



SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS
COMMISSION ON COLLEGES



November 3, 2016

Dr. Ray Keck
Interim President
Texas A&M University-Commerce
P.O. Box 3011
Commerce, TX 75428

Dear Dr. Keck:

Thank you for your letter of August 25, 2016, notifying the Commission of a new off-campus instructional site where the University will offer at least 25% of an academic program, effective fall 2016. The site will be a dual enrollment site. The location of the site is:

Caddo Mills High School
2710 Gilmer
Caddo, TX 75123

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. Mary P. Kirk at 404-679-4501, ext. 4522, or via email at mkirk@sacscoc.org.

Best regards,

A handwritten signature in blue ink that reads "Sarah L. Armstrong".

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

SLA/JWS:efk

cc: Dr. Shonda Gibson, Executive Director
for Institutional Effectiveness and Research
Dr. Mary P. Kirk