



November 4, 2019

Mr. Robert L. "Bob" Caslen, Jr.  
President  
University of South Carolina - Columbia  
Osborne Admin. Building, Suite 206  
Columbia, SC 29208

Dear Mr. Caslen:

Thank you for submitting the following substantive change:

Substantive change:  
**OCIS 25-49% of Program**  
**Lexington Two Innovation Center**  
**509 Bulldog**  
**Cayce, SC 29033**  
Submission date:  
**7/26/2019**  
Implementation date:  
**1/1/2020**  
Case ID:  
**SC007142**

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.

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](http://www.sacscoc.org).

**We accept notification of the Lexington Two Innovation Center off-campus instructional site (OCIS).**



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Should you need assistance, please contact Dr. Linda Thomas-Glover at 404-679-4501 or via email at [lthomas-glover@sacscoc.org](mailto:lthomas-glover@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 that reads "Kevin W. Sightler". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

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

KWS:MAC: rez

cc: Mr. Douglas D. Miles, Director of Institutional Effectiveness and Accreditation  
Dr. Linda Thomas-Glover

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