



February 3, 2014

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

Dear Dr. Wheelan:

As you know, per the SACSCOC Substantive Change Policy, colleges are to notify the Commission prior to initiating an off-campus site (including dual enrolment programs offered at the high school) in cases where students can obtain 25% - 49% of credit for the program. It has recently come to my attention that we offered courses for one such program this past fall but failed to notify the Commission. At our Jackson Campus we began offering courses in our Nurse Aid TCC program at two area high schools.

- Jackson County Comprehensive High School
1668 Winder Highway
Jefferson, Georgia 30549
- East Jackson Comprehensive High School
1435 Hoods Mill Road
Commerce, GA 30529

Two courses from the Nurse Aid TCC program were offered: ALHS 1040 Introduction to Health Care (3 credit hours) and ALHS 1060 Diet and Nutrition for ALHS (2 credit hours). The five credit hours of instruction in these two courses constitute 38% of the program's 15 credit hours. Students in this program are not eligible for and have not received federal Title IV financial aid.

I apologize for our oversight in failing to notify the Commission prior to initiating this program. It is my hope that you will accept this letter of notification and that your office will send us verification that we may continue to offer the program at this site. Should you have any questions please contact our COC liaison, Dr. Joanne Tolleson, at jtolleso@laniertech.edu or 770.781.6950.

Sincerely,

Dr. Ray Perren, President
Lanier Technical College

cc: Dr. Steven Sheeley
Dr. Sara Armstrong
Dr. Joanne Tolleson