



January 9, 2014

Dr. John B. Boone
Director of Institutional Effectiveness,
Accreditation, and Research
Wake Technical Community College
9101 Fayetteville Road
Raleigh, NC 27603-5696

Dear Dr. Boone:

Thank you for your letter, dated August 8, 2013, regarding Wake Technical Community College's intent to implement the following two (2) new programs, effective fall 2014.

- Certificate in Collision Repair and Refinishing
- Diploma in Collision Repair and Refinishing

Both proposed new programs are comprised of greater than 50% of existing courses offered within the A.A.S. in Automotive Systems Technology and A.A.S. in Heavy Equipment and Transport Technology degree programs. Additionally, both proposed programs will only be offered at the new, and as yet unnamed, Career and Technical Education High School off-campus instructional site physically located at the following address:

Proposed CTE High School
2200 South Wilmington Street
Raleigh, NC 27601

The new Career and Technical Education high school is owned and operated by the Wake County Public School System; Wake Technical Community College will have dedicated classroom and laboratory space appropriate for program implementation.

A letter previously submitted by Wake Technical Community College, dated June 5, 2013, states that a prospectus requesting approval for the proposed off-campus high school instructional site will be submitted to the Commission on Colleges on, or before, February of 2014.

As the proposed Certificate and Diploma programs in Collision Repair and Refinishing do not represent significant departures from current program offerings, the Commission accepts notification and will add this information to the institution's files. Please submit the prospectus for the off-campus instructional site at least three (3) months before the intended starting date of program implementation.



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The required elements for a prospectus may be found in Appendix B of the *Substantive Change Policy*, available on the website, www.sacscoc.org. Should you need assistance, please contact Dr. Robin W. Hoffman at 404-679-4501, ext. 4587, or email rhoffman@sacscoc.org.

Best regards,

A handwritten signature in black ink that reads "Belle S. Wheelan".

Belle S. Wheelan, Ph.D.
President

BSW/TG:efk

cc: Dr. Stephen C. Scott, President
Dr. Robin W. Hoffman