



June 11, 2013

Mr. Ladelle Harmon Jr.  
Director, Institutional Effectiveness  
McDowell Technical Community College  
54 College Drive  
Marion, NC 28752

Dear Mr. Harmon:

Thank you for your letter of December 13, 2012, notifying the Commission on Colleges that McDowell Technical Community College will offer an Associate Degree in Early Childhood Education with more than 50% delivered by distance education, effective fall 2013.

**We accept the notification.** As you have suggested, whenever 50% or more of a program's credits are available by electronic delivery for the first program, our policies require a prospectus for review and approval at least three months prior to reaching the 50% point. **Please submit the prospectus.** 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. Cheryl D. Cardell at 404-679-4501, ext. 4529, or email: [ccardell@sacscoc.org](mailto:ccardell@sacscoc.org).

The institution is reminded of the following from the *Distance and Correspondence Education Policy*: At the time of review by the Commission, the institution must demonstrate that the student who registers in a distance or correspondence education course or program is the same student who participates in and completes the course or program and receives the credit by verifying the identity of a student who participates in class or coursework by using, at the option of the institution, methods such as (1) a secure login and pass code, (2) proctored examinations, and (3) new or other technologies and practices that are effective in verifying student identification.

Please note that, effective January 1, 2013, once an institution is approved to offer electronically 50% or more of the credits in a program, no notification is necessary when any percentage of additional approved programs is offered online.

Best regards,

Belle S. Wheelan, Ph.D.  
President

BSW/LBA:efk

cc: Dr. Bryan W. Wilson, President  
Dr. Cheryl D. Cardell