



May 29, 2013

Dr. Diane Taylor  
Assistant Vice President for  
Academic Programs and Accreditation  
Tarleton State University  
Box T-0010  
Stephenville, TX 76402

Dear Dr. Taylor:

Thank you for your letter of February 20, 2013, notifying the Commission on Colleges that Tarleton State University failed to report the relocation of an approved off-campus instructional site that occurred at the end of fall 2009. The approved programs and courses at the approved Tarleton—Central Texas site were relocated to the following location:

701 Whitlow Drive  
Killeen, TX 76541

The programs were moved from 1901 S. Clear Creek Road, Killeen, TX 76549.

**We accept the notification.** Because some programs continued to be offered at 1901 S. Clear Creek Road, the location at 701 Whitlow Drive was a new off-campus instructional site rather than the relocation of a site. Whenever 50% or more of a program's credits are available at an off-campus instructional site, our policies require a prospectus for review and approval at least three months prior to reaching the 50% point. **Please submit the prospectus.** Please note in the cover letter for the prospectus the date at which 50% of a program's credits were first available at the site. Guidelines for a prospectus may be found in Appendix B of our *Substantive Change Policy*, available on our website, [www.sacscoc.org](http://www.sacscoc.org). Should you need assistance, please call upon Dr. Claudette H. Williams at 404-799-4501, ext. 4532, or email: [cwilliams@sacscoc.org](mailto:cwilliams@sacscoc.org).

Because the Whitlow Drive site was in operation from 2009 until 2011, without approval, the University is in apparent non-compliance with Comprehensive Standard 3.12.1. **Please submit to my office by September 16, 2013, four copies of the policy and procedure document the institution has developed to ensure timely reporting of substantive change in the future. Please submit the four copies under a separate cover letter. Do not include them with other substantive change transmissions.** The document will be forwarded to the SACSCOC Board of Trustees for review at its December 2013 meeting. In developing the documents, please consult *Best Practices for Developing Policy and Procedures Documents*, published on our website under the Policies and Publications button.



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At the end of spring 2011 semester, administrative offices, the approved programs in the School of Business Administration and the approved programs in the School of Arts & Sciences moved to the following branch campus:

100 Leadership Place  
Killeen, TX 76549

The programs were moved from the following sites:

1901 S. Clear Creek Road  
Killeen, TX 76549

701 Whitlow Drive  
Killeen, TX 76541

Because it is a branch campus, it requires a prospectus for review and approval, as well as a committee visit. **Please submit the prospectus as soon as possible.** Are the Clear Creek Road and the Whitlow Drive sites now closed? At the present time, Texas A&M University—Central Texas is not a member of SACSCOC. Please give your off-campus instructional sites clear, consistent names in correspondence with the Commission.

Best regards,

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

Belle S. Wheelan, Ph.D.  
President

BSW/LBA:efk

cc: Dr. F. Dominic Dottavio, President  
Dr. Claudette H. Williams