LINCOLN TECH®

Lincoln, Rhode Island Campus

2025-2027
Official School Catalog
Volume XXIX

Revised and Effective, February 2025

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.

LINCOLN TECHNICAL INSTITUTE

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"An Equal Opportunity Facility"

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

Marie G. Acker
CAMPUS PRESIDENT

LINCOLN TECH®

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Introduction

*At LTI, you can get on the path to a **great career** quickly.*

Lincoln Technical Institute is specifically designed to help dedicated men and women achieve success. In less than a year, you can have job-ready skills that meet the demand of today's work environment.

Each program offers a dynamic curriculum that's continually updated and monitored to keep pace with advancing technology. You can be assured the program you choose will provide the skills needed to meet your career goals.

By training on appropriate equipment you can gain the skills to qualify for great entry-level employment opportunities. To prospective employers, such instant productivity is valuable and it's just a part of what sets LTI graduates apart from the others.

The instructors will often work with you, one-on-one, helping you master the skills you need to get the job you want. Because the faculty members are professionals, they have often worked in the same fields they are teaching. They bring both their knowledge and experience to the classroom so you learn job skills and practical applications. Your Lincoln Technical Institute education carefully simulates the workplace helping to give you the confidence to feel comfortable and successful in your future career environment.

As you work toward completion of your program, you'll benefit from LTI's staff of well-connected career services professionals. Using your goals and interests as a guide, they'll assist with targeting employers for job interviews, teach you how to write a resumé, and coach you on how to make the most positive impression. If you're ready to benefit from a supportive, hands-on education that prepares you to be in demand right away, we have what you need: the tools, the confidence, and the contacts to become a success.

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

A Commitment to Complete Training…

In the Spring of 2001, Lincoln Technical Institute, Inc. purchased the Computer-Ed Institute(s) in Woburn (which soon after moved to a much larger facility in Somerville), Boston, and Brockton, Massachusetts; North Providence and Lincoln, Rhode Island; Marietta and Norcross, Georgia and Henderson, Nevada. In June, 2001 the new branch campus in Lowell, Massachusetts started its first class.

In the Summer of 2002, the company decided to expand its program offerings to include Allied Health Programs.

In July of 2003 the Computer-Ed Institute schools started the application process to change their name to more accurately reflect the diversity of our program offerings.

In February, 2004 final approval of the name change to Career Education Institute was received.

In May 2006, The Career Education Institute schools started the application process to change their name to more accurately reflect the corporation name, Lincoln Technical Institute, Inc., and received approval to change their name to **Lincoln Technical Institute** in August, 2006. The reasons for the change are the result of goals established in the long-range strategic plan for our institute(s) and its parent corporation, Lincoln Educational Services (LESC), and the perception of the institute(s) to prospective students and employers in Rhode Island.

Lincoln Educational Services Corporation is a leading provider of diversified career-oriented postsecondary 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 12 states under 3 brands: Lincoln College of Technology, Lincoln Technical Institute, and Nashville Auto-Diesel College.

In January 2025, Lincoln Technical Institute underwent construction and was approved for a facility expansion to now begin offering Electrical and Electronic Systems Technology and Air Conditioning, Refrigeration and Heating Technology programs.

Philosophy

Preparing the whole person for a changing world

Lincoln Technical Institute is dedicated and committed to providing an up-to-date, high-quality, and enriching instructional program, designed for serious-minded students in quest of excellence in education.

The philosophy of the Institute extends beyond the teaching of technical proficiencies and practical knowledge. Each and every member of the student body is cared for, recognized, and respected. Concern for individual needs, abilities, and interests is the hallmark of our philosophy of education.

We believe the fundamental purpose of education is to help individuals to develop fully, to help inculcate them with ideals and attitudes, to enhance their ability to adapt to variations and differences, and to enable them to make a definite contribution to society.

We believe that education augments the moral worth and dignity of all individuals and broadens their intellectual horizons, affording them greater opportunities for living a more meaningful and productive life.

We believe that an individual learns as a total person and that learning requires self-activity, discipline, and skill-mastery practices on the part of the learner.

We believe education means growth in purpose and self-direction. Students should grow to feel that their destinies are within their own control.

We believe that the time-honored values of truth, honesty, consideration, sincerity, and the putting forth of one's best effort at all times promote a sense of "esprit de corps" within our school community.

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,

Scott M. Shaw
President & Chief Executive Officer

Career Programs

Enjoy the
far-reaching,
fast-moving pace
of the business,
professional and
technical world.

Air Conditioning, Refrigeration, and Heating Systems Technology

HCRX101—DIPLOMA PROGRAM

DAY/AFTERNOON/EVENING PROGRAMS

total instructional hours 1200
total semester credit hours* 50
weeks to complete (day/aft/eve) . . . . . approximately 52 (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.

program objective

The Heating, Ventilation, and Air Conditioning Technology program will introduce students to electrical and mechanical concepts as they apply to HVAC systems. Students will be prepared to enter this field possessing fundamental skills required to service, troubleshoot, and repair commercial and residential indoor HVAC air management systems. Students also learn proper refrigerant recovery and recycling techniques, and are encouraged to complete Environmental Protection Agency (EPA) certification testing.

Upon completion of this program, graduates can expect to meet the essential entry-level skills and knowledge required of a HVAC technician. With additional experience graduates may pursue opportunities allowing them to work independently, without direct supervision, supervise crews or teams of other technicians, or start their own business. Graduates may also choose to specialize in one or more specific areas of the HVAC market including refrigeration, air conditioning, and heating.

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	credit hours	prerequisites
FOUNDATION COURSES						
HCR101	Introduction to Climate Control Systems	60	60	120	5.0	
	FOUNDATION TOTAL	60	60	120	5.0	
core Courses						
HCR102	Electricity	60	60	120	5.0	
HCR103	Heating System I	60	60	120	5.0	HCR102
HCR114	Heating System II	60	60	120	5.0	HCR102
HCR105	Basic Refrigeration Systems	60	60	120	5.0	
HCR117	Air Conditioning Systems	60	60	120	5.0	HCR102, HCR105
HCR108	Air Conditioning Design and Energy Conservation	60	60	120	5.0	HCR101
HCR109	Commercial Refrigeration Systems	60	60	120	5.0	HCR102, HCR105
HCR110	Commercial Air Conditioning and Refrigeration System Troubleshooting	60	60	120	5.0	HCR102, HCR105
	CORE COURSE TOTAL	480	480	960	40.0	
CORE PLUS COURSES						
HCR200	Advanced Electrical and Troubleshooting	60	60	120	5.0	HCR101, HCR102, HCR103, HCR114, HCR105, HCR117
	CORE PLUS TOTAL	60	60	120	5.0	
	TOTAL PROGRAM	600	600	1200	50.0	

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.

MAXIMUM TIME FRAME (MTF) = 75 CREDITS

CIP CODE—15.0501 • SOC CODE 49-9021

Dental Assistant

DA515T—DIPLOMA PROGRAM
DAY/AFTERNOON/EVENING PROGRAMS

total instructional hours 960
total semester credit hours* 33.5
weeks to complete (day/aft/eve) .approximately 42 (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.

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program objective

The Dental Assistant program is designed to prepare the student with a strong foundation on which to build a successful career as a competent entry-level dental assistant. A well-rounded curriculum offers the student knowledge and skills in the technical areas of preventive dentistry, four-handed dentistry, chair side assisting with emphasis in diagnostics, operative, fixed prosthodontics, pediatric dentistry, orthodontic procedures, endodontic procedures, surgical procedures, and expanded functions, and dental radiology. Because of the wide range of opportunities for the graduate, the program also focuses on the business aspects of a dental practice including practice management.

Students and graduates are encouraged to sit for the following Dental Assisting National Board Exams; Radiation Health and Safety and Infection Control, although there is no guarantee of passing the certification test and passing the test is not a graduation requirement.

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, except internship.

number	course	lecture hours	lab hours	internship hours	total hours	credit hours	prerequisites
FOUNDATION COURSES							
DAT100	Introduction to Dental Assisting	60	60	0	120	5.0	
	FOUNDATION TOTAL	60	60	0	120	5.0	
core Courses							
DAT101	Infection Control	60	60	0	120	5.0	
DAT102	Chairside Assisting	50	70	0	120	4.5	
DAT103	Restorative Procedures and Prosthodontics	60	60	0	120	5.0	DAT100, DAT101, DAT102
DAT104	Dental Health and Specialties	50	70	0	120	4.5	DAT100, DAT101, DAT102
DAT105	Dental Radiography	50	70	0	120	4.5	DAT100, DAT101, DAT102, DAT104
DAT300	Dental Assisting Internship	0	0	240	240	5.0	DAT100, DAT101, DAT102, DAT103, DAT104, DAT105
	CORE COURSE TOTAL	270	330	240	840	28.5	
	TOTAL PROGRAM	330	390	240	960	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 Dental Assisting Internship is a full-time commitment of 240 hours at 24 hours per week for 10 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.

> MAXIMUM TIME FRAME (MTF) = 50 CREDITS

> CIP CODE—51.0601 • SOC CODE 31-9091

Electrical And Electronic Systems Technology

ESTX100—DIPLOMA PROGRAM
DAY/AFTERNOON/EVENING PROGRAMS

total instructional hours 1200
total semester credit hours*. 50
weeks to complete (day/aft/eve) . . . . . approximately 52 (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.**

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. They will also complete a 30-hour OSHA-approved safety orientation that explains job site hazards, accident prevention, and standard safety procedures.

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	credit hours	prerequisites
FOUNDATION COURSES						
EES101	Introduction to the Trades	60	60	120	5.0	
	FOUNDATION TOTAL	**60**	**60**	**120**	**5.0**	
CORE COURSES						
EES102	Material Applications	60	60	120	5.0	
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	540	540	1080	45.0	
	TOTAL PROGRAM	600	600	1200	50.0	

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.

> MAXIMUM TIME FRAME (MTF) = 75 CREDITS

> CIP CODE—46.0302 • SOC CODE 47-2111

Medical Assistant
MAPX100–DIPLOMA PROGRAM
DAY/AFTERNOON/EVENING PROGRAMS

total instructional hours 880
total semester credit hours* 33.5
weeks to complete – day/aft/eve approximately 37 (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.**

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	credit hours	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.

> MAXIMUM TIME FRAME (MTF) = 50.0 CREDITS

> CIP CODE–51.0801 • SOC CODE: 31-9092

Practical Nursing
LPN112DRIT– DIPLOMA PROGRAM
DAY/EVENING PROGRAM

total instructional hours 1425
total semester credit hours* 50
weeks to complete – day . . . . . .approximately 52 weeks (including holidays and scheduled breaks)
weeks to complete – eve . . . . . .approximately 90 weeks (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.

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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.

number	course	lecture hours	lab hours	clinical hours	total hours	credit hours	prerequisites
SCI170T	Anatomy and Physiology I	45	30	0	75	3.0	
PN176RT	Fundamentals of Nursing I	90	30	0	120	5.0	
GEN190T	English Composition I	45	0	0	45	2.0	
CEN111RT	Clinical Experience: Nursing I†	0	0	45	45	1.0	
SCI171T	Anatomy and Physiology II	45	30	0	75	3.0	SCI170T
PN177RT	Fundamentals of Nursing II	45	30	0	75	3.0	SCI170T, PN176RT, CEN111RT
GEN160T	Psychology	45	0	0	45	2.0	
CEN112RT	Clinical Experience: Nursing II†	0	0	90	90	2.0	SCI170T, PN176RT, CEN111RT
PN179T	Mental Health Nursing	30	0	0	30	1.0	SCI170T, SCI171T, PN176RT, PN177RT, CEN111RT, CEN112RT
CEN113RT	Clinical Experience: Nursing III†	0	0	135	135	3.0	SCI170T, SCI171T, PN176RT, PN177RT, CEN111RT, CEN112RT
PN178T	Pharmacology with Medication Lab	45	15	0	60	2.5	SCI170T, SCI171T, PN176RT, PN177RT, CEN111RT, CEN112RT
PN180RT	Introduction to Nursing Across the Life Span	45	15	0	60	2.5	SCI170T, SCI171T, PN176RT, PN177RT, CEN111RT, CEN112RT
PN182T	Maternal-Child Nursing	30	0	0	30	1.0	SCI170T, SCI171T, PN176RT, PN177RT, CEN111RT, PN178T, PN180RT, CEN112RT, CEN113RT, PN179T
CEN204RT	Clinical Experience: Nursing IV†	0	0	90	90	2.0	SCI170T, SCI171T, PN176RT, PN177RT, CEN111RT, PN178T, PN179T, PN180RT, CEN112RT, CEN113RT
PN201RT	Nursing Across The Life Span I	105	15	0	120	5.5	SCI170T, SCI171T, PN176RT, PN177RT, CEN111RT, PN178T, PN180RT, CEN112RT, CEN113RT, PN179T
PSY105T	Human Growth and Development	45	0	0	45	2.0	
PN202T	Nursing Across The Life Span II	75	15	0	90	4.0	SCI170T, SCI171T, PN176RT, PN177RT, CEN111RT, PN178T, PN179T, PN180RT, PN182T, CEN112RT, CEN113RT, CEN204RT, PN201RT, PSY105T
CEN205RT	Clinical Experience: Nursing V†	0	0	135	135	3.0	SCI170T, SCI171T, PN176RT, PN177RT, CEN111RT, PN178T, PN179T, CEN112RT, CEN113RT, CEN204RT, PN180RT, PN182T, PN201RT, PSY105T
PN203RT	Professional Development	60	0	0	60	2.5	SCI170T, SCI171T, PN176RT, PN177RT, CEN111RT, PN178T, PN179T, CEN112RT, CEN113RT, CEN204RT, PN180RT, PN182T, PN201RT, PSY105T
	TOTALS	750	180	495	1425	50.0	

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.

†Clinical experiences 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 module. No more than 10% of the total hours of clinical may be missed. Actual times of clinical are set by the clinical sites. An average clinical day is 7.5 hours. Students are responsible for transportation to and from the clinical 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.

MAXIMUM TIME FRAME (MTF) = 75.0 CREDITS   CIP CODE–51.3901 • SOC CODE: 29-2061

Course Descriptions *Career Programs begin on page 6.*

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.

Air Conditioning, Refrigeration & Heating Courses

HCR101 – INTRODUCTION TO CLIMATE CONTROL SYSTEMS
120 Contact Hrs (60 Lecture, 60 Lab); 5.0 Credits

This course is designed to present the learner with an understanding of the principles of energy, heat, and combustion; basic refrigeration and the effects of temperature and pressure on liquids and gasses. Procedures used in the fabrication of tubing assemblies, cutting, bending, flaring, swaging and soldering are also taught. Pressure testing and leak detection procedures are also emphasized.

Students will learn to apply the basic theory of heat transfer, basic principles of energy and matter, and the application of safe work practices. They will learn to use the tools and equipment used by the HVAC-R technician and the proper selection of fasteners for particular tasks. Students will also learn the different types of tubing used in the HVAC-R industry and the types of jointing processes for different types of tubing. Professional development exercises and seminars are also included in this course.

Prerequisite(s): None

HCR102 – ELECTRICITY
120 Contact Hrs (60 Lecture, 60 Lab); 5.0 Credits

This course is designed to explore the sources and principles of electrical energy and its generation and control. Conductors, insulators, thermal and magnetic switching are discussed. Types and application of electric motors are emphasized. Procedures used in wiring panels and switching devices as well as single and poly-phase electrical systems are also discussed.

Students will learn how to apply safety procedures while working with electricity and electrical devices and equipment. They will learn to distinguish the difference between series and parallel circuits and how to apply principles of electricity to electrical formulas as they relate to basic circuits and equipment. Students will also learn to apply automatic controls used in the Heating, Ventilation, Air Conditioning, and Refrigeration industry. They will learn the application of various types of electric motors and controls used in the industry. In addition students will learn to diagnosis and troubleshoot electric motors and motor controls. In the process they will learn to use various types of test equipment.

Professional development exercises and seminars are also included in this course.

Prerequisite(s): None

HCR103 – HEATING SYSTEM I
120 Contact Hrs (60 Lecture, 60 Lab); 5.0 Credits

This course is designed to introduce the learner to gas and electric heating systems. This includes gas fired boilers hot water, steam, along with warm air gas furnace. Students will then learn the components that make up these complex heating systems. Each student will then apply this knowledge to master the operation of each system both mechanically and electrically prior to learning proper troubleshooting techniques. A portion of this course will be dedicated to the principles of combustion and methods of testing combustion efficiency on various heating systems. Professional development exercises and seminars are also included in this course.

Prerequisite(s): HCR102

HCR114 – HEATING SYSTEM II
120 Contact Hrs (60 Lecture, 60 Lab); 5.0 Credits

This course is designed to introduce the learner to oil-fired and hydronic heating systems. This includes oil fired boilers hot water, steam, along with warm air oil furnaces. Students will then learn the components that make up these complex heating systems. Each student will then apply this knowledge to master the operation of each system both mechanically and electrically prior to learning proper troubleshooting techniques. A portion of this course will be dedicated to the principles of combustion and methods of testing combustion efficiency on various heating systems. Professional development exercises and seminars are also included in this course.

Prerequisite(s): HCR102

HCR105 – BASIC REFRIGERATION SYSTEMS
120 Contact Hrs (60 Lecture, 60 Lab); 5.0 Credits

This course is designed to present the student with the principles governing the operation of refrigeration systems and the refrigeration cycle. They will learn about refrigerants, compressors, evaporators, condensers, metering and control devices as well as service procedures, such as evacuating refrigerants and oil charging, leak detection and mechanical checks.

Students will learn how to plot a refrigeration cycle for refrigerants on a pressure/enthalpy diagram, choose a leak detector for a particular type of leak, perform two different types of evacuation, and perform a high side and triple evacuation. They will learn to charge a system using various methods. Students will also learn to diagnose and troubleshoot various problems within the refrigeration system. Professional development exercises and seminars are also included in this course.

Prerequisite(s): None

HCR117 – AIR CONDITIONING SYSTEMS
120 Contact Hrs (60 Lecture, 60 Lab); 5.0 Credits

This course is designed to provide the student with the necessary information about the various types of air conditioning systems, their characteristics and applications as well as combination systems, ductless systems and heat pump systems. This course also explores the various components e.g.: compressors, motors, controls, and air handlers as well as servicing and troubleshooting of systems and controls. They will learn to select the correct instruments for checking an air conditioning unit with a mechanical problem. Students will also learn to calculate the correct operating suction pressures for both standard and high-efficiency air conditioning equipment under various conditions. Professional development exercises and seminars are also included in this course.

Prerequisite(s): HCR102, HCR105

HCR108 – AIR CONDITIONING DESIGN AND ENERGY CONSERVATION
120 Contact Hrs (60 Lecture, 60 Lab); 5.0 Credits

This course is designed to provide the student with the necessary information about the theory of heat exchange as applied to heat and cooling loads, as well as the calculation of those loads. A duct project is completed and tested during this course. Students will learn the sources of indoor air pollution, the procedures for eliminating contamination sources, how molds reproduce, reasons for cleaning air ducts, reasons for providing humidification in winter months, and factors used when sizing humidifiers.

Students will also learn to determine factors for evaporation requirements, plot airflow conditions on the air-friction chart, determine requirements for filtration systems, perform service inspections on humidifier units, perform load calculations, plot wet-bulb and dry-bulb temperatures, and calculate winter heat loss. Basic energy auditing principles are taught towards the latter portion of this course, this includes solar energy and geothermal concepts. Professional development exercises and seminars are also included in this course.

Prerequisite(s): HCR101

HCR109 – COMMERCIAL REFRIGERATION SYSTEMS
120 Contact Hrs (60 Lecture, 60 Lab); 5.0 Credits

This course is designed to provide the learner with commercial refrigeration theory and application. Students will learn the various types of commercial refrigeration systems and their application such as supermarket display cases to various refrigerated cabinets used in food preservation. Students will also learn the difference between package units and remote commercial system arrangements. Heat loads and pressure-enthalpy diagrams will be discussed as they relate to commercial refrigeration systems. Professional development exercises and seminars are also included in this course.

Prerequisite(s): HCR102, HCR105.

HCR110 – COMMERCIAL AIR CONDITIONING AND REFRIGERATION SYSTEM TROUBLESHOOTING
120 Contact Hrs (60 Lecture, 60 Lab); 5.0 Credits

This course will provide the learner information on various types of commercial air conditioning systems found in the HVACR Industry. Rooftop units, economizers, enthalpy controls, along with variable refrigerant flow systems. Each topic will be examined to gain deeper knowledge on how these components operate in conjunction with one other. In addition, chillers, cooling tower along with absorption cooling system are explored to provide the learner knowledge of how each component help to achieve cooling in large buildings/ industrial manufacturing. The latter portion of this course is comprised of teaching commercial refrigeration troubleshooting. This includes refrigeration system diagnosis, component diagnosis and the servicing procedure of these systems. Students will practice their newly acquired skills on various

refrigeration systems providing troubleshooting mechanical and electrical scenarios found in the field. Professional development exercises and seminars are also included in this course.

Prerequisite(s): HCR102, HCR105

HCR200 – ADVANCED ELECTRICAL AND TROUBLESHOOTING
120 Contact Hrs (60 Lecture, 60 Lab); 5.0 Credits

This course is designed to present the learner with additional electrical concepts. Students will receive a brief overview of electrical concepts such as series circuits, parallel circuits, motors and controls. Various types of electrical schematics will be discussed. Students will apply these concepts to heating, cooling, and refrigeration equipment by examining their operation. This course will emphasize strongly on usage of the electrical meter and manufacturer schematics used in troubleshooting heating, and cooling equipment Students will also learn DC inverter motor technologies by examining bridge rectification and motor inverter technologies for both compressors and fans. Students will learn how to maintain, service and troubleshoot various DC components. A large portion of this course will be comprised of the learner strengthening their hand-on skills both mechanically and electrically. The learner will troubleshoot and repair various heating, and cooling equipment. Professional development exercises and seminars are also included in this course.

Prerequisite(s): HCR101, HCR102, HCR103, HCR114, HCR105, HCR117

■ Dental Assistant Courses

DAT100 – INTRODUCTION TO DENTAL ASSISTING
120 Contact Hours (60 Lecture/60 Lab); 5.0 Credits

This course introduces the student to a brief history of dentistry, the dental team and the profession of dental assisting. They will learn the proper way to take and record vital signs, which include: pulse, respiration and blood pressure. Students will study general anatomy and physiology, mainly focusing on the head and neck anatomy as it relates to dentistry. An overview of dentitions, tooth morphology and landmarks of the face and oral cavity will be discussed. Finally, students will be introduced to the business of operating the dental office, including business communication, and financial management. Professional development exercises and seminars are also included in this course.

Prerequisite(s): None

DAT101 – INFECTION CONTROL
120 Contact Hours (60 Lecture/60 Lab); 5.0 Credits

This course focuses on infection prevention in Dentistry and Occupational Health and Safety. Students will study various viral and bacterial viruses including pandemic diseases. They will then discuss the chain of infection, including infection control practices. Students will then practice principles and techniques in instrument disinfection, processing and sterilization. Students will discuss regulatory agencies including OSHA and will have an opportunity to become OSHA certified. This course covers pharmacology and its relationship to dentistry. In addition, the students will be introduced to the skills necessary for the dental assistant to develop preparedness for a dental and medical emergency. Students

will have the opportunity to become Health Care Provider BLS certified. Finally, students will learn chemical and waste management and caring for dental unit waterlines. Professional development exercises and seminars are also included in this course.

Prerequisite(s): None

DAT102 – CHAIRSIDE ASSISTING
120 Contact Hours (50 Lecture/70 Lab); 4.5 Credits

The Dental Assisting student will learn how to prepare and care for the patient during dental procedures, working with patients that have special needs, proper way to review medical, dental and health history with the patients. Students will learn the importance of ergonomic positioning for the assistant and the operator. Concepts of chairside assisting are explained, including how to prepare the office for patients and how to seat and discharge dental patients. The students will learn how to transfer instruments to the dentist while chairside assisting and how to maintain the operating field. This includes the use of the dental light, the air/water syringe, the high volume evacuation, saliva ejector and mouth props. Hands-on learning includes identifying instruments, rotary instruments and hand-pieces used in diagnostic and operative dental procedures. This also includes handling, sterilization and storage techniques. Hands-on training on manikins and student partners will allow the student the opportunity to master chairside functions. Professional development exercises and seminars are also included in this course.

Prerequisite(s): None

DAT103 – RESTORATIVE PROCEDURES AND PROSTHODONTICS
120 Contact Hours (60 Lecture/60 Lab); 5.0 Credits

In this course, students will discuss dental materials, such as amalgam and composite, their properties, standards and organizations that regulate materials used in dental restorative procedures. Students will be able to identify dental cements, bases and liners, cavity varnish and bonding agents. Student knowledge and skills are developed with hands-on learning, instruments and tray setups, mixing the materials and understanding what is necessary to prepare, place and cleanup dental restorative materials.

Students will gain knowledge and skills in all phases of removable and fixed prosthodontics treatment, including dentures, partials, cosmetic/esthetic dentistry, dental implant retainers, and core build-ups. They will also be introduced to the many materials utilized in the dental laboratory and during the procedures of removable and fixed Prosthodontics.

Students will learn the steps in cavity preparation, how to handle reversible hydrocolloid materials, take impressions, bite registrations and pour dental models. They will also learn trimming the dental models. Finally, students will learn how to handle final impression materials, fabricated temporary crowns, pack retraction cord, make bleaching trays, and review gingival retraction procedures. Professional development exercises and seminars are also included in this course.

Prerequisite(s): DAT100 , DAT101, DAT102

DAT104 – DENTAL HEALTH AND SPECIALTIES
120 Contact Hours (50 Lecture/70 Lab); 4.5 Credits

This course discusses the importance of oral hygiene, Pediatric and Orthodontic Dentistry.

The student will learn the skills necessary to brush and floss teeth, maintain healthy teeth and gums, and motivate patients in the proper methods of maintaining optimal oral health. The course covers the many oral hygiene aids and their uses, the types of toothbrushes and their techniques, types of floss, along with the oral hygiene skills for patients with special needs. Adequate nutrition and the importance of choosing the right foods for optimum dental health are also a component of this course. Through the study of common behavior characteristics of children, students will gain the knowledge and skill to understand and manage children of various ages, handle common emergencies, and work with the parents or guardian of the patient. The student will learn the scope of Orthodontics and the procedures and instruments used in Orthodontic Dentistry. Basic Endodontic procedures, such as root canal treatment, pulpotomy and pulpectomy, and surgical Endodontics are clearly defined and demonstrated. Students will master the procedure tray set-ups and the sequence of the procedure, and gain an understanding of pulpal and periapical diseases. Finally, students will also cover the knowledge and skills relating to procedures commonly performed by the Periodontist. Professional development exercises and seminars are also included in this course.

Prerequisite(s): DAT100, DAT101, DAT102

DAT105 – DENTAL RADIOGRAPHY
120 Contact Hours (50 Lecture/70 Lab); 4.5 Credits

This course is designed to provide students entry-level skills necessary to consistently produce high quality dental radiographic procedures while limiting radiation exposure to patients, self and other. In this course students will discuss the properties and effects of radiation. The components of a dental x-ray unit are discussed. The function of each component of the x-ray unit is explained as well as the safety precautions. The student will learn how x-rays are produced. This course covers the composition, sizes, types and storage of dental x-ray film. The dental assisting student will learn how to expose quality radiographs on various patients. Both the bisecting and the paralleling techniques for exposing intra-oral films will be discussed. This course demonstrates extra oral x- ray techniques, equipment, film, and production. The student will learn normal and abnormal radiographic landmarks and common x-ray production errors. The knowledge and skills to produce special radiographs, such as, occlusal, pediatric, edentulous surveys, Endodontic radiographs and radiographs on special need patients will be covered. Hands-on training on a patient simulator manikin will allow the student the opportunity to master the safety measures, infection control techniques, the exposure, the processing, mounting, and storage of patient x-rays. Knowledge and skills necessary to ensure quality radiographs are integrated into this course. Professional development exercises and seminars are also included in this course.

Prerequisite(s): DAT100, DAT101, DAT102, DAT104

DAT300 – DENTAL ASSISTING INTERNSHIP
240 Contact Hours (240 Internship Hours); 5.0 Credits

The goal of the internship is to foster the student's personal and professional development as a Dental Assistant. The internship offers the student the unique opportunity to work on a variety of patients with varying conditions under

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the immediate supervision of a licensed dentist. Throughout the clinical experience the student will build confidence and master their skills as an entry-level dental assistant in a variety of offices, such as, Family, Orthodontics, Periodontics, Endodontics, Prosthodontics, Oral Surgery and Pediatric Dentistry.

Prerequisite(s): Successful completion of all courses (DAT100, DAT101, DAT102, DAT103, DAT104, and DAT105) must be completed prior to internship.

◼ Electrical Courses

EES101 – INTRODUCTION TO THE TRADES
120 Contact Hours (40 Hours Asynchronous, 20 Hours on campus for a total of 60 Lecture Hours, 60 Lab Hours on campus); 5.0 Credits

The 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. Additionally, students will be taught how to use hand tools and power tools most commonly used the trades, i.e.: screwdrivers, tape measures, hand saws, drills, etc.

Prerequisite(s): None

EES102 – MATERIAL APPLICATIONS
120 Contact Hours (40 Hours Asynchronous, 20 Hours on campus for a total of 60 Lecture Hours, 60 Lab Hours on campus); 5.0 Credits

The student will learn how to use basic blueprint concepts, and the hardware and systems used by an electrical and electronics 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. Additionally, an overview of electrical raceways from source to destination provided. The student will learn how to use conduit types and bending techniques which completes the student's training in this course

Prerequisite(s): None

EES103 – ELECTRONIC AND ELECTRICAL PRINCIPLES
120 Contact Hours (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 Hours (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 Hours (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 Hours (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 motors 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 Hours (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

EES109 – SECURITY SYSTEMS, ACCESS CONTROL AND CCTV
120 Contact Hours (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 call signaling systems, entry/access control systems, intrusion detection, security, and surveillance systems (included is CCTV system and key components of a CCTV system) 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. The students will also gain fundamental knowledge of low voltage cabling used in these systems as well as other low voltage systems.

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

EES110 – FIRE ALARM SYSTEMS
120 Contact Hours (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 Hours (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

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■ 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 vison 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

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 with 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

CEN111RT – CLINICAL EXPERIENCE: NURSING I
(0 Lecture Hrs, 0 Lab Hrs, 45 Clinical Hrs); 1.0 Semester Credit

This clinical experience focuses on basic patient care. Clinical Competencies must be successfully completed to receive a passing grade. The student is provided the opportunity to care for chronically ill patients with a focus on culturally sensitive care.

Prerequisite(s): None

CEN112RT – CLINICAL EXPERIENCE: NURSING II
(0 Lecture Hrs, 0 Lab Hrs, 90 Clinical Hrs); 2.0 Semester Credits

This clinical experience compliments PN177R Fundamentals of Nursing II course. Clinical competencies must be successfully completed to receive a passing grade for this course. Clinical experiences will focus on practicing the procedures learned in the laboratory setting in the clinical area. Emphasis will be placed on providing culturally sensitive holistic care to a variety of patients.

Prerequisite(s): SCI170T, PN176RT, CEN111RT

CEN113RT – CLINICAL EXPERIENCE: NURSING III
(0 Lecture Hrs, 0 Lab Hrs, 135 Clinical Hrs); 3.0 Semester Credits

This clinical experience compliments PN180R Introduction to Nursing Across the Life Span. The focus will be on selected system's disorders along with multi-system disorders and their effect on the patient's bio-psychosocial, spiritual and cultural well-being. Emphasis will be placed on the practical nurse's role in the sub-acute and/or acute care settings and may include patients of all ages. Clinical experiences will provide the student with the opportunity to utilize therapeutic communication skills while interacting with adults and/or adolescents in mental health settings.

Prerequisite(s): SCI170T, SCI171T, PN176RT, PN177RT, CEN111RT, CEN112RT

CEN204RT – CLINICAL EXPERIENCE: NURSING IV
(0 Lecture Hrs, 0 Lab Hrs, 90 Clinical Hrs); 2.0 Semester Credits

This clinical experience is a component of PN201T Nursing Across the Life Span I. The focus will be on selected system's disorders along with multi-system disorders and their effect on the patient's bio-psychosocial, spiritual and cultural well-being. Emphasis will be placed on the practical nurse's role in the sub-acute and / or acute care settings and may include patients of all ages. The student may have the opportunity to observe/interact with culturally diverse patients in a maternity and newborn setting or simulated lab setting.

Prerequisite(s): SCI170T, SCI171T, PN176RT, PN177RT, CEN111RT, PN178T, PN179T, PN180RT, CEN112RT, CEN113RT

CEN205RT – CLINICAL EXPERIENCE: NURSING V
(0 Lecture Hrs, 0 Lab Hrs, 135 Clinical Hrs); 3.0 Semester Credits

This clinical experience compliments PN202T Nursing Across the Life Span II. The focus will be on selected system's disorders along with multi-system disorders and their effect on the patient's bio-psychosocial, spiritual and cultural well-being. Emphasis will be placed on the practical nurse's role in the sub-acute and / or acute care settings and may include patients of all ages. The student will step into the role of team-leader with a beginning group of students and will work under the direct supervision of the clinical instructor. This clinical rotation will prepare the student to transition into the graduate practical nursing role.

Prerequisite(s): SCI170T, SCI171T, PN176RT, PN177RT, CEN111RT, PN178T, PN179T, CEN112RT, CEN113RT, CEN204RT, PN180RT, PN182T, PN201RT, PSY105T

GEN160T – PSYCHOLOGY
45 Contact Hrs (45 Lecture, 0 Lab); 2.0 Semester Credits

This course introduces human behavior. It includes the study of the theories and concepts of psychology including the scope of psychology, biological foundations and the brain, sensation, perception, motivation, personality, learning/memory, emotion, states of consciousness, personality theories, cognition, life-span development, and applied psychology.

Prerequisite(s): None

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GEN190T – ENGLISH COMPOSITION I
45 Contact Hrs (45 Lecture, 0 Lab); 2.0 Semester Credits
Students develop written communication skills, with emphasis placed on the principles of effective communication which includes understanding the writing process, analysis of readings, as can be applied personally and professionally.
Prerequisite(s): None

PN176RT – FUNDAMENTALS OF NURSING I
120 Contact Hrs (90 Lecture, 30 Lab); 5.0 Semester Credits
This course explores sociological processes that underlie everyday life. The course Fundamentals of Nursing I is designed to provide the students with nursing skills, techniques, attitudes and behaviors, which are necessary for the provision of safe, effective, ethical, culturally sensitive and efficient nursing care. Students will learn the basics of personal care, basic prevention, and concepts of nutrition and diet therapies. In addition, an introduction to the nursing process and the legal and ethical aspects of nursing, historical events, historical trends, and communication skills with the emphasis on therapeutic communication will be discussed. The student will be introduced to the nursing care plan required for each client in the health care setting. Students will learn cultural and spiritual aspects of nursing care. Focus will be placed on respecting patient cultural differences, needs and values while promoting a healthy lifestyle. The geriatric patient will be emphasized to prepare students for their first clinical assignment and cultural implications for this aging population. The students will demonstrate basic nursing skills in the Nursing Arts Lab. Skills will include infection control, patient safety, bathing, transferring, ulcer prevention, vital signs, and basic physical assessment. Students will be introduced to simulation.
Prerequisite(s): None

PN177RT – FUNDAMENTALS OF NURSING II
75 Contact Hrs (45 Lecture, 30 Lab); 3.0 Semester Credits
Fundamentals of Nursing II is designed to expand on the knowledge of previous nursing courses. The emphasis will be on increasingly complex nursing procedures, techniques, and diagnostic tests. Critical thinking skills and the Nursing Process will be utilized by the student to assist the client to obtain an optimum level of functioning on the wellness/illness continuum. Students will begin to integrate basic nutritional concepts, along with the fundamental processes of admission, transfer and discharge. Documentation and charting principles continue to expand as the student moves through this course. Students will continue to learn skills in the Nursing Arts Lab.

These skills will include Foley catheter insertion for male and female, maintenance of a patent system, enemas, suppositories, colostomy care, wound care, tracheostomy care, suctioning, oxygenation, and care of the surgical patient. The focus will also be on cultural implications while performing procedures and providing care.
Prerequisite(s): SCI170T, PN176RT, CEN111RT

PN178T – PHARMACOLOGY WITH MEDICATION LAB
60 Contact Hrs (45 Lecture, 15 Lab); 2.5 Semester Credits
This course provides an introduction to various medication classification systems, and medication effects on the human organism. This course also includes a comprehensive review of mathematical functions as they relate to dosage calculations.

The student will be required to take a Dosage Calculation Exam. This course also includes medication administration and requires the student to demonstrate competency in medication administration in the laboratory setting. Pharmacology with Medication Lab acquaints the student with the basic classification systems for medications as well as the general action, use, side effects and nursing implications common to each classification system.
Prerequisite(s): SCI170T, SCI171T, PN176RT, PN177RT, CEN111RT, CEN112RT

PN179T – MENTAL HEALTH NURSING
30 Contact Hrs (30 Lecture, 0 Lab); 1.0 Semester Credit
This course is designed to provide the student with an understanding of care for the client with Mental Health needs throughout the life span. This course will focus on current theories, treatment modalities, pharmacology and therapeutic communication. Emphasis will be placed on developing an understanding of the manifestations of a variety of mental health disorders. The nursing process will be utilized to respond to various cultural, ethical, legal, emotional and behavioral issues.
Prerequisite(s): SCI170T, SCI171T, PN176RT, PN177RT, CEN111RT, CEN112RT

PN180RT – INTRODUCTION TO NURSING ACROSS THE LIFE SPAN
60 Contact Hrs (45 Lecture, 15 Lab); 2.5 Semester Credits
The systems approach to this first introductory course is designed to provide the student with a broad base knowledge of selected diseases and disorders which effect 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 patient and 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 through the experiences of death. Cultural and ethnic implications and variations will be examined to provide the student with a holistic experience. Multi-system disorders will be integrated throughout this course to provide the student with a comprehensive understanding of alterations in health. Emphasis will be placed on appropriate methods of health maintenance where applicable, diet therapy, and the use of medications for the restoration and maintenance of health.
Prerequisite(s): SCI170T, SCI171T, PN176RT, PN177RT, CEN111RT, CEN112RT

PN182T – MATERNAL-CHILD NURSING
30 Contact Hrs (30 Lecture Hrs, 0 Lab Hrs); 1.0 Semster Credit
Maternal/Child nursing is designed to give students an understanding of basic physiological processes and nursing care involved in pregnancy, labor and delivery and the post-partum period. This course includes the care of the neonate, post-obstetrical family unit, neonatal complications and adaptation are also incorporated. Basic nutrition needs are addressed for each client. Emphasis will be placed on cultural implications and providing culturally sensitive care.
Prerequisite(s): SCI170T, SCI171T, PN176RT, PN177RT, CEN111RT, PN178T, PN180RT, CEN112RT, CEN113RT, PN179T

PN201RT – NURSING ACROSS THE LIFE SPAN I
120 Contact Hrs (105 Lecture, 15 Lab); 5.5 Semester Credits
The systems approach to this course is designed to provide the student with broad base knowledge of selected diseases and disorders which effect 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 patient and 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 through the experiences of death. Cultural and ethnic implications and variations will be examined to provide the student with a holistic experience. Basic pathophysiology will be examined along with selected system disorders. Emphasis will be placed on appropriate methods of health maintenance where applicable, diet therapy, and the use of medications for the restoration and maintenance of health. Multi-system disorders will be integrated throughout this course to provide the student with a comprehensive understanding of alterations in health.
Prerequisite(s): SCI170T, SCI171T, PN176RT, PN177RT, CEN111RT, PN178T, PN180RT, CEN112RT, CEN113RT, PN179T

PN202T – NURSING ACROSS THE LIFE SPAN II
90 Contact Hrs (75 Lecture, 15 Lab); 4.0 Semester Credits
The systems approach to this course is designed to provide the student with a broad base knowledge of selected diseases and disorders which effect 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 patient and 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 through the experiences of death. Cultural and ethnic implications and variations will be examined to provide the student with a holistic experience. Basic pathophysiology will be examined along with selected system disorders. Emphasis will be placed on appropriate methods of health maintenance where applicable, diet therapy, and the use of medications for the restoration and maintenance of health. Multi-system disorders will be integrated throughout this course to provide the student with a comprehensive understanding of alterations in health.
Prerequisite(s): SCI170T, SCI171T, PN176RT, PN177RT, CEN111RT, PN178T, PN179T, PN180RT, PN182T, CEN112RT, CEN113RT, CEN204RT, PN201RT, PSY105T

PN203RT – PROFESSIONAL DEVELOPMENT
60 Contact Hrs (60 Lecture, 0 Lab); 2.5 Semester Credits
In Professional Development, students explore the role of the practical nurse, the clinical decision-making process; problem-solving/critical thinking; ethical/legal/moral decision-making; supervision and leadership responsibilities, professional socialization consistent with scope of practice, identification and intervention of the chemically-dependent student/nurse. Role transition, leadership and management in practical nursing among other current topics are important aspects of nursing the student explores. Skill emphasis includes organization, management and exercising authority. The course focus moves from practical nursing student, to

Course Descriptions *Career Programs begin on page 6.*

role transition, licensing and the responsibilities of the graduate practical nurse along with a discussion concerning the RI State Board of Nursing's structure, function and role. Emphasis will be placed on preparation for the NCLEX-PN including review of content material in conjunction with test taking skills and practice tests. A session on Disaster Nursing and the practical nurse's role along with Bioterrorism issues will be included. In order to pass this course, a passing grade must be achieved on the exit exam.

Prerequisite(s): SCI170T, SCI171T, PN176RT, PN177RT, CEN111RT, PN178T, PN179T, CEN112RT, CEN113RT, CEN204RT, PN180RT, PN182T, PN201RT, PSY105T

PSY105T – HUMAN GROWTH AND DEVELOPMENT
45 Contact Hrs (45 Lecture, 0 Lab); 2.0 Semester Credits

This course provides an overview of the biological, social, emotional, and psychosocial process that contribute to human growth and development across the life span. Areas covered include theories of development, learning and personality. Also included will be concepts of sociology, culture, status, role, and identity to each developmental stage of life. Areas of care for late adulthood include physical and psychosocial changes, strengths and limitations which occur as part of the aging process including end-of-life issues. This course is designed to introduce the student to the sequential stages of human growth and development, and the principles of the normal aging process.

Prerequisite(s): None

SCI170T – ANATOMY AND PHYSIOLOGY I
75 Contact Hrs (45 Lecture, 30 Lab); 3.0 Semester Credits

This course begins with a focus on basic medical terminology. Then the emphasis is placed in interpreting and comprehending the specialized vocabulary of the health care field. In addition, the course encompasses aspects of anatomy, physiology, chemistry concepts, and microbiology concepts. A detailed analysis of the anatomical structure of the body based on a systemic approach will be explained and examined in depth. Subject matter to be covered in part I include; the nervous system, muscular system, integumentary system, skeletal system, and the sensory system. The course will discuss how body parts influence each other and contribute to the effective overall functioning in maintaining homeostasis. In addition lab experiences will be used to help enhance the learning process.

Prerequisite(s): None

SCI171T – ANATOMY AND PHYSIOLOGY II
75 Contact Hrs (45 Lecture, 30 Lab); 3.0 Semester Credits

This course is a continuation of Anatomy and Physiology I. The primary focus encompasses anatomy and physiology, chemistry and microbiology concepts of the Circulatory, Cardiovascular, Immune, Lymphatic, Respiratory, Digestive, Endocrine, Urinary and the Reproductive systems. This course also relates how the parts of the body influence each other and contribute to effective overall functioning in maintaining homeostasis. We will continue with the detailed analysis of anatomical structures of the body based on a systemic approach and enhanced medical terminology. Lab experiments will include but will not be limited to: specific dissection of main body organs and performing examinations of various tissues.

Prerequisite(s): SCI170T

General Information

General Information

Accreditation

Lincoln Technical Institute is institutionally accredited by the Accrediting Commission of Career Schools and Colleges. The Accrediting Commission (ACCSC) is listed by the U.S. Department of Education as an institutionally recognized accrediting agency.

The Practical Nursing program at the Lincoln Technical Institute, Lincoln, RI, campus is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326, (404) 975-5000, **www.acenursing.org**. The most recent accreditation decision made by the ACEN Board of Commissioners for the practical nursing program is continuing accreditation. View the public information disclosed by the ACEN regarding this program at **http://www.acenursing.us/accreditedprograms/ programSearch.htm**.

Approvals/Certifications/Licenses

- Approved by Rhode Island Council on Postsecondary Education

- Approved for the training of veterans' beneficiaries in accordance with the rules and regulations administered by the State Approving Agency

- Approved by Rhode Island Board of Nurse Registration and Nursing Education

Associations

- Career Education Colleges and Universities (CECU)

- Northern Rhode Island Chamber of Commerce

- National Association of Student Financial Aid Administrators (NASFAA)

- Rhode Island Association of Student Financial Aid Administrators (RIASFAA)

Accrediting and licensing certificates are displayed in the school lobby.

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*

Compliance with City, State, and Federal Regulations

Lincoln Technical Institute complies with all local, municipal, city, county, state, and federal regulations.

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.

Nondiscrimination and Harassment Policy

Lincoln Technical Institue 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 Tech 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 Tech 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: **Non Discrimination Policy**.

To view the entire Title IX policy, please visit: **Title-IX-Policy**.

Admissions Policies

Admissions Policies

◼ Admission Requirements

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.
- Student has reliable internet connectivity and access to a device that meets the minimum systems requirements. See your Admissions contact for current systems requirements.
- Provide a fully executed Enrollment Agreement.

◼ Admission Procedures

Persons desiring to make 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 documentation to meet the admission requirements.
4. Complete any required entrance examination or learner assessment.

ADDITIONAL REQUIREMENTS FOR THE PRACTICAL NURSING PROGRAM

1. Complete a criminal background investigation with acceptable results as established by the school.
2. Complete a nursing entrance assessment exam with acceptable results as established by the school.
3. Students must provide proof of Covid-19 vaccination.

IMPORTANT NOTICES

1. All applicants must be capable of performing the duties of the Career Field as defined in the U.S. Department of Labor publication, "Dictionary of Occupational Titles."
2. Practical Nursing graduates are required to be licensed with the Rhode Island Department of Health after passing the NCLEX-PN Examination in order to be employed as a Licensed Practical Nurse in the State of Rhode Island.

◼ 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 immunization records.
2. Complete physical examination records indicating ability to perform job duties. Physical exam must be current within 12 months.
3. Documentation of current flu vaccine, when applicable.
4. Must be free of contagious and/or communicable disease.
5. Obtain American Heart CPR and AED certification for the Health Care Provider for adults, children and infants prior to the start of clinical.
6. Clinical sites may require an updated COVID vaccination.

For further information on nursing licensure/profession requirements, please refer to the following website: **https://riag.ri.gov/i-want/get-background-check**

Note for students who wish to become licensed in Connecticut: The State of Connecticut, Department of Public Health requires individuals to complete a practical nurse education program that includes at least 1500 hours of theory and clinical instruction.

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:

ATI TEAS MINIMUM SCORE

PROGRAM	MINIMUM SCORE
PRACTICAL NURSING	48% ADJUSTED COMPOSITE SCORE and have acceptable levels as established by the school in all 4 testing categories

Students transferring from another school may be required to take, or re-take, the ATI TEAS pre-entrance exam.

Students can begin the financial aid process once they have passed the ATI TEAS exam.

Students will be assigned a seat in class only after all admissions requirements have been met and their financial aid packaging completed.

Passing scores on a retake of the entrance exam are not a guarantee of admission to the program. The school reserves the right to review and assess entrance exam retake outcomes for irregularities and to advise applicants accordingly.

◼ Orientation

An orientation program is scheduled for each incoming class. The purpose of this program is to finalize any requirements of applying for financial aid and/or housing, if necessary; acquaint the student with the rules and regulations of the school, and to issue appropriate class assignment. Students will be notified, in writing, of the orientation date. Failure to attend the orientation program may result in rescheduling of starting date. Students are expected to fulfill their initial financial obligations at this time.

◼ 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.

◼ Single Courses

Lincoln Technical Institute also gives students the opportunity to take single courses if sponsored by an employee or agency. All single course offerings with their associated costs can be obtained at the school's business office.

Some of the single courses offered have not been approved by this institution's accrediting body. They are not within its scope of accreditation.

Admissions Policies

Successful completion of single courses would receive a certificate of completion. Standard admission policies do not apply to single courses.

1. All Tuition, fees, books and supplies are due in FULL before the start date of the classes. No financial aid is available for single courses.

2. NO REFUNDS will be made once the student starts class.

3. There is no employment assistance provided by the school.

BUYERS RIGHT TO CANCEL: You, the buyer, may cancel this sale at any time prior to midnight of the third (3rd) business day after the date of this transaction, even if the instruction has begun. Failure to exercise this option, however, will not interfere with any other remedies against the retail seller you possess.

Withdrawal

Any student considering withdrawing from a program should see his or her Director of Education as soon as possible. If a student ultimately decides to withdraw from that program, the student is not required to notify the school in writing, but is requested to complete a Student Withdrawal Request form, available from the Director of Education office stating his or her intent to withdraw and his or her reasons. Prior to withdrawal, the student should have an exit interview with the Director of Education and a Financial Aid exit interview.

Veterans Training

Applications for Veterans Education Benefits are available at the Financial Aid Office or from the Veterans Administration Office. Please check with the VA office which programs are approved for veterans training. 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.

Veterans benefits may require full onground attendance throughout the program. See your campus financial aid and veterans benefits advisor for attendance requirements.
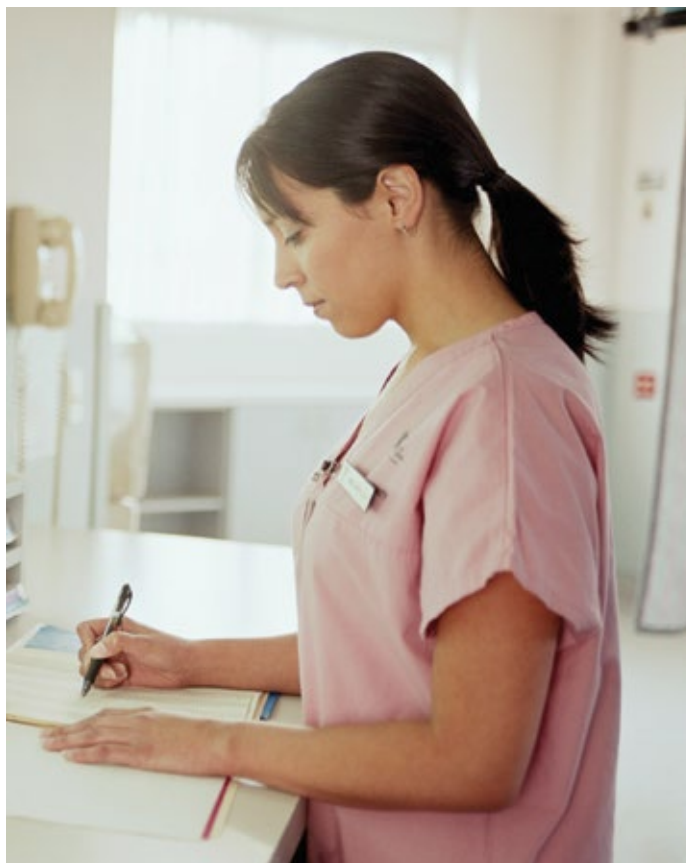
Financial
Information

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

Financial aid
is available
to those who
qualify.

Financial Information

■ Financial Aid Programs

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

- *Federal Pell Grant Program†*
- *Federal Supplemental Educational Opportunity Grant Program (FSEOG)†*
- *William D. Ford Federal Direct Loan Program**

*Loans are borrowed money that you must repay with interest.
†Grants are awards that you don't have to pay back.

Alternative financing is also available to those who qualify.

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.

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.

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.

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, 2025

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.

■ Scholarships

Lincoln Technical Institute provides a number of scholarships annually. Please refer to the Catalog Addendum for the latest offerings.

■ Tuition & Fees

Tuition is payable in advance. A definite tuition schedule will be established prior to the start of class. Absence from class does not relieve the student of tuition liability.

Student obligations relating to payment for purchases made from the school must be met in accordance with the provisions and the purchase agreements made at the time of the sale.

For more details, see "Schedule of Fees" Addendum.

Financial Information

BOOK FEE, TOOL FEE, UNIFORM FEE, STUDENT FEE, AND TECHNOLOGY FEE 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.

TOOLS

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.

Cancellation & Refund Policy

1. THREE (3) DAY CANCELLATION POLICY:

   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 three (3) business days of the contract signing, even if instruction has begun.

2. CANCELLATION AFTER THREE (3) DAY PERIOD:

   a. After the STUDENT starts SCHOOL, the SCHOOL will refund tuition and fees 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.

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.

Title IV refunds will be processed and sent to the appropriate agency 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.

Rhode Island Refund Policy

In the case of a potential student who requests cancellation and/or refund within three business days from signing the student enrollment agreement and before classes have begun, the school must cancel the application and refund in full all monies paid to the school. In the case of a potential student whose enrollment application is rejected by the school, the school must cancel the application and refund in full all monies paid to the school.

Refunds must be based on the period of enrollment computed on the basis of course time expressed in clock hours and/or credit hours.

The effective date for refund purposes must be -

a. If the student is terminated by the school, the last day of attendance;

b. If the student withdraws, the earliest of the following:

   1. Postmarked date of written notice from the student, or

   2. Ten school days following the last day of attendance.

If tuition is collected in advance of entrance and if the student does not enter the school, not more than $100.00 may be retained by the school.

For courses of one year (12 calendar months) in duration or less, in cases of termination or withdrawal after classes commence, the minimum refund policy must provide a student with at least the following:

a. During the first quarter of the program, 75 percent of the tuition, less a registration fee not to exceed $100.00;

b. During the second quarter of the program, 50 percent of the tuition, less a registration fee not to exceed $100.00;

c. During the third quarter of the program, 25 percent of the tuition, less a registration fee not to exceed $100.00;

d. During the fourth quarter of the program, the student may be considered obligated for full tuition and fees.

For programs longer than one year (12 calendar months), 100 percent of the program price attributable to the period beyond the first year must be refunded when the student withdraws from school during the first year. Thereafter, the same refund policy described above must be used for each subsequent year or part thereof.

Refunds of extra expense to the student (such as instructional supplies, tools, student activities, laboratory fees, service charges, rentals, deposits, and all other such ancillary miscellaneous charges where items are separately stated and shown in the data furnished to the student before enrollment) must be made in a manner equivalent to that described above for tuition. Costs of supplies and materials actually used by the student need not be refunded.

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

FEES AND SUPPLIES 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.

Financial Information

■ 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. Reduce the outstanding Federal loan obligation first in the order listed above.

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.

General Student Information

General Student Information

Building Hours

Monday-Thursday . . . . 7:00 a.m.-10:30 p.m.
Friday . . . . 7:00 a.m.-3:00 p.m.

Dress Standard

It is mandatory that you wear the prescribed school uniform designated by the school.

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 program 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 medical shoes or sneakers.

Career Services

Lincoln Technical Institute does not guarantee job placement. However, it does provide employment assistance to its current students (not applicable to students taking single courses) 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.

School Calendar

ACADEMIC CALENDAR

An Academic Calendar for each department may be found in the catalog addendum.

HOLIDAYS

A student holiday schedule can be found in the catalog addendum.

VACATION PERIODS

Vacation dates, as appropriate, will be posted in the school.

Inclement Weather

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

Smoking

LTI has a No Smoking policy.

Student Complaint/Grievance Policy

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 Supervisor.

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, the student may consider contacting:

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

Rhode Island residents may also appeal the decision by writing to:

**RHODE ISLAND OFFICE OF THE POSTSECONDARY COMMISSIONER
560 JEFFERSON BOULEVARD, SUITE 200
WARWICK, RI 02886-1304
(401) 736-1118**

Practical Nursing students may also address their complaint to:

**ACCREDITATION COMMISSION FOR EDUCATION IN NURSING
3343 PEACHTREE ROAD NE, SUITE 850,
ATLANTA, GA 30326, (404) 975-5000
www.acenursing.org**

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 | complaints@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/Student-Corner/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/

General Student Information

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

Visitor Policy

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 LTI. An appointment made in advance would be appreciated.

All guests and visitors are required to register with the front desk Receptionist, indicating the purpose of the visit and are issued a visitor's badge.

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.

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 students are required to access the Lincoln Student Portal and @mylincoln 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.

Educational Equipment

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.

Emergency Preparedness

Emergency preparedness information can be obtained in the following link:
https://www.lincolntech.edu/download/consumer/HS_ERP.pdf

Academic Information

Academic Information

■ 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.

Student/ teacher ratios do vary by program; non-nursing classes average 25:1 ratio with no more than 41 per class, where Practical nursing lecture classes average 45:1 ratio with a maximum of 54 per lecture class, and clinical classes at various clinical facilities are limited to 10:1 ratio and/or as directed by the facility.

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

> **Day Schedule–Practical Nursing**
> 8:00 a.m. – 2:30 p.m., Monday through Friday
> **Evening Schedule**
> 5:00 p.m. – 10:00 p.m., Monday through Thursday
>
> **Day Schedule Medical Assistant and Dental Assistant**
> 8:30 a.m. – 12:45 p.m., Monday through Thursday
> **Afternoon & Evening Schedule**
> 6:00 p.m. – 10:15 p.m., Monday through Thursday
>
> **Day Schedule - Air Conditioning and Electrical**
> 7:30 a.m. – 11:45 a.m., Monday through Thursday
> **Afternoon Schedule**
> 12:30 p.m. – 4:45 p.m., Monday through Thursday
> **Evening Schedule**
> 6:00 p.m. – 10:15 p.m., Monday through Thursday

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 addendum.

■ Certificate and Diploma Programs

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.

Students may choose to take a single course or a group of courses which confers a certificate of completion. These courses are not within the institution's scope of accreditation.

Rules and Regulations for the conferred diploma programs are in accordance with the state of Rhode Island.

For a description of the subject matter covered in each course, please refer to the Curricula on pages 6 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.

- Student conduct which disrupts classes or interferes with the progress of other students.

- 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 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.

Academic Information

- 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. Our expectation is that students will attend all sessions for courses in which they are registered. Class attendance is monitored daily commencing with the student's first official day of attendance and a student will be considered withdrawn from a course or courses when any of the following criteria are met:

- The fourteenth consecutive calendar day of absence (two weeks) with the exception of published holidays and breaks.
- Cumulative absences prevent the student's ability to master the course content during the remainder of the scheduled course, term, or semester as determined by the course syllabus.

Approved employment interviews (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.

Note: Calendar day calculations include all days visible on a calendar without exception.

ATTENDANCE POLICY–PRACTICAL NURSING

Attendance of a minimum of 100% of scheduled hours per term is suggested for successful completion. Students may not miss more than one (1) clinical day in term one or 2 (two) clinical days in terms two through five, or they will be considered withdrawn from Clinical only. Students who miss six (6) consecutive days will be automatically withdrawn. Cases of extenuating circumstances will be considered by the Director of Nursing, Campus President or designee.

Please refer to the Nursing Student Handbook for further explanation of the Nursing Attendance Policy.

■ Attendance for 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 that may be used they may be 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.

■ Make-Up

The following make-up policy applies to 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.

In the case of school closure or student absence due to inclement weather or other natural disaster, make-up sessions may 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.

Make-up time does not apply to the Practical Nursing Program.

■ 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.

Academic Information

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.

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 Education 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

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.

Grades are calculated in Canvas, once the course has been completed, final grades are entered into Campus Vue with no decimal, the final grade will not be rounded.

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 criterions: 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 criterions 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:

PRACTICAL NURSING QUALITATIVE MEASURE OF PROGRESS (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", "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.

MINIMUM PACE OF PROGRESSION	
PROGRAM STANDARD	FORMULA
CREDIT HOURS	cumulative earned credits / cumulative registered credits
CLOCK HOURS	cumulative earned hours / 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.

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 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 Director of

Education 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 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 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. 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 in exceptional circumstances allowing students to complete coursework/time beyond a course end date. Students issued an "I" grade may be given up to 14 calendar days (with the exception of published holidays and breaks) to complete their work/time. Fewer calendar days may be required to resolve the "I" as determined by the Education Director and course instructor. A grade of zero will be calculated into the course final grade for any work not submitted in the specified timeframe.

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

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before being readmitted to the approved program. VA students may avail themselves of the school's appeals process.

■ Transcripts (Progress Records)

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, and CH31 VR&E which includes prior military service through the evaluation of your military transcripts.

Transfer applicants must submit a transcript 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.

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–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.

Academic Information

■ Internship Requirements

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

- Students must have achieved the minimum requirement of a cumulative grade point average of 2.0. Students whose GPA is less than a 2.0 after completing the academic portion of the program will be required to repeat classes with less than a 2.0, in order to improve the cumulative grade point average to a 2.0 CGPA and qualify for the internship. Student with less than the required 2.0 CGPA will be placed on probation during this time period.
- An approved resumé.
- For certain programs, students must submit to a background check 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.
- Certain programs require immunization prior to the start of their last course.
- Certain programs require drug screening prior to the start of their last course.

■ Withdrawals and Incomplete Grades

A "W"ithdrawal 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"ithdrawal 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 impacts the student's percent of completion.

The mark of "I" (incomplete) is a temporary grade which is assigned in exceptional circumstances allowing students to complete coursework/time beyond a course end date. Students issued an "I" grade may be given up to 14 calendar days (with the exception of published holidays and breaks) to complete their work/time. Fewer calendar days may be required to resolve the "I" as determined by the Education Director and course instructor. A grade of zero will be calculated into the course final grade for any work not submitted in the specified timeframe.

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

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 will replace the "I".

WITHDRAWAL–PRACTICAL NURSING

Students who miss six (6) consecutive days will be automatically withdrawn.

If a student fails the same course twice, the student is withdrawn. Students with three (3) course failures or grades below programmatic standard will be withdrawn.

■ 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.

This policy does not apply to individual courses.

■ 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 the student submits their intent to withdraw with their reasons in writing to the Education office.

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

Academic Information

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.

Should the leave of absence affect the students expected graduation date, students are notified via the web-based student portal **(Lincoln's Student Portal)**.

Re-entrance Policy

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 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. A student may not be readmitted a third time unless documented extenuating circumstances exist as determined by the Education Department.

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.

Guidelines for Practical Nursing Students who have course failures or who wish to re-enter the Practical Nursing Program can be found in the Practical Nursing Student Handbook.

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
- Meet satisfactory academic progress requirements.
- In addition, Practical Nursing students must achieve a 75% passing grade in each clinical and didactic course; must attend 1425 hours less the 10% allowable absent hours at a minimum.

Campus Information

Campus Information

LTI campuses maintain the appropriate educational equipment for instruction and hands-on training in all programs offered. The campuses are furnished with industry-standard equipment, which is continuously updated to keep up with today's job market. The school facility provides accessibility for handicapped students.

■ Corporate Administration

Scott M. Shaw
President & CEO

Marie G. Acker
Group Vice President

LINCOLN, RHODE ISLAND

LINCOLN TECHNICAL INSTITUTE
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This school occupies 66,692 square feet located inside a newly renovated mall. It provides air-conditioned classrooms and labs, as well as ample parking in a well-lit, security-patrolled parking lot.