



SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS
COMMISSION ON COLLEGES

September 27, 2016

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

Dear Dr. Law:

Dr. Belle S. Wheelan's letter to you dated August 23, 2016, approved the Associate in Science (A.S.) in Biomedical Engineering Technology degree program and requested four copies of the College's policy and procedure to ensure timely reporting of substantive change, based on the late submission of the prospectus for approval of the program. The policy and procedure documents were to be reviewed at the December meeting of the SACSCOC Board of Trustees.

Upon further review of our files and the letter provided by St. Petersburg College, we found that the College had apparently submitted the prospectus and supporting materials in January 2016, but the package was not received by the Commission. In an email exchange between Dr. Kevin Sightler, Coordinator of Substantive Change, and Ms. Giovanna Taylor, Academic Director for the Biomedical Technology program, the College was asked to re-submit the documents. The resubmission arrived in our office June 22, 2016, with no cover letter and no explanation that it was a resubmission of materials that had apparently been lost in transit. Thus it was reviewed as a new submission. Because the program constitutes a substantive change requiring prior approval and it appeared that classes had begun prior to receipt of the prospectus, we requested that the College's the policy and procedure document to be reviewed at the December 2016 meeting of the SASCOC Board of Trustees.

Given that the College apparently had submitted the prospectus earlier but it never arrived, and that the College delayed initiation of the program, **we hereby rescind the referral to the SACSCOC Board of Trustees in December.**

Best regards,

A handwritten signature in cursive script that reads "Sarah L. Armstrong".

Sarah L. Armstrong, Ph.D.
Director of Substantive Change

SLA/efk

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