DENVER CAMPUS

2022-2024
Official College Catalog
Volume XXIX

Revised, November 2022

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

Denver, CO Campus

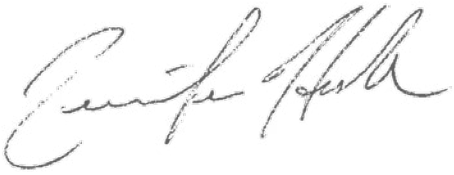
LINCOLN COLLEGE OF TECHNOLOGY

11194 EAST 45TH AVENUE
DENVER, COLORADO 80239
303-722-5724 • TOLL FREE: 877-453-5015
FAX (303) 600-3086

www.lincolntech.edu

A branch campus of

LINCOLN COLLEGE OF TECHNOLOGY
7225 WINTON DRIVE, BLDG. 128
INDIANAPOLIS, IN 46268
(317) 632-5553



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

Jennifer Hash
CAMPUS PRESIDENT

LINCOLN TECH®

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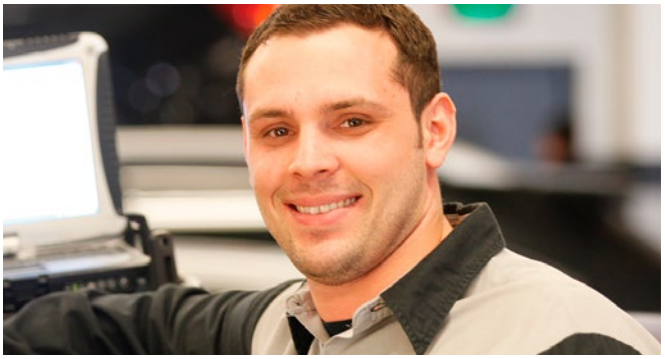

Introduction

Introduction

At LCT you can get on the path to a **great career** *quickly.*

Lincoln College of Technology (LCT) training begins on a level the students can confidently handle.

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

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

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

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

LCT graduates are working throughout the U.S. and 12 countries. Employability is the difference LCT training makes!

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

On May 1, 1963, Denver Automotive & Diesel College (DADC) was founded. Instruction was provided in Automotive Mechanics and Body Repair and Paint. In 1966, a program of study in Diesel Mechanics was added to the curriculum. Denver Automotive & Diesel College received national Accreditation from the Accrediting Commission of Career Schools and Colleges of Technology (formerly the National Association of Trade and Technical Schools) in 1968.

Effective April 13, 1982, DADC was recognized by the Colorado State Board of Community Colleges and Occupational Education as a degree granting institution and began offering Associate of Occupational Studies Degrees in both Automotive and Diesel Technology.

Effective September 30, 1987, DADC redesigned and expanded the curriculum to include AOS Degrees: Master Technician, Automotive Technology, and Diesel Technology. HVAC, Collision and Welding were approved in 2010. Electrical and Electronics was also introduced in November 2022.

On February 7, 1992, DADC received ASE Master Automotive Certification from NATEF. This is the highest level of achievement recognized by the National Institute for Automotive Service Excellence, which is now known as ASE Education Foundation.

On November 4, 1993, DADC was purchased by Siemann Educational Systems, a local corporation, and our Applied Science Degree program began in September of 1995.

On October 25, 2000, DADC was purchased by Lincoln Technical Institute, Inc., a New Jersey corporation, which is a wholly owned subsidiary of Lincoln Educational Services Corporation.

In October of 2006, DADC started the application process to change their name to **Lincoln College of Technology (LCT)**, which became effective January 1, 2007. The reasons for the change are a result of goals established in the long-range strategic plan for our institute(s) and its parent corporation, Lincoln Educational Services Corporation (LESC), and the perception of the institute(s) to prospective students and employers in Colorado. Lincoln College of Technology is celebrating over 50 years of excellent student training in Colorado.

Lincoln Educational Services Corporation is a leading provider of diversified career-oriented postsecondary education. Lincoln offers recent high school graduates and working adults degree and diploma programs in five principal areas of study: health sciences, automotive technology, skilled trades, hospitality services and business and information technology. Lincoln has provided the workforce with skilled technicians since its inception in 1946. Lincoln currently operates over 20 campuses in 14 states under 3 brands: Lincoln College of Technology, Lincoln Technical Institute, and Euphoria Institute of Beauty Arts and Sciences.

The school relocated to the current location on July 5, 2011.

Educational Philosophy

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

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

Introduction

A Letter from the President & CEO

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

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

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

Accredited Automobile Service Technology

What does ASE Accreditation Mean?

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

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

How did our Automotive Program Become ASE Accredited?

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

Are our Instructors ASE Certified?

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

How do our Graduates benefit from an ASE Accredited Program?

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

Air Conditioning, Refrigeration and Heating Systems Technology

CIP CODE: 15.0501 **SOC CODE: 49-9021**

HCRX100—DIPLOMA PROGRAM

DAY/AFTERNOON/EVENING PROGRAMS

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

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

program objective

Our dynamic Heating, Ventilation, and Air Conditioning Technology, driving progressive changes through planning and implementation. The shift away from some of the more conventional HVAC systems still used in older residences and commercial buildings has been dramatic and continues to evolve. Newer systems focus on renewable energy sources, energy efficiency, and creating comfortable indoor environments.

One of the primary objectives of the HVAC curriculum is to introduce students to electrical and mechanical concepts as they apply to HVAC systems. Students will be prepared to confidently enter this vibrant field possessing fundamental skills required to service, troubleshoot, and repair commercial and residential indoor HVAC air management systems. Graduates also learn proper refrigerant recovery and recycling techniques, and are encouraged to complete Environmental Protection Agency (EPA) certification testing.

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

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

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

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

course number	course title	lecture hours	lab hours	total hours	total semester credits	prerequisites
FOUNDATION COURSES						
HCR101	**Introduction to Climate Control Systems**	**60**	**60**	**120**	**5.0**	
	FOUNDATION TOTAL	**60**	**60**	**120**	**5.0**	
CORE COURSES						
HCR102	**Electricity**	**60**	**60**	**120**	**5.0**	
HCR103	**Heating System I**	**60**	**60**	**120**	**5.0**	**HCR102**
HCR104	**Heating System II**	**60**	**60**	**120**	**5.0**	**HCR102**
HCR105	**Basic Refrigeration Systems**	**60**	**60**	**120**	**5.0**	**HCR101**
HCR107	**Air Conditioning Systems**	**60**	**60**	**120**	**5.0**	**HCR102, HCR105**
HCR108A/B	**Air Conditioning Design and Energy Conservation**	**60**	**60**	**120**	**5.0**	
HCR109	**Commercial Refrigeration Systems**	**60**	**60**	**120**	**5.0**	**HCR102, HCR105**
HCR110	**Commercial Air Conditioning and Refrigeration System Troubleshooting**	**60**	**60**	**120**	**5.0**	**HCR102, HCR105**
	CORE COURSE TOTAL	**480**	**480**	**960**	**40.0**	
CORE PLUS COURSES						
HCR200	**Advanced Electrical and Troubleshooting**	**60**	**60**	**120**	**5.0**	**HCR101, HCR102, HCR103, HCR104, HCR105, HCR107**
	CORE PLUS TOTAL	**60**	**60**	**120**	**5.0**	
	CORE COURSE TOTAL	**540**	**540**	**1080**	**45.0**	
	TOTAL PROGRAM	**600**	**600**	**1200**	**50.0**	

{Maximum Time Frame (MTF) 75 credits}

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

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

Automotive Service Technology

CIP CODE: 47.0604 | SOC CODE: 49-3023

Education Foundation

AUXX100—DIPLOMA PROGRAM

DAY/AFTERNOON/EVENING PROGRAMS

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

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

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.

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

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

course number	course title	lecture hours	lab hours	total hours	total semester credits	prerequisites
FOUNDATION COURSES						
AUX100	**Workshop Practices and General Maintenance**	**60**	**60**	**120**	**5.0**	
AUX113	**Gasoline Engine Construction and Operation**	**60**	**60**	**120**	**5.0**	
AUX103	**Electrical Systems**	**60**	**60**	**120**	**5.0**	
	FOUNDATION TOTAL	**180**	**180**	**360**	**15.0**	
CORE COURSES						
AUX202	**Powertrain Electronics**	**60**	**60**	**120**	**5.0**	**AUX100, AUX103, AUX109**
AUX206	**Transmissions and Drive Systems**	**60**	**60**	**120**	**5.0**	**AUX100**
AUX208	**Air Conditioning and Electrical Accessories**	**60**	**60**	**120**	**5.0**	**AUX100, AUX103**
AUX109	**Advanced Automotive Electronics & Diagnostics**	**60**	**60**	**120**	**5.0**	**AUX100, AUX103**
AUX110	**Automotive Brake Systems**	**60**	**60**	**120**	**5.0**	**AUX100**
AUX211	**Automotive Steering and Suspension Systems**	**60**	**60**	**120**	**5.0**	**AUX100**
AUX124	**Service Shop Management**	**60**	**60**	**120**	**5.0**	**AUX100, AUX103, AUX208**
AUX223	**Service Shop Operations**	**60**	**60**	**120**	**5.0**	**AUX100, AUX103, AUX109, AUX202 AUX208, AUX110, AUX211**
	CORE COURSE TOTAL	**480**	**480**	**960**	**40.0**	
	TOTAL PROGRAM	**660**	**660**	**1320**	**55.0**	

{Maximum Time Frame (MTF) 82.5 credits}

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

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

CIP CODE: 47.0603 | SOC CODE: 49-3021

Collision Repair and Refinishing Technology

COL105BD – DIPLOMA PROGRAM

DAY/AFTERNOON/EVENING PROGRAMS

total instructional hours 1000
total semester credits* 41.5
weeks to complete (day/aft/eve) . . . . approximately 54 (including holidays and scheduled breaks)

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

program objective

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.

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

{Maximum Time Frame (MTF) 62 credits}

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

Diesel and Truck Service Technology

CIP CODE: 47.0613 | SOC CODE: 49-3031

ASE Education Foundation

MHTX100—DIPLOMA PROGRAM

DAY/AFTERNOON/EVENING PROGRAMS

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

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

program objective

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

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

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

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

{Maximum Time Frame (MTF) 82.5 credits}

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

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

Diesel and Truck Service with Alternative Fuels Technology

CIP CODE: 47.0613 | SOC CODE: 49-3031

Education Foundation

AFTX100 – DIPLOMA PROGRAM

DAY/AFTERNOON/EVENING PROGRAMS

total instructional hours 1680
total semester credits* 70.0
weeks to complete (day/aft/eve) . . . . approximately 73 (including holidays and scheduled breaks)

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

program objective

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

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

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

course number	course title	lecture hours	lab hours	total hours	total semester credits	prerequisites
FOUNDATION COURSES						
MHT100	**Shop Practices & Hydraulic Principles**	**60**	**60**	**120**	**5.0**	
AUX103	**Electrical Systems**	**60**	**60**	**120**	**5.0**	
MHT101	**Diesel Engines Construction and Operation**	**60**	**60**	**120**	**5.0**	
	FOUNDATION TOTAL	**180**	**180**	**360**	**15.0**	
CORE COURSES						
AUX208	**Air Conditioning and Electrical Accessories**	**60**	**60**	**120**	**5.0**	**MHT100, AUX103**
AUX124	**Service Shop Management**	**60**	**60**	**120**	**5.0**	**MHT100, AUX103, AUX208**
MHT102	**Diesel Fuel Systems and Tune Up**	**60**	**60**	**120**	**5.0**	**MHT100, AUX103, MHT108**
MHT103	**Heavy Duty Drive Trains**	**60**	**60**	**120**	**5.0**	**MHT100**
MHT106	**Truck Steering and Suspension Systems**	**60**	**60**	**120**	**5.0**	**MHT100**
MHT107	**Air and Hydraulic Brake Systems**	**60**	**60**	**120**	**5.0**	**MHT100**
MHT108	**Truck Electrical and Electronics**	**60**	**60**	**120**	**5.0**	**MHT100, AUX103**
MHT223	**Preventative Maintenance & Welding**	**60**	**60**	**120**	**5.0**	**MHT100, AUX103, MHT106, MHT107**
	CORE COURSE TOTAL	**480**	**480**	**960**	**40.0**	
CORE + COURSES						
AFT210	**Light and Heavy Duty Green Technology**	**60**	**60**	**120**	**5.0**	**MHT100, AUX103, MHT101, MHT102, MHT108**
AFT212	**Construction and Inspection of Gaseous Fuel Systems**	**60**	**60**	**120**	**5.0**	**MHT100, AUX103, MHT101, MHT102, MHT108, AFT210**
AFT215	**Heavy Duty Alternative Energy Systems**	**60**	**60**	**120**	**5.0**	**MHT100, AUX103, MHT101, MHT102, MHT108, AFT210, AFT212**
	CORE COURSE TOTAL	**180**	**180**	**360**	**15.0**	
	TOTAL PROGRAM	**840**	**840**	**1680**	**70.0**	

{Maximum Time Frame (MTF) 105 credits}

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

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

Electrical And Electronic Systems Technology

ESTX100—DIPLOMA PROGRAM

DAY/AFTERNOON/EVENING PROGRAMS

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

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

CIP CODE: 46.0302 SOC CODE: 47-2111

program objective

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

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

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

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

course number	course title	lecture hours	lab hours	total hours	total semester credits	prerequisites
FOUNDATION COURSES						
EES101A	**Introduction to the Trades**	**60**	**60**	**120**	**5.0**	
	FOUNDATION TOTAL	**60**	**60**	**120**	**5.0**	
CORE COURSES						
EES102	**Material Applications**	**60**	**60**	**120**	**5.0**	
EES103	**Electronic and Electrical Principles**	**60**	**60**	**120**	**5.0**	
EES104	**Basic Electricity**	**60**	**60**	**120**	**5.0**	
EES105	**Electrical Wiring Principles**	**60**	**60**	**120**	**5.0**	**EES103, EES104**
EES106	**Electrical Controls and PLC**	**60**	**60**	**120**	**5.0**	**EES101A, EES103, EES104, EES105**
EES108	**Fiber Optics, Telecommunication Systems & Networking**	**60**	**60**	**120**	**5.0**	**EES101A, EES103, EES104**
EES109	**Security Systems, Access Control and CCTV**	**60**	**60**	**120**	**5.0**	**EES101A, EES103, EES104, EES105**
EES110	**Fire Alarm Systems**	**60**	**60**	**120**	**5.0**	**EES101A, EES103, EES104, EES105**
EES111	**Home Theater, Satellite & System Integration**	**60**	**60**	**120**	**5.0**	**EES101A, EES103, EES104, EES105**
	CORE COURSE TOTAL	**540**	**540**	**1080**	**45.0**	
	TOTAL PROGRAM	**600**	**600**	**1200**	**50.0**	

{Maximum Time Frame (MTF) 75 credits}

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

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

CIP CODE: 48.0508 | SOC CODE: 51-4121

Welding and Metal Fabrication Technology

WLD100D – DIPLOMA PROGRAM

DAY/AFTERNOON/EVENING PROGRAMS

total instructional hours 720
total semester credits* 27.5
weeks to complete (day/aft/eve) . . . . approximately 34 (including holidays and scheduled breaks)

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

program objective

The Welding 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.

course number	course title	lecture hours	lab hours	total hours	total semester credits	prerequisites
WLD111AN	Welding and Cutting Fundamentals	60	60	120	5.0	
WLD112AN	Basic Arc Welding Procedures	50	70	120	4.5	WLD111AN
WLD113AN	SMAW – Plate Welding	30	90	120	4.5	WLD111AN, WLD112AN
WLD114AN	GMAW/FCAW (MIG) – Plate Welding	30	90	120	4.5	WLD111AN, WLD112AN
WLD115AN	GTAW (TIG) – Welding Procedures	30	90	120	4.5	WLD111AN, WLD112AN
WLD118AN	GMAW/GTAW – Fabrication Processes	30	90	120	4.5	WLD111AN, WLD112AN, WLD114AN, WLD115AN
	TOTALS	230	490	720	27.5	

{Maximum Time Frame (MTF) 41.0 credits}

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

CIP CODE: 48.0508 | SOC CODE: 51-4121

Welding Technology

WLD141D – DIPLOMA PROGRAM

DAY/AFTERNOON/EVENING PROGRAMS

total instructional hours 960
total semester credits* 36.5
weeks to complete (day/aft/eve) . . . . approximately 43 (including holidays and scheduled breaks)

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

program objective

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

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

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

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

{Maximum Time Frame (MTF) 54.5 credits}

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

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

Automotive Service Management Technology

AUXX100AS—ASSOCIATE OF OCCUPATIONAL STUDIES DEGREE PROGRAM

DAY/AFTERNOON/EVENING PROGRAMS

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

Education Foundation

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

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

program objective

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

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

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

course number	course title	lecture hours	lab hours	total hours	total semester credits	prerequisites
FOUNDATION COURSES						
AUX100	**Workshop Practices and General Maintenance**	**60**	**60**	**120**	**5.0**	
AUX113	**Gasoline Engine Construction and Operation**	**60**	**60**	**120**	**5.0**	
AUX103	**Electrical Systems**	**60**	**60**	**120**	**5.0**	
	FOUNDATION TOTAL	**180**	**180**	**360**	**15.0**	
CORE COURSES						
AUX202	**Powertrain Electronics**	**60**	**60**	**120**	**5.0**	**AUX100, AUX103, AUX109**
AUX206	**Transmissions and Drive Systems**	**60**	**60**	**120**	**5.0**	**AUX100**
AUX208	**Air Conditioning and Electrical Accessories**	**60**	**60**	**120**	**5.0**	**AUX100, AUX103**
AUX109	**Advanced Automotive Electronics & Diagnostics**	**60**	**60**	**120**	**5.0**	**AUX100, AUX103**
AUX110	**Automotive Brake Systems**	**60**	**60**	**120**	**5.0**	**AUX100**
AUX211	**Automotive Steering and Suspension Systems**	**60**	**60**	**120**	**5.0**	**AUX100**
AUX124	**Service Shop Management**	**60**	**60**	**120**	**5.0**	**AUX100, AUX103, AUX208**
AUX223	**Service Shop Operations**	**60**	**60**	**120**	**5.0**	**AUX100, AUX103, AUX109, AUX202, AUX208, AUX110, AUX211**
	CORE COURSE TOTAL	**480**	**480**	**960**	**40.0**	
GENERAL EDUCATION COURSES						
GEN190V	**English Composition I**	**45**	**0**	**45**	**3.0**	
GEN292V	**Speech Communication**	**45**	**0**	**45**	**3.0**	
GEN180V	**College Algebra**	**45**	**0**	**45**	**3.0**	
GEN130V	**Introduction to Critical Thinking**	**45**	**0**	**45**	**3.0**	
GEN150V	**Environmental Science**	**45**	**0**	**45**	**3.0**	
	GENERAL EDUCATION COURSE TOTAL	**225**	**0**	**225**	**15.0**	
	TOTAL PROGRAM	**885**	**660**	**1545**	**70.0**	

{Maximum Time Frame (MTF) 105 credits}

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

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.

Lincoln College of Technology, Denver, Colorado has a written agreement with Lincoln College of Technology, Indianapolis, IN to instruct the general education courses of this program by distance education. There are no additional costs incurred as a result of completing these courses by distance education.

Collision Repair and Refinishing Service Management

CIP CODE: 47.0603 | SOC CODE: 49-3021

Education Foundation

COL211BA – ASSOCIATE OF OCCUPATIONAL STUDIES DEGREE PROGRAM

DAY/AFTERNOON PROGRAMS

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

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

program objective

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.

course number	course title	lecture hours	lab hours	total hours	total semester credits	prerequisites
CR101B	Introduction to Collision Repair	80	20	100	4.5	
CR102B	Steel Welding Techniques and Processes	35	65	100	4.0	
CR103B	Structural I	80	20	100	4.5	CR101B
CR104B	Vehicle Electrical and Mechanical Systems	80	20	100	4.5	CR101B
CR107B	Refinishing I	35	65	100	4.0	CR101B
CR109B	Non-Structural I	35	65	100	4.0	CR101B
CR209B	Non-Structural II	35	65	100	4.0	CR101B, CR109B
CR210B	Aluminum Welding and Metal Fabrication Techniques	35	65	100	4.0	CR101B, CR102B
CR211B	Advanced Refinishing Techniques with Custom Painting	35	65	100	4.0	CR101B, CR107B
CR116B	Measuring and Damage Assessment	35	65	100	4.0	CR101B, CR102B, CR103B, CR104B, CR107B, CR109B
CR216B	Advanced Damage Analysis and Estimating	50	50	100	4.0	CR101B, CR102B, CR103B CR104B, CR109B, CR107B, CR116B
GENERAL EDUCATION COURSES						
GEN190V	English Composition I	45	0	45	3.0	
GEN292V	Speech Communication	45	0	45	3.0	
GEN180V	College Algebra	45	0	45	3.0	
GEN130V	Introduction to Critical Thinking	45	0	45	3.0	
GEN150V	Environmental Science	45	0	45	3.0	
	TOTALS	760	565	1325	60.5	

{Maximum Time Frame (MTF) 90.5 credits}

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

Lincoln College of Technology, Denver, Colorado has a written agreement with Lincoln College of Technology, Indianapolis, IN to instruct the general education courses of this program by distance education. There are no additional costs incurred as a result of completing these courses by distance education.

Diesel and Truck Service Management Technology

MHTX100AS—ASSOCIATE OF OCCUPATIONAL STUDIES DEGREE PROGRAM

DAY/AFTERNOON/EVENING PROGRAMS

ASE Education Foundation

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

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

CIP CODE: 47.0613 **SOC CODE: 49-3031**

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 engine 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.

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

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

course number	course title	lecture hours	lab hours	total hours	total semester credits	prerequisites
FOUNDATION COURSES						
MHT100	**Shop Practices & Hydraulic Principles**	**60**	**60**	**120**	**5.0**	
AUX103	**Electrical Systems**	**60**	**60**	**120**	**5.0**	
MHT101	**Diesel Engines Construction and Operation**	**60**	**60**	**120**	**5.0**	
	FOUNDATION TOTAL	**180**	**180**	**360**	**15.0**	
CORE COURSES						
AUX208	**Air Conditioning and Electrical Accessories**	**60**	**60**	**120**	**5.0**	**MHT100, AUX103**
MHT102	**Diesel Fuel Systems and Tune Up**	**60**	**60**	**120**	**5.0**	**MHT100, AUX103, MHT108**
MHT103	**Heavy Duty Drive Trains**	**60**	**60**	**120**	**5.0**	**MHT100**
MHT106	**Truck Steering and Suspension Systems**	**60**	**60**	**120**	**5.0**	**MHT100**
MHT107	**Air and Hydraulic Brake Systems**	**60**	**60**	**120**	**5.0**	**MHT100**
MHT108	**Truck Electrical and Electronics**	**60**	**60**	**120**	**5.0**	**MHT100, AUX103**
AUX124	**Service Shop Management**	**60**	**60**	**120**	**5.0**	**MHT100, AUX103, AUX208**
MHT223	**Preventative Maintenance & Welding**	**60**	**60**	**120**	**5.0**	**MHT100, AUX103, MHT106, MHT107**
	CORE COURSE TOTAL	**480**	**480**	**960**	**40.0**	
GENERAL EDUCATION COURSES						
GEN190V	**English Composition I**	**45**	**0**	**45**	**3.0**	
GEN292V	**Speech Communication**	**45**	**0**	**45**	**3.0**	
GEN180V	**College Algebra**	**45**	**0**	**45**	**3.0**	
GEN130V	**Introduction to Critical Thinking**	**45**	**0**	**45**	**3.0**	
GEN150V	**Environmental Science**	**45**	**0**	**45**	**3.0**	
	GENERAL EDUCATION COURSE TOTAL	**225**	**0**	**225**	**15.0**	
	TOTAL PROGRAM	**885**	**660**	**1545**	**70.0**	

{Maximum Time Frame (MTF) 105 credits}

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

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.

Lincoln College of Technology, Denver, Colorado has a written agreement with Lincoln College of Technology, Indianapolis, IN to instruct the general education courses of this program by distance education. There are no additional costs incurred as a result of completing these courses by distance education.

Electrical and Electronic Systems Technology Service Management

CIP CODE: 46.0302 SOC CODE: 47-2111

ESTX100AS—ASSOCIATES OF OCCUPATIONAL STUDIES PROGRAM

DAY/AFTERNOON/EVENING PROGRAMS

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

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

program objective

This degree is designed to provide the essential skills and knowledge for the installation, troubleshooting, repair, and maintenance of commercial and residential entertainment, security, monitoring, and telecommunications systems. Graduates of this degree will learn to install cable support structures; laying out and preparing pathways for wiring and cables; installing, securing, testing, and termination of wiring and cables both copper and fiber optic; program digital components and access controls to perform their designated tasks; install and set up media management systems; and perform system commissioning and user training of audio, video, and data systems. This degree program also prepares students on the essential skills and knowledge needed for entry-level residential electrician work. Students will train in installation, service and maintenance areas of the residential electrical industry.

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

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

course number	course title	lecture hours	lab hours	total hours	total semester credits	prerequisites
FOUNDATION COURSES						
EES101A	**Introduction to the Trades**	**60**	**60**	**120**	**5.0**	
	FOUNDATION TOTAL	**60**	**60**	**120**	**5.0**	
CORE COURSES						
EES102	**Material Applications**	**60**	**60**	**120**	**5.0**	
EES103	**Electronic and Electrical Principles**	**60**	**60**	**120**	**5.0**	
EES104	**Basic Electricity**	**60**	**60**	**120**	**5.0**	
EES105	**Electrical Wiring Principles**	**60**	**60**	**120**	**5.0**	**EES103, EES104**
EES106	**Electrical Controls and PLC**	**60**	**60**	**120**	**5.0**	**EES101A, EES103, EES104, EES105**
EES108	**Fiber Optics, Telecommunication Systems & Networking**	**60**	**60**	**120**	**5.0**	**EES101, EES103, EES104**
EES109	**Security Systems, Access Control and CCTV**	**60**	**60**	**120**	**5.0**	**EES101A, EES103, EES104, EES105**
EES110	**Fire Alarm Systems**	**60**	**60**	**120**	**5.0**	**EES101A, EES103, EES104, EES105**
EES111	**Home Theater, Satellite & System Integration**	**60**	**60**	**120**	**5.0**	**EES101A, EES103, EES104, EES105**
	CORE COURSE TOTAL	**540**	**540**	**1080**	**45.0**	
GENERAL EDUCATION COURSES						
GEN190V	**English Composition I**	**45**	**0**	**45**	**3.0**	
GEN292V	**Speech Communication**	**45**	**0**	**45**	**3.0**	
GEN180V	**College Algebra**	**45**	**0**	**45**	**3.0**	
GEN130V	**Introduction to Critical Thinking**	**45**	**0**	**45**	**3.0**	
GEN150V	**Environmental Science**	**45**	**0**	**45**	**3.0**	
	GENERAL EDUCATION COURSE TOTAL	**225**	**0**	**225**	**15.0**	
	TOTAL PROGRAM	**825**	**600**	**1425**	**65.0**	

{Maximum Time Frame (MTF) 97.5 credits}

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

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.

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Course Descriptions *Career Programs begin on page 8.*

Course Numbering System

100 LEVEL COURSES

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

200 LEVEL COURSES

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

Air Conditioning, Refrigeration & Heating Technology Courses

HCR101 – INTRODUCTION TO CLIMATE CONTROL SYSTEMS

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

This course is designed to present the learner with an understanding of the principles of energy, heat, and combustion; basic refrigeration and the effects of temperature and pressure on liquids and gasses. Procedures used in the fabrication of tubing assemblies, cutting, bending, flaring, swaging and soldering are also taught. Pressure testing and leak detection procedures are also emphasized.

Students will learn to apply the basic theory of heat transfer, basic principles of energy and matter, and the application of safe work practices. They will learn to use the tools and equipment used by the HVAC-R technician and the proper selection of fasteners for particular tasks. Students will also learn the different types of tubing used in the HVAC-R industry and the types of jointing processes for different types of tubing.

Prerequisite(s): None

HCR102 – ELECTRICITY

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

This course is designed to explore the sources and principles of electrical energy and its generation and control. Conductors, insulators, thermal and magnetic switching are discussed. Types and application of electric motors are emphasized. Procedures used in wiring panels and switching devices as well as single and poly-phase electrical systems are also discussed.

Students will learn how to apply safety procedures while working with electricity and electrical devices and equipment. They will learn to distinguish the difference between series and parallel circuits and how to apply principles of electricity to electrical formulas as they relate to basic circuits and equipment. Students will also learn to apply automatic controls used in the Heating, Ventilation, Air Conditioning, and Refrigeration industry. They will learn the application of various types of electric motors and controls used in the industry. In addition students will learn to diagnosis and troubleshoot electric motors and motor controls. In the process they will learn to use various types of test equipment.

Prerequisite(s): None

HCR103 – HEATING SYSTEM I

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

This course is designed to introduce the learner to gas and electric heating systems. This includes gas fired boilers hot water, steam, along with warm air gas furnace. Students will then learn the components that make up these complex heating systems. Each student will then apply this knowledge to master the operation of each system both mechanically and electrically prior to learning proper troubleshooting techniques. A portion of this course will be dedicated to the principles of combustion and methods of testing combustion efficiency on various heating systems.

Prerequisite(s): HCR102

HCR104 – HEATING SYSTEM II

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

This course is designed to introduce the learner to oil-fired and hydronic heating systems. This includes oil fired boilers hot water, steam, along with warm air oil furnaces. Students will then learn the components that make up these complex heating systems. Each student will then apply this knowledge to master the operation of each system both mechanically and electrically prior to learning proper troubleshooting techniques. A portion of this course will be dedicated to the principles of combustion and methods of testing combustion efficiency on various heating systems.

Prerequisite(s): HCR102

HCR105 – BASIC REFRIGERATION SYSTEMS

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

This course is designed to present the student with the principles governing the operation of refrigeration systems and the refrigeration cycle. They will learn about refrigerants, compressors, evaporators, condensers, metering and control devices as well as service procedures, such as evacuating refrigerants and oil charging, leak detection and mechanical checks.

Students will learn how to plot a refrigeration cycle for refrigerants on a pressure/enthalpy diagram, choose a leak detector for a particular type of leak, perform two different types of evacuation, and perform a high side and triple evacuation. They will learn to charge a system using various methods. Students will also learn to diagnose and troubleshoot various problems within the refrigeration system.

Prerequisite(s): HCR101

HCR107 – AIR CONDITIONING SYSTEMS

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

This course is designed to provide the student with the necessary information about the various types of air conditioning systems, their characteristics and applications as well as combination systems. This course also explores the various components e.g.: compressors, motors, controls, and air handlers as well as servicing and troubleshooting of systems and controls.

Students will learn the parameters associated with psychometrics, how refrigeration applies to air conditioning, the process involved in installing an air conditioning system, the various types of controls used on air conditioning equipment, the conditions that affect air conditioning equipment and the proper troubleshooting and servicing techniques for air conditioning units.

Students will also learn to recognize the four factors involved in comfort and plot air conditions using a psychometric chart. They will learn to select the correct instruments for checking an air conditioning unit with a mechanical problem. Students will also learn to calculate the correct operating suction pressures for both standard and high efficiency air conditioning equipment under various conditions.

Prerequisite(s): HCR102, HCR105

HCR108A/B – AIR CONDITIONING DESIGN AND ENERGY CONSERVATION

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

This course is designed to provide the student with the necessary information about the theory of heat exchange as applied to heat and cooling loads, as well as the calculation of those loads. A duct project is completed and tested during this course.

Students will learn the sources of indoor air pollution, the procedures for eliminating contamination sources, how molds reproduce, reasons for cleaning air ducts, reasons for providing humidification in winter months, and factors used when sizing humidifiers.

Students will also learn to determine factors for evaporation requirements, plot airflow conditions on the air-friction chart, determine requirements for filtration systems, perform service inspections on humidifier units, perform load calculations, plot wet-bulb and dry-bulb temperatures, and calculate winter heat loss. Basic energy auditing principles are taught towards the latter portion of this course, this includes solar energy and geothermal concepts.

Prerequisite(s): None

HCR109 – COMMERCIAL REFRIGERATION SYSTEMS

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

This course is designed to provide the learner commercial refrigeration theory and application. Students will learn the various types of commercial refrigeration system and their application such as supermarket display cases to various refrigerated cabinets used in food preservation. Students will also learn difference between package units and remote commercial system arrangements. Heat loads and pressure-enthalpy diagram will be discussed as it related to commercial refrigeration systems.

Prerequisite(s): HCR102, HCR105

HCR110 – COMMERCIAL AIR CONDITIONING AND REFRIGERATION SYSTEM TROUBLESHOOTING

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

This course will provide the learner information on various types of commercial air conditioning systems found in the HVACR Industry. Rooftop units, economizers, enthalpy controls, along with variable refrigerant flow systems. Each topic will be examined to gain deeper knowledge on how these components operate in conjunction with one other. In addition, chillers, cooling tower along with absorption cooling system are explored to provide the learner knowledge of how each component help to achieve cooling in large buildings/ industrial manufacturing. The latter portion of this course is comprised of teaching commercial refrigeration troubleshooting. This includes refrigeration system diagnosis, component diagnosis and the servicing procedure of these systems. Students will practice their newly acquired skills on various refrigeration systems providing troubleshooting mechanical and electrical scenarios found in the field.

Prerequisite(s): HCR102, HCR105

HCR200 – ADVANCED ELECTRICAL AND TROUBLESHOOTING

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

This course is designed to present the learner with additional electrical concepts. Students will receive a brief overview of electrical concepts such as series circuits, parallel circuits, motors and controls. Various types of electrical schematics will be discussed. Students will apply these concepts to heating, cooling, and refrigeration equipment by examining their operation. This course will emphasize strongly on usage of the electrical meter and manufacturer schematics used in troubleshooting heating, and cooling equipment

Students will also learn DC inverter motor technologies by examining bridge rectification and motor inverter technologies for both compressors and fans. Students will learn how to maintain, service and troubleshoot various DC components. A large portion of this course will be comprised of the learner strengthening their hand-on skills both mechanically and electrically. The learner will troubleshoot and repair various heating, and cooling equipment.

Prerequisite(s): HCR101, HCR102, HCR103, HCR104, HCR105, HCR107

Automotive and Diesel Courses

AUX100 – WORKSHOP PRACTICES AND GENERAL MAINTENANCE

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

The overall goal of this course is to facilitate a smooth transition to school by engaging the student in curriculum focusing on academic, career, and life skills. Students will make connections with key personnel within the school that will assist with their questions and provide guidance throughout their education.
The student will be introduced to automotive and diesel systems, industry certifications, and job opportunities. Students will learn essential skills for the vehicle technician including safety, tool and equipment fundamentals, and the proper use of measurement tools such as dial indicators, micrometers, and calipers. The automotive and diesel content will be balanced by an emphasis on skills that will enable students to be successful in school and in life. These skills will include time management, financial management, goal setting, learning strategies, career planning, and critical thinking strategies.

Prerequisite(s): None

AUX113 – GASOLINE ENGINE CONSTRUCTION AND OPERATION

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

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

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

Students will learn how to diagnose various engine concerns through visual and auditory inspection. Students will learn how to disassemble, measure, troubleshoot, service, and reassemble a gasoline powered internal combustion engine. Professional development exercises and seminars are also included in this course.

Prerequisite(s): None

AUX103 – ELECTRICAL SYSTEMS

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

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

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

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

Prerequisite(s): None

AUX202 – POWERTRAIN ELECTRONICS

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

This course is designed to provide the student with knowledge of conventional and computerized engine control systems and scientific engine testing and tuning. Students will receive detailed instruction on operating principles, testing, replacement and repair of the ignition systems, by-products of combustion, including fuel supply and air induction systems, related emissions controls, and the principles of turbocharging. Emphasis is placed on troubleshooting, replacement, overhaul, and adjustment of fuel injection systems, including computer control models.

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

Students will learn how to use diagnostic scan tools to retrieve emission control trouble codes and determine necessary repairs. Students will learn how to diagnose no-start/no-fuel problems on hot and cold engines. Students will learn how to operate exhaust gas analysis equipment and determine necessary action. Professional development exercises and seminars are also included in this course.

Prerequisite(s): AUX100, AUX103, AUX109

AUX206 – TRANSMISSIONS AND DRIVE SYSTEMS

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

This course is designed to provide the student with a comprehensive coverage of drive train components, including theory, operating principles, service, and repair techniques of the clutch, differential and rear axles. Gearing, levers, hydraulics, component design, troubleshooting, replacement, disassembly, repair, service techniques, and assembly are emphasized. Manual and 4X4 transfer gear boxes, drive-shafts, U-joints, front and rear differentials, and manual transaxles are featured.

This course also provides the student with knowledge and skills needed to successfully diagnose and make needed repairs to automatic transmissions and transaxles. Emphasis is placed on power-flow, operation, design, servicing equipment, troubleshooting, disassembly, inspection, replacement, assembly, testing, and adjustment

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

Students will learn how to diagnose, inspect, remove and replace a clutch. Students will learn how to diagnose, clean, inspect, disassemble, and reassemble a transmission/transaxle. Students will learn how to diagnose, inspect, remove, replace, and service front wheel-drive components and rear-wheel drive components. Students will learn how to perform necessary diagnostic tests using special equipment including scan tools to retrieve transmission/transaxle related trouble codes. Students will learn how to perform necessary service, repairs, and adjustments to automatic transmissions and transaxles. Professional development exercises and seminars are also included in this course.

Prerequisite(s): AUX100

AUX208 – AIR CONDITIONING AND ELECTRICAL ACCESSORIES

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

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

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

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

Prerequisite(s): AUX100, AUX103

AUX109 – ADVANCED AUTOMOTIVE ELECTRONICS & DIAGNOSTICS

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

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

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

Students will learn how to diagnose automotive electrical and electronic circuits using a variety of diagnostic equipment to include digital volt-ohm meters, continuity testers, test lights, graphing multimeters, and oscilloscopes. Students will learn how to use diagnostic scan tools to retrieve trouble codes from vehicle computers and determine necessary repairs. Professional development exercises and seminars are also included in this course.

Prerequisite(s): AUX100, AUX103

AUX110 – AUTOMOTIVE BRAKE SYSTEMS

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

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

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

Students will learn how to diagnose mechanical and hydraulic problems within the vehicle braking systems. Students will learn how to diagnose computer control problems within the anti-lock and traction control systems. Professional development exercises and seminars are also included in this course.

Prerequisite(s): AUX100

AUX211 – AUTOMOTIVE STEERING AND SUSPENSION SYSTEMS

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

This course is designed to provide the student with detailed instruction of the design and operating principles, maintenance and service of automobile suspension and steering systems including steering geometry and alignment angles. Emphasis is placed on wheel alignment procedures, including computerized four-wheel alignment. Service and diagnostics are stressed including McPherson struts, rack and pinion steering systems, and tire design and applications. New technologies are covered to incorporate electronic steering, and in-depth coverage of computerized suspension systems.

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

Students will learn how to diagnose, inspect, and service steering system components using industry standard equipment. Students will learn how to diagnose inspect, remove and replace rear-wheel and

front-wheel drive suspension component. Students will learn how to perform alignments on front and rear wheel drive vehicles. Professional development exercises and seminars are also included in this course.

Prerequisite(s): AUX100

AUX124 – SERVICE SHOP MANAGEMENT

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

This course is designed to provide the students with exposure to an actual shop environment, procedures, and protocol by applying prominent skills obtained in previous courses. This course will also provide the student with an orientation and introduction to the management and business component of the automotive industry. The management and procedures associated with automotive related businesses are emphasized including employee/employer expectations, the service write-up process, business organizational structure, career opportunities, customer relations, personnel management, facilities, business records, insurance, and safety. Knowledge relating to management practices within an automotive business will help the student adapt and acclimate to the working environment.

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

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

Prerequisite(s): AUX100, AUX103, AUX208

AUX223 – SERVICE SHOP OPERATIONS

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

This course is designed to provide the students with exposure to an actual shop environment, operational procedures, and protocol by applying prominent skills obtained in previous courses. Emphasis is placed on the performance and understanding of workshop tasks performed by entry-level technicians. Knowledge testing and skills application are highlighted among the topics.

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

Prerequisite(s): AUX100, AUX103, AUX109, AUX202, AUX208, AUX110, AUX211

MHT100 – SHOP PRACTICES & HYDRAULIC PRINCIPLES

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

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

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

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

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

Prerequisite(s): None

MHT101 – DIESEL ENGINES CONSTRUCTION AND OPERATION

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

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

The student will learn how to perform a complete disassembly and assembly of the diesel engine, to include the cylinder head, block and timing gears, by using the instructions in the engine's manufacturers service manual. They will also learn the proper methods of inspecting, identifying and naming the components 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.

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

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

Prerequisite(s): None

MHT102 – DIESEL FUEL SYSTEMS AND TUNE UP

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

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

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

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

Prerequisite(s): MHT100, AUX103, MHT108

MHT103 – HEAVY DUTY DRIVE TRAINS

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

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

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

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

Prerequisite(s): MHT100

MHT106 – TRUCK STEERING AND SUSPENSION SYSTEMS

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

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

The student will learn how to service the major tire and wheel configurations used on heavy duty trucks. Students will learn how to perform bearing and seal service on both grease lubricated and oil lubricated front and rear hubs. The student will learn how to perform the basic checks for frame alignment and geometry and how the frame and chassis components are repaired. The student will learn how to service, repair and replace if necessary, the components on the four types of suspension systems.

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

Prerequisite(s): MHT100

MHT107 – AIR AND HYDRAULIC BRAKE SYSTEMS

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

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

The student will learn to perform maintenance, service, and repair of brake system components on medium and heavy duty truck.

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

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

Prerequisite(s): MHT100

MHT108 – TRUCK ELECTRICAL AND ELECTRONICS

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

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

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

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

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

Prerequisite(s): MHT100, AUX103

MHT223 – PREVENTATIVE MAINTENANCE & WELDING

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

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

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

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

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

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

AFT210 – LIGHT AND HEAVY DUTY GREEN TECHNOLOGY

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

This course is designed to provide the student with theory and the practical application of technologies, service, and maintenance strategies utilized in alternative energy vehicles within the transportation industry. Students will learn the economic and environmental impacts in the United States; the various types of alternative fuels to include hybrid and electric drive vehicles used in today's vehicles; and regulatory policies and established standards for alternative fuel vehicles. Students will learn necessary safety and maintenance practices and procedures as they apply to Natural Gas (NGV), Hybrid and Electric drive vehicles. Students will learn the importance of pressure, temperature, and density as it applies to gaseous fuel systems. The student will learn hybrid and electric drive vehicle safety precautions. Students will learn the difference between the top three hybrid and electric drive vehicle platforms as well as diagnostic and service practices. Students will use industry standard diagnostic equipment to perform a variety of troubleshooting tasks on hybrid and electric drive vehicles. Professional development exercises and seminars are also included in this course.

Prerequisite(s): MHT100, AUX103, MHT101, MHT102, MHT108

AFT212 – CONSTRUCTION AND INSPECTION OF GASEOUS FUEL SYSTEMS

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

This course builds on knowledge and skills acquired in previous courses and provide the student with additional knowledge and practical application of technologies, service, and maintenance strategies as they apply to Compressed Natural Gas (CNG) fuel systems. Students will learn to repair, service, and diagnosis issues with fuel system components, electronic control systems, and emissions systems. Students will learn the process of design and layout for vehicle conversions to CNG. The student will learn procedures for CNG fuel system inspection to include tanks, lines, connections, valves and regulators. The information and skills acquired in this course will benefit the student taking the CSA Fuel System Inspector certification exam. Professional development exercises and seminars are also included in this course.

Prerequisite(s): MHT100, AUX103, MHT101, MHT102, MHT108, AFT210

AFT215 – HEAVY DUTY ALTERNATIVE ENERGY SYSTEMS

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

This course builds on knowledge and skills developed in previous courses and provide the student a more comprehensive knowledge and skills on Alternative Gaseous Fuel Systems as they directly apply to Medium and Heavy Duty applications. Students will learn to service, diagnose, and repair issues with fuel system components, electronic control systems, and ignition systems that apply to medium and heavy duty gaseous fuel applications. Student will also learn to assess, design, layout and install components into a heavy duty application for conversion to a duel or bi-fuel system. Students will learn how to use industry standard diagnostic test equipment to service and repair electrical and electronic systems. Professional development exercises and seminars are also included in this course.

Prerequisite(s): MHT100, AUX103, MHT101, MHT102, MHT108, AFT210, AFT212

Collision Repair and Refinishing 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 repairs, corrosion protection, and repair materials and procedures.

Students learn basic surface preparation procedures such as rough sanding, feather edging, fine sanding, priming and finish sanding. Students also learn to mask and tape for spot repairs and complete paint jobs.

Students learn how to analyze and repair damaged metal panels using body hammers, dollies, and paint-less dent repair techniques. Students also learn how to repair panels by patching, welding, using fiberglass, and chemicals. Students will learn how to remove, replace, and properly align cosmetic panels.

Students learn the proper washing, defect removal, and finishing procedures of a complete vehicle detail. Students also learn how to repair and replace vinyl vehicle roofs.

Prerequisite(s): None

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.

Prerequisite(s): None

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 unibody 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 of 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 automotive suspension systems, including 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.

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

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.

Students will learn various collision repair tools and repair processes related to non-structural repair. Students will also learn various fillers used in nonstructural repairs along sanding equipment and methods. The students will also learn about various tools and repair methods of PDR (Paintless Dent Removal).

Students will also learn about bolt-on components such as doors, front, and rear panels including installation and other considerations such as panel alignment and gaps. Weatherstripping and leak types as well as leak prevention are discussed.

Student will also learn tools and techniques for straightening steel.

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 and complete paint jobs, vehicle preparation, equipment selection, painting techniques, and planning. During the course, students will learn how to perform proper stroke techniques, pressure settings and the proper temperature at which to paint. 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

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 practice the skills of non-structural repair of the vehicle. The students will learn the proper repair, removal, replacement, and adjustment of manual and power window mechanisms.

Students will also learn how to straighten metal body parts; repair plastic and composite parts; replace hoods, bumpers, fenders, grilles, and deck lids.

Prerequisite(s): CR101B, CR109B

CR210B – ALUMINUM WELDING AND METAL FABRICATION 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 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 shop class the student will demonstrate the proper procedures for welding and fabricating components in a live shop. Students will also demonstrate the procedures that were taught in previous classes with regards to MIG and TIG welding and heating and cutting using a combination torch. Students will learn how to apply skills and techniques utilizing vehicles and mockups.

Prerequisite(s): CR101B, CR102B

CR211B – ADVANCED REFINISHING TECHNIQUES WITH CUSTOM PAINTING

100 Contact Hrs (35 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 will learn how to safely apply skills and techniques utilizing vehicles and mockups.

The students will learn how to apply airbrush techniques, with an emphasis on freehand skills. Students will learn how to properly select airbrush components; correctly use and maintain an airbrush; creatively layout and mask areas for airbrushing; use and apply decals; and properly blend automotive art with the vehicle's original finish.

Prerequisite(s): CR101B, CR107B

CR116B – MEASURING AND DAMAGE ASSESSMENT

100 Contact Hrs (35 Lecture, 65 Lab/Shop); 4.0 Credits

This course is designed to provide a detailed introduction to assessing, measuring and estimating the damage to conventional and unitized vehicles. The student will learn industry standard measuring devices and damage reporting processes. The students will learn how to use industry standard and conventional vehicle frames aligning equipment and devices.

Students will learn how to analyze structural damage to conventional and unitized vehicles; diagnose vehicle damage by using various manufacturers' electronic measuring devices and frame machines. Students will learn how to 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

100 Contact Hrs (50 Lecture, 50 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, CR107B, CR116B

Electrical and Electronic Systems Courses

EES101A – INTRODUCTION TO THE TRADES

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

The student will be taught how to use basic information for electrical and electronic industries as well as some basic concepts used in performing the electrical and low voltage technician's skill-sets. Material covered includes basic safety, mathematical principles focused on whole numbers, fractions, measurement, decimals, percentages, and the metric system. Additionally, students will be taught how to use hand tools and power tools most commonly used the trades, i.e.: screwdrivers, tape measures, hand saws, drills, etc.

Prerequisite(s): None

EES102 – MATERIAL APPLICATIONS

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

The student will learn how to use basic blueprint concepts, and the hardware and systems used by an electrical and electronics technician to mount and support boxes, receptacles, and other low voltage components. The student will learn how to use the various types of anchors and supports, their applications, and how to install them safely. Additionally, an overview of electrical raceways from source to destination provided. The student will learn how to use conduit types and bending techniques which completes the student's training in this course

Prerequisite(s): None

EES103 – ELECTRONIC AND ELECTRICAL PRINCIPLES

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

This course provides the student with a general introduction to the concepts used in Ohm's Law applied to DC series, parallel and combined circuits. This course also provides an introduction to concepts used in AC circuits. Topics include electrical theory, electromotive force, resistance, capacitance, inductance, impedance and power equations. Students will study Semiconductors and Integrated circuit theory with hands on lab time to reinforce the learning. Students will study schematic symbols and practice building circuits from schematic diagrams. Students also study appropriate application of proper diagnostic and maintenance procedures using electrical and electronic test equipment to include: meters, oscilloscopes, meg- ohm-meter, watt meters, frequency meters/ generators, time domain reflectometers, continuity testers, recording instruments, and RF analyzers.

Prerequisite(s): None

EES104 – BASIC ELECTRICITY

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

This course introduces the student to the electrical trade and provides them with knowledge in the areas of Electrical safety and residential electrical services. It also introduces them to the National Electrical Code and how to find the applicable codes and requirements in the electrical trade. It further provides the student with knowledge in the areas of grounding and bonding of electrical systems; NEC regulations pertaining to grounding and bonding; equipment and devices used for grounding and bonding. Students will also learn about other types of equipment and devices used in the electrical and electronic trades.

Prerequisite(s): None

EES105 – ELECTRICAL WIRING PRINCIPLES

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

This course will provide the student with thorough understanding various types of conductors used in all types of electrical systems. Students will learn how to terminate conductors with different applications with the appropriate connector and/or terminal. Additionally, students will learn and practice installing conductors, pull and junction boxes using a variety of fasteners needed for a given application. Finally, they will learn the fundamentals of solar voltaic systems including design and configuration and installation.

Prerequisite(s): EES103, EES104

EES106 – ELECTRICAL CONTROLS AND PLC

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

This course will provide the student with a thorough understanding and functions of the various components used in motor control systems. The student will be introduced to the maintenance and troubleshooting functions of motor controls systems. The student will also learn about the different types of devices and components used within motors controls systems. The course will also focus on basic guidelines and procedural information for receiving and storing, handling and installing lamps and lighting fixtures. The student will learn about (NEMA) National Electrical Manufacturers Association as they prepare to work with magnetic coils and relays, contacts and holding circuit interlock and other structural features of solenoids, timers, starters and contactors. The student will also learn about fuses and circuit breakers. They will understand how they provide protection to electrical conductors and equipment against abnormal conditions. Students will also become familiar with Programmable Logic Controllers and programming them by usage of logic ladders.

Prerequisite(s): EES101A, EES103, EES104, EES105

EES108 – FIBER OPTICS, TELECOMMUNICATION SYSTEMS & NETWORKING

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

This course provides the student knowledge of the basic operation of telephone systems, types of system cables, cable color coding, cable connectors, and installation techniques in addition to identifying the types of data networks, test equipment, and procedures used in testing cables. The student will use the proper procedure and technique to install fiber-optic cabling and support equipment, while describing or demonstrating the types of fiber-optic splicing and/or terminations to achieve an acceptable and "test verified" loss within a specified and acceptable range. In addition, the student will be able to network several computers together back to a main computer.

Prerequisite(s): EES101A, EES103, EES104

EES109 – SECURITY SYSTEMS, ACCESS CONTROL AND CCTV

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

This course is designed to provide the student with the knowledge and skills to install and troubleshoot call signaling systems, entry/access control systems, intrusion detection, security, and surveillance systems (included is CCTV system and key components of a CCTV system) Students will learn the function and how to install and troubleshoot systems in the areas of access control, security systems and intrusion detection, video surveillance. The students will also gain fundamental knowledge of low voltage cabling used in these systems as well as other low voltage systems.

Prerequisite(s): EES101A, EES103, EES104, EES105

EES110 – FIRE ALARM SYSTEMS

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

This course provides the student with the knowledge and skills required to successfully, plan, install and problem-solve, both standard Fire Alarm systems and Programmable Fire Alarm systems. Students will be taught the proper methods and equipment to use in residential and industrial fire- detection applications. Proper wiring/cable selection, fire-detection equipment selection, and system layout/planning will be obtained in this course of study. Programming of Fire Alarm devices and systems will be introduced. Theory of typical Fire Alarm software will be presented in this course of study. Hands-on practices of the software applications are included in the course of study.

Prerequisite(s): EEES101A, EES103, EES104, EES105

EES111 – HOME THEATER, SATELLITE AND SYSTEM INTEGRATION

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

This course is designed to provide the student with the knowledge and skills required to install and troubleshoot rack systems, system integration, and residential systems integration. The students will be taught component function and how to install complete systems racks, residential automation systems. The students will be taught system commissioning and how to train client based systems. In addition, they will learn finish phase testing along with maintenance and repair.

Prerequisite(s): EES101A, EES103, EES104, EES105

Welding Technology Courses

WLD111AN – WELDING AND CUTTING FUNDAMENTALS

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

In this course students are introduced to the type of tasks generally performed by welders and how their skills and knowledge are applied to both the construction and manufacturing industries. Because of its importance students will also learn how safety procedures apply to welding and cutting operations. They will also complete a ten hour OSHA approved safety orientation that explains job site hazards, accident prevention, and standard safety procedures.

Students will learn to set-up and safely use oxyfuel metal cutting equipment and processes. They will then learn to read and interpret welding symbols from construction drawings. These symbols direct the student to use the correct welding procedure to meet the specifications.

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

Prerequisite(s): None

WLD112AN – BASIC ARC WELDING PROCEDURES

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

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

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

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

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

Prerequisite(s): WLD111AN

WLD113AN – SMAW - PLATE WELDING

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

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

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

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

Prerequisite(s): WLD111AN , WLD112AN

WLD114AN – GMAW/FCAW (MIG) – PLATE WELDING

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

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

Prerequisite(s): WLD111AN, WLD112AN

WLD115AN – GTAW (TIG) – WELDING PROCEDURES

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

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

Prerequisite(s): WLD111AN, WLD112AN

WLD116AN – SMAW – PIPE WELDING

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

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

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

Prerequisite(s): WLD111AN, WLD112AN, WLD113AN

WLD117AN – GMAW/FCAW (MIG) – PIPE WELDING

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

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

Prerequisite(s): WLD111AN, WLD112AN, WLD114AN

WLD118AN – GMAW/GTAW – FABRICATION PROCESSES

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

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

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

General Education Courses

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 importance of language, ambiguity, structure of arguments and creative problem solving. Upon successful completion of this course students should be able to demonstrate an improvement in their ability to apply critical thinking skills to real world situations.

Prerequisite(s): None

GEN180V – COLLEGE ALGEBRA

45 Contact Hrs (45 Lecture, 0 Lab/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

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

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 earths interconnect systems.

Prerequisite(s): None

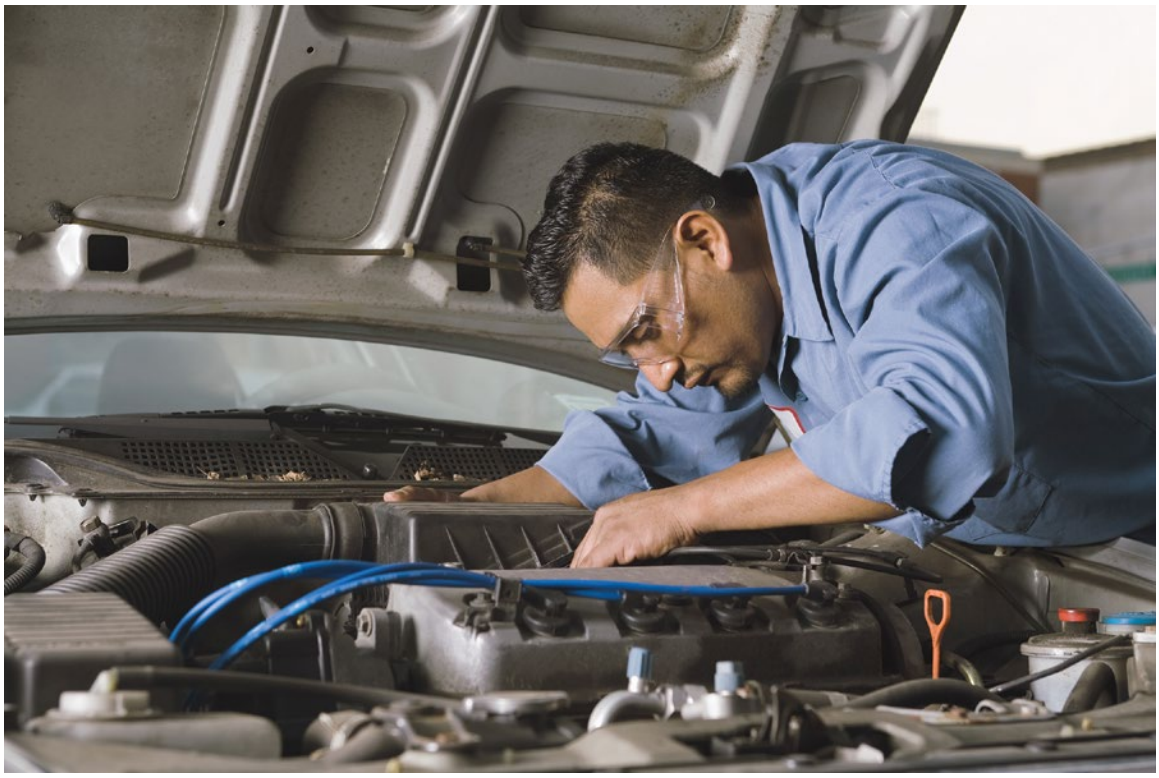
GEN292V – SPEECH COMMUNICATION

45 Contact Hrs (45 Lecture, 0 Lab); 3.0 Credits

This course will enhance the student's understanding and appreciation of the uses of oral communication and will teach the skills needed to speak effectively in a variety of situations.

Prerequisite(s): None

General Information



General Information

Accreditation

LCT is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), 2101 Wilson Boulevard, Suite 302, Arlington, Virginia 22201 (703) 247-4212. ACCSC is listed by the U.S. Department of Education as a recognized accrediting agency. LCT has been accredited by ACCSC since 1968.

PROGRAM ACCREDITATION

Automotive

- *ASE Education Foundation*

Approvals

We are approved and regulated by the Colorado Department of Higher Education, Private Occupational School Board.

Lincoln College of Technology is authorized by the Washington Student Achievement Council and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes Lincoln College of Technology to offer specific diploma programs. The Council may be contacted for a list of currently authorized programs. Authorization by the Council does not carry with it an endorsement by the Council of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the Council at P.O. Box 43430, Olympia, WA 98504-3430.

LCT also holds the following: a certificate of approval from the Kansas Board of Regents; a Certificate of Approval to Recruit from the Nebraska Department of Education; is approved by the Oklahoma Board of Private Vocational Schools; is authorized to offer educational services by Wyoming Department of Education; and has an authorization certificate as an out-of-state Proprietary Institution from the New Mexico Higher Education Department.

Associations and Memberships

- *American Welding Society (AWS)*
- *Career Education Colleges and Universities (CECU)*
- *Colorado Association of Career Colleges and Schools (CACCS)*
- *Colorado Automobile Dealers Association (CADA)*
- *Colorado Chamber of Commerce*
- *Colorado Motor Carriers Association (CMCA)*
- *LEED Certification Facility*
- *National Association of Student Financial Aid Administrators (NASFAA)*
- *National Center for Construction Education & Research (NCCER)*
- *Clean Air/Cities Foundation and NAFTC (National Alternative Fuels Training Consortium)*
- *Women's Industry Network*
- *Aurora Chamber of Commerce*

Certification

The Denver, CO campus's automotive and diesel and truck programs (identified by the ASE Education Foundation logo), have met the rigorous requirements for ***Master Automobile Service Technology (MAST)*** as well as ***Master Medium/Heavy Truck (MTST)*** Accreditations. These accreditations are the highest level of achievement recognized by the ASE Education Foundation.

Statement of Ownership

Lincoln College of Technology is owned and operated by Lincoln Technical Institute, Inc., a wholly owned subsidiary of Lincoln Educational Services Corporation. The major officers and administrators of the corporation are:

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

Notice to Students

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

Compliance with City, State, and Federal Regulations

LCT complies with all local, municipal, city, county, state and federal regulations.

Facilities & Equipment

The school relocated to the current location on July 5, 2011. The school is conveniently located in a light industrial park area with ample parking on the premises. The building contains approximately 194,950 square feet which includes 40 classrooms; 43,000 square foot auto lab with 18 lifts and 60 bays; 11,000 square foot diesel lab with 9 bays; 30,000 square foot collision lab with 19 bays; and 17,000 square foot welding lab with 90 booths. The school was custom designed as a training facility for the automotive, diesel, collision, welding, electrical, and HVAC fields.

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

Learning Resource Center

The Resource Center is a service designed to assist students during their time at Lincoln College of Technology. The Resource Center includes a web tech laboratory, in print and online resources, and hosts tutoring opportunities. Tutoring is available upon request to assist students with a variety of academic needs including reading comprehension, writing, mathematics, skilled trades, school to work skills, and various other individual tutoring needs.

The Learning Resource Center has several computers equipped with industry-standard window applications. Each computer has access to the internet in addition to several valuable software applications including All-Data and Mitchell on Demand.

General Information

Our growing learning resource center incorporates a comprehensive variety of books and periodicals covering subjects such as automotive/diesel technology, ASE test preparation, communications, economics, accounting, computers, business management and marketing, language arts, and mathematics. The web tech lab has several computers to assist students and faculty. These computers are equipped with Internet Explorer, Windows 10, and vehicle repair databases including Mitchell on Demand and All-Data.

Nondiscrimination and Harassment Policy

Lincoln College of Technology is committed to maintaining an educational and work environment free from discrimination and harassment based on age, race, color, sex, gender, sexual orientation, religion or creed, national or ethnic origin, or disability. Lincoln Tech, in accordance with applicable federal laws including Title IX of the Education Amendments of 1972 and 34 C.F.R. Part 106, does not discriminate on the basis of any of the listed protected categories, including in admissions and employment, nor will it permit or tolerate discrimination or harassment against a student, employee, or other member of the Lincoln Tech community. All students and employees are expected to comply with Lincoln's Nondiscrimination Policy and Title IX Policy. Any inquiries regarding these policies and procedures can be directed to the Title IX/Equity Coordinator as provided below, the Office for Civil Rights, at the U.S. Department of Education, at **https://www.ed.gov**, or both. This Policy does not specifically address any applicable state laws on sexual harassment. Lincoln Tech retains the right to revise its policies and procedures in light of any changes to applicable law. To view the entire Nondiscrimination policy, please visit: **NonDiscrimination Policy**

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

experience, aptitude, and ability. This policy applies to all educational actions. In short, the company does not discriminate against anyone on any basis that is prohibited by law.

Admissions Policies

Admissions Policies

Criteria for Admission

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

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

International Students

Written evidence of competence in the English Language is required as a condition of admission to the College. For further information, interested foreign students should contact the Admissions Office.

Veterans Training

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

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

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

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

Orientation

An orientation program is scheduled for each incoming class. The purpose of this program is to acquaint the student with necessary requirements if applying for financial aid 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.

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.

Single Courses

Lincoln College of Technology also gives students the opportunity to take single courses. All single course offerings with their associated costs can be obtained at the school's business office.

Single courses have not been approved by this institution's accrediting body. It is not within its scope of accreditation.

Financial Information

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

Financial aid is available to those who qualify.

Financial Information

Financial Aid Programs

A call or visit to LCT'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 Pell Grant Program***
- *Federal Supplemental Educational Opportunity Grant Program (FSEOG)***
- *Federal Stafford Loan Program**
- *Federal Work Study****
- *Parent Loan for Undergraduate Students**

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

VA PENDING PAYMENT COMPLIANCE

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

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

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

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

  Note: Chapter 33 students can register at the VA Regional Office to use E-Benefits to get the equivalent of a Chapter 33 Certificate of Eligibility. School Certifying Official will receive a system-generated email indicating an Authorization is available in the Tungsten Network.
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

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

LINCOLN BRIDGING THE GAP GRANT

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

Eligibility for this program is determined based on the following criteria:

- Confirmed enrollment in an approved program of study
- Completed FAFSA for the applicable award year with an official Estimated Family Contribution (EFC)
- Acceptance of all available student aid from federal, state and other sources.
- Remaining financial need for direct costs (tuition and fees) greater than $500 after all other sources of student aid have been exhausted.

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

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

FRIENDS AND FAMILY EDUCATION GRANT

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

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

- Applicants must submit contact information of their connection to a Lincoln Tech employee/partner/graduate;
- Complete the application process to enroll;
- Complete the Free Application for Federal Student Aid (FAFSA);
- Submit your Lincoln Grant request form to the financial aid staff or email: scholarships@lincolntech.edu;
- Must start training program by December 31, 2023

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

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

Scholarships

LCT participates in the Imagine America Scholarship program for high school seniors, as well as the Military Award Program. In addition, a scholarship in Automotive, Diesel Truck Technology, HVAC, Welding and Collision is made available annually to each statewide winner of Skills USA.

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

Tuition & Fees

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

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

A registration fee of $150 will be charged to LCT students who have been out of school for more than one year, as well as students transferring from other accredited postsecondary institutions.

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

For more details, see "Schedule of Fees" addendum, or visit **www.lincolntech.edu/consumerinfo**.

Cancellation and Refund Policy

All monies paid by the student will be refunded in full to the applicant/student within thirty (30) days in the event the College discontinues a course or program of training during a period of time within which a student could have reasonably completed the course or program, except that this provision shall not apply in the event the College ceases operation.

1. THREE (3) DAY CANCELLATION POLICY:

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

a. Rejection of the Enrollment Agreement by the SCHOOL.

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

2. CANCELLATION AFTER THREE (3) DAY PERIOD:

a. Students who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of $150.00 or 25% of the contract price whichever is less.

b. After the STUDENT starts SCHOOL, the SCHOOL will retain a cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours, as described in the table below. The refund is based on the last date of recorded attendance.

Colorado Cancellation and Refund Policy

REFUND TABLE

Student is entitled to upon withdrawal/termination	*Refund*
Within first 10% of program	90%, less cancellation charge
After 10% but within first 25% of program	75%, less cancellation charge
After 25% but within first 50% of program	50%, less cancellation charge
After 50% but within first 75% of program	25%, less cancellation charge
After 75% (if paid in full, cancellation charge is not applicable)	No Refund

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
2. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
   a. The date on which the school receives written notice of the student's intention to discontinue the training program; or
   b. The date on which the student violates published school policy, which provides for termination.
   c. Should a student fail to return from an excused leave of absence or extended leave of absence, the effective date of termination is the earlier of the date that the school determines the student is not returning or the day following the expected return date.
3. The student will receive a full refund of tuition and fees paid if the school discontinues a course/program within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. The policy for granting credit for previous training shall not impact the refund policy.

The Refund Process

A recipient of federal Title IV financial aid who withdraws or is dismissed from school during a payment period, or period of enrollment in which the student began attendance, will have the amount of Title IV funds he/she did not earn calculated according to federal regulations. This calculation will be based on the student's last date of attendance and the date the school determines that the student has withdrawn from school, or the date of dismissal for a student who is dismissed by the institution. Refunds will be processed and sent to the pupil no later than 30 days after the school determined withdrawal date. The period of time for which Title IV financial aid is earned for a payment period or period of enrollment is the number of calendar days the student has been enrolled for the payment period or period of enrollment up to the day the student withdrew divided by the total number of calendar days in the payment period or period of enrollment. That percentage is multiplied by the amount of the student's Title IV financial aid for the payment period or period of enrollment for which the Title IV financial aid was awarded to determine the amount of Title IV financial aid that has been earned. The amount of Title IV financial aid that has not been earned for the payment period or period of enrollment, and which must be returned, is the complement of the amount earned. The amount of Title IV financial aid earned and the amount of Title IV financial aid not earned will be calculated based on the amount of Title IV financial aid that was disbursed or could have been disbursed for the payment period or period of enrollment upon which the calculation was based. A student will have earned 100% of the Title IV financial aid disbursed for the payment period or period of enrollment if the student withdrew or was dismissed after completing more than 60% of the payment period or period of enrollment.

Once the amount of Title IV financial aid that was not earned has been calculated, federal regulations require that the school return Title IV funds disbursed for the payment period or period of enrollment and used for institutional costs in the following order:

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

If the amount of unearned Title IV financial aid disbursed exceeds the amount that is returned by the school, then the student (or parent, if a Federal PLUS Loan) must return or repay, as appropriate, the remaining grant and loan funds. The student (or parent, if a Federal PLUS Loan) will be notified of the amount that must be returned or repaid, as appropriate.

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

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

Return of Title IV Federal Student Aid

Effective October 7, 2000, Federal regulations regarding repayment of Federal Financial Aid control the formula for calculating the amount of aid a STUDENT may retain when a STUDENT withdraws. STUDENTS who withdraw from all classes prior to completing more than 60% of an enrollment term will have their eligibility for Federal Aid recalculated based on the percentage of the term completed, which shall be calculated as follows:

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

The total number of calendar days in a term excludes any scheduled breaks of 5 days or more, and/or any officially approved

Leave of Absence/Break in Training as defined in the College Catalog.

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 14 days.

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

Please note that STUDENTS are responsible for any balance owed to Lincoln College of Technology as a result of the repayment of Federal aid funds.

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

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

a. The calculation of refunds will be based on the effective date of termination.

b. Refunds will be processed and sent to the student no later than 30 days after the school determined withdrawal date. All other refunds (i.e., FDSLP, VA, etc.) will be issued in accordance with applicable State and Federal mandates.

c. Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either the regularly scheduled orientation date, as appropriate, or following a tour of the school facilities and inspection of equipment.

d. Special cases. In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the school shall make a settlement which is reasonable and fair to both parties.

e. The policy of Lincoln College of Technology is to distribute the proceeds of refunds to the origination source in the following order, up to the net amount disbursed: 1–Unsubsidized Federal Stafford Loan/Direct; 2–Subsidized Federal Stafford Loan/Direct; 3–Federal Direct/Graduate Plus Loan; 4–Federal/Direct Parent Plus Loan; 5–Federal Pell Grant; 6–Federal Supplemental Educational Opportunity Grant (FSEOG). The student's eligibility for agency funding will be calculated independently of the refund process upon the student's withdrawal from school. If a credit balance still remains after the above process has been completed, the school will honor the student's authorization to reduce their Federal loan obligation. If the school does not possess a Federal loan reduction authorization, the remaining credit balance will be returned to the student.

f. A withdrawal/administrative charge of $150.00 will be assessed in addition to the calculated results above.

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

Student Fee, Technology Fee, Books, Uniforms & Tool Refund Policy

Students who cancel enrollment or withdraw after receiving books and supplies may return these items if they are in good condition within five (5) days following a cancellation notice or twenty (20) days following date of withdrawal. Any refund due for student fees or technology fees will be prorated based on use.

Veterans Affairs Refund Policy

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

General Student Information

General Student Information

Office Hours

Monday-Thursday . . . . . 7:00 a.m.-8:00 p.m.
Friday . . . . . 7:00 a.m.-5:00 p.m.
Saturday . . . . . 9:00 a.m.-1:00 p.m.

Scheduled class hours are located in the *Academic Information* section.

Car Pooling/Public Transportation

If students need help getting around the Denver metro area, the Education Department has information regarding the RTD bus and light rail systems. Students can also post information on the car pooling ride share board.

Housing

Student Services serves as a liaison between students and housing providers. If students have any questions regarding housing, they may contact LCT's Student Services department.

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 the Denver campus will participate in our Lincoln Career Edge Program. Lincoln Career Edge is a combination of interactive workshops and online services that deliver professional skills training on topics like resumé building, personal development, setting goals, job search and interviewing strategies. Students will have a dedicated portal where they can access an array of professional services even after they have graduated from Lincoln! We are dedicated to ensuring that we not only provide our students with the skills they need to perform on the job, but the skills they need to build a lifetime career.
- Provides additional assistance if desired.

ASE Testing

LCT students have the privilege of taking ASE certification tests at an additional charge, payable to ASE during the regular ASE testing period. Students can choose from tests in either Automobile/Light Truck or Medium/Heavy Truck or Collision. The test sites, dates and registration are available at the ASE website, **www.ase.com/ase-certification-tests**.

Student Records

Each graduate of the school is provided with a sealed transcript and diploma or degree within 30 days of graduation. If these documents are not received, the graduate has 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, archived and priority 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 current Tuition Supplement.

REPLACEMENT FOR DIPLOMAS, 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 30 days of their graduation if all financial obligations have been met. 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 or associate degree is available for $25. Allow four weeks for delivery.

School Calendar

Academic Calendar–The academic calendar, which also includes holidays and vacation breaks, may be found in the LCT Catalog Addendum.

Inclement Weather

In the case of inclement weather or hazardous conditions, an announcement will be made via the LincAlert system. Announcements may include plans for distance learning, delayed start time or early dismissal of class, class cancellation, or school closure.

Student Complaint/Grievance Procedure

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

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

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

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

and/or

COLORADO DIVISION OF PRIVATE OCCUPATIONAL SCHOOLS
1600 BROADWAY, SUITE 2200
DENVER, CO 80202
(303) 862-3001

Be aware that there is a two-year limitation (from student's last date of attendance or at any time prior to the commencement of training) to file a complaint in writing with the Division of Private Occupational Schools. They can also be reached online at **https://nc-sara.org/agency/colorado-division-private-occupational-schools**

For students residing in NM the following information is provided:

NEW MEXICO HIGHER EDUCATION DEPARTMENT
2048 GALISTEO STREET
SANTA FE, NM 87505-2100
(505) 476-8400

Or go to **https://hed.state.nm.us/students-parents/student-complaints** and fill out the form and follow the instructions for submitting.

GRIEVANCE POLICY FOR OKLAHOMA RESIDENTS:

A grievance may be reported to the Oklahoma Board of Private Vocational Schools, if not resolved by Lincoln College of Technology (contact the office of Kelly Moore, Campus President).

OKLAHOMA BOARD OF PRIVATE VOCATIONAL SCHOOLS
ATTN: DIRECTOR
3700 NORTH CLASSEN BOULEVARD, SUITE 250
OKLAHOMA CITY, OK 73118
(405) 528-3370

For Washington students - This school is licensed under Chapter

28C.10 RCW. Inquiries or complaints regarding this private vocational school may be made to:

WORKFORCE TRAINING AND EDUCATION COORDINATING BOARD
128 - 10TH AVENUE SOUTHWEST
OLYMPIA, WASHINGTON 98504
PHONE: 360-709-4600
EMAIL: PVSA@WTB.WA.GOV
COMPLAINT FORM:
HTTP://WTB.WA.GOV/PCS_COMPLAINTS.ASP.

For students residing in Nebraska: The student may contact the Program Director of Private Postsecondary Career Schools at the Nebraska Department of Education.

For the students residing in Kansas they may contact:

Kansas Board of Regents, 1000 SW Jackson, Suite 520, Topeka, KS 66612-1368; 785-430-4240.

https://www.kansasregents.org/academic_affairs/private_out_of_state/complaint_process

Distance Education students residing in other states may contact the Indiana Commission for Higher Education concerning complaints after having completed the institution's student complaint process.

INDIANA COMMISSION FOR HIGHER EDUCATION/
INDIANA BOARD FOR PRORIETARY EDUCATION
101 WEST OHIO STREET, SUITE 300
INDIANAPOLIS, IN 46204-4206
(317) 232-1033
HTTPS://WWW.STATE.NJ.US/HIGHEREDUCATION/SARA.SHTML

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 | complaints@accsc.org

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

The federal contact for student loan issues is:

POSTAL MAIL	**U.S. DEPARTMENT OF EDUCATION** FSA OMBUDSMAN GROUP P.O. BOX 1843 MONTICELLO, KY 42633
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 College of Technology to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

Visitors

Parents and other interested persons are welcome to call at any time to confer with School authorities, to inspect the school facilities, or to seek advice on the future career of an enrolled student. Visitors will find a cordial reception at Lincoln College of Technology. A previously made appointment would be appreciated. In keeping with Lincoln's safety procedures, all visitors must sign in at the front desk upon arrival to the school and are issued a visitors badge.

Student Dress Code

LCT encourages professional appearance and safety. The requirements are similar to the dress requirements of the majority of employers. The following professionalism standards are strictly enforced at LCT at any time the student is on campus during normal school hours:

- **Hats**–Only baseball-style caps with the bill forward may be worn in the shop. Welding students may only wear welding caps in the shop. Knit caps may be worn in the winter. No other headgear is acceptable. Hats must be removed in the classroom.
- **Shirt**–Must be clean, presentable and the entire shirt tail tucked into pants. It must be an LCT shirt. No T-shirts are allowed.
- **Pants**–Must be clean and presentable. Pants must be positioned at the waist. Jeans & industry shop pants are the only pants that may be worn.
  1. Jeans or industry shop pants must be clean and presentable without holes, tears, or visible patches.
  2. Jeans or industry shop pants must be positioned at the waist.
  3. Jean shorts or cut-offs are not permitted.
  4. Under no circumstances can there be anything on the jeans or shop pants that display any profane, obscene, or otherwise unprofessional messages, symbols, pictures, or wording of any kind.
  5. Jeans or shop pants must be full length to the boot.
  6. At all times, undergarments are not to be exposed either by the weight of the jeans or shop pants, or visible to the eye.
  7. Shop safety is the primary consideration in all dress requirements.

  Oversized pants are not considered professional; shorts, sweat pants, or cut-offs are not permitted.
- **Shoes**–Open top or open toed shoes are not permitted. For best protection, heavy leather shoes or boots with non-skid and oil resistant soles are required. Steel-toed or composite-toed shoes are highly recommended. Tennis shoes or athletic shoes are not permitted.
- **Winter Attire**–Students may wear warm clothing under their standard uniform during inclement weather. Appropriate jackets are acceptable.
- **Accessories**–No facial piercing(s) or jewelry of any kind are permitted. Students with gauged ears must wear clear plastic plugs for safety. Wallets with long chains, watches with chains or anything that hangs on the outside of pants are not allowed.

They are considered to be a safety hazard and they may cause injury to the student or damage to the shop vehicles and/or equipment. This includes painter type pants that have metal studs or other types of metal decorations.

- **Eyewear**–OSHA approved safety eyewear must be worn at all times while in the lab. Prescription glasses are not safety glasses unless they have been made for that purpose. They should have the OSHA number on them if designed to be used as safety glasses as well as eyeglasses.
- **Head Hair and Facial Hair**–Must be trimmed and neat. Long hair is okay as long as it is tied back in a pony tail.

Under no circumstances will the display of any obscene, profane, or otherwise unprofessional messages, symbols, pictures, or wording of any kind be allowed. What LCT expects from students regarding dress code is no different than how they will be expected to dress and act when they have a job in industry. We want students to be successful in their time at LCT and after they graduate.

OTHER CAMPUS RULES

Smoking–Students must smoke in the designated smoking sections on the East and West sides of the building. Cigarettes must be placed in the proper receptacles. Chewing tobacco, smokeless tobacco and any form of smoking material are not to be utilized in the building.

Parking–Designated student parking is in the South parking lot only. Students must have and display a Lincoln parking sticker.

Food or Drink–There will be no food or drink of any kind in the classrooms or labs at anytime. This includes chewing tobacco. Bottled water and drinks with spill proof sealable lids are allowed in the classroom. Soft-sided cups are not acceptable.

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 full and part-time students enrolled in credit bearing classes. All such students are required to activate **MyCampusLinc** portal and **@myLincoln.edu** email accounts. Official 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.

Academic Information

Academic Information

Class Schedules

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

A typical classroom at our campus can accommodate up to 40 students and a typical laboratory at our campus can accommodate up to 30 students.

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

CLASS SCHEDULES

Automotive/Diesel

Day Schedule

M-TH, 8:00am – 12:15pm (on- campus)
Asynchronous Assignments due Saturday

Afternoon Schedule

M-TH, 12:45pm – 5:00pm (on-campus)
Asynchronous Assignments due Saturday

Evening Schedule

M-W, 6:00pm – 10:15pm (on campus)
Asynchronous Assignments due Saturday

HVAC

Day Schedule

M-TH, 8:00am – 12:15pm (on- campus)
Asynchronous Assignments due Saturday

Afternoon Schedule

M-TH, 12:45pm – 5:00pm (on- campus)
Asynchronous Assignments due Saturday

Collision

Day Schedule

M-TH, 7:00am – 11:15am (on campus)
Asynchronous Assignments due Saturday

Afternoon Schedule

M-TH, 12:00pm – 4:15pm (on campus)
Asynchronous Assignments due Saturday

Welding

Day Schedule

M-TH, 7:00am – 11:45am (on campus)
Asynchronous Assignments due Saturday

Afternoon Schedule

M-TH, 12:30pm – 5:15pm (on campus)
Asynchronous Assignments due Saturday

Evening Schedule

M-TH, 6:00pm – 10:45pm (on campus)
Asynchronous Assignments due Saturday

Electrical

Day Schedule

M-TH, 8:00am – 12:15pm (on campus)
Asynchronous Assignments due Saturday

Afternoon Schedule

M-TH, 12:45pm – 5:00pm (on campus)
Asynchronous Assignments due Saturday

Evening Schedule

M-TH, 6:00pm – 10:15pm (on campus)
Asynchronous Assignments due Saturday

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

Postponement of a starting date, whether at the request of the SCHOOL or the STUDENT, requires a written agreement signed by the STUDENT and the SCHOOL. The agreement must set forth: a) Whether the postponement is for the convenience of the SCHOOL or the STUDENT, and; b) A deadline for the new start date, beyond which the start date will not be postponed. If the course is not commenced, or the STUDENT fails to attend by the new start date set forth in the agreement, the STUDENT will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the SCHOOL'S refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

Diploma and Degree Programs

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

- For the person wanting comprehensive training geared towards succeeding as a professional technician, the school offers diploma programs which prepare students for entry-level positions in their chosen field.
- For the person wanting training that enables graduates to seek employment in a wide variety of management, technical, and administrative positions the associate of occupational studies degree program is available for the field of study they have chosen.

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

For a description of the subject matter covered in each course, please refer to the curricula on pages 8 through 26.

Student Conduct

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

- Excessive absenteeism, tardiness or leaving class early. Students are also expected to put forth a reasonable effort to learn. Acts such as loafing, horseplay, failure to pay attention and carry out instructions, or poor attendance are not tolerated. Students who arrive after the official school starting time will be considered as late. If a student must leave prior to the official end of class time, he/she must notify the instructor and/or Education Department. Class attendance is closely monitored by the school, and unless, they contact the school first, students who are absent from class will be contacted.
- Student conduct which disrupts classes or interferes with the progress of other students.
- Theft of property belonging to the School, other students or employees. (In addition to termination, theft may be reported to civil authorities.)

- Any act resulting in defacing or destruction of School property and/or property of others including other students.
- Fighting, threatening behavior, both verbal and physical, in or near school premises.
- Possession or consumption of alcohol, marajuana or illegal substances on or near school premises. Possessing firearms, fireworks, ammunition, or weapons is a violation of schools rules and state laws. (In addition to termination, illegal substance abuse will be reported to civil 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.
- The campus has an established dress code for students in all programs which is in accordance with industry expectations and in consideration of professional standards.

  Students not dressed in proper uniform for shop safety requirements may/will be withheld from classroom activities.
- We expect honesty from students in presenting all of their academic work. Students are responsible for knowing and observing accepted principles and procedures of research and writing in all academic work, including term paper writing, lab manual and/or workbook completion and test taking.
- Misrepresenting the school's programs, policies, or activities of members of the staff or of other students is prohibited.
- Cell phones and/or other electronic recording or communication devices are not allowed to be operated in any classroom or lab area without the expressed permission of the instructor.

Attendance

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

- The sixth consecutive day of absence from classes;
- The fourteenth consecutive calendar day of absence (two weeks) 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.

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

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

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

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

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

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

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

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

Blended Delivery

ATTENDANCE FOR BLENDED PROGRAMS (WHERE APPLICABLE):

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

Sending an email to the instructor does not count as an academic activity or a gradable item. Meeting the attendance requirements does not indicate that the student has completed all

of the required class work for a particular week. Meeting the attendance requirements indicates only that the student has participated sufficiently to be considered in attendance for that week. Assignments are graded on their merit and according to the established guidelines.

Make-Up

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

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

RELIGIOUS ACCOMMODATION (FOR WASHINGTON RESIDENTS ONLY):

Lincoln will make good faith efforts to provide reasonable religious accommodations to students who have sincerely held religious practices or beliefs. Up to two days of absenteeism may be accommodated per twelve-month period for religious practices that occur on certain days throughout the course or program that conflict with a scheduled course/program requirement including exams. Students requesting a religious accommodation make the request in writing with as much advance notice as possible. Being absent from class or other educational responsibilities does not excuse students from keeping up with any information shared or expectations set during the missed class/es. Students are responsible for obtaining materials and information provided during any class missed. The student will work with the instructor and department staff to determine a schedule for making up missed work or time. In the case of exams, hats and/or hoods (with the exception of religious apparel) may not be worn on the head. Examples of religious accommodations may include: rescheduling of an exam or giving a make-up exam for the student in question; altering the time of a student's presentation; allowing alternative assignments to substitute for missed class work or arranging for an increased flexibility in assignment due dates.

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

Course and Academic Measurement

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

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

Grading

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

Academic Information

Percentage	Letter Grade	Interpretation	Point Value
95-100	A	Excellent Plus	4.0
90-94	A-	Excellent	3.9
87-89	B+	Good Plus	3.8
84-86	B	Good	3.5
80-83	B-	Good Minus	3.0
77-79	C+	Average Plus	2.8
74-76	C	Average	2.5
70-73	C-	Average Minus	2.0
67-69	D+	Below Average	1.5
64-66	D	Poor	1.2
60-63	D-	Poor	1.0
59 and below	F	Failing Work	0.0
Incomplete	I	Temporary grade; is not considered in computing Grade Point Average; Requires make- up work.	N/A
Withdrawal	WA	Received by students who officially withdraw from a course before the end of the add/drop period.	N/A
Withdrawal	W	Withdrawal after the add/drop period.	N/A
Pass	P	Received by students in Internships/ Externships or Developmental Courses. "P" is not considered in computing the Grade Point Average.	N/A
Non-Pass	NP	Received by students in Internships/ Externships or Developmental Courses.	N/A
Repeat Course	**	Received by students who repeat a course.	N/A
Repeat Course Required	R	Received by students when their grade does not meet a course requirement or programmatic standard	N/A
Transfer Credit	TR	Indicates the school accepted credit earned for previous postsecondary education at an institution other than a Lincoln Educational Services School. "TR" is not considered in computing the Grade Point Average.	N/A
Test Out Credit	TO	Indicates the school accepted credit earned for testing out of a course. "TO" is not considered in computing the Grade Point Average.	N/A

Satisfactory Academic Progress

INTRODUCTION

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

QUALITATIVE MEASURE OF PROGRESS (GRADE POINT AVERAGE)

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

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

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

PACE OF PROGRESSION ("PACE")

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

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

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

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

MAXIMUM TIME FRAME

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

EVALUATION PERIOD

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

FAILURE TO MEET STANDARDS

SAP/FA WARNING

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

SUSPENSION OF STUDENTS ON SAP/FA WARNING STATUS

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

SUSPENSION OF STUDENTS NOT ON SAP/FA WARNING STATUS

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

APPEALS AND PROBATION

APPEALS

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

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

SAP/FA PROBATIONARY STATUS

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

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

NOTIFICATION OF STATUS AND APPEAL RESULTS

STATUS NOTIFICATION

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

APPEAL RESULT NOTIFICATION

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

REINSTATEMENT

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

TREATMENT OF GRADES AND CREDITS

Credits: The unit by which academic work is measured.

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

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

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

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

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

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

Transfer Credits: Transfer credits are credits earned at another postsecondary educational institution which are accepted by this

Institution. Transfer credits which are accepted by the Institution and are applicable to the student's program of study shall be counted as credits attempted and completed for calculation of pace of progression and maximum time frame. Grades associated with these credits are not included in calculating CGPA.

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

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

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

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

Satisfactory Academic Progress for VA Beneficiaries

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

Transcripts (Progress Records and Degree Audits)

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

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

Transfer Credits

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

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

Applicants requesting transfer credits must apply prior to starting school.

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

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

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

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

The Education Department manager receives and evaluates the student transcript and any related support materials (such as a school catalog and / or course syllabi) to determine where prior learning is a match to school course offerings. There are a variety of considerations when evaluating submitted records (i.e. institution, course title, course level, course descriptions, grades, and year of study). Where needed, a campus subject matter expert will participate in the evaluation process. The 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 through assessment in the subject area to verify knowledge and skill. Applicants requesting to take a test out exam must do so prior to starting school. Not all courses are eligible for test out exam credit, and students cannot have attended past the add/drop period in the course for which they want to test out. To receive credit for a course, the applicant must earn a B on the test out exam on the first attempt. A successful Test Out result is recorded as "TO" on the student transcript and is not considered in computing the Grade Point Average. A nominal administrative fee may apply for Testing Out. Applicants interested in Test Out should see the Education Department Manager.

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

Withdrawals and Incomplete Grades

A "W"ithdrawal is given to students who stop attending during a course/term/semester/trimester after the add/drop period. These students must retake the entire course/term/semester/trimester. A "W" will not be calculated in the cumulative GPA, but count as an attempt for satisfactory 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 GPA.

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.

Official and Unofficial Withdrawals

An official withdrawal is initiated by the student. Any student considering to officially withdraw from a program should speak to his/her Education Department Manager as soon as possible. If the student ultimately decides to officially withdraw it is requested that a form be filled out in the Education Office stating the intent to withdraw and reasons. Prior to the official withdrawal, the student should participate in exit interviews with the Education and Financial Aid Department Managers to review options for returning to school and financial responsibility.

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

Course Repeats

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

Grade Appeal Policy

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

Leave of Absence

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

If the leave of absence from school exceeds the officially approved date of return the student will be withdrawn from school and any refunds, if applicable, will be issued within 30 days after the effective date of withdrawal. Any unearned financial aid credited to the student's account will be refunded. Reinstatement of financial aid will require a new application and routine processing time. In addition, the student will be required to complete a new enrollment agreement (contract) at the tuition rate in effect on the date of re-application.

Re-entrance

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

Students are allowed no more than two interrupts. To re-enter a second time, a student may be readmitted where documented extenuating circumstances exist. An appeal letter must be presented to the Education Department for review. If the Education

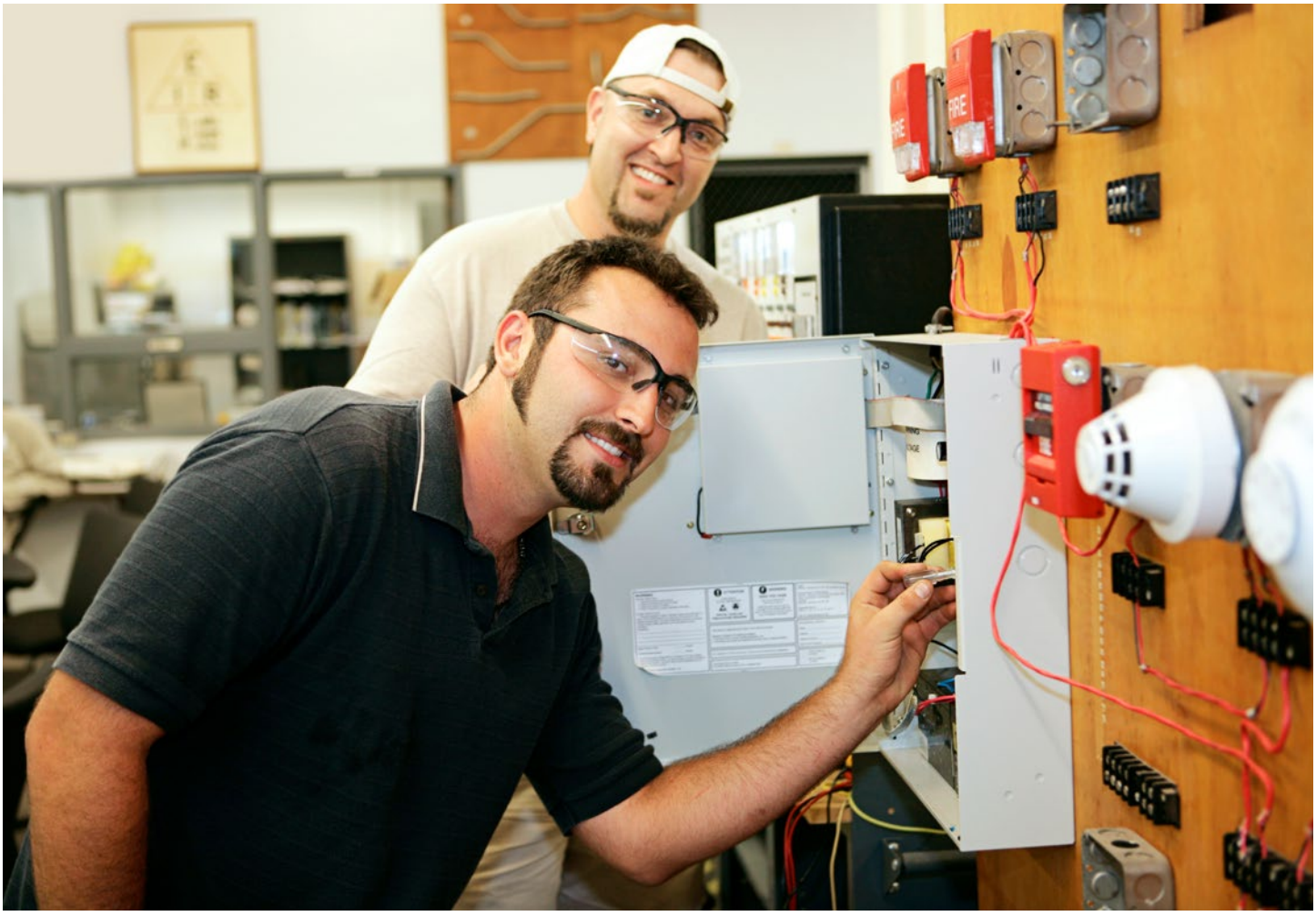
Department determines that re-admittance is justifiable, the student may be readmitted only after meeting with the Education Department. This signed document must remain in the student's file. A student may not be readmitted a third time unless documented extenuating circumstances exist as determined by the Education Department.

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

Graduation Requirements

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

- Successfully complete all required courses in the program.
- Achieve an overall Grade Point Average of 2.0.
- Meet Satisfactory Academic Progress requirements.



College Information

College Information

Meet our Staff and Instructors

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

Instructional Supervisors are available to assist students with academic concerns.

Our instructors are proven professionals, each selected because of his/her knowledge of the subject matter gained through years of experience in the field. Passing the benefit of years of experience on to you is each instructors prime concern. Equally important, our instructors are pros in the classroom, shop, or lab. Each has proven his/her teaching capability by successfully completing a comprehensive Instructor Training Program. In addition, participation in our In-Service Instructor Training Program is required, insuring the continuation of our quality teaching standards.

Please refer to our *Campus Administration* catalog addendum for names and titles and/or positions of our staff.

Corporate Administration

Scott M. Shaw
President & CEO

Stephen M. Buchenot
Executive Vice President of Campus Operations

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