



April 9, 2012

Dr. Belle S. Wheelan, President
Southern Association of Colleges and Schools
Commission on Colleges
1866 Southern Lane
Decatur, GA 30033

Dear Dr. Wheelan,

As requested in your letter of February 1, 2012, referencing the MS in Finance and MS in Marketing that are being taught off-site by the Texas A&M University-Commerce at the International Institute for Higher Education in Morocco, four copies of the newly developed Procedure 03.02.99.R0.03 Programmatic and Administrative Substantive Changes Approval Process are being submitted for review by the SACSCOC Board of Trustees at its June 2012 meeting. The required procedure was developed to ensure timely reporting of substantive change in the future, and in accord with the SACSCOC *Developing Policy and Procedure Documents-Best Practice*. It is posted on the university web site, along with other procedures

(<http://web.tamu-commerce.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/03StatementsOfMissionAndObjectives/03.02.99.R0.03ProgrammaticAndAdministrativeSubstantiveChangesApprovalProcess.pdf>)

Best Regards,

A handwritten signature in cursive script that reads "Sandy Weeks".

Sandy Weeks, Ph.D.
Interim Associate Provost
SACSCOC Liaison

Enclosures (4)

Xc: Dr. Dan R. Jones
Dr. Larry Lemanski
Dr. Rudolph S. Jackson
Dr. Ralph Russell
Dr. Sarah Armstrong
Dr. Carol A. Luthman

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