



January 17, 2019

Belle Wheelan, Ph.D.
President
Commission on Colleges
Southern Association of Colleges and Schools
1866 Southern Lane
Decatur, Georgia 30033-4097

Dr. Wheelan:

This letter is to notify the Commission on Colleges there has been a location change of an established off-site location for The University of Texas at Arlington (UTA). The Universities Center at Dallas (UCD) has been an approved off-site location for UTA since January 21, 2000, where the Master of Science in Healthcare Administration (M.S. HCAD) is offered. UCD moved on June 1, 2018, from 1910 Pacific Avenue, Dallas, Texas 75201 to 801 Main Street, Suite C340, Dallas, Texas 75202.

The Main Street location is comparable to the previous Pacific Avenue location in square footage, number of classrooms, number of computer labs, and student amenities.

The UTA College of Business, which administers the M.S. HCAD program, was made aware of this move, and prepared its faculty, staff, and students for the transition. A notification was not made to the Commission by UTA prior to the location change because the College of Business had transitioned to a new dean for the college and new program director for the M.S. HCAD program, and each of these individuals believed proper procedures were complete via UCD's substantive change approval on February 17, 2018. Through this location change, UTA has realized the need to have a substantive change workshop on an annual basis to ensure faculty and administrators have the information they need to manage their programs. The first of these annual workshops will be held in spring 2019.

We apologize for the delayed notification and assure the Commission we are committed to improving our operations when opportunities such as this arise.

Please let me know if additional information is required.

Sincerely,

A handwritten signature in black ink, appearing to read 'Vistasp M. Karbhari'.

Vistasp M. Karbhari, Ph.D.
President

cc: Teik C. Lim, Ph.D. Provost and Vice President of Academic Affairs
Pranesh B. Aswath, Ph.D., Vice Provost of Academic Planning and Policy
Rebecca Lewis, Ph.D., Assistant Vice Provost and SACSCOC IAL
Stephanie Kirschmann, Ph.D., Vice President, SACSCOC