1 (Substantive change)**

The institution is asked to submit a revised policy that addresses all types of substantive changes, including the methods by which these policies will be disseminated throughout the Texas A&M University-Commerce campus. The institution should also identify individuals at the institution who have the responsibility for monitoring and reporting these types of changes to SACSCOC.

This review was conducted following the institution's failure to seek approval of an off-campus instructional site, International Institute for Higher Education, located in Morocco.

Guidelines for the monitoring report are enclosed. Because it is essential that institutions follow these guidelines, **please make certain that those responsible for preparing the report receive the document. If there are any questions about the format, contact the Commission staff member assigned to your institution.** When submitting your report, please send **five copies** to your Commission staff member.

Please note that Federal regulations and Commission policy stipulate that an institution must demonstrate compliance with all requirements and standards of the *Principles of Accreditation* within two years following the Commission's initial action on the institution. At the end of that



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two-year period, if the institution does not comply with all the standards and requirements of the *Principles*, representatives from the institution may be required to appear before the Commission, or one of its standing committees, to answer questions as to why the institution should not be removed from membership. If the Commission determines good cause at that time, the Commission may extend the period for coming into compliance for a minimum of six months and a maximum of two years and must place the institution on Probation. If the institution has been placed on Probation within the two-year period, extension of accreditation beyond the two-year period for good cause is dependent on the amount of time the institution has already been on Probation. An institution may be on Probation for not more than two years. If the Commission does not determine good cause or if the institution does not come into compliance within two years while on Probation, the institution must be removed from membership. (See enclosed Commission policy "*Sanctions, Denial of Reaffirmation, and Removal from Membership.*")

We appreciate your continued support of the activities of the Commission on Colleges. If you have questions, please contact the Commission staff member assigned to your institution.

Sincerely,

A handwritten signature in cursive script that reads "Belle S. Wheelan".

Belle S. Wheelan, Ph.D.  
President

BSW:rib

Enclosures

cc: Dr. Rudolph S. Jackson