



January 25, 2017

Dr. John B. Boone  
Dean 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 of October 11, 2016, providing the Commission with late notification of two new off-campus instructional sites where students have the opportunity to earn 25-49 % of an academic program, effective fall 2016. The site locations are:

Knightdale High School  
100 Bryan Chalk Lane  
Knightdale, NC 27545

Middle Creek High School  
123 Middle Creek Park Avenue  
Apex, NC 27539

The College will offer 40% (two of the five courses) of the Law Enforcement Operations Certificate program at these sites. The Certificate is embedded within the A.A.S. in Criminal Justice Technology degree program. One course will be offered seated and the second course will be offered online. The courses are offered by full and part-time College faculty.

**We accept late notification and request no additional information.** The institution is reminded that the substantive change policy requires prior notification of a new off-campus instructional site where 25-49% of a program is offered. Failure to submit timely notifications of substantive changes may be reported to the SACSCOC Board of Trustees for action and could result in the institution being placed on sanction.

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](http://www.sacscoc.org). Should you need assistance, please contact Dr. Larry L. Earvin at 404-679-4501, ext. 4587, or via email at [learvin@sacscoc.org](mailto:learvin@sacscoc.org).

Best regards,

Kevin W. Sightler, Ph.D.  
Director of Substantive Change

KWS/JWS:efk

cc: Dr. Stephen C. Scott, President  
Dr. Larry L. Earvin