



SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS
COMMISSION ON COLLEGES

June 5, 2014

Dr. Ray Perren
President
Lanier Technical College
2990 Landrum Education Drive
Oakwood, GA 30566

Dear Dr. Perren:

Thank you for your letter of May 12, 2014, providing notification that the College has offered 50% or more of the Nurse Aide Technical Certificate of Credit program at two unapproved high school off-campus sites.

The sites are as follows:

Jackson County Comprehensive High School
1668 Winder Highway
Jefferson, GA 30549

East Jackson Comprehensive High School
1435 Hoods Mill Road
Commerce, GA 30529

Although the College provided notification in February 2014, that 38% of the credits required in the program were offered at the site, actually 50% or more of the Nurse Aide TCC and Early Childhood Care and Education Basics TCC programs has been offered fall 2013, and spring 2014. The College is preparing a prospectus seeking approval of the sites.

We accept notification that 50% or more of approved programs has been offered at the two above listed sites and request that a prospectus be submitted as quickly as possible for approval of the sites. Information concerning the content of the prospectus may be found in the *Substantive Change for SACSCOC Accredited Institutions* available on our website, www.sacscoc.org. Should you need his advice, please contact your staff representative, Dr. Steven M. Sheeley, by telephone at 404-679-4501, ext. 4584, or by email at ssheeley@sacscoc.org.

Because 50% of the credits required in programs has been offered at the sites without approval, the College is in apparent non-compliance with Comprehensive Standard 3.12.1. **Please submit to my office by September 15, 2014, four copies of the policy and procedure document the institution has developed to ensure timely reporting of substantive change in the future. Please submit the four copies under a separate cover letter. Do not include them with other substantive change submissions.** The document will be forwarded to the SACSCOC Board of Trustees for review at its December 2014 meeting. In developing the documents, please consult *Best Practices for Developing Policy and Procedures Documents*, published on our website under the Policies and Publications button.

Best regards,

Belle S. Wheelan, Ph.D.
President

BSW/ABC:efk

cc: Dr. Joanne Tolleson, Vice President, Institutional Effectiveness
and Operations at Forsyth Campus
Dr. Steven M. Sheeley