



Grand Prairie Campus
2022-2024
Official School Catalog
Volume XXXVII

Revised and Effective, 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.



Grand Prairie, TX Campus

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A handwritten signature in black ink, reading 'Michael J. Couling'.

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

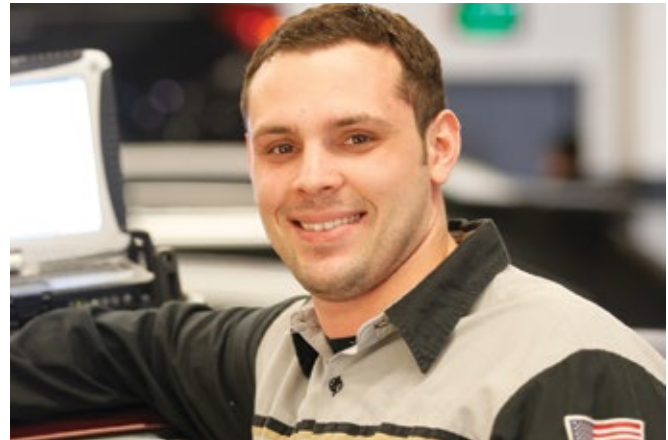
Michael J. Couling
CAMPUS PRESIDENT

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Introduction

■ Training Methods and School Facilities

Lincoln College of Technology (LCT) is dedicated to providing the specific training that puts you next to the professionals. You'll really appreciate the instructors at LCT, they not only can tell you the whys, but they can and will show you the hows. You will get hands-on training that prepares you to cope with today's technology and lays a solid foundation to enable you to quickly master future developments. That kind of practical training sets LCT students apart from the crowd.

Upon graduation, you enter the field prepared to quickly become a skilled technician. How far your skills take you depends entirely on you. LCT's unique programs allow specialization or comprehensive training depending upon your desires, needs, and prior experience or training.

Lincoln College of Technology occupies a modern 152,000 square foot facility with air conditioned classrooms, labs, shops, offices, and a resource center. Student parking facilities are located conveniently near the school.

Tour our training center, and you'll find all the appropriate materials for the instruction of Automotive and Diesel and Truck Technology, Air Conditioning, Refrigeration and Heating Technology, Collision, Computer Numerical Control (CNC), and Welding Technology. Although most hands on training is conducted on actual equipment, custom educational trainers are utilized in some instances when they provide the best practical learning environment. A comprehensive resource center is kept up-to-date for the benefit of those students who wish to put forth that extra effort to learn more about their field of study. The resource center is convenient, and the educational resources provide handy references for questions or problems.

Our Engine Performance departments features an abundance of pertinent electronic diagnostic equipment. Dynamometers for diagnosis of fuel control, emission systems, diesel engines, and automatic transmissions provides a superior learning advantage. For example, the Super Flow high-speed, water brake engine dynamometer is designed for high RPM and maximum performance testing rated for 15,000 RPM and 1,500 HP. The chassis engine dynamometer is capable of withstanding 1000 hp and duplicating race track scenarios. The computerized

wheel balancer/road force machine and the computerized 4 wheel alignment systems in Automotive and Diesel labs as well as the Detroit Diesels, Caterpillar, and Cummings electronic engines that combine for almost 10,000 running horsepower in the Diesel and Truck Department are just a few examples of the training equipment available to enhance our student's learning experiences in our classroom and labs.

In touring our Skilled Trades Campus you will experience dynamic training.

While in the Welding Department you will observe bright and modern classrooms where the theory and safety behind the welding processes is taught by dedicated and experienced instructors. Moreover, while in our welding lab you will witness, up-to-date equipment by major welding manufactures such as Miller, Lincoln Electric and Victor. The CNC lab area houses HAAS equipment such as multiple axis machines, lathes and mills.

As an added benefit, the curriculum in use prepares our welding students for the opportunity to take AWS (American Welding Society) welding examinations, which are available in the following processes; SMAW, GTAW, FCAW, and GMAW. We also offer training and certification in the OSHA 10-hour course, which gives the graduate one more of the necessary tools that they will need to better market themselves in the workplace.

While in HVAC we have same-style classrooms; however many of the actual rooms are the lab for the various courses we teach. In our lab we also have industry-approved "Green" trainers manufactured by Hampden Engineering. They are an industry leader in the manufacture of HVAC training equipment. Our HVAC curriculum covers both domestic and commercial Air Conditioning and Refrigeration, along with design and layout of these same systems. The training does not end there: we also cover Warm Air Heating and all the various systems that go along with that.

In an effort to stay on the cutting edge of the industry, we have incorporated Green technology into our curriculum. This enhancement covers such items as energy audits, solar power and more.

In HVAC Technology we also offer the EPA certification which is a must have for any technician working in the HVAC industry.

We are constantly in touch with industry representatives concerning our training programs. Our curriculum is constantly

under revision to keep us current with industry.

Since 1946, when J. Warren Davies founded the Lincoln Technical Institute school system, emphasis has been on practical training for the practical student. We're proud of that philosophy; and you'll be proud to have made the choice of LCT training.

■ Dallas-Fort Worth Metroplex

*Alive, Dynamic, Exciting, Growing:
That's Dallas, Explore it!*

From the half mile square trading post on the east bank of the Trinity River in 1841 to 859 square miles of Metroplex, Dallas has achieved a stable diversified economy, a population of over 3 million, a harmonious blend of cultures and communities, and unending recreational, entertainment, and sporting events... much more than the founding pioneers ever envisioned.

Discover spectacular entertainment year-round at Six Flags, State Fair Park, Palace of Wax/Ripley's Believe It or Not, Mesquite Championship Rodeo, Fort Worth Zoo, Epic Waters, and museums too numerous to mention.

If it's professional sports you're interested in, Dallas boasts some of the nation's top teams. The Cowboys, Mavericks, Stars, and Rangers all have the Dallas "home field" advantage. And don't miss the classic collegiate rivalry between Texas and Oklahoma each fall. Also the popular New Year's Day Cotton Bowl.

Enjoy outdoor activities? Dallas has made a special effort to provide you with the ample space in which to play. Over 295 parks with over 15,000 acres of open space are available for weekend football games or frisbee contests. Bachman, Mountain Creek, White Rock, and Joe Pool Lake offer over 27,000 acres of water—if boating, swimming, and fishing are more to your liking.

Special events? The Dallas activity calendar is full of them. Annual events include the Cotton Bowl Parade, International Track Meet, Regional Golden Gloves Tournament, Autorama and Vanorama Show, Southwest Sports and RV Show, USA Film Festival, World Championship Tennis, Southwest Expo and Livestock Show Rodeo, Byron Nelson Golf Classic, the U.S. Karate National Championships, and the Great State Fair of Texas—to name just a few.

For racing enthusiasts, the area boasts both IMCA Stock Car and NHRA Dragster race tracks for students to enjoy.

Introduction

■ Purpose, Objectives, and Career Services

Lincoln College of Technology training begins on a level students can confidently handle. A discussion of all programs offered begins on page 9, but the school's overall objectives run throughout our programs.

All programs offered begin with the basic fundamentals of component design, purpose and location, allowing any person not previously exposed to this area of study to confidently enroll and begin training. Once the basics are established, each course then provides students with the theory and procedures for the proper diagnosis and service of the modern automobile and truck, or heating air conditioning refrigeration systems. Our comprehensive training is the next natural step for the student graduating from a high school vocational program. Stated simply, teaching skills to the unskilled, refining skills of the semi-skilled and helping them to find gainful employment in the industry is the overall objective of Lincoln College of Technology.

This LCT preparation, which includes career workshops as well as the technical instruction, enables our students to find jobs within their chosen careers for which they're qualified—a career they'll enjoy with jobs they can get their hands on.

Although LCT offers no guarantee of employment, considerable effort is put forth to give students the interpersonal skills needed to secure today's challenging positions. In addition, our Career Services Department will be working with you in making industry contacts as well as

periodically bringing employers in the school for published career days.

LCT is constantly in contact with industry professionals to advise them of students and graduates available for employment. Our instructors and staff assist our graduates in obtaining successful careers by helping acquire and prepare for employment interviews. LCT graduates are working throughout the U.S. 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 of the School

Lincoln Technical Institute, Inc., parent organization of the Lincoln College of Technology school system, was founded in 1946 and incorporated under the laws of the state of New Jersey.

Lincoln Technical Institute, Grand Prairie, was established in 1966 in Dallas, Texas. For five decades the school has taught Automotive and Diesel Technology. In 1974 the principles of Truck maintenance were added to the curricula. In May, 1988 the school moved to Grand Prairie. In 1991 a new program offering, Air Conditioning and Refrigeration Service was added. This program was further modified to incorporate heating to this course of study. To further accommodate the needs of the industry, the Welding program was introduced in 2008

and CNC Machining in 2013. Due to increasing population, the main campus moved 0.8 miles to 2915 Alouette Drive, while retaining its current additional facility located at 2501 Arkansas Lane, Grand Prairie.

The Grand Prairie campus is pleased to announce that as of January 2008, we were approved to offer the Associate of Applied Science Degree in Automotive Technology program.

In April of 2008, Lincoln Technical Institute, Grand Prairie started the approval process to change their name to Lincoln College of Technology. The reason for the change was the result of goals established in the long-range strategic plan for our institute and its parent corporation, Lincoln Educational Services (LESC), and the perception of the institution to prospective students and employers.

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.



Introduction

HUSSMANN-TECHX (SUPERMARKET REFRIGERATION)

In June of 2018 Lincoln College of Technology Grand Prairie launched the Hussmann Advanced training seminar in partnership with Hussmann Corporation. As with the MINI Cooper seminar, this is the only advanced training facility in the United States for Hussmann. Graduates from the Lincoln HVAC campuses can apply and if selected are provided the 8 week seminar training along with accommodations (room and board in Grand Prairie) during training. Provided they complete and pass the seminar they have the opportunity to be employed by one of the Hussmann service centers across the nation.

■ Educational Philosophy

Lincoln College of Technology 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/demonstrations, providing the student with the knowledge to perform each task. A comprehensive hands-on laboratory exercise on trainers similar to systems currently in the field 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 productive and satisfying careers.

■ 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,

A handwritten signature in black ink, appearing to read 'S. Shaw'.

Scott M. Shaw
President & Chief Executive Officer

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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 ASE 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 Service Management

HCRX100AS—ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

DAY/AFTERNOON/EVENING PROGRAMS

total instructional hours 1425
 total semester credit hours*. 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 program is design to provide the learner the necessary theory and hand skills required to be competent in the HVAC industry. With older less efficient heating, cooling, refrigeration equipment being replaced by newer energy efficient equipment technicians must be highly skilled both mechanically and electrically. Indoor air quality, pollutants, and viruses have come to the forefront of HVAC technician's role to provide superior indoor comfort control.

One of the primary objectives of the HVAC degree program is to introduce students to electrical and mechanical concepts as they apply to HVAC systems. This program prepares students into the vibrant HVACR field possessing fundamental skills required to service, troubleshoot, and repair commercial and residential indoor HVAC air management systems. Graduates of this degree program will 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. The general education components will provide the learner with the communication, businesses, and critical thinking skills necessary to pursue other employment opportunities within the HVAC 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

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

number	course	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	
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.

Automotive Service Management Technology

AUXX100AS—ASSOCIATE OF APPLIED SCIENCE DEGREE

DAY/AFTERNOON/EVENING PROGRAMS

total instructional hours 1425
 total semester credit hours* 65
 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.

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.

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.

number	course	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.

Air Conditioning, Refrigeration, and Heating Systems Technology

HCRX100—DIPLOMA PROGRAM

DAY/AFTERNOON/EVENING PROGRAMS

total instructional hours 1200
 total semester credit hours* 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.

number	course	lecture hours	lab/shop 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	
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

AUXX100—DIPLOMA PROGRAM

DAY/AFTERNOON/EVENING PROGRAMS

total instructional hours 1320
 total semester credit hours* 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.

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.

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

number	course	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.

Automotive Service Technology With BMW

AUXX100BMW–DIPLOMA PROGRAM

DAY/AFTERNOON/EVENING PROGRAMS



Education Foundation

total instructional hours 1680
 total semester credit hours* 68.5
 approximate weeks to complete–day/aft/eve. 72 (includes 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.

In addition to the technical training, a critical aspect of a Lincoln education is

developing the professional skills that are required by our employers. Students will need to demonstrate skill proficiency through a series of professional development activities and seminars which are integrated into each course. The modules include:

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

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

program requirements

Students enrolled in, or who choose to transfer to, the Automotive Service Technology with BMW program must complete all of the program objectives. Failure to maintain these standards may result in the student's inability to continue participating in the program. Those students who are no longer

eligible to participate in the BMW program may be allowed to continue fulfilling the requirements necessary to graduate from the Automotive Service Technology diploma program. Students will be required to complete out-of-class assignments in each course.

number	course	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	
CORE PLUS COURSES						
BMW201	BMW Workshop Fundamentals and Brakes	26	94	120	4.5	AUX100, AUX103, AUX109, AUX202, AUX208, AUX110, AUX211
BMW202	BMW Electrical and Chassis Technology	24	96	120	4.5	BMW201
BMW203	BMW Drivetrain Integration Workshop	28	92	120	4.5	BMW201
CORE PLUS TOTAL		78	282	360	13.5	
TOTAL PROGRAM		738	942	1680	68.5	

{Maximum Time Frame (MTF) 102.5 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.

Collision Repair and Refinishing Technology

COL105BD—DIPLOMA PROGRAM

DAY/AFTERNOON/EVENING PROGRAMS

total instructional hours 1000
 total semester credit hours* 41.5
 weeks to complete—day/aft/eve approximately 54 (includes 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.

number	course	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
CR109B	Non-Structural I	35	65	100	4.0	CR101B
CR107B	Refinishing 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, CR109B, CR107B
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.

CNC Machining and Manufacturing Technology

CMMT100D—DIPLOMA PROGRAM

DAY/AFTERNOON/EVENING PROGRAMS

total instructional hours 900
 total semester credit hours* 35
 weeks to complete—day/aft/eve approximately 40 (includes 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

A strong domestic manufacturing base is vital to the United States economy, as manufactured goods are necessary for trade. The term manufacturing is very broad and includes the use of machine tools required to manufacture finished products. These products can range from an array of plastics to wood and metals. Manufacturers use sophisticated turning and milling machines, grinders, and computerized numerical control (CNC) machines to bring products from concept design to reality.

The CNC Machining and Manufacturing Technology program prepares students for entry-level positions as CNC Operators or Set-up Technicians

within a Modern Manufacturing facility. Students will learn about the fundamental skills needed for the operation and setup of complex manufacturing machines that utilize turning, milling and multi-axis machining technology. Students will be prepared to qualify for credentials from the National Institute for Metalworking Skills (NIMS) in the areas of Materials, Measurement and Safety, Job Planning, Bench Work and Layout, CNC Milling (setup and programming), CNC Turning (setup and programming), CNC Operator—Turning, and CNC Operator—Milling.

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

number	course	lecture hours	lab hours	total hours	total semester credits	prerequisites
MT101	Manufacturing Your Success	60	30	90	3.5	
MT102	Blueprint Reading and Precision Measurement	30	60	90	3.5	
MT103	Machining Process	30	60	90	3.5	
MT104	CNC Milling Set-up and Programming	30	60	90	3.5	
MT105	CNC Turning Set-up and Programming	30	60	90	3.5	
MT106	CAM Mill Design & Tool Path	30	60	90	3.5	MT101, MT102, MT103, MT104
MT107	CAM Lathe Design & Tool Path	30	60	90	3.5	MT101, MT102, MT103, MT105
MT108	Modern Milling, Drilling and Workholding	30	60	90	3.5	MT101, MT102, MT103, MT104
MT200	Advanced Multi Axis Machining	30	60	90	3.5	MT101, MT102, MT103, MT104, MT105, MT106, MT107, MT108
MT201	Workplace Simulation and Job Readiness	30	60	90	3.5	MT101, MT102, MT103, MT104, MT105, MT106, MT107, MT108
TOTALS		330	570	900	35.0	

{Maximum Time Frame (MTF) 52.5 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.

Diesel and Truck Service Technology

MHTX100—DIPLOMA PROGRAM

DAY/AFTERNOON/EVENING PROGRAMS

total instructional hours 1320
 total semester credit hours* 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

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

number	course	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.

Welding Technology with Introduction to Pipefitting

WLD141P – DIPLOMA PROGRAM

DAY/AFTERNOON/EVENING PROGRAMS

total instructional hours 1200
 total semester credit hours* 46
 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

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

metal for welding procedures.

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

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

number	course	lecture hours	lab hours	total hours	total semester credits	prerequisites
WLD111A	Welding and Cutting Fundamentals	60	60	120	5.0	
WLD112A	Basic Arc Welding Procedures	50	70	120	4.5	WLD111A
WLD113A	SMAW–Plate Welding	30	90	120	4.5	WLD111A, WLD112A
WLD114A	GMAW/FCAW (MIG)–Plate Welding	30	90	120	4.5	WLD111A, WLD112A
WLD115A	GTAW (TIG)–Welding Procedures	30	90	120	4.5	WLD111A, WLD112A
WLD116A	SMAW–Pipe Welding	30	90	120	4.5	WLD111A, WLD112A, WLD113A
WLD117A	GMAW/FCAW (MIG)–Pipe Welding	30	90	120	4.5	WLD111A, WLD112A, WLD114A
WLD118A	GMAW/GTAW–Fabrication Processes	30	90	120	4.5	WLD111A, WLD112A, WLD114A, WLD115A
WPF201	Introduction to Pipe Systems	60	60	120	5.0	
WPF202	Assembling and Joining Steel Pipe	30	90	120	4.5	WLD111A, WLD112A, WLD116A, WPF201
TOTALS		380	820	1200	46.0	

{Maximum Time Frame (MTF) 69.0 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.

Welding and Metal Fabrication Technology

WLD101C – CERTIFICATE PROGRAM

WEEKEND PROGRAM

total instructional hours 720
 total semester credit hours* 27.5
 weeks to complete–weekend approximately 49 (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.

number	course	lecture hours	lab hours	total hours	total semester credits	prerequisites
WLD111A	Welding and Cutting Fundamentals	60	60	120	5.0	
WLD112A	Basic Arc Welding Procedures	50	70	120	4.5	WLD111A
WLD113A	SMAW–Plate Welding	30	90	120	4.5	WLD111A, WLD112A
WLD114A	GMAW/FCAW (MIG)–Plate Welding	30	90	120	4.5	WLD111A, WLD112A
WLD115A	GTAW (TIG)–Welding Procedures	30	90	120	4.5	WLD111A, WLD112A
WLD118A	GMAW/GTAW–Fabrication Processes	30	90	120	4.5	WLD111A, WLD112A, WLD114A, WLD115A
TOTALS		230	490	720	27.5	

{Maximum Time Frame (MTF) 41 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.

Course Descriptions *Career Programs begin on page 9.*

■ Course Numbering System

100 LEVEL COURSES

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

200 LEVEL COURSES

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

■ Automotive/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

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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

BMW201 – BMW WORKSHOP FUNDAMENTALS AND BRAKES

120 Contact Hrs (26 Lecture, 94 Lab); 4.5 Credits

Introduction to BMW products and systems; Students will become familiar with the BMW vehicle series and consumer features. Students will be able to operate

and explain these features to the customer. Students will be able to conduct a Multi-point and CPO Inspection, identify concerns and make corrections during the repair process. Students will understand and perform standard vehicle maintenance which includes general vehicle maintenance, proper repair order document procedures and proper workshop diagnostic applications. Students will become familiar with repair procedures along with best workshop practices concepts, technician and customer safety procedures. Students will be introduced to BMW diagnostic tools and reference sources and be able to operate and access the same. Students will be able to understand and protect the vehicle from damage while being serviced. Student will learn proper brake systems repair procedures and safety precautions. Students must register for and complete online course requirements using the BMW On-line Knowledge and Certification Resource Centers.

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

BMW202 – BMW ELECTRICAL AND CHASSIS TECHNOLOGY

120 Contact Hrs (24 Lecture, 96 Lab); 4.5 Credits

Continuation of the BMW products and systems; Students will become familiar with the BMW vehicle series electrical and chassis features. Students will be able to operate and explain these features to the customer. Students will be able to identify concerns and make the needed corrections to worn or defective components. Students will become familiar with repair procedures along with technician and customer safety. Students will be introduced to BMW diagnostic tools including how to properly use a multimeter, reference sources and be able to operate and access the same. Students will be able to understand and perform repairs to the vehicle electrical and chassis systems to include both mechanical and electrical controlled elements. Students must register for and complete online course requirements using the BMW On-line Knowledge and Certification Resource Centers.

Prerequisite(s): BMW201

BMW203 – BMW DRIVETRAIN INTEGRATION WORKSHOP

120 Contact Hrs (28 Lecture, 92 Lab); 4.5 Credits

Continuation of the BMW products and systems; Students will become familiar with the BMW vehicle series engine and the powertrain control system features. Students will be able to operate and explain these features to the customer. Students will be able to identify concerns and make the needed corrections to worn or defective components. Students will become familiar with repair procedures, technical bulletin publishing along with technician and customer safety. Students will be introduced to BMW diagnostic tools and reference sources and be able to operate and access the same. Students will be able to understand and perform repairs to the engine and the internal components. Students must register for and complete online course requirements using the BMW On-line Knowledge and Certification Resource Centers.

Prerequisite(s): BMW201

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 manufacturer's service manual. They will also learn the proper methods of inspecting, identifying and naming the components to determine serviceability of the components prior to making a repair. This will include learning how to make all the necessary precision measurements required for diagnosing component failure prior to servicing and repair of the engine.

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

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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

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.

Prerequisites: 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.

Prerequisites: 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 uni-body vehicles, conventional frame vehicles, stub frame and space frame vehicles, collision theory, collision forces and the definition of inertia and internal and external forces. The students will also determine the different types of alignment that result from the different types of collisions. Students will learn how to replace and align full and partial vehicle body parts; identify different types of pillars and rocker panels; read and interpret dimension sheets and collision manuals; and identify different frame and frame types.

Prerequisites: 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

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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.

Prerequisite: 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 non-structural 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.

Prerequisites: 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.

Prerequisites: 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: 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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: CR101B, CR102B, CR103B, CR104B, CR109B, CR107B

■ Machining and Manufacturing Courses

MT101–MANUFACTURING YOUR SUCCESS

90 Contact Hrs (60 Lecture, 30 Lab/Shop); 3.5 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 modern manufacturing techniques, industry certifications, and job opportunities. Students will learn essential skills involved in Computer Numerical Control (CNC) machining. Emphasis will be placed on safety, equipment, fundamentals of machining, and the proper use of measurement tools used in CNC machining. The machining 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.

Students will also complete instructional activities to prepare them for credentials from the National Institute for Metalworking Skills (NIMS). An emphasis will be placed on all mathematical computations critical to the machining industry. Students will also learn the proper operation of the Machinist Calculator to determine precise and accurate calculations for tolerance, positioning, quality control, and machine setup.

Prerequisite(s): None

MT102–BLUEPRINT READING AND PRECISION MEASUREMENT

90 Contact Hrs (30 Lecture, 60 Lab/Shop); 3.5 Credits

This course prepares students to understand technical information when reading manufacturing blueprints. Emphasis is placed on locating geometry to create tool paths. Students will learn how to use Geometric Dimensioning and Tolerancing (GD&T) when determining specifications and how to properly calculate tool paths using standard mechanical blueprints. They will also learn to use information located in the title block to calculate acceptable tolerances for part features and determine suitable feeds and speeds for a Computer Numerical Control (CNC) program using Machinist Calculator Pro.

Students will also study the proper use of semi-precision and precision measuring tools and how to read dial, digital, and vernier measuring scales for precision measuring requirements. Students will learn how to calibrate, maintain, and apply the use of precision measuring tools to obtain accurate measurements. Students will also complete instructional activities designed to prepare them for obtaining their level one Materials Measurement and Safety credential from the National Institute for Metalworking Skills (NIMS).

Prerequisite(s): None

MT103–MACHINING PROCESS

90 Contact Hrs (30 Lecture, 60 Lab/Shop); 3.5 Credits

The content of this course will provide students with an understanding of the fundamentals of the machining process. An emphasis is placed on the safety procedures that apply to machining, manufacturing processes, and general safety that applies to industrial manufacturing operations. Students will explore the manual machining procedures that include cutting, drilling, milling, and turning. Students will also use hand tools to prepare a semi-precision layout that will demonstrate their ability in job planning, bench work, and job layout. Students will reinforce their measurement and blueprint reading skills by producing precision parts on manual metalworking machines. In addition, students will be given instruction in the types of materials used in machining. Students will learn the procedures used for hand tools, cutting, drilling, milling, and turning and will apply those procedures on manual milling and turning machines. Students will use precision and semi-precision measuring instruments to complete their projects. Students will also engage in instructional activities to prepare them for obtaining their level one Job Planning, Bench Work & Layout credential from the National Institute for Metalworking Skills (NIMS).

Prerequisite(s): None

MT104–CNC MILLING SET-UP AND PROGRAMMING

90 Contact Hrs (30 Lecture, 60 Lab/Shop); 3.5 Credits

Students will learn to program, set-up, and operate Computer Numerical Control (CNC) milling equipment. Students will receive instruction in machine motion, mill control panels, machine startup, and operations. Topics include programming formats, control functions, program editing, part production, and inspection. Students will manufacture simple parts using CNC milling equipment and will gain the experience of performing quality control inspections before, during, and after CNC operations.

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Students will complete instructional activities to prepare them for obtaining two credentials from the National Institute for Metalworking Skills (NIMS) in CNC Milling (set-up and programming) and CNC Operator - Milling.

Prerequisite(s): None

MT105 – CNC TURNING SET-UP AND PROGRAMMING

90 Contact Hrs (30 Lecture, 60 Lab/Shop); 3.5 Credits

Students will learn the programming, setup, and operation of in Computer Numerical Control (CNC) lathes and turning centers. Students will receive instruction in machine motion, lathe control panel, machine startup and operations. Topics include programming formats, control functions, program editing, part production, and inspection. Students will manufacture simple parts using CNC turning centers and will perform quality control and inspections before, during, and after CNC operations. Students will complete instructional activities to prepare them for obtaining two credentials from the National Institute for Metalworking Skills (NIMS) in CNC Turning (setup and programming) and CNC Operator–Turning.

Prerequisite(s): None

MT106 – CAM MILL DESIGN & TOOL PATH

90 Contact Hrs (30 Lecture, 60 Lab/Shop); 3.5 Credits

This course teaches students the integration of Computer-Aided-Design (CAD) and Computer-Aided-Manufacturing (CAM) with a concentration in milling machines. It is a study of modern machining methods and teaches the use of software in creating geometry for milling parts. Students will use CAM software to strategize and create parts that will be machined on a Computer Numerical Control (CNC) Machining Center. Students will then use software to create tool paths from 2D and 3D geometry.

Prerequisite(s): MT101, MT102, MT103, MT104

MT107 – CAM LATHE DESIGN & TOOL PATH

90 Contact Hrs (30 Lecture, 60 Lab/Shop); 3.5 Credits

This course teaches students the integration of Computer-Aided-Design (CAD) and Computer-Aided-Manufacturing (CAM) with a concentration on turning machines. It is a study of modern machining methods and teaches the use of software in creating geometry for turning parts. Students use CAM software to strategize and create tool paths that will be machined on a CNC turning centers. Students will use software to create tool paths from 2D and 3D geometry.

Prerequisite(s): MT101, MT102, MT103, MT105

MT108 – MODERN MILLING, DRILLING AND WORKHOLDING

90 Contact Hrs (30 Lecture, 60 Lab/Shop); 3.5 Credits

With an emphasis on modern milling, drilling, and workholding processes, students in this course will also learn about high speed machining in modern manufacturing. Students will learn the advantages of using the International System of Units (IS unit) instead of the English measurement system and their grasp of English to Metric conversion will be reinforced. Students will learn about climb milling and conventional milling on Computer Numerical Control (CNC) machines. Students will receive instruction on the types, accuracy, and proper care of tool holders for manufacturing machines, working toward a mastery of the different types of CNC Milling Centers, their components, and the advantages of each. Students will perform projects using the latest technology in CNC milling, tooling, and cutting tools. Students will also understand how to use modern cutting tools for complex projects. Students will also learn how to utilize different types of machine controls using simulated labs and equipment.

Prerequisite(s): MT101, MT102, MT103, MT104

MT200 – ADVANCED MULTI AXIS MACHINING

90 Contact Hrs (30 Lecture, 60 Lab/Shop); 3.5 Credits

Students will learn about advanced multi-axis machining. Applying advanced Computer-Aided-Manufacturing (CAM) features and concepts used in modern manufacturing industries, students will learn how to properly manufacture complex parts. Students will work on complex manufacturing projects that will demonstrate competency in advanced machining concepts. Students will also complete instructional activities to prepare them for obtaining their Associate Level Certification in Mill, Lathe, and Multi-axis Machining. This Mastercam certification serves to demonstrate that students have the ability to program and cut quality parts.

Prerequisite(s): MT101, MT102, MT103, MT104, MT105, MT106, MT107, MT108

MT201 – WORKPLACE SIMULATION AND JOB READINESS

90 Contact Hrs (30 Lecture, 60 Lab/Shop); 3.5 Credits

Nearing completion of their program, students in this course will apply all of the skills and knowledge gained in previous classes in a simulated workplace environment. Students will apply their skills in equipment operation, programming, blueprint interpretation, machine set-up, safety, and advanced multi-axis machining techniques. By the end of this course, students will be competent in the application of essential skills necessary for the manufacturing of complex parts using computer-aided manufacturing software. Students spend the majority of their time working in a simulated workplace environment working through a series of assignments. They are evaluated on the quality and accuracy of their work as well as the time taken to work through their assignments.

Prerequisite(s): MT101, MT102, MT103, MT104, MT105, MT106, MT107, MT108

■ HVAC 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

Course Descriptions *Career Programs begin on page 9.*

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

Welding Courses

WLD111A–WELDING AND CUTTING FUNDAMENTALS

120 Contact Hrs (60 Lecture, 60 Lab); 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

WLD112A–BASIC ARC WELDING PROCEDURES

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

This course is a continuation of WLD111A 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): WLD111A

WLD113A–SMAW–PLATE WELDING

120 Contact Hrs (30 Lecture, 90 Lab); 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): WLD111A, WLD112A

WLD114A–GMAW/FCAW (MIG)–PLATE WELDING

120 Contact Hrs (30 Lecture, 90 Lab); 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): WLD111A, WLD112A

WLD115A–GTAW (TIG)–WELDING PROCEDURES

120 Contact Hrs (30 Lecture, 90 Lab); 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): WLD111A, WLD112A

WLD116A–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 bend test.

Prerequisite(s): WLD111A, WLD112A, WLD113A

WLD117A–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): WLD111A, WLD112A, WLD114A

Course Descriptions *Career Programs begin on page 9.*

WLD118A – GMAW/GTAW – FABRICATION PROCESSES

120 Contact Hrs (30 Lecture, 90 Lab); 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 WLD114A and WLD115A. Sheet metal application may be steel, stainless steel, and/or aluminum.

Prerequisite(s): WLD111A, WLD112A, WLD114A, WLD115A

WPF201 – INTRODUCTION TO PIPE SYSTEMS

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

Although some students may already be welding steel alloy pipe, they may not know how steel pipe is configured and some of the basic components of a pipe system. In this course students learn how various pipe systems are used and how to identify piping systems according to color codes. They will learn the various types of fittings, where those fittings are typically applied, and the various types of valves used to control flow through the pipe system. They will be provided with an overview of the various steel alloy pipe sizes, schedules, and applicable codes. Students will practice pipe measurements and basic pipe layout using pipe drawings. And in the process will learn drawing pipe symbols and pipe drawing practices. As they are introduced to piping system fittings, students will learn to “field” fabricate these fittings. This provides an opportunity to become familiar with fitting shapes and uses but also allows them to continue to practice their welding skills. Welds will be inspected using visual and destructive testing methods.

Prerequisite(s): None

WPF202 – ASSEMBLING AND JOINING STEEL PIPE

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

This course builds on the student’s skills in welding carbon steel pipe using SMAW processes. Students will cut and prepare pipe for welding and learn the

basic procedures and equipment used to properly align pipe prior to welding. They will then apply two basic welding procedures used in fabricating pipe systems. In the first procedure, students will learn socket weld procedures. They will learn to layout and properly determine the pipe lengths between pipe fittings, prepare the pipe and fittings for fit-up, and fabricate socket welds. In the second procedure, students will learn butt weld pipe procedures. They will learn to layout and properly determine pipe lengths between butt weld fittings, prepare the fittings and pipe for welding, and fabricate a basic pipe system using butt weld procedures. In addition, students will learn to select and properly install backing rings, fabricate welding jigs, and learn the use and care of welding clamps. Weld inspections will include visual and destructive testing methods. The final session will present an overview and introduction to nondestructive weld testing processes.

Prerequisite(s): WLD111A, WLD112A, WLD116A, WPF201

General Education Courses

GEN130V – INTRODUCTION TO CRITICAL THINKING

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



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General Information

■ Accreditation

Lincoln College of Technology is accredited by the Accrediting Commission of Career Schools and Colleges. The Accrediting Commission (ACCSC) is listed by the U.S. Department of Education as a recognized accrediting agency under the provisions of Chapter 33, Title 38, U.S. Code and subsequent legislation.

Further, LCT is approved and regulated by the Texas Workforce Commission, Texas Higher Education Coordinating Board (THECB), Career Schools and Colleges, Oklahoma Board of Private Vocational Schools, and the Texas Rehabilitation Commission. In addition, the school is authorized under Federal Law to enroll non-immigrant alien students and approved for training of Veterans and other eligibles. Students may review these credentials in the school lobby or in the office of the School's Campus President upon request.

PROGRAM ACCREDITATION

Automotive & Diesel

- *ASE Education Foundation*

HVAC

- *HVAC Excellence*

■ Memberships

Lincoln College of Technology is proud to be a member of various trade, professional and educational associations, ensuring the quality of education and training received by every student. Memberships include:

- *Air Conditioning Contractors Association (ACCA)*
- *American Welding Society (AWS)*
- *Career Education Colleges and Universities (CECU)*
- *Career Colleges and Schools of Texas (CCST)*
- *Metropolitan Association of Private Schools*

■ Statement of Ownership

Lincoln College of Technology is owned and operated by Lincoln Technical Institute, Inc., a 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*

■ Compliance with City, State and Federal Regulations

Lincoln College of Technology complies with all local, city, county, municipal, state, and Federal regulations.

■ Notice to Students

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

■ 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:

[Non Discrimination Policy](#).

To view the entire Title IX policy, please visit:

[Title-IX-Policy](#).

Admissions



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Admissions

■ Admission Requirements

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

- Be a high school graduate or possess a state-approved high school equivalency assessment including, but not limited to: a GED, HiSET or TASC examination; or possess an associate's degree or higher from an accredited institution.
- Complete the Learner Assessment to determine readiness for academic success.
- 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. Once an applicant has submitted the Enrollment Agreement, Lincoln College of Technology reviews the information and informs the applicant of its decision.

■ New Student Orientation

In order for students to become accustomed to their new college environment, an orientation is held to inform them of LCT policies and procedures and to introduce them to key personnel.

Students will be prepared for successful entry into the scheduled starting class by finalizing all necessary paperwork, to include the appropriate financial aid applications or documents and or housing needs. Students will be notified of the scheduled date and time of the session.

Lincoln College of Technology students have additional benefits such as the Early Student Engagement Program (ESE). ESE delivers students the opportunity to gain professional life-skills, and additional employability knowledge, beneficial to his or her success. Throughout the first 24 weeks of the students' program the ESE program offers a "success coach" who coordinates learning activities. Topics include and are not limited to: Leadership, Team Building, Critical Thinking, Cultural Awareness, and Financial Literacy.

■ 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.

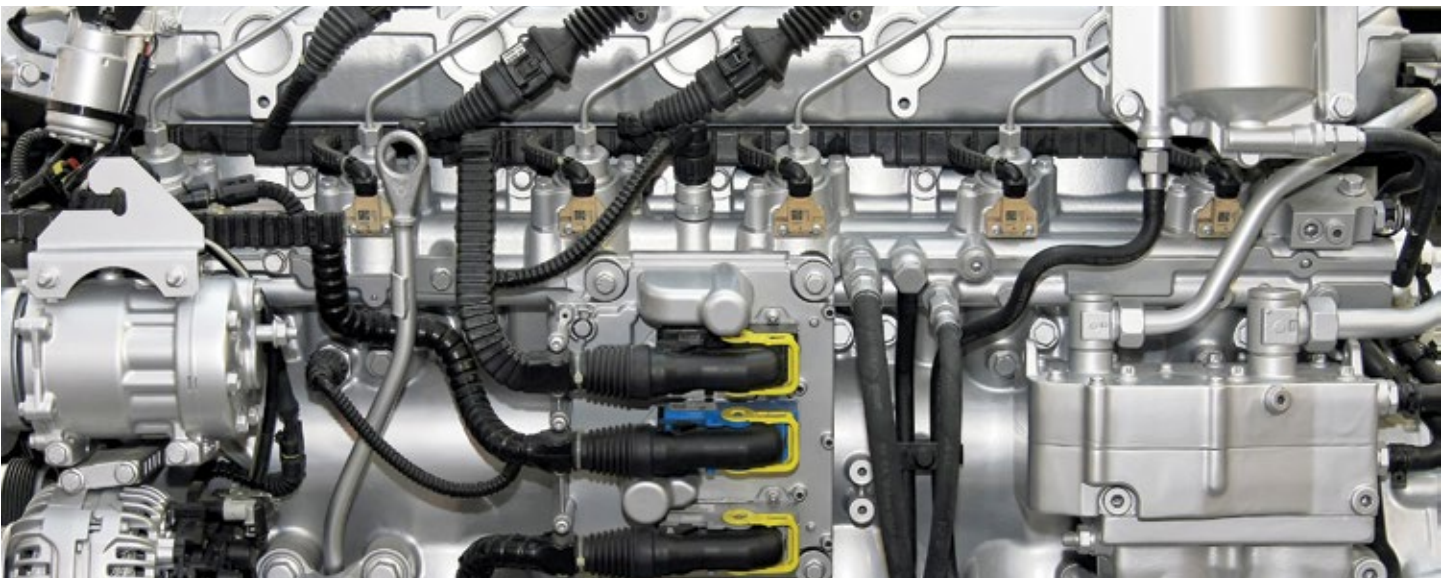
■ Veterans Training

Individual class schedules for students that have been granted credit for previous education will be determined at the time the credit is granted and will be maintained in the individual Veteran's file. Certification of each individual's training will be in accordance with the provisions of the Code of Federal Regulations 21.4270.

Eligible Veterans are accepted for training as authorized in Title 38, U.S. Code. Veterans may file application for VA benefits either at the School or the Veterans Administration.

Children of veterans who died of a service connected disability, or children of veterans who have 100% service connected disability, also qualify for benefits under the provisions of the above referenced code.

The Veterans Administration will be informed of the status of students receiving benefits, students terminating and students graduating.



Financial Aid Information

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

Financial aid is available to those who qualify.



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Financial Aid Information

Financial Aid

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

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

Community Service positions are available. Students must check with the Financial Aid Department.

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 after exhausting all available student aid.

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

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

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

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

FRIENDS AND FAMILY EDUCATION GRANT

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

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

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

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

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

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.

Refund Policy

CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

RETURN OF TITLE IV FEDERAL STUDENT AID*

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

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

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

If recipients of Title IV grant or loan funds withdraw from their program after beginning attendance, an R2T4 calculation is required. If the amount disbursed to the student is less than the amount the student earned, and the student is otherwise eligible,

Financial Aid Information

he or she is eligible to receive a post withdrawal disbursement (PWD) of the earned aid that was not received.

The institution must notify a student, or parent for a Direct Parent PLUS Loan, in writing prior to making any PWD of loan funds, whether those loan funds are to be credited to the student's account or disbursed directly to the student (or parent). This notification must be provided within 30 days of the DOD. In addition, the notice must request confirmation of any PWD of DL funds that the student or parent, as applicable, wishes the school to make. A response must be received within 30 days to allow the disbursement of loan funds to the student account.

A PWD of grant funds does not require approval and will be posted to the student's account. The funds will be applied first to current charges for tuition, fees, and room and board (if the student contracts with the school). If a PWD of a Title IV grant funds creates a credit balance, the credit balance will be treated in accordance with the student's directive on file.

The SCHOOL shall mail a written acknowledgement of a student's cancellation or written withdrawal to the student within 15 calendar days of the postmark date of notification. 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.

STATE REFUND POLICY*

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - (a) The last day of attendance, if the student is terminated by the school;
 - (b) The date of receipt of written notice from the student; or
 - (c) Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 in nonrefundable administrative fees shall be retained by the school for the entire program.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than \$100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items

from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.

6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to reenroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - (a) An enrollee is not accepted by the school;
 - (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
 - (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

8. REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- (a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
 - (b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to reenroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
 - (c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - (1) satisfactorily completed at least 90 percent of the required coursework for the program; and
 - (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.
9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

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

Financial Aid Information

- a. Refunds will be processed and sent to the pupil no later than 30 days after the school determined withdrawal date. All other refunds (i.e.; FFELP, FDSL, etc.) will be issued in accordance with applicable State and Federal mandates.
- b. A student who does not attend classes for six consecutive class days and who does not give the school, before or during the absences an explanation about the absences, is considered to have withdrawn from school, and a refund will be issued if applicable.
- c. If the course of instruction is discontinued by the school and this prevents the student from completing the course the school shall refund all tuition and fees paid to the student.
- d. Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following a tour of the school facilities and inspection of equipment.
- 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 a state grant and agency funding will be calculated independently of the refund process upon the student's withdrawal from school. If a credit balance still remains after the above process has been completed, the school will honor the student's authorization to reduce their Federal loan obligation. If the school does not possess a Federal loan reduction authorization, the remaining credit balance will be returned to the student.

CANCELLATION & REFUND POLICY–VETERANS

If a VA student fails to enter the program, withdraws, or is discontinued there from at any time prior to completion, (but after expiration of the 72 hour cancellation privilege) the amount charged to the VA student for tuition, fees, and other charges for the program shall not exceed \$100.00 plus the prorata portion of the total charges for actual hours of attendance.

A *Schedule of Fees* addendum contains detailed information about the school's tuition and other charges, or you may visit <https://www.lincolntech.edu/consumerinfo>.

OKLAHOMA CANCELLATION AND REFUND POLICY FOR OKLAHOMA RESIDENTS

You may cancel this agreement without penalty or obligation by notifying Lincoln College of Technology, 2915 Alouette Drive, Grand Prairie, TX 75052, or 972/660-5701 by midnight of the third (3rd) business day from the date of this enrollment agreement. However, the registration fee deposit of \$25.00 is non-refundable. This includes applicants who were rejected by Lincoln College of Technology or notified the college of cancellation prior to the commencement of classes.

For students terminating training after entering school and starting the program, the school may retain:

- a. 10% of total tuition if withdrawal occurs within the first week of the term;
- b. 25% of total tuition if withdrawal occurs after the first week but within the first 25% of the term;
- c. 50% of the total tuition if withdrawal occurs after completing over 25% but within 50% of the term; and
- d. 100% of the total tuition if withdrawal occurs after completing more than 50% of the term.

Items of extra expenses to the student such as, instructional supplies or equipment, tools, student activities, laboratory fees, service charges, and rentals deposits are non-refundable. For housing and meals, students should refer to the Student Housing Agreement.

For the purpose of calculating refunds, the student's last day of attendance will be used. Any refund due shall be paid within 30 days after cancellation or termination.

REGISTRATION FEE, STUDENT FEE, TECHNOLOGY FEE, BOOKS, TOOLS, & UNIFORMS 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.

The Refund Process

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

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

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

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

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

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

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.

Financial Aid Information

- (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.
- 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:
 - Date of cancellation by a student of his or her enrollment;
 - Date of termination by the institution of the enrollment of a student;
 - Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or
 - Last day of attendance of a student, whichever is applicable.
 - 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.
 - For the purposes of this section:
 - 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.
 - The period of time for a training program is the period set forth in the enrollment agreement.
 - 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.

Tools

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

To be employable in the industry, a graduate must be equipped with his/her own basic set of hand tools. To assist students in obtaining the tools they will need for employment, Lincoln offers them the opportunity, upon enrollment, to purchase a discounted voucher, which enables them to acquire professional grade tools at a significantly reduced rate. This voucher must be redeemed BEFORE the student graduates. If the student already has his/her own set of tools for employment purposes, they do not need to purchase the discounted voucher from the school.

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

Scholarships

LINCOLN COLLEGE OF TECHNOLOGY PARTICIPATES AND AWARDS THE FOLLOWING SCHOLARSHIPS

• Imagine America Scholarship Program

Each high school is allowed to nominate up to three high school seniors to participate. Scholarship winners will receive a \$1000 scholarship towards their tuition at LCT.

Scholarships are limited to three per high school. Application deadline is January 1, 2023 - December 31, 2023.

• Skills USA / Future Farmers of America Scholarship Program

There are several skills based competitions held locally and nationally throughout the country which allow high school students to demonstrate their passion and proficiency for career and technical education programs. This includes students who participate in programs such as Skills USA, and Future Farmers of America (FFA) competitions. Lincoln is proud to encourage this competitive spirit and recognize both top performers as well as participants with various scholarships as noted in the table below:

	DISTRICT/ REGIONAL COMPETITION	STATE COMPETITION	NATIONAL COMPETITION
1 ST PLACE SCHOLARSHIP	\$1,000	\$7,500	FULL TUITION
2 ND PLACE	\$1,000	\$5,000	HALF TUITION
3 RD PLACE	\$1,000	\$2,500	HALF TUITION
4 TH -10 TH PLACE	\$1,000	\$2,000	HALF TUITION
PARTICIPANT	\$ 500	\$1,500	\$3,000

Please note that students who participate in various stages of a competition or in multiple competitions will be awarded the single scholarship with the highest value.

• Government Agency Scholarship Policy (WIA, TAA, DVR)

Government Agency Scholarships are awarded to Lincoln College of Technology students who are entering one of the Lincoln Group of Schools recommended by an approved government state or federal agency. Scholarships are awarded based on information submitted on the specific government agency scholarship application. Criteria for a student to be awarded a scholarship are determined by the specific government agency.

LIMIT OF COLLEGE SCHOLARSHIP/AWARD FUNDING TO INDIVIDUAL STUDENTS

A student's Government Scholarship fund may not exceed direct costs (tuition and fees) incurred while enrolled in a Lincoln program. The scholarship can only be offered to individual students only. Lincoln will match all funds from any approved government agency that wants to send students to one of our Lincoln campuses. Lincoln will match government funds up to and not to exceed \$5000. Stipends will not be given out to any students receiving funds from any approved government agency. No more than 15% of the starting class can be enrolled as agency students who are actively receiving a government scholarship.

SCHOLARSHIP/AWARD ACCEPTANCE & TERMS

Acceptance of an individual award is an agreement to the terms and conditions of that award as well as all policies governing each government agency and Lincoln College of Technology. Every student's financial award package is subject to audit with the final determination of scholarships and other forms of assistance to be made by Lincoln's Financial Aid Office in compliance with federal aid regulations.

- Individual students are required to adhere to the schools admissions process.
- Agency students must apply for Pell if the agency allows.
- Any balance left over after the agency scholarship, Lincoln's match and other financial aid applied for must be paid by the student to Lincoln.

Financial Aid Information

- Full-time enrollment is required for all scholarship recipients.

Acceptance of any individual scholarship is an agreement to the terms and conditions of that award as well as all policies governing Lincoln scholarships.

All scholarships are subject to financial limitations of the school. Applicants who apply for these scholarships are not guaranteed to receive them; criteria must be met in order to be considered. All applicants who are selected to receive a scholarship through Lincoln's scholarship program may only receive one. If an applicant meets the criteria for several Lincoln scholarships the higher valued scholarship will be awarded.

LINCOLN COLLEGE OF TECHNOLOGY ALSO PARTICIPATES AND AWARDS THE FOLLOWING SCHOLARSHIPS:

- Academic & Leadership Award Scholarship
- Lincoln Advantage Scholarship Program
- First Responder Scholarship Program
- American Hero & Single Parent Scholarship Programs

Please refer to the catalog addendum for the latest offerings and scholarship detail information.



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General Student Information

Housing

Lincoln College of Technology does not maintain housing for its students. Comfortable and reasonably priced housing accommodations are available within a reasonable distance of the school for out-of-town students. The Student Services Department offers assistance to those requesting help in obtaining suitable housing.

Holidays

New Year's Day	Labor Day
Martin Luther King Day	Thanksgiving Day and the Day After
Presidents Day	Christmas Eve (<i>December 24</i>)
Memorial Day	Christmas Day
Juneteenth	New Year's Eve (<i>December 31</i>)
Independence Day	

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.

In the event of a class cancellation, active students will be required to attend a makeup class on a date/time determined by school officials.

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 Campus President. The Campus President 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**

**TEXAS WORKFORCE COMMISSION
CAREER SCHOOLS AND COLLEGES
101 EAST 15TH STREET
AUSTIN, TX 78778-0001
512-936-3100**

The Texas Higher Education Coordinating Board (THECB) adopted rules codified under Title 19 of the Texas Administrative Code, Sections 1.110 - 1.120, on October 25, 2012. The rules create a student complaint procedure to comply with the U.S. Department of Education's "Program Integrity" regulations, which require each state to have a student complaint procedure in order for public and private higher education institutions to be eligible for federal Title IV funds.

How to Submit a Complaint: After exhausting the Lincoln complaint process, associate's degree students may initiate a complaint with THECB by sending the required forms either by electronic mail to StudentComplaints@theeb.state.tx.us, or by mail to the:

**TEXAS HIGHER EDUCATION COORDINATING BOARD
OFFICE OF GENERAL COUNSEL
P.O. BOX 12788
AUSTIN, TEXAS 78711-2788**

Facsimile transmissions of the forms are not accepted.

Complaint forms can be found at www.theeb.state.tx.us/studentcomplaints.

The rules governing student complaints can be found in the Texas Administrative Code under Title 19, Part I, Chapter 1, Subchapter E, Sections 1.110 through 1.120 or at:

[http://texreg.sos.state.tx.us/public/readtac\\$ext](http://texreg.sos.state.tx.us/public/readtac$ext).

[ViewTAC?tac_view=5&ti=19&pt=1&ch=1&sch=E&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=1&sch=E&rl=Y)

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 Mike Couling, Campus President).

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

ACCSC STUDENT COMPLAINT PROCEDURE

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission.

All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

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

www.accsc.org | 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 Technical Institute to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

General Student Information

■ Employment Assistance

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

■ Official Student Communication

Lincoln College of Technology's official web-based student portal (**MyCampusLinc**) and student email accounts are an official means of communication to all 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.

■ 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.

■ Educational Equipment

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



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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 and laboratory at our campus can accommodate up to 30 students.

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

CLASS AND BREAK SCHEDULES

The class schedules that follow are designed to best utilize facility and instructional time. The office hours are from 8:00 am – 8:00 pm, Monday through Thursday and 9:00 AM– 1:00 PM on Saturdays 8:00 am – 4:00 pm on Fridays.

ARKANSAS CAMPUS

AIR CONDITIONING, REFRIGERATION AND HEATING TECHNOLOGY/AIR CONDITIONING, REFRIGERATION AND HEATING SYSTEMS TECHNOLOGY, AND AIR CONDITIONING, REFRIGERATION, AND HEATING TECHNOLOGY SERVICE MANAGEMENT HOURS ARE AS FOLLOWS:

approximately. 16 Hrs./Wk. onground; approx. 8 hours /Wk online

MORNING SCHEDULE

Class Hours: Monday through Thursday

8:00 a.m. – 12:15 p.m.

Class and Break Times

8:00 a.m. – 8:50 a.m. (10 minute break at end of session)
9:00 a.m. – 9:50 a.m. (10 minute break at end of session)
10:00 a.m. – 10:50 a.m. (20 minute break at end of session)
11:10 a.m. – 12:15 p.m.

AFTERNOON SCHEDULE

Class Hours: Monday through Thursday

1:00 p.m. – 5:15 p.m.

Class and Break Times

1:00 p.m. – 1:50 p.m. (10 minute break at end of session)
2:00 p.m. – 2:50 p.m. (10 minute break at end of session)
3:00 p.m. – 3:50 p.m. (20 minute break at end of session)
4:10 p.m. – 5:15 p.m.

EVENING SCHEDULE

Class Hours: Monday through Thursday

6:00 p.m. – 10:15 p.m.

Class and Break Times

6:00 p.m. – 6:50 p.m. (10 minute break at end of session)
7:00 p.m. – 7:50 p.m. (10 minute break at end of session)
8:00 p.m. – 8:50 p.m. (20 minute break at end of session)
9:10 p.m. – 10:15 p.m.

CNC MACHINING AND MANUFACTURING TECHNOLOGY

approximately 20 Hrs./Wk. onground; approx. 5 hours /Wk online

MORNING SCHEDULE

Class Hours: Monday through Thursday

8:00 a.m. – 1:00 p.m.

Class and Break Times

8:00 a.m. – 8:50 a.m. (10 minute break at end of session)
9:00 a.m. – 9:50 a.m. (10 minute break at end of session)
10:00 a.m. – 10:50 a.m. (20 minute break at end of session)
11:10 a.m. – 12:00 p.m. (10 minute break at end of session)
12:10 p.m. – 1:00 p.m.

AFTERNOON SCHEDULE

Class Hours: Monday through Thursday

1:00 p.m. – 6:00 p.m.

Class and Break Times

1:00 p.m. – 1:50 p.m. (10 minute break at end of session)
2:00 p.m. – 2:50 p.m. (10 minute break at end of session)
3:00 p.m. – 3:50 p.m. (20 minute break at end of session)

4:10 p.m. – 5:00 p.m. (10 minute break at end of session)

5:10 p.m. – 6:00 p.m.

EVENING SCHEDULE

Class Hours: Monday through Thursday

6:00 p.m. – 11:00 p.m.

Class and Break Times

6:00 p.m. – 6:50 p.m. (10 minute break at end of session)
7:00 p.m. – 7:50 p.m. (10 minute break at end of session)
8:00 p.m. – 8:50 p.m. (20 minute break at end of session)
9:10 p.m. – 10:00 p.m. (10 minute break at end of session)
10:10 p.m. – 11:00 p.m.

WELDING PROGRAM WITH INTRODUCTION TO PIPEFITTING

approximately 20 Hrs./Wk. onground; approx. 5 hours /Wk online

MORNING SCHEDULE

Class Hours: Monday through Thursday

8:00 a.m. – 1:00 p.m.

Class and Break Times

8:00 a.m. – 8:50 a.m. (10 minute break at end of session)
9:00 a.m. – 9:50 a.m. (10 minute break at end of session)
10:00 a.m. – 10:50 a.m. (20 minute break at end of session)
11:10 a.m. – 12:00 p.m. (10 minute break at end of session)
12:10 p.m. – 1:00 p.m.

AFTERNOON SCHEDULE

Class Hours: Monday through Thursday

1:00 p.m. – 6:00 p.m.

Class and Break Times

1:00 p.m. – 1:50 p.m. (10 minute break at end of session)
2:00 p.m. – 2:50 p.m. (10 minute break at end of session)
3:00 p.m. – 3:50 p.m. (20 minute break at end of session)
4:10 p.m. – 5:00 p.m. (10 minute break at end of session)
5:10 p.m. – 6:00 p.m.

EVENING SCHEDULE

Class Hours: Monday through Thursday

6:00 p.m. – 11:00 p.m.

Class and Break Times

6:00 p.m. – 6:50 p.m. (10 minute break at end of session)
7:00 p.m. – 7:50 p.m. (10 minute break at end of session)
8:00 p.m. – 8:50 p.m. (20 minute break at end of session)
9:10 p.m. – 10:00 p.m. (10 minute break at end of session)
10:10 p.m. – 11:00 p.m.

WELDING AND METAL FABRICATION TECHNOLOGY

approximately 16 Hrs. P/Wk

Class Hours: Saturday and Sunday

8:00 a.m. – 4:00 p.m.

Class and Break Times

8:00 a.m. – 8:50 a.m. (10 minute break at end of session)
9:00 a.m. – 9:50 a.m. (10 minute break at end of session)
10:00 a.m. – 10:50 a.m. (10 minute break at end of session)
11:00 a.m. – 11:50 a.m. (20 minute break at end of session)
12:10 p.m. – 12:50 p.m. (10 minute break at end of session)
1:00 p.m. – 1:50 p.m. (10 minute break at end of session)
2:00 p.m. – 2:50 p.m. (10 minute break at end of session)
3:00 p.m. – 4:00 p.m.

ASSOCIATES GENERAL EDUCATION PROGRAM

Automotive Service Management, and Air Conditioning, Refrigeration, and Heating Technology Service Management General Education hours are as follows:

CLASS A

Class Hours: Monday through Thursday

7:30 a.m. – 9:45 a.m. (11.25 hours per week)

Class and Break Times

7:30 a.m. – 8:20 a.m. (10 minute break at end of session)
8:30 a.m. – 9:20 a.m. (10 minute break at end of session)
9:30 a.m. – 9:45 a.m.

Academic Information

CLASS B

Class Hours: Monday through Thursday
10:00 a.m. – 12:15 p.m. (11.25 hours per week)

Class and Break Times

10:00 a.m. – 10:50 a.m. (10 minute break at end of session)
11:00 a.m. – 11:50 a.m. (10 minute break at end of session)
12:00 p.m. – 12:15 p.m.

ALOUETTE CAMPUS

AUTOMOTIVE SERVICE TECHNOLOGY/DIESEL AND TRUCK SERVICE TECHNOLOGY

approximately 24 Hrs./Wk. onground; approx. 6 hours/Wk online

MORNING SCHEDULE

Class Hours: Monday through Thursday
8:00 a.m. – 12:15 p.m.

Class and Break Times

8:00 a.m. – 8:50 a.m. (10 minute break at end of session)
9:00 a.m. – 9:50 a.m. (10 minute break at end of session)
10:00 a.m. – 10:50 a.m. (20 minute break at end of session)
11:10 a.m. – 12:15 p.m.

AFTERNOON SCHEDULE

Class Hours: Monday through Thursday
1:00 p.m. – 5:15 p.m.

Class and Break Times

1:00 p.m. – 1:50 p.m. (10 minute break at end of session)
2:00 p.m. – 2:50 p.m. (10 minute break at end of session)
3:00 p.m. – 3:50 p.m. (20 minute break at end of session)
4:10 p.m. – 5:15 p.m.

EVENING SCHEDULE

Class Hours: Monday through Thursday
6:00 p.m. – 10:15 p.m.

Class and Break Times

6:00 p.m. – 6:50 p.m. (10 minute break at end of session)
7:00 p.m. – 7:50 p.m. (10 minute break at end of session)
8:00 p.m. – 8:50 p.m. (20 minute break at end of session)
9:10 p.m. – 10:15 p.m.

COLLISION PROGRAM

approx. 16 Hrs./Wk: onground; approx..4 hours/Wk online

MORNING SCHEDULE

Class Hours: Monday through Thursday
8:00 a.m. – 12:00 p.m. (24 hours per week)

Class and Break Times

8:00 a.m. – 8:50 a.m. (10 minute break at end of session)
9:00 a.m. – 9:50 a.m. (10 minute break at end of session)
10:00 a.m. – 10:50 a.m. (10 minute break at end of session)
11:10 a.m. – 12:00 p.m.

AFTERNOON SCHEDULE

Class Hours: Monday through Thursday
1:00 p.m. – 5:00 p.m.

Class and Break Times

1:00 p.m. – 1:50 p.m. (10 minute break at end of session)
2:00 p.m. – 2:50 p.m. (10 minute break at end of session)
3:00 p.m. – 3:50 p.m. (10 minute break at end of session)
4:00 p.m. – 5:00 p.m.

EVENING SCHEDULE

Class Hours: Monday through Thursday
6:00 p.m. – 10:00 p.m.

Class and Break Times

6:00 p.m. – 6:50 p.m. (10 minute break at end of session)
7:00 p.m. – 7:50 p.m. (10 minute break at end of session)
8:00 p.m. – 8:50 p.m. (20 minute break at end of session)
9:10 p.m. – 10:00 p.m.

AUTOMOTIVE SERVICE TECHNOLOGY WITH BMW

approximately 16 Hrs./Wk. onground; approx. 8 hours/Wk online

MORNING SCHEDULE

Class Hours: Monday through Thursday
8:00 a.m. – 8:50 a.m. (10 minute break at end of session)
9:00 a.m. – 9:50 a.m. (10 minute break at end of session)
10:00 a.m. – 10:50 a.m. (10 minute break at end of session)
11:10 a.m. – 12:15 p.m.

EVENING SCHEDULE

Class Hours: Monday through Thursday
6:00 p.m. – 6:50 p.m. (10 minute break at end of session)
7:00 p.m. – 7:50 p.m. (10 minute break at end of session)
8:00 p.m. – 8:50 p.m. (20 minute break at end of session)
9:10 p.m. – 10:15 p.m.

(BMW SPECIFIC COURSES ONLY)

MORNING SCHEDULE

Class Hours: Monday through Friday
8:00 a.m. – 1:00 p.m. (25 hours per week)

Class and Break Times

8:00 a.m. – 8:50 a.m. (10 minute break at end of session)
9:00 a.m. – 9:50 a.m. (10 minute break at end of session)
10:00 a.m. – 10:50 a.m. (10 minute break at end of session)
11:10 a.m. – 12:00 p.m. (10 minute break at end of session)
12:10 a.m. – 1:00 p.m.

AFTERNOON SCHEDULE

Class Hours: Monday through Friday
1:00 p.m. – 6:00 p.m. (25 hours per week)

Class and Break Times

1:00 p.m. – 1:50 a.m. (10 minute break at end of session)
2:00 p.m. – 2:50 a.m. (10 minute break at end of session)
3:00 p.m. – 3:50 a.m. (20 minute break at end of session)
4:10 p.m. – 5:00 p.m. (10 minute break at end of session)
5:10 p.m. – 6:00 p.m.

EVENING SCHEDULE

Class Hours: Monday through Friday
6:00 p.m. – 11:00 p.m. (25 hours per week)

Class and Break Times

6:00 p.m. – 6:50 p.m. (10 minute break at end of session)
7:00 p.m. – 7:50 p.m. (10 minute break at end of session)
8:00 p.m. – 8:50 p.m. (20 minute break at end of session)
9:10 p.m. – 10:00 p.m. (10 minute break at end of session)
10:10 a.m. – 11:00 p.m.

The school reserves the right to alter hours of attendance and/or starting dates when deemed necessary upon approval from Texas Workforce Commission. 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 Definitive School Calendar addendum.

Academic Information

■ Certificate, Diploma and Degree Programs

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

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

Rules and Regulations for the conferred certificate, diploma or associates degree by the schools are in accordance with the state of Texas.

For a description of the subject matter covered in each course, please refer to the curricula on pages 9 through 25.

■ 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:

- a. 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.
- b. Student conduct which disrupts classes or interferes with the progress of other students.
- c. Theft of property belonging to the School, other students or employees. (In addition to termination, theft may be reported to civil authorities.)
- d. Any act resulting in defacing or destruction of School property and/or property of others including other students.
- e. Fighting in or near the school premises.
- f. Possession or consumption of alcohol, marijuana or illegal substances on or near school premises. Possessing firearms, fireworks, ammunition, or weapons is a violation of schools rules and state laws. (In addition to termination, illegal substance abuse will be reported to proper authorities.)
- g. 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.
- h. 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.

- i. Any student creating a hazard; immoral conduct, or disturbance in the surrounding neighborhood. Reckless driving, excessive blowing of horns, and / or squealing tires near the school or places of residence are prohibited.
- j. 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.
- k. In keeping with accepted industry and shop safety hazards, jewelry must be evaluated for safety risks when in the lab or shop. Hanging earrings, necklaces, rings, or bracelets may pose a safety risk. If in the judgment of school staff, a safety hazard exists, a jewelry item in question must be either removed or covered with protective clothing.
- l. 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.
- m. 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.
- n. Misrepresenting the school's programs, policies, or activities of members of the staff or of other students is prohibited.
- o. 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 Education Department.

■ Attendance Policy

The technical nature of the training and graduate employability goals of the program offered requires that students attend classes on a regular basis. Consequently, the following attendance policy will be strictly enforced:

Students who are absent 6 consecutive days without notice to the education office will be withdrawn from school.

If a student falls below 80% attendance for two consecutive classes and falls below 80% accumulated attendance at anytime during their program, the student will be withdrawn from school. In addition, if a student misses more than 20% of their cumulative program instructional hours they will be withdrawn from school. By "notice" is meant approved by the Director of Education/

Academic Information

Academic Dean and in the form of signed documentation or verifiable email from the student or someone who can speak for the student.

School approved field trips, employment interviews, and industry certification testing are not counted as absences for attendance purposes. For employment interviews the prospective employer must schedule the interview in advance through the Career Services Office. The Education Department management must approve the employment interview before it takes place for it to be recorded as an educational activity.

Students are allowed to make up 5% of the total course time in a course when the absence is for the following documented reasons:

- **Court Appearance**—If a student must appear in court for an action in which he/she is only a third party or witness.
- **Military Duty**—All military personnel requesting a documented absence must submit a copy of their orders to the Academic Dean/Director of Education at least two weeks prior to the missed time.
- **Illness**—A written doctor's note excusing participation in school or a stay in a hospital will qualify. Documentation of the stay in the hospital will be required.
- **Bereavement** Documentation required (e.g., newspaper notice, funeral notice, obituary, or church handout).
- **Jury Duty**—Documentation required (stamped jury duty form from court)

These absences must be properly documented. The student must fill out Absence Form, available in the Education Office, and it must be received in the Education Office no later than the day following the absence(s). All time missed will be marked on the students' record sheet unless otherwise noted in this policy.

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.

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.

**The Campus President or designee may periodically schedule on-site make-up work sessions to enhance the learning experience for students with or without evidence of a documented absence.*

Consultation and Tutoring

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

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

Academic Information

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

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 based on semester credits earned.

CLOCK-TO-CREDIT-HOUR CONVERSION

One semester credit hour equals 45 units comprised of the following academic activities:

- One clock hour in a didactic (lecture) learning environment = 2 units
- One clock hour in a supervised laboratory (lab/shop) setting of instruction = 1.5 units
- One hour of externship/internship = 1 unit
- One hour of out-of-class work and/or preparation for the didactic learning environment or supervised laboratory setting of instruction designed to measure the student's achieved competency relative to the required subject matter objectives = 0.5 unit

Grading

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

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

Incomplete	I	Temporary grade; is not considered in computing Grade Point Average; Requires make-up work	N/A
Withdrawal	WA	Received by students who officially withdraw from a course before the end of the drop/add period.	N/A
Withdrawal	W	Withdrawal after the drop/add 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.

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

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

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

MAXIMUM TIME FRAME

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

EVALUATION PERIOD

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

FAILURE TO MEET STANDARDS

SAP/FA WARNING

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

SUSPENSION OF STUDENTS ON SAP/FA WARNING STATUS

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

SUSPENSION OF STUDENTS NOT ON SAP/FA WARNING STATUS

- **Suspension for Exceeding the Maximum Time-Frame.** If at the end of the evaluation period a student has failed to meet the institution's standard for measurement of maximum time-frame, the student shall be suspended from financial aid eligibility and may be subject to dismissal.
- **Suspension for Inability to Meet Program Requirements within the Maximum Time Frame.** If at the end of the evaluation period the institution determines it is not possible

for a student to raise her or his CGPA or pace of progression percentage to meet the institution's standards before the student completes his/her program of study, the student shall be suspended from financial aid and may be subject to dismissal.

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

APPEALS AND PROBATION

APPEALS

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

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

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registration and financial aid. Notice of suspension also includes the right and process necessary to appeal suspension.

APPEAL RESULT NOTIFICATION

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

REINSTATEMENT

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

TREATMENT OF GRADES AND CREDITS

Credits: The unit by which academic work is measured.

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

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

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

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

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

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

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

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

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

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

credits and, therefore it does not impact the student's percent of completion.

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

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

■ Satisfactory Academic Progress for VA Beneficiaries

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

VA students may avail themselves of the school's appeals process.

■ Transcripts (Progress Records 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/

Academic Information

her credits. Students are advised to obtain information from all institutions they are considering attending in order to understand each institution's credit acceptance policies. It is the student's responsibility to confirm whether or not credits earned at this campus will be accepted by another school.

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

Applicants requesting transfer credits must apply prior to starting school.

For Veterans Affairs Students: VA regulation (Title 38, Code of Federal Regulations, Section 21.4253 (d)(3) and 21.4254(c)(4)) requires that Lincoln Tech receive and evaluate all post-secondary prior credits for all students receiving educational benefits from the Veterans Affairs education programs (CH30, CH33, CH35, CH1606, 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" withdrawal is issued to students who are withdrawn from the institution or course after the introductory period of enrollment and prior to the end of the module or term. Readmitted students must retake all "W" withdrawal graded courses. A "W" will not be calculated in the cumulative GPA, but counts as an attempt for satisfactory academic progress.

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

An "I" Incomplete is given to students who do not complete a test or required course work due to an approved documented absence on file. The student has a maximum of 10 course days to complete the course work, the school may require less time in certain circumstances. If the coursework is not completed in the specified time, the student will receive a zero for the assignment which will be averaged into the GPA.

Course Repeats

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

Official and Unofficial Withdrawals

An official withdrawal is initiated by the student. Any student considering to officially withdraw from a program should speak to his/her Education Department Manager as soon as possible. If the student ultimately decides to officially withdraw it is requested that 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

Academic Information

scheduled leave will be withdrawn. Unofficial withdrawals may be initiated by the school due to violations of the student conduct policy, as published in the catalog, that reasonably warrant expulsion (e.g. fighting, having a weapon on site, activities of academic dishonesty). Notification of an unofficial withdrawal will be sent to the student.

■ Grade Appeal Policy

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

■ Leave of Absence

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

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

■ Re-entrance

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

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

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

■ Graduation Requirements

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

- Successfully complete all required courses in the program.
- Achieve an overall grade point average of 2.0.
- Achieve an overall cumulative attendance of 80% or greater.
- Meet satisfactory academic progress requirements.



Campus Information



Grand Prairie, TX Campus

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Campus Information

■ Meet Our Staff and Instructors

Our instructors are proven professionals, each selected because of his/her knowledge of the subject matter gained through years of experience in the field. Passing the benefit of years of experience on to you is each instructor's prime concern. Equally important, our instructors are pros in the classroom, shop, or lab, 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.

Students should feel free to call upon the staff of this department and to keep them advised of changes in home address, employment, marital status, etc. during their attendance.

Education Supervisors are available to assist students with academic concerns.

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

■ Corporate Administration

Scott M. Shaw
President and CEO

Stephen Buchenot
*Executive Vice President
of Campus Operations*



Campus Information

2023 Campus Holidays

1/1/2023	New Year's Day
1/16/2023	MLK Day
2/20/2023	Presidents' Day
5/29/2023	Memorial Day
6/19/2023	Juneteenth
7/4/23	Independence Day
9/4/2023	Labor Day
11/23/2023	Thanksgiving Day
11/24/2023	Day after Thanksgiving
12/25/2023	Christmas Day
12/26/23	Day after Christmas

2024 Campus Holidays

1/1/2024	New Year's Day
1/15/2024	MLK Day
2/19/2024	Presidents' Day
5/27/2024	Memorial Day
6/19/2024	Juneteenth
7/4/24	Independence Day
9/2/2024	Labor Day
11/28/2024	Thanksgiving Day
11/29/2024	day after Thanksgiving
12/25/2024	Day before Christmas
12/25/2024	Christmas Day

