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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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**Michael Russo  
CAMPUS PRESIDENT**

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# Table of Contents

<b>INTRODUCTION . . . . .</b>	<b>3</b>
General Objective. . . . .	4
Our Mission . . . . .	4
History of the School . . . . .	4
Educational Philosophy. . . . .	4
A Letter from the President & CEO . . . . .	5
<b>CAREER PROGRAMS . . . . .</b>	<b>6</b>
Air Conditioning, Refrigeration and Heating Systems Technology. . . . .	7
Advanced Manufacturing with Robotics . . . . .	8
Accredited Automobile Service Technology . . . . .	9
Automotive Service Technology . . . . .	10
Electrical and Electronic Systems Technology. . . . .	11
Welding Technology . . . . .	12
Course Descriptions. . . . .	13
<b>GENERAL INFORMATION. . . . .</b>	<b>18</b>
Accreditation . . . . .	19
Approvals . . . . .	19
Memberships . . . . .	19
Statement of Ownership. . . . .	19
Compliance with City, State, and Federal Regulations. . . . .	19
Notice to Students . . . . .	19
Nondiscrimination and Harassment Policy . . . . .	19
<b>ADMISSIONS . . . . .</b>	<b>20</b>
Admission Requirements. . . . .	21
Admission Procedures . . . . .	21
Orientation Program . . . . .	21
Introductory Period of Enrollment . . . . .	21
Veterans Training . . . . .	21
<b>FINANCIAL AID INFORMATION . . . . .</b>	<b>22</b>
Financial Aid . . . . .	23
Tuition, Equipment, Fees/Fee and Tool Refund Policy . . . . .	23
Scholarships . . . . .	24
Cancellation and Refund Policy . . . . .	24
Return of Title IV Federal Student Aid . . . . .	24
State Refund Policy . . . . .	24
The Refund Process . . . . .	25
Veterans Affairs Refund Policy . . . . .	25
<b>GENERAL STUDENT INFORMATION . . . . .</b>	<b>26</b>
Housing . . . . .	27
School Facilities . . . . .	27
Tools . . . . .	27
Educational Equipment . . . . .	27
Learning Resource Center . . . . .	27
Holidays . . . . .	27
Inclement Weather . . . . .	27
Student Complaint/Grievance Procedure . . . . .	27
Visitors. . . . .	28
Employment Assistance . . . . .	28
Official Student Communication . . . . .	28
Emergency Preparedness. . . . .	28
<b>ACADEMIC INFORMATION. . . . .</b>	<b>29</b>
Class Schedules . . . . .	30
Certificate Programs . . . . .	30
Student Conduct . . . . .	30
Attendance . . . . .	31



Attendance for Blended Programs . . . . .	31
Make-up. . . . .	31
Consultation and Tutoring . . . . .	31
Student Advising . . . . .	31
Americans with Disabilities Act (ADA) Policy . . . . .	31
Course and Academic Measurement . . . . .	32
Grading . . . . .	32
Satisfactory Academic Progress (SAP) . . . . .	32
Introduction . . . . .	32
Qualitative Measure of Progress (Grade Point Average). . . . .	32
Quantitative Measures of Progress (Pace of Progression and Maximum Time Frame) . . . . .	32
Evaluation Period . . . . .	33
Failure to Meet Standards. . . . .	33
Appeals and Probation . . . . .	33
Notification of Status and Appeal Results . . . . .	34
Reinstatement . . . . .	34
Treatment of Grades and Credits . . . . .	34
Satisfactory Academic Progress for VA Beneficiaries. . . . .	34
Transcripts (Progress Records and Audits). . . . .	34
Transfer Credits . . . . .	34
Withdrawals and Incomplete Grades . . . . .	35
Course Repeats . . . . .	35
Official and Unofficial Withdrawals. . . . .	35
Grade Appeal Policy . . . . .	36
Leave of Absence . . . . .	36
Re-entrance . . . . .	36
Independent Study . . . . .	36
Graduation Requirements . . . . .	36
<b>CAMPUS INFORMATION . . . . .</b>	<b>37</b>
Meet Our Staff and Instructors . . . . .	38
Corporate Administration . . . . .	38
School Administration and Faculty . . . . .	Addendum
Schedule of Fees . . . . .	Addendum
Educational Equipment . . . . .	Addendum
Academic Calendar . . . . .	Addendum
Holiday Calendar . . . . .	Addendum

# Introduction

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General Objective. . . . .	.4
Our Mission . . . . .	.4
History of the School . . . . .	.4
Educational Philosophy. . . . .	.4
A Letter from the President & CEO . . . . .	.5

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# Introduction

## ■ General Objective

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

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

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

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

## ■ Our Mission

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

## ■ History of the School

The Lincoln Technical Institute, Inc. School System was established in Newark, New Jersey under the corporate laws of the state in November, 1946. Lincoln Technical Institute moved from Newark, New Jersey to Union, New Jersey, our main campus, in 1972 to provide an ever increasing student body with larger, more modern training facilities.

The curriculum for our programs undergoes constant review and updating to reflect the latest technological advancements.

The parent corporation, 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.

## ■ Educational Philosophy

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

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



# Introduction

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## ■ 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

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Air Conditioning, Refrigeration and Heating Systems Technology. . . . .	7
Advanced Manufacturing with Robotics . . . . .	8
Accredited Automobile Service Technology . . . . .	9
Automotive Service Technology . . . . .	10
Electrical and Electronic Systems Technology. . . . .	11
Welding Technology . . . . .	12
Course Descriptions. . . . .	13

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## Air Conditioning, Refrigeration and Heating Systems Technology

### HCRX101 – CERTIFICATE PROGRAM

#### DAY/AFTERNOON/EVENING PROGRAMS

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

Our dynamic Heating, Ventilation, and Air Conditioning Technology, driving progressive changes through planning and implementation. The shift away from some of the more conventional HVAC systems still used in older residences and commercial buildings has been dramatic and continues to evolve. Newer systems focus on renewable energy sources, energy efficiency, and creating comfortable indoor environments.

One of the primary objectives of the HVAC curriculum is to introduce students to electrical and mechanical concepts as they apply to HVAC systems. Students will be prepared to confidently enter this vibrant field possessing fundamental skills required to service, troubleshoot, and repair commercial and residential indoor HVAC air management systems. Graduates 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 an 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
- Career Success

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

number	course	lecture hours	lab hours	total hours	semester credits	prerequisites
<b>FOUNDATION COURSES</b>						
HCR101	Introduction to Climate Control Systems	60	60	120	5.0	
FOUNDATION TOTAL		60	60	120	5.0	
<b>CORE COURSES</b>						
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	
<b>CORE PLUS COURSES</b>						
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.

MAXIMUM TIME FRAME (MTF) = 75 CREDITS

CIP CODE--15.0501 • SOC CODE--49-9021

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 may be used to enhance the students understanding of the learning objectives outlined in the course syllabus.

## Advanced Manufacturing with Robotics

### AMR100C – CERTIFICATE PROGRAM

#### DAY/AFTERNOON/EVENING PROGRAMS

total instructional hours . . . . . 990  
 total semester credit hours\*. . . . . 38.5  
 approximate weeks to complete–day/aft. . . . . 46 (includes holidays and scheduled breaks)  
 approximate weeks to complete–eve. . . . . 68 (includes 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

A strong domestic manufacturing base is vital to the United States economy, as manufactured goods are necessary for trade. The term manufacturing is very broad and includes the use of machine tools required to manufacture finished products. These products can range from an array of plastics to wood and metals. Manufacturers use sophisticated turning and milling machines, grinders, and computerized numerical control (CNC) machines to bring products from concept design to reality.

The Advanced Manufacturing with Robotics program prepares students for entry-level positions as CNC Operators or Set-up Technicians within a Modern Advanced Manufacturing facility. Students will learn about the fundamental skills needed for the operation and setup of complex manufacturing machines that utilize turning, milling and multi-axis machining technology. Students will be prepared to qualify for credentials from the National Institute for

Metalworking Skills (NIMS) in the areas of Materials, Measurement and Safety, Job Planning, Bench work and Layout, CNC Milling (setup and programming), CNC Turning (setup and programming), CNC Operator - Turning, and CNC Operator - Milling.

The Advanced Manufacturing with Robotics Program introduces the student to the integration of machinery and robotic technology. Students will learn about the fundamental skills needed for the operation and setup of robots in automation, and will apply their skills in equipment operation, programming, diagnosing and troubleshooting, and machine setup by use of automation. By the end of this program, students will be competent in the application of essential skills necessary for automated manufacturing in a mass-production environment.

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

number	course	lecture hours	lab hours	total hours	semester credits	prerequisites
MT101	Manufacturing Your Success	60	30	90	3.5	
MT102	Blueprint Reading and Precision Measurement	30	60	90	3.5	
MT104	CNC Milling Set-up & Programming	30	60	90	3.5	MT101, MT102
MT105	CNC Turning Set-up & Programming	30	60	90	3.5	MT101, MT102
MT106	CAM Mill Design & Tool Path	30	60	90	3.5	MT101, MT102, MT104
MT107	CAM Lathe Design & Tool Path	30	60	90	3.5	MT101, MT102, MT105
MT108	Modern Milling, Drilling & Workholding	30	60	90	3.5	MT101, MT102, MT104, MT106
MT200	Advanced Multi Axis Machining	30	60	90	3.5	MT101, MT102, MT104, MT105, MT106, MT107, MT108
MT201	Workplace Simulation and Job Readiness	30	60	90	3.5	MT101, MT102, MT104, MT105, MT106, MT107, MT108
ROB202	Introduction to Robotics	30	60	90	3.5	MT101, MT102, MT104, MT105, MT106, MT107, MT108, MT200
ROB203	Robotics in the Workplace	30	60	90	3.5	MT101, MT102, MT104, MT105, MT106, MT107, MT108, MT200, ROB202
TOTALS		360	630	990	38.5	

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

MAXIMUM TIME FRAME (MTF) = 57.5 CREDITS

CIP CODE–48.0510 • SOC CODE–51-9161

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 may be used to enhance the students understanding of the learning objectives outlined in the course syllabus.



# Career Programs

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**Accredited Training Program**  
Powered by ASE Education Foundation

## Accredited Automobile Service Technology

### What does ASE Accreditation Mean?

ASE is the National Institute for Automotive Service Excellence and established by the automotive industry to improve the quality of vehicle repair and service through testing and certification. The ASE Education Foundation is a foundation within the ASE organization. The ASE Education Foundation's mission is to improve the quality of automotive technician training programs through voluntary accreditation. The ASE Education Foundation is responsible for the evaluation process, and makes recommendations for ASE program accreditation based on their evaluation. To achieve ASE accreditation, a program must pass an evaluation in all eight (8) automobile related areas:

1. Brakes
2. Electrical/Electronic Systems
3. Engine Performance
4. Suspension and Steering
5. Automatic Transmission and Transaxle
6. Engine Repair
7. Heating and Air Conditioning
8. Manual Drive Train and Axles

### How did our Automotive Program Become ASE Accredited?

This campus underwent an extensive on-site ASE Education Foundation review process conducted by an independent evaluation team. The team evaluated the program against standards to include administration, learning resources, finances, student services, instruction, equipment, facilities, instructional staff, and cooperative agreements. Following the completion of this evaluation, the team leader submitted their recommendation to ASE for accreditation. This campus met compliance in all areas and was awarded accreditation for Automobile Service Technology (AST) designation.

### Are our Instructors ASE Certified?

Yes, all of our automotive instructors are required to actively hold the ASE G1 and A6 Certifications and be ASE certified in the areas they teach.

### How do our Graduates benefit from an ASE Accredited Program?

To become ASE Certified, a person must meet a minimum level of related work experience and pass ASE certification examinations. A graduate from our ASE Automotive Technology Program may be eligible to substitute the training for up to one year of work experience. For additional information, please visit the ASE website.



## Automotive Service Technology

### AUXX100—CERTIFICATE PROGRAM

#### DAY/AFTERNOON/EVENING PROGRAMS

total instructional hours . . . . . 1320  
 total semester credit hours\* . . . . . 55  
 approximate weeks to complete (day/aft/eve) . . . . . 57 (includes 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

Provide the graduate with the entry-level knowledge and skills required to correctly test, diagnose, replace, repair and adjust as necessary the components of the mechanical, electronic, hydraulic, and accessories systems on current automobiles. Upon completion of this program, the graduates will be qualified for entry into the automotive service career field as a technician capable of analysis, problem solving, performing most common service operations and under supervision, more specialized or involved tasks with a dealer, independent shop or other service outlet.

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

need to demonstrate skill proficiency through a series of professional development activities and seminars which are integrated into each course. The modules include:

- Student Success
- Financial Literacy
- Professional Development
- Career Success

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

number	course	lecture hours	lab hours	total hours	semester credits	prerequisites
<b>FOUNDATION COURSES</b>						
AUX100	Workshop Practices and General Maintenance	60	60	120	5.0	
AUX113	Gasoline Engine Construction and Operation	60	60	120	5.0	
AUX103	Electrical Systems	60	60	120	5.0	
FOUNDATION TOTAL		180	180	360	15.0	
<b>CORE COURSES</b>						
AUX202	Powertrain Electronics	60	60	120	5.0	AUX100, AUX103, AUX109
AUX206	Transmissions and Drive Systems	60	60	120	5.0	AUX100
AUX208	Air Conditioning and Electrical Accessories	60	60	120	5.0	AUX100, AUX103
AUX109	Advanced Automotive Electronics & Diagnostics	60	60	120	5.0	AUX100, AUX103
AUX110	Automotive Brake Systems	60	60	120	5.0	AUX100
AUX211	Automotive Steering and Suspension Systems	60	60	120	5.0	AUX100
AUX124	Service Shop Management	60	60	120	5.0	AUX100, AUX103, AUX208
AUX223	Service Shop Operations	60	60	120	5.0	AUX100, AUX103, AUX109, AUX202 AUX208, AUX110, AUX211
CORE COURSE TOTAL		480	480	960	40.0	
TOTAL PROGRAM		660	660	1320	55.0	

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.

MAXIMUM TIME FRAME (MTF) =82.5 CREDITS

CIP CODE—47.0604 • SOC CODE—49-3023

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 may be used to enhance the students understanding of the learning objectives outlined in the course syllabus.

## Electrical and Electronic Systems Technology

### ESTX100—CERTIFICATE PROGRAM

#### DAY/AFTERNOON/EVENING PROGRAMS

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

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	semester credits	prerequisites
<b>FOUNDATION COURSES</b>						
EES101	Introduction to the Trades	60	60	120	5.0	
FOUNDATION TOTAL		60	60	120	5.0	
<b>CORE COURSES</b>						
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.

MAXIMUM TIME FRAME (MTF) = 75 CREDITS

CIP CODE—46.0302 • SOC CODE—47-2111

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 may be used to enhance the students understanding of the learning objectives outlined in the course syllabus.

## Welding Technology

### WLD141C—CERTIFICATE PROGRAM

#### DAY/AFTERNOON/EVENING PROGRAMS

total instructional hours . . . . .960  
 total semester credit hours\*. . . . .36.5  
 approximate weeks to complete (day/aft/eve) . . . . .44 (includes 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 Welding Technology program prepares students for entry level welder positions as structural and pipe welders. Students develop key fundamental skills during the initial courses and learn to apply these skills using different and more complex welding procedures. The welding procedures include Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW/MIG), Flux Core Arc Welding (FCAW), and Gas Tungsten Arc Gas Welding (GTAW/TIG). Using each of these procedures, students learn to weld plate and pipe in various positions including horizontal, vertical, and overhead. Students also learn various techniques for cutting and preparing metal for welding procedures.

Upon successful completion of all components of this program, the graduate should possess the working knowledge and skills to qualify as a structural and/or pipe welder using any one of three standard welding processes in construction, fabrication, or plant maintenance work settings.

Students should be able to successfully complete pre-qualification tests for any construction structural or pipe related projects.

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

- Student Success
- Financial Literacy
- Professional Development
- Career Success

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

number	course	lecture hours	lab hours	total hours	semester credits	prerequisites
WLD111AN	Welding and Cutting Fundamentals	60	60	120	4.5	
WLD112AN	Basic Arc Welding Procedures	50	70	120	4.5	WLD111AN
WLD113AN	SMAW – Plate Welding	30	90	120	4.5	WLD111AN, WLD112AN
WLD114AN	GMAW/FCAW (MIG) – Plate Welding	30	90	120	4.5	WLD111AN, WLD112AN
WLD115AN	GTAW (TIG) – Welding Procedures	30	90	120	4.5	WLD111AN, WLD112AN
WLD116AN	SMAW – Pipe Welding	30	90	120	4.5	WLD111AN, WLD112AN, WLD113AN
WLD117AN	GMAW/FCAW (MIG) – Pipe Welding	30	90	120	4.5	WLD111AN, WLD112AN, WLD114AN
WLD118AN	GMAW/GTAW – Fabrication Processes	30	90	120	4.5	WLD111AN, WLD112AN, WLD114AN, WLD115AN
TOTAL PROGRAM		290	670	960	36.5	

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.

MAXIMUM TIME FRAME (MTF) = 54.5 CREDITS

CIP CODE—48.0508 • SOC CODE—51-4121

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 may be used to enhance the students understanding of the learning objectives outlined in the course syllabus.



# Course Descriptions *Career Programs begin on page 7.*

## ■ Course Numbering System

### 100 LEVEL COURSES

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

### 200 LEVEL COURSES

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

## ■ Air Conditioning, Refrigeration & Heating Technology 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. Students will be given the opportunity to complete their OSHA 30 certification during this course.

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



# Course Descriptions *Career Programs begin on page 7.*

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*

## ■ Automotive Courses

### **AUX100 – WORKSHOP PRACTICES AND GENERAL MAINTENANCE**

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

The overall goal of this course is to facilitate a smooth transition to school by engaging the student in curriculum focusing on academic, career, and life skills. Students will make connections with key personnel within the school that will assist with their questions and provide guidance throughout their education.

The student will be introduced to automotive and diesel systems, industry certifications, and job opportunities. Students will learn essential skills for the vehicle technician including safety, tool and equipment fundamentals, and the proper use of measurement tools such as dial indicators, micrometers, and calipers.

The automotive and diesel content will be balanced by an emphasis on skills that will enable students to be successful in school and in life. These skills will include time management, financial management, goal setting, learning strategies, career planning, and critical thinking strategies.

*Prerequisite(s): None*

### **AUX113 – GASOLINE ENGINE CONSTRUCTION AND OPERATION**

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

This course is designed to provide the student with a detailed study of the modern internal combustion gasoline engine from the basic principles of design and operation to inspection, precision measurement, fitting, and reconditioning, including cooling systems, coolants, lubricating systems, and engine lubricants.

Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems.

Students will learn how to diagnose various engine concerns through visual and auditory inspection. Students will learn how to disassemble, measure, troubleshoot, service, and reassemble a gasoline powered internal combustion engine. Professional development exercises and seminars are also included in this course.

*Prerequisite(s): None*

### **AUX103 – ELECTRICAL SYSTEMS**

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

This course is designed to provide the student with practical theory in basic and solid state circuitry, including body electrical systems, operation and service of automotive storage batteries, automobile charging systems, starting systems, and lighting systems. Students will evaluate components using both conventional and electronic diagnostic equipment.

Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems.

Students will learn how to diagnose basic electrical, charging, starting, and lighting circuits through the use of diagnostic equipment to include test lights, multimeters, and continuity testers. Professional development exercises and seminars are also included in this course.

*Prerequisite(s): None*

### **AUX202 – POWERTRAIN ELECTRONICS**

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

This course is designed to provide the student with knowledge of conventional and computerized engine control systems and scientific engine testing and tuning. Students will receive detailed instruction on operating principles, testing, replacement and repair of the ignition systems, by-products of combustion, including fuel supply and air induction systems, related emissions controls, and the principles of turbocharging. Emphasis is placed on troubleshooting, replacement, overhaul, and adjustment of fuel injection systems, including computer control models.

Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems.

Students will learn how to use diagnostic scan tools to retrieve emission control trouble codes and determine necessary repairs. Students will learn how to diagnose no-start/no-fuel problems on hot and cold engines. Students will learn how to operate exhaust gas analysis equipment and determine necessary action. Professional development exercises and seminars are also included in this course.

*Prerequisite(s): AUX100, AUX103, AUX109*

### **AUX206 – TRANSMISSIONS AND DRIVE SYSTEMS**

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

This course is designed to provide the student with a comprehensive coverage of drive train components, including theory, operating principles, service, and repair techniques of the clutch, differential and rear axles. Gearing, levers, hydraulics, component design, troubleshooting, replacement, disassembly, repair, service techniques, and assembly are emphasized. Manual and 4X4 transfer gear boxes, drive-shafts, U-joints, front and rear differentials, and manual transaxles are featured.

This course also provides the student with knowledge and skills needed to successfully diagnose and make needed repairs to automatic transmissions and transaxles. Emphasis is placed on power-flow, operation, design, servicing equipment, troubleshooting, disassembly, inspection, replacement, assembly, testing, and adjustment

Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research

vehicle service information with computer and internet based electronic retrieval systems.

Students will learn how to diagnose, inspect, remove and replace a clutch. Students will learn how to diagnose, clean, inspect, disassemble, and reassemble a transmission/transaxle. Students will learn how to diagnose, inspect, remove, replace, and service front wheel-drive components and rear-wheel drive components. Students will learn how to perform necessary diagnostic tests using special equipment including scan tools to retrieve transmission/transaxle related trouble codes. Students will learn how to perform necessary service, repairs, and adjustments to automatic transmissions and transaxles. Professional development exercises and seminars are also included in this course.

*Prerequisite(s): AUX100*

### **AUX208 – AIR CONDITIONING AND ELECTRICAL ACCESSORIES**

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

This course is designed to provide the student with theory and application of automobile air conditioning and heating systems. Students will also be presented with the operation of various automobile accessories to include: power windows, door locks, and seats, and air bag operation and service.

Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems.

Students will learn how to diagnose abnormal operation of air conditioning and heating systems, remove and replace air conditioning and heating system components, and evacuate and recharge automobile air conditioning systems. Professional development exercises and seminars are also included in this course.

*Prerequisite(s): AUX100, AUX103*

### **AUX109 – ADVANCED AUTOMOTIVE ELECTRONICS & DIAGNOSTICS**

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

This course is designed to provide the student with a more in-depth knowledge of electrical and electronic principles, and advanced circuit applications. Students will learn about automobile computerized control systems as they apply to engine and body control as well as transmission, suspension, braking systems, and other computerized systems. Computer operation, sensors, and actuators are emphasized.

Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems.

Students will learn how to diagnose automotive electrical and electronic circuits using a variety of diagnostic equipment to include digital volt-ohm meters, continuity testers, test lights, graphing multimeters, and oscilloscopes. Students will learn how to use diagnostic scan tools to retrieve trouble codes from vehicle computers and determine necessary repairs. Professional development exercises and seminars are also included in this course.

*Prerequisite(s): AUX100, AUX103*

### **AUX110 – AUTOMOTIVE BRAKE SYSTEMS**

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

This course is designed to provide comprehensive coverage of design, operating principles, maintenance and service of the automotive brake systems and traction control. Emphasis is placed on diagnosis and service of rotors and drums with measuring and

# Course Descriptions *Career Programs begin on page 7.*

resurfacing included. Anti-lock braking is covered from operating principles through diagnosis and service.

Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems.

Students will learn how to diagnose mechanical and hydraulic problems within the vehicle braking systems. Students will learn how to diagnose computer control problems within the anti-lock and traction control systems. Professional development exercises and seminars are also included in this course.

*Prerequisite(s): AUX100*

## **AUX211 – AUTOMOTIVE STEERING AND SUSPENSION SYSTEMS**

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

This course is designed to provide the student with detailed instruction of the design and operating principles, maintenance and service of automobile suspension and steering systems including steering geometry and alignment angles. Emphasis is placed on wheel alignment procedures, including computerized four-wheel alignment. Service and diagnostics are stressed including McPherson struts, rack and pinion steering systems, and tire design and applications. New technologies are covered to incorporate electronic steering, and in-depth coverage of computerized suspension systems.

Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems.

Students will learn how to diagnose, inspect, and service steering system components using industry standard equipment. Students will learn how to diagnose inspect, remove and replace rear-wheel and front-wheel drive suspension component. Students will learn how to perform alignments on front and rear wheel drive vehicles. Professional development exercises and seminars are also included in this course.

*Prerequisite(s): AUX100*

## **AUX124 – SERVICE SHOP MANAGEMENT**

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

This course is designed to provide the students with exposure to an actual shop environment, procedures, and protocol by applying prominent skills obtained in previous courses. This course will also provide the student with an orientation and introduction to the management and business component of the automotive industry. The management and procedures associated with automotive related businesses are emphasized including employee/employer expectations, the service write-up process, business organizational structure, career opportunities, customer relations, personnel management, facilities, business records, insurance, and safety. Knowledge relating to management practices within an automotive business will help the student adapt and acclimate to the working environment.

Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems.

Students will learn how to prepare an employment resume and application. Students will learn how to complete various forms used in automotive businesses.

Students will learn how to properly interview for employment. Professional development exercises and seminars are also included in this course.

*Prerequisite(s): AUX100, AUX103, AUX208*

## **AUX223 – SERVICE SHOP OPERATIONS**

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

This course is designed to provide the students with exposure to an actual shop environment, operational procedures, and protocol by applying prominent skills obtained in previous courses. Emphasis is placed on the performance and understanding of workshop tasks performed by entry-level technicians. Knowledge testing and skills application are highlighted among the topics.

Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems.

*Prerequisite(s): AUX100, AUX103, AUX109, AUX202, AUX208, AUX110, AUX211*

## **Advanced Manufacturing with Robotics Courses**

### **MT101 – MANUFACTURING YOUR SUCCESS**

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

The overall goal of this course is to facilitate a smooth transition to school by engaging the student in curriculum focusing on academic, career, and life skills. Students will make connections with key personnel within the school that will assist with their questions and provide guidance throughout their education.

The student will be introduced to modern manufacturing techniques, industry certifications, and job opportunities. Students will learn essential skills involved in Computer Numerical Control (CNC) machining. Emphasis will be placed on safety, equipment, fundamentals of machining, and the proper use of measurement tools used in CNC machining. The machining content will be balanced by an emphasis on skills that will enable students to be successful in school and in life. These skills will include time management, financial management, goal setting, learning strategies, career planning, and critical thinking strategies.

Students will also complete instructional activities to prepare them for credentials from the National Institute for Metalworking Skills (NIMS). An emphasis will be placed on all mathematical computations critical to the machining industry. Students will also learn the proper operation of the Machinist Calculator to determine precise and accurate calculations for tolerance, positioning, quality control, and machine setup.

*Prerequisite(s): None*

### **MT102 – BLUEPRINT READING AND PRECISION MEASUREMENT**

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

This course prepares students to understand technical information when reading manufacturing blueprints. Emphasis is placed on locating geometry to create tool paths. Students will learn how to use Geometric Dimensioning and Tolerancing (GD&T) when determining specifications and how to properly calculate tool paths using standard mechanical blueprints. They will also learn to use information located in the title block to calculate acceptable tolerances for part features and determine suitable

feeds and speeds for a Computer Numerical Control (CNC) program using Machinist Calculator Pro.

Students will also study the proper use of semi-precision and precision measuring tools and how to read dial, digital, and vernier measuring scales for precision measuring requirements. Students will learn how to calibrate, maintain, and apply the use of precision measuring tools to obtain accurate measurements. Students will also complete instructional activities designed to prepare them for obtaining their level one Materials Measurement and Safety credential from the National Institute for Metalworking Skills (NIMS).

*Prerequisite(s): None*

### **MT104 – CNC MILLING SET-UP AND PROGRAMMING**

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

Students will learn to program, set-up, and operate Computer Numerical Control (CNC) milling equipment. Students will receive instruction in machine motion, mill control panels, machine startup, and operations. Topics include programming formats, control functions, program editing, part production, and inspection. Students will manufacture simple parts using CNC milling equipment and will gain the experience of performing quality control inspections before, during, and after CNC operations. Students will complete instructional activities to prepare them for obtaining two credentials from the National Institute for Metalworking Skills (NIMS) in CNC Milling (set-up and programming) and CNC Operator - Milling.

*Prerequisite(s): MT101, MT102*

### **MT105 – CNC TURNING SET-UP AND PROGRAMMING**

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

Students will learn the programming, setup, and operation of in Computer Numerical Control (CNC) lathes and turning centers. Students will receive instruction in machine motion, lathe control panel, machine startup and operations. Topics include programming formats, control functions, program editing, part production, and inspection. Students will manufacture simple parts using CNC turning centers and will perform quality control and inspections before, during, and after CNC operations. Students will complete instructional activities to prepare them for obtaining two credentials from the National Institute for Metalworking Skills (NIMS) in CNC Turning (setup and programming) and CNC Operator - Turning.

*Prerequisite(s): MT101, MT102*

### **MT106 – CAM MILL DESIGN & TOOL PATH**

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

This course teaches students the integration of Computer-Aided-Design (CAD) and Computer-Aided-Manufacturing (CAM) with a concentration in milling machines. It is a study of modern machining methods and teaches the use of software in creating geometry for milling parts. Students will use CAM software to strategize and create parts that will be machined on a Computer Numerical Control (CNC) Machining Center. Students will then use software to create tool paths from 2D and 3D geometry.

*Prerequisite(s): MT101, MT102, MT104*

### **MT107 – CAM LATHE DESIGN & TOOL PATH**

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

This course teaches students the integration of Computer-Aided-Design (CAD) and Computer-Aided-Manufacturing (CAM) with a concentration

# Course Descriptions *Career Programs begin on page 7.*

on turning machines. It is a study of modern machining methods and teaches the use of software in creating geometry for turning parts. Students use CAM software to strategies and create tool paths that will be machined on a CNC turning centers. Students will use software to create tool paths from 2D and 3D geometry.

*Prerequisite(s): MT101, MT102, MT105*

## **MT108 – MODERN MILLING, DRILLING AND WORKHOLDING**

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

With an emphasis on modern milling, drilling, and workholding processes, students in this course will also learn about high speed machining in modern manufacturing. Students will learn the advantages of using the International System of Units (IS unit) instead of the English measurement system and their grasp of English to Metric conversion will be reinforced. Students will learn about climb milling and conventional milling on Computer Numerical Control (CNC) machines. Students will receive instruction on the types, accuracy, and proper care of tool holders for manufacturing machines, working toward a mastery of the different types of CNC Milling Centers, their components, and the advantages of each. Students will perform projects using the latest technology in CNC milling, tooling, and cutting tools. Students will also understand how to use modern cutting tools for complex projects. Students will also learn how to utilize different types of machine controls using simulated labs and equipment.

*Prerequisite(s): MT101, MT102, MT104, MT106*

## **MT200 – ADVANCED MULTI AXIS MACHINING**

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

Students will learn about advanced multi-axis machining. Applying advanced Computer-Aided-Manufacturing (CAM) features and concepts used in modern manufacturing industries, students will learn how to properly manufacture complex parts. Students will work on complex manufacturing projects that will demonstrate competency in advanced machining concepts. Students will also complete instructional activities to prepare them for obtaining their Associate Level Certification in Mill, Lathe, and Multi-axis Machining. This Mastercam certification serves to demonstrate that students have the ability to program and cut quality parts.

*Prerequisite(s): MT101, MT102, MT104, MT105, MT106, MT107, MT108*

## **MT201 – WORKPLACE SIMULATION AND JOB READINESS**

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

Nearing completion of their program, students in this course will apply all of the skills and knowledge gained in previous classes in a simulated workplace environment. Students will apply their skills in equipment operation, programming, blueprint interpretation, machine set-up, safety, and advanced multi-axis machining techniques. By the end of this course, students will be competent in the application of essential skills necessary for the manufacturing of complex parts using computer-aided manufacturing software.

Students spend the majority of their time working in a simulated workplace environment working through a series of assignments. They are evaluated on the quality and accuracy of their work as well as the time taken to work through their assignments.

*Prerequisite(s): MT101, MT102, MT104, MT105, MT106, MT107, MT108*

## **ROB202 – INTRODUCTION TO ROBOTICS**

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

This course prepares the student to understand automated manufacturing through the fundamentals of robotics. The student will learn classifications, basic nomenclature, setup, programming, maintaining, and diagnosing the various robots used in the field of advanced manufacturing.

*Prerequisite(s): MT101, MT102, MT104, MT105, MT106, MT107, MT108, MT200*

## **ROB203 – ROBOTICS IN THE WORKPLACE**

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

Nearing completion of their program, students in this course will apply all of the skills and knowledge gained in the Introduction to Robotics course in a simulated workplace environment. Students will apply their skills in equipment operation, programming, diagnosing and troubleshooting, and machine setup by use of automation. By the end of this course, students will be competent in the application of essential skills necessary for automated manufacturing in a mass-production environment.

Students spend the majority of their time working in a simulated advanced manufacturing environment working with the integration of machinery and robotics technology.

*Prerequisite(s): MT101, MT102, MT104, MT105, MT106, MT107, MT108, MT200, ROB202*

## **Electronic Systems Courses**

### **EES101 – INTRODUCTION TO THE TRADES**

*120 Contact Hours (60 Lecture, 60 Lab); 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 (60 Lecture, 60 Lab); 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 (60 Lecture, 60 Lab); 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 (60 Lecture, 60 Lab); 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 (60 Lecture, 60 Lab); 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 (60 Lecture, 60 Lab); 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*



# Course Descriptions *Career Programs begin on page 7.*

## **EES108 – FIBER OPTICS, TELECOMMUNICATION SYSTEMS & NETWORKING**

120 Contact Hours (60 Lecture, 60 Lab); 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 (60 Lecture, 60 Lab); 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 (60 Lecture, 60 Lab); 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 (60 Lecture, 60 Lab); 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*

## **Welding Courses**

### **WLD111AN – WELDING AND CUTTING FUNDAMENTALS**

120 Contact Hours (60 Lecture/60 Lab); 5.0 Credits

In this course students are introduced to the type of tasks generally performed by welders and how their skills and knowledge are applied to both the

construction and manufacturing industries. Because of its importance students will also learn how safety procedures apply to welding and cutting operations. They will also complete a ten-hour OSHA approved safety orientation that explains job site hazards, accident prevention, and standard safety procedures.

Students will learn to set-up and safely use oxyfuel metal cutting equipment and processes. They will then learn to read and interpret welding symbols from construction drawings. These symbols direct the student to use the correct welding procedure to meet the specifications.

Students will learn the classifications and types of welding electrodes used in arc welding. In addition, they will learn the criteria used to select the proper electrode for a specific application. Students will also properly set up SMAW arc welding equipment prior to beginning welding operations. They will learn about the different types of welding equipment and the types of current used in their operation. As a part of learning about the total scope of welding operations, students will be introduced to various welding codes and the agencies that govern these codes. They will see examples of weld imperfections and learn what causes these defects. Students will also be introduced to various weld testing procedures.

*Prerequisite(s): None*

### **WLD112AN – BASIC ARC WELDING PROCEDURES**

120 Contact Hours (50 Lecture/70 Lab); 4.5 Credits

This course is a continuation of WLD111AN Welding and Cutting Fundamentals and introduces new technical information as well as continues to develop fundamental arc welding skills.

As a continuation about the characteristics of metal, students will learn to properly prepare metal for cutting and welding operations. This includes cleaning and grinding operations. They will also learn some of the basic joints used in welding metals together. Students will then use plasma arc cutting equipment to cut metal at a faster rate with a cleaner cut.

As metal is heated and cooled, its characteristics and strength can change considerably. Students learn how metal is formed when it transfers from a liquid to a solid form, what are identifying metal designations and structural shapes and the strength characteristics of various types of metal, and the effect heat has on the strength properties of metal.

Students will be given an opportunity to continue to develop their skills in operating electric arc welding equipment and developing SMAW arc welding control and application techniques. Students are expected to successfully weld weave and overlapping beads, horizontal fillet welds (2F position), vertical fillet welds (3F position), and overhead fillet welds (4F position). In the process they will use fit up gauges and measuring devices to be sure the metal is properly aligned before beginning welding operations.

*Prerequisite(s): WLD111AN*

### **WLD113AN – SMAW - PLATE WELDING**

120 Contact Hrs (30 Lecture /90 Lab); 4.5 Credits

In this course, students first learn a new technique for cutting, gouging, and "washing" steel using air carbon arc cutting and gouging equipment.

Students then use the welding techniques they developed in the first two courses and apply them to welding plate metal with open grooves. Students will learn to form grooves in plate metal and setup welding plate using a metal backing.

Students will learn to weld steel plate in a flat V-Groove (1G position), and vertical V-Groove (3G position). Students will also learn to weld V-Groove steel plate in the 1G, and 3G position.

*Prerequisite(s): WLD111AN, WLD112AN*

### **WLD114AN – GMAW/FCAW (MIG) – PLATE WELDING**

120 Contact Hrs (30 Lecture/90 Lab); 4.5 Credits

This course introduces students to Gas Metal Arc Welding and Flux Core Arc Welding processes used for welding carbon steel plate. Students will learn the similarities and differences for these two processes. They will learn to setup the welding machine, gas flow meter, and welding gun. Students will then practice welding plate in the Fillet Weld positions (1F, 2F, 3F, and 4F) and Open Root V-Groove positions (1G, 2G, 3G, and 4G) using both processes.

*Prerequisite(s): WLD111AN, WLD112AN*

### **WLD115AN – GTAW (TIG) – WELDING PROCEDURES**

120 Contact Hrs (30 Lecture/90 Lab); 4.5 Credits

This course introduces students to Gas Tungsten Arc Welding (GTAW) processes. Students will learn the different components of GTAW equipment, the different types of filler metals used, and the types of shielding gases used in the welding process. They will learn to weld sheet steel, aluminum, and stainless steel in several basic joint designs to include butt weld, T-joint weld, and a lap weld.

*Prerequisite(s): WLD111AN, WLD112AN*

### **WLD116AN – SMAW – PIPE WELDING**

120 Contact Hrs (30 Lecture/90 Lab); 4.5 Credits

In this course students apply their welding skills to welding large bore pipe. Similar to plate welding, an Open V-Groove is used for welding pipe. Students will learn the process for cutting the V-Groove to prepare pipe for welding procedures. They will also learn to align and clamp pipe in place prior to beginning welding.

Students will then learn to weld steel pipe in a flat (1G-Rotated) position, horizontal (2G) position, multiple (5G) position, and multiple inclined (6G) position using an SMAW open-root, V-Groove welding procedure. Welds will be tested using a destructive type bend test.

*Prerequisite(s): WLD111AN, WLD112AN, WLD113AN*

### **WLD117AN – GMAW/FCAW (MIG) – PIPE WELDING**

120 Contact Hrs (30 Lecture/90 Lab); 4.5 Credits

This course teaches students to set up welding equipment for welding pipe using GMAW and FCAW procedures. Students will apply V-Groove techniques for welding mild steel pipe. They will weld pipe in the 1G-Rotated, and 6G positions for each of the two processes (GMAW and FCAW). Welds will be tested using a destructive type bend test.

*Prerequisite(s): WLD111AN, WLD112AN, WLD114AN*

### **WLD118AN – GMAW/GTAW – FABRICATION PROCESSES**

120 Contact Hrs (30 Lecture/90 Lab); 4.5 Semester Credits

This course applies both GMAW and GTAW welding procedures to various fabrication processes. Students set up equipment to weld various types of sheet metal. Using an assigned project, students will read and interpret drawings, learn to layout, cut and/or correctly apply bend reductions to specifications, and weld joints using weld designs and procedures learned in WLD114AN and WLD115AN. Sheet metal application may be steel, stainless steel, and/or aluminum.

*Prerequisite(s): WLD111AN, WLD112AN, WLD114AN, WLD115AN*

# General Information

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Accreditation . . . . .	19
Approvals . . . . .	19
Memberships . . . . .	19
Statement of Ownership . . . . .	19
Compliance with City, State, and Federal Regulations. . . . .	19
Notice to Students . . . . .	19
Nondiscrimination and Harassment Policy . . . . .	19

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# General Information

## ■ Accreditation

Lincoln Technical Institute is accredited by the Accrediting Commission of Career Schools and Colleges. The Accrediting Commission (ACCSC), located at 2101 Wilson Boulevard, Suite 302, Arlington, VA 70324, is listed by the U.S. Department of Education as an institutionally recognized accrediting agency.

### PROGRAM ACCREDITATION

#### Automotive

- *ASE Education Foundation*

#### Air Conditioning, Refrigeration, Heating

- *HVAC Excellence*

#### Robotics

- *National Institute for Metalworking Skills (NIMS)*

#### Electrical

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

## ■ Approvals

- *State of New Jersey Department of Education*
- *Approved for the Training of Veterans and Other Eligibles*
- *New Jersey Vocational Rehabilitation Commission*

Accreditation and Approval Certificates are located in the School Lobby.

## ■ Memberships

- *Career Education Colleges and Universities (CECU)*
- *Greater Mahwah Chamber of Commerce*
- *Private Career Schools Association of New Jersey*
- *Better Business Bureau, Mahwah, NJ*
- *Automotive Service Association (ASA)*
- *Automotive Management Institute (AMI)*
- *Air Conditioning Contractors Association (ACCA)*
- *Refrigeration Service Engineers Society (RSES)*
- *Automotive Training Managers Council (ATMC)*
- *Haas Technical Education Centers (HTEC)*

## ■ 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, city, county, municipal, State and Federal Regulations.

## ■ Notice to Students

1. The School is relieved and released of all claims by the student that may arise as a result of the school's inability to perform hereunder as a result of an Act of God, strike, or any matter or thing beyond the control of the school.
2. 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](http://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.
3. 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 Harassment Policy

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

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Admission Requirements . . . . .	21
Admission Procedures . . . . .	21
Orientation Program . . . . .	21
Introductory Period of Enrollment . . . . .	21
Veterans Training . . . . .	21

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# Admissions

## ■ 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.
- Have 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.

## ■ Orientation Program

An orientation program is scheduled for each incoming class. The purpose of this program is to acquaint the student with necessary requirements if applying for financial aid and/or housing, 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 may result in rescheduling of the 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.

## ■ Veterans Training

Applications for Veterans Education Benefits are available at the Financial Aid Office or from the Veterans Administration Office. Please check with the Admissions Department and / or Financial Aid Department 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 Aid Information

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

Financial aid is available to those who qualify.



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Financial Aid . . . . .	23
Tuition, Equipment, Fees/Fee and Tool Refund Policy . . . . .	23
Scholarships . . . . .	24
Cancellation and Refund Policy . . . . .	24
Return of Title IV Federal Student Aid . . . . .	24
State Refund Policy . . . . .	24
The Refund Process . . . . .	25
Veterans Affairs Refund Policy . . . . .	25

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# Financial Aid Information

## Financial Aid

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

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

Undergraduates may receive aid from all three types of programs. Community Service Positions are available. Students must check with the Financial Aid Department on campus.

### 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.

### 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](http://www.benefits.va.gov/gibill).*

### 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.

### 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](mailto: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.

## Tuition, Equipment, Fees/Fee and Tool Refund Policy

A Schedule of Fees Addendum contains detailed information about the school's tuition and other charges.

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 tuition or equipment purchased from the school must be met in accordance with the student agreement provisions and the purchase arrangements made at the time of the sale of equipment.

Students who cancel enrollment or withdraw after receiving books and supplies may return these items if they are in good



# Financial Aid Information

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.

## FOR STUDENTS WHO HAVE STARTED CLASSES AND ARE BEYOND THE THREE DAY CANCELLATION PERIOD:

No refund will be provided for the registration fee and any tools received. Also, any refund due for student fees will be prorated based upon use and any refund due for bus transportation will be prorated through the effective date of termination.

For more details on tuition, see the Schedule of Fees addendum, or visit [www.lincolntech.edu/consumerinfo](http://www.lincolntech.edu/consumerinfo).

## Scholarships

Lincoln Technical Institute may provide a number of scholarships annually.

Please refer to the Catalog Addendum for the latest offerings.

## Cancellation and Refund Policy

### 1. THREE (3) DAY CANCELLATION POLICY:

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

- Rejection of the Enrollment Agreement by the SCHOOL.
- 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:

- 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.*

## State Refund Policy\*

In calculating refunds of tuition paid in advance or sums due the school where tuition is paid on a weekly, monthly or semester basis, the following shall apply:

- For courses of 300 hours or less, the school may retain the

registration fee plus a pro-rata portion of the tuition calculated on a weekly basis.

- For full-time attendance in courses exceeding 300 hours in length, the school may retain the registration fee plus:

- Ten percent of the total tuition if withdrawal occurs in the first week;
- Twenty percent of the total tuition if withdrawal occurs in the second or third week;
- Forty-five percent of the total tuition if withdrawal occurs after the third week but prior to the completion of 25 percent of the course;
- Seventy percent of the total tuition if withdrawal occurs after 25 percent but not more than 50 percent of the course has been completed; or
- One hundred percent of the total tuition if withdrawal occurs after completion of more than 50 percent of the course.

- For part-time attendance in courses over 300 hours in length, calculation of the amount the school may retain in addition to the registration fee shall be based on:

- Ten percent of the total tuition if withdrawal occurs in the first 25 hours of scheduled attendance.
- Twenty percent of the total tuition if withdrawal occurs between 26 and 75 hours of scheduled attendance.
- After 75 hours of scheduled attendance the amount the school retains shall be calculated on the same basis as for full-time attendance.

- In cases where other fees have been charged, the refund shall be based upon the extent to which the student has benefited. For example, the graduation fee shall be refunded; the activity fee shall be prorated.

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

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

# Financial Aid 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

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Housing . . . . .	27
School Facilities . . . . .	27
Tools . . . . .	27
Educational Equipment . . . . .	27
Learning Resource Center . . . . .	27
Holidays . . . . .	27
Inclement Weather . . . . .	27
Student Complaint/Grievance Procedure . . . . .	27
Visitors. . . . .	28
Employment Assistance . . . . .	28
Official Student Communication . . . . .	28
Emergency Preparedness. . . . .	28

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# General Student Information

## Housing

The Student Services Department will assist students in locating appropriate housing during training. Housing arrangements are usually made prior to the Orientation Program.

## School Facilities

Lincoln Technical Institute occupies a building of approximately 79,000 square feet consisting of 34 instructional areas, an Automotive Shop with 16 automobile bays, plus residential and commercial Air Conditioning, Refrigeration and Heating Laboratories and Computer areas. Electrical and Electronic Systems classrooms including a designated electrical hands on lab and an HTec Computerized Machining lab with a separate Computer Aided Manufacturing (CAM) computer lab. Welding lab consisting of 30 welding booths and a dedicated welding classroom with 3 augmented arc machines.

All classrooms are air conditioned, well lighted and furnished with the appropriate equipment for instruction of students in the various courses of study in Automotive, Air Conditioning, Refrigeration, Heating, Electrical and Electronic Systems, Welding, and Advanced Manufacturing with Robotics.

The school maintains audio visual equipment including LED, HDMI projectors, and a library of videos and resource material for student use. The school operates a bookstore with adequate facilities for supplying prescribed textbooks, tools and materials for all courses and programs offered by the school. Parking facilities are available on a first come, first served basis. To conserve energy, car pooling is recommended. The School cannot accept responsibility for loss or damage to student vehicles. NOTE: All vehicles must be registered with the School office and maintain a visibly posted parking sticker.

## 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. Any student enrolled in the Automotive program and starting classes after January 2, 2023, will be receiving MATCO tools from Lincoln Tech in the very early stages of the curriculum to be used in your program of study. This MATCO tool program will replace any process previously described or offered through Lincoln Tech.

## Educational Equipment

A portable student owned device (i.e. a laptop) 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.

## 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 resources supplemented by the onsite study space with added materials. Central to this system is our Learning Resource Center ("LRC") that offers students access to a 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. With the online or campus based LRC, a focused setting is offered to enhance the overall learning experience.

## Holidays

New Year's Day	Thanksgiving Day and Day After
Martin Luther King Day	Christmas Eve
President's Day	Christmas Day
Memorial Day	New Year's Eve
Independence Day	Labor Day

## Inclement Weather

In the case of inclement weather or hazardous conditions, an announcement will be made via the LincAlert system.

Announcements may include plans for distance learning, delayed start time or early dismissal of class, class cancellation, or school closure.

## Student Complaint/Grievance Procedure

Conflicts are best resolved when people utilize basic communication skills, common sense, and discretion. A student whose views differ from those of an instructor should first try to resolve the difference with the instructor involved. If a satisfactory solution cannot be obtained, the student should request an interview with the Department Manager or Director of Education. Students who have concerns of a non-academic nature are urged to consult with the office of the Campus President. This office will refer the student to the proper department and will assist the student as necessary. All formal complaints must be addressed to the Campus President in writing.

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

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

New Jersey residents can also contact:

**NEW JERSEY DEPARTMENT OF LABOR &  
WORKFORCE DEVELOPMENT CENTER FOR  
OCCUPATIONAL EMPLOYMENT INFORMATION  
TRAINING EVALUATION UNIT**

**Attn: Conflicts  
PO Box 057  
Trenton, New Jersey 08625-0057**

**NJ Dept. of Labor and Workforce Development Conflict  
Resolution Questionnaire**

In the event of an unannounced school closure, students enrolled at the time of the closure must contact the Department of Labor and Workforce Development's Training Evaluation Unit within ninety (90) calendar days of the closure. Failure to do so within the ninety (90) days may exclude the student from any available form of assistance. The contact number to call is (609) 292-4287.

## ACCSC STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Schools accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) 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

# General Student Information

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](http://www.accsc.org) | [complaints@accsc.org](mailto:complaints@accsc.org)

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting [complaints@accsc.org](mailto: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/>

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

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

## ■ Visitors

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

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.

## ■ Employment Assistance

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

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

## ■ Official Student Communication

Lincoln Technical Institute's official web-based student portal (**Lincoln's Student Portal**) and student email accounts are an official means of communication to all full and part-time students enrolled in credit bearing classes. All 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.

## ■ Emergency Preparedness

Emergency preparedness information can be obtained in the following link:

[https://www.lincolntech.edu/download/consumer/HS\\_ERP.pdf](https://www.lincolntech.edu/download/consumer/HS_ERP.pdf)





# Academic Information

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Class Schedules . . . . .	30	Evaluation Period . . . . .	33
Certificate Programs . . . . .	30	Failure to Meet Standards. . . . .	33
Student Conduct . . . . .	30	Appeals and Probation . . . . .	33
Attendance . . . . .	31	Notification of Status and Appeal Results . . . . .	34
Attendance for Blended Programs . . . . .	31	Reinstatement . . . . .	34
Make-up. . . . .	31	Treatment of Grades and Credits . . . . .	34
Consultation and Tutoring . . . . .	31	Satisfactory Academic Progress for VA Beneficiaries. . . . .	34
Student Advising . . . . .	31	Transcripts (Progress Records and Audits). . . . .	34
Americans with Disabilities Act (ADA) Policy . . . . .	31	Transfer Credits . . . . .	34
Course and Academic Measurement . . . . .	32	Withdrawals and Incomplete Grades . . . . .	35
Grading . . . . .	32	Course Repeats . . . . .	35
Satisfactory Academic Progress (SAP) . . . . .	32	Official and Unofficial Withdrawals. . . . .	35
Introduction . . . . .	32	Grade Appeal Policy . . . . .	36
Qualitative Measure of Progress		Leave of Absence . . . . .	36
(Grade Point Average). . . . .	32	Re-entrance . . . . .	36
Quantitative Measures of Progress		Independent Study . . . . .	36
(Pace of Progression and Maximum Time Frame). . . . .	32	Graduation Requirements . . . . .	36

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# 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.

A typical classroom at our campus can accommodate up to 30 students with some classrooms / labs accommodating up to 50 students and a typical automotive shop at our campus can accommodate up to 150 students. There may be several smaller groups of students with their instructors within the shop at any given time.

### **AIR CONDITIONING, REFRIGERATION & HEATING SYSTEMS TECHNOLOGY AUTOMOTIVE SERVICE TECHNOLOGY ELECTRICAL AND ELECTRONIC SYSTEMS TECHNOLOGY**

**24 hours per week includes 8 hours online**

#### **Day Schedule**

7:30 a.m. – 11:49 a.m.  
Monday through Thursday

#### **Afternoon Schedule**

12:30 p.m. – 4:49 p.m.  
Monday through Thursday

#### **Evening Schedule**

6:00 p.m. – 10:19 p.m.  
Monday through Thursday

### **ADVANCED MANUFACTURING WITH ROBOTICS**

#### **Day Schedule** *(24 hours per week)*

7:30 a.m. – 1:30 p.m.  
Monday through Thursday

#### **Evening Schedule** *(16 hours per week)*

6:00 p.m. – 10:00 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 stapled to the inside back cover.

## ■ Certificate Programs

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

- For the person wanting comprehensive training geared towards succeeding as a professional technician, the school offers certificate programs which prepare students for entry-level positions in their chosen field.
- Certificate of Completion Courses - 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 certificate programs are in accordance with the state of New Jersey.

For a description of the subject matter covered in each course, please refer to the curricula on pages 7 through 17.

## ■ 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

# Academic Information

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.
- 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 for Blended Programs (where applicable):

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 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

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 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.

## ■ Consultation and Tutoring

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

## ■ Student Advising

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

## ■ Americans with Disabilities Act (ADA) Policy

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

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

An example of a reasonable accommodation is giving students with certain learning disabilities additional time to take an exam.

# Academic Information

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:

[www.lincolntech.edu/consumerinfo](http://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; internship; 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

## 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.

### QUALITATIVE MEASURE OF PROGRESS (GRADE POINT AVERAGE)

All students 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

### 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.



# Academic Information

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	$\frac{\text{cumulative earned credits}}{\text{cumulative registered credits}}$
CLOCK HOURS	$\frac{\text{cumulative earned hours}}{\text{cumulative scheduled hours}}$

## MAXIMUM TIME FRAME

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

## EVALUATION PERIOD

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

## FAILURE TO MEET STANDARDS

### SAP/FA WARNING

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

### SUSPENSION OF STUDENTS ON SAP/FA WARNING STATUS

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

### SUSPENSION OF STUDENTS NOT ON SAP/FA WARNING STATUS

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

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

### SAP/FA PROBATIONARY STATUS

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

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

# Academic Information

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

## Transcripts (Progress Records and Audits)

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

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

## Transfer Credits

The school's programs are career oriented in nature with objectives designed to prepare graduates for immediate employment in their chosen field of study upon graduation. Students seeking to continue their education at other post secondary institutions should be aware that the school does not claim or guarantee that credit earned here will transfer to another institution and acceptance

# Academic Information

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 institution 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.

## Withdrawals and Incomplete Grades

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

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

## 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.

## 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.



# Academic Information

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

## ■ Grade Appeal Policy

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

## ■ Leave of Absence

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

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

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

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.

## ■ 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.



# Campus Information

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Meet Our Staff and Instructors . . . . .	38
Corporate Administration . . . . .	38

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# Campus Information

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## ■ Meet Our Staff and Instructors

Our Student Services Department will assist all active students with non- academic matters relative to school attendance. Students should feel free to call upon the staff of this department and to keep them advised of changes in home address, employment, marital status, etc. during their attendance.

Instructional Supervisors are available to assist students with academic concerns.

Our instructors are proven professionals, each selected because of his/her knowledge of the subject matter gained through years of

experience in the field. Passing the benefit of years of experience on to you is each instructors prime concern. Equally important, our instructors are pros in the classroom, shop, or lab. Each has proven his/her teaching capability by successfully completing a comprehensive Instructor Training Program. In addition, participation in our In-Service Instructor Training Program is required, insuring the continuation of our quality teaching standards. Please refer to our *School Administration and Faculty* catalog addendum for a list of names and titles of our staff.

## ■ Corporate Administration

Scott M. Shaw  
*President & CEO*

Dr. Kevin L. Kirkley  
*Group Vice President*

