At the time of publication, every effort was made to assure that this catalog contains accurate information. Advanced notice will be given to authorized state boards or approval agencies in the event of changes in the content of this catalog. Please refer to the catalog addendums for any changes or revisions that have occurred since the catalog was published.
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTRODUCTION</td>
<td>3</td>
</tr>
<tr>
<td>Our Mission</td>
<td>4</td>
</tr>
<tr>
<td>History</td>
<td>4</td>
</tr>
<tr>
<td>Historic Administration Building.</td>
<td>4</td>
</tr>
<tr>
<td>Educational Philosophy</td>
<td>4</td>
</tr>
<tr>
<td>Welcome from the Campus President</td>
<td>5</td>
</tr>
<tr>
<td>A Letter from the President &amp; CEO</td>
<td>5</td>
</tr>
<tr>
<td>CAREER PROGRAMS</td>
<td>6</td>
</tr>
<tr>
<td>ASE Accredited Master Automobile Service Technology.</td>
<td>7</td>
</tr>
<tr>
<td>DIPLOMA PROGRAMS</td>
<td></td>
</tr>
<tr>
<td>Automotive Technology–AUTO105D</td>
<td>8</td>
</tr>
<tr>
<td>Automotive Technology with High Performance–AUTO110D</td>
<td>9</td>
</tr>
<tr>
<td>Automotive Technology with AUDI Education Partnership–AT105DAU</td>
<td>10</td>
</tr>
<tr>
<td>Diesel and Truck Technology–DTT107D</td>
<td>11</td>
</tr>
<tr>
<td>Heavy Equipment Maintenance Technology–HEM101D</td>
<td>12</td>
</tr>
<tr>
<td>Collision Repair and Refinishing Technology–COL105BD</td>
<td>13</td>
</tr>
<tr>
<td>Welding and Metal Fabrication Technology–WLD100D</td>
<td>14</td>
</tr>
<tr>
<td>DEGREE PROGRAMS</td>
<td></td>
</tr>
<tr>
<td>Automotive Service Management–AUTO210AOS</td>
<td>15</td>
</tr>
<tr>
<td>Heavy Equipment Maintenance Service Management–HEM201AOS</td>
<td>16</td>
</tr>
<tr>
<td>Diesel and Truck Service Management–DTT210AOS</td>
<td>17</td>
</tr>
<tr>
<td>Collision Repair and Refinishing Service Management–COL211BA</td>
<td>18</td>
</tr>
<tr>
<td>COURSE DESCRIPTIONS</td>
<td>19</td>
</tr>
<tr>
<td>Accreditation</td>
<td>23</td>
</tr>
<tr>
<td>Application</td>
<td>26</td>
</tr>
<tr>
<td>Associations and Memberships</td>
<td>26</td>
</tr>
<tr>
<td>Statement of Ownership</td>
<td>26</td>
</tr>
<tr>
<td>Notice to Students</td>
<td>26</td>
</tr>
<tr>
<td>Compliance with City, State, and Federal Regulations</td>
<td>27</td>
</tr>
<tr>
<td>Non Discrimination Policy</td>
<td>27</td>
</tr>
<tr>
<td>Harassment Policy</td>
<td>27</td>
</tr>
<tr>
<td>Campus Crime Statistics</td>
<td>27</td>
</tr>
<tr>
<td>Facilities and Training Aids</td>
<td>27</td>
</tr>
<tr>
<td>Learning Resource Center</td>
<td>28</td>
</tr>
<tr>
<td>ADMISIONS POLICIES</td>
<td>29</td>
</tr>
<tr>
<td>Admission Requirements</td>
<td>30</td>
</tr>
<tr>
<td>Orientation Program</td>
<td>30</td>
</tr>
<tr>
<td>Introductory Period of Enrollment</td>
<td>30</td>
</tr>
<tr>
<td>FINANCIAL AID INFORMATION</td>
<td>31</td>
</tr>
<tr>
<td>Financial Aid Programs</td>
<td>32</td>
</tr>
<tr>
<td>Scholarships</td>
<td>32</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>32</td>
</tr>
<tr>
<td>Tennessee Cancellation/Refund Policy</td>
<td>32</td>
</tr>
<tr>
<td>Return of Title IV Federal Student Aid</td>
<td>33</td>
</tr>
<tr>
<td>The Refund Process</td>
<td>33</td>
</tr>
<tr>
<td>Other State Cancellation and Refund Policies</td>
<td>33</td>
</tr>
<tr>
<td>GENERAL STUDENT INFORMATION</td>
<td>34</td>
</tr>
<tr>
<td>Office Hours</td>
<td>35</td>
</tr>
<tr>
<td>Housing</td>
<td>35</td>
</tr>
<tr>
<td>Career Services</td>
<td>35</td>
</tr>
<tr>
<td>Official Student Communication</td>
<td>35</td>
</tr>
<tr>
<td>Student Records</td>
<td>35</td>
</tr>
<tr>
<td>School Calendar</td>
<td>35</td>
</tr>
<tr>
<td>School Closing</td>
<td>35</td>
</tr>
<tr>
<td>Student Complaint/Grievance Procedure</td>
<td>35</td>
</tr>
<tr>
<td>Other State Student Complaint/Grievance Policy</td>
<td>36</td>
</tr>
<tr>
<td>Visitors</td>
<td>36</td>
</tr>
<tr>
<td>Tools</td>
<td>36</td>
</tr>
<tr>
<td>Educational Equipment</td>
<td>36</td>
</tr>
<tr>
<td>ACADEMIC INFORMATION</td>
<td>37</td>
</tr>
<tr>
<td>Student Conduct</td>
<td>38</td>
</tr>
<tr>
<td>Dress Standard</td>
<td>38</td>
</tr>
<tr>
<td>Class Schedules</td>
<td>38</td>
</tr>
<tr>
<td>Consultation and Tutoring</td>
<td>39</td>
</tr>
<tr>
<td>Student Advising</td>
<td>39</td>
</tr>
<tr>
<td>Americans with Disabilities Act (ADA) Policy</td>
<td>39</td>
</tr>
<tr>
<td>Attendance Policy</td>
<td>39</td>
</tr>
<tr>
<td>Attendance for Blended Programs</td>
<td>39</td>
</tr>
<tr>
<td>Make-Up Work</td>
<td>40</td>
</tr>
<tr>
<td>Course and Academic Measurement</td>
<td>40</td>
</tr>
<tr>
<td>Grading Policy</td>
<td>40</td>
</tr>
<tr>
<td>Grade Appeal Policy</td>
<td>40</td>
</tr>
<tr>
<td>Satisfactory Academic Progress (SAP)</td>
<td>40</td>
</tr>
<tr>
<td>Introduction</td>
<td>40</td>
</tr>
<tr>
<td>Qualitative Measure of Progress</td>
<td>40</td>
</tr>
<tr>
<td>(Grade Point Average)</td>
<td>40</td>
</tr>
<tr>
<td>Quantitative Measures of Progress</td>
<td>40</td>
</tr>
<tr>
<td>(Pace of Progression and Maximum Time Frame)</td>
<td>41</td>
</tr>
<tr>
<td>Evaluation Period</td>
<td>41</td>
</tr>
<tr>
<td>Failure to Meet Standards</td>
<td>41</td>
</tr>
<tr>
<td>Appeals and Probation</td>
<td>41</td>
</tr>
<tr>
<td>Notification of Status and Appeal Results</td>
<td>42</td>
</tr>
<tr>
<td>Reinstatement</td>
<td>42</td>
</tr>
<tr>
<td>Treatment of Grades and Credits</td>
<td>42</td>
</tr>
<tr>
<td>Withdrawals and Incomplete Grades</td>
<td>42</td>
</tr>
<tr>
<td>Course Repeats</td>
<td>42</td>
</tr>
<tr>
<td>Withdrawal</td>
<td>43</td>
</tr>
<tr>
<td>Leave of Absence</td>
<td>43</td>
</tr>
<tr>
<td>Transfer Credits</td>
<td>43</td>
</tr>
<tr>
<td>Re-entrance Policy</td>
<td>43</td>
</tr>
<tr>
<td>Requirements for Graduation</td>
<td>44</td>
</tr>
<tr>
<td>CAMPUS INFORMATION</td>
<td>45</td>
</tr>
<tr>
<td>Meet Our School Staff and Instructors</td>
<td>46</td>
</tr>
<tr>
<td>Corporate Administration</td>
<td>46</td>
</tr>
<tr>
<td>School Administration</td>
<td>46</td>
</tr>
<tr>
<td>Academic Dean</td>
<td>46</td>
</tr>
<tr>
<td>Program Directors</td>
<td>46</td>
</tr>
<tr>
<td>Education Supervisors</td>
<td>46</td>
</tr>
<tr>
<td>CAMPUS ADDENDUMS</td>
<td></td>
</tr>
<tr>
<td>Schedule of Fees</td>
<td>Addendum</td>
</tr>
<tr>
<td>Academic Calendar</td>
<td>Addendum</td>
</tr>
<tr>
<td>Instructor List</td>
<td>Addendum</td>
</tr>
<tr>
<td>Program Equipment</td>
<td>Addendum</td>
</tr>
<tr>
<td>SPECIFIC STATE CATALOG ADDENDUMANS</td>
<td></td>
</tr>
<tr>
<td>Arkansas</td>
<td>Addendum</td>
</tr>
<tr>
<td>Georgia</td>
<td>Addendum</td>
</tr>
<tr>
<td>Kentucky</td>
<td>Addendum</td>
</tr>
<tr>
<td>Louisiana</td>
<td>Addendum</td>
</tr>
<tr>
<td>Mississippi</td>
<td>Addendum</td>
</tr>
<tr>
<td>Missouri</td>
<td>Addendum</td>
</tr>
<tr>
<td>Nebraska</td>
<td>Addendum</td>
</tr>
<tr>
<td>Ohio</td>
<td>Addendum</td>
</tr>
<tr>
<td>Oklahoma</td>
<td>Addendum</td>
</tr>
</tbody>
</table>
Introduction
Introduction

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
Nashville Auto-Diesel College was established in 1919 by Mr. H.O. Balls. Our first course of training was auto mechanics. In those days, the training was primitive in some ways. We had to teach driving. Our training was also advanced. For example, in electricity we taught Ohm’s Law, starting with the structure of the atom. Our 1920 catalog was a leaflet. It contained testimonial letters from graduates expressing appreciation for helping them get a job. Originally students came from close to Nashville, but Mr. Balls realized he would soon saturate the market with graduates, so he began to advertise in publications such as Popular Mechanics and Popular Science. By the mid-twenties, we received our first foreign student and also our first rehabilitation student. Our market area was gradually expanded to all states and 62 foreign countries.

In 1935, we included the diesel engine in our course. In 1946, we added Collision Repair and Refinishing Technology (body and fender). In our history we have also taught Radio Repair, Refrigeration, and Air Conditioning. We have performed three group-training programs for the Federal Government.
• 1,296 men for Army Ordnance during WWII
• 500 Air Force mechanics in the Korean War
• 57 foreign students sponsored by the U.S. Department of State under the Point Four Program of President Truman

We have been approved for the training of veterans since 1946 and have trained thousands of veterans from 1946 to the present. About 30 states use our school for the training of the disabled through vocational rehabilitation.

In 1987, we established a Graduate Hall of Fame and believe that we are the first college in the United States to establish a Graduate Hall of Fame to honor outstanding graduates.

In February 2003, NADC was acquired by Nashville Acquisition, L.L.C., a subsidiary of Lincoln Educational Services Corporation.

In September 2011, Nashville Auto-Diesel College became a branch campus to Lincoln College of Technology, Indianapolis, Indiana.

As a result of goals established in the long-range strategic plan for our institute(s) and its parent corporation, Lincoln Educational Services (LESC), Nashville Auto-Diesel College changed their name to Lincoln College of Technology on September 1, 2012.

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 principle areas of study: health sciences, automotive technology, skilled trades, hospitality services and business information technology. Lincoln has provided the workforce with skilled technicians since its inception in 1946.

Lincoln Educational Services Corporation currently operates over 20 campuses in 14 states under 3 brands: Lincoln College of Technology, Lincoln Technical Institute, and Euphoria Institute of Beauty Arts and Sciences.

Educational Philosophy
In preparing the whole person for a changing world, Lincoln College of Technology 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 College 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 our philosophy of education.

We believe the fundamental purpose of education is to help individuals to develop fully, to help instill 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.

Historic Administration Building

If you happen to be looking at either of two books titled, NASHVILLE—A Short History and Selected Buildings or Images of America, East Nashville, you will see our Administration Building listed.

This property was given to Zachariah Stull, Pennsylvanian, as a Revolutionary War grant. He built a log house and later built this house for his granddaughter, Mary Anne Stull, who married Edwin Hewitt Childress. Their grandson, George Stull Childress, sold the property to James C. Warner for a summer home about 1886. Mr. Warner’s son, Percy Warner, later developed the extensive grounds with gardens and an aviary. The interesting and beautiful collections of birds, featuring pheasants principally from Africa, were later given to Glendale Park. The Warner’s sold Renraw (the name “Warner” spelled backward) about 1912 and moved to Royal Oaks on Harding Road. The house was remodeled and is our Administration Building.
Welcome from the Campus President

Welcome to Lincoln College of Technology, Nashville, Tennessee, where we have been training professionals for the transportation industry almost since the dawn of the automotive era. I am very excited that you have chosen LCT as a means to realize your career objectives. Since 1919, LCT has distinguished itself by offering training as the benchmark for postsecondary education in the Automotive, Truck, Heavy Equipment, and Collision Repair and Refinishing industries. At LCT we understand that both technical proficiency and strong communication skills are essential in this highly advanced and rapidly changing industry. LCT assists students with both “job seeking skills” as well as “job keeping skills” during their time with us. The success of this college can truly be measured by the success of our graduates. The establishment of world class professionalism is the goal for every quality technician in the 21st Century.

Thank you for beginning your career with Lincoln College of Technology. We look forward to your joining over 52,000 other individuals who have partnered with us as they have developed into industry professionals. I am glad that you picked LCT as your “First Choice” in the start of your new career.

Sincerely,

James R. Coakley
Campus President

A Letter from the President & CEO

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

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

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

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

Sincerely,

Scott M. Shaw
President & Chief Executive Officer
Career Programs

<table>
<thead>
<tr>
<th>Diploma Programs</th>
<th>Degree Programs</th>
<th>Course Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASE Accredited Master Automobile Service Technology.</td>
<td>Automotive Service Management—AUTO210AOS.</td>
<td>7</td>
</tr>
<tr>
<td>DIPLOMA PROGRAMS</td>
<td>Heavy Equipment Maintenance Service Management—HEM201AOS.</td>
<td>8</td>
</tr>
<tr>
<td>Automotive Technology—AUTO105D.</td>
<td>Diesel and Truck Service Management—DTT210AOS.</td>
<td>9</td>
</tr>
<tr>
<td>Automotive Technology with High Performance—AUTO110D</td>
<td>Automotive Technology with AUDI Education Partnership - AT105DAU.</td>
<td>10</td>
</tr>
<tr>
<td>Automotive Technology with AUDI Education Partnership - AT105DAU.</td>
<td>Diesel and Truck Technology—DTT107D.</td>
<td>11</td>
</tr>
<tr>
<td>Diesel and Truck Technology—DTT107D.</td>
<td>Heavy Equipment Maintenance Technology—HEM101D.</td>
<td>12</td>
</tr>
<tr>
<td>Heavy Equipment Maintenance Technology—HEM101D.</td>
<td>Collision Repair and Refinishing Technology—COL105BD.</td>
<td>13</td>
</tr>
<tr>
<td>Collision Repair and Refinishing Technology—COL105BD.</td>
<td>Welding and Metal Fabrication Technology - WLD100D</td>
<td>14</td>
</tr>
<tr>
<td>Welding and Metal Fabrication Technology - WLD100D.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

COURSE DESCRIPTIONS

6
What does ASE Master Accreditation Mean?

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

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

How did our Automotive program become ASE Master Accredited?

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

Are our Instructors ASE Certified?

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

How do our Graduates benefit from an ASE Master Accredited program?

To become ASE Certified, a person must meet a minimum level of related work experience and pass ASE certification examinations. A graduate from our ASE Automotive Technology Program may be eligible to substitute the training for up to one year of work experience. For additional information, please visit the ASE website.
Automotive Technology
AUTO105D—DIPLOMA PROGRAM

DAY/EVENING PROGRAMS

program objective

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

lecture  lab/shop total semester
number   course     hours   hours  hours  credits    prerequisites
IN102    Driving Your Performance   58      62     120   5.0         precedes all courses
AT101    Gasoline Engine Construction and Operation    38      82     120   5.0        IN102
AT102    Fuel and Emissions Systems        48      72     120   5.0        IN102
AT103    Electrical Systems             48      72     120   5.0        IN102
AT204    Driveability Diagnostics       43      77     120   5.0        IN102, AT102, AT103
AT106    Transmissions and Drive Lines   34      86     120   4.5        IN102
AT207    Automatic Transmissions        38      82     120   5.0        IN102
AT208    Air Conditioning and Electrical Accessories  48      72     120   5.0        IN102
AT209    Advanced Automotive Electronics  48      72     120   5.0        IN102, AT103
AT110    Automotive Brake Systems       38      82     120   5.0        IN102
AT211    Automotive Steering and Suspension Systems  34      86     120   4.5        IN102
MA201    Service Shop Procedures        24      96     120   3.0        IN102
MA102    Service Shop Management        24      96     120   3.0        IN102

TOTALS  523  1037  1560  60.0

Note: Course Numbers are for reference only. The sequence of course offerings may vary depending on scheduling needs.
Automotive Technology with High Performance
AUTO110D—DIPLOMA PROGRAM
DAY/EVENING PROGRAMS

program objective

This program is designed to prepare students for entry into the automotive career field, while also providing supplemental knowledge of high performance applications pertaining to systems and components. Students enrolled in this program will learn theory, functions, diagnostics, and repair of automotive systems. Using industry standard tools and equipment, students will diagnose and repair electrical and mechanical systems on automobiles and will be able to determine, select, and install appropriate high performance parts for desired applications. Upon successful completion of the program, the graduate should possess knowledge and versatility in the automotive repair field to qualify for entry-level positions as an automotive technician in automotive dealerships, fleet maintenance departments, private repair and high performance customization enterprises, or franchised automotive repair organizations. Students will be required to complete out-of-class assignments in each course.

lecture  lab/shop  total semester
number course  hours hours hours credits  prerequisites
IN102 Driving Your Performance  58  62  120 5.0  precedes all courses
AT101 Gasoline Engine Construction and Operation  38  82  120 5.0  IN102
AT102 Fuel and Emissions Systems  48  72  120 5.0  IN102
AT103 Electrical Systems  48  72  120 5.0  IN102
AT204 Driveability Diagnostics  43  77  120 5.0  IN102, AT102, AT103
AT106 Transmissions and Drive Lines  34  86  120 4.5  IN102
AT207 Automatic Transmissions  38  86  120 5.0  IN102
AT208 Air Conditioning and Electrical Accessories  48  72  120 5.0  IN102
AT209 Advanced Automotive Electronics  48  72  120 5.0  IN102, AT103
AT110 Automotive Brake Systems  38  82  120 5.0  IN102
AT211 Automotive Steering and Suspension Systems  34  86  120 4.5  IN102
MA201 Service Shop Procedures  24  96  120 3.0  IN102
MA102 Service Shop Management  24  96  120 3.0  IN102
HP101 Intro to High Performance Engine Building  30  30  60 2.5  IN102, AT101, AT204
HP102 High Performance Cylinder Heads and Valve Trains  30  30  60 2.5  IN102, AT101, HP101
HP103 High Performance Engine Blocks and Related Parts  30  30  60 2.5  IN102, AT101, HP101
HP104 Performance Drive Line Systems  30  30  60 2.5  IN102, AT106, AT207
HP105 Performance Steering, Suspension, and Brake Systems  30  30  60 2.5  IN102, AT110, AT211
LS101 Lighting, Sound, and Special Electronics  30  30  60 2.5  IN102, AT103, AT208

TOTALS  703 1217 1920 75.0

Note: Course Numbers are for reference only. The sequence of course offerings may vary depending on scheduling needs.
Automotive Technology with AUDI Education Partnership

AT105DAU—DIPLOMA PROGRAM

DAY/EVENING PROGRAMS

<table>
<thead>
<tr>
<th>total semester credits</th>
<th>70.0*</th>
</tr>
</thead>
<tbody>
<tr>
<td>total instructional hours</td>
<td>1800</td>
</tr>
<tr>
<td>Approximate weeks to complete—Day/Eve</td>
<td>66 (including holidays and scheduled breaks)</td>
</tr>
</tbody>
</table>

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

program objective

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

program requirements

Students enrolled in, or who choose to transfer to, the Automotive Technology with AUDI Partnerships program must maintain a minimum cumulative GPA of 2.50 throughout the length of their training. Students must also maintain a 90% or better attendance record. Failure to maintain these standards may result in the student’s inability to continue participating in the program. Those students who are no longer eligible to participate in the AUDI Partnerships program may be allowed to continue fulfilling the requirements necessary to graduate from the Automotive Technology diploma program.

lecture  lab/shop  total semester
number course hours hours  hours  credits  prerequisites

IN102 Driving Your Performance 58 62 120 5.0 precedes all courses
AT101 Gasoline Engine Construction and Operation 38 82 120 5.0 IN102
AT102 Fuel and Emissions Systems 48 72 120 5.0 IN102
AT103 Electrical Systems 48 72 120 5.0 IN102
AT204** Driveability Diagnostics 43 77 120 5.0 IN102, AT102, AT103
AT106 Transmissions and Drive Lines 34 86 120 4.5 IN102
AT207 Automatic Transmissions 38 82 120 5.0 IN102
AT208 Air Conditioning and Electrical Accessories 48 72 120 5.0 IN102
AT209** Advanced Automotive Electronics 48 72 120 5.0 IN102, AT103
AT110 Automotive Brake Systems 38 82 120 5.0 IN102
AT211 Automotive Steering and Suspension Systems 34 86 120 4.5 IN102
MA201 Service Shop Procedures 24 96 120 3.0 IN102
MA102 Service Shop Management 24 96 120 3.0 IN102
AU101 Audi Electrical Systems and Services 60 60 120 5.0 IN102, AT101, AT102, AT103, AT204, AT208, AT209, AT110, AT211
AU102 Audi Advanced Diagnostics and Occupant Safety Systems 60 60 120 5.0 IN102, AT101, AT102, AT103, AT204, AT208, AT209, AT110, AT211, AU101

TOTALS 643 1157 1800 70.0

†IN102 – Driving Your Performance – must precede all courses.

MAXIMUM TIME FRAME (MTF) = 105.0 CREDITS
CIP CODE: 47.0604 • SOC CODE: 49-3023

Note: Course Numbers are for reference only. The sequence of course offerings may vary depending on scheduling needs.
# Diesel and Truck Technology

**DTT107D – DIPLOMA PROGRAM**

**DAY/EVENING PROGRAMS**

- **total semester credits**: 63.0
- **total instructional hours**: 1560
- **weeks to complete**: approximately 56 (including holidays and scheduled breaks)

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

## Program Objective

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

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Lecture Hours</th>
<th>Lab/Shop Hours</th>
<th>Total Hours</th>
<th>Semester Credits</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>IN102</td>
<td>Driving Your Performance</td>
<td>58</td>
<td>62</td>
<td>120</td>
<td>5.0</td>
<td>precedes all courses</td>
</tr>
<tr>
<td>AT101</td>
<td>Gasoline Engine Construction and Operation</td>
<td>38</td>
<td>82</td>
<td>120</td>
<td>5.0</td>
<td>IN102</td>
</tr>
<tr>
<td>AT103</td>
<td>Electrical Systems</td>
<td>48</td>
<td>72</td>
<td>120</td>
<td>5.0</td>
<td>IN102</td>
</tr>
<tr>
<td>AT208</td>
<td>Air Conditioning and Electrical Accessories</td>
<td>48</td>
<td>72</td>
<td>120</td>
<td>5.0</td>
<td>IN102</td>
</tr>
<tr>
<td>DT101</td>
<td>Diesel Engines Construction and Operation</td>
<td>43</td>
<td>77</td>
<td>120</td>
<td>5.0</td>
<td>IN102</td>
</tr>
<tr>
<td>DT102</td>
<td>Diesel Fuel Systems and Tune Up</td>
<td>52</td>
<td>68</td>
<td>120</td>
<td>5.0</td>
<td>IN102</td>
</tr>
<tr>
<td>DT103</td>
<td>Heavy Duty Drive Trains</td>
<td>43</td>
<td>77</td>
<td>120</td>
<td>5.0</td>
<td>IN102</td>
</tr>
<tr>
<td>DT106</td>
<td>Truck Steering and Suspension Systems</td>
<td>58</td>
<td>62</td>
<td>120</td>
<td>5.0</td>
<td>IN102</td>
</tr>
<tr>
<td>DT107</td>
<td>Air and Hydraulic Brake Systems</td>
<td>58</td>
<td>62</td>
<td>120</td>
<td>5.0</td>
<td>IN102</td>
</tr>
<tr>
<td>DT108</td>
<td>Truck Electrical and Electronics</td>
<td>51</td>
<td>69</td>
<td>120</td>
<td>5.0</td>
<td>IN102, AT103</td>
</tr>
<tr>
<td>DT109</td>
<td>Welding and Hydraulics</td>
<td>70</td>
<td>50</td>
<td>120</td>
<td>5.0</td>
<td>IN102</td>
</tr>
<tr>
<td>DT110</td>
<td>Preventive Maintenance</td>
<td>45</td>
<td>75</td>
<td>120</td>
<td>5.0</td>
<td>IN102, all diesel courses</td>
</tr>
<tr>
<td>MA201</td>
<td>Service Shop Procedures</td>
<td>24</td>
<td>96</td>
<td>120</td>
<td>3.0</td>
<td>IN102</td>
</tr>
</tbody>
</table>

**TOTALS** 636 924 1560 63.0

**MAXIMUM TIME FRAME (MTF) = 94.5 CREDITS**  
**CIP CODE: 47.0605 • SOC CODE: 49-3031**

Note: Course Numbers are for reference only. The sequence of course offerings may vary depending on scheduling needs.
Heavy Equipment Maintenance Technology

HEM101D—DIPLOMA PROGRAM
DAY/EVENING PROGRAMS

Prepare students for entry into the heavy-duty and off-road equipment career field. Students enrolled in this program will learn theory, functions, diagnostics, and repair of diesel engines and off-road equipment systems. Utilizing industry standard tools and equipment, students will diagnose and repair electrical, mechanical, and hydraulic, drive train, steering, and suspension systems on heavy-duty and off-road equipment. Upon successful completion of the program, the graduate should possess knowledge and versatility in the diesel engine and heavy-duty off-road equipment service and repair industry to qualify for entry-level positions in heavy-duty construction equipment dealerships, fleet and equipment maintenance facilities as well as independent service and repair enterprises. Students will be required to complete out-of-class assignments in each course.

<table>
<thead>
<tr>
<th>number</th>
<th>course</th>
<th>lecture hours</th>
<th>lab/shop hours</th>
<th>total hours</th>
<th>semester credits</th>
<th>prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>IN102</td>
<td>Driving Your Performance</td>
<td>58</td>
<td>62</td>
<td>120</td>
<td>5.0</td>
<td>precedes all courses</td>
</tr>
<tr>
<td>AT101</td>
<td>Gasoline Engine Construction and Operation</td>
<td>38</td>
<td>82</td>
<td>120</td>
<td>5.0</td>
<td>IN102</td>
</tr>
<tr>
<td>AT102</td>
<td>Fuel and Emissions Systems</td>
<td>48</td>
<td>72</td>
<td>120</td>
<td>5.0</td>
<td>IN102</td>
</tr>
<tr>
<td>AT103</td>
<td>Electrical Systems</td>
<td>48</td>
<td>72</td>
<td>120</td>
<td>5.0</td>
<td>IN102</td>
</tr>
<tr>
<td>AT207</td>
<td>Automatic Transmissions</td>
<td>38</td>
<td>82</td>
<td>120</td>
<td>5.0</td>
<td>IN102</td>
</tr>
<tr>
<td>AT208</td>
<td>Air Conditioning and Electrical Accessories</td>
<td>48</td>
<td>72</td>
<td>120</td>
<td>5.0</td>
<td>IN102</td>
</tr>
<tr>
<td>DT101</td>
<td>Diesel Engines Construction and Operation</td>
<td>43</td>
<td>77</td>
<td>120</td>
<td>5.0</td>
<td>IN102</td>
</tr>
<tr>
<td>DT102</td>
<td>Diesel Fuel Systems and Tune Up</td>
<td>52</td>
<td>68</td>
<td>120</td>
<td>5.0</td>
<td>IN102</td>
</tr>
<tr>
<td>DT108</td>
<td>Truck Electrical and Electronics</td>
<td>51</td>
<td>69</td>
<td>120</td>
<td>5.0</td>
<td>IN102, AT103</td>
</tr>
<tr>
<td>DT112</td>
<td>Hydraulics for Heavy Equipment Application</td>
<td>70</td>
<td>50</td>
<td>120</td>
<td>5.0</td>
<td>IN102, AT103, DT108</td>
</tr>
<tr>
<td>DT113</td>
<td>Welding &amp; Safe Equipment Operation</td>
<td>40</td>
<td>80</td>
<td>120</td>
<td>5.0</td>
<td>IN102, DT112</td>
</tr>
<tr>
<td>DT114</td>
<td>Heavy Equipment Powertrains</td>
<td>45</td>
<td>75</td>
<td>120</td>
<td>5.0</td>
<td>IN102, DT112</td>
</tr>
<tr>
<td>DT115</td>
<td>Heavy Equipment Systems</td>
<td>60</td>
<td>60</td>
<td>120</td>
<td>5.0</td>
<td>IN102, DT112</td>
</tr>
</tbody>
</table>

TOTALS 639 921 1560 65.0

MAXIMUM TIME FRAME (MTF) = 97.5 CREDITS  CIP CODE: 47.0302 • SOC CODE: 49-3042

Note: Course Numbers are for reference only. The sequence of course offerings may vary depending on scheduling needs.
Collision Repair and Refinishing Technology
COL105BD—DIPLOMA PROGRAM
DAY AND AFTERNOON PROGRAMS

day/aft . . . . approximately 54 weeks (including holidays and scheduled breaks), 1000 instructional hours, 41.5 semester credits

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

program objective
This program is designed to provide the student with a comprehensive understanding and hands-on application of industry standard collision repair and refinishing techniques. The program also provides information on the latest collision repair tools, equipment, and techniques as well as important safety tips and strategies for students to use in protecting themselves and the environment. It offers an insight into what it takes to become a successful, well-rounded collision repair technician. Graduates of the “Collision Repair and Refinishing Technology” program will be presented with the basic skills and knowledge that an entry-level technician needs to obtain employment in the collision industry. Upon graduation, the student will be qualified to work in a shop that repairs conventional and unitized bodies using various manufacturers frame, alignment, and paint equipment. This program is structured to prepare the student for I-CAR Pro Level 1 Certifications in both the Non-Structural and Refinish areas along with preparation for I-CAR steel and aluminum welding certifications. Students will be required to complete out-of-class assignments in each course.

<table>
<thead>
<tr>
<th>number</th>
<th>course</th>
<th>lecture hours</th>
<th>lab/shop hours</th>
<th>total hours</th>
<th>semester credits</th>
<th>prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR101B</td>
<td>Introduction to Collision Repair</td>
<td>80</td>
<td>20</td>
<td>100</td>
<td>4.5</td>
<td>CR101B</td>
</tr>
<tr>
<td>CR102B</td>
<td>Steel Welding Techniques and Processes</td>
<td>35</td>
<td>65</td>
<td>100</td>
<td>4.0</td>
<td>CR101B</td>
</tr>
<tr>
<td>CR103B</td>
<td>Structural I</td>
<td>80</td>
<td>20</td>
<td>100</td>
<td>4.5</td>
<td>CR101B</td>
</tr>
<tr>
<td>CR104B</td>
<td>Vehicle Electrical and Mechanical Systems</td>
<td>80</td>
<td>20</td>
<td>100</td>
<td>4.5</td>
<td>CR101B</td>
</tr>
<tr>
<td>CR107B</td>
<td>Refinishing I</td>
<td>35</td>
<td>65</td>
<td>100</td>
<td>4.0</td>
<td>CR101B</td>
</tr>
<tr>
<td>CR109B</td>
<td>Non-Structural I</td>
<td>35</td>
<td>65</td>
<td>100</td>
<td>4.0</td>
<td>CR101B</td>
</tr>
<tr>
<td>CR116B</td>
<td>Measuring and Damage Assessment</td>
<td>35</td>
<td>65</td>
<td>100</td>
<td>4.0</td>
<td>CR101B, CR102B, CR103B</td>
</tr>
<tr>
<td>CR209B</td>
<td>Non-Structural II</td>
<td>35</td>
<td>65</td>
<td>100</td>
<td>4.0</td>
<td>CR101B, CR109B</td>
</tr>
<tr>
<td>CR210B</td>
<td>Aluminum Welding and Metal Fabrication Techniques</td>
<td>35</td>
<td>65</td>
<td>100</td>
<td>4.0</td>
<td>CR101B, CR102B</td>
</tr>
<tr>
<td>CR211B</td>
<td>Advanced Refinishing Techniques with Custom Painting</td>
<td>35</td>
<td>65</td>
<td>100</td>
<td>4.0</td>
<td>CR101B, CR107B</td>
</tr>
<tr>
<td></td>
<td>TOTALS</td>
<td>485</td>
<td>515</td>
<td>1000</td>
<td>41.5</td>
<td></td>
</tr>
</tbody>
</table>

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

Mode of delivery: Blended Learning is the method we may use to deliver content of each course. The Blended courses are offered by delivering a fraction of the course in an online format as well as traditional face to face method. The Blended delivery plan will implement distance education activities into each course in the program of study. The use of simulations, case studies, assessments and multimedia will be used to enhance the students understanding of the learning objectives outlined in the course syllabus.
Welding and Metal Fabrication Technology

WLD100D–DIPLOMA PROGRAM

DAY AND EVENING PROGRAMS

day/eve . . . . . . . approximately 28 weeks (including holidays and scheduled breaks), 720 instructional hours, 27.5 semester credits*

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

Program Objective

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

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab/Shop Hours</th>
<th>Total Hours</th>
<th>Total Credits</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>WLD111AN</td>
<td>Welding and Cutting Fundamentals</td>
<td>60</td>
<td>60</td>
<td>120</td>
<td>5.0</td>
<td></td>
</tr>
<tr>
<td>WLD112AN</td>
<td>Basic Arc Welding Procedures</td>
<td>50</td>
<td>70</td>
<td>120</td>
<td>4.5</td>
<td>WLD111AN</td>
</tr>
<tr>
<td>WLD113AN</td>
<td>SMAW – Plate Welding</td>
<td>30</td>
<td>90</td>
<td>120</td>
<td>4.5</td>
<td>WLD111AN, WLD112AN</td>
</tr>
<tr>
<td>WLD114AN</td>
<td>GMAW/FCAW (MIG) – Plate Welding</td>
<td>30</td>
<td>90</td>
<td>120</td>
<td>4.5</td>
<td>WLD111AN, WLD112AN</td>
</tr>
<tr>
<td>WLD115AN</td>
<td>GTAW (TIG) – Welding Procedures</td>
<td>30</td>
<td>90</td>
<td>120</td>
<td>4.5</td>
<td>WLD111AN, WLD112AN</td>
</tr>
<tr>
<td>WLD118AN</td>
<td>GMAW/GTAW – Fabrication Processes</td>
<td>30</td>
<td>90</td>
<td>120</td>
<td>4.5</td>
<td>WLD111AN, WLD112AN, WLD114AN, WLD115AN</td>
</tr>
</tbody>
</table>

TOTALS 230 490 720 27.5

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

CIP CODE: 48.0508 • SOC CODE: 51-4121

MAXIMUM TIME FRAME (MTF) = 41 CREDITS

14
Automotive Service Management
AUTO210AOS—ASSOCIATE OF OCCUPATIONAL STUDIES DEGREE PROGRAM
DAY/EVENING PROGRAMS

- total semester credits: 75.0*
- total instructional hours: 1785
- weeks to complete: approximately 83 (including holidays and scheduled breaks)

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

Program Objective
This degree is designed to provide the student with a comprehensive understanding and hands-on application of industry standard automotive repair and service techniques. The program also provides information on the latest automotive repair tools, diagnostic and service equipment, and techniques as well as important safety, personal protection, and hazardous material handling strategies for students to use in protecting themselves and the environment. Graduates of this degree program will be presented with the entry-level knowledge and skills required to correctly test, diagnose, replace, repair and adjust as necessary the components of the mechanical, electronic, hydraulic, and accessories systems on current automobiles. Upon graduation, the student will be qualified for entry-level positions in the automotive service career field as a technician capable of analysis, problem solving, performing most common service operations and under supervision, more specialized or involved tasks with a dealer, independent shop or other service outlet. The general education component will provide the student with the communication, business, and critical thinking skills necessary to pursue other employment opportunities within the industry. Students will be required to complete out-of-class assignments in each course.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab/Shop Hours</th>
<th>Total Hours</th>
<th>Semester Credits</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>IN102</td>
<td>Driving Your Performance</td>
<td>58</td>
<td>62</td>
<td>120</td>
<td>5.0</td>
<td>precedes all courses</td>
</tr>
<tr>
<td>AT101</td>
<td>Gasoline Engine Construction and Operation</td>
<td>38</td>
<td>82</td>
<td>120</td>
<td>5.0</td>
<td>IN102</td>
</tr>
<tr>
<td>AT102</td>
<td>Fuel and Emissions Systems</td>
<td>48</td>
<td>72</td>
<td>120</td>
<td>5.0</td>
<td>IN102</td>
</tr>
<tr>
<td>AT103</td>
<td>Electrical Systems</td>
<td>48</td>
<td>72</td>
<td>120</td>
<td>5.0</td>
<td>IN102</td>
</tr>
<tr>
<td>AT204</td>
<td>Driveability Diagnostics</td>
<td>43</td>
<td>77</td>
<td>120</td>
<td>5.0</td>
<td>IN102, AT102, AT103</td>
</tr>
<tr>
<td>AT106</td>
<td>Transmissions and Drive Lines</td>
<td>34</td>
<td>86</td>
<td>120</td>
<td>4.5</td>
<td>IN102</td>
</tr>
<tr>
<td>AT207</td>
<td>Automatic Transmissions</td>
<td>38</td>
<td>82</td>
<td>120</td>
<td>5.0</td>
<td>IN102</td>
</tr>
<tr>
<td>AT208</td>
<td>Air Conditioning &amp; Electrical Accessories</td>
<td>48</td>
<td>72</td>
<td>120</td>
<td>5.0</td>
<td>IN102</td>
</tr>
<tr>
<td>AT209</td>
<td>Advanced Automotive Electronics</td>
<td>48</td>
<td>72</td>
<td>120</td>
<td>5.0</td>
<td>IN102, AT103</td>
</tr>
<tr>
<td>AT110</td>
<td>Automotive Brake Systems</td>
<td>38</td>
<td>82</td>
<td>120</td>
<td>5.0</td>
<td>IN102</td>
</tr>
<tr>
<td>AT211</td>
<td>Automotive Steering &amp; Suspension Systems</td>
<td>34</td>
<td>86</td>
<td>120</td>
<td>4.5</td>
<td>IN102</td>
</tr>
<tr>
<td>MA201</td>
<td>Service Shop Procedures</td>
<td>24</td>
<td>96</td>
<td>120</td>
<td>3.0</td>
<td>IN102</td>
</tr>
<tr>
<td>MA102</td>
<td>Service Shop Management</td>
<td>24</td>
<td>96</td>
<td>120</td>
<td>3.0</td>
<td>IN102</td>
</tr>
</tbody>
</table>

General Education Courses

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab/Shop Hours</th>
<th>Total Hours</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEN130</td>
<td>Introduction to Critical Thinking</td>
<td>45</td>
<td>0</td>
<td>45</td>
<td>3.0</td>
</tr>
<tr>
<td>GEN160</td>
<td>Psychology</td>
<td>45</td>
<td>0</td>
<td>45</td>
<td>3.0</td>
</tr>
<tr>
<td>GEN162</td>
<td>American Government</td>
<td>45</td>
<td>0</td>
<td>45</td>
<td>3.0</td>
</tr>
<tr>
<td>GEN180</td>
<td>College Algebra</td>
<td>45</td>
<td>0</td>
<td>45</td>
<td>3.0</td>
</tr>
<tr>
<td>GEN190</td>
<td>English Composition I</td>
<td>45</td>
<td>0</td>
<td>45</td>
<td>3.0</td>
</tr>
</tbody>
</table>

TOTALS: 748 lecture hours, 1037 lab/shop hours, 1785 total hours, 75.0 semester credits

Note: Course Numbers are for reference only. The sequence of course offerings may vary depending on scheduling needs.
# Heavy Equipment Maintenance Service Management

**HEM201AOS—ASSOCIATE OF OCCUPATIONAL STUDIES DEGREE PROGRAM**

**DAY/EVENING PROGRAMS**

<table>
<thead>
<tr>
<th>number</th>
<th>course</th>
<th>lecture hours</th>
<th>lab/shop hours</th>
<th>total hours</th>
<th>semester credits</th>
<th>prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>IN102</td>
<td>Driving Your Performance</td>
<td>58</td>
<td>62</td>
<td>120</td>
<td>5.0</td>
<td>precedes all courses</td>
</tr>
<tr>
<td>AT101</td>
<td>Gasoline Engine Construction and Operation</td>
<td>38</td>
<td>82</td>
<td>120</td>
<td>5.0</td>
<td>IN102</td>
</tr>
<tr>
<td>AT102</td>
<td>Fuel and Emissions Systems</td>
<td>48</td>
<td>72</td>
<td>120</td>
<td>5.0</td>
<td>IN102</td>
</tr>
<tr>
<td>AT103</td>
<td>Electrical Systems</td>
<td>48</td>
<td>72</td>
<td>120</td>
<td>5.0</td>
<td>IN102</td>
</tr>
<tr>
<td>AT207</td>
<td>Automatic Transmissions</td>
<td>38</td>
<td>82</td>
<td>120</td>
<td>5.0</td>
<td>IN102</td>
</tr>
<tr>
<td>AT208</td>
<td>Air Conditioning &amp; Electrical Accessories</td>
<td>48</td>
<td>72</td>
<td>120</td>
<td>5.0</td>
<td>IN102</td>
</tr>
<tr>
<td>DT101</td>
<td>Diesel Engines Construction and Operation</td>
<td>43</td>
<td>77</td>
<td>120</td>
<td>5.0</td>
<td>IN102</td>
</tr>
<tr>
<td>DT102</td>
<td>Diesel Fuel Systems and Tune Up</td>
<td>52</td>
<td>68</td>
<td>120</td>
<td>5.0</td>
<td>IN102</td>
</tr>
<tr>
<td>DT108</td>
<td>Truck Electrical and Electronics</td>
<td>51</td>
<td>69</td>
<td>120</td>
<td>5.0</td>
<td>IN102, AT103</td>
</tr>
<tr>
<td>DT112</td>
<td>Hydraulics for Heavy Equipment Application</td>
<td>70</td>
<td>50</td>
<td>120</td>
<td>5.0</td>
<td>IN102, AT103, DT108</td>
</tr>
<tr>
<td>DT113</td>
<td>Welding &amp; Safe Equipment Operation</td>
<td>40</td>
<td>80</td>
<td>120</td>
<td>5.0</td>
<td>IN102, DT112</td>
</tr>
<tr>
<td>DT114</td>
<td>Heavy Equipment Powertrains</td>
<td>45</td>
<td>75</td>
<td>120</td>
<td>5.0</td>
<td>IN102, DT112</td>
</tr>
<tr>
<td>DT115</td>
<td>Heavy Equipment Systems</td>
<td>60</td>
<td>60</td>
<td>120</td>
<td>5.0</td>
<td>IN102, DT112</td>
</tr>
</tbody>
</table>

**GENERAL EDUCATION COURSES**

<table>
<thead>
<tr>
<th>number</th>
<th>course</th>
<th>lecture hours</th>
<th>lab/shop hours</th>
<th>total hours</th>
<th>semester credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEN130</td>
<td>Introduction to Critical Thinking</td>
<td>45</td>
<td>0</td>
<td>45</td>
<td>3.0</td>
</tr>
<tr>
<td>GEN160</td>
<td>Psychology</td>
<td>45</td>
<td>0</td>
<td>45</td>
<td>2.0</td>
</tr>
<tr>
<td>GEN162</td>
<td>American Government</td>
<td>45</td>
<td>0</td>
<td>45</td>
<td>3.0</td>
</tr>
<tr>
<td>GEN180</td>
<td>College Algebra</td>
<td>45</td>
<td>0</td>
<td>45</td>
<td>3.0</td>
</tr>
<tr>
<td>GEN190</td>
<td>English Composition I</td>
<td>45</td>
<td>0</td>
<td>45</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**TOTALS** 864 921 1785 80.0

*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.*

This degree is designed to provide the student with a comprehensive understand and hands-on application of industry standard heavy-duty and off-road equipment repair and service techniques. Students enrolled in this program will learn theory, functions, diagnostics, and repair of diesel engines and off-road equipment systems. Utilizing industry standard tools and equipment, students will diagnose and repair electrical, mechanical, and hydraulic, drive train, steering, and suspension systems on heavy-duty and off-road equipment. Upon successful completion of the program, the graduate should possess knowledge and versatility in the diesel engine and heavy-duty, off-road equipment service and repair industry to qualify for entry-level positions in heavy-duty and construction equipment dealerships, fleet and equipment maintenance facilities as well as independent service and repair enterprises. The general education component will provide the student with the communication and critical thinking skills necessary to pursue other employment opportunities within the industry. Students will be required to complete out-of-class assignments in each course.

Note: Course Numbers are for reference only. The sequence of course offerings may vary depending on scheduling needs.
Diesel and Truck Service Management

**DTT210AOS—ASSOCIATE OF OCCUPATIONAL STUDIES DEGREE PROGRAM**

**DAY/EVENING PROGRAMS**

- Total semester credits: 78.0*
- Total instructional hours: 1785
- Weeks to complete: approximately 83 (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**

An Associate Degree will be awarded upon completion of this program. The program is designed to prepare students for entry into the diesel and truck service career field. Students enrolled in this program will learn theory, functions, diagnostics, and repair of diesel and truck systems. Using industry standard tools and equipment, students will diagnose and repair electrical and mechanical systems on diesel engines and trucks. Upon successful completion of the program, the graduate should possess knowledge and versatility in the diesel and truck repair field to qualify for entry-level positions in dealerships, fleet maintenance departments, private repair enterprises, or franchise truck repair organizations. The general education component will provide the student with the communication, business and critical thinking skills necessary to pursue other employment opportunities within the industry. Students will be required to complete out-of-class assignments in each course.

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Lecture Hours</th>
<th>Lab/Shop Hours</th>
<th>Total Hours</th>
<th>Semester Credits</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>IN102</td>
<td>Driving Your Performance</td>
<td>58</td>
<td>62</td>
<td>120</td>
<td>5.0</td>
<td>precedes all courses</td>
</tr>
<tr>
<td>AT101</td>
<td>Gasoline Engine Construction and Operation</td>
<td>38</td>
<td>82</td>
<td>120</td>
<td>5.0</td>
<td>IN102</td>
</tr>
<tr>
<td>AT103</td>
<td>Electrical Systems</td>
<td>48</td>
<td>72</td>
<td>120</td>
<td>5.0</td>
<td>IN102</td>
</tr>
<tr>
<td>AT208</td>
<td>Air Conditioning &amp; Electrical Accessories</td>
<td>48</td>
<td>72</td>
<td>120</td>
<td>5.0</td>
<td>IN102</td>
</tr>
<tr>
<td>DT101</td>
<td>Diesel Engines Construction and Operation</td>
<td>43</td>
<td>77</td>
<td>120</td>
<td>5.0</td>
<td>IN102</td>
</tr>
<tr>
<td>DT102</td>
<td>Diesel Fuel Systems and Tune Up</td>
<td>52</td>
<td>68</td>
<td>120</td>
<td>5.0</td>
<td>IN102</td>
</tr>
<tr>
<td>DT103</td>
<td>Heavy Duty Drive Trains</td>
<td>43</td>
<td>77</td>
<td>120</td>
<td>5.0</td>
<td>IN102</td>
</tr>
<tr>
<td>DT106</td>
<td>Truck Steering and Suspension Systems</td>
<td>58</td>
<td>62</td>
<td>120</td>
<td>5.0</td>
<td>IN102</td>
</tr>
<tr>
<td>DT107</td>
<td>Air and Hydraulic Brake Systems</td>
<td>58</td>
<td>62</td>
<td>120</td>
<td>5.0</td>
<td>IN102</td>
</tr>
<tr>
<td>DT108</td>
<td>Truck Electrical and Electronics</td>
<td>51</td>
<td>69</td>
<td>120</td>
<td>5.0</td>
<td>IN102, AT103</td>
</tr>
<tr>
<td>DT109</td>
<td>Welding and Hydraulics</td>
<td>70</td>
<td>50</td>
<td>120</td>
<td>5.0</td>
<td>IN102</td>
</tr>
<tr>
<td>DT110</td>
<td>Preventive Maintenance</td>
<td>45</td>
<td>75</td>
<td>120</td>
<td>5.0</td>
<td>IN102, all diesel courses</td>
</tr>
<tr>
<td>MA201</td>
<td>Service Shop Procedures</td>
<td>24</td>
<td>96</td>
<td>120</td>
<td>3.0</td>
<td>IN102</td>
</tr>
</tbody>
</table>

**GENERAL EDUCATION COURSES**

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEN130</td>
<td>Introduction to Critical Thinking</td>
<td>45</td>
</tr>
<tr>
<td>GEN160</td>
<td>Psychology</td>
<td>45</td>
</tr>
<tr>
<td>GEN162</td>
<td>American Government</td>
<td>45</td>
</tr>
<tr>
<td>GEN180</td>
<td>College Algebra</td>
<td>45</td>
</tr>
<tr>
<td>GEN190</td>
<td>English Composition I</td>
<td>45</td>
</tr>
</tbody>
</table>

**TOTALS**

- 861
- 924
- 1785
- 78.0

**MAXIMUM TIME FRAME (MTF) = 117 CREDITS**  
**CIP CODE: 47.0613 • SOC CODE: 49-3031**

Note: Course Numbers are for reference only. The sequence of course offerings may vary depending on scheduling needs.
Collision Repair and Refinishing
Service Management

COL211BA – ASSOCIATE OF OCCUPATIONAL STUDIES DEGREE PROGRAM
DAY AND EVENING PROGRAMS

day/aft...approximately 82 weeks (including holidays and scheduled breaks), 1325 instructional hours, 60.5 semester credits*

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

Program Objective

This degree program is designed to provide the student with a comprehensive understanding and hands-on application of industry standard collision repair and refinishing techniques. The program also provides information on the latest collision repair tools, equipment, and techniques as well as important safety tips and strategies for students to use in protecting themselves and the environment. It offers an insight to what it takes to become a successful, well-rounded collision repair technician and prepares the student to assume greater responsibilities within the business of collision repair. Graduates of this degree program will be presented with the basic skills and knowledge that an entry-level technician needs to obtain employment in the collision industry. Upon graduation, the student will be qualified to work in a shop that repairs conventional and unitized bodies using various manufacturers frame, alignment, and paint equipment as well as specialty shops. This program is structured to prepare the student for I-CAR Pro-Level 1 Certifications in both the Non-Structural and Refinish areas along with preparation for I-CAR steel and aluminum welding certifications. The general education component will provide the student with the communication, business, and critical thinking skills necessary to pursue other employment opportunities within the industry. Students will be required to complete out-of-class assignments in each course.

<table>
<thead>
<tr>
<th>number</th>
<th>course</th>
<th>lecture hours</th>
<th>lab/shop hours</th>
<th>total hours</th>
<th>semester credits</th>
<th>prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR101B</td>
<td>Introduction to Collision Repair</td>
<td>80</td>
<td>20</td>
<td>100</td>
<td>4.5</td>
<td></td>
</tr>
<tr>
<td>CR102B</td>
<td>Steel Welding Techniques and Processes</td>
<td>35</td>
<td>65</td>
<td>100</td>
<td>4.0</td>
<td>CR101B</td>
</tr>
<tr>
<td>CR103B</td>
<td>Structural I</td>
<td>80</td>
<td>20</td>
<td>100</td>
<td>4.5</td>
<td>CR101B</td>
</tr>
<tr>
<td>CR104B</td>
<td>Vehicle Electrical and Mechanical Systems</td>
<td>80</td>
<td>20</td>
<td>100</td>
<td>4.5</td>
<td>CR101B</td>
</tr>
<tr>
<td>CR107B</td>
<td>Refinishing I</td>
<td>35</td>
<td>65</td>
<td>100</td>
<td>4.0</td>
<td>CR101B</td>
</tr>
<tr>
<td>CR109B</td>
<td>Non-Structural I</td>
<td>35</td>
<td>65</td>
<td>100</td>
<td>4.0</td>
<td>CR101B</td>
</tr>
<tr>
<td>CR209B</td>
<td>Non-Structural II</td>
<td>35</td>
<td>65</td>
<td>100</td>
<td>4.0</td>
<td>CR101B, CR109B</td>
</tr>
<tr>
<td>CR210B</td>
<td>Aluminum Welding and Metal Fabrication</td>
<td>35</td>
<td>65</td>
<td>100</td>
<td>4.0</td>
<td>CR101B, CR102B</td>
</tr>
<tr>
<td>CR211B</td>
<td>Advanced Refinishing Techniques with Custom</td>
<td>35</td>
<td>65</td>
<td>100</td>
<td>4.0</td>
<td>CR101B, CR109B</td>
</tr>
</tbody>
</table>

General Education Classes - Mandatory

<table>
<thead>
<tr>
<th>course</th>
<th>lecture hours</th>
<th>lab/shop hours</th>
<th>total hours</th>
<th>semester credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEN180V College Algebra</td>
<td>45</td>
<td>0</td>
<td>45</td>
<td>3.0</td>
</tr>
<tr>
<td>GEN190V English Composition I</td>
<td>45</td>
<td>0</td>
<td>45</td>
<td>3.0</td>
</tr>
<tr>
<td>GEN292V Speech Communication</td>
<td>45</td>
<td>0</td>
<td>45</td>
<td>3.0</td>
</tr>
</tbody>
</table>

General Education Classes - Electives (Choose Two)

<table>
<thead>
<tr>
<th>course</th>
<th>lecture hours</th>
<th>lab/shop hours</th>
<th>total hours</th>
<th>semester credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEN130V Introduction to Critical Thinking</td>
<td>45</td>
<td>0</td>
<td>45</td>
<td>3.0</td>
</tr>
<tr>
<td>GEN160V Psychology</td>
<td>45</td>
<td>0</td>
<td>45</td>
<td>3.0</td>
</tr>
<tr>
<td>GEN162V American Government</td>
<td>45</td>
<td>0</td>
<td>45</td>
<td>3.0</td>
</tr>
<tr>
<td>GEN150V Environmental Science</td>
<td>45</td>
<td>0</td>
<td>45</td>
<td>3.0</td>
</tr>
</tbody>
</table>

TOTALS 760 565 1325 60.5

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

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

The Technical Core Program classes (except CR216) may be delivered in either a Residential or Blended Learning format.
CR216 and the General Education Classes may be delivered in a Residential, Blended Learning, or Online format.
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.

Collision Repair Courses

CR101B – INTRODUCTION TO COLLISION REPAIR
100 Contact Hrs (80 Lecture, 20 Lab/Shop); 4.5 Credits
This course is a detailed introduction to collision repair. Topics to be taught include proper tools and equipment, worker safety, vehicle construction, vehicle systems, diagnosing damage, determining repair or replacement of components, estimating the cost of repair, collision repair protection, and repair materials and procedures.

CR102B – STEEL WELDING TECHNIQUES AND PROCESSES
100 Contact Hrs (35 Lecture, 65 Lab/Shop); 4.0 Credits
This course is an introduction to welding as it pertains to the collision repair and refinishing industry. The student will learn the necessary safety precautions as required for cutting and welding. Students will learn how to inspect and test a MIG, TIG, and resistance spot-welds. The student will learn how to weld with both MIG and TIG welders plus use various related equipment. Students will also be able to demonstrate plasma arc cutting as well as oxyacetylene cutting. During this class the student will demonstrate the proper procedures for welding and fabricating components in a live shop.

CR103B – STRUCTURAL I
100 Contact Hrs (80 Lecture, 20 Lab/Shop); 4.5 Credits
This course is designed to teach students how to measure, straighten, and replace steel and aluminum panels including point-to-point measuring and three dimensional measuring equipment and its operation. The student will learn the basic construction of uni-body vehicles, conventional frame vehicles, stub frame and space frame vehicles, collision theory, collision forces and the definition of inertia and internal and external forces. The students will also determine the different types of alignment that result from the different types of collisions. Students will learn how to replace and align full and partial vehicle body parts; identify different types of pillars and rocker panels; read and interpret dimension sheets and collision manuals; and identify different frame and frame types. Prerequisite(s): CR101B

CR104B – VEHICLE ELECTRICAL AND MECHANICAL SYSTEMS
100 Contact Hrs (80 Lecture, 20 Lab/Shop); 4.5 Credits
This course is designed to cover basic electricity, electrical and electronic systems, active and passive restraint systems, lighting systems, steering, suspension systems, brakes, and air conditioning systems. Students will learn how to properly use automotive electrical testing equipment, identify the types and functions of an automotive wiring harness, including the functions of circuit control and protection devices. The students learn how to safely disconnect, remove, reconnect, and reinstall automotive computers without damage. Students will learn about the function of airbags and other active and passive restraint systems, including diagnostic procedures. Students learn the principles and functions of automotive brake systems, including diagnostic procedures. Students learn how to remove, repair and replace brake assemblies. Students apply principles and functions of automobile signaling systems, electronic troubleshooting, diagnostic procedures, disassembly, repair and reassembly of suspension systems, and laser wheel alignment procedures. Students apply the principles and components of automotive air conditioning systems. Students will learn how to properly evacuate, recharge, and service automotive air conditioning system. Prerequisite(s): CR101B

CR107B – REFINISHING I
100 Contact Hrs (35 Lecture, 65 Lab/Shop); 4.0 Credits
This course is designed to cover the proper use and techniques of automotive painting equipment. This includes spot jobs, complete paint jobs, vehicle preparation, equipment selection, painting techniques, and planning. During the course, students will learn how to properly prepare a vehicle for painting; identify the different types of paint; properly apply various paints; properly mix paint to achieve optimum color and viscosity; properly use paint mixing equipment to achieve proper color matching. Prerequisite(s): CR101B

CR109B – NON STRUCTURAL I
100 Contact Hrs (35 Lecture, 65 Lab/Shop); 4.0 Credits
This course is designed to cover the skills and tools necessary for non-structural repair procedures. Students learn the types of steel used in vehicle construction and types of damage that can occur to steel.

CR109B – NON STRUCTURAL II
100 Contact Hrs (35 Lecture, 65 Lab/Shop); 4.0 Credits
This course is designed to provide the student the opportunity to learn how to weld aluminum, practice the skills of welding for both steel and aluminum, and apply fabrication. Students will learn the differences between welding steel and aluminum and apply this knowledge to MIG welding aluminum. The student will demonstrate the required safety precautions that are a part of welding and cutting procedures in the collision industry. During this class the student will demonstrate the proper procedures for welding and fabricating components in a live shop.

CR201B – ADVANCED REFINISHING TECHNIQUES WITH CUSTOM PAINTING
100 Contact Hrs (55 Lecture, 65 Lab/Shop); 4.0 Credits
This course will allow the student to practice proper worker protection techniques and the correct methods of handling hazardous material that collision shops generate. Students will learn theory and the student will use the spray equipment and spray booths that they have previously used in other classes. Students will practice the proper methods of mixing and matching colors in a shop situation as well as demonstrate the correct preparation and maintenance procedures for shop equipment for both waterborne and solvent based paints. Students learn how to properly apply skills and techniques utilizing vehicles and mockups.

CR209B – NON-STRUCTURAL II
100 Contact Hrs (35 Lecture, 65 Lab/Shop); 4.0 Credits
This course is designed to provide the student the opportunity to learn how to weld aluminum, practice the skills of welding for both steel and aluminum, and apply fabrication. Students will learn the differences between welding steel and aluminum and apply this knowledge to MIG welding aluminum. The student will demonstrate the required safety precautions that are a part of welding and cutting procedures in the collision industry. During this class the student will demonstrate the proper procedures for welding and fabricating components in a live shop.

CR211B – ADVANCED REFINISHING TECHNIQUES
100 Contact Hrs (35 Lecture, 65 Lab/Shop); 4.0 Credits
This course is designed to provide the student the opportunity to learn how to weld aluminum, practice the skills of welding for both steel and aluminum, and apply fabrication. Students will learn the differences between welding steel and aluminum and apply this knowledge to MIG welding aluminum. The student will demonstrate the required safety precautions that are a part of welding and cutting procedures in the collision industry. During this class the student will demonstrate the proper procedures for welding and fabricating components in a live shop.

CR219B – SYSTEMS REPAIR
100 Contact Hrs (35 Lecture, 65 Lab/Shop); 4.0 Credits
This course is designed to provide the student the opportunity to learn how to weld aluminum, practice the skills of welding for both steel and aluminum, and apply fabrication. Students will learn the differences between welding steel and aluminum and apply this knowledge to MIG welding aluminum. The student will demonstrate the required safety precautions that are a part of welding and cutting procedures in the collision industry. During this class the student will demonstrate the proper procedures for welding and fabricating components in a live shop.

CR219B – SYSTEMS REPAIR
100 Contact Hrs (35 Lecture, 65 Lab/Shop); 4.0 Credits
This course is designed to provide the student the opportunity to learn how to weld aluminum, practice the skills of welding for both steel and aluminum, and apply fabrication. Students will learn the differences between welding steel and aluminum and apply this knowledge to MIG welding aluminum. The student will demonstrate the required safety precautions that are a part of welding and cutting procedures in the collision industry. During this class the student will demonstrate the proper procedures for welding and fabricating components in a live shop.

CR219B – SYSTEMS REPAIR
100 Contact Hrs (35 Lecture, 65 Lab/Shop); 4.0 Credits
This course is designed to provide the student the opportunity to learn how to weld aluminum, practice the skills of welding for both steel and aluminum, and apply fabrication. Students will learn the differences between welding steel and aluminum and apply this knowledge to MIG welding aluminum. The student will demonstrate the required safety precautions that are a part of welding and cutting procedures in the collision industry. During this class the student will demonstrate the proper procedures for welding and fabricating components in a live shop.

CR219B – SYSTEMS REPAIR
100 Contact Hrs (35 Lecture, 65 Lab/Shop); 4.0 Credits
This course is designed to provide the student the opportunity to learn how to weld aluminum, practice the skills of welding for both steel and aluminum, and apply fabrication. Students will learn the differences between welding steel and aluminum and apply this knowledge to MIG welding aluminum. The student will demonstrate the required safety precautions that are a part of welding and cutting procedures in the collision industry. During this class the student will demonstrate the proper procedures for welding and fabricating components in a live shop.

CR219B – SYSTEMS REPAIR
100 Contact Hrs (35 Lecture, 65 Lab/Shop); 4.0 Credits
This course is designed to provide the student the opportunity to learn how to weld aluminum, practice the skills of welding for both steel and aluminum, and apply fabrication. Students will learn the differences between welding steel and aluminum and apply this knowledge to MIG welding aluminum. The student will demonstrate the required safety precautions that are a part of welding and cutting procedures in the collision industry. During this class the student will demonstrate the proper procedures for welding and fabricating components in a live shop.

CR219B – SYSTEMS REPAIR
100 Contact Hrs (35 Lecture, 65 Lab/Shop); 4.0 Credits
This course is designed to provide the student the opportunity to learn how to weld aluminum, practice the skills of welding for both steel and aluminum, and apply fabrication. Students will learn the differences between welding steel and aluminum and apply this knowledge to MIG welding aluminum. The student will demonstrate the required safety precautions that are a part of welding and cutting procedures in the collision industry. During this class the student will demonstrate the proper procedures for welding and fabricating components in a live shop.

CR219B – SYSTEMS REPAIR
100 Contact Hrs (35 Lecture, 65 Lab/Shop); 4.0 Credits
This course is designed to provide the student the opportunity to learn how to weld aluminum, practice the skills of welding for both steel and aluminum, and apply fabrication. Students will learn the differences between welding steel and aluminum and apply this knowledge to MIG welding aluminum. The student will demonstrate the required safety precautions that are a part of welding and cutting procedures in the collision industry. During this class the student will demonstrate the proper procedures for welding and fabricating components in a live shop.

CR219B – SYSTEMS REPAIR
100 Contact Hrs (35 Lecture, 65 Lab/Shop); 4.0 Credits
This course is designed to provide the student the opportunity to learn how to weld aluminum, practice the skills of welding for both steel and aluminum, and apply fabrication. Students will learn the differences between welding steel and aluminum and apply this knowledge to MIG welding aluminum. The student will demonstrate the required safety precautions that are a part of welding and cutting procedures in the collision industry. During this class the student will demonstrate the proper procedures for welding and fabricating components in a live shop.
properly repair conventional vehicle frames by using frame equipment from various manufacturers’ which includes, setting up the various measuring systems and checking and recording all of the measurements of the vehicle.

**Prerequisite(s):** CR101B, CR102B, CR103B, CR104B, CR107B, CR109B

### CR216B—ADVANCED DAMAGE ANALYSIS AND ESTIMATING

120 Contact Hrs (50 Lecture, 70 Lab/Shop); 4.0 Credits

This course is designed to provide a more detailed overview to assessing, measuring and estimating the damage to conventional and unitized vehicles. The student will learn and practice with industry standard measuring devices and damage reporting processes as learned in previous classes. The students will learn how to use industry standard estimating software and how to complete vehicle repair estimates.

Students will learn how to analyze material damage, damage caused by hail, theft and vandalism, exterior panel damage and restraint system damage. The student will also learn how to plan and improve collision job process times along with quality inspection of repairs.

**Prerequisite(s):** CR101B, CR102B, CR103B, CR104B, CR109B, CR116B

### Automotive/Diesel & Truck/Heavy Equipment Courses

#### AT101—GASOLINE ENGINE CONSTRUCTION AND OPERATION

120 Contact Hrs (38 Lecture, 82 Lab/Shop); 5.0 Credits

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

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

Students will learn how to diagnose various engine concerns through visual and auditory inspection. Students will learn how to disassemble, measure, troubleshoot, service, and reassemble a gasoline powered internal combustion engine.

**Prerequisite(s):** IN102

#### AT102—FUEL AND EMISSIONS SYSTEMS

120 Contact Hrs (48 Lecture, 72 Lab/Shop); 5.0 Credits

This course is designed to provide comprehensive coverage of late model gasoline fuel systems from the properties of gasoline to the by-products of combustion, including fuel supply and air induction systems, related emissions controls, and the principles of turbocharging. Emphasis is placed on troubleshooting, replacement, overhaul, and adjustment of fuel injection systems, including computer control models.

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

Students will learn how to use diagnostic scan tools to retrieve engine, body, and other computerized control module trouble codes to determine condition, status, and determine needed action.

**Prerequisite(s):** IN102, AT102, AT103

#### AT105—REGENERATIVE BRAKING

120 Contact Hrs (38 Lecture, 80 Lab/Shop); 4.5 Credits

This course is designed to provide the student with a comprehensive coverage of drive train components, including theory, operating principles, service, and repair techniques of the clutch, differential and rear end, gearing, electrical and electronic systems, including, trouble-shooting, replacement, disassembly, repair, service techniques, and assembly are emphasized.

Students will learn how to diagnose and service of rotors and drums through diagnosis and service.

**Prerequisite(s):** IN102, AT103

### AT204—DRIVEABILITY DIAGNOSTICS

120 Contact Hrs (43 Lecture, 77 Lab/Shop); 5.0 Credits

This course is designed to provide the student with knowledge of conventional and computerized engine control systems and scientific engine testing and tune-up. Students will receive detailed instruction on operating principles, testing, replacement and repair of the ignition systems.

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

Students will learn how to diagnose basic electrical, starting, and lighting circuits through the use of diagnostic equipment to include test lights, multimeters, and continuity testers.

**Prerequisite(s):** IN102

### AT205—ELECTRICAL SYSTEMS

120 Contact Hrs (48 Lecture, 72 Lab/Shop); 5.0 Credits

This course is designed to provide the student with knowledge of conventional and computerized engine control systems and scientific engine testing and tune-up. Students will receive detailed instruction on operating principles, testing, replacement and repair of the ignition systems.

Students will learn how to diagnose basic electrical, starting, and lighting circuits through the use of diagnostic equipment to include test lights, multimeters, and continuity testers.

**Prerequisite(s):** IN102

### AT208—AIR CONDITIONING AND ELECTRICAL ACCESSORIES

120 Contact Hrs (48 Lecture, 72 Lab/Shop); 5.0 Credits

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

Students will learn how to diagnose abnormal operation of air conditioning and heating systems, remove and replace air conditioning and heating system components, and evacuate and recharge automobile air conditioning systems.

**Prerequisite(s):** IN102

### AT211—AUTOMOTIVE BRAKE SYSTEMS

120 Contact Hrs (38 Lecture, 82 Lab/Shop); 5.0 Credits

This course is designed to provide comprehensive coverage of design, operating principles, maintenance and service of the automotive brake systems and their relationship to traction control. Emphasis is placed on diagnosis and service of rotors and drums with measuring and resurfacing included. Anti-lock braking is covered from operating principles through diagnosis and service.

Students will learn how to diagnose mechanical and hydraulic problems within the vehicle braking systems. Students will learn how to diagnose computer control problems within the anti-lock and traction control systems.

**Prerequisite(s):** IN102
AT211 – AUTOMOTIVE STEERING AND SUSPENSION SYSTEMS
120 Contact Hrs (34 Lecture, 86 Lab/Shop); 4.5 Credits
This course is designed to provide the student with a detailed instruction of the design and operating principles, maintenance and service of automobile steering and suspension systems including steering geometry and alignment angles. Emphasis is placed on wheel alignment procedures, including computerized four-wheel alignment. Service and diagnostics are stressed including McPherson struts, rack and pinion steering systems, and tire design and applications. New technologies are covered to incorporate electronic steering, and in-depth coverage of computerized suspension systems.
Students will learn how to complete repair orders containing customer and vehicle information and perform corrective action. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems. Students will learn how to diagnose, inspect, and service steering system components using industry standard equipment. Students will learn how to diagnose inspect, remove and replace front-and rear-wheel drive suspension component. Students will learn how to perform alignments on front- and rear-wheel drive vehicles.
Prerequisite(s): IN102

AUT101 – AUDI ELECTRICAL SYSTEMS AND SERVICE
120 Contact Hrs (60 Lecture, 60 Lab/Shop); 5.0 Credits
Introduction to Audi products and systems; Students will become familiar with the Audi vehicle series and consumer features. Students will be able to operate and explain these features to the customer. Students will be able to conduct a Pre Delivery Inspection, identify concerns that need to be addressed prior to vehicle delivery. Students will understand and perform standard vehicle maintenance which includes general vehicle maintenance, proper tire mounting and balancing, along with a thorough understanding of tire road force balancing. Students will become familiar with Roadside Service procedures along with technician and customer safety. Students will be introduced to Audi diagnostic tools and reference sources and be able to operate and access the same. Students will be able to update and perform repairs to electronic systems to include both networked and non-networked elements. Students will be able to understand and perform repairs to the battery, starting, and charging systems, parasitic draw and battery management. Students must register for and complete online course requirements in vehicle maintenance and light repair using the Audi On-line Knowledge and Certification Resource Centers.
Prerequisite(s): IN102, AT101, AT102, AT103, AT204, AT208, AT209, AT310, AT211

AUT102 – AUDI ADVANCED DIAGNOSTICS AND OCCUPANT SAFETY SYSTEMS
120 Contact Hrs (60 Lecture, 60 Lab/Shop); 5.0 Credits
This course is designed to provide the student with a more in-depth knowledge of electrical and electronic principles, and advanced circuit applications. Introduction to advanced diagnostic systems troubleshooting, and occupant safety; Students will continue to use Audi diagnostic tools and develop their skills in order to properly diagnose vehicle concerns and issues. Students will use Audi specific scan tools for advanced diagnostics and addressing customer vehicle concerns, along with identifying communication protocol. Students will understand vehicle coding, diagnostics, locating system faults, and making system repairs. Students will understand operation and diagnostics of the Audi Airbag Safety Systems, and be able to take corrective actions to ensure passenger and occupant safety.
Prerequisite(s): IN102, AT101, AT102, AT103, AT204, AT208, AT209, AT310, AT211, AUT101

DT101 – DIESEL ENGINES CONSTRUCTION AND OPERATION
120 Contact Hrs (43 Lecture, 77 Lab/Shop); 5.0 Credits
This course is designed to provide the student with the knowledge and skills necessary to service medium and heavy duty diesel engines. Instruction includes: the design and operating principles, construction, design variations, and applications of the diesel engines are emphasized.
The student will learn how to perform a complete disassembly and assembly of the diesel engine, including the engine flywheel and timing marks, using the instructions in the engine's manufacturer’s service manual. They will also learn the proper methods of inspecting, identifying and naming the components to determine serviceability of the components prior to making a repair. This will include learning how to make all the necessary precision measurements required for diagnosing component failure prior to servicing and repair of the engine.
This student will learn how to service, repair and diagnose the cooling and lubrication system of diesel engines. The student will learn the different types of coolants as well as additives and how to test for Supplemental Coolant Additives (SCA) to determine if additions to or replacement is needed.
Students will learn how to perform coolant tests with different testing equipment.
Students will learn how to research vehicle service information with computer and internet-based electronic retrieval systems.
Prerequisite(s): IN102

DT102 – DIESEL FUEL SYSTEMS AND TUNE UP
120 Contact Hrs (52 Lecture, 68 Lab/Shop); 5.0 Credits
This course is designed to provide the student with the knowledge and skills necessary to service fuel systems found on diesel powered truck tractors. The student will learn how to perform maintenance, service and repair of diesel fuel systems such as the Common Rail System, Detroit Diesel Electronic Controls (DDEC), different Cummins Systems, and International HEUI systems.
The student will learn how to identify the different exhaust compounds from a diesel engine and define the ones that are classified as pollutants. The student will learn about the various manufacturers' exhaust aftertreatment systems. The student will learn how to perform the opacity smoke test and correlate the test results to engine performance and possible component failure.
Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems.
Prerequisite(s): IN102

DT103 – HEAVY DUTY DRIVE TRAINS
120 Contact Hrs (43 Lecture, 77 Lab/Shop); 5.0 Credits
This course is designed to provide the student with the knowledge and skills necessary to service the drive trains found on diesel powered truck tractors. The student will learn how to identify the components of a heavy duty clutch system for wear and damage and give the possible causes and specific clutch defects. The student will learn how to remove and replace a heavy duty clutch system.
The student will learn how to identify and describe the various gear designs and shift mechanisms used in heavy duty trucks. The student will also learn how to calculate both the gear pitch and gear ratios used in a heavy duty drive line. The student will learn how to disassemble and reassemble a heavy duty transmission, differential and power divider as well as learning how to service the heavy duty drive line including the clutch pack and ratcheting, changing the level of lubricant in the system. The student will also learn how to perform basic diagnostic procedures on an automated standard transmission.
Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems.
Prerequisite(s): IN102

DT106 – TRUCK STEERING AND SUSPENSION SYSTEMS
120 Contact Hrs (58 Lecture, 62 Lab/Shop); 5.0 Credits
This course is designed to provide the student with the knowledge and skills necessary to service heavy duty truck steering and suspension systems. The student will learn how to identify, diagnosis, service, repair and adjust as necessary, the components of a heavy duty truck steering system to include toe-in, camber, caster, axle alignment and how they affect tire wear, directional stability and handling. The student will learn how to balance truck tires and wheels and perform a wheel alignment to include the rear axle(s) by using computerized wheel alignment equipment.
The student will learn how to service the major tire and wheel configurations used on heavy duty trucks. Students will learn how to perform bearing and seal service on both grease lubricated and oil lubricated front and rear hubs. The student will learn how to perform the basic checks for frame alignment and geometry and how the frame and chassis components are repaired. The student will learn how to service, repair and replace if necessary, the components on the four types of suspension systems.
Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems.
Prerequisite(s): IN102

DT107 – AIR AND HYDRAULIC BRAKE SYSTEMS
120 Contact Hrs (58 Lecture, 62 Lab/Shop); 5.0 Credits
This course has been designed to provide comprehensive information on air and hydraulic systems as they apply to medium heavy duty transport vehicles. The student will learn to identify, locate, and diagnose the components of the truck brake systems, as it applies to hydraulic, air over hydraulic, or air brake systems. The student will learn to perform maintenance, service and repair of brake system components on medium and heavy duty trucks.
The student will learn to identify, locate, diagnose, service, and repair as necessary, components of ABS, EBS systems on a heavy duty truck and trailer. The student will learn to use LED lights and blink codes to assist them in diagnosing problems with the ABS, EBS systems. The student will learn how to perform maintenance, service, repair, and overhaul of disc and caliper brakes as it applies to hydraulic, air hydraulic, and air brake systems found on medium and heavy duty trucks.
Students will learn how to research vehicle service information with computer and internet-based electronic retrieval systems.
Prerequisite(s): IN102

DT108 – TRUCK ELECTRICAL AND ELECTRONICS
120 Contact Hrs (51 Lecture, 69 Lab/Shop); 5.0 Credits
This course is designed to provide the student with the knowledge and skills necessary to service, and repair the different types of electrical and electronic circuits found on late model medium and heavy duty trucks. Operation, diagnosis, and service of the trucks computer systems will be emphasized.
The student will learn to apply Ohm’s law to series, parallel and series-parallel circuits and how data is transmitted from the various engine, body, and electronic system sensors to onboard computers that control fuel management, driveability performance, and driver comfort systems.
The student will learn how to diagnose and service electrical and electronic systems using wiring diagrams, manufacturer service manuals, and specialized diagnostic equipment. The student will learn how to properly identify, disassemble, repair as necessary, and

21
**Course Descriptions**

**DT109 – WELDING AND HYDRAULICS**

120 Contact Hrs (70 Lecture, 50 Lab/Shop); 5.0 Credits

This course is an introduction to welding and basic hydraulics. The student will learn how to take the necessary safety precautions as they pertain to cutting, welding, and the operation of hydraulic systems. They will learn how to weld with a MIG welder. The student will also learn how to use an oxyacetylene combination torch to cut metal.

Students will learn how to diagnose the basic operation of a hydraulic system to include giving a description of the components and the diagnostic procedures for all of the components in a hydraulic system. The student will study Pascal’s Law and the Bernoulli’s Principle of hydraulics as they pertain to the repair industry. The student will learn how to properly repair the basic hydraulic system in a hydraulic shop.

Students will learn how to research vehicle service information with computer and internet-based electronic retrieval systems.

**Prerequisite(s):** IN102, AT103

**DT110 – PREVENTIVE MAINTENANCE**

120 Contact Hrs (45 Lecture, 75 Lab/Shop); 5.0 Credits

This course is designed to provide the student with the knowledge and skills necessary to perform service maintenance, and PM Inspection on medium and heavy-duty trucks and trailers. The student will learn the proper procedures that must be taken to perform a PM Inspection including the completion of PM Inspection forms. The student will learn to properly use and store equipment, maintain safe work area, and perform a well-planned preventive maintenance program can reduce repair cost and increase the life of the truck, trailer, and other associated equipment.

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

Students will learn how to research vehicle service information with computer and internet-based electronic retrieval systems.

**Prerequisite(s):** IN102, All diesel courses

**DT112 – HYDRAULICS FOR HEAVY EQUIPMENT OPERATION**

120 Contact Hrs (70 Lecture, 50 Lab/Shop); 5.0 Credits

This course covers the basic operation of a hydraulic system to include: identifying components, operating the system, and learning how to perform maintenance, safety precautions, and a logical approach to component and system diagnosis. The student will study Pascal’s Law and Bernoulli’s Principle of hydraulics as they relate to the repair industry. The student will have the opportunity to demonstrate skills learned through hands-on application on live equipment.

**Prerequisite(s):** IN102, AT103, DT108

**DT113 – WELDING & SAFE EQUIPMENT OPERATION**

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

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

Emphasis will be place on maintaining equipment that technicians in the heavy equipment industry are required to perform. Students will demonstrate newly acquired skills while utilizing live equipment.

Students will learn and apply the proper use of measurement tools such as dial indicators, micrometers, and calipers.

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

IN102 must precede all automotive/diesel & truck/heavy equipment courses, which covered conventional engines and their related systems. High performance components, applications, procedures, and configurations will be employed for a more precise and specialized high performance engine building process and regimen.

Students will learn how to use tools for building and blueprinting engines. The student will learn how to identify, inspect, diagnose, service, and repair if necessary, high performance components of the cooling, lubricating, exhaust, and ignition systems.

Students will learn how to measure breaking horsepower of a vehicle using a chassis dynamometer.

**Prerequisite(s):** IN102, AT101, AT204

**MA102 – SERVICE SHOP MANAGEMENT**

120 Contact Hrs (24 Lecture, 96 Lab/Shop); 3.0 Credits

This course has been designed to provide the student with an orientation and introduction to the management and business component of the automotive industry. The management and procedures associated with automotive related businesses are emphasized including employee/employer expectations, the service write-up process, business organizational structure, career opportunities, customer relations, personnel management, facilities, business records, insurance, and safety. Knowledge relating to management practices within an automotive business will help the student adapt and acclimate to the working environment.

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

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

Students will learn how to properly interview for employment.

**Prerequisite(s):** IN102

**MA201 – SERVICE SHOP PROCEDURES**

120 Contact Hrs (24 Lecture, 96 Lab/Shop); 3.0 Credits

This course is designed to provide the students with exposure to an actual shop environment, procedures, and protocol by applying prominent skills obtained in previous courses. Emphasis is placed on the removal and replacement of both engines and transaxles. Methods of securing future employment and the preparation of résumés are highlighted. Knowledge testing and skills application are highlighted among the topics. Students will learn how to complete repair orders containing customer and vehicle information and corrective action.

Students will learn how to research vehicle service information with computer and internet-based electronic retrieval systems.

**Prerequisite(s):** IN102

**High Performance Courses**

**HP101 – INTRO TO HIGH PERFORMANCE ENGINE BUILDING**

60 Contact Hrs (30 Lecture, 30 Lab/Shop); 2.5 Credits

This course will expand upon and augment previous courses, which covered conventional engines and their related systems. High performance components, applications, procedures, and configurations will be employed for a more precise and specialized high performance engine building, tuning, and testing process and regimen.

Students will learn how to use tools for building and blueprinting engines. The student will learn how to identify, inspect, diagnose, service, and repair if necessary, high performance components of the cooling, lubricating, exhaust, and ignition systems.

Students will learn how to measure breaking horsepower of a vehicle using a chassis dynamometer.

**Prerequisite(s):** IN102, AT101, AT204

**HP102 – HIGH PERFORMANCE CYLINDER HEADS AND VALVE TRAINS**

60 Contact Hrs (30 Lecture, 30 Lab/Shop); 2.5 Credits

This course will expand upon and augment previous courses, which covered conventional engine cylinder heads, valve trains, and their related systems. High performance components, applications, procedures, and configurations will be employed for a more
Course Descriptions

Welding and Metal Fabrication Technology

WLD111AN – WELDING AND CUTTING FUNDAMENTALS
120 Contact Hrs (60 Lecture, 60 Lab/Shop); 5.0 Credits

This course is designed for students to be able to identify welding equipment and practice fundamental operations with number systems, speeds, and time factors. Students will then practice welding plate in the flat, V-Groove (1G position), and vertical welds in the 2G position. Students will also learn to weld V-Groove plate in the 1G, and 3G positions.

Prerequisite(s): WLD111AN, WLD112AN

WLD112AN – BASIC ARC WELDING PROCEDURES
120 Contact Hrs (50 Lecture, 70 Lab/Shop); 4.5 Credits

This course is designed for students to be able to use the specialized tools used to perform service of cutting, suspension, and brake systems. Students will be able to identify types of filler metal and to use the specialized cutting and welding operations. This course may apply to both on and off road vehicles.

Prerequisite(s): WLD111AN

WLD113AN – SMAW - PLATE WELDING
120 Contact Hrs (30 Lecture, 90 Lab/Shop); 4.5 Credits

This course is designed for students to be able to identify types of filler metal and to use the specialized cutting and welding operations. This course may apply to both on and off road vehicles.

Prerequisite(s): WLD111AN, WLD112AN

WLD114AN – GMAW/FCAW (MIG) – PLATE WELDING
120 Contact Hrs (30 Lecture, 90 Lab/Shop); 4.5 Credits

This course is designed for students to be able to identify types of filler metal and to use the specialized cutting and welding operations. This course may apply to both on and off road vehicles.

Prerequisite(s): WLD111AN, WLD112AN, WLD113AN

General Education Courses

GEN130 – INTRODUCTION TO CRITICAL THINKING
45 Contact Hrs (45 Lecture, 0 Lab/Shop); 3.0 Credits

This course presents students with techniques to develop their critical thinking skills. Topics include the six sequential steps of critical thinking, the importance of language, ambiguity, structure of arguments and creative problem solving. Upon successful completion of this course students should be able to demonstrate improvement in their ability to apply critical thinking skills to real world situations.

Prerequisite(s): None

GEN160 – PSYCHOLOGY
45 Contact Hrs (45 Lecture, 0 Lab/Shop); 3.0 Credits

This course introduces human behavior. It includes the study of the theories and concepts of psychology including the scope of psychology, biological foundations and the brain, sensation, perception, motivation, personality, learning/memory, emotion, states of consciousness, personality theories, cognition, life-span development, and applied psychology.

Prerequisite(s): None

GEN162 – AMERICAN GOVERNMENT
45 Contact Hrs (45 Lecture, 0 Lab/Shop); 3.0 Credits

This course is designed to be an exploration of how American government formed in its constitutional roots and how it continues to develop. Topics will include how government is organized, its influencing factors, and the development of public policy.

Prerequisite(s): None

GEN180 – COLLEGE ALGEBRA
45 Contact Hrs (45 Lecture, 0 Lab/Shop); 3.0 Credits

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

GEN190 – ENGLISH COMPOSITION I
45 Contact Hrs (45 Lecture, 0 Lab/Shop); 3.0 Credits
Students develop written communication skills, with emphasis placed on the principles of effective communication which includes understanding the writing process, analysis of readings, as can be applied personally and professionally.
Prerequisite(s): None

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

GEN160V – PSYCHOLOGY
45 Contact Hrs (45 Lecture, 0 Lab/Shop); 3.0 Credits
This course introduces human behavior. It includes the study of the theories and concepts of psychology including the scope of psychology, biological foundations and the brain, sensation, perception, motivation, personality, learning/memory, emotion, states of consciousness, personality theories, cognition, life-span development, and applied psychology.
Prerequisite(s): None

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

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

GEN162V – AMERICAN GOVERNMENT
45 Contact Hrs (45 Lecture, 0 Lab/Shop); 3.0 Credits
This course is designed to be an exploration of how American government formed in its constitutional roots and how it continues to develop. Topics will include how government is organized, its influencing factors, and the development of public policy.
Prerequisite(s): None

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

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

Accreditation ................................................. 26
Approvals ..................................................... 26
Associations and Memberships ......................... 26
Statement of Ownership ................................. 26
Notice to Students ......................................... 26
Compliance with City, State, and Federal Regulations 27
Non Discrimination Policy ............................... 27
Harassment Policy ......................................... 27
Campus Crime Statistics ................................. 27
Facilities and Training Aids ......................... 27
Learning Resource Center ............................... 28
General Information

Accreditation


PROGRAM ACCREDITATION

- Automotive
  - ASE Education Foundation
- Heavy Equipment
  - Associated Equipment Distributors (AED Foundation)

Approvals

We are approved by the Tennessee Higher Education Commission for the training of veterans, eligible persons, and non-veterans. We are authorized under federal law to enroll foreign students.

Lincoln College of Technology is authorized by the State of Tennessee Higher Education Commission. This authorization must be renewed annually and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.

Licensed and approved by the State Department of Education under Title 16-46-1 through 10, Code of Alabama, Act No. 8-872, Regular Session 1980

Licensed by the Arkansas Department of Education. For student complaints you may contact: Director of the Arkansas Department of Education, 423 Main Street, Suite 200, Little Rock, Arkansas 72201, telephone (501) 371-2000.

Authorized under the Nonpublic Postsecondary Educational Institutions Act of 1990, Georgia.

This institution is authorized by the Indiana Board for Proprietary Education, 101 West Ohio Street, Suite 300, Indianapolis, Indiana 46204-4206, telephone (317) 464-4400.

Licensed by the Kentucky Commission on Proprietary Education, 300 Sower Boulevard, 4th Floor, Frankfort, Ky. 40601, telephone (502) 564-4185.

Licensed by the Louisiana State Board of Regents and adheres to the rules and regulations of the Louisiana Proprietary Schools Advisory Commission.

Licensed by the Mississippi Commission on Proprietary School and College Registration, Certificate No. C222. Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education.

Lincoln College of Technology has a certificate to operate in the State of Missouri, Coordinating Board for Higher Education.

Authorized under provisions of Nebraska Revised Statues, Sections 85-1601 through 85-1658.

Approved by the State Board of Career Colleges and Schools, Ohio 03-058-1671T. If a problem arises, the student should first contact the Academic Dean.

Student grievances not resolved by the school may be brought to the attention of John Ware, Executive Director, Ohio State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, Ohio 43215, telephone (614) 466-2752.

Licensed by the Oklahoma Board of Private Vocational Schools.

Licensed by the South Carolina Commission on Higher Education, 1122 Lady Street, Suite 300, Columbia, South Carolina 29201, telephone (803) 737-2260. Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education.

Authorized under the provisions of Title 133, Series 35 of the code of West Virginia.

Licensed by the State of Wisconsin, Educational Approval Program.

Associations & Memberships

- Career Education Colleges and Universities (CECU)
- Better Business Bureau
- Tennessee Association of Independent Colleges and Schools (TAICS)
- American Welding Society (AMS)
- Nashville Area Chamber of Commerce
- National Association of Student Financial Aid Administrators (NASFAA)
- Tennessee Association of Student Financial Aid Administrators (TASFAA)
- Career Colleges of America (CCA)
- Automotive Training Managers Council (ATMC)
- Technical Maintenance Council (TMC)
- North American Council of Automotive Teachers (NACAT)
- Hunter Regional Training Center

Statement of Ownership

Lincoln College of Technology is owned and operated by Nashville Acquisition, LLC, 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 other 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.

4. Students must meet the Tennessee Department of Health Immunization requirements as outlined in the Tennessee Department of Health Rule 1200-14-1-29, revised December 2009.
General Information

■ Compliance with City, State, and Federal Regulations
Lincoln College of Technology complies with all local, municipal, city, county, state, and federal regulations.

■ Non Discrimination Policy
Lincoln College of Technology does not discriminate on the basis of race, color, national origin, sex, handicap or age in admissions or access to, or treatment, or employment in its programs and activities. Inquiries may be directed to the Campus President at the address and telephone number located herein.

The Title IX and 504 coordinator is the Campus President, who can be reached at the school telephone number located herein.

Students with physical or mental challenges that substantially limit one or more of the major life activities such as walking, seeing, hearing, or speaking are encouraged to identify themselves to an Admissions Representative. Needs are addressed on an individual basis in order to provide the optimum opportunities for the educational progress of each student.

■ Harassment Policy
Lincoln College of Technology (LCT) 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.

LCT 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. LCT 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 to such conduct by an individual is used as the basis for educational decisions affecting the individual.
3. Such conduct has the purpose or effect of 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 nonssexual 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 LCT, as well as any third parties conducting business on our premises. Thus, LCT 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. LCT 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 LCT 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.

LCT 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.

LCT will take reasonable, timely, and effective corrective action to correct the effects on any complainant and others of any sexual harassment confirmed by LCT’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.

LCT 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.

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

■ Campus Crime Statistics
Lincoln College of Technology complies with the Clery Act regulations. Prospective and enrolled students may obtain a paper copy of this report by contacting the Education Office, Security Office, or Human Resources office or you may access the report at the following web site: www.lincolntech.edu/consumerinfo.

■ Facilities and Training Aids
Lincoln College of Technology is located on 16.95 acres of land with over 280,000 square feet of facilities space to include classrooms, shops, labs, computer labs, a library, offices, dining halls and residential halls. Student parking facilities are located near the campus within easy walking distance to each building. Students will find the tools, equipment and vehicles needed to prepare them for entry level jobs in the transportation repair
industry. Recognizing that many students are visual learners we balance the training program between necessary lectures and actual hands on applications for the work. Students can learn a great deal from the use of available training aids and equipment for the automotive, truck, heavy equipment, and collision repair and refinishing industries.

In the Automotive portion of the program students will spend time working with electrical training aids, over 50 live gas engines, automatic transmissions from many different manufacturers, a transmission dyno that allows for live testing of automotive transmissions, fuel and emission test stands, air conditioning systems, brake systems, alignment equipment and vehicle systems and many different school owned automobiles. Any special tool that is needed to work on any type of automotive system is provided by the school.

In the Diesel and truck portion of the program students gain exposure to over 50 live CAT, Cummins, and Detroit Diesel engines, standard and automatic heavy duty transmissions, truck/air brake systems, truck chassis systems, a wide variety of diesel fuel systems, and heavy duty steering and suspension systems. Additionally students have the opportunity to work on many different Class 8 trucks in the different modules of training. Students in the truck program have the opportunity to work on Freightliner, Kenworth, Volvo and Sterling Class 8 tractors among others. All of the specialty tools needed to work on these truck systems are provided by the school.

Heavy Equipment training includes exposure to a variety of hydraulic systems used on modern vehicles, equipment steering and suspension systems, as well as specialized braking systems used on equipment. Students have the opportunity to work on material handling equipment, back hoes, bulldozers and other pieces of heavy equipment. Again the tools needed for this specialized area of training are provided by the school.

Collision Repair and Refinishing students will learn how to do many tasks required to return a crashed vehicle to its original form and shape. Lincoln College of Technology uses the I-Car curriculum for the entire program of training. Whether it is frame straightening equipment, mechanical systems, or conventional paint or water-born paint systems, LCT students will have a basic insight into how that system or equipment works in a real world setting.

The LCT Program Advisory Committee is made up of senior people from some of the country’s major companies. This group helps us to stay appraised of industry trends and recommends ways in which we can improve and modernize our programs. Through our partnership with these companies LCT students gain the advantage of their experience and guidance as they prepare for the transition into the workforce.

Learning Resource Center

The school library measures approximately 1,500 square feet, and includes student computers, study areas, and books. It is primarily a technical reference library, consisting of more than 3,200 books and manuals, more than 30 periodicals, and online databases of technical information. The books and databases contain specific maintenance information and describe how to perform different mechanical repairs on American and imported automobiles and trucks.

More than 100 different self-paced training courses that supplement the curricula are available to students, from manufacturers such as ArvinMeritor heavy-duty truck systems, MGM air brakes, Kenworth trucks, Eaton transmissions, and Freightliner trucks.

The library’s inventory also includes books on history, government, English, mathematics, economics, psychology, communications, and other academic subjects. Other books on a variety of nonfiction topics are available, plus many works of fiction. Study guides to help students prepare for Automotive Service Excellence (ASE) tests are also available.

Copies of all current textbooks that the students are issued for use in the classrooms and shops are available for student reference. Support materials such as computer-based interactive videos and games that correspond to the textbooks are also available.

The library’s 16 computers are connected to the Internet so students can access email accounts and conduct research. Students can access InfoTrac, an online library of thousands of publications and research materials, in the library or at home. Library and Web Tech Lab computers have access to Motor Alldata and Mitchell OnDemand, extensive computer databases of detailed vehicle repair procedures, diagrams, parts and estimating information. Other computer programs for student use include ATC Challenge, a preparation package for ASE tests, and general programs like word processors. A copy machine is available for student use.

The Web Tech Laboratory in the Technical Center has 30 computers to support the work of our students and faculty. Each station has access to various software packages similar to the library computers, including computerized reference materials from manufacturers such as Kenworth and Cummins. Some shop areas on campus also have similarly equipped computers.
Admissions Policies

Admission Requirements ........................................ 30
Orientation Program ............................................. 30
Introductory Period of Enrollment ......................... 30
Admissions Policies

- **Admission Requirements**
  
  In order to be considered for acceptance, an applicant must meet the following requirements:
  
  • Be beyond the age of compulsory school attendance.
  
  • Be a high school graduate or possess a state-approved high school equivalency assessment including, but not limited to, a GED, HiSET or TASC examination; or possess an associate’s degree or higher from an accredited institution.
  
  • Complete and sign an Enrollment Agreement.
  
  • Pay a deposit toward the required Registration Fee as published in the schedule of fees catalog addendum.
  
  • Take and achieve a passing score on the entrance assessment examination. Applicants may be required to participate in support training as a result of their testing. The entrance examination may be waived for applicants who have an acceptable score on the SAT or ACT tests; or for applicants that are on record as a Lincoln graduate; or those who possess an associate’s degree or higher from an accredited institution. Please contact the school’s admissions department for minimum score requirements.

  Enrollment for selected programs may be subject to additional requirements.

<table>
<thead>
<tr>
<th>WONDERLIC MINIMUM SCORES</th>
<th>MINIMUM SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTOMOTIVE TECHNOLOGY</td>
<td>11</td>
</tr>
<tr>
<td>AUTOMOTIVE TECHNOLOGY WITH HIGH PERFORMANCE</td>
<td>11</td>
</tr>
<tr>
<td>AUTOMOTIVE TECHNOLOGY WITH AUDI EDUCATION</td>
<td>11</td>
</tr>
<tr>
<td>DIESEL AND TRUCK TECHNOLOGY</td>
<td>11</td>
</tr>
<tr>
<td>HEAVY EQUIPMENT MAINTENANCE TECHNOLOGY</td>
<td>11</td>
</tr>
<tr>
<td>COLLISION REPAIR AND REFINISHING TECHNOLOGY</td>
<td>11</td>
</tr>
<tr>
<td>WELDING AND METAL FABRICATION TECHNOLOGY</td>
<td>11</td>
</tr>
<tr>
<td>AUTOMOTIVE SERVICE MANAGEMENT</td>
<td>11</td>
</tr>
<tr>
<td>HEAVY EQUIPMENT MAINTENANCE SERVICE MANAGEMENT</td>
<td>11</td>
</tr>
<tr>
<td>DIESEL AND TRUCK SERVICE MANAGEMENT</td>
<td>11</td>
</tr>
<tr>
<td>COLLISION REPAIR AND REFINISHING SERVICE MANAGEMENT</td>
<td>11</td>
</tr>
</tbody>
</table>

Enrollment for selected programs may be subject to additional requirements.

- **Orientation Program**
  
  An orientation program is scheduled for each incoming class. The purpose of this program is to acquaint the student with necessary requirements if applying for financial aid and/or housing, to the rules and regulations of the college, 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 at this time.

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

  Students who choose not to continue their enrollment at Lincoln College of Technology during the introductory period, will be charged for all books, uniforms, tools, and equipment not returned in new condition to the school. Further, the school application or registration fee is non-refundable if a student decides to withdraw from Lincoln College of Technology during the introductory period of enrollment.

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

Once all admission requirements are met, an acceptance letter will be mailed to the student.
Most students who attend LCT benefit from some type of financial aid. Financial aid is available to those who qualify.
Financial Aid Information

Financial Aid Programs

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

- Federal Direct PLUS Loan for Undergraduate Students
- The William D. Ford Direct Loan Program
- Federal Pell Grant Program
- Federal Supplemental Education Opportunity Grant Program (FSEOG)
- Federal Work-Study (FWS) Program

**eligibility criteria:**

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

Undergraduates may receive aid from both types of programs. Eligibility for the Indiana Grant is applicable ONLY to Indiana students enrolled in one of the Associate in Applied Science Degree Program. Students must apply between January 1 and March 1 of each year. See the Financial Aid Office for additional eligibility criteria.

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 applicant’s 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.

Scholarships

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

Tuition and Fees

The Schedule of Fees addendum contains detailed information about the school’s tuition and other charges.

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

A registration fee will be charged to LCT diploma graduates who have been out of school for more than one year, as well as students transferring from other accredited postsecondary institutions.

The required textbooks for courses are included in tuition.

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.

Tennessee Cancellation/Refund Policy

CANCELLATION/WITHDRAWAL BY STUDENT

1. You may cancel this agreement with-out penalty or obligation by notifying Lincoln College of Technology, 1524 Gallatin Avenue, Nashville, TN 37206, or (800) 228-6232 by midnight of the 6th business day from the date of the enrollment agreement.

2. Students electing to withdraw from their selected program must visit the Education Office to complete a Withdrawal Form stating his/her intent to withdraw, complete an exit interview with an Education Supervisor and the Financial Aid Office.

3. The student understands that should he/she not start on the scheduled starting date or withdraws prior to completion, he/she may be required to sign a new contract at current tuition rates at the time training resumes.

TUITION REFUND POLICY

A. When notice of cancellation is given within six (6) business days after the date of enrollment, all registration fees, tuition, and any other charges will be refunded to the student. Any money due the student shall be refunded within thirty (30) days from the date the enrollment agreement is received in the school’s office.

B. When notice of cancellation is given after the sixth (6th) business day following enrollment, but is given prior to the student’s first day of class attendance, the school will retain no more than the registration fee.

C. Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three (3) days following either attendance at a regularly scheduled orientation program or following a tour of the school facilities and inspection of equipment.

D1. If after classes have commenced and before expiration of ten percent (10%) of the period of enrollment for which the student was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal seventy-five percent (75%) of all refundable fees paid and, if the student has institutional loans, forgiveness of the loan amount in excess of the twenty-five percent (25%) the student owes the institution, less registration fee of one hundred dollars ($100.00);

D2. If after expiration of ten percent (10%) of the period of enrollment for which the student was charged, and before expiration of twenty-five percent (25%) of the period, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal twenty-five percent (25%) of all refundable fees paid and, if the student has institutional loans, forgiveness of the loan amount in excess of the seventy-five percent (75%) the student owes the institution, less registration fee of one hundred dollars ($100.00); or

D3. If after expiration of twenty-five percent (25%) of the period of enrollment for which the student was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the student may be deemed obligated for one hundred percent (100%) of the tuition and other fees charged by the institution.
D4. For a student who cannot complete one or more classes because the institution discontinued such a class during a period of enrollment for which the student was charged, the institution shall refund the sum of all refundable fees paid and, if the student has institutional loans, forgive the amounts owed by the student.

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

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

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

If a student is entitled to a post-withdrawal loan disbursement, the borrower must respond to the school’s notice of the intended disbursement within fourteen (14) days.

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

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

Other State Cancellation and Refund Policies

A State Cancellation and Refund Policies addendum contains detailed information about Cancellation and Refund Policies from other States in which LCT operates and will be supplied to you prior to application submission.

The Refund Process

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

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 Direct Loan
2. Subsidized Federal Direct Loan
3. Federal Direct Plus Loan
4. Federal Pell Grant
5. Academic Competitiveness Grant (ACG)
6. Federal Supplemental Educational Opportunity Grant (FSEOG)

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

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

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

Office Hours .................................................. 35
Housing ......................................................... 35
Career Services .............................................. 35
Official Student Communication .................... 35
Student Records ............................................. 35
School Calendar ............................................. 35
School Closing .............................................. 35
Student Complaint/Grievance Procedure ........ 35
Other State Student Complaint/Grievance Policy . 36
Visitors ......................................................... 36
Tools ............................................................ 36
Educational Equipment .................................... 36
General Student Information

■ Office Hours
Monday-Thursday . . . 7:00 am-7:00 pm
Friday . . . . . . . . . . . . . 7:00 am-5:00 pm
Saturday . . . . . . . . . . . . 9:00 am-3:00 pm

Security is available 24 hours a day, 7 days a week.
Scheduled class hours are located in the Academic Information section, page 36.

■ Housing
Lincoln College of Technology is committed to offering housing options to all students who desire housing assistance. The options include on-campus living in residential halls, neighborhood housing, and apartment locator services. The housing staff will gladly assist students with these options. Student housing is available on a first-come first-served basis. It is highly recommended that you make your reservations and send in the required fees as quickly as possible to secure your preferred housing arrangements.

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

- Advises industry leaders of the availability of the school’s students and graduates through regular contact, including several scheduled Career Days per year.

- All of the students attending Lincoln College of Technology will participate in our Lincoln Edge program. Lincoln Edge is a combination of interactive workshops and online services that deliver professional skills training on topics like 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.

■ Official Student Communication
Lincoln College of Technology’s official web-based student portal (MyCampusLinc) and student email accounts are an official means of communication to all students enrolled in credit bearing classes. All such students are required to activate MyCampusLinc portal and mylincoln.edu email accounts. Official LCT communications may include, but are not limited to, registration information, reminders of important dates associated with key financial aid and financial obligations as well as academic progress notifications.

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

■ Student Records
Once all graduation requirements have been met, each graduate of the school is provided with a sealed transcript and diploma or degree within thirty (30) days of graduation. If these documents are not received, the graduate has ninety (90) days in which to notify the college so that a no-charge replacement will be made.

Duplicate transcripts are available to any former student. Regular and Archived transcript requests must be received in writing and must include all of the information requested. Normal business priority is always placed on the assistance of current students. Requests must be accompanied by check, money order, or credit card information to cover the fee for a replacement transcript. Fees are determined according to the following schedule:

- **Regular Transcript** (1999 & after graduates or withdrawals) – This includes all grades, a complete record of attendance and the official college seal. Data retrieval and research of the status of all financial obligations is required. The fee is $10.00 per transcript request. Delivery should occur within one month from receipt of the request.

- ** Archived Transcript** (1998 & prior graduates or withdrawals) – Data retrieval and research of the status of all financial obligations is required. The fee is $10.00 per transcript request. Delivery should occur within one month from receipt of the request.

- **Fax/Overnight Service** – This service is for immediate deadlines. The request must be received by 1:00 p.m. Central Standard Time for same day service on faxes or overnight mail. This includes all grades, a complete record of attendance and the official college seal. Data retrieval and research of the status of all financial obligations is required. The fee is $35.00 per transcript request. Your request is treated with immediate priority and delivery should occur within one (1) business day from receipt of the request. If the transcript is send by fax, it will not bear the college seal.

- **Replacement for Diplomas and Degrees** – Students who complete all of the requirements of education at LCT are awarded either a diploma or degree from the college. Both of these items are presented to the student within one month of their graduation. If needed, either item can be replaced. Requests for a replacement must be accompanied by a written request from the student, the student’s signature and payment to cover the replacement fees. A replacement diploma is available for $10.00. You should allow four-weeks for delivery. Student records are retained for seven (7) years. Student transcripts are kept indefinitely.

■ School Calendar
Academic Calendar – The academic calendar, including holidays and vacation breaks, may be found in the Academic Calendar addendum.

■ School Closing
In case of severe snowstorms or hazardous conditions, the school closing will be announced over local TV stations. Look for Lincoln College of Technology, Nashville campus. You can also be notified with the campuses communication system, LincAlert.

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

35
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

TENNESSEE HIGHER EDUCATION COMMISSION
PARKWAY TOWERS, SUITE 1900
404 JAMES ROBERTSON PARKWAY
NASHVILLE, TN 37243-0830
(615) 741-5293

ALSO, STUDENTS MAY CONTACT:

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

TENNESSEE HIGHER EDUCATION COMMISSION
PARKWAY TOWERS, SUITE 1900
404 JAMES ROBERTSON PARKWAY
NASHVILLE, TN 37243-0830
(615) 741-5293

ACCSC Student Complaint Grievance Procedure

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

ACCREDITING COMMISSION OF CAREER SCHOOLS 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/

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

Other State Student Complaint/Grievance Policy

A State Student Complaint/Grievance Policy Addendum contains detailed information about Student Complaint/Grievance Policies from other states in which LCT operates and will be supplied to you prior to application submission.

Visitors

Parents and other interested persons are welcome to call at any time to confer with school authorities, to inspect the school facilities, or to seek advice on the future career of an enrolled student. Visitors will find a cordial reception at Lincoln College of Technology. An appointment made in advance would be appreciated.

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

Tools

The SCHOOL provides equipment and tools needed to successfully complete coursework. In addition, depending on their program of study, students are either issued a voucher which enables them to purchase hand tools at a special price or will be provided with the appropriate tools necessary for their program that are included in the program cost.

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

Educational Equipment

In certain programs 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 systems requirements necessary access the program course companion platform.
Academic Information

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 suspension or immediate dismissal. Conduct which may be considered unsatisfactory includes, but is not limited to the following:

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

Dress Standard

In addition to providing the best possible professional education, Lincoln College of Technology recognizes its responsibility to prepare its students to succeed in the workplace. For this reason, Lincoln College of Technology requires students to dress, groom, and behave as if they were already employed. Students are required to wear uniforms and ID badges.

Class Schedules

Lincoln College of Technology’s training programs are designed to help get you into your career field fast. You can enroll at any time during the year. Class starting dates are scheduled at frequent intervals to enable you to get moving toward your career goals as soon as possible. Class size is limited to 30 students per class so that each student can receive the personal attention from his/her instructor. A typical lab/shop setting will be limited to 30 students as well.

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

AUTOMOTIVE/DIESEL/WELDING PROGRAMS

Day Schedule (30 hours per week)
Monday through Friday, 6:40 a.m. – 1:25 p.m.

Evening Schedule (30 hours per week)
Monday through Friday, 2:20 p.m. – 9:05 p.m.

C COLLISION REPAIR PROGRAMS

Day Schedule (16 hours per week)
Monday through Thursday between 6:40 a.m. and 10:40 a.m.

Afternoon Schedule (16 hours per week)
Monday through Thursday between 12:30 p.m. and 4:30 p.m. PLUS approximately 4 hours per week online

GENERAL EDUCATION COURSES

General Education courses will be offered two times per week. 9 1/2 hours per week for onground offerings or general education courses may be offered online as schedules allow.

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 college require postponement of a starting date or temporary suspension of classes,
Academic Information

Appropriate adjustments will be made to provide students with all the instruction to which they are entitled under the terms of the Enrollment Agreement.

Students who have enrolled but have not started attending school will, upon request, be issued a refund of monies paid if postponement of classes extends beyond the next class starting date. For specific start and end dates see the school calendar addendum.

There is no guarantee of shift preference and all decisions regarding shifts will be made at the time of orientation, as well as any and all subsequent enrollment periods. The Education Department will assign students to shifts and classes based on class sizes and availability. LCT will try to accommodate all students, but will not state any shift assignments until orientation.

Consultation and Tutoring

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

Student Advising

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

Americans with Disabilities Act (ADA) Policy

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

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

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

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

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

Attendance Policy

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) while school is in session (class or externship);
- 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.
- Once a student misses their sixtieth (60th) hour, he or she may be suspended or withdrawn from school for up to 30 days or the next available course start.
- If a student misses their eightieth (80th) hour, they may be terminated from Lincoln College of Technology.

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 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.

Attendance for Blended Programs (Where Applicable)

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 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 Work

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 will be accepted for a grade. Make-up work may only be used to affect a course grade. Make-up work may not be used to raise attendance percentage in a course. Make-up work must be completed in the timeframes required to process Grade Appeals and/or Incomplete Grades, and must be specifically for assignments missed while out for a documented absence.

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

Course and Academic Measurement

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

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

Grading Policy

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

<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>

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 Academic Dean, who after reviewing with an Academic Review Panel, will respond in writing with a binding decision.

Satisfactory Academic Progress (SAP)

INTRODUCTION

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

QUALITATIVE MEASURE OF PROGRESS (GRADE POINT AVERAGE)

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

<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>
Academic Information

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

PACE OF PROGRESSION ("PACE")

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

<table>
<thead>
<tr>
<th>PROGRAM INTERVALS (Based on Total Published Program Credits)</th>
<th>MINIMUM GRADE POINT AVERAGE</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.

MINIMUM PACE OF PROGRESSION

<table>
<thead>
<tr>
<th>PROGRAM STANDARD</th>
<th>FORMULA</th>
</tr>
</thead>
<tbody>
<tr>
<td>CREDIT HOURS</td>
<td>cumulative earned credits / cumulative registered credits</td>
</tr>
<tr>
<td>CLOCK HOURS</td>
<td>cumulative earned hours / cumulative registered hours</td>
</tr>
</tbody>
</table>

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 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 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.

SUSPENSION OF STUDENTS NOT ON SAP/FA WARNING STATUS

SUSPENSION OF STUDENTS ON SAP/FA WARNING STATUS

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

SUSPENSION OF STUDENTS NOT ON SAP/FA WARNING STATUS

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

• Suspension for Inability to Meet Program Requirements within the Maximum Time Frame. If at the end of the evaluation period the institution determines it is not possible for a student to raise her or his CGPA or pace of progression percentage to meet the institution’s standards before the student completes his/her program of study, the student shall be suspended from financial aid and may be subject to dismissal.

• Suspension for Extraordinary Circumstances. The Institution may immediately suspend students in the event of extraordinary circumstances, including but not limited to previously suspended (and reinstated) students whose academic performance falls below acceptable standards during a subsequent term of enrollment; students who register for courses, receive financial aid, and do not attend any classes; and students whose attendance patterns appear to abuse the receipt of financial aid and may be subject to dismissal.

APPEALS AND PROBATION

APPEALS

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

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

41
Academic Information

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 FA Probation for one evaluation period. If, at the end of the next eligibility for registration and financial aid. Denied appeals include the right and process necessary to appeal suspension.

Treatment of Grades and Credits

Credits: The unit by which academic work is measured.

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

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

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

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

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

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

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

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

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

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

Incompletes: The mark of “I” (incomplete) is a temporary grade which is assigned only in exceptional circumstances. It will be given only to students who cannot complete the work of a course on schedule because of illness or other circumstances beyond their control. An “I” grade will automatically become an “F” 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.

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”ithdrawal graded courses. A “W” will not be calculated in the cumulative GPA, but counts as an attempt for satisfactory academic progress.

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

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.

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
Academic Information

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.

Withdrawal

Any student considering withdrawing from a program should speak to his or her Admissions Representative as soon as possible. If a student ultimately decides to withdraw from that program, it is requested that a withdrawal form be filled out in the Education 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 Education Supervisor and a Financial Aid exit interview.

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.

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 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.

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.

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 Academic Dean. Test out exams will be graded as TO (test out) and is not considered in computing the Grade Point Average.

Appointment for Advanced Standing Tests must be scheduled prior to starting classes. Tuition will be adjusted accordingly.

Re-entrance Policy

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

Students are allowed no more than two interrupts. To re-enter a second time, a student may be readmitted where documented extenuating circumstances exist. An appeal letter must be presented to the Education Department for review. If the Education Department determines that re-admittance is justifiable,
the student may be readmitted only after meeting with the Education Department. This signed document must remain in the student's file. A student may not be readmitted a third time unless documented extenuating circumstances exist as determined by the Education Department.

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

Requirements for Graduation

The following requirements must be met in order to qualify for a diploma or degree.

1. Successfully complete all required courses in the program.
2. Achieve an overall Grade Point Average of 2.0.
3. Be free of indebtedness to the college.
4. Meet satisfactory academic progress requirements.
Meet Our School Staff and Instructors 46
Corporate Administration 46
School Administration 46
Academic Dean 46
Program Directors 46
Education Supervisors 46
Meet Our School Staff and Instructors

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

Education Supervisors are available to assist students with academic concerns.

Our instructors are proven professionals, each selected because of their knowledge of the subject matter gained through years of experience in the field. Passing the benefit of years of experience on to you is each instructor’s prime concern. Equally important, our instructors are pros in the classroom, shop, or lab, each has proven his/her teaching capability by successfully completing a comprehensive Instructor Training Program. In addition, participation in our In-Service Instructor Training Program is required insuring the continuation of our quality teaching standards. Please refer to our Instructor List catalog addendum for a list of names and titles of our staff.

Corporate Administration

Scott M. Shaw
President and CEO

Stephen M. Buchenot
Senior Vice President of Campus Operations

School Administration

James R. Coakley
Campus President

Lawrence Hawkins
Director of Admissions

Nancy Cottrill
Director of Administrative Services

Chris Biddle
Director of Financial Aid

Sandra Jordan
Director of Career Services

Chass Parrish
Director of Operations

Academic Dean

Dr. Jackie Roddy

Program Directors

Bobby Leatherman
Automotive/Diesel/Heavy Equipment

Tommy Curtis
Collision Repair & Refinishing
Welding & Metal Fabrication

Education Supervisors

James Tanner
Automotive/Diesel

Steve Napodano
Automotive/Diesel

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