LINCOLN TECH®

MELROSE PARK CAMPUS
2024-2026
Official School Catalog
Volume XXXIX

Revised, October 2024

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

Melrose Park, IL Campus

LINCOLN COLLEGE OF TECHNOLOGY

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

Karen M. Clark

Karen M. Clark
CAMPUS PRESIDENT

LINCOLN TECH ®

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Introduction

Melrose Park
Reception Area

Introduction

◼ Training Methods and School Facilities

To succeed in the demanding field of automotive technology, electrical and electronics, welding, and allied health takes training. Training you can get your hands on. Training you can take straight to the job market.

Lincoln College of Technology is dedicated to providing the specific training that puts you next to the professionals. You'll really appreciate the instructors at Lincoln, they not only can tell you the whys, but they can and will show you the hows. You will get hands-on training that prepares you to cope with today's technology and lays a solid foundation to enable you to quickly master future developments. That kind of practical training sets LCT students apart from the crowd.

Upon graduation, you enter the field prepared to quickly become a skilled technician. How far your skills take you depends entirely on you. LCT's unique programs allow specialization or comprehensive training depending upon your desires, needs, and prior experience or training.

Lincoln College of Technology occupies a modern facility of approximately 90,000 square feet. The building was completely renovated and includes air conditioned classrooms, labs, shops, office, and resource center. Parking is provided on premises and public transportation is also available in the immediate vicinity.

The campus dedicated classrooms for each of our programs; 12 auto, 12 electrical and electronic, 3 welding, and 8 medical classes. Each program also has access to our Library Resource Center/Computer Resource Center. The computer center is equipped with ample computers, monitors, high-speed laser printers, and internet connectivity.

Tour our training center, and you'll find the appropriate materials for the instruction of all programs. Computer learning centers are available for the use of students and graduates. Students are encouraged to make use of these facilities to enhance their learning and understanding. The Resource Center (library) has been designed to supplement each course of study. The center features access to computers and a collection of printed materials.

Our automotive programs have a variety of state of the art testing equipment to diagnose fuel systems, emissions controls, and drivability problems in today's modern vehicles. The computer wheel balancer, and the computerized 4 wheel alignment system in Auto Chassis and Brakes are just a few examples of the training equipment available in our classrooms and labs. Transaxles, fuel injectors, and automatic transmissions are all part of the total training environment. The automotive shop has 12 bays, and nine drive-in classrooms.

The Electrical and Electronic Systems Technician program has an 1800 square foot, two-story residential/commercial training structure that allows students to receive hands-on training. Our Allied Health Division consists of two medical labs along with a simulated doctor's office.

The Welding Program offers 76 welding booths, all equipped with Miller multi-process equipment for stick, MIG, and TIG welding. Additionally, there is a dedicated cutting and shaping room featuring Miller plasma torches for plasma cutting and carbon arc gouging. This room also includes a beetle track cutter for precise cutting of large metal sheets. Furthermore, the classroom is equipped with three Augmented Arc Welders.

Since 1946, when The Lincoln Technical Institute school system was founded, emphasis has been on practical training for the practical student. We're proud of that philosophy; and you'll be proud to have made the choice of Lincoln College of Technology training.

We are in touch with industry representatives known as the Advisory Board. The Advisory Board meets twice a year. They examine the content of each course and advise us of changes in the industry. Our curriculum goes under review to keep us current with industry.

◼ Chicagoland

Alive, Dynamic, Exciting, Growing: That's Chicagoland, Explore it!

Located in the heart of Chicagoland's established suburban sections, Melrose Park is a small community with all the "big city" advantages. It is a quiet neighborhood with tree lined streets, and still only 8 miles from Chicago's downtown district and only minutes from O'Hare Airport.

The Melrose Park area offers all the necessities for living, neighborhood shopping areas, a multitude of parks with complete recreational facilities, and several forest preserves with trails, bridle paths, golf courses, ice skating and toboggan areas, and swimming facilities. Relish the quiet atmosphere, but certainly don't neglect the excitement and opportunities which await you in the "Windy City."

Commuters and those just out to discover Chicago can take advantage of the Rapid Transit system, the extensive expressways and CTA's bus service with connections to the famous "L".

If you are a sports enthusiast, Chicago boasts the world's most beautiful ballpark, Wrigley Field, and a landmark football stadium, Soldier Field. The Cubs, White Sox, Bulls, Bears, and Blackhawks all claim Chicago as home where team loyalty is a matter of civic pride.

Take in the Bean at Millennium Park, Lincoln Park Zoo, Navy Pier, Willis Tower, Shedd Aquarium, the Museum of Science and Industry, Adler Planetarium, Grant Park, Maggie Daley Park or stroll the famed "Magnificent Mile" and Lake Shore Drive. And let's not forget the Chicago Riverwalk and Lake Michigan -- a playground for thousands of sailors, boaters, swimmers, sun bathers, and fishermen. At the end of the day you can choose from an unending supply of restaurants, theaters, concerts and movies. Tree lined streets, concrete and steel super structures -- Melrose Park and Chicago offer it all.

◼ Purpose, Objectives and Career Services

Lincoln College of Technology training begins on a level students can confidently handle. A discussion of all programs offered begins on page 9, but the school's overall objectives run throughout our programs.

All programs offered, begin with the basic fundamentals of component design, purpose and location, allowing any person not previously exposed to this area of study to confidently enroll and begin training. Once the basics are established, each course then provides students with the advanced up-to-date theory and hands-on procedures. Our comprehensive training is the next natural step for the student graduating from a high school vocational program. Stated simply, teaching skills to the unskilled, refining skills of the semi-skilled and helping them to find gainful employment in the industry is the overall objective of Lincoln College of Technology.

This LCT preparation which includes career workshops as well as the technical instruction enables our students to find jobs within their chosen careers for which they're qualified—a career they'll enjoy with jobs they can get their hands on.

Although Lincoln College of Technology offers no guarantee of employment, considerable effort is put forth to give students the interpersonal skills needed to secure today's challenging positions. In addition, our Career Services Office will be working with you in making industry contacts as well as periodically bringing employers into the school for published career days.

LCT is constantly in contact with industry to advise them of students and

Introduction

graduates available for employment. Our instructors and staff assist our graduates in obtaining successful careers by helping acquire and prepare for employment interviews. Graduates are contacted six and eighteen months after graduation to find out their professional development, and to provide additional assistance if desired. Lincoln graduates are working throughout the U.S. Employability is the difference LCT training makes! Student academic information is only released to employers if requested by the student.

Melrose Park Mission Statement

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

Lincoln Technical Institute, Inc., parent organization of the Lincoln school system, was founded in 1946 and incorporated under the laws of the state of New Jersey.

The Chicago location of Lincoln Technical Institute was founded in 1902, known initially as the Greer College of Automotive Engineering. The name of the school was later changed to Greer Technical Institute. For more than ten decades, the school trained thousands of students in a variety of trades and vocations. In 1969, Greer Tech became part of the national residential school system known as Lincoln Technical

Institute, Inc. In 1981 the school initiated a name change transition from Greer to Lincoln Technical Institute. In July 2001, the Norridge and Oak Lawn campuses merged and moved to a more modern facility in Melrose Park. Concurrent with the move, we offered a new program, Electronic Systems Technician, which has subsequently been revised to Electrical and Electronic Systems Technology in 2016. Also, the Medical Assistant program was added in June 2004, and Welding in 2020.

The majority of students come from the greater Chicagoland area, although the student body and alumni includes persons from distant points of Illinois, as well as from other states and foreign countries. The curricula for all programs undergoes constant review and updating to reflect the latest technological advancements to maintain industry standards.

In August of 2006, Lincoln Technical Institute, Melrose Park started the approval process to change their name to Lincoln College of Technology. The reason for the change is the result of goals established in the long-range strategic plan for our institute and its parent corporation, Lincoln Educational Services (LESC), and the perception of the institute to prospective students and employers. The name change became effective January 2007.

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 14 states under 3 brands: Lincoln College of Technology, Lincoln Technical Institute, and Euphoria Institute of Beauty Arts and Sciences.

The curricula for all programs undergoes constant review and updating to reflect the latest technological advancements to maintain industry standards.

Educational Philosophy

Lincoln College of Technology 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 College of Technology 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 productive and satisfying careers.

Introduction

A Letter from the President & CEO

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

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

In addition to careful and detailed instruction, faculty, staff and administration provide ongoing support and encouragement. You gain *skills and confidence* at LCT, 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

Career Programs

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 AST 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 Management Technology
AUXX100 AS—ASSOCIATE OF APPLIED SCIENCE DEGREE
DAY/AFTERNOON/EVENING PROGRAMS

otal instructional hours 1545
total semester credits* 70
weeks to complete (day/aft/eve) . . . . approximately 83 (including holidays and scheduled breaks)

ASE | Education Foundation

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

CIP CODE: 47.0604   SOC CODE: 49-3023

program objective

This degree is designed to provide the student with a comprehensive understand and hands-on application of industry standard automotive repair and service techniques. The program also provides information on the latest automotive repair tools, diagnostic and service equipment, and techniques as well as important safety, personal protection, and hazardous material handling strategies for students to use in protecting themselves and the environment. Graduates of this degree program will be presented 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 graduation, the student will be qualified for entry-level positions in 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. The general education component will provide the student with the communication, business, and critical thinking skills necessary to pursue other employment opportunities within the industry.

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	total credits	prerequisites
FOUNDATION COURSES						
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	
CORE COURSES						
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	
GENERAL EDUCATION COURSES						
GEN190V	**English Composition I**	45	0	45	3.0	
GEN292V	**Speech Communication**	45	0	45	3.0	
GEN180V	**College Algebra**	45	0	45	3.0	
GEN130V	**Introduction to Critical Thinking**	45	0	45	3.0	
GEN150V	**Environmental Science**	45	0	45	3.0	
	GENERAL EDUCATION COURSE TOTAL	225	0	225	15.0	
	TOTAL PROGRAM	885	660	1545	70.0	

{Maximum Time Frame (MTF) 105 semester credit hours}

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

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

Electrical and Electronic Systems Technology Service Management

ESTX100AS—ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

DAY/AFTERNOON/EVENING PROGRAMS

total instructional hours 1425
total semester credits* 65
weeks to complete (day/aft/eve) . . . . approximately 77 (including holidays and scheduled breaks)

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

CIP CODE: 46.0302   SOC CODE: 47-2111

program objective

This degree 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. Graduates of this degree will 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. This degree program also prepares students on the essential skills and knowledge needed for entry-level residential electrician work. Students will train in installation, service and maintenance areas of the residential electrical industry. They will also complete a 30-hour OSHA approved safety orientation that explains job site hazards, accident prevention, and standard safety procedures.

Upon completion of this program, graduates can meet the minimum requirements needed to be qualified as an entry-level technician in the residential and/or commercial telecommunications, fire alarm, intrusion detection, and signaling, entertainment, audio/video/data, and energy management systems. Students can also qualify as entry-level residential electrician's apprentice. The general education component will provide students with the communication, business, and critical thinking skills necessary to pursue other employment opportunities within the industry.

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 assignments in each course.

number	course	lecture hours	lab hours	total hours	total credits	prerequisites
FOUNDATION COURSES						
EES101	Introduction to the Trades	60	60	120	5.0	
	FOUNDATION TOTAL	60	60	120	5.0	
CORE COURSES						
EES102	Material Applications	60	60	120	5.0	
EES103	Electronic and Electrical Principles	60	60	120	5.0	
EES104	Basic Electricity	60	60	120	5.0	
EES105	Electrical Wiring Principles	60	60	120	5.0	EES103, EES104
EES106	Electrical Controls and PLC	60	60	120	5.0	EES101, EES103, EES104, EES105
EES108	Fiber Optics, Telecommunication Systems & Networking	60	60	120	5.0	EES101, EES103, EES104
EES109	Security Systems, Access Control and CCTV	60	60	120	5.0	EES101, EES103, EES104, EES105
EES110	Fire Alarm Systems	60	60	120	5.0	EES101, EES103, EES104, EES105
EES111	Home Theater, Satellite & System Integration	60	60	120	5.0	EES101, EES103, EES104, EES105
	CORE COURSE TOTAL	540	540	1080	45.0	
GENERAL EDUCATION COURSES						
GEN190V	English Composition I	45	0	45	3.0	
GEN292V	Speech Communication	45	0	45	3.0	
GEN180V	College Algebra	45	0	45	3.0	
GEN130V	Introduction to Critical Thinking	45	0	45	3.0	
GEN150V	Environmental Science	45	0	45	3.0	
	GENERAL EDUCATION COURSE TOTAL	225	0	225	15.0	
	TOTAL PROGRAM	825	600	1425	65.0	

{Maximum Time Frame (MTF) 97.5 semester credit hours}

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

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

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

LINCOLN COLLEGE OF
TECHNOLOGY HOLDS
AN ARTICULATION
AGREEMENT WITH
CAMBRIDGE COLLEGE

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

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

CIP CODE: 51.0801   SOC CODE: 31-9092

program objective

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

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

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

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

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

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

{Maximum Time Frame (MTF) 50.0 semester credit hours}

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

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

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

Automotive Service Technology
AUXX100 – DIPLOMA PROGRAM
DAY/AFTERNOON/EVENING PROGRAMS

ASE | Education Foundation

total instructional hours 1320
total semester credits* 55
weeks to complete (day/aft/eve) . . . . approximately 57 (including holidays and scheduled breaks)

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

CIP CODE: 47.0604 **SOC CODE: 49-3023**

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	total credits	prerequisites
FOUNDATION COURSES						
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	
CORE COURSES						
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	

{Maximum Time Frame (MTF) 82.5 semester credit hours}

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

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

Electrical and Electronic Systems Technology
ESTX100–DIPLOMA PROGRAM
DAY/AFTERNOON/EVENING PROGRAMS

total instructional hours 1200
total semester credits* 50
weeks to complete (day/aft/eve) . . . . approximately 52 (including holidays and scheduled breaks)

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

CIP CODE: 46.0302   SOC CODE: 47-2111

program objective

This program is designed to provide the essential skills and knowledge for the installation, troubleshooting, repair, and maintenance of commercial and residential entertainment, security, monitoring, and telecommunications systems. Students learn to install cable support structures; laying out and preparing pathways for wiring and cables; installing, securing, testing, and termination of wiring and cables both copper and fiber optic; program digital components and access controls to perform their designated tasks; install and set up media management systems; and perform system commissioning and user training of audio, video, and data systems. The program also prepares students on the essential skills and knowledge needed for entry-level residential electrician work. Students will train on the installation, service and maintenance areas of the residential electrical industry. They will also complete a 30-hour OSHA approved safety orientation that explains job site hazards, accident prevention, and standard safety procedures.

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

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

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

number	course	lecture hours	lab hours	total hours	total credits	prerequisites
FOUNDATION COURSES						
EES101	**Introduction to the Trades**	60	60	120	5.0	
	FOUNDATION TOTAL	60	60	120	5.0	
CORE COURSES						
EES102	**Material Applications**	60	60	120	5.0	
EES103	**Electronic and Electrical Principles**	60	60	120	5.0	
EES104	**Basic Electricity**	60	60	120	5.0	
EES105	**Electrical Wiring Principles**	60	60	120	5.0	EES103, EES104
EES106	**Electrical Controls and PLC**	60	60	120	5.0	EES101, EES103, EES104, EES105
EES108	**Fiber Optics, Telecommunication Systems & Networking**	60	60	120	5.0	EES101, EES103, EES104
EES109	**Security Systems, Access Control and CCTV**	60	60	120	5.0	EES101, EES103, EES104, EES105
EES110	**Fire Alarm Systems**	60	60	120	5.0	EES101, EES103, EES104, EES105
EES111	**Home Theater, Satellite & System Integration**	60	60	120	5.0	EES101, EES103, EES104, EES105
	CORE COURSE TOTAL	540	540	1080	45.0	
	TOTAL PROGRAM	600	600	1200	50.0	

{Maximum Time Frame (MTF) 75 semester credit hours}

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

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

`CIP CODE: 48.0508` `SOC CODE: 51-4121`

Welding Technology
WLD141D–DIPLOMA PROGRAM
DAY/EVENING PROGRAMS

total instructional hours 960
total semester credit hours* 36.5*
weeks to complete–day/eve . . . . approximately 44 (including holidays and scheduled breaks)

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

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.

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

number	course	lecture hours	lab hours	total hours	total credits	prerequisites
CORE COURSES						
WLD111AN	**Welding and Cutting Fundamentals**	60	60	120	5.0	
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
	TOTALS	290	670	960	36.5	

{Maximum Time Frame (MTF) 54.5 semester credit hours}

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

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

Course Descriptions *Career Programs begin on page 9.*

Course Numbering System

100 LEVEL COURSES
These are courses that may or may not have Prerequisite(s) defined and normally are offered to the student during the learning processes in the first academic year.

200 LEVEL COURSES
These are courses that may or may not have Prerequisite(s) defined and normally are offered to the student during the learning process in the second academic year.

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 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

Course Descriptions *Career Programs begin on page 9.*

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

▪ Electrical and Electronic Systems Courses

EES101–INTRODUCTION TO THE TRADES
120 Contact Hrs (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 Hrs (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 Hrs (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 Hrs (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 Hrs (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 Hrs (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

EES108 – FIBER OPTICS, TELECOMMUNICATION SYSTEMS & NETWORKING
120 Contact Hrs (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 Hrs (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 Hrs (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): EEES101, EES103, EES104, EES105

EES111 – HOME THEATER, SATELLITE AND SYSTEM INTEGRATION
120 Contact Hrs (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 and will also complete a 30-hour OSHA approved safety orientation that explains job site hazards, accident prevention, and standard safety procedures.

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

◼ Medical Assistant Courses

MAP101 – INTRODUCTION TO ALLIED HEALTH
120 Contact Hrs (60 Lecture, 60 Lab); 5.0 Credits

This course introduces the student to the world of healthcare. The student will be introduced to basic medical terminology including prefixes, suffixes, word roots, and rules to build, spell and pronounce terms. The course also includes anatomy and physiology basics such as the structural organization of the human body, positional and directional terms. This course introduces the student to law and ethics in the health field. Students will also learn and demonstrate Infection Control, proper techniques to obtain vital signs, HIPAA, and OSHA. Professional development exercises and seminars are also included in this course.
Prerequisite(s): None

MAP110 – CARDIOPULMONARY MEDICAL PROCEDURES
120 Contact Hrs (60 Lecture, 60 Lab); 5.0 Credits

This course introduces the student to the anatomy, physiology and medical terms associated with the cardiovascular, blood and respiratory systems. Students will learn the proper technique in blood collection and analysis of the blood sample. They will also learn to prepare a patient for an ECG and obtain an electrocardiogram. Students will learn to measure the peak flow rate and perform spirometry. Professional development exercises and seminars are also included in this course.
Prerequisite(s): MAP101

MAP120 – MUSCULOSKELETAL SYSTEM AND MEDICATION ADMINISTRATION
120 Contact Hrs (60 Lecture, 60 Lab); 5.0 Credits

This course introduces the student to the anatomy, physiology and medical terms associated with the Musculoskeletal, Integumentary and Sensory systems. Students will learn to identify the basics of drugs, including sources, uses, pharmacokinetics, and actions. They will also learn to solve medication-related math problems, and administer medications via various routes. Students will discuss medical emergencies such as diabetic emergencies, burns, poisonings, and be trained in BLS (basic life support) for the Health Care Provider. Finally, students will learn to prepare the exam room to assist in a physical exam, including performing vison and hearing screening tests. Professional development exercises and seminars are also included in this course.
Prerequisite(s): MAP101

MAP130 – CLINICAL LAB TECHNIQUES
120 Contact Hrs (60 Lecture, 60 Lab); 5.0 Credits

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

Prerequisite(s): MAP101

MAP140 – LABORATORY AND SURGICAL PROCEDURES
120 Contact Hrs (60 Lecture, 60 Lab); 5.0 Credits

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

Prerequisite(s): MAP101

MAP150 – ADMINISTRATIVE MEDICAL OFFICE
120 Contact Hrs (60 Lecture, 60 Lab); 5.0 Credits

Students will learn about the patient's health record, Telephone techniques, and scheduling appointments. A variety of electronic technologies used in the medical office with be discussed. In addition, students will work on their written communication and learn reception and daily operations of the office. This course introduces the student to life cycle of insurance billing and coding. They will learn the basics of health insurance; discuss traditional health insurance and different types of managed care models. Students will then continue the life cycle learning diagnostic and procedural coding basics. Then, continuing onto billing and reimbursement and finally accounting, collections and banking. Professional development exercises and seminars are also included in this course.
Prerequisite(s): MAP101

MAP300 – MEDICAL ASSISTING INTERNSHIP
160 Contact Hrs (0 Lecture, 0 Lab, and 160 Internship); 3.5 Credits

During the internship the student applies practical application and experiential learning opportunities using all skills learned in a real-life clinical setting prior to taking the certification/registry examination.
Prerequisite(s): MAP101, MAP110, MAP120, MAP130, MAP140, MAP150

◼ Welding Courses

WLD111AN – WELDING AND CUTTING FUNDAMENTALS
120 Contact Hrs (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 Hrs (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 positions.

Prerequisite(s): WLD111AN, WLD112AN

Course Descriptions *Career Programs begin on page 9.*

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 foe 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 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 WLD1114AN and WLD1115AN. Sheet metal application may be steel, stainless steel, and/or aluminum.
Prerequisite(s): WLD111AN, WLD112AN, WLD114AN, WLD115AN

◼ General Education Courses

GEN130V – INTRODUCTION TO CRITICAL THINKING
45 Contact Hrs (45 Lecture, 0 Lab); 3.0 Credits
This course presents students with techniques to develop their critical thinking skills. Topics include the importance of language, ambiguity, structure of arguments and creative problem solving. Upon successful completion of this course students should be able to demonstrate an improvement in their ability to apply critical thinking skills to real world situations.
Prerequisite(s): None

GEN180V – COLLEGE ALGEBRA
45 Contact Hrs (45 Lecture, 0 Lab); 3.0 Credits
This course focuses on algebraic concepts essential for success in the workplace and other courses. Using real world examples and applications, students practice fundamental operations with number systems, formulas, algebraic expressions and liner equations. This course also explores problems involving factoring, inequalities, exponents, radicals, linear equations, functions, quadratic equations and graphs. Skills for success in mathematics will be emphasized.
Prerequisite(s): None

GEN190V – ENGLISH COMPOSITION I
45 Contact Hrs (45 Lecture, 0 Lab); 3.0 Credits
Students develop written communication skills, with emphasis placed on the principles of effective communication which includes understanding the writing process, analysis of readings, as can be applied personally and professionally.
Prerequisite(s): None

GEN150V – ENVIRONMENTAL SCIENCE
45 Contact Hrs (45 Lecture, 0 Lab); 3.0 Credits
This course is designed to provide students with a basic scientific overview of how nature works and how things in nature are interconnected. This course explores the study of the earth's natural resources. Topics include the study of how air, water, soil, natural energy, and the minerals are critical and related parts of the earths interconnect systems.
Prerequisite(s): None

GEN292V – SPEECH COMMUNICATION
45 Contact Hrs (45 Lecture, 0 Lab); 3.0 Credits
This course will enhance the student's understanding and appreciation of the uses of oral communication and will teach the skills needed to speak effectively in a variety of situations.
Prerequisite(s): None

General Information

General Information

Accreditations and Approvals

Lincoln College of Technology is proud to be a member of various trade, professional and educational associations, ensuring the quality of education and training received by every student. Memberships include:

- *AMT - American Medical Technologists*
- *American Vocational Association*
- *AWS – American Welding Society*
- *Better Business Bureau*
- *Career Education Colleges and Universities (CECU)*
- *National Fire Protection Agency (NFPA)*
- *NVTHS– National Vocational Technical Honor Society*
- *Engine Rebuilders Association (AREA)*

Lincoln College of Technology is accredited by the Accrediting Commission of Career Schools and Colleges. The Accrediting Commission is listed by the U.S. Department of Education as an institutionally recognized accrediting agency. The Accrediting Commission is a member of the Council on Postsecondary Accreditation.

PROGRAM ACCREDITATION

Automotive
- *ASE Education Foundation*

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

Lincoln College of Technology is approved by the Illinois Board of Higher Education. Students may review these credentials in the school lobby or in the office of the School's President upon request.

CERTIFICATE OF APPROVAL TO OPERATE ISSUED BY:

ILLINOIS BOARD OF HIGHER EDUCATION
1 N. OLD STATE CAPITOL PLAZA, SUITE 300
SPRINGFIELD, IL 62701
(217) 782-2551
www.ibhe.org

Illinois Board of Higher Education Disclosures

The Illinois Board of Higher Education (IBHE) requires institutions licensed by the IBHE to make the following disclosures containing information for the most recent 12-month reporting period of July 1 through June 30:

- The number of students who were admitted in the program as of July 1 of that reporting period.
- The number of additional students who were admitted in the program during the next 12 months and classified in one of the following categories: new starts, re-enrollments, and transfers into the program from other programs at the school.
- The total number of students admitted in the program during the 12-month reporting period.
- The number of students enrolled in the program during the 12-month reporting period who transferred out of the program and into another program at the school, completed or graduated from a program, withdrew from the school, and are still enrolled.
- The number of students enrolled in the program who were: placed in their field of study, placed in a related field, placed out of the field, not available for placement due to personal reasons, and not employed.
- The number of students who took a State licensing exam or professional certification exam, if any, during the reporting period, as well as the number who passed.
- The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period (pending reasonable efforts to obtain this information from graduates).
- The average starting salary for all school graduates employed during the reporting period (pending reasonable efforts to obtain this information from graduates).

This information for the most recent 12-month reporting period can be found at our website at **https://www.lincolntech.edu/sites/default/files/download/consumer/IBHEDisclosureReport.pdf**

Statement of Ownership

Lincoln College of Technology 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 College of Technology 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. 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 and Harassment Policy

Lincoln College of Technology 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:
NonDiscrimination Policy

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

Admissions Policies

Admissions Policies

◼ Admission Requirements

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

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

◼ Admission Procedures

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

1. Be interviewed by an Admissions Representative or other member of the School staff.
2. Complete an Enrollment Agreement (Student Contract).
3. Submit documentation to meet the admissions requirements.
4. Complete any required entrance examination or learner assessment.

◼ Introductory Period of Enrollment

Lincoln College of Technology 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 College of Technology. 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 College of Technology.

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

Lincoln College of Technology 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

Lincoln College of Technology's programs in Melrose Park, Illinois are approved for Veterans benefits.

Eligible Veterans are accepted for training as authorized in Title 38, U.S. Code. Veterans may file application either at the School or the Veterans Administration.

Children of veterans who died of a service connected disability, or children of veterans who have 100% service connected disability, also qualify for benefits under the provisions of the above referenced code.

The Veterans Administration will be informed of the status of students receiving benefits including attendance problems, change in student's status based on academic probation and/or suspension from school.

Current VA regulations prohibit the payment of benefits for any period of training designated as "make up time.

Financial Information

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

Financial aid is available to those who qualify.

Financial Information

◼ Financial Aid

Students may need financial assistance for tuition payments or expenses related to training. A call or visit to Lincoln's Financial Aid Office will help determine eligibility for financial assistance. Lincoln College of Technology is an eligible institution under the following student financial aid programs:

- *Federal Pell Grant Program***
- *Federal Supplemental Educational Opportunity Grant Program (FSEOG)***
- *Federal Direct Loan Program**
- *Federal Work Study****

* LOANS are borrowed money that you must repay with interest.
** GRANTS are awards that you may not have to pay back.
*** WORK STUDY gives you the chance to work and earn money to help pay for school.

LINCOLN BRIDGING THE GAP GRANT

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

- Confirmed enrollment in an approved program of study
- Completed FAFSA for the applicable award year with an official Student Aid Index (SAI)
- Acceptance of all available student aid from federal, state, and other sources.
- Remaining financial need for direct costs (tuition, fees, and housing, if applicable) greater than $500 after all other sources of student aid have been exhausted, including Federal Direct Loans and Federal PLUS Loans.

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

RELOCATION ASSISTANCE GRANT

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

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

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

VA PENDING PAYMENT COMPLIANCE

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch.

31) benefits, while payment to the institution is pending from the VA. This school will not:

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

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

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

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

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

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

FRIENDS AND FAMILY EDUCATION GRANT

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

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

- Applicants must submit contact information of their connection to a Lincoln Tech employer/partner/graduate;
- Complete the application process to enroll;
- Complete the Free Application for Federal Student Aid (FAFSA);
- Submit your Lincoln Grant request form to the financial aid staff or email: scholarships@lincolntech.edu;
- Must start training program by December 31, 2025

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

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

◼ Alternative Financing

Alternative methods of financing are available to students. Installment payment plans and the terms of these plans are specific to each students' needs. Please contact the Financial Aid Department to apply.

◼ Scholarships

IMAGINE AMERICA SCHOLARSHIPS

Also, the school awards *Imagine America Scholarships* to area high schools. To participate, the applicant must be a member of the high school senior class, and the selected student will be determined by his or her guidance counselor.

For information, contact your high school guidance counselor

Financial Information

or Lincoln College of Technology no later than March 1 of the calendar year in which you are graduating.

See catalog addendum for additional scholarship offerings.

◼ 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 College of Technology (LCT) 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 LCT.

◼ Educational Equipment

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

COMPUTER REQUIREMENTS FOR COURSE COMPANION PLATFORM

Minimum system requirements: Microsoft Office 2016 or Higher, Windows 10.0 Operating System, 4GB RAM minimum, 40GB of AVAILABLE hard-disk space, Speakers and Sound Card, High speed connection to the Internet,(DSL, Cable). Supported Browsers: Internet Explorer 11, Microsoft Edge, Firefox (Latest version recommended), Chrome (Latest version recommended). Browser settings: Java Script should be enabled, Cookies should be enabled, Allow Pop-Up in windows.

◼ Refund Policy

A Schedule of Fees addendum to this catalog contains detailed information about the school's tuition and other charges. Or you may visit **www.lincolntech.edu/consumerinfo**.

CANCELLATION AND REFUND POLICY

1. CANCELLATION PRIOR TO STARTING CLASSES:
   a. If the school does not accept the Enrollment Agreement, all monies will be refunded.
   b. If the STUDENT wishes to cancel within six (6) business days of the contract signing, even if instruction has begun.
2. CANCELLATION AFTER SIX (6) BUSINESS DAY PERIOD OR STARTING CLASSES:
   a. If the student voluntarily withdraws or is suspended or terminated by the school prior to completion of the program, the school will charge for tools and materials issued to the student and will refund tuition and fees according to the following schedule.
   b. The unexplained absence of a student from school for more than fourteen (14) consecutive calendar days constitutes constructive notice of cancellation to the school. For purposes of cancellation, the date shall be the last day of attendance.

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 more 5 days or more (credit hour programs only).

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

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 College of Technology as a result of the repayment of Federal Aid funds.

STATE REFUND POLICY*

When notice of cancellation is given after the student's completion of the first day of class attendance, but prior to completion of 5% of the course of instruction, the school may retain the application-registration fee, an amount not to exceed 10% of the tuition and other instructional charges or $300., whichever is less, plus the cost of any materials which have been provided by the school. A school which is accredited by an institutionally recognized accrediting agency may use this policy or any other refund policy filed with the Superintendent which returns more money at each of the following levels of the schedule to the student. 1 – After 5% of the course of instruction, but within the first 4 weeks of classes, the school shall refund at least 80% of the tuition; 2 – During the first 25% of the course, the school shall refund at least 55% of the tuition; 3 – During the second 25% of the course, the school shall refund at least 30% of the tuition; 4 – In cases of withdrawal after 50% of the course, the school may commit the student to the remaining obligation of tuition.

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

   a. The calculations of refunds will be based on the effective date of termination.
   b. Refunds will be processed and sent to the pupil no later than 30 days after the school determined withdrawal date. All other refunds (i.e.; FFELP, FDSLP, etc.) will be issued in accordance with applicable State and Federal mandates.
   c. Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either the regularly scheduled orientation date, as appropriate, or following a tour of the school facilities and inspection of equipment.
   d. Special cases. In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical

Financial Information

to complete the program, the school shall make a settlement which is reasonable and fair to both parties.

e. The policy of Lincoln College of Technology 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.

f. The school may make refunds which exceed those prescribed in this Section. If the school's refund policy returns more money to a student than these policies prescribed in this Section, that refund policy must be filed with the Superintendent.

g. Lincoln College of Technology (LCT) shall refund all monies paid in the following circumstances:

1. LCT did not provide the prospective student with a copy of the student's valid enrollment agreement and current catalog.

2. LCT cancels or discontinues the course of instruction in which the student has enrolled.

3. LCT fails to conduct classes on days or times scheduled detrimentally affecting the student.

h. Deposits or down payments shall become part of the tuition.

To obtain a refund of unearned tuition, STUDENTS are not required to notify the SCHOOL in writing, but are requested to complete a Student Withdrawal Request, available from the SCHOOL office.

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

Students who cancel enrollment or withdraw after receiving books and supplies may return these items if they are in good condition within six (6) days following cancellation notice or twenty (20) days following date of withdrawal. Any refund due for student fees or technology fees will be prorated based on use.

The Refund Process

The refund process is a two step procedure. In step one, Lincoln College of Technology 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 College of Technology 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 College of Technology 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

Students find ***friendships*** and similar interests.

General Student Information

◼ Housing

Lincoln College of Technology does not maintain housing for its students. Comfortable and reasonably priced housing accommodations are available within a reasonable distance of the school for out-of-town students. The Student Services Department offers assistance to those requesting help in obtaining suitable housing.

◼ Holidays

New Year's Day
Martin Luther King's Birthday
Presidents' Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Thanksgiving Day and the Day After
Christmas Eve
Christmas Day
New Years Eve

◼ 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 Vice President 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

Complaints against this school may be registered with the

IILLINOIS BOARD OF HIGHER EDUCATION
1 N. OLD STATE CAPITAL PLAZA, SUITE 300
SPRINGFIELD, IL 62701
COMPLAINT HOTLINE (217) 782-2551
http://complaints.ibhe.org/

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission.

All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

ACCREDITING COMMISSION OF
CAREER SCHOOLS & COLLEGES
2101 WILSON BOULEVARD, SUITE 302
ARLINGTON, VA 22201
(703) 247-4212
www.accsc.org | **complaints@accsc.org**

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

The federal contact for student loan issues is:

POSTAL MAIL	**U.S. DEPARTMENT OF EDUXCATION** 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 College of Technology 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 College of Technology. A previously made appointment would be appreciated.

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

General Student Information

Employment Assistance

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

Learning Resource Center

At Lincoln, we are dedicated to providing students with learning resources that enhance their educational journey and career readiness. Our learning resource system includes a wealth of online resources supplemented by an 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. Both our online and campus-based LRC offer a focused setting to enhance the overall learning experience.
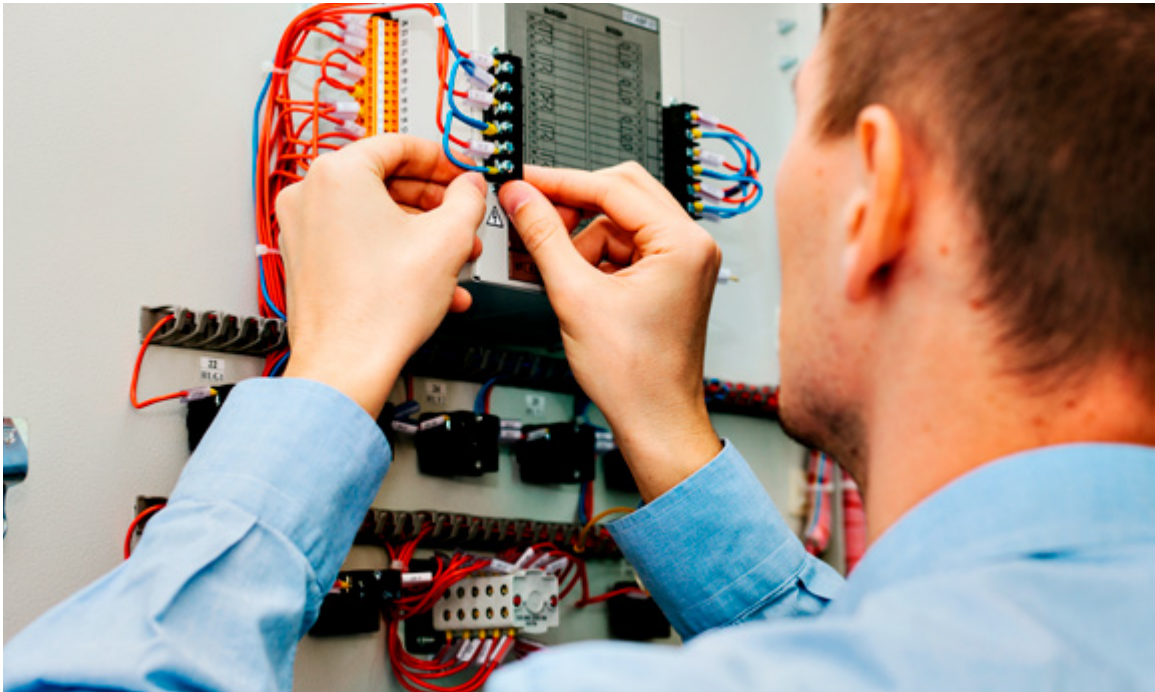
Emergency Preparedness

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

Academic Information

Academic Information

Class Schedules

Students can enroll at any time during the year. Class starting dates are scheduled at frequent intervals to enable students to start moving toward their career goals as soon as possible. Class size is limited so that each student can receive the personal attention so vital to successful mastery of the skills and understanding of the subject at hand.

A typical classroom and laboratory at our campus can accommodate up to 30 students while a typical automotive shop can accommodate up to 100 students. There may be several smaller groups of students with their instructors within the shop at any given time.

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

AUTOMOTIVE
Monday through Thursday – 4.25 hours a day on campus + 8 hours online per week

GENERAL EDUCATION COURSES
100% online (9 hours per week)

ASYNCHRONOUS
DAY SCHEDULE (24 hours per week)
8:00 a.m. - 12:15 p.m.

AFTERNOON SCHEDULE (24 hours per week)
1:00 p.m. - 5:15p.m.

EVENING SCHEDULE (24 hours per week)
6:00 p.m. - 10:15 p.m.

ELECTRICAL AND ELECTRONICS
Monday through Thursday – 4.25 hours a day on campus + 8 hours online per week

GENERAL EDUCATION COURSES
100% online (9 hours per week)

ASYNCHRONOUS
DAY SCHEDULE (24 hours per week)
8:00 a.m. - 12:15 p.m.

AFTERNOON SCHEDULE (24 hours per week)
1:00 p.m. - 5:15p.m.

EVENING SCHEDULE (24 hours per week)
6:00 p.m. - 10:15 p.m.

MEDICAL ASSISTANT
Monday through Thursday – 4.25 hours a day on campus + 8 hours online weekly

DAY SCHEDULE (24 hours per week)
8:30 a.m. – 12:45 p.m.

AFTERNOON SCHEDULE (24 hours per week)
1:15 p.m. – 5:30 p.m.

EVENING SCHEDULE (24 hours per week)
6:00 p.m. – 10:15 p.m.

WELDING
Monday through Thursday – on campus Friday – Online

DAY SCHEDULE (24 hours per week)
8:00 a.m. – 12:50 p.m.

AFTERNOON SCHEDULE (24 hours per week)
1:00 p.m. – 5:50 p.m.

EVENING SCHEDULE (24 hours per week)
6:00 p.m. – 10.50 p.m.

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 *Definitive School Calendar* catalog addendum.

Certificate, Diploma and Degree Programs

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

- For the person wanting training in the shortest amount of time possible in a specialized area the school offers a focused selection of certificate programs

- For the person wanting comprehensive training geared towards succeeding as a professional technician, the school offers diploma programs which prepare students for entry-level positions in their chosen field.

- For the person wanting training that enables graduates to seek employment in a wide variety of management, technical, and administrative positions the associate of academic science degree program is available for the field of study they have chosen.

Rules and Regulations for the conferred certificate, diploma, or associates degree are in accordance with the state of Illinois.

For a description of the subject matter covered in each course, please refer to the curricula on pages 9 through 18.

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

Academic Information

harassment in the school environment. Harassment and discrimination can take many forms including but not limited to, racial slurs, ethnic jokes, disparaging or insensitive remarks about an individual's religion, age, gender, physical ability or sexual orientation, physical or verbal threats, or sexual harassment. None of these, or any other form of harassment, including cyber-bullying, or discrimination is acceptable in the school environment. All allegations of harassment or discrimination are fully investigated. Students found to have engaged in this behavior are subject to disciplinary action up to and including expulsion from school.

- Any student creating a hazard; immoral conduct, or disturbance in the surrounding neighborhood. Reckless driving and / or squealing tires near the school or places of residence are prohibited.

- The campus computer systems and networks are provided for student use as a part of the academic program. All students have a responsibility to use Lincoln Educational Services computer systems and networks in an ethical and lawful manner. The intentional misuse and abuse of computer and Internet resources is not permitted. This includes, but is not limited to, purposely visiting inappropriate and non-academic Web sites which promote or advocate illegal or unethical behavior; visiting inappropriate and non-academic Web sites for personal business; downloading graphics or other pictures, images, or information not related to academic curricula; inappropriate and non-academic use of email; inappropriate and non-academic use of chat rooms; and inappropriate and non-academic use of school software.

- In keeping with accepted industry and shop safety hazards, jewelry must be evaluated for safety risks when in the lab or shop. Hanging earrings, necklaces, rings, or bracelets may pose a safety risk. If in the judgment of school staff, a safety hazard exists, a jewelry item in question must be either removed or covered with protective clothing.

- The campus has an established a dress code for students in all programs which is in accordance with industry expectations and in consideration of professional standards.

- We expect honesty from students in presenting all of their academic work. Students are responsible for knowing and observing accepted principles and procedures of research and writing in all academic work, including term paper writing, lab manual and/or workbook completion and test taking.

- Misrepresenting the school's programs, policies, or activities of members of the staff or of other students is prohibited.

- 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.

Blended Delivery

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.

Academic Information

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

Consultation and Tutoring

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

Student Advising

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

Americans with Disabilities Act (ADA) Policy

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

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

An example of a reasonable accommodation is giving students with certain learning disabilities additional time to take an exam. Accommodations are provided to allow a student to participate in our programs but LCT 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 Academic Dean. 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 Academic Dean, who will then evaluate the request and make a decision. The complete policy can be found by visiting:
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 drop/add period.	N/A
Withdrawal	W	Withdrawal after the drop/add period.	N/A
Pass	P	Received by students in Internships/Externships or Developmental Courses. "P" is not considered in computing the Grade Point Average.	N/A
Non-Pass	NP	Received by students in Internships/Externships or Developmental Courses.	N/A
Repeat Course	**	Received by students who repeat a course.	N/A
Repeat Course Required	R	Received by students when their grade does not meet a course requirement or programmatic standard	N/A
Transfer Credit	TR	Indicates the school accepted credit earned for previous postsecondary education at an institution other than a Lincoln Educational Services School. "TR" is not considered in computing the Grade Point Average.	N/A
Test Out Credit	TO	Indicates the school accepted credit earned for testing out of a course. "TO" is not considered in computing the Grade Point Average.	N/A

Satisfactory Academic Progress

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 MEASURES 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 MEASURES OF PROGRESS (GRADE POINT AVERAGE)	
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.

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

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.
- The appeal must include an explanation of the special, unusual or extenuating circumstances causing undue hardship that prevented the student from making satisfactory academic progress.
- The appeal must also include what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the end of the next evaluation period.
- Supporting documentation beyond the written explanation is required.
- Initial consideration of appeals will be undertaken by the Appeal Committee which will minimally consist of the Academic Dean, and /or the Financial Aid Representative. The Campus President

may appoint additional members as deemed appropriate.

- Appeals that are approved must contain an academic plan that, if followed, ensures the student would be able to meet satisfactory academic progress standards by a specific point in time.

SAP/FA PROBATIONARY STATUS

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

- Has met both the institution's cumulative grade point average and pace standards, the student shall be returned to good standing.

- Has not met the institution's cumulative grade point average and pace standards but has met the conditions specified in his/her academic plan, the student shall retain his/her financial aid and registration eligibility under a probationary status for a subsequent evaluation period.

- Has not met the institution's cumulative grade point average and pace standards and has also not met the conditions specified in his/her academic plan, the student shall be re-assigned a SAP/FA Suspension status immediately upon completion of the evaluation.

NOTIFICATION OF STATUS AND APPEAL RESULTS

STATUS NOTIFICATION

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

APPEAL RESULT NOTIFICATION

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

REINSTATEMENT

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

TREATMENT OF GRADES AND CREDITS

Credits: The unit by which academic work is measured.

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

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

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

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

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

Repeat Credits: Repeat credits are credits awarded when a

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

Transfer Credits: Transfer credits are credits earned at another post-secondary educational institution which are accepted by this Institution. Transfer credits which are accepted by the Institution and are applicable to the student's program of study shall be counted as credits attempted and completed for calculation of pace of progression and maximum time frame. Grades associated with these credits are not included in calculating CGPA.

For students who either change programs within the institution or wish to earn an additional credential, all credits earned toward courses that apply to a student's new program of study or credential will be used to determine satisfactory academic progress.

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

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

■ Satisfactory Academic Progress for VA Beneficiaries

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

Academic Information

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

Transcripts (Progress Records and Degree Audits)

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

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

Transfer Credits

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

Students who transfer credits from a postsecondary institution accredited by an agency recognized by the U.S. Department of Education 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 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.

Internship Requirements

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

- Students must have achieved the minimum requirement of a cumulative grade point average of 2.0. Students whose GPA is less than a 2.0 after completing the academic portion of the program will be required to repeat classes with less than a 2.0, in order to improve the cumulative grade point average to a 2.0 CGPA and qualify for the internship. Student with less than the required 2.0 CGPA will be placed on probation during this time period.

- An approved resumé.

- For many of the programs, students must submit to a background check and/or a drug screening and/or show proper documentation of required immunization records prior to the start of their last course, module, or class. An unfavorable result may preclude a student from participating in the internship portion of the program, resulting in the student being withdrawn from school.

Academic Information

Withdrawals and Incomplete Grades

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

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

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

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

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.

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.

Academic Information

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

Campus Information

◼ 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 *Campus Administration, Student Services, and Faculty* catalog addendum for names and titles and/or positions of our staff.

◼ Corporate Administration

Scott M. Shaw
President and CEO

Jay Rasmussen
Group Vice President