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



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A handwritten signature in black ink, appearing to read "Hamed Shibli".

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

Hamed Shibli
CAMPUS PRESIDENT

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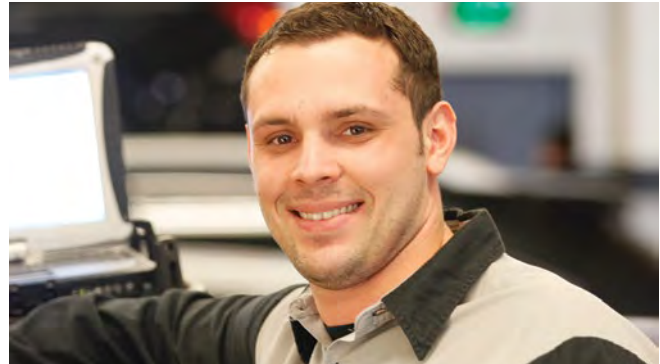
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Introduction

■ General Objectives

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

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

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

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

■ Our Mission

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

■ History of the School

Engine City Technical Institute (ECTI) was established in Newark, New Jersey in 1930 by Mr. Edward McGovern Sr. In 1938 the school was closed to convert the building to produce war supplies. In May of 1969 ECTI was re-founded by Mr. Edward McGovern Jr and the first evening class was launched in October of the same year. In September, 1970 a full time day shift was added to support increased enrollment.

In August of 1971, the New Jersey Department of Education approved a 1250 hour Diesel Engine Drive Train program and the first class in this program began the following month.

In 1980 ECTI sought and received national accreditation with the National Association of Trade and Technical Schools. NATTS as it was known at that time changed its name in the mid 90's to the Accrediting Commission of Career Schools and Colleges (ACCSC).

October of 2002 brought a change of ownership for ECTI when Mr. Daniel Kasper purchased the school and became the school's Director. Under Mr. Kasper's leadership the school relocated to its current 48,000 square foot facility located in South Plainfield, NJ.

August of 2008 brought another change of ownership for ECTI when the school was purchased by the Baran Institute of Technology, East Windsor, Connecticut.

Finally, in January, 2009, ECTI underwent one more change of ownership when Lincoln Educational Services of West Orange, NJ purchased the Baran Institute School Group which included ECTI.

In May of 2009, the approval process was started to change the name to Lincoln Technical Institute, which became effective August 1, 2009. The reason for the change is the result of goals established in the long-range strategic plan for our institute and its parent corporation, Lincoln Educational Services (LESC), and the perception of the institution to prospective students and employers.

In May 2018, Lincoln Tech was approved to expand their program offerings to include Welding and Metal Fabrication Technology.

Lincoln Educational Services Corporation is a leading provider of diversified career oriented postsecondary education. Lincoln offers recent high school graduates and working adults degree and diploma programs in five principal areas of study: health sciences, automotive technology, skilled trades, hospitality services and business and information technology.

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

■ Educational Philosophy

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

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

Introduction

■ 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.

Sincerely,



Scott M. Shaw
President & Chief Executive Officer

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.



Career Programs



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Diesel and Truck Service Technology



DTT105C—CERTIFICATE PROGRAM

DAY/AFTERNOON/EVENING PROGRAMS

total semester credit hours* 55
 total instructional hours 1320
 RESIDENTIAL DELIVERY weeks to complete (day) approximately 57 (including holidays and scheduled breaks)
 BLENDED DELIVERY weeks to complete (aft/eve) approximately 57 (including holidays and scheduled breaks)

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

program objective

This program is designed to prepare students for entry into the diesel and truck career field. Students enrolled in this program will learn theory, functions, diagnostics, and repair of diesel engines and natural gas fuel systems. Using industry standard tools and equipment, students will diagnose and repair electrical, mechanical, and fuel delivery systems on diesel engines, trucks, and trailers. Upon successful completion of the program, the graduate should possess knowledge and versatility in the diesel and truck repair field to qualify for entry-level positions as a mechanic, technician, mechanic's helper, or a fleet service technician in truck dealerships, fleet maintenance departments, private repair enterprises, or franchised truck repair organizations.

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

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

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

number	course	lecture hours	lab/shop hours	total hours	total credits	prerequisites
FOUNDATION COURSES						
MHT100	Shop Practices & Hydraulic Principles	60	60	120	5.0	
AUX103	Electrical Systems	60	60	120	5.0	
MHT101	Diesel Engines Construction and Operation	60	60	120	5.0	
FOUNDATION TOTAL		180	180	360	15.0	
CORE COURSES						
AUX208	Air Conditioning and Electrical Accessories	60	60	120	5.0	MHT100, AUX103
MHT102	Diesel Fuel Systems and Tune Up	60	60	120	5.0	MHT100, AUX103, MHT108
MHT103	Heavy Duty Drive Trains	60	60	120	5.0	MHT100
MHT106	Truck Steering and Suspension Systems	60	60	120	5.0	MHT100
MHT107	Air and Hydraulic Brake Systems	60	60	120	5.0	MHT100
MHT108	Truck Electrical and Electronics	60	60	120	5.0	MHT100, AUX103
AUX124	Service Shop Management	60	60	120	5.0	MHT100, AUX103, AUX208
MHT223	Preventative Maintenance & Welding	60	60	120	5.0	MHT100, AUX103, MHT106, MHT107
CORE COURSE TOTAL		480	480	960	40.0	
TOTAL PROGRAM		660	660	1320	55.0	

MAXIMUM TIME FRAME (MTF) = 82.5 CREDITS

CIP CODE—47.0613 • SOC CODE—49-3031

Course numbers and sequences are listed here for reference only. The actual delivery sequence of courses contained in this program may vary depending upon scheduling needs.

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.

Heavy Equipment Service Technology

HET101C—CERTIFICATE PROGRAM

DAY/AFTERNOON/EVENING PROGRAMS

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



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

program objective

This program is designed to prepare students for entry into the diesel and truck or heavy-duty and off-road equipment career field. Students enrolled in this program will learn theory, functions, diagnostics, and repair of diesel engines, truck systems and off-road equipment system units. Utilizing industry standard tools and equipment, students will diagnose and repair electrical, mechanical, hydraulic, drive train, steering, and suspension systems on trucks and heavy-duty and off-road equipment. Upon successful completion of the program, the graduate should possess knowledge and versatility in the diesel/truck and heavy-duty off-road equipment service and repair industry to qualify for entry-level positions in either truck or heavy-duty and construction equipment dealerships, fleet and equipment maintenance facilities as well as independent service and repair enterprises.

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

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

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

number	course	lecture hours	lab/shop hours	total hours	total credits	prerequisites
FOUNDATION COURSES						
MHT100	Shop Practices & Hydraulic Principles	60	60	120	5.0	
AUX103	Electrical Systems	60	60	120	5.0	
MHT101	Diesel Engines Construction and Operation	60	60	120	5.0	
FOUNDATION TOTAL		180	180	360	15.0	
CORE COURSES						
AUX208	Air Conditioning and Electrical Accessories	60	60	120	5.0	MHT100, AUX103
MHT102	Diesel Fuel Systems and Tune Up	60	60	120	5.0	MHT100, AUX103, MHT108
MHT108	Truck Electrical and Electronics	60	60	120	5.0	MHT100, AUX103
AUX124	Service Shop Management	60	60	120	5.0	MHT100, AUX103, AUX208
HET112	Hydraulics for Heavy Equipment Application	60	60	120	5.0	MHT100, AUX103
HET113	Welding & Safe Equipment Operation	60	60	120	5.0	MHT100
HET116	Heavy Equipment Powertrains	60	60	120	5.0	MHT100
HET117	Heavy Equipment Systems	60	60	120	5.0	MHT100
CORE COURSE TOTAL		480	480	960	40.0	
TOTAL PROGRAM		660	660	1320	55.0	

MAXIMUM TIME FRAME (MTF) = 82.5 CREDITS

CIP CODE—47.0302 • SOC CODE—49-3042

Course numbers and sequences are listed here for reference only. The actual delivery sequence of courses contained in this program may vary depending upon scheduling needs.

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.

Welding Technology

WLD141C – CERTIFICATE PROGRAM DAY/AFTERNOON/EVENING PROGRAMS

total semester credit hours* 36.5
 total instructional hours 960
 weeks to complete – day/aft/eve approximately 44 weeks (including holidays and scheduled breaks)
 weeks to complete – weekend approximately 52 weeks (including holidays and scheduled breaks)

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

program objective

The Welding Technology program prepares students for entry-level welder positions as structural and pipe welders. Students develop key fundamental skills during the initial courses and learn to apply these skills using different and more complex welding procedures. The welding procedures include Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW/MIG), Flux Core Arc Welding (FCAW), and Gas Tungsten Arc Gas Welding (GTAW/TIG). Using each of these procedures, students learn to weld plate and pipe in various positions including horizontal, vertical, and overhead. Students also learn various techniques for

cutting and preparing metal for welding procedures.

Upon successful completion of all components of this program, the graduate should possess the working knowledge and skills to qualify as a structural and/or pipe welder using any one of three standard welding processes in construction, fabrication, or plant maintenance work settings. Students should be able to successfully complete pre-qualification tests for any construction structural or pipe related projects.

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

number	course	lecture hours	lab/shop hours	total hours	total credits	prerequisites
WLD111AN	Welding and Cutting Fundamentals	60	60	120	5.0	
WLD112AN	Basic Arc Welding Procedures	50	70	120	4.5	WLD111AN
WLD113AN	SMAW – Plate Welding	30	90	120	4.5	WLD111AN, WLD112AN
WLD114AN	GMAW/FCAW (MIG) – Plate Welding	30	90	120	4.5	WLD111AN, WLD112AN
WLD115AN	GTAW (TIG) – Welding Procedures	30	90	120	4.5	WLD111AN, WLD112AN
WLD116AN	SMAW – Pipe Welding	30	90	120	4.5	WLD111AN, WLD112AN, WLD113AN
WLD117AN	GMAW/FCAW (MIG) – Pipe Welding	30	90	120	4.5	WLD111AN, WLD112AN, WLD114AN
WLD118AN	GMAW/GTAW – Fabrication Processes	30	90	120	4.5	WLD111AN, WLD112AN, WLD114AN, WLD115AN
TOTALS		290	670	960	36.5	

MAXIMUM TIME FRAME (MTF) = 54.5 CREDITS

CIP CODE–48.0508 • SOC CODE–51-4121

Course numbers and sequences are listed here for reference only. The actual delivery sequence of courses contained in this program may vary depending upon scheduling needs.

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.

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.

■ Diesel Courses

AUX103 – ELECTRICAL SYSTEMS

120 Contact Hrs; 5.0 Credits

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

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

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

Prerequisite(s): None

AUX208 – AIR CONDITIONING AND ELECTRICAL ACCESSORIES

120 Contact Hrs; 5.0 Credits

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

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

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

Prerequisite(s): MHT100, AUX103

AUX124 – SERVICE SHOP MANAGEMENT

120 Contact Hrs; 5.0 Credits

This course is designed to provide the students with exposure to an actual shop environment, procedures, and protocol by applying prominent skills obtained in previous courses. This course will also provide the student with an orientation and introduction to the management and business component of the automotive industry. The management and procedures associated with automotive related businesses are emphasized including employee/ employer expectations, the service write-up process,

business organizational structure, career opportunities, customer relations, personnel management, facilities, business records, insurance, and safety. Knowledge relating to management practices within an automotive business will help the student adapt and acclimate to the working environment.

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

Students will learn how to prepare an employment resume and application. Students will learn how to complete various forms used in automotive businesses. Students will learn how to properly interview for employment. Professional development exercises and seminars are also included in this course.

Prerequisite(s): MHT100, AUX103, AUX208

MHT100 – SHOP PRACTICES & HYDRAULIC PRINCIPLES

120 Contact Hrs; 5.0 Credits

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

The student will be introduced to medium and heavy duty truck systems, industry certifications, and job opportunities. Students will learn essential skills for the vehicle technician including safety and equipment fundamentals.

The student will also learn the basic operation of a hydraulic system. This includes giving a description of the operation and the diagnostic procedures for components in a hydraulic system. Students will study Pascal's Law and the Bernoulli's Principle of Hydraulics as they pertain to the repair industry. Lastly, the student will learn how to properly repair the basic hydraulic system in a hydraulic shop.

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

Prerequisite(s): None

MHT101 – DIESEL ENGINES CONSTRUCTION AND OPERATION

120 Contact Hrs; 5.0 Credits

This course is designed to provide the student with the knowledge and skills necessary to service medium and heavy duty diesel engines. Instruction on the operating principles, construction, design variations, and applications of the diesel engines are emphasized.

The student will learn how to perform a complete disassembly and assembly of the diesel engine, to include the cylinder head, block and timing gears, by using the instructions in the engine's manufacturers service manual. They will also learn the proper methods of inspecting, identifying and naming the components prior to making a repair. This will include learning how to make all the necessary precision measurements required for diagnosing component failure prior to servicing and repair of the engine.

The student will learn how to service, repair and diagnose the cooling and lubricating system of diesel engines. The student will learn the different types of coolants as well as additives and how to test for Supplemental Coolant Additives (SCA) to determine if additions to or replacement is needed. Students will learn how to perform coolant tests with different testing equipment.

Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems. Professional development exercises and seminars are also included in this course.

Prerequisite(s): None

MHT102 – DIESEL FUEL SYSTEMS AND TUNE UP

120 Contact Hrs; 5.0 Credits

This course is designed to provide the student with the knowledge and skills necessary to service fuel systems found on diesel powered truck tractors. The student will learn how to perform maintenance, service and repair on diesel fuel systems such as the Common Rail System, Detroit Diesel Electronic Controls (DDEC), different Cummins Systems, and International HEUI systems. The student will learn how to perform tune-ups on diesel engines by following manufacturer's service procedures and specifications.

The student will learn how to identify the different exhaust compounds from a diesel engine and define the ones that are classified as pollutants. The student will learn about the various manufacturers' exhaust aftertreatment systems. The student will learn how to perform an opacity smoke test and correlate the test results to engine performance and possible component failure.

Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems. Professional development exercises and seminars are also included in this course.

Prerequisite(s): MHT100, AUX103, MHT108

MHT103 – HEAVY DUTY DRIVE TRAINS

120 Contact Hrs; 5.0 Credits

This course is designed to provide the student with the knowledge and skills necessary to service the drive trains found on diesel powered truck tractors. The student will learn how to identify the components of a heavy duty clutch system. Students will learn how to diagnose a clutch system for wear and damage and give the possible causes of specific clutch defects. The student will learn how to remove and replace a heavy duty truck clutch system.

The student will learn how to identify and describe the various gear designs and shift mechanisms used in heavy duty trucks. The student will also learn how to calculate both the gear pitch and gear ratios in a heavy duty drive line. The student will learn how to disassemble and reassemble a heavy duty transmission, differential and power divider as well as learning how to service the heavy duty drive line components in maintaining the correct lubricant and the level of lubricant in the system. The student will also learn how to perform basic diagnostic procedures on an automated standard transmission.

Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems. Professional development exercises and seminars are also included in this course.

Prerequisite(s): MHT100

MHT106 – TRUCK STEERING AND SUSPENSION SYSTEMS

120 Contact Hrs; 5.0 Credits

This course is designed to provide the student with the knowledge and skills necessary to service heavy duty truck steering and suspension systems. The student will learn how to identify, diagnosis, service, repair, and adjust as necessary; the components of a heavy duty truck steering system to include toe-in, camber, caster, axle inclination, turning radius and axle alignment and how they affect tire wear, directional stability and handling. The student will learn how to balance truck tires and wheels and perform a wheel alignment to include the rear axle(s) by using computerized wheel alignment equipment

The student will learn how to service the major tire and wheel configurations used on heavy duty trucks. Students will learn how to perform bearing and seal

Course Descriptions *Career Programs begin on page 7.*

service on both grease lubricated and oil lubricated front and rear hubs. The student will learn how to perform the basic checks for frame alignment and geometry and how the frame and chassis components are repaired. The student will learn how to service, repair and replace if necessary, the components on the four types of suspension systems.

Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems. Professional development exercises and seminars are also included in this course.

Prerequisite(s): MHT100

MHT107 – AIR AND HYDRAULIC BRAKE SYSTEMS

120 Contact Hrs; 5.0 Credits

This course has been designed to provide comprehensive information on air and hydraulic brake systems as they apply to medium heavy duty transport vehicles. The student will learn to identify, locate, and diagnose the components of the truck brake systems, as it applies to hydraulic, air over hydraulic, or air brake systems. The student will learn to perform maintenance, service, and repair of brake system components on medium and heavy duty truck.

The student will learn to identify, locate, diagnose, service, and repair as necessary, components of ABS, EBS systems on a heavy duty truck and trailer. The student will learn to use LED lights and blink codes to assist them in diagnosing problems with the ABS, EBS systems. The student will learn how to perform maintenance, service, repair, and overhaul of disc and drum brakes as it applies to hydraulic, air over hydraulic, and air brake systems found on medium and heavy duty trucks.

Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems. Professional development exercises and seminars are also included in this course.

Prerequisite(s): MHT100

MHT108 – TRUCK ELECTRICAL AND ELECTRONICS

120 Contact Hrs; 5.0 Credits

This course is designed to provide the student with the necessary skills and knowledge required to identify, service, and repair the different types of electrical and electronic circuits found on late model medium and heavy duty trucks. Operation, diagnosis, and service of the trucks computer systems will be emphasized.

The student will learn to apply Ohm's law to series, parallel and series-parallel circuits and how data is transmitted from the various engine, body, and electronic system sensors to onboard computers that control fuel management, driveability performance, and driver comfort systems.

The student will learn how to diagnose and service electrical and electronic systems using wiring diagrams, manufacturer service manuals, and specialized diagnostic equipment. The student will learn how to properly identify, disassemble, repair as necessary, and assemble connectors and wiring on medium and heavy duty trucks.

Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems. Professional development exercises and seminars are also included in this course.

Prerequisite(s): MHT100, AUX103

MHT223 – PREVENTATIVE MAINTENANCE & WELDING

120 Contact Hrs; 5.0 Credits

This course is designed to provide the student with the knowledge and skills necessary to perform service, maintenance, and PM Inspection on medium and heavy-duty trucks and trailers. The student will learn the proper procedures that must be taken to perform a PM Inspection including the completion of PM Inspection forms. The student will learn how a well-planned preventive maintenance program can reduce

repair cost and increase the life of the truck, trailer, and other associated equipment.

The student will learn how to properly inspect, lubricate, and repair or replace as necessary; components of the truck drive line as well as checking for proper driveline angles and balance. The student will learn how to perform the proper service, maintenance, repairs and inspection procedures on the trailers lighting system, wheels, tires, brakes and other safety related components as required by law. The student will learn how to disassemble, inspect, service, and reassemble, the fifth wheel. Students will learn how to properly perform the necessary service and maintenance procedures related to pintle hooks and drawbars.

The student will learn how to take the necessary safety precautions as they pertain to cutting, welding and hydraulics. They will learn how to weld with a MIG welder. The student will also learn how to use an oxyacetylene combination torch to cut metal.

Students will also learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems. Professional development exercises and seminars are also included in this course.

Prerequisite(s): MHT100, AUX103, MHT106, MHT107

HET112 – HYDRAULICS FOR HEAVY EQUIPMENT APPLICATION

120 Contact Hrs; 5.0 Credits

This course covers the basic operation of a hydraulic system to include the description, operation, safety precautions, and a logical approach to component and system diagnosis. The student will study Pascal's Law and Bernoulli's Principles of hydraulics as they relate to the repair industry. The student will have the opportunity to demonstrate skills learned through hands-on application on live equipment.

Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems. Professional development exercises and seminars are also included in this course.

Prerequisite(s): MHT100, AUX103

HET113 – WELDING & SAFE EQUIPMENT OPERATION

120 Contact Hrs; 5.0 Credits

This course is an introduction to welding, safe operation of construction equipment, and equipment preventive maintenance. The student will learn the necessary safety precautions pertaining to cutting, welding, and general equipment operation. The student will have the opportunity to demonstrate welding skills with MIG and ARC welders. Students will learn the proper methods of cutting utilizing oxyacetylene combination torches.

Emphasis will be placed on maintenance tasks that technicians in the heavy equipment industry are required to perform. Students will demonstrate newly acquired skills while utilizing live equipment. Students will learn various OSHA requirements for proper personal and equipment operator safety.

Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems. Professional development exercises and seminars are also included in this course.

Prerequisite(s): MHT100

HET116 – HEAVY EQUIPMENT POWERTRAINS

120 Contact Hrs; 5.0 Credits

This course provides the student with the fundamentals of heavy equipment power train systems. Emphasis is on real world hands-on shop experience utilizing live heavy-duty equipment. Students will disassemble equipment including front-end loader differentials, planetary gear sets, and multiple countershaft Powershift transmission, mechanical transmissions, and clutch assemblies. Students will be required to

remove, inspect, and replace mechanical transmissions and clutch assemblies.

Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems. Professional development exercises and seminars are also included in this course.

Prerequisite(s): MHT100

HET117 – HEAVY EQUIPMENT SYSTEMS

120 Contact Hrs; 5.0 Credits

This course is designed to teach students the fundamentals of heavy equipment systems. Emphasis is on real world hands-on shop experience utilizing live heavy-duty equipment. Students will disassemble different types of equipment including; front-end loader differential, backhoe suspension, brake systems, kingpin suspension systems, and foundation brakes. Students will also remove and install rubber and steel track systems.

Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems. Professional development exercises and seminars are also included in this course.

Prerequisite(s): MHT100

Welding Courses

WLD111AN – WELDING AND CUTTING FUNDAMENTALS

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

In this course students are introduced to the type of tasks generally performed by welders and how their skills and knowledge are applied to both the construction and manufacturing industries. Because of its importance students will also learn how safety procedures apply to welding and cutting operations. They will also complete a ten hour OSHA approved safety orientation that explains job site hazards, accident prevention, and standard safety procedures. Students will learn to set-up and safely use oxyfuel metal cutting equipment and processes. They will then learn to read and interpret welding symbols from construction drawings. These symbols direct the student to use the correct welding procedure to meet the specifications.

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

Prerequisite(s): None

WLD112AN – BASIC ARC WELDING PROCEDURES

120 Contact Hrs (50 Lecture, 70 Lab/Shop); 4.5 Credits

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

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

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

Course Descriptions *Career Programs begin on page 7.*

characteristics of various types of metal, and the effect heat has on the strength properties of metal.

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

Prerequisite(s): WLD111AN

WLD113AN – SMAW - PLATE WELDING

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

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

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

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

Prerequisite(s): WLD111AN, WLD112AN

WLD114AN – GMAW/FCAW (MIG) – PLATE WELDING

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

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

Prerequisite(s): WLD111AN, WLD112AN

WLD115AN – GTAW (TIG) –WELDING PROCEDURES

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

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

Prerequisite(s): WLD111AN, WLD112AN

WLD116AN – SMAW - PIPE WELDING

120 Contact Hours (30 Lecture, 90 Lab / Shop); 4.5 Credits

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

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

Prerequisites: WLD111AN, WLD112AN, WLD113AN

WLD117AN – GMAW/FCAW (MIG) – PIPE WELDING

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

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

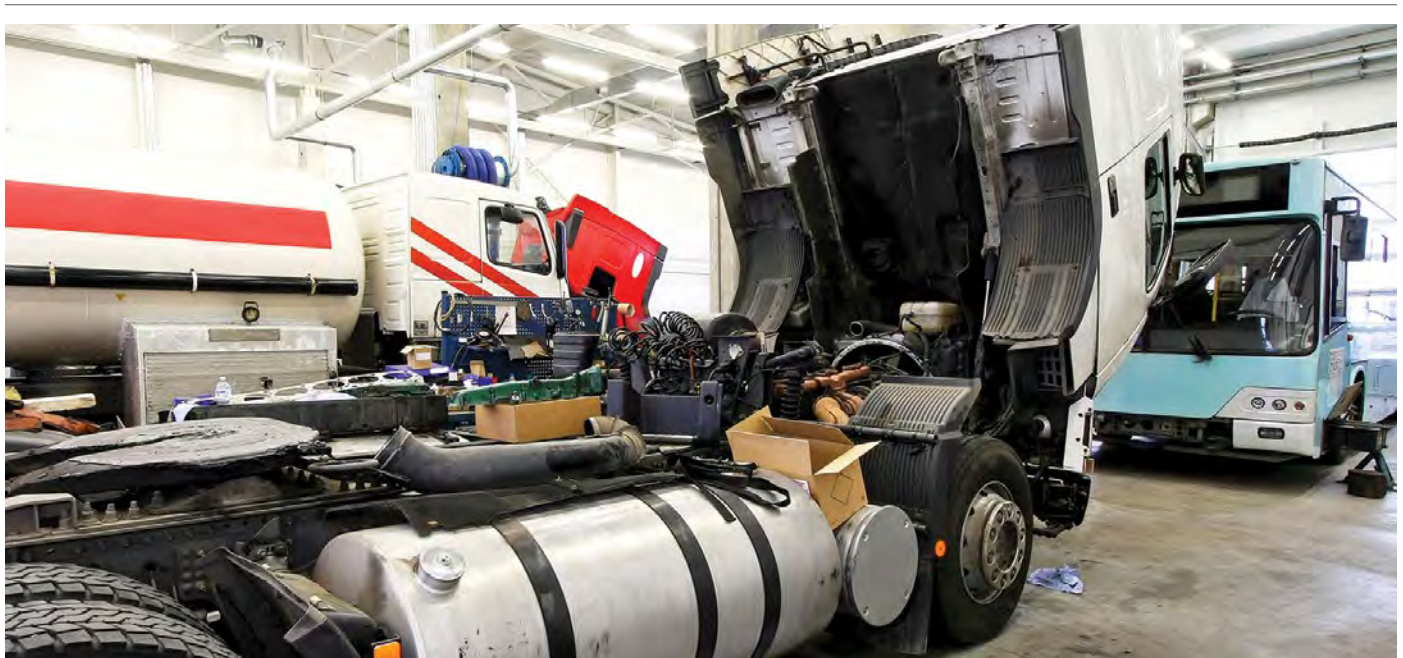
Prerequisite(s): WLD111AN, WLD112AN, WLD114AN

WLD118AN – GMAW/GTAW – FABRICATION PROCESSES

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

This course applies both GMAW and GTAW welding procedures to various fabrication processes. Students set up equipment to weld various types of sheet metal. Using an assigned project, students will read and interpret drawings, learn to layout, cut and/or correctly apply bend reductions to specifications, and weld joints using weld designs and procedures learned in WLD 114AN and WLD115AN. Sheet metal application may be steel, stainless steel, and/or aluminum.

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



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General Information

■ Accreditation

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

PROGRAM ACCREDITATION

Heavy Equipment

- *AED Foundation Accredited*

■ Approvals

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

Accreditation and Approval Certificates are located in the School Lobby.

■ Memberships

- *Private Career Schools Association of New Jersey*
- *New Jersey Motor Truck Association*
- *Career Education Colleges and Universities (CECU)*
- *Equipment Managers Council of America Complainants*
- *TMC Technical Maintenance Council*

■ Statement of Ownership

Lincoln Technical Institute is owned and operated by NN Acquisition, LLC, a wholly owned subsidiary of Lincoln Technical Institute, Inc. The major officers and administrators of the corporation are:

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

■ Compliance with City, State and Federal Regulations

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

■ Notice to Students

1. The School is relieved and released of all claims by the student that may arise as a result of the school's inability to perform hereunder as a result of an Act of God, strike, or any matter or thing beyond the control of the school.
2. Applicants interested in training in our Career Fields should be aware of the job duties they may need to be capable of performing prior to enrollment. These can be found on the O*NET Online website at www.onetonline.org. 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.

■ Non Discrimination and Harassment Policy

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

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

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

To view the entire Nondiscrimination policy, please visit:

[NonDiscrimination Policy.](#)

To view the entire Title IX policy, please visit:

[Title-IX-Policy.](#)

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 and sign an Enrollment Agreement.
- Complete the Learner Assessment to determine readiness for academic success.
- Student has reliable internet connectivity and access to a device that meets the minimum systems requirements. See your Admissions contact for current systems requirements.

■ Orientation Program

An orientation program is scheduled for each incoming class. The purpose of this program is to familiarize the student with necessary requirements if applying for financial aid, to acquaint the student with the rules and regulations of the school, and to issue appropriate class assignment.

Students will be notified, in writing, of the Orientation Date. Failure to attend may result in rescheduling of Starting Date.

Students are expected to fulfill their initial financial obligations at this time.

■ Introductory Period of Enrollment

Lincoln Technical Institute is offering new students at this campus an opportunity to enroll under an introductory period of enrollment. During this introductory enrollment period, which is applicable to all programs, students will be able to attend the school for 10 scheduled class days without any tuition obligation to Lincoln Technical Institute. If a student attends on the 11th scheduled class day, or any scheduled class thereafter, the introductory period will be concluded. Those students who do not attend after the 10th scheduled class 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 to the school. Further, the school application or registration fee is non-refundable if a student decides to withdraw from Lincoln Technical Institute during the introductory period of enrollment.

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.

■ Remedial Education

Students requiring remedial education programs will receive information from the Student Coordinator on the availability of remedial programs from adult learning centers listed in the Adult Education Programs Directory, published by the Division of Adult and Occupational Education, New Jersey Department of Education.

■ Veterans Training

Eligible Veterans are accepted for training under Public Law # 85-857, as amended. Veterans may file application either at the School or the Veterans Administration.

Children of Veterans who died of a service connected disease or disability, or children of veterans who have a 100% service connected disability, are eligible to attend Lincoln Technical Institute under Public Law # 85-857, as amended.

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

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

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



Financial Aid Information

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

Financial aid is available to those who qualify.



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Financial Aid Information

Financial Aid

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

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

Undergraduates may receive aid from all three types of programs.

LINCOLN BRIDGING THE GAP GRANT

The Lincoln Bridging the Gap Grant is available to eligible, full time students who have remaining financial need for direct costs (tuition and fees) after exhausting all available student aid.

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 Estimated Family Contribution (EFC)
- Acceptance of all available student aid from federal, state and other sources.
- Remaining financial need for direct costs (tuition and fees) greater than \$500 after all other sources of student aid have been exhausted.

The Lincoln Bridging the Gap Grant awards will vary depending on each applicants' determined institutional need. This grant does not carry any cash value.

The grant is awarded in up to two disbursements per academic year. Due to limited funding, not all students who are eligible will receive this award and the grant program may not be available each academic year.

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, 2023

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 offers two educational scholarships. The Matthew Paduano Scholarship and Lincoln Technical Institute Scholarships are awarded annually to winners of the Scholarship Awards Program. A preliminary scholarship competition is conducted in the form of aptitude testing at the campus. On the basis of test results, finalists are selected and invited to return for an interview conducted by the Scholarship Committee, comprised of volunteers representing business, industry, education, and/or government not affiliated with the school. This committee will evaluate each finalist on the basis of preliminary test results, appearance, friendliness, poise, stability, enthusiasm, personal conduct, oral expression and alertness.

To participate, the applicant must be a graduating member of the high school senior class in good standing and must complete the Scholarship Awards Program Application. Contact your high school guidance counselor or LTI admissions representative for more information.

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

Cancellation and Refund Policy

1. THREE (3) DAY CANCELLATION POLICY:

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

- a. Rejection of the Enrollment Agreement by the SCHOOL.
- b. Receipt by the SCHOOL, within three (3) business days of the contract signing, of written notification that the STUDENT wishes to cancel, even if instruction has begun. If the applicant is a minor, the cancellation notice must be signed by a parent or guardian. (The postmark date will be effective date of cancellation.)

2. CANCELLATION AFTER THREE (3) DAY PERIOD:

Financial Information

- a. After the three (3) day period mentioned in Paragraph 1b, the Registration Fee is non-refundable.
- b. After the STUDENT starts SCHOOL, the SCHOOL will refund tuition and fees according to the following schedule.

RETURN OF TITLE IV FEDERAL STUDENT AID*

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

# of calendar days completed by student	total # of calendar days in term
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The total number of calendar days in a term excludes any scheduled breaks of 5 days or more.

The Return to Title IV calculation will exclude any break days longer than five. 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.

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

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

■ State Refund Policy*

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

- a. For courses of 300 hours or less, the school may retain the registration fee plus a pro-rata portion of the tuition calculated on a weekly basis.
- b. For full-time attendance in courses exceeding 300 hours in length, the school may retain the registration fee plus:
 1. Ten percent of the total tuition if withdrawal occurs in the first week;
 2. Twenty percent of the total tuition if withdrawal occurs in the second or third week;
 3. Forty-five percent of the total tuition if withdrawal occurs after the third week but prior to the completion of 25 percent of the course;
 4. Seventy percent of the total tuition if withdrawal occurs after 25 percent but not more than 50 percent of the course has been completed; or
 5. One hundred percent of the total tuition if withdrawal occurs after completion of more than 50 percent of the course.
- c. For part-time attendance in courses over 300 hours in length, calculation of the amount the school may retain in addition to the registration fee shall be based on:
 1. Ten percent of the total tuition if withdrawal occurs in the first 25 hours of scheduled attendance.
 2. Twenty percent of the total tuition if withdrawal occurs between 26 and 75 hours of scheduled attendance.
 3. After 75 hours of scheduled attendance the amount the school retains shall be calculated on the same basis as for full-time attendance.

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

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

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

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

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

For students who have started classes and are beyond the three-day cancellation period as stated above: students who cancel enrollment or withdraw after receiving books and supplies may return these items if they are in good condition within five (5) days following a cancellation notice or twenty (20) days following date of withdrawal. Any refund due for student fees or technology fees will be prorated based on use.

■ The Refund Process

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

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

1. Unsubsidized Federal Stafford Loan/Direct
2. Subsidized Federal Stafford Loan/Direct

Financial Information

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

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

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

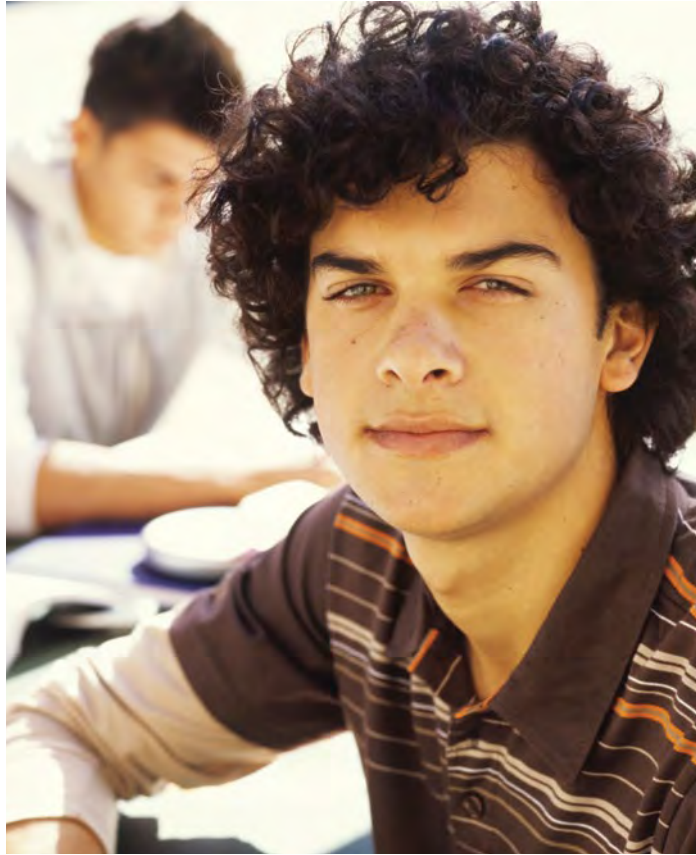
If a credit balance still remains after the above process has been completed, the school will honor the student's authorization to reduce their Federal loan obligation. If the school does not possess a Federal loan reduction authorization, the remaining credit balance will be returned to the student.

■ Veterans Affairs Refund Policy

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



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General Student Information

Housing

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

School Facilities

Lincoln Technical Institute occupies a building of approximately 63,000 square feet of well lighted shop and classroom areas. All classrooms are air conditioned.

Training equipment consists of trucks, diesel engines, transmissions, differentials, components, accessories, mock-ups, tools, visual aids, computers and other training aids as required to fully implement all courses.

The school maintains audio visual equipment including internet resources, computers, recordings and resource material for student use.

Parking facilities are available on a first come, first served basis. To conserve energy, car pooling and/or public transportation is recommended. The School cannot accept responsibility for loss or damage to student vehicles.

Learning Resource Center

A learning resource center is available for the use of students and graduates. Students are encouraged to make use of this facility at designated times. The library has been assembled to supplement each course of study. Its purpose is to enable the students to pursue their studies and interests with resource material conveniently at hand.

Tools

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

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

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

Educational Equipment

Classrooms and shops are equipped with a variety of training equipment consisting of trucks, diesel engines, transmissions, transport refrigeration units, welding equipment, hydraulic training aids, differentials, components, accessories, mock-ups, tools, visual aids, computers and other training aids as required to fully implement all courses.

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.

Class Size

Classrooms at our campus can accommodate up to 40 students. Our diesel shop can accommodate up to 230 students. There may be several smaller groups of students with their instructors within the shop at any given time.

Holidays*

New Year's Day
President's Day
Good Friday
Memorial Day
Independence Day

Labor Day
Thanksgiving Day and Day After
Christmas Eve
Christmas Day
New Year's Eve

**Subject to change depending on class schedule*

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.

Employment Assistance

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

- Advises industry leaders of the availability of the school's students and graduates through regular contact, including several scheduled Career Days per year.
- All of the students attending Lincoln Technical Institute will participate in our Lincoln Edge program. Lincoln Edge is a combination of interactive workshops and online services that deliver professional skills training on topics like resumé building, personal development, setting goals, job search and interviewing strategies. 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 Complaint/Grievance Procedure

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

Students who have concerns of a non-academic nature are urged to consult with the office of the Campus President. This office will refer the student to the proper department and will assist the student as necessary.

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

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

New Jersey residents can also contact:

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

**ATTN: CONFLICTS
PO BOX 057**

TRENTON, NEW JERSEY 08625-0057

**[https://www.nj.gov/labor/forms_pdfs/coei/SAU/
Conflict%20Resolution%20Questionnaire.pdf](https://www.nj.gov/labor/forms_pdfs/coei/SAU/Conflict%20Resolution%20Questionnaire.pdf)**

In the event of an unannounced school closure, students enrolled at the time of the closure must contact the Department of Labor and Workforce Development's Training Evaluation Unit within ninety (90) calendar days of

General Student Information

the closure. Failure to do so within the ninety (90) days may exclude the student from any available form of assistance. Please contact the Training Evaluation Unit via email at

trainingevaluationunit@dol.nj.gov

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

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

The federal contact for student loan issues is:

POSTAL MAIL U.S. DEPARTMENT OF EDUCATION
FSA OMBUDSMAN GROUP
P.O. BOX 1843
MONTICELLO, KY 42633

PHONE 1-877-557-2575

FAX 606-396-4821

WEB <https://studentaid.gov/feedback-center/>

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

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

■ Visitors

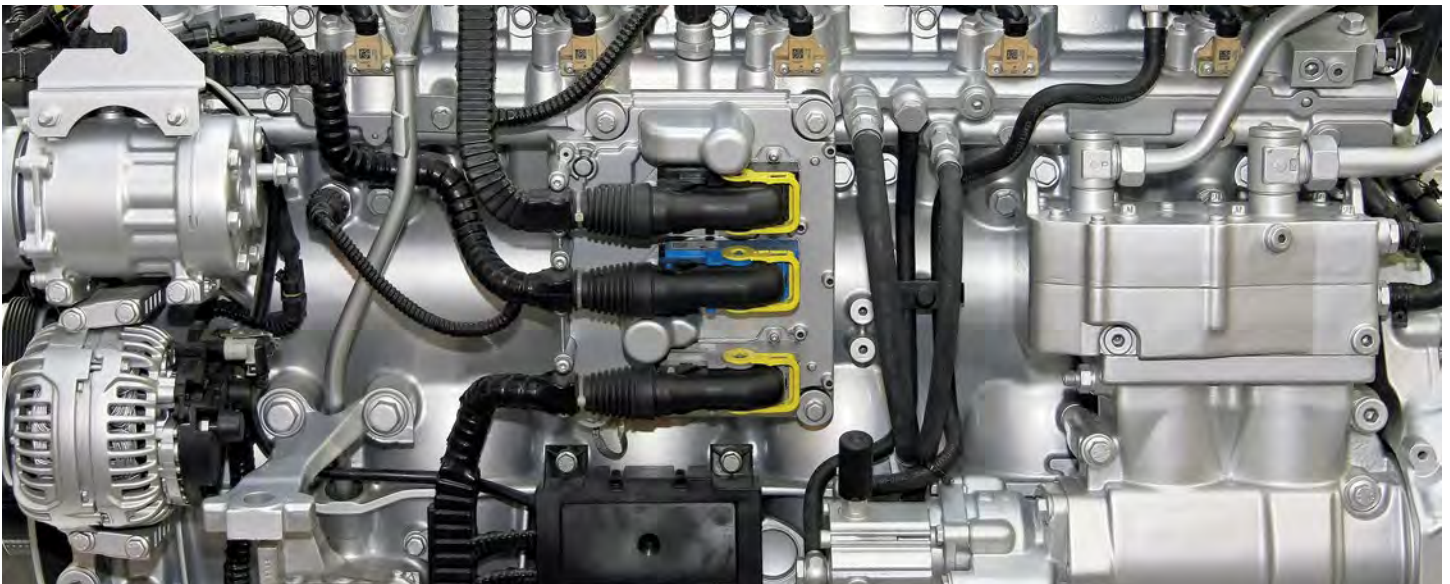
Parents and other interested persons are welcome to call at any time to confer with School authorities, to inspect the School facilities, or to seek advice on the future career of an enrolled student. Visitors will find a cordial reception at Lincoln Technical Institute. A previously made appointment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

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

■ Official Student Communication

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

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



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

BLENDDED DELIVERY

Morning Schedule - Diesel and Truck Service Technology

24 hours per week (8 hours Online Learning) (16 Hours in person)
7:00am – 11:15am, Monday thru Thursday

Afternoon Schedule – Diesel and Truck Service Technology

24 hours per week (8 hours Online Learning) (16 Hours in person)
12:30pm – 4:45pm, Monday thru Thursday

Evening Schedule – Diesel and Truck Service Technology

24 hours per week (8 hours Online Learning) (16 Hours in person)
6:00pm – 10:15pm, Monday thru Thursday

ONGROUND ONLY

Morning Schedule – Diesel and Truck Service Technology, Heavy Equipment Service Technology

24 Hours In-person/Week
7:00am – 1:30pm, Monday thru Thursday

Morning Schedule – Welding Technology (24 Hours/Week)

7:00am – 1:00pm, Monday thru Thursday

Afternoon Schedule – Welding Technology (24 Hours/Week)

12:30pm – 6:30pm, Monday thru Thursday

Evening Schedule – Welding Technology (24 Hours/Week)

6:00pm – 12:00am, Monday thru Thursday

Weekend Schedule – Welding Technology (20 Hours/Week)

Friday, 6:00pm – 10:00pm
Saturday/Sunday, 7:00am – 3:00pm

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.

■ Certificate Programs

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

- For the person wanting comprehensive training geared towards succeeding as a professional technician, the school offers certificate programs which prepare students for entry-level positions in their chosen field.
- Certificate of Completion Courses – Students may choose to take a single course or a group of courses which confers a certificate of completion. These courses may not be within the institution's scope of accreditation.

Rules and Regulations for the conferred certificate awarded by the school is in accordance with the state of New Jersey.

For a description of the subject matter covered in each course, please refer to the curricula on pages 7 through 12.

■ Student Conduct

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

- Excessive absenteeism, tardiness or leaving class early. Students are also expected to put forth a reasonable effort to learn. Acts such as loafing, horseplay, failure to pay attention and carry out instructions, or poor attendance are not tolerated. Students who arrive after the official school starting time will be considered as late. If a student must leave prior to the official end of class time, he/she must notify the instructor and/or Education Department. Class attendance is closely monitored by the school, and unless, they contact the school first, students who are absent from class will be contacted.
- Student conduct which disrupts classes or interferes with the progress of other students.
- Theft of property belonging to the School, other students or employees. (In addition to termination, theft may be reported to civil authorities.)
- Any act resulting in defacing or destruction of School property and/or property of others including other students.
- Fighting in or near the school premises.
- Threatening behavior or bullying of student or staff members.
- Possession or consumption of alcohol, marijuana or illegal substances on or near school premises. Possessing firearms, fireworks, ammunition, or weapons is a violation of schools rules and state laws. (In addition to termination, illegal substance abuse will be reported to proper authorities.)
- Personal conduct at any time or place which may, in the judgment of the School staff, cast a bad reflection on the School and its well-earned reputation.
- We oppose all forms of unlawful discrimination and harassment in the school environment. Harassment and discrimination can take many forms including but not limited to, racial slurs, ethnic jokes, disparaging or insensitive remarks about an individual's religion, age, gender, physical ability or sexual orientation, physical or verbal threats, or sexual harassment. None of these, or any other form of harassment, including cyber-bullying, or discrimination is acceptable in the school environment. All allegations of harassment or discrimination are fully investigated. Students found to have engaged in this behavior are subject to disciplinary action up to and including expulsion from school.
- Any student creating a hazard; immoral conduct, or disturbance in the surrounding neighborhood. Reckless driving and / or squealing tires near the school or places of residence are prohibited.
- The campus computer systems and networks are provided for student use as a part of the academic program. All students have a responsibility to use Lincoln Educational Services computer systems and networks in an ethical and lawful manner. The intentional misuse and abuse of computer and Internet resources is not permitted. This includes, but is not limited to, purposely visiting inappropriate and non-academic Web sites which promote or advocate illegal or unethical behavior; visiting inappropriate and non-academic Web sites for personal business; downloading graphics or other pictures, images, or information not related to academic curricula; inappropriate and non-academic use of email; inappropriate and non-academic use of chat rooms; and inappropriate and non-academic use of school software.
- In keeping with accepted industry and shop safety hazards, jewelry must be evaluated for safety risks when in the lab or shop. Hanging earrings, necklaces, rings, or bracelets may pose a safety risk. If in the judgment of school staff, a safety hazard

Academic Information

exists, a jewelry item in question must be either removed or covered with protective clothing.

- The campus has an established a dress code for students in all programs which is in accordance with industry expectations and in consideration of professional standards.
- We expect honesty from students in presenting all of their academic work. Students are responsible for knowing and observing accepted principles and procedures of research and writing in all academic work, including term paper writing, lab manual and/or workbook completion and test taking.
- Misrepresenting the school's programs, policies, or activities of members of the staff or of other students is prohibited.
- Cell phones and/or other electronic recording or communication devices are not allowed to be operated in any classroom or lab area without the expressed permission of the instructor.

■ Attendance

The technical nature of the training and graduate employability goals of the programs offered requires that students attend classes on a regular basis. Our expectation is that students will attend all sessions for courses in which they are registered. Class attendance is monitored daily commencing with the student's first official day of attendance and a student will be considered withdrawn from a course or courses when any of the following criteria are met:

- The sixth consecutive day of absence from classes;
- The fourteenth consecutive calendar day of absence (two weeks);
- Cumulative absences prevent the student's ability to master the course content during the remainder of the scheduled course, term, or semester as determined by the course syllabus.

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

The following documented absences may be considered on appeal. If approved the student will be allowed to make up any work missed, however, the make-up time cannot be applied to their course attendance percentage:

- **Court Appearance**—Applicable only when a student is mandated to appear in court for an action in which he/she is a third party or witness. Documentation will be required.
- **Military Duty**—All military personnel requesting a documented absence must submit a copy of their orders to the campus Education Department prior to the missed time.
- **Illness**—In the event a student suffers personal illness, either a written doctor's note excusing participation in school or documentation of the stay in the hospital will be required.
- **Bereavement**—In the event of the death of an immediate or extended family member and not to exceed 4 days or 25% of the scheduled course. Documentation (e.g. newspaper notice, funeral notice, obituary, or church handout) is required.
- **Jury Duty**—Documentation required (stamped jury duty form from court).

Documentation of the above approved absences should be presented to the Education Department upon returning to school or in advance when applicable.

Cases of extenuating circumstances may be considered by the Campus President or designee and in the form of signed documentation or verifiable email from the student and if the student demonstrated comprehension of the course content missed.

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

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

The PCS status is not included in the 150% maximum timeframe calculation.

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

■ Attendance for Blended Programs (where applicable):

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

Make-up work is only permitted when a student has a documented absence. The documented absence form must be approved by the campus Education Department before the assigned work can be accepted for a grade. Make-up work may only be used to affect a course grade. Make-up work may not be used to raise attendance percentage in a course. Make-up work must be completed in the timeframes required to process Grade Appeals and/or Incomplete Grades, and must be specifically for assignments missed while out for a documented absence.

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

■ Consultation and Tutoring

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

■ Student Advising

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

■ Americans with Disabilities Act (ADA) Policy

Lincoln Technical Institute (LTI) is committed to providing opportunities for all qualified students to participate in its programs, including students with disabilities who need reasonable

Academic Information

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.

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; and/or out-of-class work/preparation.

Grading

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

Percentage	Letter Grade	Interpretation	Point Value
95-100	A	Excellent Plus	4.0
90-94	A-	Excellent	3.9
87-89	B+	Good Plus	3.8
84-86	B	Good	3.5
80-83	B-	Good Minus	3.0
77-79	C+	Average Plus	2.8
74-76	C	Average	2.5
70-73	C-	Average Minus	2.0
67-69	D+	Below Average	1.5
64-66	D	Poor	1.2
60-63	D-	Poor	1.0
59 and below	F	Failing Work	0.0

Incomplete	I	Temporary grade; Is not considered in computing Grade Point Average; Requires make-up work	N/A
Withdrawal	WA	Received by students who withdraw from a course before the end of the add/drop period	N/A
Withdrawal	W	Withdrawal after the add/drop period	N/A
Pass	P	Received by students in internship or Developmental Courses. "P" is not considered in computing the Grade Point Average	N/A
Non-Pass	NP	Received by students in internships 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 post-secondary education at an institution other than a Lincoln Educational Services School. "TR" is not considered in computing the Grade Point Average	N/A
Test Out Credit	TO	Indicates the school accepted credit earned for testing out of a course. "TO" is not considered in computing the Grade Point Average	N/A

Satisfactory Academic Progress (SAP)

INTRODUCTION

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

QUALITATIVE MEASURE OF PROGRESS (GRADE POINT AVERAGE)

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

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

Academic Information

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

PACE OF PROGRESSION ("PACE")

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

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

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

MINIMUM PACE OF PROGRESSION	
PROGRAM STANDARD	FORMULA
CREDIT HOURS	$\frac{\text{cumulative earned credits}}{\text{cumulative registered credits}}$
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.
- The appeal must also include what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the end of the next evaluation period.
- Supporting documentation beyond the written explanation is required.
- Initial consideration of appeals will be undertaken by the Appeal Committee which will minimally consist of the Academic Dean, and/or the Financial Aid Representative.. The Campus President may appoint additional members as deemed appropriate.
- Appeals that are approved must contain an academic plan that, if followed, ensures the student would be able to meet satisfactory academic progress standards by a specific point in time.

SAP/FA PROBATIONARY STATUS

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

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

Academic Information

NOTIFICATION OF STATUS AND APPEAL RESULTS

STATUS NOTIFICATION

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

APPEAL RESULT NOTIFICATION

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

REINSTATEMENT

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

TREATMENT OF GRADES AND CREDITS

Credits: The unit by which academic work is measured.

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

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

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

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

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

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

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

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

Satisfactory Academic Progress for VA Beneficiaries

In accordance with the requirements set forth by the Department of Veterans Affairs, the school will notify the VA within 30 days of any VA beneficiaries who are placed on SAP/FA Warning for a 2nd consecutive term. This notification will include the date at which the student will be placed on SAP/FA Suspension. Students in SAP/FA Suspension are considered ineligible for VA Educational Assistance benefits and as such the School VA Certifying Official will no longer be permitted to certify the student's enrollment for any training towards the remaining requirement of his/her program which he/she 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) are available for the student to review upon completion of each course or term on the student portal. Individual grade records are permanently maintained for each Student and are open for inspection in accordance with the Family Educational Rights and Privacy Act of 1974.

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

Transfer Credits

The school's programs are career oriented in nature with objectives designed to prepare graduates for immediate employment in their chosen field of study upon graduation.

Academic Information

Students seeking to continue their education at other post secondary institutions should be aware that the school does not claim or guarantee that credit earned here will transfer to another institution and acceptance of the credit earned here is determined at the sole discretion of the institution in which the student desires to transfer his/her credits. Students are advised to obtain information from all institutions they are considering attending in order to understand each institution's credit acceptance policies. It is the student's responsibility to confirm whether or not credits earned at this campus will be accepted by another school.

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

Applicants requesting transfer credits must apply prior to starting school.

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

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

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

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

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

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

TEST OUT

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

skill. Applicants requesting to take a test out exam must do so prior to starting school.

Not all courses are eligible for test out exam credit, and students cannot have attended past the add/drop period in the course for which they want to test out. To receive credit for a course, the applicant must earn a "B" on the test out exam on the first attempt.

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

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

Withdrawals and Incomplete Grades

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.

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

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

Academic Information

exit interviews with the Education and Financial Aid Department Managers to review options for returning to school and financial responsibility.

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

■ Grade Appeal Policy

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

■ Leave of Absence

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

If the leave of absence from school exceeds the officially approved date of return the student will be withdrawn from school and any refunds, if applicable, will be issued within 30 days after the effective date of withdrawal. Any unearned financial aid credited

to the student's account will be refunded. Reinstatement of financial aid will require a new application and routine processing time. In addition, the student will be required to complete a new enrollment agreement (contract) at the tuition rate in effect on the date of re-application.

■ Re-entrance

Students requesting readmission following an interruption in classes, and students who fail to re-enter on the scheduled time following an authorized leave of absence must re-enroll under the current effective school Enrollment Agreement reflecting revised prices, if applicable. The school reserves the right to limit re-entries. Note: The student's SAP status will be re-calculated and the appropriate status applied to the student's enrollment record.

Students are allowed no more than two interrupts. To re-enter a second 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.

■ Graduation Requirements

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

- Successfully complete all required courses in the program.
- Achieve an overall Grade Point Average of 2.0.
- Meet satisfactory academic progress (SAP) requirements.



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Campus Information

■ Our Staff and Instructors

Our instructors are proven professionals, each selected because of his/her knowledge of the subject matter gained through years of experience in the field. Passing the benefit of years of experience on to you is each instructor's prime concern. Equally important, our instructors are pros in the classroom, shop, or lab, and have proven their teaching capability by successfully completing a comprehensive Instructor Training Program. In addition, participation in our In-Service Instructor Training Program is required insuring the continuation of our quality teaching standards. For a listing of our dedicated administration and faculty, please refer to the Addendum.

■ Corporate Administration

Scott M. Shaw
President and CEO

Stephen Buchenot
*Executive Vice President of
Campus Operations*

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



