



June 29, 2020

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:
OCIS 25-49% of Program
Beltline Education Center
3200 Bush Street
Raleigh, NC 27609
Submission date:
12/20/2019
Implementation date:
1/1/2020
Case ID:
SC009529

Students will be able to earn 25-49% of a certificate program at the Beltline Education Center off-campus instructional site (OCIS), effective spring 2020. This site houses the institution's non-credit programs, including Adult High School and GED programs.

Please be aware that should the institution begin 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 at the site. As a reminder, the 50% threshold requiring approval applies to any program offered by the institution, i.e., certificate, diploma, and degree programs. The due dates for submission of a prospectus are:

- January 1 for sites reaching the 50% threshold between July 1 and December 31 of the current year, or
- July 1 for sites reaching the 50% threshold between January 1 and June 30 of the following year



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The required elements and submission dates 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.

We accept notification of the Beltline Education Center off-campus instructional site (OCIS).

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

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

Sincerely,

A handwritten signature in black ink, appearing to read "Kevin W. Sightler", with a long horizontal flourish extending to the right.

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

KWS/TDB:lp

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