



June

February 20, 2017

Dr. William D. Law, Jr.
President
St. Petersburg College
P.O. Box 13489
St. Petersburg, FL 33733-3489

Dear Dr. Law:

Thank you for your letter of December 16, 2016, notifying the Commission of two new off-campus dual enrollment sites where students will have the opportunity to obtain 25-49% of an Associate of Arts degree program, effective spring 2017. The locations of the sites are:

Osceola Fundamental High School
9751 98th Street North
Seminole, FL 33777

Palm Harbor University High School
1900 Omaha Street
Palm Harbor, FL 34683

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 **prior** 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. Michael S. Johnson at 404-679-4501, ext. 4514, or via email at mjohnson@sacscoc.org.

Best regards,

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

KWS/JWS:efk

cc: Ms. Sabrina Crawford, Executive Director of Institutional Research & Effectiveness
Dr. Michael S. Johnson

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