



September 15, 2000

Dr. James T. Rogers
Commission on Colleges
Southern Association of Colleges and Schools
1866 Southern lane
Decatur, GA 30033-4097

Dear Dr. Rogers:

Please consider this letter prior notification of Virginia Tech's intent to relocate a portion of its existing Richmond extended campus efforts to the following location.

3001 Hungary Springs Rd.
Richmond, Virginia 23228
(804) 786-1604

We are currently in negotiations to lease this site and plan to offer credit and non-credit courses sometime after the first of the year. Initially students will not be able to obtain 50% or more of program credits at this site. As the site develops and it appears programs will be offering 50% or more of their program credits at the site we will seek prior approval from the Commission per Commission procedures.

It is my understanding that this notification serves to meet the policies, procedures and guidelines as outlined in the Commission on Colleges Policies, Procedures and Guidelines manual.

Please let me know if you require any additional information.

Sincerely,

Charles W. Steger
President

CWS/rpa