January 6, 2020

Dr. Tonjua L. Williams
President
St. Petersburg College
P.O. Box 13489
St. Petersburg, FL 33733

Dear Dr. Williams:

Thank you for submitting the following substantive change:

> Substantive change:
> **OCIS 25-49% of Program**
> **St. Petersburg High School**
> **2510 5th Avenue North**
> **St. Petersburg, FL 33713**
> Submission date:
> **10/8/2019**
> Implementation date:
> **1/1/2020**
> Case ID:
> **SC008140**

The College will offer 25-49% of the Associate of Arts (A.A.) degree program, effective spring 2020, at St. Petersburg High School through participation in its dual enrollment program.

Please be aware that should the institution begin to offer 50% or more of the credit for at least one program at the 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 as follows:

- 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 Appendix B of the *Substantive Change for SACSCOC Accredited Institution*s policy available on our website, www.sacscoc.org.

We accept notification of the St. Petersburg High School off-campus instructional site (OCIS).

Should you need assistance, please contact Dr. Denise Y. Young at 404-679-4501 or via email at dyoung@sacscoc.org.

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

Sincerely,

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

KWS/ABC:lp

cc: Dr. Sabrina A. Crawford, Executive Director, Institutional Research and Effectiveness
    Dr. Denise Y. Young

Case ID: SC008140