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Official School Catalog
Volume XXVII

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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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PARAMUS NJ 07652
(201) 845-6868

Branch Campus of
Lincoln Technical Institute,
Iselin, NJ

www.lincolntech.edu

“An Equal Opportunity Facility”

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

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The stronger your training, the greater your chances for advancement in your chosen career field.
At LTI, you can get on the path to a great career quickly.

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

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

By training on computers and other appropriate equipment you can gain the skills to qualify for the best employment opportunities. To prospective employers, such instant productivity is valuable and it’s just a part of what sets Lincoln Technical Institute graduates apart from the others.

The instructors work with you, helping you master the skills you need to get the job you want. Because the faculty members are professionals and they have often worked in the same fields they are teaching, they bring both their knowledge and experience to the classroom so you learn job skills and practical applications.

Your Lincoln Technical Institute education will focus on the workplace, helping to give you the confidence to feel comfortable and successful in your future career environment.

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

Our Mission

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

History

A Commitment to Complete Training...

The Cittone Institute began training court reporters in 1967 and commenced operations in New Brunswick with 30 evening students.

In 1969, the day program was initiated, and within two years approximately 100 full-time students were attending the Court Reporting program.

In 1972, the school relocated to Edison, with an increased enrollment of 200 students. By 1978, The Cittone Institute became one of the first schools in the country to teach Word Processing.

Within two years, the Word Processing Department expanded, and by 1980 the Institute was training 300 to 400 students annually.

In the fall of 1981, day and evening courses in Computer Programming were initiated.

The Cittone Institute in Edison began training students in Electronics and Computer Technology in March 1984.

In January 1988, The Cittone Institute opened its second campus in Princeton, offering courses in Office Automation and Court Reporting.

In August 1989, The Cittone Institute opened its third campus in Mount Laurel, offering courses in Office Automation and Court Reporting.


In early 1997, The Cittone Institute opened another campus in Mahwah, NJ, and in 2000 the Mahwah campus moved to Paramus.

In July of 1998, the Princeton campus was merged into the Mount Laurel and Edison campuses.

In the Fall of 2002, the company decided to expand its program offerings to include Allied Health Programs. And it doesn’t end there. To meet the demand in career opportunities, the Criminal Justice and Practical Nursing programs were added in 2007.

In 2006, The Cittone Institute started the application process to change their name to more accurately reflect the corporation name, Lincoln Technical Institute, Inc., and received approval to change their name to Lincoln Technical Institute effective July 10, 2006. The reasons for the change are the result of goals established in the long-range strategic plan for our institute(s) and its parent corporation, Lincoln Educational Services (LESC), and the perception of the institute(s) to prospective students and employers in New Jersey.

In April 2010, the Mount Laurel campus moved to its new location in Moorestown and in May 2010, Paramus moved as well to offer a more spacious and contemporary learning environment to its students.

In May 2016, the Edison campus also moved to Iselin to provide a better academic setting for its students.

Lincoln Educational Services Corporation is a leading provider of diversified career-oriented post-secondary 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.

Philosophy

Preparing the whole person for a changing world

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

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

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

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

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

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

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

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

Introduction

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

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

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

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

Sincerely,

Scott M. Shaw
President & Chief Executive Officer

A Letter from the President & CEO
Career Programs

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Computer & Network Support Technician
CNST101CT—CERTIFICATE PROGRAM
DAY/AFTERNOON/EVENING PROGRAMS

Iselin, Moorestown and Paramus Campuses

- Total instructional hours: 900
- Total program semester credits*: 32.5
- Approximate weeks to complete—day: 42 (including holidays and scheduled breaks)
- Approximate weeks to complete—aft/eve: 78 (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 Computer & Network Support Technician program will provide students with a strong foundation on which to build a successful career in Information Technology. Students will be exposed to the core principles and procedures of networking concepts, office applications, computer hardware and software, and desktop operating systems. They will also be exposed to the unique challenges of the IT business world and become skilled in customer service essentials. This program emphasizes hands-on learning experiences (software and hardware) based on performance based objectives, and incorporates troubleshooting techniques in every course.

Upon completion of this program, students will be trained for entry level positions in the IT field as Computer and Information Systems Technicians, Software Support Technicians, Systems Administrator, Computer Support Specialist, Help Desk Support Technician, and other employment in the Information Technology field. Students will be encouraged and eligible to sit for a specific set of industry certifications such as; CompTIA A+, and Network+. Students will be required to complete out of class assignments in each course, except Internship.

Lecture Lab Internship Total Total
Number Course Hours Hours Hours Hours Credits Prerequisites
IT101T IT Fundamentals with Student Success 20 70 0 90 3.0
IT150T PC Repair and Support 30 60 0 90 3.5
IT161T PC Operating System Support 30 60 0 90 3.5
IT120T Introduction to Networking Tools and Techniques 30 60 0 90 3.5
IT208T Cloud Computing with Remote Service 20 70 0 90 3.0 IT120T, IT130T, IT206T
IT130T Desktop Operating Systems 30 60 0 90 3.5
IT192T Advanced Networking with Routing and Firewalls 30 60 0 90 3.5 IT120T
IT206T Microsoft Windows Server 30 60 0 90 3.5 IT120T, IT130T
IT210T Introduction to Security 30 60 0 90 3.5 IT120T, IT130T, IT206T
INT250T† Information Technology Internship 0 0 90 90 2.0

TOTALS 250 560 90 900 32.5

(Maximum Time Frame (MTF) 48.5 semester credits)

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

† The Information Technology Internship is a full-time commitment of 90 hours at 25 hours per week for 4 weeks. Internship hours are daytime hours for both day and evening programs. All weeks exclude holidays, course change days and make-up hours for absences during Internship. Actual times are set by the Internship sites. Students are responsible for transportation to and from the intern site, as well as meals.

§ Prerequisites: Successful completion of all in-school coursework prior to Internship.

CIP CODE—11.0901 • SOC CODE—15-1152

Mode of Delivery: Residential, Blended Learning or Online are the methods we may use to deliver content in each course. The Residential courses are offered on ground at the campus. Blended courses are offered by delivering a fraction of the course in an online format as well as traditional face to face method. Online courses are delivered 100% online. The Blended delivery and online delivery plan will implement distance education activities into each course in the program of study. The use of simulations, case studies, assessments and multimedia will be used to enhance the students understanding of the learning objectives outlined in the course syllabus.
Medical Assistant
MA523CT—CERTIFICATE PROGRAM
DAY/AFTEERNON/EVENING PROGRAMS
Iselin, Moorestown and Paramus Campuses

- total instructional hours: 900
- total semester credits*: 31.5
- approximate weeks to complete—day: 39 (including holidays and scheduled breaks)
- approximate weeks to complete—afternoon/evening: 72 (including holidays and scheduled breaks)

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

Program Objective
The Medical Assistant program prepares students to be multi-functional practitioners, thoroughly prepared to perform front office and clinical patient care duties, as well as, basic urgent care procedures. Topics covered include anatomy and physiology, medical terminology, insurance billing and coding, electronic health records, ethics, clinical procedures, aseptic technique, minor surgical procedures, universal precautions, general skills in document formatting, basic accounting, EKG, and pathophysiology. This program delivers practical preparation in the healthcare environment. Students are encouraged to sit for industry certifications such as: RMA - Registered Medical Assistant through AMT - American Medical Technologists; CCMA - Certified Clinical Medical Assistant, CET - Certified Electrocardiograph Technician and CPT - Certified Phlebotomy Technician through NHA - National Healthcareer Association.

Graduates of this program may find entry-level positions as Office Medical Assistants or Unit / Ward Clerks (in a hospital setting). It also provides the diversity of other job options in the hospital or laboratory environment. Students will be required to complete out-of-class assignments in each course, except internship.

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<thead>
<tr>
<th>number</th>
<th>course</th>
<th>lecture hours</th>
<th>lab hours</th>
<th>internship hours</th>
<th>total hours</th>
<th>total credits</th>
<th>prerequisites</th>
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<td>BIO101T</td>
<td>Anatomy and Physiology I</td>
<td>60</td>
<td>30</td>
<td>0</td>
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<td>BIO102T</td>
<td>Anatomy and Physiology II</td>
<td>60</td>
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<td>MCB100T</td>
<td>Health Administration and Records Management</td>
<td>45</td>
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<td>MST107T</td>
<td>Phlebotomy</td>
<td>30</td>
<td>60</td>
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<td>MST108T</td>
<td>Clinical Procedures</td>
<td>45</td>
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<td>MED120T</td>
<td>The Virtual Medical Office</td>
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<td>IT105T</td>
<td>Computer &amp; Information Literacy</td>
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<td>SSS150T</td>
<td>Student Success Strategies</td>
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<td>Clinical Internship†</td>
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<td>180</td>
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(Maximum Time Frame (MTF) 47 semester credits)

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

† The Clinical Internship is a full-time commitment of 180 hours at 30 hours per week for 6 weeks. Internship hours are daytime hours for both day and evening programs. All weeks exclude holidays, course change days and make-up hours for absences during internship. Actual times are set by the internship sites. Students are responsible for transportation to and from the intern site, as well as meals.

§ Prerequisites: Successful completion of all in-school coursework prior to Internship.

Mode of Delivery: Residential, Blended Learning or Online are the methods we may use to deliver content in each course. The Residential courses are offered on ground at the campus. Blended courses are offered by delivering a fraction of the course in an online format as well as traditional face to face method. Online courses are delivered 100% online. The Blended delivery and online delivery plan will implement distance education activities into each course in the program of study. The use of simulations, case studies, assessments and multimedia will be used to enhance the students understanding of the learning objectives outlined in the course syllabus.
Medical Coding and Billing  
**MCB303CT—CERTIFICATE PROGRAM**  
**DAY/EVENING PROGRAMS**

### Paramus Campus

- **total instructional hours**: 900
- **total semester credits**: 32
- **approximate weeks to complete—day**: 39 (including holidays and scheduled breaks)
- **approximate weeks to complete—aft/eve**: 72 (including holidays and scheduled breaks)

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

#### Program Objective

The Medical Coding and Billing program is designed to prepare the student with a strong foundation on which to build a successful career as a competent entry-level coding and billing specialist. This well-rounded curriculum offers the student knowledge and skills in the technical areas of insurance industry, computer technology, federal and state regulation, coding techniques for physician and hospital, basic medical office administration, extensive practice in preparing medical/hospital claims using electronic health records system as well as anatomy, physiology and medical terminology. Because of the wide range of opportunities for the graduate, the program also focuses on the business aspects of billing and coding practice including medical and health records management. Graduates will be adequately prepared to begin their role as a coding and billing specialist in the healthcare community. Upon completion of the program, graduates are encouraged to sit for the American Health Information Management Association (AHIMA) Certified Coding Associate (CCA) exam. This program prepares students for the certification testing, although there is no guarantee of passing the certification test and passing is not a graduation requirement. Students will be required to complete out-of-class assignments in each course, except internship.

#### Lecture, Lab, Internship

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<th>Lecture hours</th>
<th>Lab hours</th>
<th>Internship hours</th>
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<tr>
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**TOTALS**: 415, 305, 180, 900, 32.0

(Minimum Time Frame (MTF) 48 semester credits)

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

† The Administrative Internship is a full-time commitment of 180 hours at 25-30 per week for 6 weeks. Internship hours are daytime hours for both day and evening programs. All weeks exclude holidays, course change days, and make up hours for absences during internship. Actual times are set by the internship site. Students are responsible for transportation to and from the intern site, as well as meals.

§ Prerequisites: Successful completion of all in-school coursework prior to Internship.

**CIP CODE—51.0713 • SOC CODE—29-2071**

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.
Patient Care Technician

PCT125CT – CERTIFICATE PROGRAM

Iselin, Moorestown and Paramus Campuses

- Total instructional hours: 720
- Total semester credits*: 26
- Approximate weeks to complete—day: 35 (including holidays and scheduled breaks)
- Approximate weeks to complete—aft/eve: 48 (including holidays and scheduled breaks)

Program Objective

The Patient Care Technician program provides students with the entry-level knowledge and clinical skills necessary to enter the healthcare field as Patient Care Technicians in hospitals, sub-acute, and rehabilitation care settings. Patient Care Technicians are integral members of the healthcare team and work with doctors, nurses, and other healthcare professionals to oversee and monitor patients. As a vital member of the healthcare team, they provide direct patient care such as, but not limited to, taking vital signs, specimen collection, and comfort measures. In addition, Patient Care Technicians are trained in phlebotomy and electrocardiography.

This program prepares students for certification testing, although there is no guarantee of passing the certification test and passing the test is not a graduation requirement.

Graduates of this program are eligible to take the following certification exams: EKG Technician, Phlebotomy Technician, AHA Basic Life support for Healthcare provider, and Certified Patient Care Technician.

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

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Lecture</th>
<th>Lab</th>
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<td>BIO102T</td>
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<td>CET101T</td>
<td>EKG and BLS for Healthcare Provider</td>
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<td>PCT120T</td>
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<td>PCT121T</td>
<td>Patient Care Technician II</td>
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<td>Patient Care Technician Clinical</td>
<td>0</td>
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</table>

Maximun Time Frame (MTF): 39 semester credits

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

† The clinical is a full-time commitment of 90 hours at 15 hours per week for 6 weeks. Clinical hours are daytime hours for both day and evening programs. All weeks exclude holidays, course change days and make-up hours for absences during clinical. Actual times are set by the clinical sites. Students are responsible for transportation to and from the clinical site, as well as meals.

§ Prerequisites: Successful completion of all in-school coursework prior to Clinical.

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.
Practical Nursing

LPN101C—CERTIFICATE PROGRAM

DAY/EVENING PROGRAMS

Iselin, Moorestown and Paramus Campuses

total clock hours 1500

approximate weeks to complete—day 52 (including holidays and scheduled breaks)
approximate weeks to complete—eve 104 (including holidays and scheduled breaks - Iselin & Moorestown; 84 Weeks Paramus)

program objective

The Practical Nursing Program was designed for the adult learner who wishes to enter the Nursing field and become involved in the hands-on part of nursing care. Practical Nursing meets the student’s need for vocational training and the needs of the community for qualified LPN’s in the workforce.

Nursing is a helping profession that assists individuals, families, groups and communities in the promotion of optimal health. The aim of nursing is to promote wellness and assist in preventing illness, restoring health and facilitating coping. Nursing is a dynamic interpersonal profession in which goals are best accomplished through use of the nursing process. Nursing care is provided to patients whose self-care deficits require assistance from the nurse in meeting health care needs.

Licensed Practical Nurses (LPN’s) function as a contributing member of the health care team by providing nursing care under the supervision or direction of a registered nurse or licensed physician. The LPN’s scope of practice includes contributing to data collection, nursing diagnosis, planning, implementation and evaluation of the plan of care. Duties may include assignment of specific tasks and teaching basic nursing skills and principles.

Practical nurses provide safe and effective care for individuals or groups in various settings. The expected outcome of this program is to provide the graduate with the ability to obtain an entry-level position within a physician’s office, clinic, nursing home, rehabilitation center or hospital after successful completion of the Licensure Examination.

number course lecture lab clinical total prerequisites

<table>
<thead>
<tr>
<th>number</th>
<th>course</th>
<th>lecture hours</th>
<th>lab hours</th>
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<td>PN111L</td>
<td>Human Anatomy &amp; Physiology</td>
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<td>PN112L</td>
<td>Nursing Fundamentals I</td>
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<td>PN113L</td>
<td>Professional Awareness</td>
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<td>PN121L</td>
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<td>PN131L</td>
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<td>PN132L</td>
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TOTALS 750 175 575 1500

(Maximum Time Frame (MTF) day – 78 weeks; aft – 102 weeks; eve – 156 weeks Iselin & Moorestown; 126 Weeks Paramus)

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

CIP CODE—51.3901 • SOC CODE—29-2061

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.
Massage Therapy
MT523CT – CERTIFICATE PROGRAM
DAY/EVENING PROGRAMS

Moorestown

<table>
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<tr>
<th>number</th>
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<th>total credits</th>
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<td>TMB112T</td>
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<td>TMB102T</td>
<td>Palpatory Anatomy: Myology and Kinesiology</td>
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<td>TMB103T</td>
<td>Clinical Pathology for Massage Therapy</td>
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<td>TMB106T</td>
<td>Swedish Massage Therapy</td>
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<td>TMB114T</td>
<td>Deep Tissue and Neuromuscular Therapy</td>
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</tbody>
</table>

TOTALS: 440 280 720 28.0

(Maximum Time Frame (MTF): 42.0 semester credits)

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

CIP CODE–51.3501 • SOC CODE–31-9011

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

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.

BIO101T—ANATOMY AND PHYSIOLOGY I
90 Contact Hrs (60 Lecture, 30 Lab); 3.5 Semester Credits
This course provides the students, primarily in health-related programs, an understanding of the anatomy and physiology of the human body. The course focuses on the following body systems: Integumentary System, Skeletal System, Muscular System, Nervous System, Endocrine System, Respiratory System, Circulatory System, the Blood, Lymphatic and Immune System, Urinary System and the Reproductive System.
Prerequisite(s): None

BIO102T—ANATOMY AND PHYSIOLOGY II
90 Contact Hrs (60 Lecture, 30 Lab); 3.5 Semester Credits
This course is a continuation of BIO101T Anatomy and Physiology I. This course provides students with an understanding of the structure, function and medical terminology of the remaining organ systems. This course focuses on the following body systems: Endocrine System, Respiratory System, Circulatory System, the Blood, Lymphatic and Immune System, Urinary System and the Reproductive System.
Prerequisite(s): BIO101T Anatomy and Physiology I

EMR101T—ELECTRONIC MEDICAL RECORDS
90 Contact Hrs (45 Lecture, 45 Lab); 3.5 Semester Credits
This course will prepare the student to understand basic computer principles and use electronic records in a medical practice. Electronic Medical Records is designed to train future users of electronic health records programs to document patient exams, diagnosis, disorders, and coding. By the completion of this course the student will have the ability to understand and implement the electronic health records software, including data entry at the point of care, electronic coding from medical records using the latest in electronic health records, utilize advanced techniques to speed data entry, use the electronic health records to improve patient care, understand the privacy and security of health records, and use the electronic health records through different technology modes.
Prerequisite(s): None

HIM101T—HEALTH INFORMATION SYSTEMS
90 Contact Hrs (45 Lecture, 45 Lab); 3.5 Semester Credits
This course provides an introduction to health information science, the health care delivery system, and the health information profession. Health record content, health record formats, analysis, retention, retrieval and accreditation standards are also addressed. Professional ethics are reviewed. Different levels of the healthcare delivery system are also examined. Paper-based health records as well as electronic health record are reviewed and analyzed.
Prerequisite(s): None

CET101T—EKG AND BLS FOR HEALTHCARE PROVIDER
90 Contact Hrs (45 Lecture, 45 Lab); 3.5 Semester Credits
This course teaches the student how to perform a 12-lead EKG (electrocardiography). Components of the 12-lead EKG, theory, interventions, arrhythmia recognition, and clinical applications will be studied in this course. Students will learn the competencies of Basic Life Support (BLS) for the health care providers and first-aid techniques. Successful completion leads to BLS-Healthcare Providers certification by the American Heart Association.
Prerequisite(s): BIO101T, BIO102T

INT201T—CLINICAL INTERNSHIP
180 Contact Hrs (180 Internship); 4.0 Semester Credits
During the clinical internship the student applies practical application and experiential learning opportunities using all skills learned in a real-life clinical setting prior to taking the certification/registry examination.
Prerequisite(s): Successful completion of all in-school coursework prior to Internship.

INT202T—ADMINISTRATIVE INTERNSHIP
180 Contact Hrs (180 Internship); 4.0 Semester Credits
The student now applies practical application of all skills learned in a medical front office setting (i.e.: Doctor's Office, Insurance Company, Billing Center).
Prerequisite(s): Successful completion of all in-school coursework prior to Internship.

INT205T—INFORMATION TECHNOLOGY INTERNSHIP
90 Contact Hrs (90 Internship); 2.0 Semester Credits
Students will participate in a 90-hour Internship in order to foster personal and professional development. The Internship will offer students the unique opportunity to apply Information Technology practices and principles learned in a variety of settings under the immediate supervision of a qualified IT professional. Students will be supervised/evaluated by both representatives from the site and a campus representative. Students will build confidence and master skills as entry-level IT professionals throughthis exposure to a real-world environment.
Prerequisite(s): Successful completion of all in-school coursework prior to Internship.

T101T—IT FUNDAMENTALS WITH STUDENT SUCCESS
90 Contact Hrs (20 Lecture, 70 Lab); 3.0 Semester Credits
Students will have a basic understanding of hardware and software technologies to enable them to succeed in the IT world. The course is geared to guide the student step-by-step through the important concepts and skills needed to become proficient in the many aspects of computing technology. This course will also introduce skills and strategies that will help students be successful in completing their course of study and in entering the world of work.
Prerequisite(s): None

T105T—COMPUTER & INFORMATION LITERACY
45 Contact Hrs (15 Lecture, 30 Lab); 1.5 Semester Credits
In this course, students will learn important computer and digital technology concepts and skills necessary to succeed in careers and in life. No prior computer experience is assumed. Students will become familiar with essential concepts, including an introduction to computers and the Internet, and computer hardware and software. Students will learn about computer networks, e-mail, and Internet security and privacy. Skills introduced are essential and valuable for all professions. They include operating systems and file management, word processing, spreadsheets, presentation software, Web research, and personal information management.
Prerequisite(s): None

T102T—INTRODUCTION TO NETWORKING TOOLS AND TECHNIQUES
90 Contact Hrs (30 Lecture, 60 Lab); 3.5 Semester Credits
This course provides an overall introduction to the basics of networking and provides students the skill set necessary to work in the IT world. Topics include network essentials, networking operations, and troubleshooting network related hardware, including wireless technologies, routers, hubs and switches.
Prerequisite(s): None

T130T—DESKTOP OPERATING SYSTEMS
90 Contact Hrs (30 Lecture, 60 Lab); 3.5 Semester Credits
Students enrolled in this course will learn to implement, administer, and troubleshoot current desktop operating systems. Students will become familiar with the operating system, including advanced troubleshooting techniques and the various commands necessary to troubleshoot and manage the operating system.
This course will introduce students to network security and cloud computing on IT Service Management. It will cover the different types of clouds, the impact and changes remote users face. Students will have an understanding of the importance of cloud computing and the application of techniques and procedures to provide care to patients. Topics include introduction to patient care skills, basic therapeutic techniques, data collection, and communication skills, legal and ethical aspects that affect the practice of patient care technician, safety measures and vital signs. Hands-on demonstration, practice, and validation of skills are conducted in the Nursing Skills Laboratory.

Prerequisite(s): BIO101T, BIO102T

PCT121T – PATIENT CARE TECHNICIAN II
90 Contact Hrs (45 Lecture, 45 Lab); 3.5 Semester Credits
Students learn the fundamental components of direct patient care and the application of techniques and procedures to provide care to patients. Topics include introduction to patient care skills, basic therapeutic techniques, data collection, and communication skills, legal and ethical aspects that affect the practice of patient care technician, safety measures and vital signs. Hands-on demonstration, practice, and validation of skills are conducted in the Nursing Skills Laboratory.

Prerequisite(s): BIO101T, BIO102T, PCT120T

PCT122T – PATIENT CARE TECHNICIAN CLINICAL
90 Contact Hrs (40 Clinic); 2.0 Semester Credits
Students apply the knowledge and skills learned in PCT120T to PCT121T to the acute care environment under the supervision of a New Jersey Licensed Registered Nurse.

Prerequisite(s): Successful completion of all in school course work must be completed prior to clinical.

PN111L – HUMAN ANATOMY & PHYSIOLOGY
130 Contact Hours (120 Lecture Hours and 10 Lab Hours)
This course is designed to provide information necessary to gain a basic knowledge of the anatomical structure and the normal function of the human body. Lectures and laboratory activities are used to present course content. The primary goal of this course is to provide a foundation upon which students may build further knowledge and skills in order to render quality patient care. This course also relates how the parts of the body influence each other and contribute to effective overall functioning in maintaining homeostasis.

Prerequisite: None

PN112L – NURSING FUNDAMENTALS I
115 Contact Hours (80 Lecture Hours and 35 Lab Hours)
The Nursing Fundamentals I course provides instruction on the basic nursing skills and introduction to the Medical Terminology of Science. Essential concepts include the nursing process, data collection/ focused assessment, documentation, asepsis, basic nutrition, vital signs, and mobility. Nursing skills are practiced and validated in the nursing skills laboratory and applied in the clinical settings during Clinical I. Emphasis is placed on Watson’s human caring theory of nursing as the basis for providing compassionate care with respect and humility. The core competencies of the National League for Nursing (NLN) are used as the foundation for students to learn basic patient-centered care and concepts of safe healthcare environments.

Prerequisite: None
Course Descriptions

PN113L—PROFESSIONAL AWARENESS
30 Contact Hours (30 Lecture Hours and 0 Lab Hours)
This course introduces students to the history of nursing and the contributions to the profession by practical nursing. Students explore the role of the practical nurse, the clinical decision-making process; the healthcare team concept; problem-solving/critical thinking; ethical/legal/moral issues; and teaching/learning processes. Students learn study skills and strategies for success in nursing studies. Emphasis is placed on Watson's human caring theory of nursing to understand the contributions of practical nursing to the holistic care and health of clients. The core competencies of the National League for Nursing (NLN) are used as a guide for students to learn team collaboration and development of professional identity.
Prerequisite: None

PN114L—NURSING CLINICAL I
100 Contact Hours (100 Clinical Hours)
Nursing Clinical I is the first of four clinical courses with a focus on the needs of clients in long-term care settings for students to provide safe, quality nursing care. Students apply fundamental knowledge acquired from nursing theories and interactive laboratory experiences to provide basic care to clients and families. Students use the theory of Maslow's Hierarchy of Needs as a guide for assisting clients in meeting their basic healthcare needs. Clinical experiences focus on implementation of the nursing process, data collection, focused assessment, documentation, aspesis, nutrition, vital signs, and mobility. Students learn holistic, individualized client care delivery with compassion, respect, and humility based on Watson's human caring theory of nursing. The National League for Nursing's (NLN) core competencies are used for students to develop a foundation in clinical problem-solving and critical thinking skills and laboratory experiences in the clinical settings during Clinical II. Emphasis is placed on Watson's human caring theory of nursing as the basis for problem-solving, creating a healing environment, authentically listening and being present, and validating the contributions to the holistic care and health of clients. The core competencies of the National League for Nursing (NLN) are used as the foundation for students to learn evidence-based rationale for clinical decisions and culturally competent care.
Prerequisite: None

PN121L—NURSING FUNDAMENTALS II
100 Contact Hours (65 Lecture Hours and 35 Lab Hours)
The Nursing Fundamentals II course provides a continuation of instruction on basic to intermediate nursing skills and Maslow's Hierarchy of Needs. Essential concepts include oxygenation, elimination, sleep/rest needs, pain management, infection control, nutrition/diet therapy, and wound care. Nursing skills are practiced and validated in clinical laboratory and observed in the clinical settings during Clinical II. Emphasis is placed on Watson's human caring theory of nursing as the basis for problem-solving, creating a healing environment, authentically listening and being present, and the importance of the human caring relationships for health and healing. The core competencies of the National League for Nursing (NLN) are used as the foundation for students to learn evidence-based rationale for clinical decisions and culturally competent care.
Prerequisite: PN111L, PN112L, PN113L, PN114L

PN122L—PHARMACOLOGY
95 Contact Hours (75 Lecture Hours and 20 Lab Hours)
This course provides an introduction to major drug classification systems and medication effects on the human organism. Principles of pharmacology provide a foundation for the physical actions, therapeutic uses, side effects, and nursing implications common to each drug classification system. The National League for Nursing's (NLN) core competencies are used as the foundation for students to learn safety in administration of medications and to provide culturally competent nursing care and health teaching. Emphasis is placed on a comprehensive review of mathematical functions as they relate to dosage calculations. Students will be required to successfully pass a Dosage Calculations exam. This course includes principles of medication administration and requires students to demonstrate competency in medication administration skills in the laboratory setting.
Prerequisite: PN111L, PN112L, PN113L, PN114L

PN123L—LIFE SPAN GROWTH AND DEVELOPMENT
40 Contact Hours (40 Lecture Hours and 0 Lab Hours)
This course provides an overview of the biological, social, and psychosocial processes that contribute to human growth and development across the lifespan. Theories of development, learning, and personality provide the basis of nursing care for clients at all stages of life. Essential concepts include sociology, culture, status, role, and identity. Emphasis is on the physical and psychosocial care of individuals over the life span. The role of the nurse in supporting the restorative care throughout the life span is highlighted.
Prerequisite: PN111L, PN112L, PN113L, PN114L

PN125L—NURSING CLINICAL II
140 Contact Hours (140 Clinical Hours)
Nursing Clinical II is a continuation of Nursing Clinical I with the focus on students providing safe, quality care for adults in healthcare settings. Students apply knowledge and basic to intermediate skills practiced in the laboratory sessions to provide care for assigned clients. Students develop an exemplar to demonstrate application of Maslow's Hierarchy of Needs to assist clients in meeting their basic healthcare needs. Clinical experiences focus on the nursing process to contribute to the client's plan of care, data collection/ focused assessment, documentation, oxygenation, elimination, sleep/rest needs, pain management, infection control, nutrition/diet therapy, wound care and medication administration. Watson's human caring theory of nursing provides the basis for holistic, individualized, and compassionate care. The National League for Nursing's (NLN) core competencies are used for students to continue learning clinical problem-solving strategies with an emphasis on health teaching. Clinical competencies must be successfully completed to receive a passing grade for this course.
Prerequisite: PN111L, PN112L, PN113L, PN114L

PN131L—MENTAL HEALTH NURSING
45 Contact Hours (45 Lecture Hours and 0 Lab Hours)
This course is designed to build a foundation for care of the client with mental health needs throughout the life span. This course focuses on current theories, treatment modalities, pharmacology, and use of the nursing process to facilitate therapeutic communication. Essential concepts include ethical and legal considerations that affect individuals with emotional and behavioral needs. Emphasis on Watson's human caring theory of nursing serves as the basis for students to cultivate sensitivity to the needs of clients with a variety of mental health disorders. The core competencies of the National League for Nursing (NLN) provide a framework for students to promote human dignity and personal growth of clients with psychological and psychosocial disorders.
Prerequisite: PN111L, PN112L, PN113L, PN114L, PN115L, PN116L, PN117L, PN118L, PN119L, PN120L, PN121L, PN122L, PN123L, PN124L

PN132L—MATERNAL PEDIATRIC NURSING
70 Contact Hours (55 Lecture Hours and 15 Lab Hours)
This course covers the physical and emotional aspects of pregnancy, labor, delivery and postpartum care. The course includes care of the pediatric client with various childhood illnesses. Emphasis is placed on health promotion and the LPN's role in health education for the mother with newborn infant and pediatric population. Watson's human caring theory provides a framework for students to gain an understanding of the holistic, individually focused healing/wellness coaching model. Health problems that complicate pregnancy are discussed including those related to the mother and the infant. Childhood illnesses that affect children and adolescents are discussed and the impact on individuals, families and society. Pharmacology focuses on the maternal-child health is also discussed. The nursing process is applied to provide safe, quality, individualized client care based on the core competencies of the National League for Nursing (NLN).
Prerequisite: PN111L, PN112L, PN113L, PN114L, PN121L, PN122L, PN123L, PN125L

PN133L—MEDICAL-SURGICAL NURSING I
125 Contact Hours (100 Lecture Hours and 25 Lab Hours)
This course is designed to provide the student with a broad base of knowledge of selected diseases and disorders which affect individuals as they move along the wellness/ illness continuum. Emphasis will be placed on using the nursing process to meet the unique needs of each client, family, and/or support system during client teaching for the client and family. Watson's human caring theory provides the basis for basic pathophysiological and selected biological system disorders. The core competencies of the National League for Nursing (NLN), are emphasized with a focus on evidence-based practice and the assessment of medication effectiveness for the restoration and maintenance of health.
Prerequisite: PN111L, PN112L, PN113L, PN114L, PN121L, PN122L, PN123L, PN125L

PN134L—NURSING CLINICAL III
135 Contact Hours (135 Contact Hours)
This Clinical Experience integrates elements of Medical Surgical Nursing I, Mental Health Nursing, and Maternal Pediatric Nursing. Clinical rotations provide students the opportunity to deliver direct client care, as well as observation experiences in a variety of healthcare settings that include sub-acute, mental health, pediatric, and maternal newborn. Clinical experiences focus on the nursing process to contribute to the client's plan of care, data collection/ focused assessment, documentation, wound care, medication administration, and discharge teaching for the client and family. Watson's human caring theory of nursing serves as a foundation to provide individualized, culturally competent nursing care and health teaching in congruence with the client's values, culture, religion, and health beliefs. The National League for Nursing's (NLN) core competencies are used for students to continue to develop clinical judgment skills with an emphasis on quality improvement. Clinical competencies must be successfully completed to receive a passing grade for this course.
Prerequisite: PN111L, PN112L, PN113L, PN114L, PN121L, PN122L, PN123L, PN125L

PN141L—MEDICAL-SURGICAL NURSING II
115 Contact Hours (80 Lecture Hours and 35 Lab Hours)
This course is a continuation of Medical Surgical Nursing I and provides students the opportunity to gain an advanced level of understanding related to evidence-based nursing care and health teaching. Emphasis is placed on the nursing care delivery for adult clients living with medical-surgical illnesses. Multi-disciplinary team approaches to health promotion and wellness/illness continuum. Clinical experiences are designed to provide the student with a broad base of knowledge of selected diseases and disorders which affect individuals as they move along the wellness/illness continuum. Emphasis will be placed on using the nursing process to meet the unique needs of each client, family, and/or support system during client teaching for the client and family. Watson's human caring theory provides the basis for basic pathophysiological and selected biological system disorders. The core competencies of the National League for Nursing (NLN), are emphasized with a focus on evidence-based practice and the assessment of medication effectiveness for the restoration and maintenance of health.
Prerequisite: PN111L, PN112L, PN113L, PN114L, PN121L, PN122L, PN123L, PN125L
Course Descriptions

Career Programs begin on page 7.

to provide students with a comprehensive understanding of alterations in health. Cultural and ethnic implications and variations provide students with an holistic perspective based on Watson's human caring theory. Course content includes the basic pathophysiology within selected biological system disorders. The needs of clients with a variety of health alterations provides students with the knowledge to deliver safe, quality nursing care based on the core competencies of the National League for Nursing (NLN).

Prerequisites: PN111L, PN112L, PN113L, PN114L, PN121L, PN122L, PN123L, PN125L, PN131L, PN132L, PN133L, PN134L

PN142L–PROFESSIONAL DEVELOPMENT
60 Contact Hours (60 Lecture Hours and 0 Lab Hours)
This course is designed to prepare the student for the role transition to Licensed Practical Nurse. Topics in professionalism include the responsibility of licensure, the importance of continuing education, concepts of management and supervision of client care, conflict resolution, communication through informatics, and the involvement in nursing organizations. State Board of Nursing regulations and Practical Nursing Standards of Practice will also be discussed. Disaster Preparedness Nursing and the Licensed Practical Nurse’s role along with Bioterrorism issues will be included. Watson's theory of nursing guides the student to understand the responsibility of nurses to advocate for and practice ethical human caring of clients. Emphasis is placed on the National League for Nursing’s (NLN) core competencies related to development of professional identity and the application of quality improvement, nursing standards, and practice guidelines as a basis for clinical judgment. Learning activities to promote preparation of NCLEX testing are integrated throughout the course.

Prerequisites: PN111L, PN112L, PN113L, PN114L, PN121L, PN122L, PN123L, PN125L, PN131L, PN132L, PN133L, PN134L

PN143L–NURSING CLINICAL IV
200 Contact Hours (200 Clinical Hours)
This course is a culmination of previous clinical courses with a focus on holistic, individualized care of the client. Clinical rotations provide students the opportunity to care for clients of all ages in various healthcare settings. Clinical experiences focus on the nursing process to evaluate the client’s response to the plan of care, data collection focused on assessment, documentation, medication administration, and health teaching for the client and family. The focus is on the individual as a client within the context of the family and community and the importance of health promotion using Watson’s human caring theory of nursing. Students develop an exemplar to demonstrate the application of Watson’s caring theory to client care delivery. The National League for Nursing’s (NLN) core competencies are used for students to continue to develop competency in prioritization and clinical judgment, communication, providing client education, and facilitating continuity of care following discharge. Clinical competencies must be successfully completed to receive a passing grade for this course.

Prerequisites: PN111L, PN112L, PN113L, PN114L, PN121L, PN122L, PN123L, PN125L, PN131L, PN132L, PN133L, PN134L

SS510T–STUDENT SUCCESS STRATEGIES
45 Contact Hrs (25 Lecture, 20 Lab); 1.5 Semester Credits
This course introduces skills and strategies that will help students be successful in completing their course of study and in entering the world of work. The overall goal of this course is to facilitate a smooth transition to school by engaging the students in curriculum focusing on academic and life skills. Students will make connections with key personnel within the school who will assist with their questions and provide guidance throughout their education. Students learn about time management, financial management, goal setting, learning strategies, career awareness and critical thinking strategies that will provide them with skills to be successful in school and in life. Learning to work well in teams and individually are positive outcomes of the way this course is taught.

Prerequisite(s): None

TMB112T–INTRODUCTION TO MASSAGE THERAPY AND TECHNIQUES
90 Contact Hrs (45 Lecture, 45 Lab); 3.5 Semester Credits
This course gives the historical overview of massage along with an introduction into various massage techniques. The course describes the basic differences in the theories along with massage. Various techniques and functions will be taught in detail. Where appropriate various pathological conditions of muscles and other soft tissues will be discussed. In addition, students will become familiar with the equipment and products used in different massage techniques and will learn proper sanitary and safety procedures.

Prerequisite(s): None

TMB102T–PALPATORY ANATOMY: MYOLOGY AND KINESIOLOGY
90 Contact Hrs (60 Lecture, 30 Lab); 3.5 Semester Credits
This course offers an in-depth look at the human muscular system. This course begins with the physiology of muscle tissue and its classification into skeletal, cardiac, and smooth types of tissue. Connective tissue components of skeletal muscle, the nerve and blood supply, the microscopic anatomy of a skeletal muscle fiber, contraction and relaxation of skeletal muscle fibers and muscle metabolism are also discussed. The muscles covered in this course are located in the shoulder, arm, forearm, hand, spine, thorax, head, neck, face, pelvis, thigh, leg and foot. Each muscle’s origin, insertion, nerve supply and action is discussed. Where appropriate various pathological conditions of muscles and other soft tissues will be discussed. In addition, students will practice physically locating, palpating and demonstrating the actions of these major muscle groups. Also the structure and function of joints and their nerve innervations will be reviewed. Physical conduction systems and effective positions for performing massage therapy on these muscles will also be covered when appropriate.

Prerequisite(s): None

TMB103T–CLINICAL PATHOLOGY FOR MASSAGE THERAPY
90 Contact Hrs (90 Lecture, 0 Lab); 3.5 Semester Credits
This course is an introduction to the study of disease processes of the human body. This course emphasizes the abnormal health conditions most frequently encountered in a massage therapy practice and gives special attention to massage contraindications, precautions and indications. Clinical Pathology for Massage Therapy covers the major systems of the human body, signs and symptoms of various diseases, indications and extreme cautions of massage therapy for various disorders, and the physiology of the disease process.

Prerequisite(s): BIO103T

TMB1104T–DEEP TISSUE AND NEUROMUSCULAR THERAPY
90 Contact Hrs (45 Lecture, 45 Lab); 3.5 Semester Credits
This course continues to build upon the knowledge and practical foundation provided in Swedish Massage Therapy. Using a variety of advanced techniques, students are taught how to achieve the primary goal of Integrated Deep Tissue Massage Therapy, which is to help restore balance and harmony to the body through manipulation of the deeper layers of muscle and connective tissue. The indications, contraindications, limitations and physiological effects of these techniques will be described.

Prerequisite(s): BIO103T
this course students will learn to integrate various massage and bodywork therapy modalities including neuromuscular therapy, Swedish massage, cross fiber, connective tissue techniques, stretching and energy work into numerous integrated deep tissue massage routines for either full body or specific treatment areas and conditions. Reasoning skills in the selection and application of appropriate techniques will be emphasized, as well as evaluation and treatment of postural imbalances including those due to injury and habit. Students will also develop deep tissue palpation skills.

Prerequisite(s): BIO103T, BIO105, TMB102T, TMB106T

MEB103T–MEDICAL ETHICS AND PRACTICE ESSENTIALS
80 Contact Hrs (80 Lecture, 0 Lab); 3.5 Semester Credits
This course combines discussion of the complex issues concerning the ethics of touch with all aspects of operating a massage therapy practice. During this course students will be taught how to maintain the highest ethical and professional standards in their practices and to identify ways they can engage in successful, profitable and ethical practice management. Some of the topics included in this course are defining ethical principles, dual role relationships and understanding boundaries, sex, touch and intimacy, sexual boundaries and ethical conduct in the therapeutic relationship. In addition, students will take an in-depth look at their various career options, beginning and managing a successful practice, connecting with the larger professional community, and identifying professional goals. This course will also review writing a resume, interviewing skills, building a referral network, ethical marketing, effective advertising, public speaking, community service and the legal aspects of clinical practice in relation to current State regulations and laws will be covered. Ultimately this professional growth and development course is designed to help student graduates transition into professional practice with knowledge of ethical practices and good decision making skills.

Prerequisite(s): None

TME102T–CLINICAL EXPERIENCE
100 Contact Hrs (0 Lecture, 100 Lab); 3.0 Credits
The goal of the clinical experience is to foster the student’s personal and professional development as a massage therapist. The clinic offers the student the unique opportunity to work on a variety of clients with varying conditions under the immediate supervision of an experienced therapist. The student will gather a client history, conduct a client interview, identify special needs, explain procedures and professionally drape and position the client in order to perform the appropriate 50 minute massage. At the end of the 50 minute session each client will be given the opportunity to evaluate the student therapist which will enable the student to recognize his/her strengths and weaknesses. Students will also be exposed to common services and procedures offered in a spa setting. Throughout the clinical experience the student will build confidence and master their skills as an entry-level massage therapist. During this time students will also learn CPR, First Aid and AED techniques and have the opportunity to become certified.

Prerequisite(s): BIO103T, TMB102T, TMB103T, TMB106T, TMB113T, TMB114T
General Information

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

Approvals
- State of New Jersey Department of Education
- The Practical Nursing program is approved by the New Jersey Board of Nursing
- New Jersey Higher Education Assistance Authority
- New Jersey Division of Vocational Rehabilitation
- Approved for the training of veterans and the training of veterans' children in accordance with the rules and regulations administered by the State Approving Agency
- Approved by the U.S. Department of Education for:
  - Federal Pell Grant Program
  - Federal Supplemental Educational Opportunity Grant Program (FSEOG)
  - William D. Ford Federal Direct Loan Program
  - Federal Work Study

Associations
- Better Business Bureau
- New Jersey Business Education Association
- National Business Education Association
- New Jersey Association of Student Financial Aid Administrators
- Eastern Association of Student Financial Aid Administrators
- National Association of Student Financial Aid Administrators
- New Jersey Help Desk Institute
- New Jersey Technology Council
- Private College and School Association of NJ (PCSA)
- American Medical Technologists (AMT)
- Local Chambers of Commerce
- Career Education Colleges and Universities (CECU)

Accrediting and licensing certificates are displayed in the school lobby.

Statement of Ownership
Lincoln Technical Institute is owned and operated by Lincoln Technical Institute, Inc., a wholly owned subsidiary of Lincoln Educational Services Corporation. The major officers and administrators of the corporation are:
Scott M. Shaw, President & CEO
Brian K. Meyers, Executive Vice President & CFO
Alexandra M. Luster, Corporate Secretary

Notice to Students
1. The school is relieved and released of all claims by the student that may arise as a result of the school's inability to perform hereunder as a result of an Act of God, strike, or any matter or thing beyond the control of the school.
2. Applicants interested in training in our Career Fields should be aware of the job duties they may need to be capable of performing prior to enrollment. These can be found on the O*NET Online website at www.onetonline.org. O*NET Online is sponsored by the U.S. Department of Labor, Employment & Training Administration, and developed by the National Center for O*NET Development.
3. Criminal records and/or certain background issues may present a barrier to employment in certain fields. Applicants may be denied admission as a student if after screening it is determined that employment after graduation is not possible due to background issues.

Compliance with City, State, and Federal Regulations
Lincoln Technical Institute complies with all local, municipal, city, county, state, and federal regulations.

Harassment Policy
Lincoln Technical Institute (LTI) steadfastly opposes all forms of unlawful discrimination and harassment in the classroom environment. The Title IX and 504 Coordinator is the Campus President of the school who can be reached at the address and telephone number located within each school's catalog. The Title IX Coordinator is responsible for overseeing each College's compliance with Title IX, including the prompt and equitable response to complaints.

LTI will not permit any form of sexual harassment in the classroom environment, or tolerate any such conduct that has the purpose or effect of interfering with an individual's school performance or creating an intimidating, hostile, or offensive school environment. LTI recognizes that sexual harassment is a violation of state and federal law and this policy reaffirms our commitment that all students should be able to enjoy a school environment free from all forms of discrimination, including sexual harassment.

Although no guidelines can define sexual harassment with complete clarity, the following definition is provided as a guideline of what is and is not prohibited conduct.

Sexual harassment is defined as offensive, unwelcome or unwanted sexual advances, requests for sexual favors, or other conduct of a sexual nature (whether verbal, written, physical or visual) when:
1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education.
2. Submission to or rejection of such conduct by an individual is used as the basis for educational decisions affecting the individual.
3. Such conduct has the purpose of effect or interfering with an individual's educational performance or creating an intimidating, hostile, or offensive classroom environment.

In certain circumstances, unlawful sexual harassment may also include conduct of a nonsexual nature that creates an intimidating, hostile, or offensive classroom environment, to the extent that conduct is directed towards an individual merely because of that person's sex.

This policy covers all students and employees of LTI, as well as any third parties conducting business on our premises. Thus, LTI will not tolerate, condone, or allow sexual harassment, whether engaged in by fellow students, employees, or nonemployees (including vendors or visitors) who conduct business with the company. LTI requires reporting of all complaints of discrimination, on the basis of sex, including complaints of sexual harassment, to the Title IX Coordinator even if the allegations may also raise criminal or other disciplinary concerns.

If you believe you are the victim of such harassment, you should report the incident immediately to your teacher. If you are uncomfortable with reporting any incident to your teacher, you may report an incident to the Campus President, who is the...
Title IX Coordinator for the school and can be reached at the address and phone in each school's catalog. All complaints will be impartially investigated and kept confidential to the maximum extent possible. An impartial investigation may include interviews with all witnesses reasonably likely to have relevant information and provides the parties with the opportunity to present witnesses and other evidence and to review records. Criminal investigations related to the same or similar grievances do not necessarily obviate the need for an investigation by LTI regarding alleged Title IX violations. Any employee or student confirmed to have harassed another student will be subject to disciplinary action, up to and including termination/expulsion.

LTI will take reasonable interim measures to prevent the occurrence or recurrence of any harassment, to provide a safe and nondiscriminatory environment for students, and to the extent provided by law without impeding the investigation, to protect the confidentiality of complainants, the accused, and witnesses.

LTI will take reasonable, timely, and effective corrective action to correct the effects on any complainant and others of any sexual harassment confirmed by LTI's investigation, to eliminate to the extent reasonably possible any hostile environment that has been created, and to prevent the recurrence of any confirmed sexual harassment.

LTI prohibits any form of retaliation against a student filing a complaint under this policy or assisting in the company's investigation.

All students have the same rights, privileges and opportunities and are required to meet the same standards of conduct and performance regardless of race, age, religion, sex, national origin, nationality, citizenship, disability, sexual orientation, marital status or any other legally protected class.

Further, students have a right to attend school in an environment free of harassment, whether racial, sexual or on any other basis described above. Harassment may be verbal, physical, written or visual.

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

Admission Criteria  
(Required for all programs)

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

1. Be eighteen years of age on or before graduation of the Practical Nursing program
2. Complete a nursing entrance assessment exam with acceptable results as established by the school
3. Criminal history background check with acceptable results as established by the school
4. Resume: Candidate needs to submit a resume or document that includes their name and contact information along with their work history: include place, type of work and dates employed.
5. Candidate Essay: The candidate will be required to complete a short essay provided by the admissions staff.

Additional Admission Criteria – Practical Nursing

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

1. Official college transcript indicating "graduate status" issued by a nationally or regionally accredited institution are not required to take, or re-take, the ATI TEAS pre-entrance exam when Lincoln has reviewed and approved one or more nursing courses for transfer credit.
2. Complete physical examination records indicating ability to perform job duties.
3. Criminal history background check with acceptable results as established by the school
4. Resume: Candidate needs to submit a resume or document that includes their name and contact information along with their work history: include place, type of work and dates employed.
5. Candidate Essay: The candidate will be required to complete a short essay provided by the admissions staff.

Additional Admission Criteria – Patient Care Technician

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

• Criminal history background check with acceptable results as established by the school

Additional Admission Criteria – Massage Therapy

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

• Criminal history background check with acceptable results as established by the school

Important Disclosure Regarding Practical Nursing Program

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

1. Complete and current immunization records. An explanation of the required titers required for the practical nursing program can be found in the Practical Nursing Student Handbook.
2. Complete physical examination records indicating ability to perform job duties.
3. Documentation of current flu vaccine.
4. Must be free of contagious and/or communicable disease.
5. Note: some clinical sites may require a drug-test for clearance to enter their facility as part of the above requirements or students may be required to obtain a drug-test for clearance during the program.

For further information on nursing licensure/profession requirements, please refer to the following website: http://www.njconsumeraffairs.gov/ocp/pages/chru.aspx

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

<table>
<thead>
<tr>
<th>Program</th>
<th>Minimum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practical Nursing</td>
<td>44% Adjusted Composite Score</td>
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</tbody>
</table>

Exception to the ATI TEAS Policy:
Nursing student applicants transferring from a non-Lincoln accredited institution are not required to take, or re-take, the ATI TEAS pre-entrance exam when Lincoln has reviewed and approved one or more nursing courses for transfer credit.

Important Disclosure Regarding Patient Care Technician Program

The Patient Care profession has specific requirements for a student to be placed at a clinical site. Therefore, as a condition of continued enrollment in the program, all Patient Care Technician students must provide to the school the following medical documentation prior to their clinical course(s):

1. Complete and current immunization records.
2. Complete physical examination records indicating ability to perform job duties.
3. Documentation of current flu vaccine.
4. Must be free of contagious and/or communicable disease.
5. Note: some clinical sites may require a drug-test for clearance to enter their facility as part of the above requirements or students may be required to obtain a drug-test for clearance during the program.

Detailed information regarding medical documentation may be requested from the school's Clinical Coordinator.

Acceptable Documentation of Achievement of High School Equivalency

1. Official high school transcript or diploma
2. Official GED scores (GED scores will be used only in a case where no high school graduation or college retention GPA exists.)
3. Official college transcript indicating "graduate status" issued by a nationally or regionally accredited institution

Note: High school/college transcripts generated by schools outside the United States will be evaluated by credentialing specialists to validate equivalency.

Orientation

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

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

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

Single Courses

Lincoln Technical Institute also gives students the opportunity to take single courses. All single course offerings with their associated costs can be obtained at the school’s business office.

Single courses have not been approved by this institution’s accrediting body. They are not within its scope of accreditation. Successful completion of single courses would receive a certificate of completion. Standard admission policies do not apply to single courses.

1. All Tuition, fees, books and supplies are due in FULL before the start date of the classes. No financial aid is available for single courses.
2. NO REFUNDS will be made once the student starts class.
3. There is no employment assistance provided by the school.

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

Veterans Training

Eligible Veterans are accepted for training under Chapter 31, Title 38 U.S.C. and Chapter 33 Veterans may file application either at the School or the Veterans Administration (except some Programs).

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 Dependent Educational Assistance, Chapter 35, Title 38 U.S.C.

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.”

Withdrawal

Any student considering withdrawing from a program should see his or her Education and Admissions Representatives as soon as possible. If a student ultimately decides to withdraw from that program, the student is not required to notify the school in writing, but is requested to complete a Student Withdrawal Request form available from the Academic Deans office stating his or her intent to withdraw and his or her reasons. Prior to withdrawal, the student should have an exit interview with the Director of Education and a Financial Aid exit interview.
Most students who attend LTI benefit from some type of financial aid. Financial aid is available to those who qualify.
Financial Information

Financial Aid Programs

A call or visit to 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:

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

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

1. Prevent the students enrollment;
2. Assess a late penalty fee to;
3. Require student secure alternative or additional funding;
4. 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’s contract with the school on VA Form 28-1905 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. Chapter 31 student cannot get a completed VA Form 28-1905 (or any equivalent) before the VA VR&E case-manager issues it to the school.
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

Scholarships

Lincoln Technical Institute may provide a number of scholarships at select campuses. They are awarded annually to winners of the Scholarship Awards Program. Preliminary scholarship competition is conducted in the form of aptitude testing at each campus location. 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 Lincoln Technical Institute. 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. Final selection of winners is announced on June 25, 2021 for Iselin and June 30, 2021 for Paramus. Contact your High School Guidance Counselor or Lincoln Technical Institute Admissions Representative for more information. Not all LTI campuses participate in HS Scholarships.

Scholarships will be awarded as follows:

The Iselin Campus will offer a total of 1 full; 1 half; and 3 at $1,000 each.

The Paramus Campus will offer a total of 1 full; 1 half; and 3 at $1,000 each.

Please refer to the Catalog Addendum for any additional scholarship offerings.

Tuition & Fees

A Schedule of Fees Addendum, used as an addendum to this catalog, contains detailed information about the school’s tuition and other charges.

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

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

For more details, see “Schedule of Fees” Addendum, or visit https://www.lincolntech.edu/consumerinfo.

Fees & Supplies Refund Policy

With the exception of students who cancel prior to starting classes, the school does not refund any monies for books, tools, or uniforms for any reason. Any refund due for student fees or technology fees, will be pro-rated based on use.

Cancellation & Refund Policy

1. THREE (3) DAY CANCELLATION POLICY:

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

a. Rejection of the Enrollment Agreement by the SCHOOL.
b. 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:
   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:

\[
\text{# of calendar days completed by student} \div \text{total # of calendar days in term}
\]

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

Refunds will be processed and sent to the pupil 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.

RETURN OF TITLE IV FEDERAL STUDENT AID FOR PRACTICAL NURSING STUDENTS

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:

\[
\text{Hours scheduled to complete} \div \text{total hours in period}
\]

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

Please note: 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.

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.

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 pro-rated.

Plus other charges as shown on your enrollment agreement.

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. In conformance with Federal regulations, the policy of Lincoln Technical Institute is to distribute the proceeds of return to Title IV calculation to the origination sources in the following order, up to the net amount disbursed:
   1. Unsubsidized Federal Stafford Loan/Direct
   2. Subsidized Federal Stafford Loan/Direct
   3. Federal/Direct Graduate Plus Loan
   4. Federal/Direct Parent Plus Loan
   5. Federal Pell Grant
   6. Federal Supplemental Educational Opportunity Grant (FSEOG)

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

The Refund Process

The refund process is a two step procedure. In step one, Lincoln Technical Institute will calculate the percentage of the Federal Title IV aid that has been earned by the student in accordance with 34 CFR 668.22 of the Federal regulations. The second step of the process will establish the total charges incurred by the student for the training received through the last day of attendance. Lincoln Technical Institute will calculate this portion of the refund by utilizing the state refund policy.
In conformance with Federal regulation, the school will distribute the proceeds from step one to the origination source in the following order, up to the net amount disbursed.

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

Lincoln Technical Institute will distribute any refund proceeds from step two in the following manner and will 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.
Students find **friendships** and similar interests.
General Student Information

Bookstore
Lincoln Technical Institute has a bookstore where students may obtain their books and purchase other supplies. The store has both day and evening hours to accommodate all students.

Building Hours

<table>
<thead>
<tr>
<th>Location</th>
<th>Mon-Thurs</th>
<th>Fri</th>
<th>Sat/Sun</th>
</tr>
</thead>
<tbody>
<tr>
<td>Iselin</td>
<td>7:30 a.m.-10:30 p.m.</td>
<td>7:30 a.m.-10:45 p.m.</td>
<td>9:00 a.m.-2:00 p.m.</td>
</tr>
<tr>
<td>Paramus</td>
<td>7:30 a.m.-10:30 p.m.</td>
<td>7:30 a.m.-10:45 p.m.</td>
<td>9:00 a.m.-2:00 p.m.</td>
</tr>
<tr>
<td>Moorestown</td>
<td>7:30 a.m.-6:00 p.m.</td>
<td>9:00 a.m.-2:00 p.m.</td>
<td>7:30 a.m.-4:00 p.m.</td>
</tr>
</tbody>
</table>

Carpooling
Students who drive or who need rides may fill out car pool forms at Orientation. This information will be added to the car pool list that is kept at each campus.

Bus Service
Iselin: Those students using the trains to get to school can be picked up at Metro Park in Iselin by the Lincoln Technical Institute shuttle. Please check the front desk for the current schedule. Participation may vary by program and is subject to change with a 30-day notice.

Moorestown: Those students using the trains or buses to get to school can be picked up at the Palmayra and Lindenwold train stations. Please check the front desk for the current schedule. Participation may vary by program and is subject to change with a 30-day notice. (This service is not offered to Practical Nursing students in Moorestown due to the need for access to clinical sites away from campus).

Dress Standard
In addition to providing the best possible professional education, Lincoln Technical Institute recognizes its responsibility to prepare its students to succeed in the work world. For this reason, Lincoln Technical Institute requires students to dress, groom, and behave as if they were already employed. Students shall refrain from wearing hats, tank tops, shorts, and any other unprofessional attire. Each school may have its own specific dress code. Students will be advised at orientation. Warning notices will be issued to those students who do not follow this dress standard. After the second notice, the student will be asked to leave the premises until properly attired. Dress standards are enforced by the Department Supervisors.

For Allied Health Students: It is mandatory that you wear medical scrubs in a color designated by the school. Lab coats must be worn in the wet lab at all times. You must wear black or white medical shoes or sneakers.

Nursing Program Specifics are contained in the Practical Nursing Student Handbook.

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

• Advises industry leaders of the availability of the school’s students and graduates through regular contact, including several scheduled Career Days per year.
• All of the students attending Lincoln Technical Institute will participate in our Lincoln Edge Program. Lincoln Edge is a combination of interactive workshops and online services that deliver professional skills training on topics like resume 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.

School Calendar

Academic Calendar—An Academic Calendar for each department may be found in the Catalog Addendum.

*Holiday Schedule may vary by school. Please refer to the Catalog Addendum.

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

School Closing
In case of inclement weather, the school closing will be announced via the LincAlert notification system.

Smoking
Lincoln Technical Institute has a No Smoking policy at all campuses.

Student Complaint/Grievance Policy
Conflicts are best resolved when people utilize basic communication skills, common sense, and discretion. A student whose views differ from those of an instructor should first try to resolve the difference with the instructor involved. If a satisfactory solution cannot be obtained, the student should request an interview with the Department 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**
**TRAINING EVALUATION UNIT**
ATTN: CONFLICTS
PO BOX 057
TRENTON, NEW JERSEY 08625-0057
http://lwd.dol.state.nj.us/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 the closure. Failure to do so within the ninety (90) days may exclude the student from any available form of assistance. The contact number to call is (609) 292-4287.
Practical Nursing students may also contact the New Jersey Office of the Attorney General, Division of Consumer Affairs, New Jersey Board of Nursing, PO Box 45010, Newark, NJ 07101, 973-504-6430.

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed of 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 the school’s Campus President or online at www.accsc.org.

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://feedback.studentaid.ed.gov

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://feedback.studentaid.ed.gov

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

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

Visitor Policy

Parents and other interested persons are welcome to call at any time to confer with school authorities, to inspect the school facilities, or to seek advice on the future career of an enrolled student (student’s written authorization required prior to the release of any specific information). Visitors will find a cordial reception at Lincoln Technical Institute. An appointment made in advance would be appreciated.

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

Educational Equipment

An electronic notebook, smartbook or 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.
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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. A typical classroom at our campuses can accommodate up to 40 students and a typical laboratory at our campuses can accommodate up to 30 students.

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

The school reserves the right to alter hours of attendance and/or starting dates when deemed necessary. Such changes will not alter the program costs or refund policy stated in the enrollment agreement. If conditions beyond the control of the school require postponement of a starting date or temporary suspension of classes, appropriate adjustments will be made to provide students all the instruction to which they are entitled under the terms of the enrollment agreement. Students who have enrolled but have not started attending school will, upon request, be issued a refund of monies paid if postponement of classes extends beyond the next class starting date. For specific start and end dates see the catalog addendum.

Certificate Programs

We offer 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.

Rules and Regulations are in accordance with the state of New Jersey.

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

Student Conduct

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

- Excessive absenteeism, tardiness or leaving class early. Students are also expected to put forth a reasonable effort to learn. Acts such as loafing, horseplay, failure to pay attention and carry out instructions, or poor attendance are not tolerated. Students who arrive after the official school starting time will be considered as late. If a student must leave prior to the official end of class time, he/she must notify the instructor and/or Education Department. Class attendance is closely monitored by the school, and unless, they contact the school first, students who are absent from class will be contacted. Practical Nursing – Rules pertaining to tardiness to didactic and clinical sessions differ and are addressed in the Practical Nursing handbook.
- Student conduct which disrupts classes or interferes with the progress of other students.
- Theft of property belonging to the School, other students or employees. (In addition to termination, theft may be reported to civil authorities.)
- Any act resulting in defacing or destruction of School property and/or property of others including other students.
- Fighting in or near the school premises.
- Possession or consumption of alcohol or illegal substances on or near school premises. (In addition to termination, illegal substance abuse will be reported to proper authorities.)
- Possessing firearms, fireworks, ammunition, or weapons is a violation of schools rules and state laws.
- Personal conduct at any time or place which may, in the judgment of the School staff, cast a bad reflection on the School and its well-earned reputation.
- We oppose all forms of unlawful discrimination and harassment in the school environment. Harassment and discrimination can take many forms including but not limited to, racial slurs, ethnic jokes, disparaging or insensitive remarks about an individual's religion, age, gender, physical ability or sexual orientation, physical or verbal threats, or sexual harassment. None of these, or any other form of harassment, including cyber-bullying, or discrimination is acceptable in the school environment. All allegations of harassment or discrimination are fully investigated. Students found to have engaged in this behavior are subject to disciplinary action up to and including expulsion from school.
- Any student creating a hazard; immoral conduct, or disturbance in the surrounding neighborhood. Reckless driving and/or squealing tires near the school or places of residence are prohibited.
- The campus computer systems and networks are provided for student use as a part of the academic program. All students have a responsibility to use Lincoln Educational Services computer systems and networks in an ethical and lawful manner. The intentional misuse and abuse of computer and Internet resources is not permitted. This includes, but is not limited to, purposely visiting inappropriate and non-academic Web sites which promote or advocate illegal or unethical behavior; visiting inappropriate and non-academic Web sites for personal business; downloading graphics or other pictures, images, or information not related to academic curricula; inappropriate and non-academic use of email; inappropriate and non-academic use of chat rooms; and inappropriate and non-academic use of school software.
- In keeping with accepted industry and shop safety hazards, jewelry must be evaluated for safety risks when in the lab or shop. Hanging earrings, necklaces, rings, or bracelets may pose a safety risk. If in the judgment of school staff, a safety hazard exists, a jewelry item in question must be either removed or covered with protective clothing.
- The campus has an established a dress code for students in all programs which is in accordance with industry expectations and in consideration of professional standards.
- We expect honesty from students in presenting all of their academic work. Students are responsible for knowing and observing accepted principles and procedures of research and writing in all academic work, including term paper writing, lab manual and/or workbook completion and test taking.
- Misrepresenting the school’s programs, policies, or activities of members of the staff or of other students is prohibited.
- 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.
- During the COVID-19 pandemic period, a multi-layer face cover reaching from the chin and over the mouth and nose is required to be worn at all times. Face covers are to be plain or patterned and may not contain writing or images with the exception of the Lincoln logo.

Students who wish to have disciplinary decisions reviewed must submit a written appeal to the Campus President.

Additional information regarding the Code of Conduct for Practical Nursing students can be found in the Practical Nursing Handbook.
Attendance Policy—Practical Nursing

Attendance of a minimum of 100% of scheduled hours per semester is suggested for successful completion. Students may not exceed ten percent (10%) absences in any semester. Students who miss in excess of five percent (5%) of scheduled hours per semester will be placed on attendance advisement. Students who miss in excess of ten percent (10%) of scheduled hours may be withdrawn.

Lincoln Technical Institute will be honoring the following documented absences for Practical Nursing students; Jury Duty, Military Leave and Bereavement (maximum of 3 days).

Cases of extenuating circumstances may be considered by the Campus President or designee.

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.

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

Attendance for Blended Programs

Blended courses consist of both classroom and online instruction. Each week, students are required to attend scheduled classroom sessions AND participate in online activities.

Participation in the classroom, as well as online, is necessary each week. On-campus participation is defined as physical attendance, and online participation is defined as submission of an online graded assignment(s). Online graded assignments must be submitted within the school week, defined as Monday through Sunday.

Examples of gradable assignments are:

- Threaded discussion post
- Quizzes
- Weekly assignment(s)

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.

Make-up time for class / lab / clinical / may be scheduled on a limited basis for Practical Nursing students with an approved documented absence on record. Make-up time must be completed on the dates and in the timeframes determined by the Director of Nursing. Make-up time is limited and varies by shift. See the Director of Nursing for campus limitations.

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 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: [https://www.lincolntech.edu/consumerinfo](https://www.lincolntech.edu/consumerinfo).

**Course and Academic Measurement**

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

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

**Academic Measurement—Practical Nursing**

Lincoln Technical Institute’s Practical Nursing program measures progress on the basis of clock hours. A clock hour is earned by demonstration of proficiency in the application of technical and clinical knowledge and skill. Students complete an academic year upon accumulation of a minimum of 900 clock hours taken over a period of a minimum of thirty (30) weeks.

**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.

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

Incomplete: I  Temporary grade; Is not considered in computing Grade Point Average; Requires make-up work.

Withdrawal: WA  Received by students who officially withdraw from a course before the end of the add/drop period.  N/A

Withdrawal: W  Withdrawal after the add/drop period.  N/A

Pass: P  Received by students in Internship/Externship or Developmental Courses.  N/A

Non-Pass: NP  Received by students in Internships/Externships and Developmental Courses.  N/A

Repeat Course: **  Received by students who repeat a course.  N/A

Repeat Course Required: R  Received by students when their grade does not meet a course requirement or programmatic standard.  N/A

Transfer Credit: TR  Indicates the school accepted credit earned for previous postsecondary education at an institution other than a Lincoln Education Services School.  N/A

Test Out Credit: TO  Indicates the school accepted credit earned for testing out of a course.  N/A

Practical Nursing students must achieve a minimum grade of 75% at the end of each didactic and clinical course in order to progress forward in the program.

All Patient Care Technician (PCT) students are required to meet established programmatic standards. Therefore, all PCT student grades are assessed at the close of each course. PCT students earning a cut score of 74 or above are considered to have successfully completed the course and are eligible to pursue further studies. A PCT student receiving a score of 73 or below has not successfully met the established programmatic standard and is required to repeat the course in order to progress. A student who has received a cut score of 74 or better in each course and has achieved a GPA of 2.50 has met the established programmatic standard.
Satisfactory Academic Progress (SAP)

**INTRODUCTION**

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

**SATISFACTORY ACADEMIC PROGRESS - PRACTICAL NURSING**

A student will be considered to be making SAP for the payment period when meeting both of the following criterions: All completed courses must be at a 2.5 GPA and the student must have completed a minimum of 90% of the hours scheduled. A student who has achieved the aforementioned criterions is considered to have successfully completed the coursework and the number of weeks required for the payment period. A student not meeting the aforementioned requirements will not be considered to be making SAP and will be on Financial Aid warning for the duration of the subsequent payment period.

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

All students (except those enrolled in Practical Nursing) are required to meet the minimum cumulative grade point average (CGPA) shown on the chart below. Grades ranging from “A”, to “F” will be included in the CGPA calculation.

<table>
<thead>
<tr>
<th>PROGRAM INTERVALS (Based on Total Published Program Credits)</th>
<th>MINIMUM REQUIRED GRADE POINT AVERAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>BELOW 25%</td>
<td>1.25</td>
</tr>
<tr>
<td>25% TO &lt;50%</td>
<td>1.50</td>
</tr>
<tr>
<td>50% TO &lt;75%</td>
<td>1.75</td>
</tr>
<tr>
<td>75% AND ABOVE</td>
<td>2.00</td>
</tr>
</tbody>
</table>

**QUALITATIVE MEASURE OF PROGRESS FOR PRACTICAL NURSING**

The following Qualitative Measure of Progress chart is applicable to students enrolled in the Practical Nursing program:

<table>
<thead>
<tr>
<th>PROGRAM INTERVALS (Based on Total Published Program Credits)</th>
<th>MINIMUM REQUIRED GRADE POINT AVERAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>BELOW 25%</td>
<td>2.50</td>
</tr>
<tr>
<td>25% TO &lt;50%</td>
<td>2.50</td>
</tr>
<tr>
<td>50% TO &lt;75%</td>
<td>2.50</td>
</tr>
<tr>
<td>75% AND ABOVE</td>
<td>2.50</td>
</tr>
</tbody>
</table>

**QUANTITATIVE MEASURES OF PROGRESS (“PACE”)**

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

<table>
<thead>
<tr>
<th>PROGRAM INTERVALS</th>
<th>MINIMUM PACE OF PROGRESSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>BELOW 25%</td>
<td>50%</td>
</tr>
<tr>
<td>25% TO &lt;50%</td>
<td>66.67%</td>
</tr>
<tr>
<td>50% TO &lt;75%</td>
<td>66.67%</td>
</tr>
<tr>
<td>75% AND ABOVE</td>
<td>66.67%</td>
</tr>
</tbody>
</table>

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

**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 calendar weeks required for successful program completion as published in the catalog.

**EVALUATION PERIOD**

In order to assess financial aid recipients’ eligibility for continued funding, the Financial Aid Office reviews student performance against these standards at the end of each payment period. This will vary from student to student according to their program start date and program of study.

**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.
Academic Information

• 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.

SUSPENSION OF VETERAN STUDENTS NOT ON SAP/FA WARNING STATUS

• Suspension for Exceeding the Maximum Time-Frame. If at the end of the [30 day] evaluation period a student has failed to meet the institution’s standard for measurement of maximum time-frame, VA students will be dismissed immediately.

• Suspension for Inability to Meet Program Requirements within the Maximum Time Frame. If at the end of the [30 days] 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 VA student will be dismissed immediately.

• Suspension for Extraordinary Circumstances. The Institution will dismiss VA 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, including VA benefit funding.

APPEALS AND PROBATION

APPEALS

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

• Appeals must be submitted in writing
• The appeal must include an explanation of the special, unusual or extenuating circumstances causing undue hardship that prevented the student from making satisfactory academic progress.
• The appeal must also include what has changed in the student’s situation that would allow the student to demonstrate satisfactory academic progress at the end of the next evaluation period.
• Supporting documentation beyond the written explanation is required.
• Initial consideration of appeals will be undertaken by the Appeal Committee which will minimally consist of the Director of Education, Director of Financial Aid. The Campus President may appoint additional members as deemed appropriate.

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

SAP/FA PROBATIONARY STATUS

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

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

NOTIFICATION OF STATUS AND APPEAL RESULTS

STATUS NOTIFICATION

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

APPEAL RESULT NOTIFICATION

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

REINSTATEMENT

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

TREATMENT OF GRADES AND CREDITS

Credits: The unit by which academic work is measured.
Registered (Attempted) Credits: The total number of credits for which a student is officially enrolled in each term.
Cumulative Registered Credits: Cumulative registered credits are the total number of credits registered for all terms of enrollment at the Institution, including summer terms and terms for which the student did not receive financial aid.
Earned Credits: Earned credits include grades ranging from “A” to “D-” and “P”. They are successfully completed credits that count towards the required percentage of completion (66.67%) as defined by the quantitative measure.
Attempted, NOT earned: Grades of “F”, “I”, “NP”, “W” (or a blank/missing) will be treated as credits attempted but NOT successfully completed (earned).
Audited Courses: Audited courses are not aid eligible courses and are not included in any financial aid satisfactory academic progress measurements.
Repeat Credits: Repeat credits are credits awarded when a student repeats a course in order to improve a grade. A student
Academic Information

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

Transfer Credits: Transfer credits are credits earned at another post-secondary educational institution which are accepted by this Institution. Transfer credits which are accepted by the Institution and are applicable to the student’s program of study shall be counted as credits attempted and completed for calculation of pace of progression and maximum time frame. Grades associated with these credits are not included in calculating CGPA. For students who either change programs within the institution or wish to earn an additional credential, all credits earned toward courses that apply to a student’s new program of study or credential will be used to determine satisfactory academic progress.

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

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

Incomplete: 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” (failing) 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.

*During the Covid-19 crisis period, the Education Department Director may opt to extend the use of “I” incomplete grades for up to a 12-month period allowing flexibility in resolving the incomplete coursework.

Satisfactory Academic Progress for VA Beneficiaries

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

Transcripts (Progress Records and Degree Audits)

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

The student will receive an official transcript upon graduation. Requests for official transcripts while in school or additional copies of official transcripts after graduation or replacement diplomas must be submitted in writing to the school. Contact the school’s Business Office for a current schedule of fees.

Transfer Credits

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

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

Applicants requesting transfer credits must apply prior to starting school.

Transfer applicants must submit an official 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. Or, the applicant must pass the mid-term and final written and practical exams for the course(s) with a grade of “C” or better. The student will receive the appropriate corresponding numerical grade for the results of the testing. There is generally a nominal charge for the administration of the testing.

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 education departments 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.
Academic Information

TRANSFER – PRACTICAL NURSING

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

Regardless of the number of transfer credits awarded, all students must complete a minimum of 50% of the credits required for graduation through actual attendance for all programs taken. Prior courses taken that become accepted for transfer credits are used as part of the determination of a student’s satisfactory academic progress, and will be considered in calculating the pace towards completion, which cannot be more than one and one-half (1.5) times the normal program length. Those students who transfer credits from an accredited postsecondary institution will receive a grade of “TR” as noted in the grading policy. If a student would like to receive a higher GPA for the course they may use the test out procedure. For students who change programs, only those courses that count towards a student’s new program of study will be used to determine satisfactory academic progress.

TEST OUT

Test Out exams provide students the opportunity to be exempt from certain required courses by demonstrating proficiency via an exam in a particular subject area. 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 student must earn a B on the test out exam on the first attempt. Exams may not be retaken. Students interested in test out exams should see the Director of Education. Test out exams will be graded as TO (test out) and is not considered in computing the Grade Point Average.

TRANSFER POLICY WITHIN LINCOLN AND TRANSFER OF CREDITS

For students who change programs within the institution, only those courses that count towards a student’s new program of study will be used to determine satisfactory academic progress. Students wishing to transfer programs must withdraw from the current program and re-enter into the new program.

Students seeking an additional credential at this school must complete the admissions process in its entirety for acceptance into the new program. This includes completing a new application, enrollment agreement, paying registration fee, etc.

The credits earned for a previous credential earned at Lincoln Technical Institute are not used in the calculation of the satisfactory academic progress for the additional credential being sought.

Internship Requirements

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

• Students must have achieved the minimum requirement of a cumulative grade point average of 2.0. Students whose GPA is less than a 2.0 after completing the academic portion of the program will be required to repeat classes with less than a 2.0, in order to increase the cumulative grade point average to a 2.0 CGPA and qualify for the internship. Student with less than the required 2.0 CGPA will be placed on probation during this time period.
• An approved resumé.
• For many of the programs, students must submit to a background check and/or a drug screening and/or show proper documentation of required immunization records prior to the start of their last course, module, or class. An unfavorable result may preclude a student from participating in the internship portion of the program, resulting in the student being withdrawn from school.

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 impacts 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 (except for Practical Nursing students). 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.

INCOMPLETE – PRACTICAL NURSING

An “I” incomplete is a temporary grade issued to a student in good standing when certain requirements for a course are not completed by the end of the semester due to a justifiable reason. During a conference the student will present the extraordinary situation, which inhibited completion of the course requirements, and the faculty and program director will issue a decision. If a grade of “incomplete” is awarded, a contract will be developed specifying the work that must be completed and the completion date. A probationary status will be in effect during the contract period. If the conditions of the contract are not fulfilled a grade of “F” failing grade will replace the “I”.

WITHDRAWAL – PRACTICAL NURSING

Students who exceed the attendance policy may forfeit the opportunity to attend the following semester. Students who are withdrawn for attendance may seek readmission through the re-entrance process. Students who miss six (6) consecutive days will be automatically withdrawn.

Course Repeats

Based on scheduling availability, a student will be allowed to repeat one failed course; or a course that falls below a programmatic standard, at no additional tuition charge provided the student graduates and provided the repeat will not prevent the student from completing the program in the maximum time permitted by the School’s Satisfactory Academic Progress policy. If the student fails or falls below a programmatic standard in more than one course within the term, the free course repeat will apply to the course with the higher number of hours. Students who fail (or fall below a programmatic standard) the same course twice will be terminated except in the case of verifiable extenuating circumstances. In such cases, a student may be granted permission by the Education Department to enroll in the course for a third time if the circumstances are thoroughly documented.

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 or subsequent 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. Students, who are terminated by the school for disciplinary reasons or academic deficiencies, may request re-entrance. Such a request must be by letter to the school’s Campus President. The letter must set forth valid reasons for granting the request. The request will be reviewed by the Re-entry Committee, and the student will be notified of the Committee’s decision. 

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

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.
- Be free of indebtedness to the School.
- Meet satisfactory academic progress requirements.
- In addition, Practical Nursing students must achieve a 75% passing grade in each clinical and didactic course; must attend 1500 hours less the 10% allowable absent hours at a minimum. Patient Care Technicians must achieve a 74% grade in each clinical and didactic course and achieve a CGPA of 2.5.

Academic Information
Campuses

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Lincoln Technical Institute campuses maintain the appropriate educational equipment for hands-on training in all of its programs. The campuses are furnished with modern equipment, which is continuously updated to keep up with today’s job market. The school facility provides accessibility for handicapped students.

Corporate Administration

Scott M. Shaw
President & CEO

Mark Bohen
Group President

With confidence and the right skills, there’s no question you’re going to be somebody.
Lincoln Technical Institute's Iselin Campus occupies 30,000 square feet of space in the Iselin District of Woodbridge Township. The school boasts clean, spacious and contemporary classrooms and laboratories that provide an excellent learning environment for students training for careers in the Allied Health and Information Technology industries. The school has 20 classrooms, including 5 medical labs, 7 computer labs, and 8 lecture rooms comfortably seating classes of 24-35 students. Classrooms contain modern technology including ceiling mounted projectors with high-quality audio and computer controls, computers with internet access, and Wi-Fi access in order to integrate all types of technology into the teaching and learning process. Laboratories contain program-specific equipment for hands-on experiential learning, and program enhancements offer students an opportunity to achieve industry specific certifications. Each classroom contains industry standard audiovisual technology designed to enhance the teaching-learning process. Faculty and administration offices are easily accessible, and a Career Services suite is conveniently located inside the school offering job placement assistance to students and graduates.

The school is located on the second floor of the A&R Woodbridge Shopping Center in Iselin, New Jersey, with a separate entrance and elevator. Ample parking is available. The campus is easily accessible from Routes 1 & 9, the Garden State Parkway and the NJ Turnpike, and is conveniently located to mass transportation bus and train lines. The school provides a shuttle service to and from the Metropark Train Station, which located less than 2 miles from campus. On campus, students have easy access to restaurants and shopping offered by the Woodbridge Shopping Plaza.

Lincoln Technical Institute's Moorestown campus boasts a spacious 35,000 square feet of contemporary classrooms and industry specific computer labs, providing the ideal learning environment. The facilities are contained in a one-story building which is handicapped accessible. Students will enjoy high quality computers and audio/visual systems; program specific skills labs for hands-on experiential learning; comprehensive curricula designed to meet present and anticipated industry needs; caring instructors dedicated to preparing graduates for employment; and the chance to prepare for valuable industry certifications enhanced by the school. The school offers on-site parking, is accessible by public transportation and is conveniently located near the Moorestown Mall on Route 38.

Lincoln Technical Institute's Paramus Campus is located atop the Bergen Town Center Mall in Paramus, New Jersey. It occupies 30,000 square feet with spacious and bright classrooms, contemporary computer labs and medical labs that bring hospital, doctor’s office and clinical laboratory settings to life. The school's programs in Healthcare and Information Technology are designed to prepare graduates for employment, and the faculty and staff are dedicated to providing an exceptional career education experience to each student. Program enhancements offer students an opportunity to achieve industry-specific certifications. Each classroom contains industry standard audiovisual technology designed to enhance the teaching-learning process. Faculty and administration offices are easily accessible, and a Career Services suite is conveniently located inside the school offering job placement assistance to graduates.

Students at Lincoln Technical Institute’s Paramus campus will enjoy easy access to restaurants and shopping at the beautiful Bergen Town Center. The school is easily accessible from Routes 4, 17, 208, Garden State Parkway, NJ Turnpike, as well as via public transportation. Ample parking is available to LTI students in an attached parking deck.