

LANIER

Technical College

Hall Campus | 2535 Lanier Tech Drive | Gainesville, Georgia 30507
p: 770-533-7030 | f: 678-989-3107

December 20, 2022

Dr. Kevin Sightler
Southern Association of Colleges and Schools
Commission on Colleges
1866 Southern Lane
Decatur, GA 30033

Dear Dr. Sightler:

I hope this letter finds you well.

I am writing to inform you that Lanier Technical College has adopted a revised curriculum for our Business Technology program group. The majority of the revisions are a repackaging of existing course content, but within this group, there are two technical certificate of credit programs with greater than 25% new content. These are:

- Microsoft Office Applications Professional (MF81): 27% new content
- Project Management Assistant (PM71): 38% new content

The programs are scheduled to start in the fall 2023 semester.

Should you have any questions or require more information, please contact me, or our liaison to the Commission, Dr. Joanne Tolleson, at jtolleson@laniertech.edu or 678-341-6640.

Sincerely,



Timothy D. McDonald, MBA
Lanier Technical College

cc: Dr. Denise Young, Dr. Joanne Tolleson

Substantive Change Cover Sheet

Submit to SACSCOC,
Substantive Change, 1866
Southern Lane, Decatur, GA
30033. One copy only;
electronic media preferred.
Do not email submissions
or send copies to staff.

Note:

1. Include a completed cover sheet with each submission; please don't submit a cover sheet only.
2. Submit substantive changes as separate submissions except as permitted by policy.
3. Submit substantive changes defined in policy only; others are not reviewable.
4. For best results, download this form and complete with [Adobe Reader](#). Hover mouse over fields for guidance.

INSTITUTIONAL INFORMATION

INSTITUTION (NO ABBREVIATIONS PLEASE)

Lanier Technical College

CITY + STATE/PROVINCE
Gainesville + GA

SUBSTANTIVE CHANGE RESTRICTION

- | | | |
|---|---------------------------|-------------------------------------|
| 1. Is the institution currently on Warning, Probation, or Probation for Good Cause? | <input type="radio"/> Yes | <input checked="" type="radio"/> No |
| 2. Was the institution placed on Warning, Probation, or Probation for Good Cause on or after September 3, 2020, and subsequently removed from sanction? | <input type="radio"/> Yes | <input checked="" type="radio"/> No |
| 3. Is the institution currently under provisional certification for participation in federal financial aid programs? | <input type="radio"/> Yes | <input checked="" type="radio"/> No |

If ANY are "Yes" the institution is on **SUBSTANTIVE CHANGE RESTRICTION**.
Additional and/or different requirements may apply; consult policy.



SUBMISSION INFORMATION

SUBSTANTIVE CHANGE TYPE (SELECT FROM DROP-DOWN LIST: SUBMIT ONLY TYPES DEFINED IN POLICY)

Program Change: New Program-Notification

SUBMISSION DATE

12/20/2022

SUBSTANTIVE CHANGE DESCRIPTION (BRIEF SUMMARY)

New Curriculum for Business Technology TCC programs

INTENDED IMPLEMENTATION

08/15/2023

OFF-CAMPUS INSTRUCTIONAL SITES SUBMITTED IN THIS SUBSTANTIVE CHANGE

Site Name, Physical Address, City, State/Province, ZIP or Postal Code, and Country/Territory

- | | |
|----|--|
| 1. | Hall Campus, 2535 Lanier Tech Drive Gainesville, GA 30507 |
| 2. | Forsyth Off-Campus Instructional Site, 3410 Ronald Reagan Blvd Cumming, GA 30041 |
| 3. | Barrow Off-Campus Instructional Site, 965 Austin Road Winder, GA 30680 |
| 4. | |
| 5. | |
- There are more than 5 sites in this submission →

PROGRAMS SUBMITTED IN THIS SUBSTANTIVE CHANGE

Include credential AND discipline: e.g., Associate of Arts in English, Bachelor of Science in Physics, Certificate in Office Management, etc.

- | | |
|----|---|
| 1. | Microsoft Office Applications Professional, Technical Certificate of Credit |
| 2. | Project Management Assistant, Technical Certificate of Credit |
| 3. | |
| 4. | |
| 5. | |
- There are more than 5 programs in submission →

SUBMITTED

I certify the information on this form is correct and accurately represents the current status of the institution at the time of submission.

FOR OFFICE USE

SUBMITTING LIAISON or CEO NAME

EMAIL ADDRESS

Dr. Joanne Tolleson

jtolleson@laniertech.edu

Revised 01/31/2022

Check for current version