



September 27, 2019

Dr. Scott Ralls  
President  
Wake Technical Community College  
9101 Fayetteville Road  
Raleigh, NC 27603-5696

Dear Dr. Ralls:

Thank you for submitting the following substantive change:

Substantive change:  
**Program Closure**  
**Certificate program in Cosmetology**  
Submission date:  
**3/29/2019**  
Implementation date:  
**8/13/2018**  
Case ID:  
**SC005614**

Additional information was requested by the Commission via email; the response has been incorporated into the original submission.

Wake Technical Community College (WTCC) notified the Commission of the institution's decision to close the Certificate program in Cosmetology at North Carolina Correctional Institute for Women (NCCIW), effective August 13, 2018. The institution continues to offer the Cosmetology program at the site for non-academic credit through the institution's Workforce Continuing Education Division.

In early August 2018, students were informed by both WTCC and the NCCIW warden that the credit program would end at the conclusion of the summer term (August 13, 2018). All students could finish the credit program in August 2018 since they started as a cohort in August 2017. Students did not incur any additional charges or expenses as a result of changing this program into a non-credit certificate. The State of North Carolina covers the tuition and fees for these students. Students could enroll in the non-credit cosmetology program beginning fall 2018. Upon release from the facility, students are eligible to take the North Carolina Cosmetology License exam regardless of whether they complete the credit or non-credit version of the program.



Dr. Scott Ralls  
September 27, 2019  
Page 2

Faculty and staff were notified of this program change in early August 2018. The faculty associated with the program were redeployed to the Workforce Continuing Education Division of the institution and continue to work at the off-campus instructional site. These faculty members can also teach on the southern campus in the Associate in Applied Science degree in Cosmetology on the institution's main campus. Wake Tech Community College had no staff supporting the program at this off-campus instructional site. There was no need to redeploy staff or assist them in seeking new employment.

Please note that when an institution closes a program or instructional site, it has an affirmative obligation to seek closure approval from the Commission at the time the closure decision is made and prior to the cessation of instruction. The closure date is the date students are no longer admitted.

**The Board of Trustees of the Southern Association of Colleges and Schools Commission on Colleges approves the late closure of the Certificate program in Cosmetology at North Carolina Correctional Institute for Women.**

Should you need assistance, please contact Dr. Larry L. Earvin at 404-679-4501 or via email at [learvin@sacscoc.org](mailto:learvin@sacscoc.org).

Please include the Case ID number above in all submissions or correspondence about this substantive change.

Sincerely,

A handwritten signature in cursive script that reads "Belle S. Wheelan".

Belle S. Wheelan, Ph.D.  
President

BSW/TDB:lp

cc: Dr. John B. Boone, Dean of Institutional Effectiveness, Accreditation, and  
Research/SACSCOC Accreditation Liaison  
Dr. Larry L. Earvin