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

**CAREERS THAT BUILD AMERICA**

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**Lincoln Technical Institute–Hartford  
(Lincoln Culinary Institute)**  
85 SIGOURNEY ST  
HARTFORD CT 06105  
**1 (800) 762-4337 (toll-free)**

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[www.LincolnTech.edu](http://www.LincolnTech.edu)

*“An Equal Opportunity Facility”*

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

A handwritten signature in black ink, appearing to read 'Mary Jo Greco'.

Mary Jo Greco  
REGIONAL CAMPUS PRESIDENT

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# Welcome!

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Dear Future LTI Students:

Welcome to Lincoln Technical Institute.

Whichever exciting career you have chosen offers you many wonderful opportunities ahead. You have the opportunity to be creative. You have the opportunity to be successful. And, you have the opportunity to be respected in a highly competitive field—especially if your training begins at Lincoln Technical Institute.

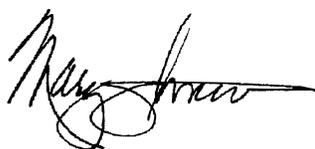
At Lincoln, education is a partnership between the student and the school. We need you to come to school every day willing to learn and work hard.

We have carefully developed all our Curricula to provide you with the knowledge and skills required for your success. Whether you have chosen Culinary Arts, International Baking and Pastry, or Italian Culinary Arts, there are exciting opportunities ahead of you.

Our faculty will teach you what you need to know to be successful, and their experience will help guide you on your career path. We look forward to meeting you, watching you grow and providing you with the framework for success.

Please come and visit our campus in Hartford and see for yourself what we are all about.

Sincerely,



Mary Jo Greco  
Regional Campus President  
Lincoln Technical Institute—Hartford

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# Introduction

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# Introduction

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## ■ 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', with a long horizontal flourish extending to the right.

Scott M. Shaw  
President & Chief Executive Officer

# Introduction

## ■ Mission Statement

Lincoln Technical Institute is dedicated to educating and training students to achieve proficiency through a skills first curriculum. The mission of this institution is to offer the best educational and training programs to enable graduates to take to the marketplace the highest possible level of job knowledge and skills enabling them to accomplish worthwhile career goals and realize self-esteem.

To accomplish these objectives, Lincoln Technical Institute upholds a high standard of quality service and commitment. LTI offers graduates viable career options by providing quality educational programs based on employer-driven requirements. Our goal is to provide a skilled and knowledgeable faculty dedicated to the professional development of each student. Through these efforts, our students will achieve the knowledge and experience needed for their future working environment.

At LTI our goal is to remain on the forefront of emerging technology. This is accomplished by supporting continuing education and training for graduates, staff and faculty; thereby providing skilled professionals to meet the needs of a technologically changing world and fostering the desire for life-long learning.

## ■ Educational Objectives

The school's objective is to provide each student with the knowledge, skills, and technical abilities necessary to become a competent, well-rounded member of the community.

Our educational approach to this objective includes the following:

- Provide students with the proper balance of theory and practical application of all programs of study;
- Provide students with a qualified, meaningful and well-managed, externship experience;
- Provide students with an opportunity to participate in community events and services.

This approach to education not only produces technically-skilled students, but also well-rounded students who are prepared to be professional members of the communities in which they live and work.

## ■ Accreditation and Approvals

Accreditation is a process that signifies systematic evaluation and application of educational standards or criteria. The accreditation process requires continuous efforts toward improvement of LTI-Hartford and its programs. This process ensures and formally recognizes the quality of our programs. LTI-Hartford actively participates in both institutional and programmatic accreditation. The process of achieving and maintaining institutional accreditation keeps a school's focus continually on the entire

spectrum of elements that define educational quality. Programmatic accreditation covers specific programs within an educational institution and ensures that the training provided meets the standards for the individual to perform within the profession.

LTI-Hartford is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), which is listed by the U.S. Department of Education as a recognized accrediting agency.

In addition, The Culinary Arts program and the International Baking and Pastry program are accredited by the American Culinary Federation Education Foundation Accrediting Commission (ACFEFAC). LTI-Hartford is approved by the Connecticut Commissioner of Higher Education. LTI-Hartford is approved for the training of international students by the U.S. Citizenship and Immigration Services. LTI-Hartford's programs are approved by the U.S. Department of Veterans Affairs for the training of veterans. Applicants eligible for educational benefits may request the necessary forms from the Financial Aid Office.

## ■ Advisory Committee

LTI-Hartford has an advisory committee comprised of industry professionals as well as senior faculty and administration from programs in which instruction is provided. The committee provides guidance to the school in the areas of curricula development and enhancement.

## ■ History of the School

Lincoln Culinary Institute was founded in 1987 as Connecticut Culinary Institute (CCI) in Farmington, Connecticut.

In March of 2006, CCI completed plans to move the original Farmington campus to Hartford, into a 367,000 square foot former hotel. The new campus is located in an urban setting, adjacent to the world headquarters of Aetna Insurance Company, in downtown Hartford. Many restaurants, cafés, museums and other forms of entertainment are within walking distance. There are seven teaching kitchens in addition to the existing large production kitchen. Also featured are two amphitheaters, a spacious Learning Resource Center, multiple computer labs, a well-equipped fitness center, a basketball court, student lounges, and many other amenities.

In January of 2009, Connecticut Culinary Institute was acquired by Lincoln Technical Institute, Inc of West Orange, New Jersey and was re-branded Lincoln Culinary Institute, a division of Lincoln Technical Institute-Hartford.

Lincoln Culinary Institute believes that the commitment to the students must be first and foremost, but a commitment to the community is also important. The staff and faculty are eager to assist in the many community projects that involve our students. The Institute's staff, faculty and

students have prepared food for scores of worthy causes in the area, and the school contributes dozens of annual gift certificates for charity auctions. Over the years the culinary Institute has participated in worthy causes including: The United Way, Foodshare, House of Bread, HARC, Mercy Housing, The Seniors Job Bank, CPTV, March of Dimes, The Stanley Whitman House, Muscular Dystrophy, Connecticut Children's Medical Center and many others. The school also believes that allowing our students to participate in high-profile events is important for training. The Institute has catered the Inaugural Ball for the Governor of Connecticut, and the swearing-in party for the Lt. Governor of Connecticut, made Christmas Tree Decorations for the White House, helped Candid Camera to film an episode on campus, catered the Presidential Debates in Hartford, catered for the Mark Twain Days and cooked at the James Beard House in New York City.

In addition, Lincoln Culinary Institute fields student competition teams in American Culinary Federation (ACF) events, and has a former Executive Director and former instructor who is a national ACF Gold Medal winner in tallow sculpting, and a Silver Medal Winner in the Culinary Olympics.

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

## ■ Statement of Philosophy

Lincoln Technical Institute prepares each student to meet the day-to-day challenges of an ever changing world. At LTI, this is achieved through a series of lectures and demonstrations, providing the student with the knowledge to perform each task. 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 lead to "hands-on" teaching and learning to apply the knowledge learned in the classroom.

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

# Career Programs

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## Culinary Arts

### CUL101D—DIPLOMA PROGRAM

#### DAY/EVENING PROGRAMS

total semester credits\* . . . . . 37.5  
 total instructional hours . . . . . 1080  
 weeks to complete—day/eve (approximate) . 66

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

#### program objective

The program's objective is to develop graduates who are "Industry Ready"; confident, competent and with a sense of urgency. Graduates are prepared to enter the foodservice industry in a variety of entry-level positions. The program's educational approach to this objective includes the following:

- Provide students with the proper balance of theory and practical application of the culinary arts.
- Provide students with a qualified, meaningful, well managed experiential learning opportunity.
- Provide students with an opportunity to participate in community events and services.

This approach to education not only produces technically skilled students, but also well rounded graduates who are prepared to be professional members of the communities in which they live and work. Students will be required to complete out-of-class assignments in each course, except externship.

The School's student-to-teacher ratio for the culinary program is 15 to 1 for the lab and up to a maximum number of 30 to 1 for lecture. Even at a maximum enrollment, class sizes are considered to be small and intimate for personal and individual training in Culinary Arts. Students will be required to complete out-of-class assignments in each course, except externship.

number	course	lecture hours	lab hours	externship hours	total hours	total semester credits	prerequisites
CUL140SA	Introduction to Culinary Arts	45	45	0	90	3.5	
CUL150SA	Culinary Foundations	45	45	0	90	3.5	
CUL160SA	Advanced Skills—Seafood & Poultry	45	45	0	90	3.5	
CUL170SA	Advanced Skills—Meats	45	45	0	90	3.5	
IBP140SA	Baking and Pastry Techniques	45	45	0	90	3.5	
CUL180SA	The Art of Garde Manger	45	45	0	90	3.5	
CUL190SA	Global Cuisine and Culture	45	45	0	90	3.5	
FBM100SA	Food and Beverage Management	45	45	0	90	3.5	
CUL240SA	Foodservice Operations	45	45	0	90	3.5	
CUL250S <sup>†</sup>	Experiential Learning—Externship A <sup>§</sup>	0	0	90	90	2.0	†
CUL260S <sup>†</sup>	Experiential Learning—Externship B <sup>§</sup>	0	0	90	90	2.0	†
CUL270S <sup>†</sup>	Experiential Learning—Externship C <sup>§</sup>	0	0	90	90	2.0	†
<b>TOTALS</b>		<b>405</b>	<b>405</b>	<b>270</b>	<b>1080</b>	<b>37.5</b>	

{Maximum Time Frame (MTF) 56.0 credits}

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.

<sup>§</sup>Each externship course is five weeks with a minimum of 90 hours; total Experiential Learning period is 15 weeks with a minimum of 270 hours of training at an approved externship site, working under the direction of a Chef and/or Manager, following all internal rules and regulations.

<sup>†</sup>Students must complete all course work prior to taking externship. Externships must be taken in sequence.

## Italian Culinary Arts ICUL101D—DIPLOMA PROGRAM DAY PROGRAM

total semester credits\* . . . . . 53.0  
total instructional hours . . . . . 1505  
weeks to complete (approximate) . . . 92

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

### program objective

The program's objective is to develop graduates who are "Industry Ready"; confident, competent and with a sense of urgency. Graduates are prepared to enter the foodservice industry in a variety of entry-level positions. The program's educational approach to this objective includes the following:

- Provide students with the proper balance of theory and practical application of the culinary arts.
- Provide students with a qualified, meaningful, well managed experiential learning opportunity.
- Provide student with an opportunity to participate in community events and services.

This approach to education not only produces technically skilled students,

but also well rounded graduates who are prepared to be professional members of the communities in which they live and work.

The Italian Culinary Arts Program, or ICUL, begins with the entire resident portion of the Culinary Arts Program. When that is complete, students then undergo specialized instruction in America and in Italy. Please see details below.

The School's student-to-teacher ratio for the culinary program is 15 to 1 for the lab and up to a maximum number of 30 to 1 for lecture. Even at a maximum enrollment, class sizes are considered to be small and intimate for personal and individual training in Culinary Arts. Students will be required to complete out-of-class assignments in each course, except externship.

number	course	lecture hours	lab hours	externship hours	total hours	total semester credits	prerequisites
CUL140SA	Introduction to Culinary Arts	45	45	0	90	3.5	
CUL150SA	Culinary Foundations	45	45	0	90	3.5	
CUL160SA	Advanced Skills—Seafood & Poultry	45	45	0	90	3.5	
CUL170SA	Advanced Skills—Meats	45	45	0	90	3.5	
IBP140SA	Baking and Pastry Techniques	45	45	0	90	3.5	
CUL180SA	The Art of Garde Manger	45	45	0	90	3.5	
CUL190SA	Global Cuisine and Culture	45	45	0	90	3.5	
FBM100SA	Food and Beverage Management	45	45	0	90	3.5	
CUL240SA	Foodservice Operations	45	45	0	90	3.5	
ICUL320A	Pasta and Grains Cookery	45	45	0	90	3.5	
ICUL330A	Meat and Fish Preparation	45	45	0	90	3.5	
ICUL340A	Antipasti and Bakeshop	45	45	0	90	3.5	
ICUL350A <sup>‡</sup>	Italian Regional and Classic Cuisine	35	90	0	125	4.5	
ICUL400 <sup>†</sup>	Italian Externship <sup>§</sup>	0	0	300	300	6.5	†
TOTALS		575	630	300	1505	53.0	

### {Maximum Time Frame (MTF) 79.5 credits}

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.

<sup>§</sup>The Italian externship course is 12 weeks with a minimum of 300 hours; total Experiential Learning period is 12 weeks with a minimum of 300 hours of training at an approved externship site, working under the direction of a Chef and/or Manager, following all internal rules and regulations.

<sup>\*</sup>This course is taught in Italy at the Italian Culinary Institute for Foreigners (ICIF) located in Costigliole d'Asti, Italy (Piemonte Region).

<sup>†</sup> Students must complete all course work prior to taking externship. Externships must be taken in sequence.

Students wishing to complete the Italian Culinary Arts (Study Abroad) Program must meet the following criteria:

1. Student must meet a 3.0 grade point average(GPA) requirements at the end of week 30
2. Students who meet the 3.0 GPA requirements at the end of the week 30 will be allowed to proceed into the Italian Culinary Arts program. Students who are allowed to proceed with the Italian Culinary Arts program will be evaluated at the completion of each course thereafter in order to ensure continued compliance with set grade point guidelines. Students whose grade point average falls below the 3.0 requirements will be transferred from the Italian Culinary Arts program and transferred into the Culinary Arts program. Any student, who is placed on conduct probation prior to their departure to Italy, may be disqualified from the Italian Culinary Arts program and transferred in the Culinary Arts Program.

## International Baking and Pastry

### IBP101D – DIPLOMA PROGRAM

#### DAY/EVENING PROGRAMS

total semester credits\* . . . . . 37.5

total instructional hours . . . . . 1080

approximate weeks to complete–day/eve 66 (including holidays and scheduled breaks)

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

#### program objective

The program’s objective is to develop graduates who are “Industry Ready”; confident, competent and with a sense of urgency. Graduates are prepared to enter the foodservice industry in a variety of entry-level positions. The program’s educational approach to this objective includes the following:

- Provide students with the proper balance of theory and practical application of the baking and pastry arts.
- Provide students with a qualified, meaningful, well managed experiential learning opportunity.
- Provide student with an opportunity to participate in community events and services.

This approach to education not only produces technically skilled students, but also well rounded graduates who are prepared to be professional members of the communities in which they live and work.

The School’s student-to-teacher ratio for the culinary program is 15 to 1 for the lab and up to a maximum number of 30 to 1 for lecture. Even at a maximum enrollment, class sizes are considered to be small and intimate for personal and individual training in International Baking and Pastry. Students will be required to complete out-of-class assignments in each course, except externship.

number	course	lecture hours	lab hours	externship hours	total hours	total semester credits	prerequisites
CUL140SA	Introduction to Culinary Arts	45	45	0	90	3.5	
CUL240SA	Foodservice Operations	45	45	0	90	3.5	
FBM100SA	Food and Beverage Management	45	45	0	90	3.5	
IBP150SA	Artisan Breads and Viennoiserie	45	45	0	90	3.5	
IBP160SA	American and European Pastry and Baked Goods	45	45	0	90	3.5	
IBP170SA	Contemporary and Classical Cakes	45	45	0	90	3.5	
IBP140SA	Baking and Pastry Techniques	45	45	0	90	3.5	
IBP180SA	Techniques and Artistry in Sugar	45	45	0	90	3.5	
IBP190SA	Techniques and Artistry in Chocolate	45	45	0	90	3.5	
CUL250S <sup>†</sup>	Experiential Learning–Externship A <sup>§</sup>	0	0	90	90	2.0	†
CUL260S <sup>†</sup>	Experiential Learning–Externship B <sup>§</sup>	0	0	90	90	2.0	†
CUL270S <sup>†</sup>	Experiential Learning–Externship C <sup>§</sup>	0	0	90	90	2.0	†
<b>TOTALS</b>		<b>405</b>	<b>405</b>	<b>270</b>	<b>1080</b>	<b>37.5</b>	

#### {Maximum Time Frame (MTF) 56.0 credits}

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.

<sup>§</sup>Each externship course is five weeks with a minimum of 90 hours; total Experiential Learning period is 15 weeks with a minimum of 270 hours of training at an approved externship site, working under the direction of a Chef and/or Manager, following all internal rules and regulations.

<sup>†</sup>Students must complete all course work prior to taking externship. Externships must be taken in sequence.

# Course Descriptions *Career Programs begin on page 8.*

## COURSE NUMBERING SYSTEM:

### 100 LEVEL COURSES

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

### 200 LEVEL COURSES

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

## ■ Culinary Courses

### CUL140SA—INTRODUCTION TO CULINARY

90 Contact Hrs (45 Lecture, 45 Lab); 3.5 Credits

This course provides students with an introduction to the fundamentals needed to build a successful culinary career. It starts with an introduction to culinary history, an orientation to the professional kitchen and an overview of the career opportunities available in the foodservice industry. Students participate in culinary product identification and taste exploration, equipment identification, standard measurement, and a thorough examination of knife safety and basic knife skills. The theory and practice of proper foodservice sanitation is studied and leads to national certification upon successful completion of the examination. Nutrition plays an important role and this course also provides students with the knowledge of the role of nutrition science in various segments of the food service industry. Students learn how to apply healthy and nutritious food selection and preparation to classical and modern cuisine. The path to professional and personal development starts here with the commitment to the highest standards of attitude, attendance, dress, respect and lifelong learning.

*Prerequisite(s): None*

### CUL150SA—CULINARY FOUNDATIONS

90 Contact Hrs (45 Lecture, 45 Lab); 3.5 Credits

This course allows students to learn the basics of heat transfer and the affects that heat has on various foods. The techniques for the making of quality stocks will be covered with emphasis on accurate knife cuts to ensure desired results. Students will practice a full range of cooking techniques, including dry-heat, moist-heat and combination methods as applied to vegetables, starches, sandwiches, eggs and breakfast batter products. The making of salads and dressings will be covered as well as a focus on the specifications for purchasing, receiving and storing of common ingredients. Standard weights and measures will be emphasized in all procedures so that once the fundamental techniques have been learned; it is relatively easy to apply those techniques to a full repertoire of other recipes.

*Prerequisite(s): None*

### CUL160SA—ADVANCED SKILLS—SEAFOOD & POULTRY

90 Contact Hrs (45 Lecture, 45 Lab); 3.5 Credits

Advanced Skills: Seafood and Poultry, is a foundation course for the culinary student, emphasizing the classic cooking methods, culinary terminology, identification, fabrication and preparation of seafood and poultry products. Preparation of sauces and soups will be explored; with the introduction and refinement of the thickening methods and techniques used therein. Consideration will be given to understanding the basics of flavors and flavorings and the factors affecting the perception of flavors, with emphasis on serving correctly seasoned foods.

Included will be the proper use and care of culinary tools, practical use of culinary math and purchasing practices and procedures.

*Prerequisite(s): None*

### CUL170SA—ADVANCED SKILLS—MEATS

90 Contact Hrs (45 Lecture, 45 Lab); 4.5 Credits

Advanced Skills: Meats, is a foundation course for the culinary student, emphasizing the classic cooking methods, culinary terminology, identification, fabrication and preparation of beef, veal, lamb and pork products. Preparation of sauces and soups will be explored; with the introduction and refinement of the thickening methods and techniques used therein. Consideration will be given to understanding the basics of flavors and flavorings and the factors affecting the perception of flavors, with emphasis on serving correctly seasoned foods. Included will be the proper use and care of culinary tools, practical use of culinary math and purchasing practices and procedures.

*Prerequisite(s): None*

### CUL180SA—THE ART OF GARDE MANGER

90 Contact Hrs (45 Lecture, 45 Lab); 3.5 Credits

This course develops an understanding of the organization, equipment, and responsibilities of the cold kitchen. Contemporary reception food, exciting buffet arrangements, and presentation skills are introduced. Modern and classical methods are explored in the preparation of pates, galantines, mousses, canapés and hors d'oeuvre. Artistry and innovation merge in the creation of fruit and vegetable garnishes and melon sculptures. Charcuterie specialties such as sausage making, meat smoking and fish curing are all part of this course. Techniques are explored through explanation, demonstrations and comparison tasting. By the end of this course the student should have the necessary skills and knowledge to plan, prepare and present a variety of cold specialties, hot foods and hybrid hot-cold preparation of foods.

*Prerequisite(s): None*

### CUL190SA—GLOBAL CUISINE AND CULTURE

90 Contact Hrs (45 Lecture, 45 Lab); 3.5 Credits

Students in this course will learn to prepare, taste, serve, and evaluate traditional, regional dishes of important regions and cultures of the world. Emphasis will be placed on ingredients, flavor profiles, preparations, and techniques representative of the cuisines of the Far East, Middle East, Mediterranean, Europe, Africa, North America, and South America.

*Prerequisite(s): None*

### CUL240SA—FOODSERVICE OPERATIONS

90 Contact Hrs (45 Lecture, 45 Lab); 3.5 Credits

This course serves as an introduction to the real world of foodservice operations in which students make use of the skills that they have acquired. Making use of the classic brigade system, individuals will have the opportunity to prep and work all stations both in the kitchen and dining room. Stations will include, but are not limited to Sous Chef, Maitre d', Saucier, Garde Manger, Server, Back Waiter, Grillardin. This course will expand upon the creation of menus in regards to seasonality and demographics, all the while, monitoring food & beverage costs and labor cost. The exploration of different types of menus will be a focal point of this course. From the creation of cohesive menus, to proper applications of the products available, to the execution of individual's job description, the future foodservice professional will be a great fit in the modern kitchen. Adherence to proper safety and sanitation requirements will also be strictly monitored. This class will take all knowledge, skills, and techniques that have been taught, and apply

it in such a way to link the training to the externship section and finally to the long successful careers ahead.

*Prerequisite(s): None*

### CUL250S—EXPERIENTIAL LEARNING—EXTERNSHIP A

90 Contact Hrs (90 Externship); 2.0 Credits

For students, especially those with little previous experience, an experiential learning opportunity offers many benefits. This initial externship intends to broaden the scope of the "new" chef experience not commonly encountered in a student's resident portion of their education or previous workplace environment. The focus is on training the student in culinary skills through greater insight into an actual work environment, developing sensitivity to professional responsibility and promoting student self-learning. Students typically receive an hourly wage. They perform a variety of challenging tasks in and out of the kitchen, under the guidance of a supervising chef/manager at an approved externship location.

*Prerequisite(s): Students must complete all course work prior to taking externship. Externships must be taken in sequence.*

### CUL260S—EXPERIENTIAL LEARNING—EXTERNSHIP B

90 Contact Hrs (90 Externship); 2.0 Credits

Once the initial externship has been completed, students are ready to move on to intermediate skills. Students should work on mastery of given tasks to achieve a reasonable level of competence so that they may continue to grow as an extern and fit into the team aspects of the establishment. Externs should be accepting and following school and company policies as well as maintaining the highest standards of professionalism and acceptable behavior in the workplace.

*Prerequisite(s): Students must complete all course work prior to taking externship. Externships must be taken in sequence.*

### CUL270S—EXPERIENTIAL LEARNING—EXTERNSHIP C

90 Contact Hrs (90 Externship); 2.0 Credits

This third segment of the externship experience allows students further opportunities to improve their skills, techniques, and most importantly, their speed, accuracy, and efficiency. It is also an opportunity for students to consider their next career moves. The Lincoln Culinary Institute's Career Services Department welcomes students to return to the school during this phase to freshen up their resumes and cover letters, review the available job postings, and discuss whether they wish to stay on as regular employees at their current site or consider alternate options.

*Prerequisite(s): Students must complete all course work prior to taking externship. Externships must be taken in sequence.*

### FBM100SA—FOOD AND BEVERAGE MANAGEMENT

90 Contact Hrs (45 Lecture, 45 Lab); 3.5 Credits

This course teaches the use of restaurant control systems in menu development, accounting principles, staff training, table service and wine technology. Students learn to create and design menus. Students will explore accounting principles with foodservice industry comparisons. Basic computer literacy and restaurant-related computer applications are introduced. Students study the management process, effective communication skills, the supervisor's role in decision-making and problem solving, effective use of delegation, conflict resolution, motivational techniques, and stress management. Organizational design, line and staff relationships and employee training programs are also presented in this course. Knowledge and techniques of table service are explored, guest check control, federal, state and local control laws and third party liability. Beverage

# Course Descriptions *Career Programs begin on page 8.*

technology studied includes distinguishing wines by grape, variety, growing region, production process and proper service.

*Prerequisite(s): None*

## **IBP1405A—BAKING AND PASTRY TECHNIQUES**

*90 Contact Hrs (45 Lecture, 45 Lab); 3.5 Credits*

This course explores the world of baking and pastry making through the eyes and needs of the culinary student. The baking skill, knowledge, experience and perspective gained through this course leads to the development of better overall chefs, managers and business owners. Each aspect of the baking spectrum is examined through its function of ingredients, mixing methods and finishing techniques. Basic bread baking principles explain how a simple formula of water, yeast, salt and flour is transformed into bread with irresistible taste, texture and fragrance. Danish pastries, pies and cakes are prepared, presented, tasted and critiqued. Restaurant-style desserts are prepared in both classical and modern styles. On-going professional and personal development is continued through the exposure to, and examination of, professional baker and pastry chef organizations, and dessert menu development.

*Prerequisite(s): None*

## **IBP1505A—ARTISAN BREADS AND VIENNOISERIE**

*90 Contact Hrs (45 Lecture, 45 Lab); 3.5 Credits*

This course explores the time-honored craft of bread making. The focus is on the world of breads, doughs, and batters from the simplicity of the classical French baguette to the elegance of a flaky croissant. The art and science of baking is explored through extensive ingredient identification and experimentation. Today's educated and quality-minded public has turned its sights to the professional baker to create handcrafted artisan-style breads. Viennoiserie style breakfast pastries such as including Danish pastry along with muffins, scones and a variety of croissants are created, critiqued and consumed. Elements of healthy alternatives are discussed and prepared.

*Prerequisite(s): None*

## **IBP1605A—AMERICAN AND EUROPEAN PASTRY AND BAKED GOODS**

*90 Contact Hrs (45 Lecture, 45 Lab); 3.5 Credits*

This course hones student's baking skills and explores the preparation of pate choux, cookies and petit fours sec. Additionally emphasis is placed on the preparation and presentation of a variety of traditional and contemporary tarts, pies, and puff pastry items. Students study the use and function of ingredients, mixing methods and finishing techniques of desserts and baked goods. Elements of healthy alternatives are discussed and prepared.

*Prerequisite(s): None*

## **IBP1705A—CONTEMPORARY AND CLASSICAL CAKES**

*90 Contact Hrs (45 Lecture, 45 Lab); 3.5 Credits*

This course focuses on the study and preparation of contemporary and classical cakes, torts, entremets, and petit gateaux from around the world. As a part of this focus, mousses, creams, and meringues are studied and used as included as fillings and toppings. A variety of classical American and International cake mixing methods is studied to include creaming, sponge and high ratio. A variety of icings and frostings are explored and prepared to fill and ice the baked cakes. Basic cake decoration is practiced in an effort to build skills, speed, and accuracy. Elements of healthy alternatives are discussed and prepared.

*Prerequisite(s): None*

## **IBP1805A—TECHNIQUES AND ARTISTRY IN SUGAR**

*90 Contact Hrs (45 Lecture, 45 Lab); 3.5 Credits*

This course focuses on the many applications of sugar based components as they are used to create stunning decorations and centerpieces. It includes the design and creation of special occasion cakes such as wedding, birthday, and anniversary cakes. These beautiful expressions require a study and practice of advanced decoration, including rolled fondant, gum paste, and marzipan, which is also included in this course. The brilliant and exciting world of sugar art is studied and practiced with the inclusion of pulled sugar, blown sugar, spun sugar, pressed sugar, and pastillage. The various techniques of sugar art are combined to create stunning showpieces.

*Prerequisite(s): None*

## **IBP1905A—TECHNIQUES AND ARTISTRY IN CHOCOLATE**

*90 Contact Hrs (45 Lecture, 45 Lab); 3.5 Credits*

This course enters the wide world of chocolate with an extensive study of this delectable delicacy. Chocolate is used to create everything from flavored truffles and candies to cocoa paintings and elaborate centerpieces. Also included this course is a study of the design and execution of contemporary restaurant-style plated desserts and the preparation of a variety of frozen desserts including ice creams, sorbets, and gelatos. Elements of healthy alternatives are discussed and prepared.

*Prerequisite(s): None*

## **ICUL320A—PASTA AND GRAINS COOKERY**

*90 Contact Hrs (45 Lecture, 45 Lab); 3.5 Credits*

The Pastas & Grains course introduces the student to the art of fresh pasta making, focusing on 2 types: noodles & specialty filled pastas. It will also delve into the uses and applications of dried pasta shapes and cuts as well as their appropriate sauces. Italian cuisines take on rice and grains are also explored, emphasizing regional and historical traditions, ingredients and cooking techniques. This course also contains an Italian Language component designed to provide each student with adequate language exposure and mastery, particularly for a student of the culinary arts. Everyday topics of necessary communication as well as terminology specifically for the kitchen will be practiced in a communicative approach. All students are expected to actively participate by speaking. It is imperative that vocabulary and verbs be studied and practiced outside of the classroom, as a student you will have much more success during the externship.

*Prerequisite(s): None*

## **ICUL330A—MEAT AND FISH PREPARATION**

*90 Contact Hrs (45 Lecture, 45 Lab); 3.5 Credits*

This course will prepare students to recognize various cuts of meat and seafood used in Italian recipes and develops techniques in recipe preparation. Students will also develop a strong foundation regarding Italian poultry and fish dishes and reinforce fabrication skills. The traditions, history, and products of local regions from Piedmont down to Sicily will be incorporated. This course will also continue to build on the basics of Italian language, focusing on practical uses in both "normal" life and food preparation settings.

*Prerequisite(s): None*

## **ICUL340A—ANTIPASTI AND BAKESHOP**

*90 Contact Hrs (45 Lecture, 45 Lab); 3.5 Credits*

Introduces the student to Italian antipasti, including traditional and modern preparations of sausages, panini, salads, cheeses, canapés, and other hot and cold first course recipes. Regional Italian cuisines are investigated focusing on traditional ingredients. There is a revered traditional history involved in the pizza, bread-making and dessert activities of the Italian people. This course explores these traditions in depth focusing on regional foods, techniques and presentations. This course also continues the students' study and familiarity with the Italian language and ultimately prepares them for their journey abroad, culminating with a final project of doing a complete cooking demonstration, in the Italian language, in Costigliole d'Asti, Italy (Piedmont Region).

*Prerequisite(s): None*

## **ICUL350A—ITALIAN REGIONAL AND CLASSIC CUISINE**

*125 Contact Hrs (35 Lecture, 90 Lab); 4.5 Credits*

This course, taught in Italy at the Italian Culinary Institute for Foreign Professionals located in Costigliole d'Asti, Italy (Piedmont Region), is designed specifically to examine the regional recipes of Italy and their development and/or transformation into the classical national cuisine. Students use various culinary techniques learned at LCI to produce truly Italian foods, focusing on flavors and nuances of taste while using authentic products. Traditional regional recipes are produced along modern ones, and innovative trends examined and the results compared with the Italian recipes learned at LCI, fostering a real comparative learning process. Students learn to differentiate between cooking methods of the main groups of regions, and to focus on specific regional ingredients (such as olive oil, cheese and prosciutto), wines, cooking techniques and flavors.

*Prerequisite(s): None*

## **ICUL400—ITALIAN EXTERNSHIP**

*300 Contact Hrs (300 Externship); 6.5 Credits*

The externship is traditionally intended to broaden the scope of a "new" chef experience not commonly encountered in a student's regular workplace or previous workplace environment. The focus is on training the student in culinary skills through greater insight into an actual work environment, developing sensitivity to professional responsibility and promoting student self-learning. The Italian Externship, specifically, is intended to expose students to the reality of an approved Italian restaurant or hotel. Total immersion in Italian hospitality should be a complete learning experience. The Italian externship is unpaid, so if the student requires a paid externship, he/she will have the possibility to complete an American externship in a restaurant approved by the school and/or by the Gruppo Ristorante Italiano.

*Prerequisite(s): Students must complete all course work prior to taking externship. Externships must be taken in sequence.*

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# General Information

## ■ Statement of Ownership

LTI–Hartford is owned and operated by NN Acquisition, L.L.C., a subsidiary of Lincoln Technical Institute, Inc. The major officers and administrators of the corporation are:

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

## ■ Notice to Students

1. The school is relieved and released of all claims by the student that may arise as a result of the school's inability to perform hereunder as a result of an Act of God, strike, or any matter or thing beyond the control of the school.
2. Applicants interested in training in our Career Fields should be aware of the job duties they may need to be capable of performing prior to enrollment. These can be found on the O\*NET Online website at [www.onetonline.org](http://www.onetonline.org). O\*NET Online is sponsored by the U.S. Department of Labor, Employment & Training Administration, and developed by the National Center for O\*NET Development.
3. Criminal records and/or certain background issues may present a barrier to employment in certain fields. Applicants may be denied admission as a student if after screening it is determined that employment after graduation is not possible due to background issues.
4. Lincoln is committed to providing a safe learning and housing (where applicable) environment for all students and faculty. If, at any time, Lincoln is made aware of a student's conviction of a felony, whether upon application or during the course of the student's training, any such felony conviction shall be grounds for denial of admission or expulsion from school. Lincoln further reserves the right to refuse admission or to refuse to continue training the student if such refusal is considered to be in the best interest of Lincoln. Students may be denied admission or may be expelled from school if there is reason to believe that they present a danger to themselves, other students, faculty members and/or staff.

## ■ Compliance with City, State, and Federal Regulations

LTI–Hartford complies with all local, municipal, city, county, state and federal regulations.

## ■ Student Services

### STUDENT ASSISTANCE

The Student Services Office at Lincoln Technical Institute is designed and operated to help students with the issues all students face in today's challenging world. The Student Services Office can assist students with academic, financial, social, personal, transportation, children's daycare, and other issues that may hinder your education. If additional resources are required, the Student Service Office can refer students to the many outside resources available in the area.

### STUDENT SUCCESS PROGRAM

The Student Services Office in conjunction with the Education Department provides to all students at LTI a program to help students become more successful by changing habits, learned behaviors, and attitudes through mentoring, realistic goal setting, planning, motivation and hard work. This program offered during the beginning of your studies, assists all students develop the right professional attitude, skills, and drive that today's employers demand.

### PEER TUTORING

The school offers a peer (student) tutoring program that is also available to assist students. Students interested in becoming a Peer Tutor, or would like peer (student) tutoring should contact the Student Services Office.

### LEARNING RESOURCE SYSTEM

The Learning Resource System at Lincoln Technical Institute is centrally located at the school and consists of reference materials, periodicals, computers with internet access, audio, video, and visual aids for all programs offered at the school. The Learning Resource Center is staffed during the hours of operation of the school. Students are able to conduct research, study, read, and prepare for their programs of study.

In addition to this, as part of the Learning Resource Center there is a large Learning Resource Computer Lab located on campus where classes of students use virtual training aids and programs to enhance their coursework, research and studies.

### OTHER SERVICES

Students needing help due to health or other special issues should contact Student Services to be referred to the appropriate outside local professional services.

### PERSONAL SECURITY

Although the Institute's staff does as much as possible to ensure everyone's safety, always use prudent common sense, such as:

1. Lock your automobile
2. Secure personal belongings appropriately
3. Immediately report any suspicious situations
4. Walk in pairs to classes or automobiles

### HANDICAPPED FACILITIES

There are designated handicapped parking spaces available. Please discuss any other special services that might be needed with your admissions representative or Students Services.

## ■ The Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA), affords students certain rights with respect to their financial and educational records. It protects the privacy of student records by requiring prior written consent before disclosing personally identifiable information to a third party.

They are:

- a. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Students should submit to the Director of Education, Director of Administrative Services, or Director of Financial Aid, written requests that identify the record(s) they wish to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom, the request should be addressed.
- b. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the student, the school will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding

# General Information

the hearing procedures will be provided to the student when notified of the right to a hearing.

- c. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. An exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by the school in an administrative, supervisory, academic, financial aid, or support staff position; a person or company with whom the school has contracted (such as an attorney, auditor, or collection agent); a person serving on an official committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school can disclose education records without consent to officials of another school in which a student seeks or intends to enroll. The law also permits a school to disclose most records without prior consent of the student, to agencies acting on behalf of the federal or state Department of Education to law enforcement agencies or third parties upon subpoena. In the case of a subpoena, the school may only withhold records seven (7) working days after notifying the student of the subpoena.

- d. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the school 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 20202-5901**

## ■ Campus Security and Fire Safety

LTI–Hartford publishes an annual security report that contains information concerning the policies and programs relating to campus security, crimes, emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement and access to campus facilities. The annual fire security report also includes statistics concerning the occurrence of specific types of crimes and fires on campus, at certain off-campus locations, and on the public property surrounding the campus. The annual security report is published each year by October 1st, and contains the statistics for the three most recent calendar years. A copy of the most recent annual security report as filed with the U.S. Department of Education may be obtained from the Campus President's office during regular business hours.

## ■ Drug-Free Environment

As a matter of policy, LTI–Hartford prohibits the unlawful manufacture, possession, use, sale, dispensation, or distribution of controlled substances and the possession or use of alcohol by students on its property and at any school activity other than routine beverage instruction. Any violation of these policies will result in appropriate disciplinary actions up to and including expulsion of the student, even for a first offense. Violation of the law will also be referred to the appropriate law enforcement authorities. Students may also be referred to abuse help centers. If such a referral is made, continued enrollment will be subject to successful completion of any prescribed counseling or treatment program. Information on the school's drug free awareness program and drug and alcohol abuse prevention program may be obtained from the Director of Education during regular business hours.

## ■ Harassment Policy

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

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

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

Sexual harassment is defined as offensive, unwelcome or unwanted sexual advances, requests for sexual favors, or other conduct of a sexual nature (whether verbal, written, physical or visual) when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education.
2. Submission to or rejection to such conduct by an individual is used as the basis for educational decisions affecting the individual.
3. Such conduct has the purpose or effect of interfering with an individual's educational performance or creating an intimidating, hostile, or offensive classroom environment.

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

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

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

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

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

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

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

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

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

## ■ LTI–Hartford Policies

Students are expected to be familiar with the information presented in this School Catalog, *Student Handbook*, including supplements and addenda, and with all school policies. By enrolling in LTI–Hartford, students agree to accept and abide by the terms stated in this Catalog and the *Student Handbook*.

## ■ Disclaimer

Applicants should be aware that some information in the Catalog might have changed since its printing. It is recommended that applicants considering enrolling, check with the Campus President to determine if there is any change from the information provided in this Catalog. While not all photographs in this publication were taken at the LTI–Hartford campus, they do accurately present the general student population, type and quality of equipment and facilities found at LTI.

# Admissions Policies

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# Admissions Policies

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## ■ Admission Requirements

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

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

Enrollment for selected programs may be subject to additional requirements.

## ■ International Students

International students must meet the same admission requirements as U.S. citizens. Students are also required to provide the official secondary school transcript with an official English translation of the transcript in addition to other requirements. The school recommends contacting the Admissions Office for additional information including immigration requirements such as student visas and financial requirements.

## ■ Health Requirements for All Students

Students are required to submit a properly and fully completed LTI–Hartford health form prior to the first day of class. Failure to complete this form may cause a delay in the registration process. The Office of Admissions automatically mails health forms to students once the student is accepted. These forms will be sent with other documents in an information package.

## ■ Documented Immunization

In accordance with Public Act 01-93 beginning in 2002, all higher education institutions require each student who resides in a dormitory to be vaccinated against meningitis.

# Financial Information

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

Financial aid is available to those who qualify.



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# Financial Information

## Financial Assistance

Total Academic Term Costs are due in advance of each Academic Term.

LTI–Hartford believes that students and their families have the primary responsibility for educational costs. However, we realize that many families are unable to immediately fund the entire cost of education. To that end, LTI–Hartford participates in Federal Title IV financial assistance programs to assist eligible students in their cost of education. Many of our students supplement Title IV aid with other financial assistance programs such as employer reimbursement, veterans benefits, agency sponsorship, and other educational funding sources.

LTI–Hartford recommends that students apply for financial aid as early as possible in order to allow sufficient time for application processing. Financial Aid is awarded on an academic year basis, therefore it may be necessary to re-apply for aid each academic year. Students may have to apply for aid more than once in a calendar year, depending on their dates of enrollment. Students who need additional information should contact the Financial Aid Office.

## How to Apply

Students should complete a Free Application for Federal Student Aid (FAFSA) each award year they attend. Students may apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or call the Financial Aid Office to request a paper FAFSA.

Eligibility Requirements for Federal Title IV Funds

Generally, an applicant may be eligible for Federal Title IV financial assistance if the following requirements listed below are met:

- Be enrolled at least half-time as a regular student in any of the school's eligible programs;
- Be a U.S. Citizen or eligible non-citizen;
- Not be in default on any federally-guaranteed student loan;
- Not owe a repayment on any federal grant;
- Must possess a high school diploma or its recognized equivalent.

## Financial Aid

LTI–Hartford Has a full-time Financial Aid Department available to help students with financing their education. Our Financial Aid Advisors will assist applicants in determining the amount and type of Financial Aid they qualify for.

## Types of Financial Aid Available

### FEDERAL PELL GRANTS

Federal Pell Grants are need-based awards that do not have to be repaid. The award amount varies depending on a student's eligibility, and students are eligible to apply for each award year they attend.

### FSEOG (FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS)

These funds are for students with exceptional financial need. Priority is given to Federal Pell Grant recipients. Funds depend on availability at the school.

### FEDERAL WORK-STUDY PROGRAM

The Federal Work-Study Program allows eligible students with financial need to work part-time to help pay educational expenses. Awards depend on when you apply, your level of need and availability of funds.

### FEDERAL DIRECT SUBSIDIZED LOANS

These need-based, low-interest loans are made by the federal government to students attending school at least half time. The

loan limits are based on the student's grade level. The interest on the loan will be paid by the U.S. Department of Education until the student graduates or separates from school. At that point the interest becomes the responsibility of the student. The student may make payment while he/she is in a grace period or the interest will be accrued and capitalized at the end of the student's grace period.

### FEDERAL DIRECT UNSUBSIDIZED LOANS

These low-interest loans are made by the federal government generally to "independent" students attending school at least half-time. Students do not have to demonstrate financial need to obtain this loan and loan limits are based on the student's grade level. Although the loan goes into repayment six months after the student's last day of attendance, interest begins accruing as soon as the funds are disbursed.

### FEDERAL DIRECT PLUS LOANS

These loans enable parents without adverse credit to borrow from the federal government for each "dependent" student enrolled at least half-time. The loan limit is your cost of attendance, minus any other financial aid you receive. Generally, repayment begins within 60 days after the loan is fully disbursed.

## Other Financial Aid

For families who do not qualify for Title IV aid or who need additional funds to meet their educational costs, there are many funding sources that offer educational financing programs. Other sources of funds may be available to students who qualify including private lenders, scholarships, etc. The Financial Aid office has details on a number of available financing options.

### HIGH SCHOOL SENIOR SCHOLARSHIP PROGRAM

LTI Hartford provides eight \$5,000.00 scholarships to winners of the Scholarship Awards Program. Preliminary scholarship competition is conducted in the form of aptitude testing. In April of each year, an independent selection committee comprised of local leaders in business, industry, education, and/or government will review all scholarship applications.

This committee will evaluate each finalist on the basis of preliminary test results, appearance, friendliness, poise, stability, enthusiasm, personal conduct, oral expression and alertness.

To participate, the applicant must be a graduating member of the high school senior class in good standing and must complete the Scholarship Awards Program Application.

Contact your High School Guidance Counselor or an LTI–Hartford Admissions Representative for more information.

### HIGH SCHOOL JUNIOR SCHOLARSHIP PROGRAM

Each year, LTI–Hartford promotes the benefits of higher education by offering juniors from all state approved high schools the opportunity to apply for one of up to ten \$1000.00 institutional scholarships. If awarded, this scholarship can only be applied directly towards the tuition to attend LTI–Hartford. In order to apply, the student must:

- Currently be a junior (in the eleventh grade) in attendance at a high school approved by the educational authority of his/her state of legal residence.
- Submit an early application for acceptance to LTI–Hartford on or before August 31st for a program that commences on a date subsequent to the student successfully completing high school with a minimum GPA of 2.5 and receiving his/her diploma.
- Meet all other admissions standards of LTI–Hartford
- Provide a signed letter from parent or legal guardian acknowledging that son/daughter is applying for a post secondary program that does not commence until after the student successfully completes high school education.

# Financial Information

- Submit a complete scholarship application including a letter of recommendation from a high school administrator (teacher, guidance, educational support member, etc.) (Scholarship applications are available at the high school guidance office or by contacting LTI–Hartford directly.
- Submit an interim high school transcript that indicates a minimum GPA of 2.5.
- Submit an essay that clearly expresses a commitment to educational success and demonstrates financial need (must be no longer than three typewritten pages)

In December of each year, an independent selection committee comprised of local leaders in business, industry, education, and/or government will review all scholarship applications. All decisions on award recipients will be made by December 31 and notifications will be sent out shortly thereafter. All decisions of the selection committee are final. Award recipients must use the scholarship within one year of selection. Award recipients must provide proof of graduation from high school with a minimum of a 2.5 GPA and meet all other admissions standards on or before commencement of training at LTI–Hartford.

Various lending institutions offer loans to help cover the difference between the cost of education and the amount of federal eligibility. A co-signer may be required to meet the lender's credit criteria. Interest rates may be variable and are typically based on the prime rate or Treasury Bill rate. Contact the Financial Aid Office for more information.

## EMPLOYER REIMBURSEMENT

Many employers have programs that reimburse students for educational costs. Students should contact the personnel office at their place of employment to determine if such funding is available for attendance at the school.

## VETERANS BENEFITS

The school's programs are approved for veteran's training. Applications for Veterans Education Benefits are available at the Financial Aid Office or from the Veterans Administration Office. Approval of training benefits to be awarded is the responsibility of the Veterans Administration. Inquiries should be directed to them at <http://www.gbill.va.gov> or call them at 1-888-442-4551.

## AGENCY FUNDING

LTI–Hartford is approved for participation in various funding programs: Workforce Investment Act; Workers Compensation; Training Adjustment Act (TAA); Bureau of Rehabilitation Services; and in New York State, Adult Career and Continued Education Services-Vocational Rehabilitation (ACCES-VR). Information can be obtained from the agencies themselves or from the Admissions Department.

## Return of Title IV Funds Policy

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 5 days or more.

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

If a student is entitled to a post-withdrawal loan disbursement,

the borrower must respond to the school's notice of the intended disbursement within 14 days.

Title IV refunds will be processed and sent to the appropriate agency no later than 45 days after the school determined withdrawal date.

The policy of Lincoln Technical Institute is to distribute the proceeds of refunds to the origination source in the following order, up to the net amount disbursed: 1 - Unsubsidized Federal Stafford Loan / Direct 2 - Subsidized Federal Stafford Loan / Direct 3 - Federal Perkins Loan Program 4 - Federal / Direct Graduate Plus Loan 5 - Federal / Direct Parent Plus Loan 6 - Federal Pell Grant 7 - 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.

## Tuition and Method of Payment

Details and the cost of tuition, textbooks, and supplies for each program of study are included in the *Tuition and Fees Schedule* addendum. Please see the *Tuition and Fees Schedule* addendum. The Financial Aid representative will provide students with complete information on available payment schedules. The student understands that absence from a regularly scheduled class DOES NOT relieve him/her of tuition liability.

## Cancellation and Refund Policy

### CANCELLATION POLICY

An applicant may cancel his/her enrollment at any time before the commencement of classes. An applicant who wishes to cancel his/her enrollment should submit in writing to the Director of Admissions his/her intention of canceling from the school. The statement should be signed and dated by the applicant. If an applicant cancels within three business days after signing an enrollment agreement and making an initial payment, but prior to entering the program, he/she is entitled to a refund of all monies paid. If an applicant cancels more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the program, he/she is entitled to a refund of all monies paid except the registration fee. Applicants who have not visited the school prior to enrollment will have the opportunity to cancel without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the facilities and inspection of equipment where training and services are provided.

### WITHDRAWAL AND INSTITUTIONAL REFUND POLICY

A student who wishes to withdraw his/her enrollment should submit in writing to the Campus President, Academic Dean or Director of Education his/her intention of withdrawing from the Institute. The statement should be signed and dated by the student. The official withdrawal date is the date the student begins the Institute's withdrawal process by verbally informing the appropriate school official, the date the Institute receives the official withdrawal notification or the date the student is administratively withdrawn. The date under these circumstances is considered to be the Date of Determination of the withdrawal.

A student who stops attending and fails to notify the Institute will be unofficially withdrawn. The date under these circumstances is considered to be the Date of Determination of the withdrawal.

# Financial Information

If a student withdraws or is terminated, a \$100.00 administrative fee will apply.

If a student officially or unofficially withdraws or is terminated before the completion of 100% of the total program, the following tuition charges will apply based on the percentage of total program completion through the Date of Determination.

Percentage of Total Program Completion through the Date of Determination	Percentage of Total Program Tuition Charged
First Week	5%
Week Two – 10%	10%
10.01% – 25%	25%
25.01% – 50%	50%
50.01% – 75%	75%
75.01% – 100%	100%

Once accepted by the student, uniforms and tax are considered used and cannot be returned. Testing (if applicable), technology, and parking fees are non-refundable after the start of class. Students whose tuition is paid by a third party funding agency should check with the Institute's Business Office for the refund policy that may pertain to their contract. All charges will be determined based upon the student's actual last date of attendance at a documented academically related activity and any resulting refund will be made with thirty (30) days of the date of determination.



# General Student Information

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# General Student Information

## ■ Career Services

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

- Advises industry leaders of the availability of the school's students and graduates through regular contact, including several scheduled Career Days per year.
- All of the students attending the Lincoln Tech 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 Tech! 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.

## ■ Housing

Dormitory style housing is available at the campus. The convenience of housing accommodation provides students with the reduced need for transportation. The campus offers single, double, and quad style rooms.

Amenities include meal plans, laundry facilities, wireless access in the rooms, a basketball court, and a fitness center complete with work-out equipment, student activities, and several student lounges.

The Resident Life can assist students with finding roommates thereby helping to defray the living costs.

We strongly suggest contacting the Residence Life Office early in your enrollment process to indicate your housing needs. Students and their families are welcome to tour the available housing while visiting the school and training facilities.

## ■ School Closing

In the event of inclement weather, or any other emergency action notification will go out through the LincAlert system and local television affiliates.

## ■ Student Complaint/Grievance Procedure

Conflicts are best resolved when people utilize basic communication skills, common sense, and discretion. A student whose views differ from those of an instructor should first try to resolve the difference with the instructor involved. If a satisfactory solution cannot be obtained, the student should request an interview with the Department Manager. Students who have concerns of a nonacademic nature are urged to consult with the office of the Campus President. This office will refer the student to the proper department and will assist the student as necessary. If a student does not feel that the school has adequately addressed a complaint or concern by following the above measures, the student may consider contacting:

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

If filing a complaint with the State of Connecticut, Department of Higher Education, you may secure a complaint form from the Department of Higher Education. Direct those inquiries to:

**STATE OF CONNECTICUT, DEPARTMENT OF  
HIGHER EDUCATION**

**61 WOODLAND STREET  
HARTFORD, CT 06105**

**(800) 842-0229**

[www.ctohe.org/studentcomplaints.shtml](http://www.ctohe.org/studentcomplaints.shtml)

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

Please direct all inquiries to:

**ACCREDITING COMMISSION OF CAREER  
SCHOOLS AND COLLEGES**

**2101 WILSON BLVD, SUITE 302  
ARLINGTON, VA 22201**

**(703) 247-4212**

[www.accsc.org](http://www.accsc.org)

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting the school's Campus President or online at

[www.accsc.org](http://www.accsc.org).

The federal contact for student loan issues is:

**VIA INTERNET:** [www.studentaid.gov](http://www.studentaid.gov)

**VIA EMAIL:** [fsaombudsmanoffice@ed.gov](mailto:fsaombudsmanoffice@ed.gov)

**VIA TELEPHONE:** 877-557-2575

**VIA FAX:** 202-275-0549

**VIA MAIL:**

**U.S. DEPARTMENT OF EDUCATION**

**FSA OMBUDSMAN GROUP**

**830 FIRST STREET, N. E., MAIL STOP 5144**

**WASHINGTON, D.C. 20202-5144**

## ■ Official Student Communication

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

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

# Academic Information

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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.

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

## ■ Certificate and Diploma Programs

We offer a few 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.

Rules and Regulations vary by state, the conferred certificate or diploma by the schools are in accordance with the state of Connecticut.

For a description of the subject matter covered in each course, please refer to the Program Offerings on pages 8 through 12.

## ■ Student Conduct

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

- Excessive absenteeism, tardiness or leaving class early. Students are also expected to put forth a reasonable effort to learn. Acts such as loafing, horseplay, failure to pay attention and carry out instructions, or poor attendance are not tolerated. Students who arrive after the official school starting time will be considered as late. If a student must leave prior to the official end of class time, he/she must notify the instructor and/or Education Department. Class attendance is closely monitored by the school, and unless, they contact the school first, students who are absent from class will be contacted.
- Student conduct which disrupts classes or interferes with the progress of other students.
- Theft of property belonging to the School, other students or employees. (In addition to termination, theft may be reported to civil authorities.)
- Any act resulting in defacing or destruction of School property and/or property of others including other students.
- Fighting in or near the school premises.
- Possession or consumption of alcohol or illegal substances on or near school premises. Possessing firearms, fireworks, ammunition, or weapons is a violation of schools rules and state laws. (In addition to termination, illegal substance abuse will be reported to proper authorities.)
- Personal conduct at any time or place which may, in the judgment of the School staff, cast a bad reflection on the School and its well-earned reputation.

- We oppose all forms of unlawful discrimination and harassment in the school environment. Harassment and discrimination can take many forms including but not limited to, racial slurs, ethnic jokes, disparaging or insensitive remarks about an individual's religion, age, gender, physical ability or sexual orientation, physical or verbal threats, or sexual harassment. None of these, or any other form of harassment, including cyber-bullying, or discrimination is acceptable in the school environment. All allegations of harassment or discrimination are fully investigated. Students found to have engaged in this behavior are subject to disciplinary action up to and including expulsion from school.
- Any student creating a hazard; immoral conduct, or disturbance in the surrounding neighborhood. Reckless driving and / or squealing tires near the school or places of residence are prohibited.
- The campus computer systems and networks are provided for student use as a part of the academic program. All students have a responsibility to use Lincoln Educational Services computer systems and networks in an ethical and lawful manner. The intentional misuse and abuse of computer and Internet resources is not permitted. This includes, but is not limited to, purposely visiting inappropriate and non-academic Web sites which promote or advocate illegal or unethical behavior; visiting inappropriate and non-academic Web sites for personal business; downloading graphics or other pictures, images, or information not related to academic curricula; inappropriate and non-academic use of email; inappropriate and non-academic use of chat rooms; and inappropriate and non-academic use of school software.
- In keeping with accepted industry and shop safety hazards, jewelry must be evaluated for safety risks when in the lab or shop. Hanging earrings, necklaces, rings, or bracelets may pose a safety risk. If in the judgment of school staff, a safety hazard exists, a jewelry item in question must be either removed or covered with protective clothing.
- The campus has an established a dress code for students in all programs which is in accordance with industry expectations and in consideration of professional standards.
- We expect honesty from students in presenting all of their academic work. Students are responsible for knowing and observing accepted principles and procedures of research and writing in all academic work, including term paper writing, lab manual and/or workbook completion and test taking.
- Misrepresenting the school's programs, policies, or activities of members of the staff or of other students is prohibited.
- Cell phones and/or other electronic recording or communication devices are not allowed to be operated in any classroom or lab area without the expressed permission of the instructor.

## ■ Attendance

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

- The sixth consecutive day of absence from classes without notification to the school;
- The fourteenth consecutive calendar day of absence (two weeks) while school is in session (class or externship);
- Cumulative absences prevent the student's ability to master the course content during the remainder of the scheduled course, term, or semester as determined by the course syllabus.

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

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

# Academic Information

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

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

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

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

## ■ 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 work can be assigned and/or accepted. 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.

## ■ Consultation and Tutoring

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

## ■ Americans with Disabilities Act (ADA) Policy

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

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

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

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

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

LTI—Hartford, both as an employer and as an educational system, is committed to the principles of nondiscrimination and equal opportunity for all people. These commitments are actively pursued in all aspects of the campus and community relations.

## ■ Course and Academic Measurement

The following are the measures of these units for establishing credit hour awards:

- One semester credit hour equals 45 units and one quarter credit hour equals 30 units, comprised of the following academic activities:
- One clock hour in a didactic learning environment = 2 units
- One clock hour in a supervised laboratory setting of instruction = 1.5 units
- One hour of externship = 1 unit
- One hour of out-of-class work and/or preparation for the didactic learning environment or supervised laboratory setting of instruction that are 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.

# Academic Information

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

## Satisfactory Academic Progress

### 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)	MINIMUM REQUIRED GRADE POINT AVERAGE
BELOW 25%	1.25
25% TO <50%	1.50
50% TO <75%	1.75
75% AND ABOVE	2.00

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

#### PACE OF PROGRESSION ("PACE")

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

QUANTITATIVE MEASURES OF PROGRESS (PACE)	
PROGRAM INTERVALS (Based on Total Published Program)	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.

### EVALUATION PERIOD

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

# Academic Information

## 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 on a form(s) available from the Institution within 10 days of the term end.
- The appeal must include an explanation of the special, unusual or extenuating circumstances causing undue hardship that prevented the student from making satisfactory academic progress.
- The appeal must also include what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the end of the next evaluation period.
- Supporting documentation beyond the written explanation is required.
- Initial consideration of appeals will be undertaken by the Appeal Committee which will minimally consist of the Director of Education / Director of Financial Aid. The Campus President may appoint additional members as deemed appropriate.
- Appeals that are approved must contain an academic plan that, if followed, ensures the student would be able to meet satisfactory academic progress standards by a specific point in time.

## SAP/FA PROBATIONARY STATUS

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

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

## NOTIFICATION OF STATUS AND APPEAL RESULTS

### STATUS NOTIFICATION

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

### APPEAL RESULT NOTIFICATION

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

## REINSTATEMENT

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

## TREATMENT OF GRADES AND CREDITS

**Credits:** The unit by which academic work is measured.

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

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

**Earned Credits:** Earned credits include grades ranging from "A", to "D-". 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.

# Academic Information

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

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

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

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

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

## ■ Transcripts (Progress Records)

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

The student will receive an official transcript upon graduation. Requests for official transcripts while in school or additional copies of official transcripts after graduation or replacement diplomas/degrees must be submitted in writing to the school. In order to receive an official transcript, any balance owed to Lincoln Technical Institute must be paid in full. Contact the school's Business Office for a current schedule of fees.

## ■ Transfer Credits

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

Students who transfer credits from an accredited postsecondary

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

Applicants requesting transfer credits must apply prior to starting school.

Transfer applicants must submit an official transcript from their former institution that clearly indicates the courses taken, grades achieved and credits awarded. All credits transferred from applicable courses must have an earned grade of "C" or better. Or, the applicant must produce an up-to-date professionally recognized certification along with a verifiable history of employment relating to the course. Or, the applicant must pass the mid-term and final written and practical exams for the course(s) with a grade of "C" or better. The student will receive the appropriate corresponding numerical grade for the results of the testing. There is generally a nominal charge for the administration of the testing.

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. If a student would like to receive a higher GPA for the course they may use the test out procedure. For students who change programs, only those courses that count towards a student's new program of study will be used to determine satisfactory academic progress.

## ■ Test Out

Test Out exams provide students the opportunity to be exempt from certain required courses by demonstrating proficiency via an exam in a particular subject area. Not all courses are eligible for test out exam credit, and students cannot have attended past the add/change period in the course for which they want to test out. To receive credit for a course, the student must earn a B on the test out exam on the first attempt. Exams may not be retaken. Students interested in test out exams should see the Campus Director of Education. Test out exams will be graded as TO (test out) and is not considered in computing the Grade Point Average.

## ■ Externship Requirements

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

- Students must achieve a minimum cumulative grade point average of 2.0 in order to participate in externship. Students who do not meet this requirement will be required to repeat classes with less than a 2.0, in order to improve the cumulative grade point average to a 2.0 CGPA and qualify for the externship. Students with less than the required 2.0 CGPA will be placed on SAP FA Warning status during this time period.
- Have an approved resumé.
- For many of the programs, students must submit to a background check and/or a drug screening and/or show proper documentation of required immunization records prior to the start of their last course, module, or class. An unfavorable result may preclude a student from participating in the externship portion of the program, resulting in the student being withdrawn from school.

## ■ Externship Assignments

Students must be prepared to travel to their externship assignments; however, this may not always be possible, based on the externship site availability. Students who decline two sites may

# Academic Information

be subject to termination from the program. A student may also be required to complete an externship at more than one site. Students also have the option of securing their own externship sites. Should a student choose this option, the Director of Education must approve the site.

Depending on the availability of sites there may be a period of up to 30 days between the scheduled end of the residency portion of the program and the date the student begins his/her externship. This may extend a student's expected graduation date. If the student is not on an externship assignment by the 30th day, he/she will be withdrawn from the school.

The student is required to notify the Externship Coordinator immediately if the student is on externship and the site closes for five days or more, or the student is dismissed or loses the externship for any reason.

## ■ Externship Performance Standards

The designated supervisor at the externship site will evaluate a student's progress in the externship and submit evaluations to the Education Department. Students are required to sign an Externship Training Plan prior to starting their externship. The Externship Training Plan provides the student and externship site supervisor with an educational plan for individual achievement, evaluation, and educational resources while on externship. The Externship Site designee along with the School's Director of Education must also sign off on this plan. The student is required to submit weekly attendance reports. In addition, all students on externship must submit student evaluations and progress reports to the Externship Coordinator in a timely manner for each segment.

**Culinary Arts** – Due the 3rd Week of each Externship

**International Baking & Pastry** – Due the 3rd Week of each Externship

**Italian Culinary Arts** – Due week 6 and week 12 of the Externship

Failure to submit any and all required documents may result in a grade of "F" for that specific externship. Students who receive a grade of "F" for any class, including externship, will be required to retake the failed class and will be subject to the corresponding retake fee (if applicable) in addition to extending the student's graduation date. These submissions are required for graduation. Externships for the Culinary Arts Program, the International Baking and Pastry Program and the Italian Culinary Program are graded using the same scale as for all other coursework in those programs. Externships for the Computer Network Support Technician Program are graded on a Pass/Fail scale. If a student fails to progress in the externship, the student may be subject to an extension of the externship or termination from the school.

## ■ Externship Conduct

The externship site is a professional environment. Students are expected to conduct themselves in the professional manner deemed appropriate for the workplace including arriving on time, leaving on time and acting in a reliable and responsible manner at all times. Students must demonstrate a professional image and demeanor. Dress code must meet standards of the externship site. Students must adhere to site protocols and complete any and all assignments assigned by their supervisors.

The student's ability to complete an externship is at the sole discretion of the externship site supervisor. The externship site may at any time, for any reason, request that the school relocate the student to another site. Students that have been asked to leave the externship site may have to wait until another site becomes available to resume their externship training. Therefore, students should make every effort to ensure that their externship experiences are successful. Students are expected to demonstrate integrity, honesty and a professional demeanor while on externship. Providing falsified data to the school regarding attendance or performance is grounds for termination from the school.

## ■ Withdrawals and Incomplete Grades

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

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

## ■ Repeat Failures

Based on scheduling availability, a student will be allowed to repeat one failed course at no additional tuition charge provided the student graduates and providing 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 more than one course within the term, the free repeat will apply to the course with the higher number of hours.

Students who fail the same course twice will be terminated except in the case of verifiable extenuating circumstances. In such cases, a student may be granted permission by the Education Department to enroll in the course for a third time if the circumstances are thoroughly documented.

## ■ Grade Appeal Policy

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

## ■ Leave of Absence

The granting of a Leave of Absence (LOA) must be in accordance with guidance contained 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 absence from school exceeds the officially approved date of return the student will be withdrawn from school. 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

# Academic Information

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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.
- Be free of indebtedness to the School.
- Met SAP requirements.

# Campus

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# Campus

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## Hartford Campus

85 SIGOURNEY STREET  
HARTFORD, CT 06105

Telephone – 800-762-4337

### *Business Hours*

MONDAY–THURSDAY . 8:00 AM – 7:00 PM  
FRIDAY. . . . . 8:00 AM – 4:30 PM



The Hartford Campus occupies a 367,000 square foot facility which was originally designed as a training and conference center and later a working hotel. It is located in an urban setting, adjacent to the world headquarters of Aetna Insurance Company, in downtown Hartford. Many restaurants, cafes, museums and other forms of entertainment are within walking distance. The campus features two amphitheaters, a very spacious Learning Resource Center (library) with a modern computer lab with 20 stations, a well-equipped exercise facility and a full size basketball court. The academic area of the school is located on the first and second floors of the facility while floors 3-8 contain dorm rooms for out of state students.

For our Culinary and Baking and Pastry students there are seven teaching kitchens and a large production kitchen. Each teaching kitchen is well equipped with the high quality, commercial grade equipment including ranges, grills, broilers, deck ovens, fryolators, stand mixers, refrigerators, prep tables, and a wide range of small wares. The Learning Resource Center (library) contains numerous culinary/baking novels, and research materials. The Learning Resource center also features twenty computer work stations used primarily for student and faculty research. There are 10 lecture rooms and additional presentation/function rooms located throughout the facility. The entire facility has broadband Wi-Fi as well as hard wired access for students, staff and faculty.



