



Allentown Campus
2024-2025
Official School Catalog
Volume XXX

Revised and Effective, June 2024

At the time of publication, every effort was made to assure that this catalog contains accurate information. Please refer to the catalog addendum for any changes or revisions that have occurred since the catalog was published.



Allentown, PA Campus

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“An Equal Opportunity Facility”

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This catalog certified as true and correct in content and policy.

A handwritten signature in cursive script that reads 'Angela Reppert'.

Angela Reppert
CAMPUS PRESIDENT

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Introduction

■ General Objectives

Lincoln Technical Institute is committed to the advancement of career education, and dedicated to individuals who desire to improve themselves and their opportunity for career success. During recent years, “Career” training has finally achieved proper recognition in the educational spectrum. The importance of acquiring a specific skill in order to be employable has been dramatized by the vast number of unfilled job openings for persons with a specialized skill.

Teaching skills to the unskilled, refining the skills of the semi-skilled and helping them find gainful employment in the industry is the overall objective of Lincoln Technical Institute.

To this end, every effort is made to provide the finest training possible... training that is realistically attuned to the needs of industry and the rapid technological progress of our day. Training programs are designed to provide students with skills that are marketable today and with knowledge that will allow them to grow and realize their maximum career potential in the future.

An effective employment assistance program makes it possible for Lincoln to fulfill its objective to provide a needed and valuable service to the industry, the community, the nation, and most important of all, to the student.

■ Our Mission

Lincoln’s mission is to provide superior education and training to our students for in-demand careers in a supportive, accessible learning environment, transforming students’ lives and adding value to their communities.

■ History of the School

The Lincoln Technical Institute, Inc. School System was established in Newark, New Jersey under the corporate laws of that State in November, 1946.

The Allentown school, originally founded in 1949, operated under the name of Electronics Training Center until it became a part of the Lincoln Technical Institute system in October, 1975. For more than a half century the School has offered Specialized Career programs in Electronics.

With the ever-changing demand of computer technology came a commitment to grow and expand the school. As a result, Lincoln Technical Institute in Allentown began to offer a course in the information technology career field. PC Systems and Networking Technology was added in September 2002, which was later revised to Computer & Network Support Technician in March 2013. Because of the evident demand in the Allied Health field, Medical Assistant training was added in March 2003. Medical Assisting & Administrative Technology was added in March 2004, which was later revised to Medical Assisting Technology in April 2011.

In September of 2011, the campus was approved to offer the Practical Nursing program. A wing of the school was remodeled to accommodate this program.

The School has been authorized, by the Department of Education, Commonwealth of Pennsylvania, to award the Associate in Specialized Technology Degree since 1971.

Lincoln Educational Services Corporation is a leading provider of diversified career-oriented post-secondary education. Lincoln offers recent high school graduates and working adults degree and diploma programs in five principal areas of study: health sciences,

automotive technology, skilled trades, hospitality services and business and information technology. Lincoln has provided the workforce with skilled technicians since its inception in 1946. Lincoln currently operates over 20 campuses in 14 states under 3 brands: Lincoln College of Technology, Lincoln Technical Institute and Euphoria Institute of Beauty Arts and Sciences.

■ Educational Philosophy

Lincoln Technical Institute prepares each student to meet the day-to-day challenges of an ever-changing world. At Lincoln, this is achieved through a series of lectures/demonstrations, providing the student with the knowledge to perform each task. A comprehensive hands-on laboratory exercise on a variety of trainers allows the student to practice newly learned skills. Hands-on practical exercises on Real-World equipment, allows the student to experience tasks performed in the workplace. Although not all classes will have the same amount of hands-on exercises, each class has the appropriate amount for the skills taught. Classroom instruction will always lead to “hands-on” teaching and learning to apply the knowledge learned in the classroom.

Lincoln Technical Institute is proud of its many graduates who have taken their place in the industry for which they were trained, and will continue to exercise its leadership role in training persons for marketable skills by constantly revising and updating programs as technological change occurs in the Industry.

Introduction

■ A Letter from the President & CEO

We believe education and training increase your self-esteem and enable you to work in a rewarding and satisfying career. In order to achieve our high educational standards, we carefully select qualified instructors that offer competency and experience, as well as a caring commitment to each student's success.

In the development of curricula, we continuously monitor the current industry standards and update our courses regularly to reflect change in the employment trends. Our classrooms offer industry standard equipment that simulates the workplace as closely as possible.

In addition to careful and detailed instruction, faculty, staff and administration provide ongoing support and encouragement. You gain *skills and confidence* at LTI, so you can achieve success here and in other areas of your life.

It is our desire to provide you with the ability and awareness to be of value in a technologically changing world. Your education and training here will be enriching, relevant and empowering. In a very short time, you can become a well-rounded, capable employee in the professional or technical field you choose.



Sincerely,

A handwritten signature in black ink, appearing to read 'Shaw', with a long horizontal flourish extending to the right.

Scott M. Shaw
President & Chief Executive Officer

Career Programs



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Computer & Network Support Technician

CNST107A—ASSOCIATE IN SPECIALIZED TECHNOLOGY DEGREE PROGRAM

DAY AND AFTERNOON PROGRAMS

total instructional hours 1575
 total program semester credits* 61.5
 approximate weeks to complete—day/aft 69 (including holidays and scheduled breaks)

*The listing of credit hours is not meant to imply that credits can be transferred into college or other private career school programs. Transfer credits are at the sole discretion of the receiving school. **CIP CODE: 11.0901** **SOC CODE: 15.1231**

program objective

The Computer & Network Support Technician program will provide students with a strong foundation on which to build a successful career in Information Technology. Students will be exposed to the core principles and procedures of networking concepts, office applications, computer hardware and software, and desktop operating systems. They will also be exposed to the unique challenges of the IT business world and become skilled in customer service essentials. This program emphasizes hands-on learning experiences (software and hardware) based on performance based objectives, and incorporates troubleshooting techniques in every course.

Upon completion of this program, students will be trained for entry level positions in the IT field as Computer and Information Systems Technicians, Software Support Technicians, Systems Administrator, Computer Support Specialist, Help Desk Support Technician, and other employment in the Information Technology field. Students will be encouraged and eligible to sit for a specific set of industry certifications such as; CompTIA A+, and Network+. Students will be required to complete out-of-class assignment in each course, except externship.

number	course	lecture hours	lab hours	externship hours	total hours	total credits	prerequisites
CORE COURSES							
SSS150	Student Success Strategies	25	20	0	45	2.0	
IT105A	Computer & Information Literacy	15	30	0	45	1.5	
IT120A	Networking Tools and Techniques	30	60	0	90	3.5	
IT130A	Desktop Operating Systems	30	60	0	90	3.5	
IT150A	PC Repair and Support	30	60	0	90	3.5	
IT161A	PC Operating System Support	30	60	0	90	3.5	
IT191A	Advanced Networking with TCP/IP	30	60	0	90	3.5	IT120A
IT195A	Supporting Remote Users	30	60	0	90	3.5	IT120A
IT206A	Microsoft Windows Server	30	60	0	90	3.5	IT105A, IT120A, IT130A
IT207A	Microsoft Windows Infrastructure	30	60	0	90	3.5	IT206A
IT180A	Linux+	30	60	0	90	3.5	
IT210A	Security+	45	45	0	90	3.5	
IT211A	Network Defense and Countermeasures	45	45	0	90	3.5	IT210A
IT220A	Information Technology Shop	15	75	0	90	3.5	IT130A, IT150A, IT161A, IT191A, IT206A
EXT250	Information Technology Externship	0	0	90	90	2.0	§
GENERAL EDUCATION COURSES							
GENA110A	Human Relations	45	0	0	45	2.0	
GENA170A	Technical Math	45	0	0	45	2.0	
GENA117A	Writing for the World of Work	45	0	0	45	2.0	
GENA112A	Social Awareness	45	0	0	45	2.0	
GENA195A	Physical Science	45	0	0	45	2.0	
GENA120A	Ethical and Critical Thinking	45	0	0	45	2.0	
GENA182A	General Communication	45	0	0	45	2.0	
TOTALS		730	755	90	1575	61.5	

Note: Course numbers and sequences are listed here for reference only. The actual delivery sequence of courses contained in this program may vary depending on individual campus scheduling.

§Successful completion of all in school coursework.

MAXIMUMTIMEFRAME(MTF)=92.0 CREDITS

Computer Systems Support Technician

CSSX100 – DIPLOMA PROGRAM

DAY/AFTERNOON/EVENING PROGRAMS

total instructional hours 990
 total program semester credits* 38
 weeks to complete (day/afte/eve) approximately 42 (including holidays and scheduled breaks)

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*The listing of credits is not meant to imply that credits can be transferred into college or other private career school programs. Transfer credits are at the sole discretion of the receiving school.

CIP CODE: 51.0716 SOC CODE: 43.6013

program objective

The Computer Systems Support Technician program will provide students with a strong foundation on which to build a successful career in Information Technology. Students will be exposed to the core principles and procedures of networking concepts, office applications, computer hardware and software, and desktop operating systems. They will also be exposed to the unique challenges of the IT business world and become skilled in customer service essentials. This program emphasizes hands-on learning experiences (software and hardware) based on performance-based objectives, and incorporates troubleshooting techniques in every course.

In addition to the technical training, a critical aspect of a Lincoln education is developing the professional skills that are required by our employers. Students will need to demonstrate skill proficiency through a series of professional

development activities and seminars which are integrated into each course. The modules include: Student Success, Financial Literacy, Professional Development, Career Success.

Upon completion of this program, students will be trained for entry-level positions in the IT field as Computer and Information Systems Technicians, Software Support Technicians, Systems Administrators, Computer Support Specialists, Help Desk Support Technicians, and other employment in the Information Technology field. Students will be encouraged and eligible to sit for a specific set of industry certifications such as; CompTIA A+, and Network+.

Students will be required to complete out-of-class assignments in each course, except internship.

number	course	lecture hours	lab hours	internship hours	total hours	total credits	prerequisites
FOUNDATION COURSES							
CSS100	PC Repair and Support	60	60	0	120	5.0	
CSS110	PC Operating System Support	60	60	0	120	5.0	
CSS120	Networking Tools and Techniques	60	60	0	120	5.0	CSS110
FOUNDATION TOTAL		180	180	0	360	15.0	
CORE COURSES							
CSS130	Microsoft Windows Server and Configuration	60	60	0	120	5.0	CSS110, CSS120
CSS140	Cloud Systems Support	60	60	0	120	5.0	CSS120, CSS130
CSS150	Introduction to Security	60	60	0	120	5.0	CSS120, CSS130
CSS160	Remote Customer Service	60	60	0	120	5.0	CSS110, CSS130
CSS300	Computer Systems Support Internship	0	0	150	150	3.0	CSS100, CSS110, CSS120, CSS130, CSS140, CSS150, CSS160
CORE COURSE TOTAL		240	240	150	630	23.0	
TOTAL PROGRAM		420	420	150	990	38.0	

Course numbers are for reference only. The sequence of course offerings may vary depending on scheduling needs.

Note: Course numbers and sequences are listed here for reference only. The actual delivery sequence of courses contained in this program may vary depending on individual campus scheduling.

The Internship is a full-time commitment of 150 hours at approximately 30 hours per week for 5 weeks. Internship hours are daytime hours for both day and evening programs. All weeks exclude holidays, course change days and make-up hours for absences during internship. Actual times are set by the internship site. Students are responsible for transportation to and from the intern site, as well as meals.

This program is offered at 33% via distance education.

Computer System Support Technician's mode of delivery is blended learning.

Mode of Delivery: Residential, Blended Learning or Online are the methods we may use to deliver content in each course. The Residential courses are offered on ground at the campus. Blended courses are offered by delivering a fraction of the course in an online format as well as traditional face to face method. Online courses are delivered 100% online. The Blended delivery and online delivery plan will implement distance education activities into each course in the program of study. The use of simulations, case studies, assessments and multimedia will be used to enhance the students understanding of the learning objectives outlined in the course syllabus.

MAXIMUM TIMEFRAME (MTF) DAY = 57.0 CREDITS

Electrical and Electronic Systems Technology

ESTX100—DIPLOMA PROGRAM

DAY/AFTERNOON/EVENING PROGRAMS

total instructional hours 1080
 total program semester credits* 45
 weeks to complete (day/aft/eve) approximately 47 (including holidays and scheduled breaks)

*The listing of credits is not meant to imply that credits can be transferred into college or other private career school programs. Transfer credits are at the sole discretion of the receiving school.

CIP CODE: 46.0302 SOC CODE: 47-2111

program objective

This program is designed to provide the essential skills and knowledge for the installation, troubleshooting, repair, and maintenance of commercial and residential entertainment, security, monitoring, and telecommunications systems. Students learn to install cable support structures; laying out and preparing pathways for wiring and cables; installing, securing, testing, and termination of wiring and cables both copper and fiber optic; program digital components and access controls to perform their designated tasks; install and set up media management systems; and perform system commissioning and user training of audio, video, and data systems. The program also prepares students on the essential skills and knowledge needed for entry-level residential electrician work. Students will train on the installation, service and maintenance areas of the residential electrical industry.

Upon completion of this program, graduates can meet the minimum requirements needed to be qualified as an entry-level technician in the residential and/or commercial telecommunications, fire alarm, intrusion detection, and signaling, entertainment, audio/video/data, and energy management systems. Student can also qualify as entry-level residential electrician's apprentice.

In addition to the technical training, a critical aspect of a Lincoln education is developing the professional skills that are required by our employers. Students will need to demonstrate skill proficiency through a series of professional development activities and seminars which are integrated into each course. The modules include: Student Success, Financial Literacy, Professional Development, and Career Success.

Students will be required to complete out-of-class assignment in each course.

number	course	lecture hours	lab hours	total hours	total credits	prerequisites
FOUNDATION COURSES						
EES101	Introduction to the Trades & Material Application	60	60	120	5.0	
FOUNDATION TOTAL		180	180	360	15.0	
CORE COURSES						
EES103	Electronic and Electrical Principles	60	60	120	5.0	
EES104	Basic Electricity	60	60	120	5.0	
EES105	Electrical Wiring Principles	60	60	120	5.0	EES103, EES104
EES106	Electrical Controls and PLC	60	60	120	5.0	EES101, EES103, EES104, EES105
EES108	Fiber Optics, Telecommunication Systems & Networking	60	60	120	5.0	EES101, EES103, EES104
EES109	Security Systems, Access Control and CCTV	60	60	120	5.0	EES101, EES103, EES104, EES105
EES110	Fire Alarm Systems	60	60	120	5.0	EES101, EES103, EES104, EES105
EES111	Home Theater, Satellite & System Integration	60	60	120	5.0	EES101, EES103, EES104, EES105
CORE COURSE TOTAL		480	480	960	40.0	
TOTAL PROGRAM		540	540	1080	45.0	

NOTE: Course numbers and sequences are listed here for reference only. The actual delivery sequence of courses contained in this program may vary depending on individual campus scheduling.

Mode of Delivery: Residential, Blended Learning or Online are the methods we may use to deliver content in each course. The Residential courses are offered on ground at the campus. Blended courses are offered by delivering a fraction of the course in an online format as well as traditional face to face method. Online courses are delivered 100% online. The Blended delivery and online delivery plan will implement distance education activities into each course in the program of study. The use of simulations, case studies, assessments and multimedia will be used to enhance the students understanding of the learning objectives outlined in the course syllabus.

This program is offered at 33% via distance education.

Electrical and Electronic Systems Technology's mode of delivery is blended learning.

MAXIMUM TIMEFRAME(MTF)=67.5 CREDITS

Medical Assistant

MAPX100—DIPLOMA PROGRAM

DAY/AFTERNOON/EVENING PROGRAMS

total instructional hours 880
 total program semester credits* 33.5
 weeks to complete (day/aft/eve) approximately 37 (including holidays and scheduled breaks)

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CIP CODE: 51.0801 SOC CODE: 31-9092

program objective

The Medical Assistant program prepares students to be multi-functional practitioners, thoroughly prepared to perform front office and clinical patient care duties, as well as, basic urgent care procedures. Topics covered include anatomy and physiology, medical terminology, insurance billing and coding, electronic health records, ethics, clinical procedures, aseptic technique, minor surgical procedures, universal precautions, general skills in document formatting, and EKG. This program delivers practical preparation in the healthcare environment.

In addition to the technical training, a critical aspect of a Lincoln education is developing the professional skills that are required by our employers. Students will need to demonstrate

skill proficiency through a series of professional development activities and seminars which are integrated into each course. The modules include Student Success, Financial Literacy, Professional Development, and Career Success.

Graduates of this program may find entry-level positions as a Medical Assistant. It also provides the diversity of other settings such as doctors' offices, hospitals, urgent care, outpatient care centers, and other medical facilities.

Students will be required to complete out-of-class assignment in each course, except internship.

number	course	lecture hours	lab hours	internship hours	total hours	total credits	prerequisites
FOUNDATION COURSES							
MAP101	Introduction to Allied Health	60	60	0	120	5.0	
FOUNDATION TOTAL		60	60	0	120	5.0	
CORE COURSES							
MAP110	Cardiopulmonary Medical Procedures	60	60	0	120	5.0	MAP101
MAP120	Musculoskeletal System and Medication Administration	60	60	0	120	5.0	MAP101
MAP130	Clinical Lab Techniques	60	60	0	120	5.0	MAP101
MAP140	Laboratory and Surgical Procedures	60	60	0	120	5.0	MAP101
MAP150	Administrative Medical Office	60	60	0	120	5.0	MAP101
MAP300	Medical Assisting Internship	0	0	160	160	3.5	MAP101, MAP110, MAP120, MAP130, MAP140, MAP150
CORE COURSE TOTAL		300	300	160	760	28.5	
TOTAL PROGRAM		360	360	160	880	33.5	

Note: Course numbers and sequences are listed here for reference only. The actual delivery sequence of courses contained in this program may vary depending on individual campus scheduling.

The Internship is a full-time commitment of 160 hours at approximately 32 hours per week for 5 weeks. Internship hours are daytime hours for both day and evening programs. All weeks exclude holidays, course change days and make-up hours for absences during internship. Actual times are set by the internship site. Students are responsible for transportation to and from the intern site, as well as meals.

Mode of delivery: Residential, Blended Learning or Online are the methods we may use to deliver content in each course. The Residential courses are offered on ground at the campus. Blended courses are offered by delivering a fraction of the course in an online format as well as traditional face to face method. Online courses are delivered 100% online. The Blended delivery and Online delivery plan will implement distance education activities into each course in the program of study. The use of simulations, case studies, assessments and multimedia will be used to enhance the students understanding of the learning objectives outlined in the course syllabus.

This program is offered at 33% via distance education.
Medical Assistant's mode of delivery is blended learning.

MAXIMUM TIMEFRAME (MTF) = 50.0 CREDITS

Practical Nursing LPN130D – DIPLOMA PROGRAM

DAY AND EVENING PROGRAMS

total instructional hours 1500
 approximate weeks to complete – day 52 (including holidays and scheduled breaks)
 approximate weeks to complete – eve 104 (including holidays and scheduled breaks)

CIP CODE: 51.3901 **SOC CODE: 29-2061**

program objective

The Practical Nursing Program is designed for the adult learner who wishes to pursue a career in nursing. The program graduates are eligible to sit for the National Council Licensure Examination (NCLEX-PN). If a graduate of the program obtains licensure there will be a variety of employment opportunities including, but not limited to, physician offices, clinics, nursing homes, home care and rehabilitation centers.

Nursing is a caring profession that assists individuals, families, groups, and communities in the promotion of optimal health. Nursing is a dynamic profession that works with other members of the healthcare team to promote wellness and assist in preventing illness, restoring health, and facilitating coping. The aim of nursing

is to provide individualized, holistic, and culturally competent care to the diverse communities they serve.

Practical Nurses function as a contributing member of the health care team by providing nursing care under the direction of a registered nurse or licensed physician. The Practical Nursing scope of practice includes contributing to data collection, nursing diagnosis, planning, implementation, and evaluation of the plan of care utilizing critical thinking and sound clinical judgement.

Duties may include assignment of specific tasks and reinforcing teaching of basic nursing skills and principles. Practical nurses provide safe, quality care within the legal and ethical framework of the nursing profession.

term number	course	lecture hours	lab hours	clinical hours	total hours	prerequisites
TERM I						
PN111L	Human Anatomy & Physiology	120	10	0	130	
PN112L	Nursing Fundamentals I	80	35	0	115	
PN113L	Professional Awareness	30	0	0	30	
PN114L	Nursing Clinical I	0	0	100	100	
TERM I TOTALS		230	45	100	375	
TERM II						
PN121L	Nursing Fundamentals II	65	35	0	100	PN111L, PN112L, PN113L, PN114L
PN122L	Pharmacology	75	20	0	95	PN111L, PN112L, PN113L, PN114L
PN123L	Life Span Growth and Development	40	0	0	40	PN111L, PN112L, PN113L, PN114L
PN125L	Nursing Clinical II	0	0	140	140	PN111L, PN112L, PN113L, PN114L
TERM II TOTALS		180	55	140	375	
TERM III						
PN131L	Mental Health Nursing	45	0	0	45	PN111L, PN112L, PN113L, PN114L, PN121L, PN122L, PN123L, PN125L
PN132L	Maternal Pediatric Nursing	55	15	0	70	PN111L, PN112L, PN113L, PN114L, PN121L, PN122L, PN123L, PN125L
PN133L	Medical-Surgical Nursing I	100	25	0	125	PN111L, PN112L, PN113L, PN114L, PN121L, PN122L, PN123L, PN125L
PN134L	Nursing Clinical III	0	0	135	135	PN111L, PN112L, PN113L, PN114L, PN121L, PN122L, PN123L, PN125L
TERM III TOTALS		200	40	135	375	
TERM IV						
PN141L	Medical-Surgical Nursing II	80	35	0	115	PN111L, PN112L, PN113L, PN114L, PN121L, PN122L, PN123L, PN125L, PN131L, PN132L, PN133L, PN134L
PN142L	Professional Development	60	0	0	60	PN111L, PN112L, PN113L, PN114L, PN121L, PN122L, PN123L, PN125L, PN131L, PN132L, PN133L, PN134L
PN143L	Nursing Clinical IV	0	0	200	200	PN111L, PN112L, PN113L, PN114L, PN121L, PN122L, PN123L, PN125L, PN131L, PN132L, PN133L, PN134L
TERM IV TOTALS		140	35	200	375	
PROGRAM TOTALS		750	175	575	1500	

NOTE: Course numbers and sequences are listed here for reference only. The actual delivery sequence of courses contained in this program may vary depending on individual campus scheduling.

† Clinical hours total 575 hours and are integrated into the program. Students are required to complete and master all clinical skills of each section prior to moving to the next level. Clinical hours are not optional and are required to complete the program. Clinical hours vary each term. Actual times for clinical are set by the clinical sites. Students are responsible for transportation to and from the clinical site, as well as meals.

MAXIMUM TIMEFRAME (MTF) DAY = 78 WEEKS

MAXIMUM TIME FRAME (MTF) EVE = 156 WEEKS

Course Descriptions

Career Programs begin on page 7.

Course Numbering System

100 LEVEL COURSES

These are courses that may or may not have prerequisites defined and normally are offered to the student during the learning process in the first academic year.

200 LEVEL COURSES

These are courses that may or may not have prerequisites defined and normally are offered to the student during the learning process in the second academic year.

Computer & Network Support Technician Courses

CSS100 – PC REPAIR AND SUPPORT

120 Contact Hrs (60 Lecture, 60 Lab); 5.0 Credits

This course will provide students with the knowledge of basic computer hardware and operating systems using hands on training to cover skills such as installing, building, upgrading, repairing, configuring, troubleshooting, optimizing, diagnosing and prevention maintenance as well as elements of soft skills and security. Professional development exercises and seminars are also included in this course.

Prerequisite(s): None

CSS110 – PC OPERATING SYSTEM SUPPORT

120 Contact Hrs (60 Lecture, 60 Lab); 5.0 Credits

This course will provide students with the ability to perform tasks such as installation, building, repairing, configuration, and troubleshooting, optimizing, diagnosing, and preventative maintenance in a context of field service or enterprise environment. Topics will include working within a mobile or corporate environment with a focus on customer service. Professional development exercises and seminars are also included in this course.

Prerequisite(s): None

CSS120 – MICROSOFT WINDOWS SERVER AND CONFIGURATION

120 Contact Hrs (60 Lecture, 60 Lab); 5.0 Credits

This course provides an overall introduction to the basics of networking and provides students the skill set necessary to work in the IT world. Topics include network essentials, networking operations, and troubleshooting network related hardware, including wireless technologies, routers, hubs and switches.

This course also teaches networking based on technology, covering networking concepts using the TCP/IP Protocol as compared to the Open System Interconnect (OSI) Model. Instruction will follow a “Layer-by-Layer” approach common to computer networking standards. From client services and network services including advanced routing, switching, and security, implementation concepts will be demonstrated on all devices using dedicated routers, switches, and firewalls. This will assist the students to develop the skills necessary to fulfill the job responsibilities of network technicians. Professional development exercises and seminars are also included in this course.

Prerequisite(s): CSS110

CSS130 – MICROSOFT WINDOWS SERVER AND CONFIGURATION

120 Contact Hrs (60 Lecture, 60 Lab); 5.0 Credits

This course provides students with the skills required to meet the challenges students will face as a Microsoft Networking Professional. Students will be introduced to the tasks to configure and manage a Windows Server environment. Server tasks introduced include all tasks related to hardware performance, user accounts, file storage and backup, services and resources, computer accounts (Windows,

Mac/Linux) and security. Professional development exercises and seminars are also included in this course.

Prerequisite(s): CSS110, CSS120

CSS140 – CLOUD SYSTEMS SUPPORT

120 Contact Hrs (60 Lecture, 60 Lab); 5.0 Credits

This course will introduce students to Cloud Computing and how to support the unique issues that remote users face. Students will have an understanding of the different types of clouds, the impact and changes of cloud computing on IT Service Management, and Risks and Consequences. Professional development exercises and seminars are also included in this course.

Prerequisite(s): CSS120, CSS130

CSS150 – INTRODUCTION TO SECURITY

120 Contact Hrs (60 Lecture, 60 Lab); 5.0 Credits

This course will introduce students to network security concepts, strategies, and techniques, and examine theoretical concepts that make the world of security unique. The advancement of network implementation as well as timeless problem solving strategies to security challenges will also be discussed. Professional development exercises and seminars are also included in this course.

Prerequisite(s): CSS120, CSS130

CSS160 – REMOTE CUSTOMER SERVICE

120 Contact Hrs (60 Lecture, 60 Lab); 5.0 Credits

This course will introduce students to serving customers and how to support the unique issues that remote users face. Topics such as accessing email via Outlook Web Access and Outlook Anywhere, Virtual Private Networks, protecting data, wireless networks and home offices will be covered. Tools to aid the Network Professional in supporting remote users will be reviewed. Students will also be introduced to basic IT customer service relations such as technical writing, handling the difficult customer, and minimizing stress and avoiding burnout will be discussed. Professional development exercises and seminars are also included in this course.

Prerequisite(s): CSS110, CSS130

CSS300 – COMPUTER SYSTEMS SUPPORT INTERNSHIP

150 Contact Hrs (0 Lecture, 0 Lab, 150 Internship); 3.0 Credits

Students will participate in a 150-hour Internship in order to foster personal and professional development. The Internship will offer students the unique opportunity to apply Information Technology practices and principles learned in a variety of settings under the immediate supervisor or a qualified IT professional. Students will build confidence and master skills as entry-level IT professionals through this exposure to a real-world environment.

Prerequisite(s): Successful completion of all courses (CSS100, CSS110, CSS120, CSS130, CSS140, CSS150, CSS160) must be completed prior to internship.

EXT250 – INFORMATION TECHNOLOGY EXTERNSHIP

90 Contact Hrs (90 Externship); 2.0 Credits

Students will participate in a 90-hour externship in order to foster personal and professional development. The externship will offer students the unique opportunity to apply Information Technology practices and principles learned in a variety of settings under the immediate supervision of a qualified IT professional. Students will be supervised/evaluated by both representatives from the site and a campus representative. Students will build confidence and master skills as entry-level IT professionals through this exposure to a real-world environment.

Prerequisite(s): Successful completion of all in school coursework.

IT105A – COMPUTER & INFORMATION LITERACY

45 Contact Hrs (15 Lecture, 30 Lab); 1.5 Credits

In this course, students will learn important computer and digital technology concepts and skills necessary to succeed in careers and in life. No prior computer experience is assumed. Students will become familiar with essential concepts, including an introduction to computers and the Internet, and computer hardware and software. Students will learn about computer networks, e-mail, and Internet security and privacy. Skills introduced are essential and valuable for all professions. They include operating systems and file management, word processing, spreadsheets, presentation software, Web research, and personal information management.

Prerequisite(s): None

IT120A – NETWORKING TOOLS AND TECHNIQUES

90 Contact Hrs (30 Lecture, 60 Lab); 3.5 Credits

This course provides an overall introduction to the basics of networking and provides students the skill set necessary to work in the IT world. Topics include network essentials, networking operations, and troubleshooting network related hardware, including wireless technologies, routers, hubs and switches.

Prerequisite(s): None

IT130A – DESKTOP OPERATING SYSTEMS

90 Contact Hrs (30 Lecture, 60 Lab); 3.5 Credits

Students enrolled in this course will learn to implement, administer, and troubleshoot current desktop operating systems. Students will become familiar with the operating system, including advanced troubleshooting techniques, and utilize tools to manage the desktop of users in the corporate working world as well as the home computer world.

Prerequisite(s): None

IT150A – PC REPAIR AND SUPPORT

90 Contact Hrs (30 Lecture, 60 Lab); 3.5 Credits

This course will validate knowledge of basic computer hardware and operating systems using hands on training to cover skills such as installing, building, upgrading, repairing, configuring, troubleshooting, optimizing, diagnosing, and prevention maintenance as well as elements of soft skills and security.

Prerequisite(s): None

IT161A – PC OPERATING SYSTEM SUPPORT

90 Contact Hrs (30 Lecture, 60 Lab); 3.5 Credits

This course will provide students with the ability to perform tasks such as installation, building, repairing, configuration, and troubleshooting, optimizing, diagnosing and preventative maintenance in a context of field service or enterprise environment. Topics will include working within a mobile or corporate environment with a focus on customer service.

Prerequisite(s): None

IT180A – LINUX+

90 Contact Hrs (30 Lecture, 60 Lab); 3.5 Credits

This course introduces students to the knowledge and skills needed to manage all Linux distributions. Students will gain knowledge of basic Linux and SLES installations, use the Linux desktop, locate and use help resources, manage directories and files, manage network configurations as well as other basic Linux applications.

Prerequisite(s): None

IT191A – ADVANCED NETWORKING WITH TCP/IP

90 Contact Hrs (30 Lecture, 60 Lab); 3.5 Credits

This course teaches networking based on technology, covering networking concepts using the TCP/IP Protocol as compared to the Open Systems Interconnect (OSI) Model of networking. Instruction will follow a “Layer by Layer” approach common to Computer Networking standards. From network services to advanced routing and switching concepts it also helps students develop the skills necessary to

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fulfill the job responsibilities of network technicians, network administrators, and network engineers.

Prerequisite(s): IT120A

IT195A—SUPPORTING REMOTE USERS

90 Contact Hrs (30 Lecture, 60 Lab); 3.5 Credits

This course teaches students how to support the unique issues that remote users face. Topics such as accessing email via Outlook Web Access and Outlook Anywhere, Virtual Private Networks, Protecting Data, Wireless Networks and Home Offices will be covered. Tools to aid the Network Professional in supporting remote users will be reviewed.

Prerequisite(s): IT120A

IT206A—MICROSOFT WINDOWS SERVER

90 Contact Hrs (30 Lecture, 60 Lab); 3.5 Credits

This course provides students with the skills required to meet the challenges students will face as a Microsoft networking professional. Students will be introduced to the tasks to configure and manage a Windows Server environment. Server tasks introduced include all related to hardware performance, user accounts, file storage and backup, services and resources, and security.

Prerequisite(s): IT105A, IT120A, IT130A

IT207A—MICROSOFT WINDOWS INFRASTRUCTURE

90 Contact Hrs (30 Lecture, 60 Lab); 3.5 Credits

This course is designed to provide the student with the knowledge and skills in managing and maintaining a Windows network infrastructure. Students will become proficient in the areas of configuring and managing Active Directory, Replication, Domain Structure, DHCP servers & clients, DHCP Relay Agents, DNS servers, WINS servers, Routers, RAS servers, Network Security, Kerberos, NTLM, EFS, IPSec, WebDAV, Authentication Protocols, Group Policies, Security Templates, SUS, TCP/IP Utilities, and Windows monitoring and troubleshooting utilities.

Prerequisite(s): IT206A

IT210A—SECURITY+

90 Contact Hrs (45 Lecture, 45 Lab); 3.5 Credits

In this course students will learn network security concepts, strategies, and techniques, and examine theoretical concepts that make the world of security unique. The advancement of network implementation as well as timeless problem solving strategies to security challenges will also be discussed.

Prerequisite(s): None

IT211A—NETWORK DEFENSE AND COUNTERMEASURES

90 Contact Hrs (45 Lecture, 45 Lab); 3.5 Credits

This course is designed to provide students with a solid foundation in network security fundamentals through learning intrusion detection techniques, as well as such essential practices as developing a security policy, performing Network Address Translation, setting up packet filtering, and installing proxy servers, firewalls, and virtual private networks.

Prerequisite(s): IT210A

IT220A—INFORMATION TECHNOLOGY SHOP

90 Contact Hrs (15 Lecture, 75 Lab); 3.5 Credits

This course is designed to provide students with exposure to an information technology shop environment. The emphasis is to apply PC support and network configuration skills obtained in previous courses in a hands-on setting. Students will practice documenting work completed in response to work requests.

Prerequisite(s): IT130A, IT150A, IT161A, IT191A, IT206A

SSS150—STUDENT SUCCESS STRATEGIES

45 Contact Hrs (25 Lecture, 20 Lab); 2.0 Credits

This course introduces skills and strategies that will help students be successful in completing their course

of study and in entering the world of work. The overall goal of this course is to facilitate a smooth transition to school by engaging the students in curriculum focusing on academic and life skills. Students will make connections with key personnel within the school who will assist with their questions and provide guidance throughout their education. Students learn about time management, financial management, goal setting, learning strategies, career awareness and critical thinking strategies that will provide them with skills to be successful in school and in life. Learning to work well in teams and individually are positive outcomes of the way this course is taught.

Prerequisite(s): None

Electrical and Electronic Courses

EES101—INTRODUCTION TO THE TRADES & MATERIAL APPLICATION

120 Contact Hrs (40 hours asynchronous, 20 hours on campus for a total of 60 lecture hours, 60 Lab hours on campus); 5.0 Credits

Each student will be taught how to use basic information for electrical and electronic industries as well as some basic concepts used in performing the electrical and low voltage technician's skill-sets. Material covered includes basic safety, mathematical principles focused on whole numbers, fractions, measurement, decimals, percentages, and the metric system. Students will also be taught how to use hand tools and power tools most commonly used in the trades. The second portion of this course will focus on Basic structural concepts of residential and commercial buildings, including wood and metal frame, brick and block, poured and prefabricated concrete, and structural steel that apply to residential electrical and electronic system environments. Students learn how to use basic blueprint concepts, hardware and systems used by electricians and electronic technician to mount and support boxes, receptacles, and other low voltage components. The student will learn how to use the various types of anchors and supports, their applications, and how to install them safely. Each student will learn about the difference in conduit types and bending techniques, which completes the student's training in this course.

Prerequisite(s): None

EES103—ELECTRONIC AND ELECTRICAL PRINCIPLES

120 Contact Hrs (40 hours asynchronous, 20 hours on campus for a total of 60 lecture hours, 60 Lab hours on campus); 5.0 Credits

This course provides the student with a general introduction to the concepts used in Ohm's Law applied to DC series, parallel and combined circuits. This course also provides an introduction to concepts used in AC circuits. Topics include electrical theory, electromotive force, resistance, capacitance, inductance, impedance and power equations. Students will study Semiconductors and Integrated circuit theory with hands on lab time to reinforce the learning. Students will study schematic symbols and practice building circuits from schematic diagrams. Students also study appropriate application of proper diagnostic and maintenance procedures using electrical and electronic test equipment to include: meters, oscilloscopes, meg-ohm-meter, watt meters, frequency meters/generators, time domain reflectometers, continuity testers, recording instruments, and RF analyzers.

Prerequisite(s): None

EES104—BASIC ELECTRICITY

120 Contact Hrs (40 hours asynchronous, 20 hours on campus for a total of 60 lecture hours, 60 Lab hours on

campus); 5.0 Credits

This course introduces the student to the electrical trade and provides them with knowledge in the areas of Electrical safety and residential electrical services. It also introduces them to the National Electrical Code and how to find the applicable codes and requirements in the electrical trade. It further provides the student with knowledge in the areas of grounding and bonding of electrical systems; NEC regulations pertaining to grounding and bonding; equipment and devices used for grounding and bonding. Students will also learn about other types of equipment and devices used in the electrical and electronic trades.

Prerequisite(s): None

EES105—ELECTRICAL WIRING PRINCIPLES

120 Contact Hrs (40 hours asynchronous, 20 hours on campus for a total of 60 lecture hours, 60 Lab hours on campus); 5.0 Credits

This course will provide the student with thorough understanding various types of conductors used in all types of electrical systems. Students will learn how to terminate conductors with different applications with the appropriate connector and/or terminal. Additionally, students will learn and practice installing conductors, pull and junction boxes using a variety of fasteners needed for a given application. Finally, they will learn the fundamentals of solar voltaic systems including design and configuration and installation.

Prerequisite(s): EES103, EES104

EES106—ELECTRICAL CONTROLS AND PLC

120 Contact Hrs (40 hours asynchronous, 20 hours on campus for a total of 60 lecture hours, 60 Lab hours on campus); 5.0 Credits

This course will provide the student with a thorough understanding and functions of the various components used in motor control systems. The student will be introduced to the maintenance and troubleshooting functions of motor controls systems. The student will also learn about the different types of devices and components used within motor controls systems. The course will also focus on basic guidelines and procedural information for receiving and storing, handling and installing lamps and lighting fixtures. The student will learn about (NEMA) National Electrical Manufacturers Association as they prepare to work with magnetic coils and relays, contacts and holding circuit interlock and other structural features of solenoids, timers, starters and contactors. The student will also learn about fuses and circuit breakers. They will understand how they provide protection to electrical conductors and equipment against abnormal conditions. Students will also become familiar with Programmable Logic Controllers and programming them by usage of logic ladders.

Prerequisite(s): EES101, EES103, EES104, EES105

EES108—FIBER OPTICS, TELECOMMUNICATION SYSTEMS & NETWORKING

120 Contact Hrs (40 hours asynchronous, 20 hours on campus for a total of 60 lecture hours, 60 Lab hours on campus); 5.0 Credits

This course provides the student knowledge of the basic operation of telephone systems, types of system cables, cable color coding, cable connectors, and installation techniques in addition to identifying the types of data networks, test equipment, and procedures used in testing cables. The student will use the proper procedure and technique to install fiber-optic cabling and support equipment, while describing or demonstrating the types of fiber-optic splicing and/or terminations to achieve an acceptable and "test verified" loss within a specified and acceptable range. In addition, the student will be able to network several computers together back to a main computer.

Prerequisite(s): EES101, EES103, EES104

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EES109–SECURITY SYSTEMS, ACCESS CONTROL AND CCTV

120 Contact Hrs (40 hours asynchronous, 20 hours on campus for a total of 60 lecture hours, 60 Lab hours on campus); 5.0 Credits

This course is designed to provide the student with the knowledge and skills to install and troubleshoot signaling systems, entry/access control systems, intrusion detection, security, and surveillance systems (included is CCTV system and key components of a CCTV system), Lighting, HVAC, Water, and Access systems. Students will learn the function and how to install and troubleshoot systems in the areas of access control, security systems and intrusion detection, video surveillance, as well as lighting, HVAC, and water control systems.

Prerequisite(s): EES101, EES103, EES104, EES105

EES110–FIRE ALARM SYSTEMS

120 Contact Hrs (40 hours asynchronous, 20 hours on campus for a total of 60 lecture hours, 60 Lab hours on campus); 5.0 Credits

This course provides the student with the knowledge and skills required to successfully, plan, install and problem-solve, both standard Fire Alarm systems and Programmable Fire Alarm systems. Students will be taught the proper methods and equipment to use in residential and industrial fire-detection applications. Proper wiring/cable selection, fire-detection equipment selection, and system layout/planning will be obtained in this course of study. Programming of Fire Alarm devices and systems will be introduced. Theory of typical Fire Alarm software will be presented in this course of study. Hands-on practices of the software applications are included in the course of study.

Prerequisite(s): EES101, EES103, EES104, EES105

EES111–HOME THEATER, SATELLITE AND SYSTEM INTEGRATION

120 Contact Hrs (40 hours asynchronous, 20 hours on campus for a total of 60 lecture hours, 60 Lab hours on campus); 5.0 Credits

This course is designed to provide the student with the knowledge and skills required to install and troubleshoot rack systems, system integration, and residential systems integration. The students will be taught component function and how to install complete systems racks, residential automation systems. The students will be taught system commissioning and how to train client based systems. In addition, they will learn finish phase testing along with maintenance and repair.

Prerequisite(s): EES101, EES103, EES104, EES105

■ General Education Courses

GENA110A–HUMAN RELATIONS

45 Contact Hrs (45 Lecture, 0 Lab); 2.0 Credits

This course focuses on interpersonal and social skills and includes instruction on the topics of personnel psychology; supervisory psychology; and principals of supervision. In addition, this course exposes students to problem solving, decision making, conflict and change management, and group relations in personal and professional settings.

Prerequisite(s): None

GENA112A–SOCIAL AWARENESS

45 Contact Hrs (45 Lecture, 0 Lab); 2.0 Credits

In this course, the students will learn about the study of human behavior and social institutions, their roles as individuals in society; in groups and their impact on the social institutions with which they interact. In addition, look at political systems and political behavior and how these concepts relate to individuals in society.

Prerequisite(s): None

GENA117A–WRITING FOR THE WORLD OF WORK

45 Contact Hrs (45 Lecture, 0 Lab); 2.0 Credits

This course will help students gain professional writing skills needed to create business documents including reports, letters, emails, and brochures. Includes choosing appropriate information from research and developing a professional tone to ethically connect with the audience, along with format and layout to best distribute information. Additional topics include ethics and purpose in writing necessary in the workplace.

Prerequisite(s): None

GENA120A–ETHICAL AND CRITICAL THINKING

45 Contact Hrs (45 Lecture, 0 Lab); 2.0 Credits

This course focuses on the systematic study of ethical issues in the workplace and public life through active and critical thinking. Includes the application of problem solving by exploring language and perception surrounding the workplace and society. Explores professional application through reasoning and relating all sides of contemporary social dilemmas.

Prerequisite(s): None

GEN170A–TECHNICAL MATH

45 Contact Hrs (45 Lecture, 0 Lab); 2.0 Credits

This course covers concepts from algebra, geometry, trigonometry, and statistics, and applications relevant to these topics. Topics include but are not limited to: unit conversions, basic geometry and fundamental elements of trigonometry including oblique triangles, elementary statistics, and metric measurements. Emphasis is on technically oriented applications and activities to build skills in applied problem solving.

Prerequisite(s): None

GENA182A–GENERAL COMMUNICATION

45 Contact Hrs (45 Lecture, 0 Lab); 2.0 Credits

This course focuses on the comprehensive study of communication and its impact in the work place. Includes instruction in interpersonal, group, organizational, and intercultural communication; theories of communication; critical thinking, argumentation, and persuasion; written communication; electronic media; media and culture; effects of mass media; media criticism; and methods of inquiry; mass communication/media studies, old and new media technologies, and social and professional applications.

Prerequisite(s): None

GENA195A–PHYSICAL SCIENCE

45 Contact Hrs (45 Lecture, 0 Lab); 2.0 Credits

This course focuses on major topics, concepts processes and interrelationships of physical phenomena of the world, including, introductions to chemistry, physics, geology and astronomy, and measurements of properties of matter, water, heat and electricity, which will provoke critical thinking skills and highlight how these relationships affect human life and are applicable to the professional workplace.

Prerequisite(s): None

■ Medical Assistant Courses

MAP101–INTRODUCTION TO ALLIED HEALTH

120 Contact Hrs (60 Lecture, 60 Lab); 5.0 Credits

This course introduces the student to the world of healthcare. The student will be introduced to basic medical terminology including prefixes, suffixes, word roots, and rules to build, spell and pronounce terms. The course also includes anatomy and physiology basics such as the structural organization of the human body, positional and directional terms. This course introduces the student to law and ethics

in the health field. Students will also learn and demonstrate Infection Control, proper techniques to obtain vital signs, HIPAA, and OSHA. Professional development exercises and seminars are also included in this course.

Prerequisite(s): None

MAP110 – CARDIOPULMONARY MEDICAL PROCEDURES

120 Contact Hrs (60 Lecture, 60 Lab); 5.0 Credits

This course introduces the student to the anatomy, physiology and medical terms associated with the cardiovascular, blood and respiratory systems. Students will learn the proper technique in blood collection and analysis of the blood sample. They will also learn to prepare a patient for an ECG and obtain an electrocardiogram. Students will learn to measure the peak flow rate and perform spirometry. Professional development exercises and seminars are also included in this course.

Prerequisite(s): MAP101

MAP120–MUSCULOSKELETAL SYSTEM AND MEDICATION ADMINISTRATION

120 Contact Hrs (60 Lecture, 60 Lab); 5.0 Credits

This course introduces the student to the anatomy, physiology and medical terms associated with the Musculoskeletal, Integumentary and Sensory systems. Students will learn to identify the basics of drugs, including sources, uses, pharmacokinetics, and actions. They will also learn to solve medication-related math problems, and administer medications via various routes. Students will discuss medical emergencies such as diabetic emergencies, burns, poisonings, and be trained in BLS (basic life support) for the Health Care Provider. Finally, students will learn to prepare the exam room to assist in a physical exam, including performing vision and hearing screening tests. Professional development exercises and seminars are also included in this course.

Prerequisite(s): MAP101

MAP130–CLINICAL LAB TECHNIQUES

120 Contact Hrs (60 Lecture, 60 Lab); 5.0 Credits

This course introduces the student to the anatomy, physiology and medical terms associated with the Digestive, Urinary and Reproduction systems. Students will learn to examine and report on physical and chemical aspects of urine using CLIA-waived methods. They will also learn to assist providers in specialty examinations including but not limited to obstetrics, gynecology and pediatrics. Professional development exercises and seminars are also included in this course.

Prerequisite(s): MAP101

MAP140–LABORATORY AND SURGICAL PROCEDURES

120 Contact Hrs (60 Lecture, 60 Lab); 5.0 Credits

This course introduces the student to the anatomy, physiology and medical terms associated with the Lymphatic, Immune, Nervous, and Endocrine systems. Students will learn the role of a medical assistant in caring for aging patients along with proper communication with the older adult. They will also learn proper specimen collection and transport in the physician's office laboratory, while performing a variety of CLIA-waived tests. The student will learn the Medical Assistants role in minor surgeries, patient coaching, and nutrition. Students will learn general classifications of surgical instruments, sterilization, and surgical hand scrub. They will also understand the MA's role as a coach in promoting health maintenance and wellness. Professional development exercises and seminars are also included in this course.

Prerequisite(s): MAP101

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MAP150—ADMINISTRATIVE MEDICAL OFFICE

120 Contact Hrs (60 Lecture, 60 Lab); 5.0 Credits

Students will learn about the patient's health record, Telephone techniques, and scheduling appointments. A variety of electronic technologies used in the medical office will be discussed. In addition, students will work on their written communication and learn reception and daily operations of the office. This course introduces the student to life cycle of insurance billing and coding. They will learn the basics of health insurance; discuss traditional health insurance and different types of managed care models. Students will then continue the life cycle learning diagnostic and procedural coding basics. Then, continuing onto billing and reimbursement and finally accounting, collections and banking. Professional development exercises and seminars are also included in this course.

Prerequisite(s): MAP101

MAP300—MEDICAL ASSISTING INTERNSHIP

160 Contact Hrs (0 Lecture, 0 Lab, and 160 Internship); 3.5 Credits

During the internship the student applies practical application and experiential learning opportunities using all skills learned in a real-life clinical setting prior to taking the certification/registry examination.

Prerequisite(s): Successful completion of all courses (MAP101, MAP110, MAP120, MAP130, MAP140, and MAP150) must be completed prior to internship.

■ Practical Nursing Courses

PN111L—HUMAN ANATOMY AND PHYSIOLOGY

130 Contact Hrs (120 Lecture, 10 Lab)

This course is designed to provide information for students to gain a basic knowledge of the anatomical structure and the normal function of the human body. Lectures and laboratory activities are used to present course content. The primary goal of this course is to provide a foundation upon which students may build further knowledge and skills to render quality patient care. This course also relates how the parts of the body influence each other and contribute to effective overall functioning in maintaining homeostasis.

Prerequisites: None

PN112L—NURSING FUNDAMENTALS I

115 Contact Hrs (80 Lecture, 35 Lab)

The Nursing Fundamentals I course provides instruction on the basic nursing skills and introduction to Maslow's Hierarchy of Needs. Essential concepts include the nursing process, health data collection, documentation, sepsis, basic nutrition, vital signs, and mobility. Nursing skills are practiced and validated in the nursing skills laboratory and applied in the clinical settings during Clinical I. Emphasis is placed on Watson's human caring theory of nursing as the basis for providing compassionate care with respect and humility. The core competencies of the National League for Nursing (NLN) are used as the foundation for students to learn basic patient-centered care and concepts of safe healthcare environments.

Prerequisites: None

PN113L—PROFESSIONAL AWARENESS

30 Contact Hrs (30 Lecture, 0 Lab)

This course introduces students to the history of nursing and the contributions to the profession by practical nursing. Students explore the role of the practical nurse, the clinical decision-making process; the healthcare team concept; problem-solving/critical thinking; ethical/legal/moral issues; and teaching/learning processes. Students learn study skills and strategies for success in nursing studies. Emphasis is placed on Watson's human caring theory of

nursing to understand the contributions of practical nursing to the holistic care and health of clients. The core competencies of the National League for Nursing (NLN) are used as the foundation for students to learn team collaboration, development of professional identity, evidence-based practice, and spirit of inquiry.

Prerequisites: None

PN114L—NURSING CLINICAL I

100 Contact Hrs (100 Clinical)

Nursing Clinical I is the first of four clinical courses with a focus on the needs of clients in long-term care settings for students to provide safe, quality nursing care. Students apply fundamental knowledge acquired from nursing theory classes and interactive laboratory experiences to provide basic care to clients and families. Students use the theory of Maslow's Hierarchy of Needs as a guide for assisting clients in meeting their basic healthcare needs. Clinical experiences focus on implementation of the nursing process, data collection/ focused assessment, documentation, sepsis, nutrition, vital signs, and mobility. Students learn holistic, individualized client care delivery with compassion, respect, and humility based upon Watson's human caring theory of nursing. The National League for Nursing's (NLN) core competencies are used for students to develop a foundation in clinical problem-solving, caring, communication, and identification of client health education needs. Clinical competencies must be successfully completed to receive a passing grade for this course.

Prerequisite: None

PN121L—NURSING FUNDAMENTALS II

100 Contact Hrs (65 Lecture, 35 Lab)

The Nursing Fundamentals II course provides a continuation of instruction on basic to intermediate nursing skills and Maslow's Hierarchy of Needs. Essential concepts include oxygenation, elimination, sleep/rest needs, pain management, infection control, nutrition/diet therapy, and wound care. Nursing skills are practiced and validated in the nursing skills laboratory and applied in the clinical settings during Clinical II. Emphasis is placed on Watson's human caring theory of nursing as the basis for problem-solving, respectfully assisting with human needs, and the importance of human caring relationships for health and healing. The core competencies of the National League for Nursing (NLN) are used as the foundation for students to learn evidence-based rationale for clinical decisions and culturally competent care.

Prerequisite: PN111L, PN112L, PN113L, and PN114L

PN122L—PHARMACOLOGY

95 Contact Hrs (75 Lecture, 20 Lab)

This course provides an introduction to major drug classification systems and medication effects on the human organism. Principles of pharmacology provides a foundation for the general actions, therapeutic uses, side effects, and nursing implications common to each drug classification system. The National League for Nursing's (NLN) core competencies are used as the foundation for students to learn safety in administration of medications and to provide culturally competent nursing care and health teaching. Emphasis is placed on a comprehensive review of mathematical functions as they relate to dosage calculations. Students will be required to successfully pass a Dosage Calculations exam. This course includes principles of medication administration and requires students to demonstrate competency in medication administration skills in the laboratory setting.

Prerequisite: PN111L, PN112L, PN113L, and PN114L

PN123L—LIFE SPAN GROWTH AND DEVELOPMENT

40 Contact Hrs (40 Lecture, 0 Lab)

This course provides an overview of the biological, social, and psychosocial processes that contribute to human growth and development across the lifespan. Theories of development, learning, and personality provide the basis of nursing care for clients at all stages of life. Essential concepts include sociology, culture, status, role, and identity. Emphasis is on the physical and psychosocial care of individuals over the life span. The role of the nurse in preventative and restorative care throughout the life span is highlighted.

Prerequisites: PN111L, PN112L, PN113L, and PN114L

PN125L—NURSING CLINICAL II

140 Contact Hrs (140 Clinical)

Nursing Clinical II is a continuation of Nursing Clinical I with the focus on students providing safe, quality care for adults in healthcare settings. Students apply knowledge and basic to intermediate skills practiced in the laboratory sessions to provide care for assigned clients. Students develop an exemplar to demonstrate application of Maslow's Hierarchy of Needs to assist clients in meeting their basic healthcare needs. Clinical experiences focus on the nursing process to contribute to the client's plan of care, health data collection, documentation oxygenation, elimination, sleep/rest needs, pain management, infection control, nutrition/diet therapy, wound care and medication administration. Watson's human caring theory of nursing provides the basis for holistic, individualized, and compassionate care. The National League for Nursing's (NLN) core competencies are used for students to continue learning clinical problem-solving strategies with an emphasis on health teaching. Clinical competencies must be successfully completed to receive a passing grade for this course.

Prerequisites: PN111L, PN112L, PN113L, and PN114L

PN131L—MENTAL HEALTH NURSING

45 Contact Hrs (45 Lecture, 0 Lab)

This course is designed to build a foundation for care of the client with mental health needs throughout the life span. This course focuses on current theories, treatment modalities, pharmacology, and use of the nursing process to facilitate therapeutic communication. Essential concepts include ethical and legal considerations that affect individuals with emotional and behavioral needs. Emphasis on Watson's human caring theory of nursing serves as the basis for students to cultivate sensitivity to meet the needs of clients with a variety of mental health disorders. The core competencies of the National League for Nursing (NLN) provide a framework for students to promote human dignity and personal growth of clients with psychological and psychosocial disorders.

Prerequisites: PN111L, PN112L, PN113L, PN114L, PN121L, PN122L, PN123L, and PN125L

PN132L—MATERNAL PEDIATRIC NURSING

70 Contact Hrs (55 Lecture, 15 Lab)

This course covers the physical and emotional aspects of pregnancy, labor, delivery and postpartum care. The course includes care of the pediatric client with various childhood illnesses. Emphasis is placed on health promotion and the LPN's role in health education for the mother with newborn infant and pediatric population. Watson's human caring theory provides a framework for students to gain an understanding of the teaching-learning process within a healing/wellness coaching model. Health problems that complicate pregnancy are discussed including those related to the mother and the

Course Descriptions

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infant. Childhood illnesses that affect children and adolescents are discussed and the impact on individuals, families and society. Pharmacology pertaining to maternal-child health is also discussed. The nursing process is applied to provide safe, quality, individualized client care based on the core competencies of the National League for Nursing (NLN).

Prerequisite: PN111L, PN112L, PN113L, PN114L, PN121L, PN122L, PN123L, and PN125L

PN133L—MEDICAL SURGICAL NURSING I

125 Contact Hrs (100 Lecture, 25 Lab)

This course is designed to provide the student with a broad base of knowledge of selected diseases and disorders which affect individuals as they move along the wellness/illness continuum. Emphasis will be placed on using the nursing process to meet the unique needs of each client, family, and/or support system during disruptions of health with the goal of returning the individual to an optimal level of wellness or to support them in managing illnesses. The concept of cultural competence is presented with its application in creating a healing environment to provide nursing care in congruence with the culture, religion, and spiritual beliefs of adults with medical-surgical illness based on Watson's human caring theory. Course content includes the basic pathophysiology within selected biological system disorders. The core competencies of the National League for Nursing (NLN), are emphasized with a focus on evidence-based practice and the assessment of medication effectiveness for the restoration and maintenance of health.

Prerequisite: PN111L, PN112L, PN113L, PN114L, PN121L, PN122L, PN123L, and PN125L

PN134L—NURSING CLINICAL III

135 Contact Hrs (135 Clinical)

This Clinical Experience integrates elements of Medical Surgical Nursing I, Mental Health Nursing, and Maternal Pediatric Nursing. Clinical rotations provide students the opportunity to deliver direct client care, as well as observation experiences in a variety of healthcare settings that include sub-acute, mental health, pediatric, and maternal newborn. Clinical experiences focus on the nursing process to contribute to the client's plan of care, health data collection, documentation, wound care, medication administration, and discharge teaching for the client and family. Watson's human caring

theory of nursing serves as a foundation to provide individualized, culturally competent nursing care and health teaching in congruence with the client's values, culture, religion, and health beliefs. The National League for Nursing's (NLN) core competencies are used for students to continue to develop clinical judgment skills with an emphasis on quality improvement. Clinical competencies must be successfully completed to receive a passing grade for this course.

Prerequisites: PN111L, PN112L, PN113L, PN114L, PN121L, PN122L, PN123L, and PN125L

PN141L—MEDICAL SURGICAL NURSING II

115 Contact Hrs (80 Lecture, 35 Lab)

This course is a continuation of Medical Surgical Nursing I and provides students the opportunity to gain an advanced level of understanding related to evidence-based nursing care to improve client outcomes. Course content focuses on the nursing care delivery for adult clients living with medical-surgical illnesses. Multi-system disorders are integrated throughout this course to provide students with a comprehensive understanding of alterations in health. Cultural and ethnic implications and variations provide students with a holistic perspective of authentic listening and presence based on Watson's human caring theory. Course content includes the basic pathophysiology within selected biological system disorders. The needs of clients with a variety of health alterations provides students with the knowledge to deliver safe, quality nursing care based on the core competencies of the National League for Nursing (NLN).

Prerequisites: PN111L, PN112L, PN113L, PN114L, PN121L, PN122L, PN123L, PN125L, PN131L, PN132L, PN133L, and PN134L

PN142L—PROFESSIONAL DEVELOPMENT

60 Contact Hrs (60 Lecture, 0 Lab)

This course is designed to prepare the student for the role transition to Licensed Practical Nurse. Topics in professionalism include the responsibility of licensure, the importance of continuing education, concepts of management and supervision of client care, conflict resolution, communication through informatics, and the involvement in nursing organizations. State Board of Nursing regulations and Practical Nursing Standards of Practice will also be discussed. Disaster Preparedness Nursing and the Licensed Practical Nurse's role along with Bioterrorism issues will

be included. Watson's theory of nursing guides the student in self-care and to understand the responsibility of nurses to advocate for and practice ethical human caring of clients. Emphasis is placed on the National League for Nursing's (NLN) core competencies related to development of professional identity and the application of quality improvement, nursing standards, and practice guidelines as a basis for clinical judgment. Learning activities to promote preparation of NCLEX testing are integrated throughout the course.

Prerequisite: PN111L, PN112L, PN113L, PN114L, PN121L, PN122L, PN123L, PN125L, PN131L, PN132L, PN133L, and PN134L

PN143L—NURSING CLINICAL IV

200 Contact Hrs (200 Clinical)

This Clinical Experience is a culmination of previous clinical courses with a focus on holistic, individualized care of the client. Clinical rotations provide students the opportunity to care for clients of all ages in various healthcare settings. Clinical experiences focus on the nursing process to evaluate the client's response to the plan of care, health data collection, documentation, medication administration, and health teaching for the client and family. The focus is on the individual as a client within the context of the family and community and the importance of health promotion using Watson's human caring theory of nursing. Students develop an exemplar to demonstrate application of Watson's caring theory to client care delivery. The National League for Nursing's (NLN) core competencies are used for students to continue to develop competency in prioritization and clinical judgment, communication, providing client education, and facilitating continuity of care following discharge. Intravenous (IV) therapy education sessions include a review of IV therapy concepts covered throughout the curriculum, roles and responsibilities of the practical nurse in monitoring and maintenance of IV therapy, as well as skills validation for care of clients receiving IV therapy. A leadership experience is incorporated into this clinical course to prepare graduates for the charge nurse role for LPNs. Clinical competencies must be successfully completed to receive a passing grade for this course.

Prerequisites: PN111L, PN112L, PN113L, PN114L, PN121L, PN122L, PN123L, PN125L, PN131L, PN132L, PN133L, and PN134L



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General Information

■ Accreditation

Lincoln Technical Institute is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The Accrediting Commission is listed by the U. S. Department of Education as an institutionally a recognized accrediting agency under the provisions of Chapter 34, CFR 602, U. S. Code, and subsequent legislation. The Certificate of Accreditation is on display in the Business Office.

PROGRAM ACCREDITATION

Electrical

- *National Center for Construction Education and Research (NCCER)*

Effective June 11, 2024, the practical nursing program at Lincoln Technical Institute in Allentown, Pennsylvania is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy status expires on June 11, 2026.

**Accreditation Commission for
Education in Nursing (ACEN)**
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000

View the public information disclosed by the ACEN regarding this candidate program on <https://www.acenursing.org/search-programs/>

■ Approvals

- *Authorized to Award the Associate in Specialized Technology Degree by the Department of Education, Commonwealth of Pennsylvania.*
- *Licensed by the Pennsylvania State Board of Private Licensed Schools. This License is displayed in the School Foyer.*
- *Approved for the Training of Veterans and Others who are eligible to receive Veterans benefits.*
- *Approved for the Training of Eligibles by the Commonwealth of Pennsylvania Bureau of Vocational Rehabilitation.*
- *The Practical Nursing program is approved by the Pennsylvania State Board of Nursing*

Accreditation and Approval Certificates are located in the School Lobby.

■ Memberships

- *Allentown-Lehigh County Chamber of Commerce*
- *American Medical Technologists*
- *Career Education Colleges and Universities (CECU)*
- *Better Business Bureau*
- *CompTIA*
- *The Microsoft IT Academy*
- *Mid Atlantic Association of Private School Administrators (MAACS)*

■ Statement of Ownership

Lincoln Technical Institute is owned and operated by Lincoln Technical Institute, Inc., a wholly owned subsidiary of Lincoln Educational Services Corporation. The major officers and administrators of the corporation are:

Scott M. Shaw, *President & CEO*
Brian K. Meyers, *Executive Vice President & CFO*
Alexandra M. Luster, *Corporate Secretary*

■ Notice to Students

1. Applicants interested in training in our Career Fields should be aware of the job duties they may need to be capable of performing prior to enrollment. These can be found on the O*NET Online website at www.onetonline.org. O*NET Online is sponsored by the U.S. Department of Labor, Employment & Training Administration, and developed by the National Center for O*NET Development.
2. Criminal records and/or certain background issues may present a barrier to employment in certain fields. Applicants may be denied admission as a student if after screening it is determined that employment after graduation is not possible due to background issues.

■ Compliance With City, State and Federal Regulations

Lincoln Technical Institute complies with all local, city, county, municipal, State and Federal Regulations.

■ Non Discrimination and Harassment Policy

Lincoln Technical Institute is committed to maintaining an educational and work environment free from discrimination and harassment based on age, race, color, sex, gender, sexual orientation, religion or creed, national or ethnic origin, or disability. Lincoln Tech, in accordance with applicable federal laws including Title IX of the Education Amendments of 1972 and 34 C.F.R. Part 106, does not discriminate on the basis of any of the listed protected categories, including in admissions and employment, nor will it permit or tolerate discrimination or harassment against a student, employee, or other member of the Lincoln community.

All students and employees are expected to comply with Lincoln's Nondiscrimination Policy and Title IX Policy. Any inquiries regarding these policies and procedures can be directed to the Title IX/Equity Coordinator as provided below, the Office for Civil Rights, at the U.S. Department of Education, at <https://www.ed.gov>, or both.

This Policy does not specifically address any applicable state laws on sexual harassment. Lincoln retains the right to revise its policies and procedures in light of any changes to applicable law. To view the entire Nondiscrimination policy, please visit: [NonDiscrimination Harassment Retaliation policy](#). To view the entire Title IX policy, please visit: [Title-IX-Policy](#).

Admissions[†]



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[†]Specific Nursing Admissions Policies are contained in the Practical Nursing Student Handbook.

Admissions

■ Admission Procedures

Persons desiring to make an application for admission should contact the School directly, or speak with an Admissions Representative. Applicants must:

1. Be interviewed by an Admissions Representative or other member of the School staff.
2. Complete an Enrollment Agreement (Student Contract).
3. Submit information which may be required to determine individual qualifications by program such as, but not limited to, proof of high school diploma or equivalent.
4. Complete any required entrance examination or learner assessment, if applicable.

■ Admission Requirements

(Required for all programs except Practical Nursing)

In order to be considered for acceptance, an applicant must meet the following requirements:

- Be a high school graduate or possess a state-approved high school equivalency assessment including, but not limited to: a GED, HiSET or TASC examination; or possess an associate's degree or higher from an accredited institution.
- Complete the Learner Assessment to determine readiness for academic success.
- Have reliable internet connectivity and access to a device that meets the minimum systems requirements.
- Provide a fully executed Enrollment Agreement.

■ Admission Requirements— Practical Nursing

(Required for the Practical Nursing program)

In order to be considered for acceptance into the Practical Nursing program, an applicant must meet the following requirements:

- Be eighteen years of age on or before graduation of the Practical Nursing program;
- Must be a high school graduate or possess a state-approved high school equivalency assessment including, but not limited to a GED or HiSET examination;
- Complete a nursing entrance assessment exam with acceptable results as established by the school;
- Criminal history background check with acceptable results as established by the school;
- Sign an acknowledgement that an additional criminal history background check is a prerequisite for State Licensure as a Practical Nurse. *(Background must be clear of any criminal activities as specified in the Pennsylvania Board of Nursing regulations.)*
- Work Experience: Candidate needs to submit a resumé or document that includes their name and contact information along with their work history: include place, type of work and dates employed.
- Candidate Essay: The candidate will be required to complete a short essay provided by the admissions staff.

■ Important Disclosures Regarding Practical Nursing Program

The nursing profession has specific requirements for a student to be placed at a clinical site. Therefore, as a condition of continued enrollment in the program, all nursing students must provide to the school the following medical documentation on or before the end of the fourth week of training:

1. Complete and current bloodwork to include titers for Measles, German Measles, Mumps, Vancella, and Hepatitis B.
2. Complete physical examination records indicating ability to perform job duties.
3. Documentation of current flu vaccine.
4. Must be free of contagious and/or communicable disease.
5. Note: some clinical sites may require a drug-test for clearance to enter their facility as part of the above requirements or students may be required to obtain a drug test for clearance during the program.
6. For all students starting classes on or after October 1, 2021, students must provide proof of Covid-19 vaccination. This is defined as a completed series of vaccination's which could be one dose of Johnson & Johnson and two doses of Pfizer or Moderna. In addition, students may need to receive all boosters if the clinical site requires it. Evidence of one bivalent dose (vaccination card reflects a date of August 2022 or later) is also acceptable.

Applicants for the Practical Nursing program are required to successfully complete the Test of Essential Academic Skills (TEAS), which is administered through Assessment Technologies Institute (ATI) Nursing Education, and must achieve the minimum score as listed below:

TEAS MINIMUM SCORE	
PROGRAM	MINIMUM SCORE
PRACTICAL NURSING	44% ADJUSTED COMPOSITE SCORE

Exception to the ATI TEAS Policy:

Students transferring from another school are not required to take, or re-take, the ATI TEAS pre-entrance exam only when the following conditions have been met:

1. The student has taken one or more nursing courses* at their originating institution, and successfully achieved the designated score required for transfer into Lincoln's Practical Nursing program; and
2. Lincoln is accepting one or more nursing courses* as eligible for transfer.

Rationale: The ATI TEAS is a predictor for successfully attaining a programmatic cut score in the first nursing course*. If the transferring student has met this initial level of achievement then it negates the purpose of the ATI TEAS test.

*The nursing course: Nursing Fundamentals I is the first nursing course in the program.

■ Orientation Program

Upon completion of the enrollment procedures, a student must register for classes by participating in a new Student Orientation Session. Financial Aid Advisors will assist the student in preparing for successful entry into the scheduled starting class by finalizing all necessary paperwork, including the appropriate financial aid applications or documents. Students will be notified of the scheduled date and time of the session.

Admissions

■ Introductory Period of Enrollment

Lincoln Technical Institute is offering new students at this campus an opportunity to enroll under an introductory period of enrollment. During this introductory enrollment period, which is applicable to all programs, students will be able to attend the school for 10 calendar days, including weekends and holidays, without any tuition obligation to Lincoln Technical Institute. If a student attends any scheduled class after the 10th calendar day, the introductory period will be concluded. Those students who do not attend after the 10th calendar day will be considered cancelled and will not have any tuition obligation to Lincoln Technical Institute.

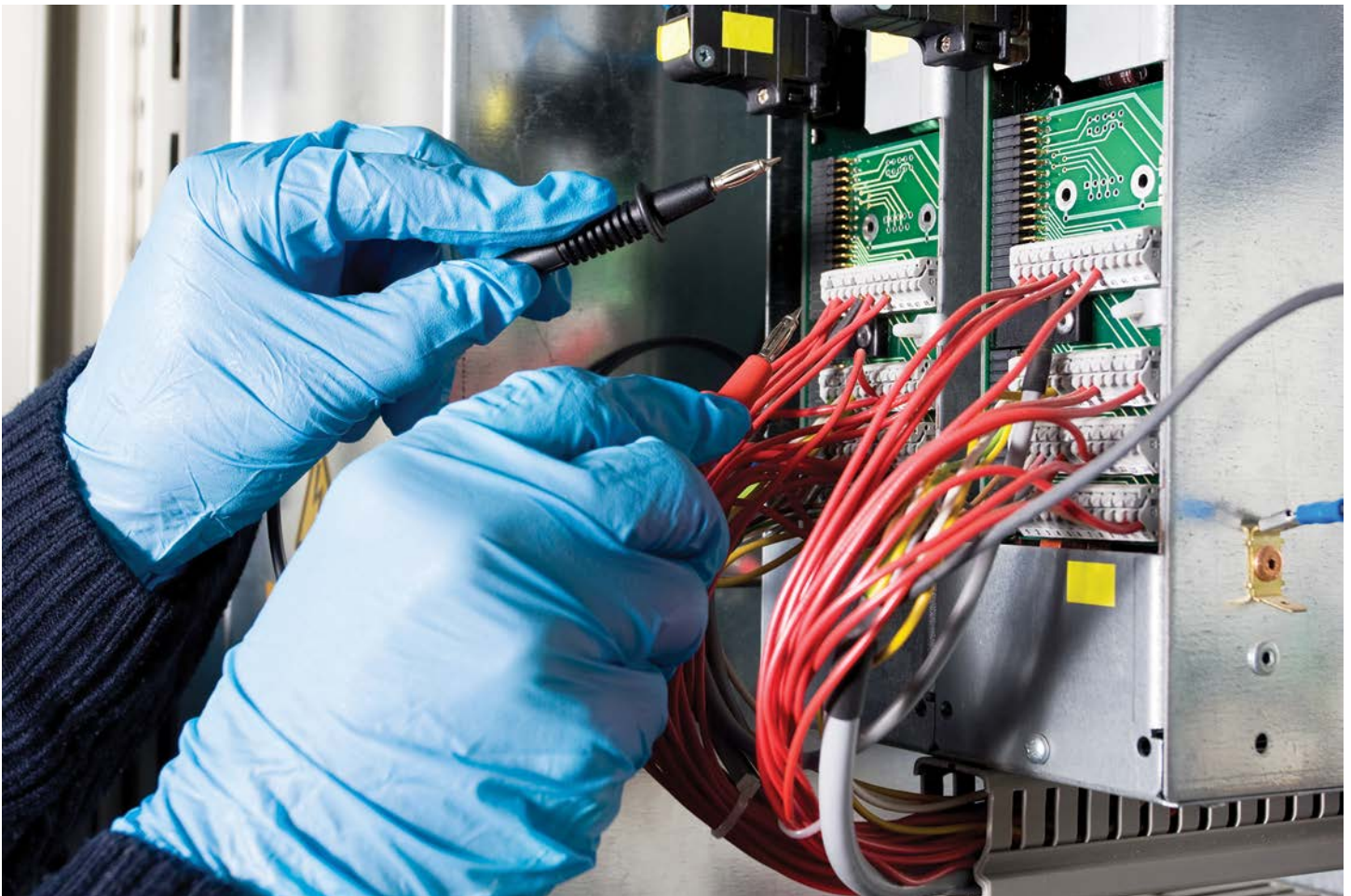
Students who choose not to continue their enrollment at Lincoln Technical Institute during the introductory period, will be charged for all books, uniforms, tools, and equipment not returned in new condition to the school.

Lincoln Technical Institute reserves the right to withdraw a student prior to the conclusion of the introductory period of enrollment due to violations of the institution's attendance policy or student code of conduct.

■ Veterans Training

The school's programs are approved for veteran's training.

Applications for Veterans Education Benefits are available at the Financial Aid Office or from the Veterans Administration Office. Approval of training benefits to be awarded is the responsibility of the Veterans Administration. Inquiries should be directed to them at <http://www.gibill.va.gov> or call them at 1-888-442-4551.



Financial Information

Many students who attend LTI benefit from some type of ***financial aid***.

Financial aid is available to those who qualify.



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Financial Information

Financial Aid

A call or visit to Lincoln Technical Institute's Financial Aid Office will help determine eligibility for the various sources of financial assistance. Lincoln Technical Institute is an eligible institution under the following student financial aid programs:

- ** *Pennsylvania Higher Education Assistance Agency Grants*
- * *William D. Ford Direct Loan Program*
- ** *Federal Pell Grants Program*
- ** *Federal Supplemental Educational Opportunity Grant Program (FSEOG)*
- *** *Federal Work-Study*
 - * LOANS are borrowed money that you must repay with interest.
 - ** GRANTS are awards that you don't have to pay back.
 - *** WORK-STUDY gives you the chance to work and earn money to help pay for school.

Community Service Positions are available. Students must check with the Financial Aid Department on campus.

VA PENDING PAYMENT COMPLIANCE

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the students enrollment;
- Assess a late penalty fee to;
- Require student secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Provide Chapter 33 Certificate of Eligibility (or its equivalent) or for Chapter 31, VA VR&E benefits must be approved by VR&E counselor and the authorization must be uploaded to Tungsten by the first day of class.

Note: Chapter 33 students can register at the VA Regional Office to use E-Benefits to get the equivalent of a Chapter 33 Certificate of Eligibility. School Certifying Official will receive a system-generated email indicating an Authorization is available in the Tungsten Network.

- *Provide written request to be certified;*
- *Provide additional information needed to properly certify the enrollment as described in other institutional policies.*

G.I. Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill.

LINCOLN BRIDGING THE GAP GRANT

The Lincoln Bridging the Gap Grant is a need-based institutional grant awarded to eligible full-time students who have remaining unmet calculated financial need. Eligibility for this program is determined based on the following criteria:

- Confirmed enrollment in an approved program of study
- Completed FAFSA for the applicable award year with an official Student Aid Index (SAI)
- Acceptance of all available student aid from federal, state, and other sources.

- Remaining financial need for direct costs (tuition, fees, and housing, if applicable) greater than \$500 after all other sources of student aid have been exhausted, including Federal Direct Loans and Federal PLUS Loans.

The Lincoln Bridging the Gap Grant amount will vary depending on each applicant's calculated financial need. The grant is awarded in up to two disbursements per academic year. Should funding cease, the scholarship will no longer be offered, but those students already awarded will continue to receive the grant until completion of their program.

FRIENDS AND FAMILY EDUCATION GRANT

The Friends and Family Education Grant is designed to provide financial assistance to students who are connected to our graduates or employers/partners.

In order to apply for this grant, an eligible student must:

- Applicants must submit contact information of their connection to a Lincoln Tech employer/partner/graduate;
- Complete the application process to enroll;
- Complete the Free Application for Federal Student Aid (FAFSA);
- Submit your Lincoln Grant request form to the financial aid staff or email: scholarships@lincolntech.edu;
- Must start training program by December 31, 2024

Those students awarded a grant must maintain satisfactory academic progress and also must attend the Lincoln Financial Literacy presentation within six weeks of enrollment.

Each eligible student may apply for one grant with an award of \$1,000. The grant will be prorated over the entire length of his/her program. Applications can be submitted any time prior to enrollment periods established by the school of your choice. The grant will not be awarded to any student who defers their enrollment past the requisite time period.

RELOCATION ASSISTANCE GRANT

The Relocation Assistance Grant (previously called Pride Grant) is an institutional grant available to students who are relocating 50 miles or more to attend a Lincoln Tech Campus to assist with expenses related to Lincoln Tech-owned housing, either on- or off-campus. Each eligible student may apply for one grant with an award of up to \$1,000. The grant will be prorated over the entire length of his/her program. Eligibility for this program is determined based on the following criteria:

- Confirmed enrollment in an approved program of study.
- Completed FAFSA for the applicable award year with an official Student Aid Index (SAI).
- Must be relocating 50 miles or more to attend a Lincoln Tech campus

Should funding cease, the grant will no longer be offered, but those students already awarded will continue to receive the grant until completion of or withdrawal from their program.

Tuition, Equipment, Fees/Cancellation & Refund Policy

All tools and materials for the programs must be purchased by the student. Special tools to be used in the program are supplied by the school on a loan basis. To be employable in industry, a graduate must be equipped with his own basic set of hand tools.

If the student does not already have his own tools, they can be purchased from the school or purchased from any outside source of the student's choice. The school cannot assume responsibility for the student's property on or off the school premises.

Financial Information

The School cannot assume responsibility for the student's property on or off the school premises.

For more details, see "Schedule of Fees" Addendum, or you may visit <https://www.lincolntech.edu/consumerinfo>.

CANCELLATION AND REFUND POLICY

1. CANCELLATION PRIOR TO STARTING CLASSES:

All monies will be refunded in full under any one of the following conditions:

- a. Rejection of the Enrollment Agreement by the SCHOOL.
- b. If the STUDENT wishes to cancel within five (5) business days of the contract signing, even if instruction has begun.

2. CANCELLATION AFTER FIVE (5) DAY PERIOD OR STARTING CLASSES:

- a. After the STUDENT starts SCHOOL, the SCHOOL will refund tuition according to the following schedule.

RETURN OF TITLE IV FEDERAL STUDENT AID*

Federal regulations regarding repayment of federal financial aid has changed the formula for calculating the amount of aid a STUDENT may retain when a STUDENT withdraws. STUDENTS who withdraw from all classes prior to completing more than 60% of an enrollment payment period will have their eligibility for federal aid recalculated based on the percentage of the payment period completed, which shall be calculated as follows:

$$\frac{\text{\# of calendar days completed by student}}{\text{total \# of calendar days in payment period}}$$

The total number of calendar days in a payment period excludes any scheduled breaks of 5 days or more (credit hour programs only).

The Return to Title IV calculation will exclude any break days longer than five for credit hour programs only. If a student eligible for financial aid attends one day or more, the institution is required to complete a Return to Title IV calculation. Funds will be returned to the federal government if what was received is more than the student is eligible to retain. If the funds received are less than what the student is eligible to retain, the student may qualify for a post-withdrawal of funds. A post-withdrawal is the ability for a student to receive funds after they have ceased attending school. If the student or parent qualifies, they will be notified in writing, indicating the steps required to be completed.

Refunds will be processed and sent to the pupil no later than 30 days after the school determined withdrawal date.

**Please note that STUDENTS are responsible for any balance owed to Lincoln Technical Institute as a result of the repayment of Federal Aid funds.*

STATE REFUND POLICY*

If a student enrolls and withdraws or discontinues after the term, semester or quarter has begun but prior to completion of the term, semester or quarter, the following minimum refunds apply:

- (1) For a student withdrawing from or discontinuing the program during the first 7 calendar days of the term, semester, or quarter, the tuition charges refunded by the school shall be at least 75% of the tuition for the term, semester or quarter.
- (2) For a student withdrawing from or discontinuing the program after the first 7 calendar days, but within the first 25% of the term, semester or quarter, the tuition charges refunded by the school shall be at least 55% of the tuition for the term, semester or quarter.
- (3) For a student withdrawing or discontinuing after 25 % but within 50% of the term, semester, or quarter, the tuition charges refunded by the school shall be at least 30% of the tuition.
- (4) For a student withdrawing from or discontinuing the program after 50% of the term, semester or quarter, the student is entitled to no refund.

- (5) For refund computations, a term, semester or quarter may not exceed 18 weeks.

*Plus charges for student fees and (if purchased from the School) tools.

- a. The calculations of refunds will be based on the last date of attendance.
- b. Refunds will be processed and sent to the pupil no later than 30 days after the school determined withdrawal date. All other refunds (i.e.; FEEL, FDSL, etc.) will be issued in accordance with applicable State and Federal mandates.
- c. Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either the regularly scheduled orientation date, as appropriate, or following a tour of the school facilities and inspection of equipment.
- d. Special cases. In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the school shall make a settlement which is reasonable and fair to both parties.
- e. The policy of Lincoln Technical Institute is to distribute the proceeds of refunds to the origination source in the following order, up to the net amount disbursed: 1)–Unsubsidized Federal Stafford Loan/Direct; 2)–Subsidized Federal Stafford Loan/Direct; 3)– Federal/Direct Graduate Plus Loan; 4)–Federal/Direct Parent Plus Loan; 5)–Federal Pell Grant; 6)–Federal Supplemental Educational Opportunity Grant (FSEOG). The student's eligibility for a state grant and agency funding will be calculated independently of the refund process upon the student's withdrawal from school. If a credit balance still remains after the above process has been completed, the school will honor the student's authorization to reduce their Federal loan obligation. If the school does not possess a Federal loan reduction authorization, the remaining credit balance will be returned to the student.

STUDENT FEE, TECHNOLOGY FEE, BOOKS, UNIFORMS, & TOOL REFUND POLICY

Students who cancel enrollment or withdraw after receiving books and supplies may return these items if they are in good condition within five (5) days following a cancellation notice or twenty (20) days following date of withdrawal. Any refund due for student fees or technology fees will be prorated based on use.

The Refund Process

The refund process is a two step procedure. In step one, Lincoln Technical Institute will calculate the percentage of the Federal Title IV aid that has been earned by the student in accordance with 34 CFR 668.22 of the Federal regulations. The second step of the process will establish the total charges incurred by the student for the training received through the last day of attendance. Lincoln Technical Institute will calculate this portion of the refund by utilizing the state refund policy.

In conformance with Federal regulation, the school will distribute the proceeds from step one to the origination source in the following order, up to the net amount disbursed.

1. Unsubsidized Federal Stafford Loan/Direct
2. Subsidized Federal Stafford Loan/Direct
3. Federal/Direct Graduate Plus Loan
4. Federal/Direct Parent Plus Loan
5. Federal Pell Grant
6. Federal Supplemental Educational Opportunity Grant (FSEOG)

Lincoln Technical Institute will distribute any refund proceeds from step two in the following manner and will reduce the outstanding Federal loan obligation first in the order listed above.

Financial Information

The student's eligibility for a state grant and agency funding will be calculated independently of the refund process upon the student's withdrawal from school.

If a credit balance still remains after the above process has been completed, the school will honor the student's authorization to reduce their Federal loan obligation. If the school does not possess a Federal loan reduction authorization, the remaining credit balance will be returned to the student.

■ Veterans Affairs Refund Policy

1. Each postsecondary educational institution shall have a policy for refunds which at least provides:
 - (a) That if the institution has substantially failed to furnish the training program agreed upon in the enrollment agreement, the institution shall refund to a student all the money the student has paid.
 - (b) That if a student cancels his or her enrollment before the start of the training program, the institution shall refund to the student all the money the student has paid, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$100, whichever is less.
 - (c) That if a student withdraws or is expelled by the institution after the start of the training program and before the completion of more than 60 percent of the program, the institution shall refund to the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$100, whichever is less.
 - (d) That if a student withdraws or is expelled by the institution after completion of more than 60 percent of the training program, the institution is not required to refund the student any money and may charge the student the entire cost of the tuition agreed upon in the enrollment agreement.
2. If a refund is owed pursuant to subsection 1, the institution shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:
 - (a) Date of cancellation by a student of his or her enrollment;
 - (b) Date of termination by the institution of the enrollment of a student;
 - (c) Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or
 - (d) Last day of attendance of a student, whichever is applicable.
3. Books, educational supplies or equipment for individual use are not included in the policy for refund required by subsection 1, and a separate refund must be paid by the institution to the student if those items were not used by the student. Disputes must be resolved by the Administrator for refunds required by this subsection on a case-by-case basis.
4. For the purposes of this section:
 - (a) The period of a student's attendance must be measured from the first day of instruction as set forth in the enrollment

agreement through the student's last day of actual attendance, regardless of absences.

- (b) The period of time for a training program is the period set forth in the enrollment agreement.
- (c) Tuition must be calculated using the tuition and fees set forth in the enrollment agreement and does not include books, educational supplies or equipment that is listed separately from the tuition and fees.

■ Scholarships

In addition to the scholarships listed below, Lincoln Technical Institute may provide other scholarships annually. Please refer to the Catalog Addendum for the latest offerings.

GOVERNMENT AGENCY SCHOLARSHIP

Government Agency Scholarships are awarded to Lincoln Technical Institute students who are entering in one of our full time educational programs recommended by an approved government state or federal agency. Scholarships are awarded based on information submitted on the specific government agency scholarship application. Criteria for a student to be awarded a scholarship are determined by the specific government agency. Lincoln Technical Institute will award up to ten (10) twenty-five percent (25%) tuition scholarships up to \$5,000 per scholarship for the year. In addition to the agency scholarship application, the student must possess a HS Diploma or Equivalent, have a passing score on the entrance exam, and complete an interview.

NATIONAL GUARD YOUTH CHALLENGE PROGRAM SCHOLARSHIP

The National Guard Youth Challenge Program Scholarship is awarded to Lincoln Technical Institute students who are entering one of our full time educational programs after graduating from the National Guard Youth Challenge Program with their HS Diploma or GED. Scholarships are awarded based on information submitted on the National Guard Youth Challenge Program Scholarship Application. Criteria for a student to be awarded a scholarship are determined by the National Guard Youth Challenge Program. Lincoln Technical Institute will award up to five (5) twenty-five percent (25%) tuition scholarships up to \$5,000 per scholarship for the year. In addition to the National Guard Youth Challenge Program Scholarship Application, the student has to graduate from the National Guard Youth Challenge Program with his/her HS Diploma or GED, have a passing score on the entrance exam, and complete an interview.

Lincoln Technical Institute may provide other scholarships annually. Please refer to the Catalog Addendum for the latest offerings.

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General Student Information

■ Dress Standard

In addition to providing the best possible professional education, Lincoln Technical Institute recognizes its responsibility to prepare its students to succeed in the work world. For this reason, Lincoln Technical Institute requires students to dress, groom, and behave as if they were already employed. Students shall refrain from wearing hats, halters, tank tops, shorts, and any other unprofessional attire. Each school may have its own specific dress code. Students will be advised at orientation. Warning notices will be issued to those students who do not follow this dress standard. After the second notice, the student will be asked to leave the premises until properly attired. Dress standards are enforced by the Department Supervisors.

For Allied Health Students: It is mandatory that you wear medical scrubs in a color designated by the school. Lab coats must be worn in the wet lab at all times. You must wear white or black medical shoes or sneakers.

Nursing Program specifics are contained in the *Practical Nursing Student Handbook*.

■ School Facilities

The school building is on 10 acres in a modern structure containing approximately 26,000 sq. ft. of comfortable air-conditioned classrooms, laboratories, lounge area and administrative offices. Ample parking is available on the school grounds.

Well-equipped laboratories and classrooms provide students the opportunity to practice their skills learned in the classroom.

The School facilities provide accessibility for handicapped students.

■ Educational Equipment

The school maintains well-equipped laboratories and classrooms with sufficient equipment to train students in all of the programs it offers.

Provided for the students use in the Electrical and Electronic Systems Technology program (EEST) program includes trainers and equipment related to computers, materials & methods, security & fire alarms, and electronics.

The information technology equipment includes computers, hard drives, routers, switches, wire test kits, flash drives, servers and printers.

In the allied health programs the equipment includes venipuncture arms, sphygmomanometers, electrocardiography meters, glucometers, pulse oximeter, centrifuge, medical mannequins, and computers.

In the Practical Nursing program the equipment list is quite detailed but can be summarized to include specialty specific mannequins such as a complete geriatric patient both male a female, a birthing torso, a nursing Anne/baby, and a Fundus assessment mannequin, and there are both male and female catheterization simulators.

There is a complete sector of basic nursing care needs which includes complete bedside set up inclusive of the bed, the over-bed table, and all necessary tools for nursing assessment and intervention: thermometers, sphygmomanometers, electrocardiography meters, glucometers, pulse oximeters, dopplers, otoscopes/ophthalmoscope, oxygen and nebulizing equipment, suction set up and equipment as well as a Snellen chart. Examples of different tubes and drains that can be utilized in the practice of

inserting, maintaining, and removing during the care of a patient are also available.

For medication administration there are numerous types of practice medications in their common modes of distribution such as oral tablets, ampules, vials, topicals, syringes and needles, an IV insertion arm, a medication cart, mortar and pestle, pill crusher, pill splitter.

Durable equipment utilized in ambulation and movement of patients is also available from wheelchairs, litters, quad canes, lift belts, walkers and quad canes. Hoyer lifts are also available for the movement of patients who are unable to participate in their care/movement activities as a means to protect the care givers.

Computers are available for learning and research needs as well as a nursing specific library. There are enough computers in the classroom for each student to be able to utilize during and after class times.

A portable student owned device (i.e. a laptop) is required in order to access the course companion platform utilized for classroom instruction. There are minimum system requirements that these devices must meet for the learners to have a positive experience. See your Campus Representative to inquire about the programs that require devices and the related minimum systems requirements necessary to access the program course companion platform.

■ Inclement Weather

In the case of inclement weather or hazardous conditions, an announcement will be made via the LincAlert system. Announcements may include plans for distance learning, delayed start time or early dismissal of class, class cancellation, or school closure.

■ Student Complaint/Grievance Procedure

Conflicts are best resolved when people utilize basic communication skills, common sense, and discretion. A student whose views differ from those of an instructor should first try to resolve the difference with the instructor involved. If a satisfactory solution cannot be obtained, the student should request an interview with the Department Manager or Director of Education.

Students who have concerns of a non-academic nature are urged to consult with the office of the Campus President. This office will refer the student to the proper department and will assist the student as necessary. All formal complaints must be addressed to the Campus President in writing.

If a student does not feel that the school has adequately addressed a complaint or concern by following the above measures, the student may consider contacting:

**LINCOLN EDUCATIONAL SERVICES
PROBLEM RESOLUTION HOTLINE
1-800-806-1921**

**PENNSYLVANIA DEPARTMENT OF EDUCATION
STATE BOARD OF PRIVATE LICENSED SCHOOLS
607 SOUTH DRIVE, FLOOR 3E
HARRISBURG, PA 17120
(717) 783-8228**

General Student Information

ACCSC STUDENT COMPLAINT PROCEDURE

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

ACCREDITING COMMISSION OF CAREER
SCHOOLS AND COLLEGES
2101 WILSON BLVD, SUITE 302
ARLINGTON, VA 22201
(703) 247-4212
www.accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting complaints@accsc.org or at <https://www.accsc.org/StudentCorner/Complaints.aspx>

The federal contact for student loan issues is:

POSTAL MAIL U.S. DEPARTMENT OF EDUCATION
FSA OMBUDSMAN GROUP
P.O. BOX 1843
MONTICELLO, KY 42633
PHONE 1-877-557-2575
FAX 606-396-4821
WEB <https://studentaid.gov/feedback-center/>

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Lincoln Technical Institute to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

FAMILY POLICY COMPLIANCE OFFICE
U.S. DEPARTMENT OF EDUCATION
400 MARYLAND AVENUE, SW
WASHINGTON, DC 20202

Visitors

Parents and other interested persons are welcome to call at any time to confer with School authorities, to inspect the School facilities, or to seek advice on the future career of an enrolled student. Visitors will find a cordial reception at Lincoln Technical Institute. A previously made appointment would be appreciated.

In keeping with Lincoln's safety procedures, all visitors must sign in at the front desk upon arrival to the school and are issued a visitors badge.

Employment Assistance

Lincoln Technical Institute does not guarantee job placement. However, it does provide employment assistance to its current students and graduates by means of the following services:

- Advises industry leaders of the availability of the school's students and graduates through regular contact, including several scheduled Career Days per year.
- All of the students attending Lincoln Technical Institute will participate in our *Lincoln Edge* program. Lincoln Edge is a combination of interactive workshops and online services that deliver professional skills training on topics like resumé building, professional branding, effective communication and job search strategies, the interview process and on the job success. Students will have a dedicated portal where they can access an array of professional services even after they have graduated from Lincoln! We are dedicated to ensuring that we not only provide our students with the skills they need to perform on the job, but the skills they need to build a lifetime career.
- Provides additional assistance if desired.

Official Student Communication

Lincoln Technical Institute's official web-based student portal (**Lincoln's Student Portal**) and student email accounts are an official means of communication to all full and part-time students enrolled in credit bearing classes. All such students are required to activate (**Lincoln's Student Portal**) portal and **@myLincoln.edu** email accounts. Official LTI communications may include, but are not limited to, registration information, reminders of important dates associated with key financial aid and financial obligations as well as academic progress notifications.

Lincoln Technical Institute expects that students shall receive and read their electronic communications on a frequent and timely basis. Failure to do so shall not absolve the student from knowing of and complying with the contents of all electronic communications, some of which will be time-critical.

Learning Resource Center

At Lincoln, we are dedicated to providing students with learning resources that enhance their educational journey and career readiness. Our learning resource system includes a wealth of online tools and facilities. Central to this system is our Learning Resource Center ("LRC") that offers students access to a vast collection of online databases covering hundreds of subjects that are available 24/7. These databases house a variety of digital materials, including eBooks, scholarly journals, market reports, dissertations, working papers, streaming videos, and electronic journals. Both our online and campus-based LRC offer a focused setting to enhance the overall learning experience.

Emergency Preparedness

Emergency preparedness information can be obtained in the following link:

https://www.lincolntech.edu/download/consumer/HS_ERP.pdf

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[†]Specific Nursing Academic Policies are contained in the Practical Nursing Student Handbook.

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■ Class Schedules

Students can enroll at any time during the year. Class starting dates are scheduled at frequent intervals to enable students to start moving toward their career goals as soon as possible. Class size is limited so that each student can receive the personal attention so vital to successful mastery of the skills and understanding of the subject at hand. A typical classroom at our campus can accommodate up to 33 students (EEST program can accommodate up to 24 students). In a typical laboratory setting we have no more than 24 students to every one instructor. In a laboratory or clinical setting for Nursing we have no more than 15 students for every one instructor.

The class schedules are designed to be flexible and best utilize facility and instructional time

The school reserves the right to alter hours of attendance and/or starting dates when deemed necessary. Such changes will not alter the program costs or refund policy stated in the enrollment agreement. If conditions beyond the control of the school require postponement of a starting date or temporary suspension of classes, appropriate adjustments will be made to provide students all the instruction to which they are entitled under the terms of the enrollment agreement. Students who have enrolled but have not started attending school will, upon request, be issued a refund of monies paid if postponement of classes extends beyond the next class starting date. For specific start and end dates see the school calendar, see catalog addendum.

■ Diploma and Degree Programs

We offer a few different approaches to career training to help students prepare for jobs in the industry:

- For the person wanting comprehensive training geared towards succeeding as a professional technician, the school offers diploma programs which prepare students for entry-level positions in their chosen field.
- For the person wanting training that enables graduates to seek employment in a wide variety of management, technical, and administrative positions, the associate in specialized technology degree program is available for the field of study they have chosen.

Rules and Regulations, for the conferred diploma or associates degree are in accordance with the Commonwealth of Pennsylvania.

For a description of the subject matter covered in each course, please refer to the curricula on pages 7 through 16.

■ Student Conduct

Students are required to comply with all Student and Safety Regulations. Failure to adhere to and observe School Regulations and Policy may result in probation or immediate dismissal. Conduct which may be considered unsatisfactory includes but is not limited to the following:

- Excessive absenteeism, tardiness or leaving class early. Students are also expected to put forth a reasonable effort to learn. Acts such as loafing, horseplay, failure to pay attention and carry out instructions, or poor attendance are not tolerated. Students who arrive after the official school starting time will be considered as late. If a student must leave prior to the official end of class time, he/she must notify the instructor and/or Education Department. Class attendance is closely monitored by the school, and unless, they contact the school first, students who are absent from class will be contacted. (Practical Nursing – Rules pertaining to tardiness to didactic and clinical sessions differ and are addressed in the *Practical Nursing Handbook*.)

- Student conduct which disrupts classes or interferes with the progress of other students, which includes swearing, yelling, any type of violence within the classroom or other areas of the campus.
- Theft of property belonging to the School, other students or employees. (In addition to termination, theft may be reported to civil authorities.)
- Any act resulting in defacing or destruction of School property and/or property of others including other students.
- Fighting in or near the school premises.
- Possession or consumption of alcohol, marijuana or illegal substances on or near school premises.
- Possessing firearms, fireworks, ammunition, or weapons is a violation of schools rules and state laws. (In addition to termination, illegal substance abuse will be reported to proper authorities.)
- Personal conduct at any time or place which may, in the judgment of the School staff, cast a bad reflection on the School and its well-earned reputation.
- We oppose all forms of unlawful discrimination and harassment in the school environment. Harassment and discrimination can take many forms including but not limited to, racial slurs, ethnic jokes, disparaging or insensitive remarks about an individual's religion, age, gender, physical ability or sexual orientation, physical or verbal threats, or sexual harassment. None of these, or any other form of harassment, including cyber-bullying, or discrimination is acceptable in the school environment. All allegations of harassment or discrimination are fully investigated. Students found to have engaged in this behavior are subject to disciplinary action up to and including expulsion from school.
- Any student creating a hazard; immoral conduct, or disturbance in the surrounding neighborhood. Reckless driving and/or squealing tires near the school or places of residence are prohibited.
- The campus computer systems and networks are provided for student use as a part of the academic program. All students have a responsibility to use Lincoln Educational Services computer systems and networks in an ethical and lawful manner. The intentional misuse and abuse of computer and Internet resources is not permitted. This includes, but is not limited to, purposely visiting inappropriate and non-academic Web sites which promote or advocate illegal or unethical behavior; visiting inappropriate and non-academic Web sites for personal business; downloading graphics or other pictures, images, or information not related to academic curricula; inappropriate and non-academic use of email; inappropriate and non-academic use of chat rooms; and inappropriate and non-academic use of school software.
- In keeping with accepted industry and shop safety hazards, jewelry must be evaluated for safety risks when in the lab or shop. Hanging earrings, necklaces, rings, or bracelets may pose a safety risk. If in the judgment of school staff, a safety hazard exists, a jewelry item in question must be either removed or covered with protective clothing.
- The campus has an established a dress code for students in all programs which is in accordance with industry expectations and in consideration of professional standards.
- We expect honesty from students in presenting all of their academic work. Students are responsible for knowing and observing accepted principles and procedures of research and

Academic Information

writing in all academic work, including term paper writing, lab manual and/or workbook completion and test taking.

- Misrepresenting the school's programs, policies, or activities of members of the staff or of other students is prohibited.
- Cell phones and/or other electronic recording or communication devices are not allowed to be operated in any classroom or lab area without the expressed permission of the instructor.

■ Attendance

The technical nature of the training and graduate employability goals of the programs offered requires that students attend classes on a regular basis. Consequently, the following attendance policy will be enforced:

- Regardless of the percentage of a course or courses missed, students, full time or part time, will be considered to have withdrawn from school on the fourteenth consecutive calendar day of absence while school is in session. (with the exception of published holidays and breaks).

For the Practical Nursing Program, an excess of 10% absenteeism will result in failing grade. See Practical Nursing attendance policy.

- Students participating in an Externship will also be considered to be withdrawn from school on fourteenth consecutive calendar day of absence (with the exception of published holidays and breaks). Students are required to complete all the required hours of the training in order to be eligible for graduation. If students are absent from regularly scheduled hours, these hours must be made up in order to be eligible for graduation.

Approved field trips and employment interviews are considered part of training. So those activities, in addition, to absences due to new students starting late (established per school policy) are not counted as absences for attendance purposes.

Students receiving funds from any state or federal agency may be subject to the additional attendance requirements of that specific agency.

A Pending Course Schedule (PCS) student status is a temporary period of non-attendance not to exceed a maximum of 60 calendar days. The status is intended to support student progression and is applied when a student has a course that is not available due to, but not limited to, interruption in their enrollment because of a course failure, a shift change, a leave of absence, or failure to meet graduation requirement. The PCS status is not included in the 150% maximum timeframe calculation.

■ Attendance Policy–Practical Nursing

Attendance of a minimum of 100% of scheduled hours per semester is suggested for successful completion. Students may not exceed ten percent (10%) absences in any semester. Students who miss in excess of five percent (5%) of scheduled hours per semester will be placed on attendance advisement. Students who miss in excess of ten percent (10%) of scheduled hours may be withdrawn.

Lincoln Technical Institute will be honoring the following documented absences for Practical Nursing students; Jury Duty, Military Leave and Bereavement (maximum of 3 days).

Cases of extenuating circumstances may be considered by the Campus President or designee.

■ Attendance Policy–Blended Programs

Blended courses consist of both classroom and online instruction. Students are expected to adhere to the attendance policy through physical attendance in scheduled class sessions AND through online graded assignments submitted weekly. Timeframes for weekly online submissions are designed in the Canvas Course Shell (i.e. Sunday - Saturday). Threaded discussions and reflection exercises are examples of graded assignments used to record weekly attendance for the online portion.

Sending an email to the instructor does not count as an academic activity or a gradable item. Meeting the attendance requirements does not indicate that the student has completed all of the required class work for a particular week. Meeting the attendance requirements indicates only that the student has participated sufficiently to be considered in attendance for that week. Assignments are graded on their merit and according to the established guidelines.

■ BLENDED DELIVERY METHOD TECHNICAL REQUIREMENTS

COMPUTER REQUIREMENTS FOR BLENDED DELIVERY ONLINE COURSES

The minimum system requirements are meant to serve as a guideline for what is acceptable to access the online courses using technology.

Minimum System Requirements:

- Microsoft Office 2016 or Higher
- Windows 10 Operating System
- 4G RAM minimum
- 40GB of AVAILABLE hard-disk space
- Speakers and Sound Card
- High speed connection to the Internet (DSL, Cable)

Supported Browsers: *(These requirements are subject to change. In each case, the latest two versions of each browser should be supported unless more specific requirements are outlined in your program. It is recommended that students have at least two of these available on their systems.)*

- Internet Explorer 11, Microsoft Edge
- Firefox (Latest version recommended)
- Chrome (Latest version recommended)
- A user risks running into problems with the course software if they choose to use a non-supported browser

Browser settings:

- Java Script should be enabled
- Cookies should be enabled
- Allow Pop-Up in windows

The following plug-ins are required for many of the resources available in your online courses:

- Adobe Flash Player
- Adobe Acrobat Reader
- Java 1.5 or higher

■ Make Up

For all programs with the exception of Practical nursing, upon return to school following an absence, students are required to turn in any work that was due while they were absent in order to receive up to the original 100% credit. A reduction in credit for make-up work will be applied to all late submissions based on the following criteria:

- Up to 90% credit for all work turned in up to one week late from the date of your return.
- Up to 80% credit for all work turned in up to two weeks late from the date of your return.
- Any work turned in after two weeks late will receive a grade of 0%.

Availability for make-up on high stakes assessments (e. g. mid-terms and final exams) may be limited, and the date and time of make up on high stakes assessments must be agreed upon by faculty. Regardless of the timeframes referenced above, all work must be completed in a timely manner in order to process final grades, grade appeals and/or to resolve incomplete grades.

Any exceptions due to extenuating circumstances are managed at the discretion of the Director of Education and/or the Campus President. Documentation may be required to justify extenuating circumstances. There is no fee for the review or processing of approved make-up work.

Make-up time for class / lab / clinical / may be scheduled on a limited basis for Practical Nursing students with an approved documented absence on record. Make-up time must be completed

Academic Information

on the dates and in the timeframes determined by the Director of Nursing. See the Director of Nursing for campus limitations.

In the case of school closure due to inclement weather or other natural disaster, make-up sessions will be scheduled to present and/or review material not incorporated into the remaining scheduled days. The campus will attempt to schedule make-up classes at times that fit within the students' schedule.

■ Consultation and Tutoring

Students and graduates may consult with the School faculty at any time about program or course problems. Students who require additional assistance with their work may obtain individual tutoring from the faculty outside of class hours. Arrangements for special tutoring must be made with the campus Education Department.

■ Student Advising

The Education Department monitors student success as measured by student attendance, student learning, professionalism, academic progress, and achievement of career goals. As a student service, Department personnel engage active students in advising sessions to mitigate obstacles or challenges, identify additional needed supports or services, and promote student success. Students are encouraged to call upon staff to address academic or non-academic concerns. Matters of a personal nature that distract the learning experience may be addressed through advising practice or through referral to qualified professionals in the local community. Good communication is imperative for effective advising; therefore, active students are asked to inform staff of any changes to their records including phone, home address, e-mail, employment, marital status, and so forth.

■ Americans with Disabilities Act (ADA) Policy

Lincoln Technical Institute (LTI) is committed to providing opportunities for all qualified students to participate in its programs, including students with disabilities who need reasonable accommodations. A qualified student is one who, with or without reasonable accommodation, meets the essential institutional, academic and technical standards requisite to admission, participation and completion of our programs.

A reasonable accommodation is an accommodation that allows a student with a disability to participate in our programs without changing the essential academic requirements of our programs, creating a threat to others or placing an undue burden on the institution.

An example of a reasonable accommodation is giving students with certain learning disabilities additional time to take an exam. Accommodations are provided to allow a student to participate in our programs but LTI does not provide personal assistants such as aides who help with dressing, feeding and the like.

A disability is a physical or mental impairment that substantially limits one or more major life activities such as seeing, hearing, walking or learning.

All requests for reasonable accommodation must be submitted to the Director of Education. While a student may discuss a possible accommodation with any faculty or staff member, students should be aware that faculty and staff are not authorized to provide accommodations. All inquiries from students about reasonable accommodation should be directed to the Director of Education, who will then evaluate the request and make a decision. The complete policy can be found by visiting:

<https://www.lincolntech.edu/consumerinfo>

■ Course and Academic Measurement

The instructional hours listed for each of the programs in this catalog are included in compliance with State and Veteran's training requirements and are predicated on regular attendance, successful completion of each course in the program without repetition or make-up work and excluding holidays that occur during the period of attendance. An instructional hour is defined as a minimum of 50 contact minutes within any scheduled 60 minute period.

A credit hour is defined as an amount of work represented in intended learning outcomes and verified by evidence of student achievement for academic activities as established by the school comprised of the following units: didactic learning environment; supervised laboratory setting of instruction; externship; and/or out-of-class work/preparation.

■ Academic Measurement—Practical Nursing

Lincoln Technical Institute's Practical Nursing program measures progress on the basis of clock hours. A clock hour is earned by demonstration of proficiency in the application of technical and clinical knowledge and skill. Students complete an academic year upon accumulation of a minimum of 900 clock hours taken over a period of a minimum of thirty (30) weeks.

■ Grading

Grading is based on the student's class work and lab/shop work, and the results of written and performance tests. An average is taken of all grades in any marking period and must be at a specified CGPA or above to be considered making satisfactory academic progress.

Percentage	Letter Grade	Interpretation	Point Value
95-100	A	Excellent Plus	4.0
90-94	A-	Excellent	3.9
87-89	B+	Good Plus	3.8
84-86	B	Good	3.5
80-83	B-	Good Minus	3.0
77-79	C+	Average Plus	2.8
74-76	C	Average	2.5
70-73	C-	Average Minus	2.0
67-69	D+	Below Average	1.5
64-66	D	Poor	1.2
60-63	D-	Poor	1.0
59 and below	F	Failing Work	0.0
Incomplete	I	Temporary grade; Is not considered in computing Grade Point Average; Requires make-up work.	N/A
Withdrawal	WA	Received by students who withdraw from a course before the end of the add/drop period.	N/A
Withdrawal	W	Withdrawal after the add/drop period.	N/A
Pass	P	Received by students in Internship/ Externship or Developmental Courses. "P" is not considered in computing the Grade Point Average.	N/A
Non-Pass	NP	Received by students in Internships/ Externships and Developmental Courses.	N/A
Repeat Course	**	Received by students who repeat a course.	N/A
Repeat Course Required	R	Received by students when their grade does not meet a course requirement or programmatic standard.	N/A
Transfer Credit	TR	Indicates the school accepted credit earned for previous postsecondary education at an institution other than a Lincoln Educational Services School. "TR" is not considered in computing the Grade Point Average.	N/A
Test Out Credit	TO	Indicates the school accepted credit earned for testing out of a course. "TO" is not considered in computing the Grade Point Average.	N/A

Academic Information

Practical Nursing students must achieve a minimum grade of 75% at the end of each didactic and clinical course. Each student's progress will be evaluated periodically and student-teacher conferences held as indicated to discuss academic progress.

Satisfactory Academic Progress (SAP)

INTRODUCTION

Federal regulations require the Institution to monitor the academic progress of each student who applies for financial aid and to certify that each student is making satisfactory academic progress toward a degree, diploma, or certificate. In accordance with those regulations, the Institution has established standards of Satisfactory Academic Progress (SAP) that include qualitative, quantitative and incremental measures of progress. Students bear primary responsibility for their own academic progress and for seeking assistance when experiencing academic difficulty. Academic advisement, tutoring, and mentoring programs are all available.

SATISFACTORY ACADEMIC PROGRESS—PRACTICAL NURSING

A student will be considered to be making SAP for the payment period when meeting both of the following criteria: All completed courses must be at a 2.5 GPA and the student must have completed a minimum of 90% of the hours scheduled. A student who has achieved the aforementioned criteria is considered to have successfully completed the coursework and the number of weeks required for the payment period. A student not meeting the aforementioned requirements will not be considered to be making SAP and will be put on Financial Aid warning for the duration of the subsequent payment period.

QUALITATIVE MEASURE OF PROGRESS (GRADE POINT AVERAGE)

All students (except those enrolled in Practical Nursing) are required to meet the minimum cumulative grade point average (CGPA) shown on the chart below. Grades ranging from "A" to "F" will be included in the CGPA calculation.

QUALITATIVE MEASURE OF PROGRESS (GPA)	
PROGRAM INTERVALS (Based on Total Published Program Credits)	MINIMUM REQUIRED GRADE POINT AVERAGE
BELOW 25%	1.25
25% TO <50%	1.50
50% TO <75%	1.75
75% AND ABOVE	2.00

The following Qualitative Measure of Progress chart is applicable to students enrolled in the Practical Nursing program:

QUALITATIVE MEASURE OF PROGRESS—PRACTICAL NURSING (GPA)	
PROGRAM INTERVALS (Based on Total Published Program Credits)	MINIMUM REQUIRED GRADE POINT AVERAGE
BELOW 25%	2.50
25% TO <50%	2.50
50% TO <75%	2.50
75% AND ABOVE	2.50

QUANTITATIVE MEASURES OF PROGRESS (PACE OF PROGRESSION AND MAXIMUM TIME FRAME)

PACE OF PROGRESSION ("PACE")

The institution has established a minimum pace of progression for all enrolled students as outlined in the table below. Grades of "F", "I", or "W" (or blank/missing) are treated as registered credits but NOT earned credits and thus negatively impact the pace of progression.

QUANTITATIVE MEASURES OF PROGRESS (PACE)	
PROGRAM INTERVALS (Based on Total Published Program Credits)	MINIMUM PACE OF PROGRESSION
BELOW 25%	50%
25% TO <50%	66.67%
50% TO <75%	66.67%
75% AND ABOVE	66.67%

The formula used to calculate the Minimum Pace of Progression will vary depending on the program of study as noted below.

QUANTITATIVE MEASURES OF PROGRESS (PACE)	
PROGRAM STANDARD	FORMULA
CREDIT HOURS	$\frac{\text{cumulative earned credits}}{\text{cumulative registered credits}}$
CLOCK HOURS	$\frac{\text{cumulative earned hours}}{\text{cumulative scheduled hours}}$

MAXIMUM TIME FRAME

All financial aid recipients are expected to complete their degree/diploma/certificate within an acceptable period of time. The maximum time frame for financial aid recipients is 150% of the published length of the program. For students enrolled in credit hour programs, the MTF is based on 150% of the minimum required credits for graduation as published in the catalog. For students enrolled in clock hour programs the MTF is calculated as 150% of the clock hours required for successful program completion as published in the catalog.

EVALUATION PERIOD

In order to maintain eligibility for Title IV funding, students must maintain satisfactory academic progress.

FAILURE TO MEET STANDARDS

SAP/FA WARNING

- If at the end of the evaluation period a student has not met either the GPA or pace of progression standard, the student will be placed on warning for one evaluation period. Students on warning are eligible to register and receive financial aid.
- If at the end of the warning period a student who has been on warning has met both the cumulative GPA and cumulative pace standards, the warning status is ended and the student is returned to good standing.

SUSPENSION OF STUDENTS ON SAP/FA WARNING STATUS

If at the end of the warning period a student who has been on SAP/FA Warning status has not met both the cumulative grade point average and minimum pace of progression standards, the student shall be placed on SAP/FA Suspension. Students on SAP/FA Suspension are not eligible to receive financial aid.

SUSPENSION OF STUDENTS NOT ON SAP/FA WARNING STATUS

- **Suspension for Exceeding the Maximum Time-Frame.** If at the end of the evaluation period a student has failed to meet the institution's standard for measurement of maximum time-frame, the student shall be suspended from financial aid eligibility and may be subject to dismissal.
- **Suspension for Inability to Meet Program Requirements within the Maximum Time Frame.** If at the end of the

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evaluation period the institution determines it is not possible for a student to raise her or his CGPA or pace of progression percentage to meet the institution's standards before the student completes his/her program of study, the student shall be suspended from financial aid and may be subject to dismissal.

- **Suspension for Extraordinary Circumstances.** The Institution may immediately suspend students in the event of extraordinary circumstances, including but not limited to previously suspended (and reinstated) students whose academic performance falls below acceptable standards during a subsequent term of enrollment; students who register for courses, receive financial aid, and do not attend any classes; and students whose attendance patterns appear to abuse the receipt of financial aid and may be subject to dismissal.

APPEALS AND PROBATION

APPEALS

A student who fails to make satisfactory academic progress and is suspended has the right to appeal based on special, unusual or extenuating circumstances causing undue hardship such as death in the family, student's injury or illness or other special circumstances as determined by the Institution.

- Appeals must be submitted in writing.
- The appeal must include an explanation of the special, unusual or extenuating circumstances causing undue hardship that prevented the student from making satisfactory academic progress.
- The appeal must also include what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the end of the next evaluation period.
- Supporting documentation beyond the written explanation is required.
- Initial consideration of appeals will be undertaken by the Appeal Committee which will minimally consist of the Academic Dean, and /or the Financial Aid Representative. The Campus President may appoint additional members as deemed appropriate.
- Appeals that are approved must contain an academic plan that, if followed, ensures the student would be able to meet satisfactory academic progress standards by a specific point in time.

SAP/FA PROBATIONARY STATUS

A student who has successfully appealed shall be placed on SAP/FA Probation for one evaluation period. If, at the end of the next evaluation period, a student on SAP/FA Probation status:

- Has met both the institution's cumulative grade point average and pace standards, the student shall be returned to good standing.
- Has not met the institution's cumulative grade point average and pace standards but has met the conditions specified in his/her academic plan, the student shall retain his/her financial aid and registration eligibility under a probationary status for a subsequent evaluation period.
- Has not met the institution's cumulative grade point average and pace standards and has also not met the conditions specified in his/her academic plan, the student shall be re-assigned a SAP/FA Suspension status immediately upon completion of the evaluation.

NOTIFICATION OF STATUS AND APPEAL RESULTS

STATUS NOTIFICATION

Students are notified in writing (letter or email) when the evaluation of satisfactory academic progress results in warning, suspension, or probation. The notice includes the conditions of the current status and the conditions necessary to regain eligibility for registration and financial aid. Notice of suspension also includes the right and process necessary to appeal suspension.

APPEAL RESULT NOTIFICATION

Students are notified in writing (letter or email) of the results of all appeals. Approved appeals include the conditions under which the appeal is approved and any conditions necessary to retain eligibility for registration and financial aid. Denied appeals include the reason for denial.

REINSTATEMENT

A student who has been suspended from financial aid eligibility may be reinstated after an appeal has been approved or the minimum cumulative GPA and pace standards have been achieved. Neither paying for their own classes nor sitting out a period of time is sufficient **in and of itself** to re-establish a student's financial aid eligibility.

TREATMENT OF GRADES AND CREDITS

Credits: The unit by which academic work is measured.

Registered (Attempted) Credits: The total number of credits for which a student is officially enrolled in each term.

Cumulative Registered Credits: Cumulative registered credits are the total number of credits registered for all terms of enrollment at the Institution, including summer terms and terms for which the student did not receive financial aid.

Earned Credits: Earned credits include grades ranging from "A" to "D-" and "P". They are successfully completed credits that count towards the required percentage of completion (66.67%) as defined by the quantitative measure.

Attempted, NOT earned: Grades of "F", "I", "NP", "W" (or a blank/missing) will be treated as credits attempted but NOT successfully completed (earned).

Audited Courses: Audited courses are not aid eligible courses and are not included in any financial aid satisfactory academic progress measurements.

Repeat Credits: Repeat credits are credits awarded when a student repeats a course in order to improve a grade. A student may repeat a class as allowed by the institution. The institution will use the highest grade achieved to calculate GPA. All repeated credits are included in the percent of completion and maximum time frame calculations.

Transfer Credits: Transfer credits are credits earned at another post-secondary educational institution which are accepted by this Institution. Transfer credits which are accepted by the Institution and are applicable to the student's program of study shall be counted as credits attempted and completed for calculation of pace of progression and maximum time frame. Grades associated with these credits are not included in calculating CGPA. For students who either change programs within the institution or wish to earn an additional credential, all credits earned toward courses that apply to a student's new program of study or credential will be used to determine satisfactory academic progress.

Withdraw: The mark of "W" (withdrawal) is assigned when a student withdraws from a class after the add / drop period. It is not included when calculating grade point average or earned

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credits. Thus, it does not impact CGPA but does negatively impact earned credits and, therefore, negatively impacts the student's percent of completion.

The mark of "WA" is assigned when a student withdraws from a class before the end of the Add/Drop period or has not satisfied the requirements of an "I" grade within a defined timeframe. It is not included when calculating grade point average or earned credits. Thus, it does not impact CGPA and does not negatively impact earned credits and, therefore it does not impact the student's percent of completion.

Incompletes: The mark of "I" (incomplete) is a temporary grade which is assigned only in exceptional circumstances. It will be given only to students who cannot complete the work of a course on schedule because of illness or other circumstances beyond their control. An "I" grade will automatically become a "W" (failing) grade if requirements to complete course work have not been satisfactorily met within 14 days of the original course end date.* Instructors have the option of setting an earlier completion date for the student. A grade of "I" is not included when calculating grade point average or earned credits. Thus, it does not impact CGPA but does negatively impact earned credits and, therefore, negatively impacts the student's percent of completion.

Add/Drop Period: The add/drop period is the span of time when students may be added or removed from a course. A student may be added or removed from a course on or before the third scheduled class session. Only in-person sessions are calculated in the three day add/drop period count with the exception of fully online offerings. A student being added to a course will be recorded as absent for any sessions missed and allowed make-up work. A grade of "WA" will be applied when a student has recorded attendance and is withdrawn during the add/drop period.

■ Satisfactory Academic Progress for VA Beneficiaries

In accordance with the requirements set forth by the Department of Veterans Affairs, the school will notify the VA within 30 days of any VA beneficiaries who are placed on SAP/FA Warning for a 2nd consecutive term. This notification will include the date at which the student will be placed on SAP/FA Suspension. Students in SAP/FA Suspension are considered ineligible for VA Educational Assistance benefits and as such the School VA Certifying Official will no longer be permitted to certify the student's enrollment for any training towards the remaining requirement of his/her program which he/she completes before being readmitted to the approved program. VA students may avail themselves of the school's appeals process.

■ Transcripts (Progress Records and Degree Audits)

Following a review by the School, grade reports (unofficial transcripts and/or degree audits) are available for the student to review upon completion of each course or term on the student portal. Individual grade records are permanently maintained for each Student and are open for inspection in accordance with the Family Educational Rights and Privacy Act of 1974.

The student will receive an official transcript upon graduation. Requests for official transcripts while in school or additional copies of official transcripts after graduation can be ordered at <https://www.lincolntech.edu/academics/transcripts>. Current students may obtain unofficial transcripts on their student portal account <https://myportal.lincolnedu.com/>. Requests for replacement diplomas / degrees must be submitted in writing to the school.

■ Transfer Credits

The school's programs are career oriented in nature with objectives designed to prepare graduates for immediate employment in their chosen field of study upon graduation. Students seeking to continue their education at other post secondary institutions should be aware that the school does not claim or guarantee that credit earned here will transfer to another institution and acceptance of the credit earned here is determined at the sole discretion of the institution in which the student desires to transfer his/her credits. Students are advised to obtain information from all institutions they are considering attending in order to understand each institution's credit acceptance policies. It is the student's responsibility to confirm whether or not credits earned at this campus will be accepted by another school.

Students who transfer credits from a postsecondary institution accredited by an agency recognized by the U.S. Department of Education will receive a grade of "TR" on their transcripts. Those courses which have been accepted as transfer credit are not included in the cumulative grade point average (CGPA) calculation but are calculated towards the maximum time frame to be used to determine a student's satisfactory academic progress. Courses that are the same (Course Code, Course Name, Credits and Description) that are transferred from one Lincoln campus to another, will be calculated within the student's CGPA to the new campus. This is determined by the campus administrator within the campus system.

Applicants requesting transfer credits must apply prior to starting school.

For Veterans Affairs Students: VA regulation (Title 38, Code of Federal Regulations, Section 21.4253 (d)(3) and 21.4254(c)(4)) requires that Lincoln Tech receive and evaluate all post-secondary prior credits for all students receiving educational benefits from the Veterans Affairs education programs (CH30, CH33, CH35, CH1606, CH31, and VR&E) which includes prior military service through the evaluation of your military transcripts.

Transfer applicants must submit a transcript and applicable course description(s) from their former institution that clearly indicates the courses taken, grades achieved and credits awarded. All credits transferred from applicable courses must have an earned grade of "C" or better. Or, the applicant must produce an up-to-date professionally recognized certification along with a verifiable history of employment relating to the course.

Regardless of the number of transfer credits awarded, all students must complete a minimum of 50% of the credits required for graduation through actual attendance for all programs taken.

Those students who transfer credits from an accredited postsecondary institution will receive a grade of "TR" as noted in the grading policy. For students who change programs, only those courses that count towards a student's new program of study will be used to determine satisfactory academic progress.

The Education Department manager receives and evaluates the student transcript and any related support materials (such as a school catalog and / or course syllabi) to determine where prior learning is a match to school course offerings. There are a variety of considerations when evaluating submitted records (i.e. institution, course title, course level, course descriptions, grades, and year of study). Where needed, a campus subject matter expert will participate in the evaluation process. The goal is to ensure student academic success; therefore, an approved transfer of credit is a result of verified evidence of student learning which aligns with school offerings. When further assessment of student learning may be needed, the school may consider the option of test out.

Student applicants with evidence of prior work experience directly applicable to the program may choose to submit their documentation for review. Such applicants will have their skills and knowledge validated through a test out procedure.

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TEST OUT

Test Out exams provide students the opportunity to be exempt from certain required courses by demonstrating proficiency through assessment in the subject area to verify knowledge and skill. Applicants requesting to take a test out exam must do so prior to starting school. Not all courses are eligible for test out exam credit, and students cannot have attended past the add/drop period in the course for which they want to test out. To receive credit for a course, the applicant must earn a B on the test out exam on the first attempt.

A successful Test Out result is recorded as “TO” on the student transcript and is not considered in computing the Grade Point Average. A nominal administrative fee may apply for Testing Out. Applicants interested in Test Out should see the Education Department Manager.

When a student transfers from one Lincoln program to another Lincoln program, an evaluation is performed of all courses passed and skills / knowledge obtained which may be applicable to the new enrollment. Where course equivalencies are established, the earned grade in the original enrollment is applied to the new enrollment. A grade of “TO” for test out is applied to a course in the new Lincoln enrollment when it is evident that the required skills and knowledge sets had been obtained across multiple passed courses in the original enrollment.

Transfer Credits—Practical Nursing

A “TR” indicates that the requirements for the course have been previously satisfied. For Nursing Programs, all credits transferred from applicable courses must have an earned grade of “B” or better.

Regardless of the number of transfer credits awarded, all students must complete a minimum of 50% of the credits required for graduation through actual attendance for all programs taken.

Prior courses taken that become accepted for transfer credits are used as part of the determination of a student’s satisfactory academic progress, and will be considered in calculating the pace towards completion, which cannot be more than one and one-half (1.5) times the normal program length. Those students who transfer credits from an accredited postsecondary institution will receive a grade of “TR” as noted in the grading policy. If a student would like to receive a higher GPA for the course they may use the test out procedure. For students who change programs, only those courses that count towards a student’s new program of study will be used to determine satisfactory academic progress.

Internship Requirements

In order to participate in the non-didactic part of the program

- Students must achieve a minimum cumulative grade point average of 2.0 in order to participate in internship. Students who do not meet this requirement will be required to repeat classes with less than a 2.0, in order to improve the cumulative grade point average and qualify for the internship. Students with less than the required 2.0 CGPA will be placed on probation during this time period.
- Have an approved resumé.
- For many of the programs, students must submit to a background check and/or a drug screening and/or show proper documentation of required immunization records prior to the start of their last course, module, or class. An unfavorable result may preclude a student from participating in the internship portion of the program, resulting in the student being withdrawn from school.

Withdrawals and Incomplete Grades

WITHDRAWAL

A “W” withdrawal is issued to students who are withdrawn from the institution or course after the introductory period of enrollment and prior to the end of the module or term. Readmitted students must retake all “W” withdrawal graded courses. A “W” will not be calculated in the cumulative GPA, but counts as an attempt for satisfactory academic progress.

The mark of “WA” is assigned when a student withdraws from a class before the end of the Add/Drop period. It is not included when calculating grade point average or earned credits. Thus, it does not impact CGPA and does not negatively impact earned credits and, therefore it does not impact the student’s percent of completion.

INCOMPLETE

An “I” incomplete is given to students who do not complete a test or required course work. The student has a maximum of 14 days to complete the course work, the school may require less time in certain circumstances. If the coursework is not completed in the specified time, the student will receive a zero for the assignment which will be averaged into the GPA.

Should this effect the students expected graduation date, students are notified via the web-based student portal (Lincoln’s Student Portal).

Withdrawals and Incomplete Grades—Practical Nursing

WITHDRAWAL—PRACTICAL NURSING

Students who exceed the attendance policy may forfeit the opportunity to attend the following semester. Students who are withdrawn for attendance may seek readmission through the program director’s office. Students who miss six (6) consecutive class days will be automatically withdrawn.

INCOMPLETE—PRACTICAL NURSING

An “I” incomplete is a temporary grade issued to a student in good standing when certain requirements for a course are not completed by the end of the semester due to a justifiable reason. During a conference the student will present the extraordinary situation, which inhibited completion of the course requirements, and the faculty and program director will issue a decision. If a grade of “incomplete” is awarded, a contract will be developed specifying the work that must be completed and the completion date. A probationary status will be in effect during the contract period. If the conditions of the contract are not fulfilled a grade of “F” failing grade will replace the “I”.

Course Repeats

Based on scheduling availability, a student will be allowed to repeat one failed course; or a course that falls below a programmatic standard, at no additional tuition charge provided the student graduates and provided the repeat will not prevent the student from completing the program in the maximum time permitted by the School’s Satisfactory Academic Progress policy. If the student fails or falls below a programmatic standard in more than one course within the term, the free course repeat will apply to the course with the higher number of hours. Students who fail (or fall below a programmatic standard) the same course twice will be terminated except in the case of verifiable extenuating circumstances. In such cases, a student may be granted permission by the Education Department to enroll in the course for a third time if the circumstances are thoroughly documented.

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Official and Unofficial Withdrawals

An official withdrawal is initiated by the student. Any student considering to officially withdraw from a program should speak to his/her Education Department Manager as soon as possible. If the student ultimately decides to officially withdraw it is requested that a form be filled out in the Education Office stating the intent to withdraw and reasons. Prior to the official withdrawal, the student should participate in exit interviews with the Education and Financial Aid Department Managers to review options for returning to school and financial responsibility.

An unofficial withdrawal is initiated by the campus staff. Any student who fails to notify the school of their intent to withdraw and violates the attendance policy or fails to return from a scheduled leave will be withdrawn. Unofficial withdrawals may be initiated by the school due to violations of the student conduct policy, as published in the catalog, that reasonably warrant expulsion (e.g. fighting, having a weapon on site, activities of academic dishonesty). Notification of an unofficial withdrawal will be sent to the student.

Grade Appeal Policy

Any student wishing to have a course grade reviewed must appeal in writing within 10 days after the final grade has been assigned. Grade Appeal Forms are available from the Education Office. Initially the appeal should be given to the faculty member who awarded the grade. If satisfaction is not obtained, the student should then appeal to the Education Supervisor who after reviewing with an Academic Review Panel, will respond in writing with a binding decision.

Leave of Absence

The granting of a Leave of Absence (LOA), which may be issued to students for reasons such as, but not limited to, personal, professional, medical or financial hardship, must be approved in accordance with guidance in accreditation, state and federal regulations. In compliance with these regulations a student may be granted a number of Leaves during any twelve month period provided that the cumulative number of days of LOA's do not exceed 180 calendar days. The length of any one LOA is at the discretion of campus management. The student must state the specific reason for the LOA on the Leave of Absence Request Form, and have an exit interview with the Education Department to determine what is in the best interest of the student.

If the leave of absence from school exceeds the officially approved date of return the student will be withdrawn from school and any refunds, if applicable, will be issued within 30 days after the effective date of withdrawal. Any unearned financial aid credited to the student's account will be refunded. Reinstatement of financial aid will require a new application and routine processing time. In addition, the student will be required to complete a new enrollment agreement (contract) at the tuition rate in effect on the date of re-application.

Re-entrance

Students requesting readmission following an interruption in classes, and students who fail to re-enter on the scheduled time following an authorized leave of absence must re-enroll under the current effective school Enrollment Agreement reflecting revised prices, if applicable. The school reserves the right to limit re-entries.

Note: The student's SAP status will be re-calculated and the appropriate status applied to the student's enrollment record.

Students are allowed no more than two interrupts. To re-enter a second or subsequent time, a student may be readmitted where documented extenuating circumstances exist. An appeal letter must be presented to the Education Department for review. If the Education Department determines that re-admittance is justifiable, the student may be readmitted only after meeting with the Education Department. This signed document must remain in the student's file. Students, who are terminated by the school for disciplinary reasons or academic deficiencies, may request re-entrance. Such a request must be by letter to the school's Campus President. The letter must set forth valid reasons for granting the request. The request will be reviewed by the Re-entry Committee, and the student will be notified of the Committee's decision.

Independent Study

In certain circumstances a student is unable to take a course at its scheduled time or a student might need a course to graduate that is not scheduled in the time remaining in his or her program. When this situation occurs, the school may authorize the student to take the course through independent study. In order to take a course through independent study, an approved plan must be signed by the applicable staff members at the school.

If the school grants the student permission to take the course through independent study, the student must agree in writing to the study plan including the syllabus that outlines the learning objectives, texts, course requirements, evaluation criteria, meeting dates, and examination dates for the course.

A student must meet the following conditions to take a course through independent study:

1. Successfully completed at least 50% of the credit hours required in the program;
2. Have an overall cumulative grade point average (CGPA) of at least 2.0;
3. Making satisfactory academic progress (SAP).

No more than 10% of a program offering is permitted to be delivered via independent study. Further, there may be some courses that do not lend themselves to independent studies. The school reserves the right to deny any student the ability to take a course through independent study.

Graduation Requirements

To be eligible for graduation the following requirements must be met:

- Successfully complete all required courses in the program.
- Achieve an overall grade point average of 2.0.
- In addition, Practical Nursing students must achieve a 75% passing grade in each clinical and didactic course; must attend 1500 hours less the 10% allowable absent hours at a minimum.
- Meet Satisfactory Academic Progress requirements.
- An approved resumé.

Campus



Corporate Administration 39

Campus

■ Corporate Administration

Scott M. Shaw
President & CEO

Brent Jenkins
Group President

With **confidence**
and the right skills,
there's **no question**
you're going to be somebody.

