



January 31, 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:

Program Closure

Associate in Applied Science (A.A.S.) in Office Administration - Finance

Associate in Applied Science (A.A.S.) in Office Administration - Office Software

Submission date:

9/27/2019

Implementation date:

8/1/2019

Case ID:

SC008060

Wake Technical Community College will close the Associate in Applied Science (A.A.S.) degree program in Office Administration: Finance, and the Associate of Applied Science (A.A.S.) degree program in Office Administration: Office Software. The programs are being closed because they are very similar to other programs in the department and are confusing for students. The existing A.A.S. in Office Administration: Office Professional provides almost the same curriculum for students.

Students have been notified of the closures via email. They have been given the option of completing the current programs or transferring to the Office Professional program. They will not incur any additional charges as a result of the closures. No faculty or staff will be affected by the closures. They will continue to teach in Office Professional program.

The Board of Trustees of the Southern Association of Colleges and Schools Commission on Colleges approves the closure of the Associate in Applied Science (A.A.S.) degree program in Office Administration: Finance and the Associate in Applied Science (A.A.S.) degree program in Office Administration: Office Software.



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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 cursive script that reads "Belle S. Wheelan".

Belle S. Wheelan, Ph.D.
President

BSW/LCS:lp

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