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Official School Catalog
Volume XIII

Revised, May 2025

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

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

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Introduction

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

Lincoln Technical Institute training begins on a level the students can confidently handle.

All of our programs begin with the basics, allowing any person not previously exposed to the area of study to confidently enroll and begin training. Each course provides students with theory and procedures for proper diagnosis and service in their field of study. Our comprehensive training is the next natural step for the student graduating from high school. Stated simply, teaching skills to the unskilled, refining skills of the semi-skilled, and helping them find employment in the industry is the overall objective of LTI.

This LTI preparation, which includes career workshops, as well as technical instruction, assists our students to find jobs in their chosen career.

Although LTI offers no guarantee of employment, considerable effort is put forth to give students the interpersonal skills needed to secure positions in today's challenging fields. In addition, our Career Services office works with our students in making industry contacts as well as periodically bringing employers into the school for published career days.

LTI is constantly in contact with industry to advise them of students and graduates available for employment. Our instructors and staff assist our graduates in obtaining successful careers by helping them acquire and prepare for employment interviews.

■ Our Mission

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

■ History

New England Technical Institute of Connecticut was established in 1940. The school was originally located in Hartford until September 1968, when it relocated to New Britain. Several additional training programs have been added since that time. Electrical training programs were added in 1990. In 1996, Medical Assistant training programs were added. In 1997 the School established the Hamden Campus (which has since then merged with our Shelton and New Britain campuses in July 2014), and 1998 marked the addition of our Practical Nursing program. In 2003, the Shelton campus was established and now offers Electrical, Medical Assistant, HVAC and Practical Nursing programs.

In January 2005, New England Technical Institute was purchased by Lincoln Technical Institute, Inc., a wholly owned subsidiary of Lincoln Educational Services Corporation.

In 2006, New England Technical Institute started the application process to change their name to more accurately reflect the corporation name, Lincoln Technical Institute, Inc., and received approval to change their name to Lincoln Technical Institute effective January 1, 2007. The reasons for the change are the result of goals established in the long-range strategic plan for our institute(s) and its parent corporation, Lincoln Educational Services (LESC), and the perception of the institute(s) to prospective students and employers in Connecticut.

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 Nashville Auto-Diesel College.

■ Educational Philosophy

Lincoln Technical Institute prepares each student to meet the day-to-day challenges of an ever-changing world. At LTI, this is achieved through a series of lectures and 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 lead to "hands-on" teaching and learning to apply the knowledge learned in the classroom.

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

Introduction

■ A Letter from the President & CEO

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

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

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

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

Sincerely,



Scott M. Shaw
President & Chief Executive Officer



Career Programs



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Programs vary by campus. Consult the individual program listings beginning on page 7.

- N** *NEW BRITAIN CAMPUS*
- S** *SHELTON CAMPUS*

Air Conditioning, Refrigeration, and Heating Technology

HVACR411D—DIPLOMA PROGRAM

DAY/EVENING PROGRAMS

N S NEW BRITAIN AND SHELTON CAMPUSES

total instructional hours. 1320
total semester credits* 55
approximate weeks to complete 52 day; 80 eve (including holidays and scheduled breaks)

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

program objective

The Heating, Ventilation, Air Conditioning, and Refrigeration field anticipates high demand for skilled technicians according to the U.S Department of Labor's Bureau of Labor Statistics. This program prepares students to be skilled in the operation, design, installation, troubleshooting, and repair of air conditioning, refrigeration, heating, and ventilation equipment for today and the future.

Students enrolled in this program will obtain instruction and demonstrate skills and knowledge in construction safety, measuring and blueprint reading, and calculations of ductwork & heating systems emphasizing heat loss and heat gain heating and cooling calculations. Students are also instructed on domestic and commercial refrigeration systems, and gas, oil, and electric heating of both water and steam. The systems that control indoor climate are constantly evolving to reflect technological advancements and environmental concerns and Lincoln students will be prepared to meet the evolution.

Students will receive both classroom and lab learning opportunities simulating real-world applications. Students are trained in the installation and repair of

refrigeration, heating, and cooling mechanical and electrical control systems of both residential homes and commercial buildings. In addition, students receive instruction in energy efficiency, and renewable energy, as well as energy conservation practices, energy auditing techniques, and system performance verification of heating and cooling equipment.

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

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

number	course	lecture hours	lab hours	total hours	total credits	prerequisites
HV131A	HVACR Basic Math	36	24	60	2.5	
HV131B	HVACR Trade Math	36	24	60	2.5	HV131A
HV132	Fundamentals of Refrigeration	36	24	60	2.5	
HV133	Basic Electricity and Control Circuits	36	24	60	2.5	
HV134	OSHA 30	36	24	60	2.5	
HV135	Domestic, Commercial, and Special Refrigeration Systems	36	24	60	2.5	HV132, HV133
HV136	Air Conditioning and Heat Pump Systems	36	24	60	2.5	HV132
HV137A	Oil Burner Fundamentals	36	24	60	2.5	
HV137B	Oil Burner Controls and Servicing	36	24	60	2.5	HV133, HV137A
HV138	EPA Refrigerant Standards and Certification	36	24	60	2.5	
HV139	Basic Building Trades Blueprint Reading/ System Design and Layout	36	24	60	2.5	
HV140	Heating Systems Fundamentals	36	24	60	2.5	
HV141	Forced Air Heating and Cooling	36	24	60	2.5	HV136, HV140
HV142	Brazing, Soldering, Cutting and Piping	36	24	60	2.5	
HV143	International Mechanical Code	36	24	60	2.5	
HV144	HVAC Related Codes and Standards	36	24	60	2.5	
HV145A	Sheet Metal Theory I	36	24	60	2.5	
HV145B	Sheet Metal Theory II	36	24	60	2.5	HV145A
HV146	Heating, Hydronic, and Steam	36	24	60	2.5	HV140
HV147	SMACNA	36	24	60	2.5	
HV120A	Energy Efficiency and Green Technology Systems I	36	24	60	2.5	HV136, HV140
HV120B	Energy Efficiency and Green Technology Systems II	36	24	60	2.5	HV120A, HV136, HV140
TOTAL PROGRAM		792	528	1320	55	

MAXIMUM TIME FRAME (MTF) = 82.5 CREDITS

CIP CODE--51.0501 • SOC CODE--49-9021

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

Electrician Training

ET213D—DIPLOMA PROGRAM

DAY AND EVENING PROGRAMS

N S NEW BRITAIN AND SHELTON CAMPUSES

total semester credit hours*48

total instructional hours 1200

approximate weeks to complete—day51 (includes scheduled breaks and holidays)

approximate weeks to complete—eve81 (includes scheduled breaks and holidays)

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

program objective

This is a comprehensive program that prepares a student to enter the Electrical field. A foundation of Basic Math and Electrical trade Algebra and Trigonometry prepare the student for Electrical theory and concepts. The program continues with Blue Print reading, an essential skill required of a licensed Electrician. Each course in the program is an important component of knowledge needed in the Electrical Industry. The National Electrical Code is covered thoroughly in four separate courses in which each article in the NEC is reviewed. Courses such as Motor Control, Power Distribution, PLC's 1 and 2 and Motor Generator Theory prepare the student for Commercial and Industrial installations. Basic Telecommunications and Cabling include voice, data, wireless, network and broadband technologies. Two Solar Energy courses introduce the student to the growing field of green technology. Semi-Conductors for Electricians prepares the student for new

complex technologies that are being developed and implanted at faster and faster rates.

The Lab portions of our program train the student on basic but essential hands on skills that are needed upon entrance in the Electrical Field. These hands on skills combined with our extensive classroom courses prepare the Graduate for a successful and rewarding career in the Electrical Industry. Students will also be trained on OSHA 30 standards and given the opportunity to take and pass the exam. OSHA 30 certification is mandated by the State licensing board for all apprentices. An apprentice needs to have his or her OSHA 30 certification in order to seek qualification for future licensure. Upon successful completion of the program the State of Connecticut mandated 720 hours of classroom study is satisfied. Students will be required to complete out-of-class assignments in each course.

course number	course title	lecture hours	lab hours	total hours	total credits	prerequisites
ET101A	Basic Math	36	14	50	2.0	
ET102A	Electrical Theory I	36	14	50	2.0	
ET103A	Electrical Theory II	36	14	50	2.0	ET102A
ET104A	Electrical Code I	36	14	50	2.0	
ET105A	Algebra and Trigonometry	36	14	50	2.0	ET101A
ET106A	Electrical Code II	36	14	50	2.0	ET104A
ET107A	Basic Telecommunication	36	14	50	2.0	
ET108A	Blueprint Reading	36	14	50	2.0	
ET109A	Basic Alarm Systems	36	14	50	2.0	
ET110A	Fire Access, CCTV systems	36	14	50	2.0	
ET111A	Electrical Code III	36	14	50	2.0	ET104A, ET106A
ET112A	Telecommunication and Cable Installation	36	14	50	2.0	
ET113A	Power Distribution and Load Calculations	36	14	50	2.0	
ET114A	Electrical Code IV	36	14	50	2.0	ET104A, ET106A, ET111A
ET115A	Motor and Generator Theory	36	14	50	2.0	
ET116A	OSHA 30	36	14	50	2.0	
ET117A	Semi-Conductors and Electronics	36	14	50	2.0	
ET118	Residential Wiring	36	14	50	2.0	
ET119A	Industrial Motor Control	36	14	50	2.0	
ET120A	Programmable Logic Controllers I	36	14	50	2.0	ET102A, ET103A, ET119A
ET121A	Programmable Logic Controllers II	36	14	50	2.0	ET102A, ET103A, ET119A, ET120A
ET122A	Photovoltaic I	36	14	50	2.0	ET102A, ET103A
ET123A	Photovoltaic II	36	14	50	2.0	ET102A, ET103A, ET122A
ET124	Commercial Wiring	36	14	50	2.0	
TOTALS		864	336	1200	48.0	

MAXIMUM TIME FRAME (MTF) = 72.0 CREDITS

CIP CODE—46.0302 • SOC CODE—47-2111, 49-2098

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.

Career Programs *Course Descriptions begin on page 11.*

Medical Assistant

MAPX100—DIPLOMA PROGRAM

DAY/AFTERNOON/EVENING PROGRAMS

LINCOLN TECHNICAL
INSTITUTE HOLDS AN
ARTICULATION AGREEMENT
WITH CAMBRIDGE COLLEGE

N S NEW BRITAIN AND SHELTON CAMPUSES

total semester credit hours*33.5

total instructional hours880

approximate weeks to complete—day37 (includes scheduled breaks and holidays)

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

program objective

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

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

employers. Students will need to demonstrate Residential 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.

course number	course title	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 CREDITS

CIP CODE--51.0801 • SOC CODE--31-9092

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.

Career Programs *Course Descriptions begin on page 11.*

Practical Nursing

LPNC100—DIPLOMA PROGRAM

DAY/EVENING PROGRAMS

N S NEW BRITAIN AND SHELTON CAMPUSES

total instructional hours. 1500
 total semester credits* 50
 weeks to complete (day) approximately 52 (including holidays and scheduled breaks)
 weeks to complete (eve) approximately 92 (including holidays and scheduled breaks)

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

program objective

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

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

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

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

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

number	course	lecture hours	lab hours	clinical hours	total hours	total credits	prerequisites
SEMESTER I							
PN110C	Math Skills for Nursing	20	0	0	20	0.50	
PN113C	Professional Awareness	20	0	0	20	0.50	
PN115C	Human Anatomy and Physiology	90	0	0	90	4.00	
PN117C	Nursing Fundamentals I	65	30	0	95	3.50	
PN118C	Nursing Clinical I	0	0	150	150	4.00	
SEMESTER I TOTALS		195	30	150	375	12.5	
SEMESTER II							
PN122C	Pharmacology	50	10	0	60	2.50	PN110C, PN113C, PN115C, PN117C, PN118C
PN123C	Growth and Development Across the Lifespan	30	0	0	30	1.00	PN110C, PN113C, PN115C, PN117C, PN118C
PN127C	Nursing Fundamentals II	55	30	0	85	3.00	PN110C, PN113C, PN115C, PN117C, PN118C
PN128C	Nursing Clinical II	0	0	200	200	5.50	PN110C, PN113C, PN115C, PN117C, PN118C
SEMESTER II TOTALS		135	40	200	375	12.0	
SEMESTER III							
PN131C	Mental Health Nursing	45	0	0	45	2.00	PN110C, PN113C, PN115C, PN117C, PN118C PN122C, PN123C, PN127C, PN128C
PN135C	Maternity and Pediatric Nursing	65	5	0	70	3.00	PN110C, PN113C, PN115C, PN117C, PN118C PN122C, PN123C, PN127C, PN128C
PN137C	Nursing Across the Adult Lifespan I	80	10	0	90	3.50	PN110C, PN113C, PN115C, PN117C, PN118C PN122C, PN123C, PN127C, PN128C
PN138C	Nursing Clinical III	0	0	200	200	5.50	PN110C, PN113C, PN115C, PN117C, PN118C PN122C, PN123C, PN127C, PN128C
SEMESTER III TOTALS		190	15	200	405	14.0	
SEMESTER IV							
PN244C	Professional Development	40	0	0	40	1.50	PN110C, PN113C, PN115C, PN117C, PN118C PN122C, PN123C, PN127C, PN128C, PN131C PN135C, PN137C, PN138C
PN247C	Nursing Across the Adult Lifespan II	95	10	0	105	4.50	PN110C, PN113C, PN115C, PN117C, PN118C PN122C, PN123C, PN127C, PN128C, PN131C PN135C, PN137C, PN138C
PN248C	Nursing Clinical IV	0	0	200	200	5.50	PN110C, PN113C, PN115C, PN117C, PN118C PN122C, PN123C, PN127C, PN128C, PN131C PN135C, PN137C, PN138C
SEMESTER IV TOTALS		135	10	200	345	11.5	
TOTALS		655	95	750	1500	50.0	

MAXIMUM TIME FRAME (MTF) = 75 CREDITS

CIP CODE—51.3901 • SOC CODE—29-2061

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

Course Descriptions

Career Programs begin on page 7.

■ Course Numbering System

100 LEVEL COURSES

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

200 LEVEL COURSES

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

■ Air Conditioning, Refrigeration, and Heating Courses

HV131A – HVACR BASIC MATH

60 Contact Hours (36 Lecture/24 Lab); 2.5 Semester Credits

This course is designed to present the learner with basic mathematical fundamentals required by today's HVAC technicians. This course will consist of basic mathematical concepts such as addition, subtraction, division, and multiplication which will then be applied to concepts of the HVAC trade. Professional development exercises and seminars are also included in this course.

Prerequisite(s): None

HV131B – HVACR TRADE MATH

60 Contact Hours (36 Lecture/24 Lab); 2.5 Semester Credits

This course is designed to present the learner mathematical concepts as they relate to the HVAC industry. Students will apply basic mathematics operations to whole numbers and common fractions, and learn to convert decimals to fractions, percentages, and averages used by today's HVAC technicians. Professional development exercises and seminars are also included in this course.

Prerequisite(s): HV131A

HV132 – FUNDAMENTALS OF REFRIGERATION

60 Contact Hours (36 Lecture/24 Lab); 2.5 Semester Credits

This course is designed to teach a student the core fundamental concepts of refrigeration. This will include knowledge of basic refrigeration components, energy transfer, pressure and temperature relationships, and various gas laws. Students will also learn the use of test instruments such as temperature analyzers, bar gauge manifold assembly, electronic leak detectors, and vacuum pumps. Professional development exercises and seminars are also included in this course.

Prerequisites: None

HV133 – BASIC ELECTRICITY AND CONTROL CIRCUITS

60 Contact Hours (36 Lecture/24 Lab); 2.5 Semester Credits

This course is designed to teach students the basic principles of electrical theory. Students will gain knowledge about DC and AC currents, series circuits, parallel circuits, transformers, and various power sources. Additional topics will include electrical schematics, relays and circuit layouts. Throughout this course students will perform lab experiments in resistance, voltage, and current in various circuits. Students will also learn the operation, testing, and repair of AC motors. Professional development exercises and seminars are also included in this course.

Prerequisites: None

HV134 – OSHA 30

60 Contact Hours (36 Lecture/24 Lab); 2.5 Semester Credits

This course is designed to prepare students to successfully achieve their Occupational Safety and Health Administration 30 hour certification. Students will achieve knowledge in proper recordkeeping techniques, general safety practices, health hazard awareness, the usage of personal protective equipment, fire protection safety, cranes and rigging, stairways and ladders, confined spaces and other OSHA safety standards and practices. Students will be given the opportunity to complete their OSHA 30 certification during this course. Professional development exercises and seminars are also included in this course.

Prerequisites: None

HV135 – DOMESTIC, COMMERCIAL AND SPECIAL REFRIGERATION SYSTEMS

60 Contact Hours (36 Lecture/24 Lab); 2.5 Semester Credits

This course is designed to broaden a student's knowledge in the field of refrigeration. The domestic section of course covers the radiation characteristics of different metals, the operation of different pumps, and the principals involved in expansion and contraction. The course then progresses to cover the air conditioning and refrigeration equipment found in a residential setting. Students learn to install, troubleshoot, and repair the mechanical and electrical components of household refrigerators, chest-type and open-door freezers, window air conditioners, dehumidifiers, and thru-wall air conditioners and heat pumps. In addition, students will improve their skills developing electrical schematics for domestic systems and their related peripherals including time clocks, multi-speed fans, and selector switches. Students will explore the components and uses of these systems including their methods of heat transfer, temperature controls, humidity controls, defrost methods, and in-line controls, systems covered include low temperature refrigerators, reach-in freezers, refrigerated vending machines, chillers, and commercial ice machines. Students will then learn the proper techniques used in installation, troubleshooting, and repair of these systems. Students will also learn the operation, testing, and repair of AC motors. Professional development exercises and seminars are also included in this course.

Prerequisites: HV132, HV133

HV136 – AIR CONDITIONING AND HEAT PUMP SYSTEMS

60 Contact Hours (36 Lecture/24 Lab); 2.5 Semester Credits

This course concentrates on the many methods of heat transfer in the air conditioning and heating modes. Systems covered include packaged and split air conditioners and heat pumps, both residential and light commercial. Each student will learn the seven steps in application engineering which includes building survey, load calculations, equipment selection, air distribution systems, installation, start-up procedures, and system balancing. Students will also use the proper test equipment in the repair and troubleshooting of these systems. In addition, students will learn about the special piping and plumbing methods in use today. Professional development exercises and seminars are also included in this course.

Prerequisites: HV132

HV137A – OIL BURNER FUNDAMENTALS

60 Contact Hours (36 Lecture/24 Lab); 2.5 Semester Credits

This course will begin with a discussion of fuel oils in use today and their relationship to today's oil burners. Students will progress to study the different components of oil burners, proper servicing and preventative maintenance techniques, and related components. Instruction includes servicing the nozzle, ignition assembly, various fuel pumps, and making adjustments for combustion efficiency. Professional development exercises and seminars are also included in this course.

Prerequisites: None

HV137B – OIL BURNER CONTROLS AND SERVICING

60 Contact Hours (36 Lecture/24 Lab); 2.5 Semester Credits

In this course students will learn the effects of incomplete combustion and discuss the elements oxygen, spark, and fuel that make up perfect combustion. Students will learn how to use various combustion equipment to check for combustion problems and excessive fuel consumption. Additionally students will learn about various fuel storage options. Professional development exercises and seminars are also included in this course.

Prerequisites: HV133, HV137A

HV138 – EPA REFRIGERANT STANDARDS AND CERTIFICATION

60 Contact Hours (36 Lecture/24 Lab); 2.5 Semester Credits

This course concentrates on the refrigerant standards set forth by the EPA. Students will learn about the different refrigerants used today and the refrigerants of the future. They will be trained according to EPA standards in the proper recovery, storage and evacuation of refrigerant containing appliances. Students will be prepared to take the EPA 608 certification exam. Professional development exercises and seminars are also included in this course.

Prerequisites: None

HV139 – BASIC BUILDING TRADES BLUEPRINT READINGS/SYSTEM DESIGN AND LAYOUT

60 Contact Hours (36 Lecture/24 Lab); 2.5 Semester Credits

This course concentrates on the skills required to interpret orthographic projections, isometric, and detail drawings. In addition, students will learn to read and interpret blueprints as they relate to the building trades. This course will also cover the layout and design of Heating and A/C systems. Professional development exercises and seminars are also included in this course.

Prerequisites: None

HV140 – HEATING SYSTEMS FUNDAMENTALS

60 Contact Hours (36 Lecture/24 Lab); 2.5 Semester Credits

This course concentrates on gas and oil fired warm air, hot water, and steam based heating systems. Students will learn the installation, troubleshooting, and repair techniques of these systems along with other related topics. Various heat transfer methods such as hydronic and steam radiation will also be covered. In addition, students will learn to plan, design, and lay out a heating system typically found in a residential setting. Professional development exercises and seminars are also included in this course.

Prerequisites: None

HV141 – FORCED AIR HEATING AND COOLING

60 Contact Hours (36 Lecture/24 Lab); 2.5 Semester Credits

This course concentrates on gas and oil fired warm air and cooling systems. This course will focus on components, venting requirements and operation. Students will also gain knowledge in installation, troubleshooting, and repairing of various heating and cooling systems. Additionally, students will learn to plan, design, and lay out a heating system typically found in a residential setting. Professional development exercises and seminars are also included in this course.

Prerequisites: HV136, HV140

HV142 – BRAZING, SOLDERING, CUTTING, AND PIPING

60 Contact Hours (36 Lecture/24 Lab); 2.5 Semester Credits

This course begins with a discussion on metals used in piping for the HVAC/R industry. Among those discussed will be black iron, cast iron, galvanized metals, copper, brass and steel. Students will learn different piping methods for joining and installing piping systems for HVAC/R. Students will learn and demonstrate proper brazing, soldering, threading and other joining techniques. Professional development exercises and seminars are also included in this course.

Prerequisites: None

Course Descriptions

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HV143 – INTERNATIONAL MECHANICAL CODE

60 Contact Hours (36 Lecture/24 Lab); 2.5 Semester Credits

Students will learn the proper use and implementation of the various codes governing the installation and service of HVACR equipment and plumbing applications as set forth in the International Mechanical Code. Students will learn to quickly find the regulations pertaining to specific jobs and how to follow them. Professional development exercises and seminars are also included in this course.

Prerequisites: None

HV144 – HVAC RELATED CODES AND STANDARDS

60 Contact Hours (36 Lecture/24 Lab); 2.5 Semester Credits

Students will learn the proper use and implementation of the various codes governing the installation and service of HVACR equipment and plumbing applications as set forth in the International Plumbing Code and other various related codes. Students will learn to quickly find the regulations pertaining to specific jobs and how to follow them. Professional development exercises and seminars are also included in this course.

Prerequisites: None

HV145A – SHEET METAL THEORY I

60 Contact Hours (36 Lecture/24 Lab); 2.5 Semester Credits

This course will focus on air distribution through ducted systems: how they are designed, installed and balanced. This class will also focus on air cleanliness and ways to treat air in a ducted system though the usage of filters, UV lights and other means. The tools used to measure air and airflow will also be discussed. Professional development exercises and seminars are also included in this course.

Prerequisites: None

HV145B – SHEET METAL THEORY II

60 Contact Hours (36 Lecture/24 Lab); 2.5 Semester Credits

This course will focus on the sheet metal tools, machinery and safety in a sheet metal shop. Types of sheet metal, materials and fasteners will be discussed and demonstrated. Professional development exercises and seminars are also included in this course.

Prerequisites: HV145A

HV146 – HEATING HYDRONIC, AND STEAM

60 Contact Hours (36 Lecture/24 Lab); 2.5 Semester Credits

This course is designed to teach students the fundamentals of natural gas and oil-fired hydronic and steam systems. Students will learn about water-side components, electrical wiring, piping configurations, pumps, and maintenance procedures. Additionally, students will troubleshoot various component failures using equipment and visual trainers. Professional development exercises and seminars are also included in this course.

Prerequisites: HV140

HV147 – SMACNA

60 Contact Hours (36 Lecture/24 Lab); 2.5 Semester Credits

This course will introduce students to standards set forth by the Sheet Metal and Air Conditioning Contractors National Associations standards. Various installation standards such as basic duct construction, duct design, duct performance, duct sealants, flexible duct, grills, and register connections will be covered in detail. Additionally, students will learn application codes and installation of fire and smoke dampers and access doors. Professional development exercises and seminars are also included in this course.

Prerequisites: None

HV120A – ENERGY EFFICIENCY AND GREEN TECHNOLOGY SYSTEMS I

60 Contact Hours (36 Lecture/24 Lab); 2.5 Semester Credits

This course introduces HVAC students to Green Technology and its impact on the HVAC industry. Students will receive an overview about green alternatives to comfort heating and cooling systems. Topics will include learning methods for evaluating

energy efficiency in any building structure, Solar Thermal and Geothermal Green Technologies.

Students will also learn the fundamentals of Energy Auditing by conducting mechanical and envelope evaluation and pressure analysis, and by pressure analysis, and performing infrared imaging (Thermography). Students are strongly encouraged to complete certification testing conducted by the Green Mech (Green Mechanical Council). Professional development exercises and seminars are also included in this course.

Prerequisites: HV136, HV140

HV120B – ENERGY EFFICIENCY AND GREEN TECHNOLOGY SYSTEMS II

60 Contact Hours (36 Lecture/24 Lab); 2.5 Semester Credits

This course continues the study of Green Technology and its impact on the HVAC industry. Students will learn the fundamentals of Solar Thermal and Geothermal energy systems. Topics include basic theory of each system, components, repair and sizing of these systems. Additionally, trainers/simulators are used to visually reinforce concepts learned in the classroom. Professional development exercises and seminars are also included in this course.

Prerequisites: HV120A, HV136, HV140

Electrician Courses

ET101A – BASIC MATH

50 Contact Hrs (36 Lecture, 14 Lab/Shop); 2.0 Semester Credit Hours

During this course of instruction, the student will be introduced to school policy, course and grading structure and helpful pointers to develop or improve upon study habits. After successful completion of this mod, the student will be able to compute Whole numbers, Fractions, and Decimal. This course will also develop and foster problem solving skills using Area, Volume, Ratios, Proportions and Units of Measurements as applied in the Electrical industry.

Prerequisite: None

ET102A – ELECTRICAL THEORY I

50 Contact Hrs (36 Lecture, 14 Lab/Shop); 2.0 Semester Credit Hours

During this course of instruction the student will be introduced to Electricity Theory. Students will learn about the foundation of electrical theory including the nature of electricity, as in atoms, protons and neutrons. In addition, students will be introduced to Ohm's Law as applied to the electrical industry. Students will learn about the various types of electricity production and distribution. Student will be introduced to basic circuit concepts including series, parallel, combination circuits, and electrostatic theory. Students will also be introduced to Electrical measurements of volts, amps and resistance as related to the Electrical industry. Lastly, students will study electrical conductors and insulators and learn how to properly size and select them for use in circuit installations.

Prerequisite: None

ET103A – ELECTRICAL THEORY II

50 Contact Hrs (36 Lecture, 14 Lab/Shop); 2.0 Semester Credit Hours

In this course of instruction the student will continue to learn about basic AC circuits, inductors and capacitors. Students will learn how to compare AC series and parallel circuits containing resistance, inductance, and capacitance. Students will also understand Electrical problems with inductive reactance and capacitive reactance. Students will also learn how to integrate the basics of AC circuit theory as it applies to the electrical industry.

Prerequisite: ET102A

ET104A – ELECTRICAL CODE I

50 Contact Hrs (36 Lecture, 14 Lab/Shop); 2.0 Semester Credit Hours

This course introduces the student to the National Electrical Code (NEC). Students will learn about the format, layout, language and terminology used

in the NEC and how it applies to the Residential, Commercial and Industrial markets. Students will learn how to navigate through the entire NEC code and understand how to effectively use it as it applies to the electrical industry and particular projects that might be working on. Students will also understand how to use the NEC Table of Contents as a way to navigate through this comprehensive book used in the electrical industry today.

Prerequisite: None

ET105A – ALGEBRA AND TRIGONOMETRY

50 Contact Hrs (36 Lecture, 14 Lab/Shop); 2.0 Semester Credit Hours

During this course of instruction the student will be introduced to basic trade algebra and trigonometry. Students will learn about exponential equations, roots, addition, subtraction, multiplication, and division of polynomials as they apply it the electrical industry. This course will also discuss Pythagorean Theorem including identifying and working with triangles and angles and the related trigonometric functions of Sine, Cosine, and Tangent. Students will also be exposed to problem solving algebraic and trigonometric word problems.

Prerequisite: ET101A

ET106A – ELECTRICAL CODE II

50 Contact Hrs (36 Lecture, 14 Lab/Shop); 2.0 Semester Credit Hours

This course is a continuation of Electrical Code I. The students continues to learn about National Electrical Code book (NEC). Students will evaluate each article within the NEC. In addition, students are trained to review each article and learn how to take copious notes that will help them remember key elements of the NEC process. Students learn how the process of evaluation ultimately helps them to gain experience with NEC navigation and understanding of the codes as they relate to the industry. Students are also exposed to scenarios including local code and how local code can have an impact on the NEC and how it applies to the local municipalities.

Prerequisite: ET104A

ET107A – BASIC TELECOMMUNICATIONS

50 Contact Hrs (36 Lecture, 14 Lab/Shop); 2.0 Semester Credit Hours

This course is the first of two Telecommunication courses that take the student through the evolution of the Telecommunication Industry from the technological and business perspective and ending with the customer or user experience. Included in this course is Telecommunication electronics, Voice Communications, Data Communications, Wireless Communication, and Network and Broadband Technologies.

Prerequisite: None

ET108A – BLUEPRINT READING

50 Contact Hrs (36 Lecture, 14 Lab/Shop); 2.0 Semester Credit Hours

During this course of instruction the student will be introduced to basic Trade Blue Print reading and the language of Blue Print reading as related to the Electrical industry. Students will develop the necessary skill to read and interpret Blue Prints, Students will be trained to have working knowledge and understanding of basic drawing and layout techniques related to blue prints. Students will also be exposed to system of line definition called the Alphabet of Lines used in Blue Print reading. This course will also cover specific Blue Print plans and Maps, such as Plot Plans, Contour Maps, footing drawings, Foundation drawings, Structural steel plans, and Framing Blue Prints. The student will also learn the relationship and importance of understanding Plumbing and HVAC prints and how they relate to the Electrical Blue Prints on a project. Student will develop visualization skills that are needed in the use of Orthographic Projections and drawings as related to the Electrical industry.

Prerequisite: None

Course Descriptions

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ET109A – BASIC ALARM SYSTEMS

50 Contact Hrs (36 Lecture, 14 Lab/Shop); 2.0 Semester Credit Hours

During this course of instruction the student will be introduced to Basic Alarm Technology. Students be trained on audio, signaling processing, networking, and various components of alarm and audio systems. Students will also learn about the different types of cable and NEC requirements for installations using s basic alarms. Students will also learn about the various terms and definitions of low voltage systems and finally Security Alarm systems and Access Control systems wiring and installation are also covered in this course.

Prerequisite: None

ET110A – FIRE ACCESS, CCTV SYSTEMS

50 Contact Hrs (36 Lecture, 14 Lab/Shop); 2.0 Semester Credit Hours

In this course students learn about Fire Alarm, Security Access and Closed Circuit Television (CCTV) systems. The Fire Alarm portion covers: Types of Fire Alarms, the Fire Command Center, the Annunciator Panel, the Control unit, Alarm Initiating Devices, Notification Appliances and wiring of the input and output devices. The Security Access portion includes: Security Alarm Systems and wiring of Security Systems, Access Control Systems and wiring of Access Systems and the Electrical wiring as it pertains to Security and Access Systems. The Closed Circuit Television includes: CCTV components, CCTV specifications, the transmission link and viewing and recording formats and devices.

Prerequisite: None

ET111A – ELECTRICAL CODE III

50 Contact Hrs (36 Lecture, 14 Lab/Shop); 2.0 Semester Credit Hours

This course is continuation Electrical Code II. Students will continue review key articles within the National Electrical Code (NEC). The scope of each article is reviewed and notable points are highlighted. This training approach helps the student gain experience to effectively understand the NEC and develop the necessary skill level for successful maneuvering the NEC Code Book.

Prerequisite: ET104A, ET106A

ET112A – TELECOMMUNICATIONS AND CABLE INSTALLATION

50 Contact Hrs (36 Lecture, 14 Lab/Shop); 2.0 Semester Credit Hours

This course is the second of two Telecommunication courses that take the student through the development of the Telecommunication Industry from the technological and business perspective to the customer experience. In addition, students in this course learn about various cabling methods and materials. Student about benefits of copper conductors versus fiber optic conductors. Students also learn about the composition of modern Telecommunications and Data networks.

Prerequisite: None

ET113A – POWER DISTRIBUTION AND LOAD CALCULATIONS

50 Contact Hrs (36 Lecture, 14 Lab/Shop); 2.0 Semester Credit Hours

In this course of instruction the students are introduced to the concepts of three phase power and how to perform load calculations. Students will become experienced in the calculations necessary for determining voltage and current values and how to properly connect three phase transformers in various configurations. Students learn the concept of power factor and how to correct it, as well as perform necessary calculations for correction. Upon completion of this course, the student will be able to understand Three Phase Power circuits and their functions and Wye and Delta connections and their functions.

Prerequisite: None

ET114A – ELECTRICAL CODE IV

50 Contact Hrs (36 Lecture, 14 Lab/Shop); 2.0 Semester Credit Hours

During this course the student continues their study of articles in the National Electrical Code (NEC). The scope of each article is reviewed and notable

points are highlighted. The student continues to be given thorough knowledge for navigating through the latest NEC enforceable codes. This process helps the student to gain experience in understanding the NEC that develops skill proper skill level for maneuvering within the code.

Prerequisite: ET104A, ET106A, ET111A

ET115A – MOTOR AND GENERATOR THEORY

50 Contact Hrs (36 Lecture, 14 Lab/Shop); 2.0 Semester Credit Hours

This course describes the basic methods for generating electricity and introduces the principles of induced voltage. The parts and process of the generator that produce AC are introduced to the student in this course. The course also covers Three Phase Motors: squirrel cage, wound rotor, and synchronous motors. The student will be introduced to various configurations such as single voltage, dual voltage and wye and delta connected motors are also discussed. Lastly, students are introduced to the process of calculating motor protective devices and wiring methods.

Prerequisite: None

ET116A–OHS A 30

50 Contact Hrs (36 Lecture, 14 Lab/Shop); 2.0 Semester Credit Hours

During this course of instruction the student will be introduced to OSHA 30 for the Construction Trade. The OSHA 30 program is mandated by State of Connecticut Apprenticeship Board. The OSHA 30 program is a 36 hour course that utilizes education technology to deliver the program. Students utilize an online platform to complete the requirement hours of instruction. Upon successful completion of the course the student will receive the OSHA 30 certification. Topics in this included in the OSHA course: Introduction to OSHA, Managing Safety and Health, Falls, Electrocution, Struck by various falling objects, Trench hazards, Personal Protective Equipment, Health Hazards in construction, Stairwells and Ladders, Confined Spaces, Excavations, Scaffolds, and other construction related safety information.

Prerequisite: None

ET117A–SEMI-CONDUCTORS AND ELECTRONICS

50 Contact Hrs (36 Lecture, 14 Lab/Shop); 2.0 Semester Credit Hours

This course introduces the student to semi-conductors and electronics. Students learn about semi-conductors and electronics used within the electrical industry. Students will learn about the various semi-conductor material and construction. The course includes semi-conductors, power rating of components, heat sinks, diodes, rectifiers, transistors, digital logic and circuit design.

Prerequisite: None

ET118–RESIDENTIAL WIRING

50 Contact Hrs (36 Lecture, 14 Lab/Shop); 2.0 Semester Credit Hours

During this course various aspects of Residential wiring will be discussed. Instruction and practice working with diagrams and practical applications of the National Electrical Code will prepare the student for entry into the electrical field. Detail instruction will include: installation and calculation of lighting and receptacle branch circuits, installation and calculation of service entrance conductors, installation and calculation of bonding and grounding conductors, installation of ground fault interrupters and arc fault interrupters, and calculation of box fill. The student will learn to draw single pole switch and three way switch wiring diagrams. Hands on skill practice will include the installation of single pole switches, three way switches, ground fault interrupters and arc fault interrupters.

Prerequisite: None

ET119A–INDUSTRIAL MOTOR CONTROLS

50 Contact Hrs (36 Lecture, 14 Lab/Shop); 2.0 Semester Credit Hours

In this course students will learn about motor control circuits and controllers. The student will learn and become familiar with components specific to motor control circuits. Student will also be introduced to logic control language, control symbols and ladder

diagrams. Students will learn how to interpret and develop control diagrams using motor control logic. Students will also learn motor control troubleshooting techniques.

Prerequisite: None

ET120A–PROGRAMMATIC LOGIC CONTROLLERS I

50 Contact Hrs (36 Lecture, 14 Lab/Shop); 2.0 Semester Credit Hours

This course is the first of two Programmable Logic Controller courses. Programmable Logic Controllers I introduces the student to Programmable Logic Controllers (PLCs). The student will learn about the history of the PLC, operation and usage of PLCs, number systems used in the programming of PLCs, PLC programming Logic, and the function of Input modules, output modules, and the PLC processor.

Prerequisite: ET102A, ET103A, ET119A

ET121A–PROGRAMMATIC LOGIC CONTROLLERS II

50 Contact Hrs (36 Lecture, 14 Lab/Shop); 2.0 Semester Credit Hours

This course is a continuation of Programmable Logic Controller I. Programmable Logic Controllers II delves into the programming of the PLC. Students are introduced to advanced systems for PLC usage and control programming for the PLC in the electrical industry. The student will learn the PLC instruction set, basic relay instructions, specific relay instructions, building circuits, documenting the PLC system as well as timer and counter instructions and practices.

Prerequisite: ET102A, ET103A, ET119A ET120A

ET122A–PHOTOVOLTAIC I

50 Contact Hrs (36 Lecture, 14 Lab/Shop); 2.0 Semester Credit Hours

This course will introduce the students to Photovoltaic System Configurations, site analyses, load analysis, system wiring (inclusive of wire types, wire sizing, overcurrent protection) and grounding requirements as set forth in the NEC. Series and Parallel circuit connections for power and load, installation of all system components and system maintenance. Photovoltaic (PV) I includes Photovoltaic safety, solar fundamentals, PV modules, batteries and charging controllers. Students will learn how to select and install PV systems for use in residential and commercial applications.

Prerequisite: ET102A, ET103A

ET123A –PHOTOVOLTAIC II

50 Contact Hrs (36 Lecture, 14 Lab/Shop); 2.0 Semester Credit Hours

Photovoltaic (PV) II will introduce the students to advanced Photovoltaic System Configurations, site analyses, load analysis, system wiring (inclusive of wire types, wire sizing, overcurrent protection) and grounding requirements as set forth in the NEC for large scale applications. Photovoltaic II continues with Inverters, PV wiring per the NEC, solar installations and solar troubleshooting.

Prerequisite: ET102A, ET103A, ET122A

ET124–COMMERCIAL WIRING

50 Contact Hrs (36 Lecture, 14 Lab/Shop); 2.0 Semester Credit Hours

During this course various aspects of Commercial wiring will be discussed. Instruction and practice working with diagrams and practical applications of the National Electrical Code will prepare the student for entry into the electrical field. Detail instruction will include: calculating the commercial load, lighting load calculations, determining the number of circuits required, Rigid Metal Conduit (RMC) requirements and installation, Intermediate Metal Conduit (IMC) requirements and installation, Electrical Metallic Tubing (EMT) requirements and installation, Armored Clad cable (AC) requirements and installation, Metal Clad cable (MC) requirements and installation, calculating Feeder size, calculating short circuit amperage, coordination of overcurrent protective devices, and preparing the Panelboard worksheet. Hands on skill practice will include wall projects using MC Cable, and conduit bending.

Prerequisite: None

Course Descriptions

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■ Medical Courses

MAP101 – INTRODUCTION TO ALLIED HEALTH

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

This course introduces the student to the world of healthcare. The student will be introduced to basic medical terminology including prefixes, suffixes, word roots, and rules to build, spell and pronounce terms. The course also includes anatomy and physiology basics such as the structural organization of the human body, positional and directional terms. This course introduces the student to law and ethics in the health field. Students will also learn and demonstrate Infection Control, proper techniques to obtain vital signs, HIPAA, and OSHA. Professional development exercises and seminars are also included in this course.

Prerequisite(s): None

MAP110 – CARDIOPULMONARY MEDICAL PROCEDURES

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

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

Prerequisite(s): MAP101

MAP120 – MUSCULOSKELETAL SYSTEM AND MEDICATION ADMINISTRATION

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

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

Prerequisite(s): MAP101

MAP130 – CLINICAL LAB TECHNIQUES

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

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

Prerequisite(s): MAP101

MAP140 – LABORATORY AND SURGICAL PROCEDURES

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

This course introduces the student to the anatomy, physiology and medical terms associated with the Lymphatic, Immune, Nervous, and Endocrine systems. Students will learn the role of a medical assistant in caring for aging patients along with proper communication with the older adult. They will also learn proper specimen collection and transport in the physician's office laboratory, while performing a variety of CLIA-waived tests. The student will learn the Medical Assistants role in minor surgeries, patient coaching, and nutrition. Students will learn general

classifications of surgical instruments, sterilization, and surgical hand scrub. They will also understand the MA's role as a coach in promoting health maintenance and wellness. Professional development exercises and seminars are also included in this course.

Prerequisite(s): MAP101

MAP150 – ADMINISTRATIVE MEDICAL OFFICE

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

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

Prerequisite(s): MAP101

MAP300 – MEDICAL ASSISTING INTERNSHIP

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

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

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

■ Practical Nursing Courses

PN110C–MATH SKILLS FOR NURSING

20 Contact Hrs (20 Lecture, 0 Lab); 0.5 Credits

This course provides students with a review of mathematics in fractions, decimals, percents, ratios, and proportions. Students also learn computing equivalents between the metric and household systems of measure that is essential for accurate dosage calculation of medications. Emphasis is placed on measures to calculate aspects of a patient's health status specific to intake and output, weights, lengths, and converting Fahrenheit and Celsius temperature scales. Students participate in practice sessions and assessments to promote a solid knowledge base of general mathematics in preparation for calculation of drug dosages in subsequent nursing courses.

Prerequisite(s): None

PN113C–PROFESSIONAL AWARENESS

20 Contact Hrs (20 Lecture, 0 Lab); 0.50 Credits

This course introduces students to the history of nursing and the contributions to the profession by practical nursing. Students explore the role of the practical nurse, the clinical decision-making process; the healthcare team concept; problem-solving/critical thinking; ethical/legal/moral issues; and teaching/learning processes. Students learn study skills and strategies for success in nursing studies. Emphasis is placed on Watson's human caring theory of nursing to understand the contributions of practical nursing to the holistic care and health of clients. The core competencies of the National League for Nursing (NLN) are used as the foundation for students to learn team collaboration, development of professional identity, evidence-based practice, and spirit of inquiry.

Prerequisite(s): None

PN115C–HUMAN ANATOMY AND PHYSIOLOGY

90 Contact Hrs (90 Lecture, 0 Lab); 4.0 Credits

This course is designed to provide information for students to gain a basic knowledge of the anatomical structure and the normal function of the human body. Course content includes a focus on basic medical terminology. The primary goal of this course is to

provide a foundation upon which students may build further knowledge and skills to render quality patient care. This course also relates how the parts of the body influence each other and contribute to effective overall functioning in maintaining homeostasis.

Prerequisite(s): None

PN117C–NURSING FUNDAMENTALS I

95 Contact Hrs (65 Lecture, 30 Lab); 3.5 Credits

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

Prerequisite(s): None

PN118C–NURSING CLINICAL I

150 Contact Hrs (150 Clinical Hours); 4.0 Credits

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

Prerequisite(s): None

PN122C–PHARMACOLOGY

60 Contact Hrs (50 Lecture, 10 Lab); 2.5 Credits

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

Prerequisite(s): PN110C, PN113C, PN115C, PN117C, PN118C

PN123C–GROWTH AND DEVELOPMENT ACROSS THE LIFESPAN

30 Contact Hrs (30 Lecture, 0 Lab); 1.0 Credits

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

Course Descriptions

Career Programs begin on page 7.

The role of the nurse in preventative and restorative care throughout the life span is highlighted.

Prerequisite(s): PN110C, PN113C, PN115C, PN117C, PN118C

PN127C—NURSING FUNDAMENTALS II

85 Contact Hrs (55 Lecture, 30 Lab); 3.0 Credits

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

Prerequisite(s): PN110C, PN113C, PN115C, PN117C, PN118C

PN128C—NURSING CLINICAL II

200 Contact Hrs (200 Clinical Hours); 5.5 Credits

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

Prerequisite(s): PN110C, PN113C, PN115C, PN117C, PN118C

PN131C—MENTAL HEALTH NURSING

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

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

Prerequisite(s): PN110C, PN113C, PN115C, PN117C, PN118C, PN122C, PN123C, PN127C, PN128C

PN135C—MATERNITY AND PEDIATRIC NURSING

70 Contact Hrs (65 Lecture, 5 Lab); 3.0 Credits

This course covers the physical and emotional aspects of pregnancy, labor, delivery and postpartum care. The course includes care of the pediatric client with various childhood illnesses. Emphasis is placed on health promotion and the LPN's role in health education

for the mother with newborn infant and pediatric population. Watson's human caring theory provides a framework for students to gain an understanding of the teaching-learning process within a healing/wellness coaching model. Health problems that complicate pregnancy are discussed including those related to the mother and the infant. Childhood illnesses that affect children and adolescents are discussed and the impact on individuals, families and society. Pharmacology pertaining to maternal-child health is also discussed. The nursing process is applied to provide safe, quality, individualized client care based on the core competencies of the National League for Nursing (NLN).

Prerequisite(s): PN110C, PN113C, PN115C, PN117C, PN118C, PN122C, PN123C, PN127C, PN128C

PN137C—NURSING ACROSS THE ADULT LIFESPAN I

90 Contact Hrs (80 Lecture, 10 Lab); 3.5 Credits

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

Prerequisite(s): PN110C, PN113C, PN115C, PN117C, PN118C, PN122C, PN123C, PN127C, PN128C

PN138C—NURSING CLINICAL III

200 Contact Hrs (200 Clinical Hours); 5.5 Credits

This Clinical Experience integrates elements of Medical Surgical Nursing, Mental Health Nursing, and Maternity and Pediatric Nursing courses. Clinical rotations provide students the opportunity to deliver direct client care, as well as observation experiences in a variety of healthcare settings that include sub-acute, mental health, pediatric, and maternal newborn. Clinical experiences focus on the nursing process to contribute to the client's plan of care, health data collection, documentation, wound care, medication administration, and discharge teaching for the client and family. Watson's human caring theory of nursing serves as a foundation to provide individualized, culturally competent nursing care and health teaching in congruence with the client's values, culture, religion, and health beliefs. The National League for Nursing's (NLN) core competencies are used for students to continue to develop clinical judgment skills with an emphasis on quality improvement. *Clinical competencies must be successfully completed to receive a passing grade for this course.*

Prerequisite(s): PN110C, PN113C, PN115C, PN117C, PN118C, PN122C, PN123C, PN127C, PN128C

PN244C—PROFESSIONAL DEVELOPMENT

40 Contact Hrs (40 Lecture, 0 Lab); 1.5 Credits

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

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

Prerequisite(s): PN110C, PN113C, PN115C, PN117C, PN118C, PN122C, PN123C, PN127C, PN128C, PN131C, PN135C, PN137C, PN138C

PN247C—NURSING ACROSS THE ADULT LIFESPAN II

105 Contact Hrs (95 Lecture, 10 Lab); 4.5 Credits

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

Prerequisite(s): PN110C, PN113C, PN115C, PN117C, PN118C, PN122C, PN123C, PN127C, PN128C, PN131C, PN135C, PN137C, PN138C

PN248C—NURSING CLINICAL IV

200 Contact Hrs (200 Clinical Hours); 5.5 Credits

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

Prerequisite(s): PN110C, PN113C, PN115C, PN117C, PN118C, PN122C, PN123C, PN127C, PN128C, PN131C, PN135C, PN137C, PN138C

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General Information

■ Accreditation

Lincoln Technical Institute is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), 2101 Wilson Boulevard, Suite 302, Arlington, Virginia 22201 (703) 247-4212. ACCSC is listed by the U.S. Department of Education as a institutionally recognized accrediting agency.

PROGRAM ACCREDITATION

Effective June 26, 2024, the practical nursing program at Lincoln Technical Institute in New Britain, Connecticut is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy status expires on June 26, 2026.

**ACCREDITATION COMMISSION
FOR EDUCATION IN NURSING (ACEN)**
3390 PEACHTREE ROAD NE, SUITE 1400
ATLANTA, GA 30326
(404) 975-5000

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

Effective July 1, 2024, the practical nursing program at Lincoln Technical Institute in Shelton, Connecticut is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy status expires on July 1, 2026.

**ACCREDITATION COMMISSION
FOR EDUCATION IN NURSING (ACEN)**
3390 PEACHTREE ROAD NE, SUITE 1400
ATLANTA, GA 30326
(404) 975-5000

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

■ Approvals

- Approved by the Connecticut Office of Higher Education
- The practical nursing program offered at the New Britain and Shelton campuses operate under full approval by the Connecticut Board of Examiners for Nursing.
- Approved to train students sponsored by the State of Connecticut, Bureau of Rehabilitation Services.
- Approved to train student sponsored by the Connecticut Workers' Compensation Commission.
- Approved to train students sponsored under the Trade Reform Act of 1974 (TRA).
- Approved to train veterans (and their qualified dependents) eligible for Veterans Administration Educational Benefits. (See below.)

Accreditation and approval certificates are displayed in the school lobby.

■ Veterans

The *Satisfactory Academic Progress Policy* beginning on page 34 of the catalog applies to all veterans. Veterans will remain academically eligible for benefits while they are making satisfactory academic progress and during their first probationary period, if applicable. Benefits may be terminated during any subsequent probationary periods, if applicable. Should benefits be terminated as described herein, veterans will re-establish their eligibility upon their compliance with the satisfactory academic progress standards.

Upon receipt of an application from an individual who is eligible for veterans benefits, the school will examine the student's previous educational and training history to establish whether their history warrants the school awarding appropriate credit where applicable.

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

■ Statement of Ownership

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

Scott M. Shaw, *President & CEO*

Brian K. Meyers, *Executive Vice President & CFO*

Alexandra M. Luster, *Corporate Secretary*

■ Notice to Students

1. 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.

■ Compliance with City, State, and Federal Regulations

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

■ Nondiscrimination and Harassment Policy

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

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

This Policy does not specifically address any applicable state laws on sexual harassment. Lincoln Tech retains the right to revise its policies and procedures in light of any changes to applicable law.

To view the entire Nondiscrimination policy, please visit:

Non Discrimination Policy.

To view the entire Title IX policy, please visit:

Title-IX-Policy. other basis described above. Harassment may be verbal, physical, written or visual.

General Information

LTI is an equal opportunity educator that does not discriminate on any of the above bases. Educational opportunities are open to all qualified applicants solely on the basis of their experience, aptitude, and ability. This policy applies to all educational actions. In short, the company does not discriminate against anyone on any basis that is prohibited by law.



Admissions Policies



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

■ Admission Requirements—Practical Nursing

(Required for applicants of the Practical Nursing program)

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

- be eighteen years of age on or before graduation of the Practical Nursing program;
- complete a nursing entrance assessment exam with acceptable results as established by the school;
- complete a criminal background investigation with acceptable results as established by the school

■ Admission Procedures

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

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

■ Important Disclosures Regarding the Practical Nursing Program

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

1. Complete the school's physical examination form including completion of required titers. Physical examination records must indicate ability to perform job duties.
2. Must be free of contagious and/or communicable disease.
3. Students must take and pass the CHA (Connecticut Hospital Association) Exam by the first day of class. Students must achieve a grade of 85% to attend clinical rotations.
4. Obtain American Heart CPR and AED certification for the Health Care Provider for adults, children, and infants prior to the start of clinical.
5. A student must meet the essential institutional, academic, and technical standards requisite to admission, participation in, and completion of the program. Accommodation for changes in abilities may not be possible if the accommodation does not allow the student to meet the clinical competencies, standards, or facility mandates required for clinical training in the program.

6. Documentation of required vaccinations is needed for clinical placement and program progression.

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

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

If the applicant does not pass the ATI TEAS exam they will be allowed to retake the test but a fee of \$50 will be due at the time of testing.

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

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

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

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

■ Orientation

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

■ Introductory Period of Enrollment

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

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

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

Financial Information

**Financial aid
is available
to those who
qualify.**



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Financial Information

Financial Aid Programs

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

- *Federal Pell Grant Program*[†]
- *Federal Supplemental Educational Opportunity Grant Program (SEOG)*[†]
- *William D. Ford Federal Direct Loan Program*^{*}
- *Federal Work Study*[‡]
- *Parent Loan for Undergraduate Students*

^{*} Loans are borrowed money that you must repay with interest.

[†] Grants are awards that you don't have to pay back.

[‡] Work Study gives you the chance to work and earn money to help pay for school.

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.

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

VA PENDING PAYMENT COMPLIANCE

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

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

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

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

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

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

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

FRIENDS AND FAMILY EDUCATION GRANT

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

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

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

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

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

Scholarships

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

Tuition and Fees

A Schedule of Fees catalog addendum contains detailed information about the school's tuition and other charges. The addendum can also be found by visiting:

<https://www.lincolntech.edu/campus/new-britain-ct/consumer-info> and <https://www.lincolntech.edu/campus/shelton-ct/consumer-info>

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

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

Financial Information

For more details, see Schedule of Fees addendum.

Methods of Payment: Total Academic Term Costs are due in advance of each Academic Term. However, if this presents a hardship, please visit the Financial Aid office to determine your eligibility for alternative methods of payment. The method of payment the student is using is: short term payment plans, long-term payment plans, long-term extended financing plans, Title IV financial aid programs, cash, check, credit card, or other agreeable method.

■ 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.

■ Educational Equipment

As with any student belongings (tools included), the school cannot and does not assume any responsibility for the student's property on or off the school premises.

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

■ Connecticut Cancellation & Refund Policy

CANCELLATION POLICY

An applicant may cancel his/her enrollment at any time before the commencement of classes. An applicant who wishes to cancel his/her enrollment should submit in writing to the Director of Admissions his/her intention of canceling from the school. The statement should be signed and dated by the applicant. If an applicant cancels within three business days after signing an enrollment agreement and making an initial payment, but prior to entering the program, he/she is entitled to a refund of all monies paid. If an applicant cancels more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the program, he/she is entitled to a refund of all monies paid except the registration fee. Applicants who have not visited the school prior to enrollment will have the opportunity to cancel without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the facilities and inspection of equipment where training and services are provided.

WITHDRAWAL AND INSTITUTIONAL REFUND POLICY

Any student who is intending to withdraw from School should notify the School's Education Department of their intention to withdraw. This includes the Academic Dean, Director of Education, or any other member of the School's Education Department. When a student stops attending classes and fails to notify the School, the student's last day of attendance in class shall be the Withdrawal Date. The student's Withdrawal Date shall be either the date the School receives the student's notice of withdrawal to the Education Department or the date the student is withdrawn by the School.

In those cases when a student stops attending and fails to notify the School, the student will be unofficially withdrawn. The date under these circumstances is considered to be the Date of Determination of the withdrawal. In the event a student is terminated for reasons such as a violation of the School's Code of Conduct, the date of the School's administrative decision to withdraw the student shall be the Withdrawal Date.

If a student withdraws or is terminated for other reasons prior to completing 100% of the total program, the withdrawn student will receive a pro-rata refund based on the percentage of total program completions through the last date of attendance.

Students who cancel enrollment or withdraw after receiving books and supplies may return these items if they are in good condition within five (5) calendar days following a cancellation notice or twenty (20) calendar days following date of Withdrawal Date without any financial obligation to the School. A refund will be calculated for Technology and Student Fees on a pro-rated basis upon withdrawal from the school. Students whose tuition is paid by a third-party funding agency should check with the School's Business Office for the refund policy that would apply to their contract. All charges will be determined based upon the student's actual last date of attendance at a documented academically related activity and any resulting non-Title IV refund will be made within thirty (30) days of the date of determination.

■ The Refund Process

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

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

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

To obtain a refund of unearned tuition, STUDENTS are requested to complete a Student Withdrawal Request, available from the SCHOOL office.

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

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

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

■ Return of Title IV Funds Policy

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

Financial Information

eligibility for Federal Aid recalculated based on the percentage of the payment period completed, which shall be calculated as follows:

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

The total number of calendar days in a payment period excludes any scheduled breaks of 5 days or more.

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

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.

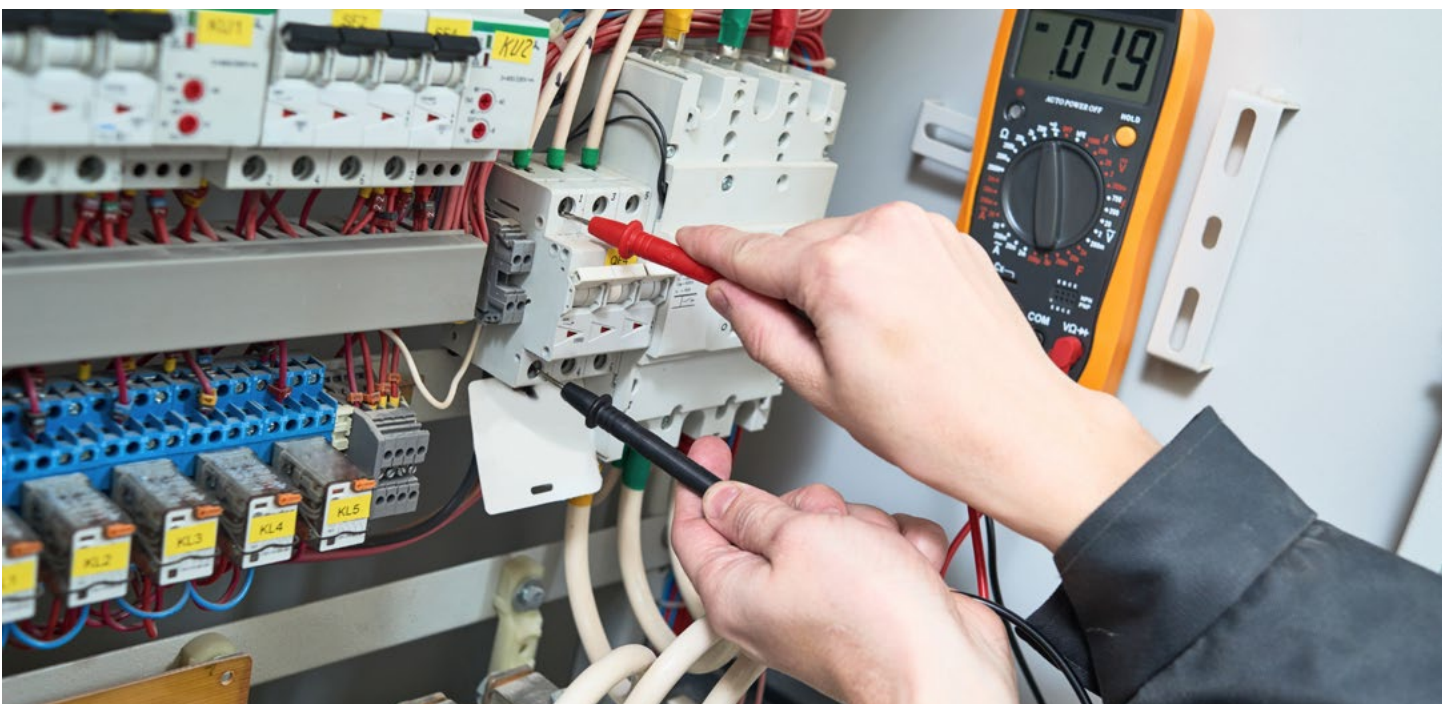
Veterans Affairs Refund Policy

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.



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General Student Information

Office Hours

Monday-Thursday . 8:00 a.m. to 8:00 p.m.

Friday 8:00 a.m. to 4:00 p.m.

Saturday 9:00 a.m. to 1:00 p.m.

All Lincoln Technical Institute campuses are air-conditioned and handicap accessible.

Career Services

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

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

Student Services

Student Services shall be provided electronically, by telephone or in person. Such services include academic advising and the provision of library resources, financial aid advising and placement assistance. In addition, Lincoln Technical Institute provides a help desk for students experiencing technical difficulties. Students can reach the Help Desk Hotline or by email at any time of the day.

School Calendar

The Academic Calendar, including holidays and vacation breaks, may be found in the catalog addendum. Classes start throughout the year. Contact each individual campus for their start dates.

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.

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**

If filing a complaint with the Connecticut Office of Higher Education, you may secure a complaint form from the Department of Higher Education. Direct those inquiries to:

**CONNECTICUT OFFICE OF HIGHER EDUCATION
450 COLUMBUS BOULEVARD
HARTFORD, CT 06103
(860) 947-1816**

website <https://ohe.ct.gov/StudentComplaints.shtml>

ACCSC STUDENT COMPLAINT GRIEVANCE PROCEDURE

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

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

www.accsc.org | complaints@accsc.org

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

The federal contact for student loan issues is:

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

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

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

Visitor Policy

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

General Student Information

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

■ Student Dress Code

Each program maintains its own dress code. Students are required to follow the dress code published in their respective program.

■ Official Student Communication

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

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

■ 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



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■ Class Schedules

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

The typical maximum class size for non-nursing programs is 60 for classroom settings and 40 for laboratory settings. The typical maximum class size for the Practical Nursing program is 60 for classroom settings in Shelton and New Britain, and 40 for laboratory settings at both campuses.

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.

■ Diploma Programs

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

Rules and Regulations for the conferred diploma awarded is in accordance with the state of Connecticut.

For a description of the subject matter covered in each course, please refer to the curricula on pages 7 through 15.

■ Student Conduct

Students are required to comply with all Student and Safety Regulations. Failure to adhere to and observe School Regulations and Policy may result in probation or immediate dismissal.

Conduct which may be considered unsatisfactory includes but is not limited to the following:

- Excessive absenteeism, tardiness or leaving class early. Students are also expected to put forth a reasonable effort to learn. Acts such as loafing, horseplay, failure to pay attention and carry out instructions, or poor attendance are not tolerated. Students who arrive after the official school starting time will be considered as late. If a student must leave prior to the official end of class time, he/she must notify the instructor and/or Education Department. Class attendance is closely monitored by the school, and unless, they contact the school first, students who are absent from class will be contacted. *Practical Nursing*—Rules pertaining to tardiness to didactic and clinical sessions differ and are addressed in the Practical Nursing handbook.
- Student conduct which disrupts classes or interferes with the progress of other students.
- Theft of property belonging to the School, other students or employees. (In addition to termination, theft may be reported to civil authorities.)
- Any act resulting in defacing or destruction of School property and/or property of others including other students.
- Fighting in or near the school premises.
- Possession or consumption of alcohol, marijuana or illegal substances on or near school premises. Possessing firearms, fireworks, ammunition, or weapons is a violation of schools rules and state laws. (In addition to termination, illegal substance abuse will be reported to proper authorities.)

- Personal conduct at any time or place which may, in the judgment of the School staff, cast a bad reflection on the School and its well-earned reputation.
- We oppose all forms of unlawful discrimination and harassment in the school environment. Harassment and discrimination can take many forms including but not limited to, racial slurs, ethnic jokes, disparaging or insensitive remarks about an individual's religion, age, gender, physical ability or sexual orientation, physical or verbal threats, or sexual harassment. None of these, or any other form of harassment, including cyber-bullying, or discrimination is acceptable in the school environment. All allegations of harassment or discrimination are fully investigated. Students found to have engaged in this behavior are subject to disciplinary action up to and including expulsion from school.
- Any student creating a hazard; immoral conduct, or disturbance in the surrounding neighborhood. Reckless driving and / or squealing tires near the school or places of residence are prohibited.
- The campus computer systems and networks are provided for student use as a part of the academic program. All students have a responsibility to use Lincoln Educational Services computer systems and networks in an ethical and lawful manner. The intentional misuse and abuse of computer and Internet resources is not permitted. This includes, but is not limited to, purposely visiting inappropriate and non-academic Web sites which promote or advocate illegal or unethical behavior; visiting inappropriate and nonacademic 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 (Non-Nursing)

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.

Academic Information

Approved employment interviews (established per school policy) are not counted as absences for attendance purposes.

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

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

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

■ Attendance Policy–Practical Nursing

Attendance of a minimum of 100% of scheduled hours per term is suggested for successful completion. *Students may not miss more than two clinical days per term or the student will be withdrawn from the Clinical course only. Students who miss six (6) consecutive class days will be automatically withdrawn. Cases of extenuating circumstances may be considered by the Director of Nursing, Campus President or designee.

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

■ Attendance Policy – Blended Programs (where applicable):

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

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

■ Make-Up

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

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

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

Any exceptions due to extenuating circumstances are managed

at the discretion of the Director of Education and/or the Campus President. Documentation may be required to justify extenuating circumstances.

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

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

■ Consultation and Tutoring

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

■ Student Advising

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

■ Americans with Disabilities Act (ADA) Policy

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

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

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

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

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

www.lincolntech.edu/consumerinfo.

Academic Information

Course and Academic Measurement

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

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

Grading

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

GRADING POLICY			
Percentage	Letter Grade	Interpretation	Point Value
95-100	A	Excellent Plus	4.0
90-94	A-	Excellent	3.9
87-89	B+	Good Plus	3.8
84-86	B	Good	3.5
80-83	B-	Good Minus	3.0
77-79	C+	Average Plus	2.8
74-76	C	Average	2.5
70-73	C-	Average Minus	2.0
67-69	D+	Below Average	1.5
64-66	D	Poor	1.2
60-63	D-	Poor	1.0
59 and below	F	Failing Work	0.0
Incomplete	I	Temporary grade; Is not considered in computing Grade Point Average; Requires make-up work.	N/A
Withdrawal	WA	Received by students who withdraw from a course before the end of the add/drop period.	N/A
Withdrawal	W	Withdrawal after the add/drop period.	N/A
Pass	P	Received by students in Internship/Externship or Developmental Courses. "P" is not considered in computing the Grade Point Average.	N/A
Non-Pass	NP	Received by students in Internships/Externships and Developmental Courses.	N/A
Repeat Course	**	Received by students who repeat a course.	N/A

Repeat Course Required	R	Received by students when their grade does not meet a course requirement or programmatic standard	N/A
Transfer Credit	TR	Indicates the school accepted credit earned for previous postsecondary education at an institution other than a Lincoln Educational Services School. "TR" is not considered in computing the Grade Point Average.	N/A
Test Out Credit	TO	Indicates the school accepted credit earned for testing out of a course. "TO" is not considered in computing the Grade Point Average.	N/A

GRADING-ELECTRICAL AND HVACR

The State of Connecticut mandates that all Electrical and HVACR students achieve a minimum grade of 75% at the end of each module. The student will be given instruction in related subjects, which assist him/her to qualify for State licensure upon successfully completing each module with a grade of 75% or higher and completing the mandated on-the-job training OJT requirement. Each student's progress will be evaluated periodically and student-teacher conferences held as indicated to discuss academic progress.

GRADING-PRACTICAL NURSING

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

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

Satisfactory Academic Progress (SAP)

INTRODUCTION

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

SATISFACTORY ACADEMIC PROGRESS-PRACTICAL NURSING

A student will be considered to be making SAP for the payment period when meeting both of the following criteria: All completed courses must be at a 2.5 GPA and the student must attend 1500 hours in the program (750 hours of classroom and 750 hours of clinical). A student who has achieved the aforementioned criteria is considered to have successfully completed the coursework and the number of weeks required for the payment period. A student not meeting the aforementioned requirements will not be considered to be making SAP and will be put on Financial Aid warning for the duration of the subsequent payment period.

QUALITATIVE MEASURE OF PROGRESS (GRADE POINT AVERAGE)

All students (except those enrolled in Practical Nursing, Electrical and HVACR programs) are required to meet the minimum cumulative grade point average (CGPA) shown on the

Academic Information

chart below. Grades ranging from “A” to “F” will be included in the CGPA calculation.

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

The following Qualitative Measure of Progress chart is applicable to students enrolled in the Practical Nursing, Electrical and HVACR programs:

PROGRAM INTERVALS (Based on Total Published Program Credits)	MINIMUM REQUIRED GRADE POINT AVERAGE
BELOW 25%	2.50
25% TO <50%	2.50
50% TO <75%	2.50
75% AND ABOVE	2.50

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

PACE OF PROGRESSION (“PACE”)

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

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

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

MINIMUM PACE OF PROGRESSION	
PROGRAM STANDARD	FORMULA
CREDIT HOURS	$\frac{\text{cumulative earned credits}}{\text{cumulative registered credits}}$
CLOCK HOURS	$\frac{\text{cumulative earned hours}}{\text{cumulative scheduled hours}}$

MAXIMUM TIME FRAME

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

students enrolled in clock hour programs the MTF is calculated as 150% of the clock hours required for successful program completion as published in the catalog.

EVALUATION PERIOD

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

FAILURE TO MEET STANDARDS

SAP/FA WARNING

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

SUSPENSION OF STUDENTS ON SAP/FA WARNING STATUS

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

SUSPENSION OF STUDENTS NOT ON SAP/FA WARNING STATUS

- **Suspension for Exceeding the Maximum Time-Frame.** If at the end of the evaluation period a student has failed to meet the institution's standard for measurement of maximum time-frame, the student shall be suspended from financial aid eligibility and may be subject to dismissal.
- **Suspension for Inability to Meet Program Requirements within the Maximum Time Frame.** If at the end of the evaluation period the institution determines it is not possible for a student to raise her or his CGPA or pace of progression percentage to meet the institution's standards before the student completes his/her program of study, the student shall be suspended from financial aid and may be subject to dismissal.
- **Suspension for Extraordinary Circumstances.** The Institution may immediately suspend students in the event of extraordinary circumstances, including but not limited to previously suspended (and reinstated) students whose academic performance falls below acceptable standards during a subsequent term of enrollment; students who register for courses, receive financial aid, and do not attend any classes; and students whose attendance patterns appear to abuse the receipt of financial aid and may be subject to dismissal.

APPEALS AND PROBATION

APPEALS

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

- Appeals must be submitted in writing.
- 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.

Academic Information

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

SAP/FA PROBATIONARY STATUS

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

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

NOTIFICATION OF STATUS AND APPEAL RESULTS

STATUS NOTIFICATION

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

APPEAL RESULT NOTIFICATION

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

REINSTATEMENT

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

TREATMENT OF GRADES AND CREDITS

Credits: The unit by which academic work is measured.

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

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

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

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

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

Repeat Credits: Repeat credits are credits awarded when a student repeats a course in order to improve a grade. A student may repeat a class as allowed by the institution. The institution will use the highest grade achieved to calculate the 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 postsecondary educational institution which are accepted by this Institution. Transfer credits which are accepted by the Institution and are applicable to the student's program of study shall be counted as credits attempted and completed for calculation of pace of progression and maximum time frame. Grades associated with these credits are not included in calculating CGPA.

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

Withdraw: The mark of "W" (withdrawal) is assigned when a student withdraws from a class after the add / drop period or has not satisfied the requirements of an "I" grade within a defined timeframe. It is not included when calculating grade point average or earned credits. Thus, it does not impact CGPA but does negatively impact earned credits and, therefore, negatively impacts the student's percent of completion.

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

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

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

Academic Information

■ Satisfactory Academic Progress for VA Beneficiaries

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

■ Transcripts (Progress Records)

Following a review by the School, grade reports (unofficial transcripts and/or degree audits) are issued to the student 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 postsecondary institutions should be aware that the school does not claim or guarantee that credit earned here will transfer to another institution and acceptance of the credit earned here is determined at the sole discretion of the institution in which the student desires to transfer his/her credits. Students are advised to obtain information from all institutions they are considering attending in order to understand each institution's credit acceptance policies. It is the student's responsibility to confirm whether or not credits earned at this campus will be accepted by another school.

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

Applicants requesting transfer credits must apply prior to starting school.

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

Transfer applicants must submit a transcript from their former institution that clearly indicates the courses taken, grades achieved

and credits awarded. All credits transferred from applicable courses must have an earned grade of "C" or better. Or, the applicant must produce an up-to-date professionally recognized certification along with a verifiable history of employment relating to the course.

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

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

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

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

TEST OUT

Test Out exams provide students the opportunity to be exempt from certain required courses by demonstrating proficiency through assessment in the subject area to verify knowledge and skill.

Applicants requesting to take a test out exam must do so prior to starting school. Not all courses are eligible for test out exam credit, and students cannot have attended past the add/drop period in the course for which they want to test out. To receive credit for a course, the applicant must earn a B on the test out exam on the first attempt. A successful Test Out result is recorded as "TO" on the student transcript and is not considered in computing the Grade Point Average. A nominal administrative fee may apply for Testing Out. Applicants interested in Test Out should see the Education Department Manager.

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

TRANSFER-PRACTICAL NURSING

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

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

Prior courses taken that become accepted for transfer credits are used as part of the determination of a student's satisfactory academic progress, and will be considered in calculating the pace towards completion, which cannot be more than one and one-half (1.5) times the normal program length. Those students who transfer credits from an accredited postsecondary institution will receive a grade of "TR" as noted in the grading policy. If a student

Academic Information

would like to receive a higher GPA for the course they may use the test out procedure. For students who change programs, only those courses that count towards a student's new program of study will be used to determine satisfactory academic progress.

■ Externship/Internship Requirements

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

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

■ Withdrawals and Incomplete Grades

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

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

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

INCOMPLETE—PRACTICAL NURSING

Students who miss six (6) consecutive class days will be automatically withdrawn. If a student fails the same course twice, the student is withdrawn. Students with three (3) course failures or grades below programmatic standard will be withdrawn. Should this affect the students expected graduation date, students are notified via the web-based student portal (**Lincoln's Student Portal**).

WITHDRAWAL—PRACTICAL NURSING

Students who miss six (6) consecutive days will be automatically withdrawn. Students who are withdrawn for attendance may seek re-admission per the Readmission Policy (see Practical Nursing Handbook).

■ 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 Director of Education 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**).

Academic Information

■ 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.

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

■ Independent Study

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

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

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

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

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

■ Graduation Requirements

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

- Successfully complete all required courses in the program.
- Achieve an overall grade point average of 2.0 excluding Electrical, Practical Nursing and HVACR programs which require a GPA of 2.5 due to programmatic standards.
- Meet satisfactory academic progress requirements.

In addition to the above, Practical Nursing students must attend 1500 hours in the program (750 hours of classroom and 750 hours of clinical).



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Campus Information



N NEW BRITAIN

Main Campus

LINCOLN TECHNICAL INSTITUTE
200 JOHN DOWNEY DRIVE
NEW BRITAIN, CT 06051
(860) 225-8641

Business Hours

MONDAY–THURSDAY . . . 8:00 AM – 8:00 PM
FRIDAY 8:00 AM – 4:00 PM
SATURDAY 9:00 AM – 1:00 PM

Lincoln Technical Institute's New Britain campus is located in the heart of Connecticut. Close to Connecticut's major interstates, the New Britain campus features multiple buildings each focusing on specific career training programs. The main building features classrooms, simulated hospital rooms and medical laboratories to support the Practical Nursing and Medical Assistant programs. Two additional Specialized Technology buildings feature classrooms and hands-on training labs for Electrical, Medical Assistant and HVAC programs. Students attending Lincoln Technical Institute's New Britain campus are just a minute from the Berlin Turnpike, one of Connecticut's major retail hubs.

DIRECTIONS TO NEW BRITAIN CAMPUS

FROM HARTFORD & NORTH

Proceed south on I-91 and take exit 28, Berlin Turnpike (Route 5 & 15) just south of Hartford. Proceed on the Berlin Turnpike until you see the Olympia Diner on your right. At that intersection, take a right onto Pane Road and continue to the fourth traffic light. At that light, take a right onto John Downey Drive. Lincoln Tech is the second building on the left.

FROM WATERBURY & WEST

Take I-84 to the Route 9 interchange (exit 35) and proceed south bound on Route 9. Take exit 23, Christian Lane/Berlin and at the end of the exit,

take a left onto Christian Lane. Follow Christian Lane until it ends at a traffic light. Take a left at the light onto South Street and at your next traffic light, take a right onto John Downey Drive. Lincoln Tech is the second building on the left.

FROM MIDDLETOWN & EAST

Proceed north on Route 9 and take the Route 5 & 15 exit (Berlin Turnpike). Proceed north on the Berlin Turnpike until you see the Olympia Diner on the left. At that intersection, take a left onto Pane Road and continue to the fourth traffic light. At that light, take a right onto John Downey Drive. Lincoln Tech is the second building on the left.

FROM MERIDEN & SOUTH

Proceed north on Route 5 & 15 (Berlin Turnpike) until you see the Olympia Diner on the left. At that intersection, take a left onto Pane Road and continue to the fourth traffic light. At that light, take a right onto John Downey Drive. Lincoln Tech is the second building on the left.



S SHELTON*

LINCOLN TECHNICAL INSTITUTE
8 PROGRESS DRIVE
SHELTON, CT 06484
(203) 929-0592

*A Branch Campus of the Main Campus located at 200 John Downey Drive, New Britain, CT 06051, (860) 225-8641

Business Hours

MONDAY–THURSDAY . . . 8:00 AM – 8:00 PM
FRIDAY 8:00 AM – 4:00 PM
SATURDAY 9:00 AM – 1:00 PM

Lincoln Technical Institute's Shelton Campus occupies over 45,000 square feet of training laboratories and student support services. The Shelton campus is divided into three distinct training wings. The Allied Health wing features classrooms, simulated hospital rooms and medical laboratories to support the school's Practical Nursing and Medical Assistant programs. The Electrical wing features classrooms and hands-on training labs for the school's Electrical training program. The third wing of the Shelton campus is home to Lincoln Culinary Institute—a division of LTI—a professional culinary arts school complete with specialized training kitchens, classrooms, food storage areas and dining facilities.

DIRECTIONS TO SHELTON CAMPUS

FROM BRIDGEPORT AREA (17 MINUTES)

Proceed north on Route 8 toward Trumbull/Waterbury. Take exit 12 off Route 8. At the end of the exit, turn left onto Old Stratford Road. Follow Old Stratford Road across Bridgeport Avenue where it becomes Commerce Drive. Turn left onto Progress Drive.

FROM DANBURY AREA (43 MINUTES)

Proceed east on I-84. Take exit 11 off I-84, turn right onto ramp towards Route 34. Turn right onto Mile Hill Road. Turn right onto Route 34. Proceed on Route 34 for approximately 7 miles. Take a right onto Route 8 and proceed toward Bridgeport. Take exit 12 off Route 8. At the end of the exit, turn right onto Old Stratford Road. Follow Old Stratford Road across Bridgeport Avenue where it becomes Commerce Drive. Turn left onto Progress Drive.

FROM WATERBURY (35 MINUTES) & NAUGATUCK VALLEY AREAS (15 MINUTES)

Proceed south on Route 8 toward Bridgeport. Take exit 12 off Route 8. At the end of the exit, turn right onto Old Stratford Road. Follow Old Stratford Road across Bridgeport Avenue where it becomes Commerce Drive. Turn left onto Progress Drive.

FROM STRATFORD AREA (14 MINUTES)

Proceed west on Route 1. Turn right onto Route 108 and proceed north for 2.6 miles. Turn right onto ramp towards Routes 8 and 15. Take left ramp onto Route 8 towards Waterbury. Take exit 12 off Route 8. At the end of the exit, turn left onto Old Stratford Road. Follow Old Stratford Road across Bridgeport Avenue where it becomes Commerce Drive. Turn left onto Progress Drive.

FROM MILFORD AREA (19 MINUTES)

Take exit 52 off the Merritt Parkway onto Route 8 toward Waterbury. Take exit 12 off Route 8. At the end of the exit, turn left onto Old Stratford Road. Follow Old Stratford Road across Bridgeport Avenue where it becomes Commerce Drive. Turn left onto Progress Drive.

FROM NORWALK AREA (33 MINUTES)

Proceed north on I-95 toward Bridgeport. Take exit 5 onto Route 8 north toward Trumbull/Waterbury. Take exit 12 off Route 8. At the end of the exit, turn left onto Old Stratford Road. Follow Old Stratford Road across Bridgeport Avenue where it becomes Commerce Drive. Turn left onto Progress Drive.

Campus Information

■ Corporate Administration

Scott M. Shaw
President and CEO

Marie Acker
Group President

With **confidence**
and the right skills,
there's **no question**
you'll be ready for a
new and exciting career.



