



June 12, 2013

Dr. Dan R. Jones
President
Texas A&M University - Commerce
P.O. Box 3011
Commerce, TX 75428

Dear Dr. Jones:

Thank you for your letter of February 28, 2013, notifying the Commission on Colleges that Texas A&M University - Commerce has discovered that 50% or more of a program is being offered at an off-campus instructional site which has not received SACSCOC approval. In November 2009, a representative for L-3 Communications and Dr. Jones signed a Memorandum of Understanding. Courses toward the Master of Science in Management have been offered at the L-3 classroom since the spring term 2010. As a part of the preparation for reaffirmation, the University has confirmed that this coursework represents 50% or more of the graduate degree. The L-3 Communications off-campus instructional site is located at:

10001 Jack Finney Boulevard
Greenville, TX 75403-6056

We have received no notification of the Memorandum of Understanding. **We accept the late notification.** Whenever 50% or more of a program's credits are available at an off-campus instructional site, our policies require notification at least six months prior to implementation and a prospectus for review and approval at least three months prior to reaching the 50% point. **Please submit the prospectus.**

Guidelines for a prospectus may be found in Appendix B of our *Substantive Change Policy*, available on our website, www.sacscoc.org. Should you need assistance, please call upon Dr. Barry D. Goldstein at 404-679-4501, ext. 4521, or email: bgoldstein@sacscoc.org.

Because the site has been in operation since spring 2010, without approval, the College is in apparent non-compliance with Comprehensive Standard 3.12.1. This is the second report of a substantive change which is in non-compliance with CS 3.12.1. At the June 2012 meeting, the Commission's Board of Trustees reviewed the procedure the institution developed to assure timely notification of substantive change in the future. Since this program was implemented prior to that time, we will accept the late notification. **However please provide an explanation concerning why the procedure you developed failed to review past sites that have not been reported and assurance that there are no other unreported sites in the institution's operations.**

Best regards,

Belle S. Wheelan, Ph.D.
President

BSW/LBA:efk

cc: Dr. Marila Palmer, Associate Provost, Institutional Effectiveness and Planning
Dr. Barry D. Goldstein
Ms. Carol A. Luthman
Dr. Sarah L. Armstrong