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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.



Iselin

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"An Equal Opportunity Facility"

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Introduction

The stronger
your training,
the greater
your chances
for advancement
in your chosen
career field.



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Introduction

At LTI, you can get on the path to a great career quickly.

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

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

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

The instructors work with you, helping you master the skills you need to get the job you want. Because the faculty members are professionals and they have often worked in the same fields they are teaching, they bring both their knowledge and experience to the classroom so you learn job skills and practical applications. Your Lincoln Technical Institute education will focus on the workplace, helping to give you the confidence to feel comfortable and successful in your future career environment.

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

■ Our Mission

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

■ History

A Commitment to Complete Training...

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

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

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

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

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

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

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

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

On November 16, 1993, Lincoln Technical Institute, Inc. acquired The Cittone Institute schools.

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

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

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

In 2006, The Cittone Institute started the application process to change their name to more accurately reflect the corporation name, Lincoln Technical Institute, Inc., and received approval to change their name to Lincoln Technical

Institute effective July 10, 2006. The reasons for the change are the result of goals established in the long-range strategic plan for our institute(s) and its parent corporation, Lincoln Educational Services (LESC), and the perception of the institute(s) to prospective students and employers in New Jersey.

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

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

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

■ Philosophy

Preparing the whole person for a changing world

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

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

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

We believe that education augments

Introduction

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

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

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

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

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

■ 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 LTI, so you can achieve success here and in other areas of your life.

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



Sincerely,

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

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Computer Systems Support Technician

CSSX100—CERTIFICATE PROGRAM

DAY/AFTERNOON/EVENING PROGRAMS

I M P Iselin, Moorestown and Paramus Campuses

total instructional hours 990
total semester credit hours* 38
approximate weeks to complete (day/aft/eve) 42 (including holidays and scheduled breaks)

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

program objective

The Computer Systems Support Technician program will provide students with a strong foundation on which to build a successful career in Information Technology. Students will be exposed to the core principles and procedures of networking concepts, office applications, computer hardware and software, and desktop operating systems. They will also be exposed to the unique challenges of the IT business world and become skilled in customer service essentials. This program emphasizes hands-on learning experiences (software and hardware) based on performance-based objectives, and incorporates troubleshooting techniques in every course.

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

include: Student Success, Financial Literacy, Professional Development, Career Success.

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

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

number	course	lecture hours	lab hours	internship hours	total hours	total credits	prerequisites
FOUNDATION COURSES							
CSS100	PC Repair and Support	60	60	0	120	5.0	
CSS110	PC Operating System Support	60	60	0	120	5.0	
CSS120	Networking Tools and Techniques	60	60	0	120	5.0	CSS110
FOUNDATION TOTAL		180	180	0	360	15.0	
CORE COURSES							
CSS130	Microsoft Windows Server and Configuration	60	40	0	120	5.0	CSS110, CSS120
CSS140	Cloud Systems Support	60	40	0	120	5.0	CSS120, CSS130
CSS150	Introduction to Security	60	40	0	120	5.0	CSS120, CSS130
CSS160	Remote Customer Service	60	40	0	120	5.0	CSS110 , CSS130, CSS140, CSS150
CSS300	Computer Systems Support Internship	0	0	150	150	3.0	CSS100, CSS110, CSS120, CSS130, CSS140, CSS150, CSS160
CORE COURSE TOTAL		240	160	150	630	23.0	
TOTAL PROGRAM		420	280	150	990	38.0	

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

The Internship is a full-time commitment of 150 hours at approximately 30 hours per week for 5 weeks. Internship hours are daytime hours for both day and evening programs. All weeks exclude holidays, course change days and make-up hours for absences during internship. Actual times are set by the internship site. Students are responsible for transportation to and from the intern site, as well as meals.

MAXIMUM TIME FRAME (MTF): 57 SEMESTER CREDITS

CIP CODE: 11.1006 • SOC CODE: 15-1232

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

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Dental Assistant

DATX100—CERTIFICATE PROGRAM

DAY/AFTERNOON/EVENING PROGRAMS

I M P Iselin, Moorestown and Paramus Campuses

total instructional hours960
total semester credit hours* 33.5
approximate weeks to complete (day/aft/eve) 42 (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 Dental Assistant program is designed to prepare the student with a strong foundation on which to build a successful career as a competent entry-level dental assistant. A well-rounded curriculum offers the student knowledge and skills in the technical areas of preventive dentistry, four-handed dentistry, chair side assisting with emphasis in diagnostics, operative, fixed prosthodontics, pediatric dentistry, orthodontic procedures, endodontic procedures, surgical procedures, and expanded functions, and dental radiology. Because of the wide range of opportunities for the graduate, the program also focuses on the business aspects of a dental practice including practice management.

Students and graduates are encouraged to sit for the following Dental Assisting National Board Exams; Radiation Health and Safety and Infection Control,

although there is no guarantee of passing the certification test and passing the test is not a graduation requirement.

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

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

number	course	lecture hours	lab hours	Internship hours	total hours	total credits	prerequisites
FOUNDATION COURSES							
DAT100	Introduction to Dental Assisting	60	60	0	120	5.0	
FOUNDATION TOTAL		60	60	0	120	5.0	
CORE COURSES							
DAT101	Infection Control	60	60	0	120	5.0	
DAT102	Chairside Assisting	50	70	0	120	4.5	
DAT103	Restorative Procedures and Prosthodontics	60	60	0	120	5.0	DAT100, DAT101, DAT102
DAT104	Dental Health and Specialties	50	70	0	120	4.5	DAT100, DAT101, DAT102
DAT105	Dental Radiography	50	70	0	120	4.5	DAT100, DAT101, DAT102, DAT103, DAT104
DAT300	Dental Assisting Internship	0	0	240	240	5.0	DAT100, DAT101, DAT102, DAT103, DAT104, DAT105
CORE COURSE TOTAL		270	330	240	840	28.5	
TOTAL PROGRAM		330	390	240	960	33.5	

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

The Dental Assisting Internship is a full-time commitment of 240 hours at 24 hours per week for 10 weeks. Internship hours are daytime hours for both day and evening programs. All weeks exclude holidays, course change days and make-up hours for absences during internship. Actual times are set by the internship site. Students are responsible for transportation to and from the intern site, as well as meals.

MAXIMUM TIME FRAME (MTF): 50 SEMESTER CREDITS

CIP CODE—51.0601 • SOC CODE—31-9091

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

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Medical Assistant

MAPX100—CERTIFICATE PROGRAM

DAY/AFTERNOON/EVENING PROGRAMS

I M P Iselin, Moorestown and Paramus Campuses

total instructional hours 880
total semester credit hours* 33.5
approximate weeks to complete (day/aft/eve) 37 (including holidays and scheduled breaks)

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

program objective

The Medical Assistant program prepares students to be multi-functional practitioners, thoroughly prepared to perform front office and clinical patient care duties, as well as, basic urgent care procedures. Topics covered include anatomy and physiology, medical terminology, insurance billing and coding, electronic health records, ethics, clinical procedures, aseptic technique, minor surgical procedures, universal precautions, general skills in document formatting, and EKG. This program delivers practical preparation in the healthcare environment. In addition to the technical training, a critical aspect of a Lincoln education is developing the professional skills that are required by our employers. Students will need to demonstrate skill proficiency through a series of professional

development activities and seminars which are integrated into each course. The modules include Student Success, Financial Literacy, Professional Development, and Career Success.

Graduates of this program may find entry-level positions as Medical Assistants, Office Medical Assistant, EKG Technicians, or Unit / Ward Clerks (in a hospital setting). It also provides the diversity of other job options in the hospital, outpatient care centers or laboratory environment.

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

number	course	lecture hours	lab hours	internship hours	total hours	total credits	prerequisites
FOUNDATION COURSES							
MAP101	Introduction to Allied Health	60	60	0	120	5.0	
FOUNDATION TOTAL		60	60	0	120	5.0	
CORE COURSES							
MAP110*	Cardiopulmonary Medical Procedures	60	60	0	120	5.0	MAP101
MAP120*	Musculoskeletal System and Medication Administration	60	60	0	120	5.0	MAP101
MAP130*	Clinical Lab Techniques	60	60	0	120	5.0	MAP101
MAP140*	Laboratory and Surgical Procedures	60	60	0	120	5.0	MAP101
MAP150*	Administrative Medical Office	60	60	0	120	5.0	MAP101
MAP300**	Medical Assisting Internship	0	0	160	160	3.5	MAP101, MAP110, MAP120, MAP130, MAP140, MAP150
CORE COURSE TOTAL		300	300	160	760	28.5	
TOTAL PROGRAM		360	360	160	880	33.5	

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

The Internship is a full-time commitment of 160 hours at approximately 32 hours per week for 5 weeks. Internship hours are daytime hours for both day and evening programs. All weeks exclude holidays, course change days and make-up hours for absences during internship. Actual times are set by the internship site. Students are responsible for transportation to and from the intern site, as well as meals.

MAXIMUM TIME FRAME (MTF): 50 SEMESTER CREDITS

CIP CODE—51.0801 • SOC CODE—31-9092

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

Patient Care Technician

PTTX100 – CERTIFICATE PROGRAM

I M P Iselin, Moorestown and Paramus Campuses

total instructional hours 600
 total semester credit hours* 23
 approximate weeks to complete (day/aft/eve) 27 (including holidays and scheduled breaks)

program objective

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

In addition to the technical training, a critical aspect of a Lincoln education is developing the professional skills that are required by our employers.

Students will need to demonstrate skill proficiency through a series of professional development activities and seminars which are integrated into each course. The modules include: Student Success, Financial Literacy, Professional Development, and Career Success.

Graduates of this programs may be eligible to take the following certification exams: EKG Technician, Phlebotomy Technician, and Certified Patient Care Technician, although there is no guarantee of passing the certification test and passing the test is not a graduation requirement.

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

number	course	lecture hours	lab hours	clinical hours	total hours	total credits	prerequisites
FOUNDATION COURSES							
MAP101	Introduction to Allied Health	60	60	0	120	5.0	
FOUNDATION TOTAL		60	60	0	120	5.0	
CORE COURSES							
MAP110	Cardiopulmonary Medical Procedures	60	60	0	120	5.0	MAP101
PTT200	Patient Care Technician I	60	60	0	120	5.0	MAP101, MAP110
PTT210	Patient Care Technician II	60	60	0	120	5.0	MAP101, MAP110
PTT300	Patient Care Technician Clinical	0	0	120	120	3.0	MAP101, MAP110, PTT200, PTT210
CORE COURSE TOTAL		180	180	120	480	18.0	
TOTALS		240	240	120	600	23.0	

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

The Clinical practicum is a full-time commitment of 120 hours at 24 hours per week for 5 weeks. Clinical hours are daytime hours for both day and evening programs. All weeks exclude holidays, course change days and make-up hours for absences during Clinical. Actual times are set by the clinical site. Students are responsible for transportation to and from the clinical site, as well as meals.

MAXIMUM TIME FRAME (MTF): 34.5 SEMESTER CREDITS

CIP CODE–51.3902 • SOC CODE: 31-1131

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

Practical Nursing LPN101C—CERTIFICATE PROGRAM DAY/EVENING PROGRAMS

I M P Iselin, Moorestown and Paramus Campuses

total clock hours 1500
 approximate weeks to complete (day) . . . 52 (including holidays and scheduled breaks)
 approximate weeks to complete (day) . . 104 (including holidays and scheduled breaks) - Iselin & Moorestown; 84 Weeks Paramus

program objective

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

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

Licensed Practical Nurses (LPN's) function as a contributing member of the health care team by providing nursing care under the supervision or direction of a registered nurse or licensed physician. The LPN's scope of practice includes contributing to data collection, nursing diagnosis, planning, implementation and evaluation of the plan of care. Duties may include assignment of specific tasks and teaching basic nursing skills and principles. Practical nurses provide safe and effective care for individuals or groups in various settings. The expected outcome of this program is to provide the graduate with the ability to obtain an entry-level position within a physician's office, clinic, nursing home, rehabilitation center or hospital after successful completion of the Licensure Examination.

number	course	lecture hours	lab hours	clinical hours	total hours	prerequisites
PN111L	Human Anatomy & Physiology	120	10	0	130	
PN112L	Nursing Fundamentals I	80	35	0	115	
PN113L	Professional Awareness	30	0	0	30	
PN114L	Nursing Clinical I	0	0	100	100	
PN121L	Nursing Fundamentals II	65	35	0	100	PN111L, PN112L, PN113L, PN114L
PN122L	Pharmacology	75	20	0	95	PN111L, PN112L, PN113L, PN114L
PN123L	Life Span Growth and Development	40	0	0	40	PN111L, PN112L, PN113L, PN114L
PN125L	Nursing Clinical II	0	0	140	140	PN111L, PN112L, PN113L, PN114L
PN131L	Mental Health Nursing	45	0	0	45	PN111L, PN112L, PN113L, PN114L, PN121L, PN122L, PN123L, PN125L
PN132L	Maternal Pediatric Nursing	55	15	0	70	PN111L, PN112L, PN113L, PN114L, PN121L, PN122L, PN123L, PN125L
PN133L	Medical-Surgical Nursing I	100	25	0	125	PN111L, PN112L, PN113L, PN114L, PN121L, PN122L, PN123L, PN125L
PN134L	Nursing Clinical III	0	0	135	135	PN111L, PN112L, PN113L, PN114L, PN121L, PN122L, PN123L, PN125L
PN141L	Medical-Surgical Nursing II	80	35	0	115	PN111L, PN112L, PN113L, PN114L, PN121L, PN122L, PN123L, PN125L, PN131L, PN132L, PN133L, PN134L
PN142L	Professional Development	60	0	0	60	PN111L, PN112L, PN113L, PN114L, PN121L, PN122L, PN123L, PN125L, PN131L, PN132L, PN133L, PN134L
PN143L	Nursing Clinical IV	0	0	200	200	PN111L, PN112L, PN113L, PN114L, PN121L, PN122L, PN123L, PN125L, PN131L, PN132L, PN133L, PN134L
TOTALS		750	175	575	1500	

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

MAXIMUM TIME FRAME (MTF) DAY / AFT / EVE - 2250 CLOCK HOURS CIP CODE—51.3901 • SOC CODE—29-2061

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

Massage Therapy

MT523CT – CERTIFICATE PROGRAM

DAY/EVENING PROGRAMS

M Moorestown

total instructional hours 720
 total semester credit hours* 28.0
 approximate weeks to complete (day). . . .34 (including holidays and scheduled breaks)
 approximate weeks to complete (eve). . . .66 (including holidays and scheduled breaks)

program objective

The Massage Therapy program is designed to prepare the student with a strong foundation on which to build a successful career as a competent entry-level massage therapist. A well-rounded curriculum offers the student knowledge of the structure and function of the human body blended with hands-on techniques used in therapeutic massage and a variety of specialized modalities. Because of the wide range of opportunities for the graduate, the program also focuses on the business aspects of a massage practice and the skills necessary for the student to begin a rewarding practice of their own.

Graduates will be adequately prepared to begin their role as a successful independent practitioner in the healthcare community, sports clinic or day spa. This program prepares students for licensure in the state of New Jersey, and graduates will be adequately prepared to begin their role as a successful independent practitioner in the healthcare community, sports clinic or day spa.

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

number	course	lecture hours	lab hours	total hours	total credits	prerequisites
BIO103T	Anatomy and Physiology for Health Professionals	90	0	90	4.0	
TMB112T	Introduction to Massage Theories and Techniques	45	45	90	3.5	
TMB102T	Palpatory Anatomy: Myology and Kinesiology	60	30	90	3.5	
TMB103T	Clinical Pathology for Massage Therapy	90	0	90	4.0	BIO103T
TMB106T	Swedish Massage Therapy	30	60	90	3.0	BIO103T
TMB114T	Deep Tissue and Neuromuscular Therapy	45	45	90	3.5	BIO103T, TMB102T, TMB106T
MEB103T	Medical Ethics and Practice Essentials	80	0	80	3.5	
TME102T	Clinical Experience	0	100	100	3.0	BIO103T, TMB102T, TMB103T, TMB106T, TMB114T
TOTALS		440	280	720	28.0	

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

MAXIMUM TIME FRAME (MTF): 42.0 SEMESTER CREDITS

CIP CODE–51.3501 • SOC CODE–31-9011

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

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■ 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.

■ Computer Courses

CSS100 – PC REPAIR AND SUPPORT

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

This course will provide students with the knowledge of basic computer hardware and operating systems using hands on training to cover skills such as installing, building, upgrading, repairing, configuring, troubleshooting, optimizing, diagnosing and prevention maintenance as well as elements of soft skills and security. Professional development exercises and seminars are also included in this course.

Prerequisite(s): None

CSS110 – PC OPERATING SYSTEM SUPPORT

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

This course will provide students with the ability to perform tasks such as installation, building, repairing, configuration, and troubleshooting, optimizing, diagnosing, and preventative maintenance in a context of field service or enterprise environment. Topics will include working within a mobile or corporate environment with a focus on customer service. Professional development exercises and seminars are also included in this course.

Prerequisite(s): None

CSS120 – NETWORKING TOOLS AND TECHNIQUES

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

This course provides an overall introduction to the basics of networking and provides students the skill set necessary to work in the IT world. Topics include network essentials, networking operations, and troubleshooting network related hardware, including wireless technologies, routers, hubs and switches.

This course also teaches networking based on technology, covering networking concepts using the TCP/IP Protocol as compared to the Open System interconnect (OSI) Model. Instruction will follow a “Layer-by-Layer” approach common to computer networking standards. From client services and network services including advanced routing, switching, and security, implementation concepts will be demonstrated on all devices using dedicated routers, switches, and firewalls. This will assist the students to develop the skills necessary to fulfill the job responsibilities of network technicians. Professional development exercises and seminars are also included in this course.

Prerequisite(s): CSS110

CSS130 – MICROSOFT WINDOWS SERVER AND CONFIGURATION

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

This course provides students with the skills required to meet the challenges students will face as a Microsoft Networking Professional. Students will be introduced

to the tasks to configure and manage a Windows Server environment. Server tasks introduced include all tasks related to hardware performance, user accounts, file storage and backup, services and resources, computer accounts (Windows, Mac/Linux) and security. Professional development exercises and seminars are also included in this course.

Prerequisite(s): CSS110, CSS120

CSS140 – CLOUD SYSTEMS SUPPORT

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

This course will introduce students to Cloud Computing and how to support the unique issues that remote users face. Students will have an understanding of the different types of clouds, the impact and changes of cloud computing on IT Service Management, and Risks and Consequences. Professional development exercises and seminars are also included in this course.

Prerequisite(s): CSS120, CSS130

CSS150 – INTRODUCTION TO SECURITY

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

This course will introduce students to network security concepts, strategies, and techniques, and examine theoretical concepts that make the world of security unique. The advancement of network implementation as well as timeless problem solving strategies to security challenges will also be discussed. Professional development exercises and seminars are also included in this course.

Prerequisite(s): CSS120, CSS130

CSS160 – REMOTE CUSTOMER SERVICE

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

This course will introduce students to serving customers and how to support the unique issues that remote users face. Topics such as accessing email via Outlook Web Access and Outlook Anywhere, Virtual Private Networks, protecting data, wireless networks and home offices will be covered. Tools to aid the Network Professional in supporting remote users will be reviewed. Students will also be introduced to basic IT customer service relations such as technical writing, handling the difficult customer, and minimizing stress and avoiding burnout will be discussed. Professional development exercises and seminars are also included in this course.

Prerequisite(s): CSS110, CSS130, CSS140, CSS150

CSS300 – COMPUTER SYSTEMS SUPPORT INTERNSHIP

150 Contact Hours (150 Internship Hours); 3.0 Credits

Students will participate in a 150-hour Internship in order to foster personal and professional development. The Internship will offer students the unique opportunity to apply Information Technology practices and principles learned in a variety of settings under the immediate supervisor or a qualified IT professional. Students will build confidence and master skills as entry-level IT professionals through this exposure to a real-world environment.

Prerequisite(s): Successful completion of all courses CSS100, CSS110, CSS120, CSS130, CSS140, CSS150, and CSS160 must be completed prior to internship.

■ Dental Courses

DAT100 – INTRODUCTION TO DENTAL ASSISTING

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

This course introduces the student to a brief history of dentistry, the dental team and the profession of dental assisting. They will learn the proper way to take and record vital signs, which include: pulse, respiration and blood pressure. Students will study general anatomy and physiology, mainly focusing on the head and

neck anatomy as it relates to dentistry. An overview of dentitions, tooth morphology and landmarks of the face and oral cavity will be discussed. Finally, students will be introduced to the business of operating the dental office, including business communication, and financial management. Professional development exercises and seminars are also included in this course.

Prerequisite(s): None

DAT101 – INFECTION CONTROL

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

This course focuses on infection prevention in Dentistry and Occupational Health and Safety. Students will study various viral and bacterial viruses including pandemic diseases. They will then discuss the chain of infection, including infection control practices. Students will then practice principles and techniques in instrument disinfection, processing and sterilization. Students will discuss regulatory agencies including OSHA and will have an opportunity to become OSHA certified. This course covers pharmacology and its relationship to dentistry. In addition, the students will be introduced to the skills necessary for the dental assistant to develop preparedness for a dental and medical emergency. Students will have the opportunity to become Health Care Provider BLS certified. Finally, students will learn chemical and waste management and caring for dental unit waterlines. Professional development exercises and seminars are also included in this course.

Prerequisite(s): None

DAT102 – CHAIRSIDE ASSISTING

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

The Dental Assisting student will learn how to prepare and care for the patient during dental procedures, working with patients that have special needs, proper way to review medical, dental and health history with the patients. Students will learn the importance of ergonomic positioning for the assistant and the operator. Concepts of chairside assisting are explained, including how to prepare the office for patients and how to seat and discharge dental patients. The students will learn how to transfer instruments to the dentist while chairside assisting and how to maintain the operating field. This includes the use of the dental light, the air/water syringe, the high volume evacuation, saliva ejector and mouth props. Hands-on learning includes identifying instruments, rotary instruments and hand-pieces used in diagnostic and operative dental procedures. This also includes handling, sterilization and storage techniques. Hands-on training on manikins and student partners will allow the student the opportunity to master chairside functions. Professional development exercises and seminars are also included in this course.

Prerequisite(s): None

DAT103 – RESTORATIVE PROCEDURES AND PROSTHODONTICS

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

In this course, students will discuss dental materials, such as amalgam and composite, their properties, standards and organizations that regulate materials used in dental restorative procedures. Students will be able to identify dental cements, bases and liners, cavity varnish and bonding agents. Student knowledge and skills are developed with hands-on learning, instruments and tray setups, mixing the materials and understanding what is necessary to prepare, place and cleanup dental restorative materials.

Students will gain knowledge and skills in all phases of removable and fixed prosthodontics treatment, including dentures, partials, cosmetic/esthetic dentistry, dental implant retainers, and core build-

Course Descriptions *Career Programs begin on page 7.*

ups. They will also be introduced to the many materials utilized in the dental laboratory and during the procedures of removable and fixed Prosthodontics.

Students will learn the steps in cavity preparation, how to handle reversible hydrocolloid materials, take impressions, bite registrations and pour dental models. They will also learn trimming the dental models. Finally, students will learn how to handle final impression materials, fabricated temporary crowns, pack retraction cord, make bleaching trays, and review gingival retraction procedures. Professional development exercises and seminars are also included in this course.

Prerequisite: DAT100, DAT101, DAT102

DAT104 – DENTAL HEALTH AND SPECIALTIES

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

This course discusses the importance of oral hygiene, Pediatric and Orthodontic Dentistry. The student will learn the skills necessary to brush and floss teeth, maintain healthy teeth and gums, and motivate patients in the proper methods of maintaining optimal oral health. The course covers the many oral hygiene aids and their uses, the types of toothbrushes and their techniques, types of floss, along with the oral hygiene skills for patients with special needs. Adequate nutrition and the importance of choosing the right foods for optimum dental health are also a component of this course. Through the study of common behavior characteristics of children, students will gain the knowledge and skill to understand and manage children of various ages, handle common emergencies, and work with the parents or guardian of the patient. The student will learn the scope of Orthodontics and the procedures and instruments used in Orthodontic Dentistry. Basic Endodontic procedures, such as root canal treatment, pulpotomy and pulpectomy, and surgical Endodontics are clearly defined and demonstrated. Students will master the procedure tray set-ups and the sequence of the procedure, and gain an understanding of pulpal and periapical diseases. Finally, students will also cover the knowledge and skills relating to procedures commonly performed by the Periodontist. Professional development exercises and seminars are also included in this course.

Prerequisite: DAT100, DAT101, DAT102

DAT105 – DENTAL RADIOGRAPHY

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

This course is designed to provide students entry-level skills necessary to consistently produce high quality dental radiographic procedures while limiting radiation exposure to patients, self and other. In this course students will discuss the properties and effects of radiation. The components of a dental x-ray unit are discussed. The function of each component of the x-ray unit is explained as well as the safety precautions. The student will learn how x-rays are produced. This course covers the composition, sizes, types and storage of dental x-ray film. The dental assisting student will learn how to expose quality radiographs on various patients. Both the bisecting and the paralleling techniques for exposing intra-oral films will be discussed. This course demonstrates extra oral x-ray techniques, equipment, film, and production. The student will learn normal and abnormal radiographic landmarks and common x-ray production errors. The knowledge and skills to produce special radiographs, such as, occlusal, pediatric, edentulous surveys, Endodontic radiographs and radiographs on special need patients will be covered. Hands-on training on a patient simulator manikin will allow the student the opportunity to master the safety measures, infection control techniques, the exposure,

the processing, mounting, and storage of patient x-rays. Knowledge and skills necessary to ensure quality radiographs are integrated into this course. Professional development exercises and seminars are also included in this course.

Prerequisite: DAT100, DAT101, DAT102, DAT103, DAT104

DAT300 – DENTAL ASSISTING INTERNSHIP

240 Contact Hours (240 Internship Hours); 5.0 Credits

The goal of the internship is to foster the student's personal and professional development as a Dental Assistant. The internship offers the student the unique opportunity to work on a variety of patients with varying conditions under the immediate supervision of a licensed dentist. Throughout the clinical experience the student will build confidence and master their skills as an entry-level dental assistant in a variety of offices, such as, Family, Orthodontics, Periodontics, Endodontics, Prosthodontics, Oral Surgery and Pediatric Dentistry.

Prerequisite(s): Successful completion of all courses (DAT100, DAT101, DAT102, DAT103, DAT104, DAT105) must be completed prior to internship.

Medical/Nursing/ Patient Care Courses

MAP101 – INTRODUCTION TO ALLIED HEALTH

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

This course introduces the student to the world of healthcare. The student will be introduced to basic medical terminology including prefixes, suffixes, word roots, and rules to build, spell and pronounce terms. The course also includes anatomy and physiology basics such as the structural organization of the human body, positional and directional terms. This course introduces the student to law and ethics in the health field. Students will also learn and demonstrate Infection Control, proper techniques to obtain vital signs, HIPAA, and OSHA. Professional development exercises and seminars are also included in this course.

Prerequisite(s): None

MAP110 – CARDIOPULMONARY MEDICAL PROCEDURES

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

This course introduces the student to the anatomy, physiology and medical terms associated with the cardiovascular, blood and respiratory systems. Students will learn the proper technique in blood collection and analysis of the blood sample. They will also learn to prepare a patient for an ECG and obtain an electrocardiogram. Students will learn to measure the peak flow rate and perform spirometry. Professional development exercises and seminars are also included in this course.

Prerequisite(s): MAP101

MAP120 – MUSCULOSKELETAL SYSTEM AND MEDICATION ADMINISTRATION

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

This course introduces the student to the anatomy, physiology and medical terms associated with the Musculoskeletal, Integumentary and Sensory systems. Students will learn to identify the basics of drugs, including sources, uses, pharmacokinetics, and actions. They will also learn to solve medication-related math problems, and administer medications via various routes. Students will discuss medical emergencies such as diabetic emergencies, burns, poisonings, and be trained in BLS (basic life support) for the Health Care Provider. Finally, students will learn to prepare the exam room to assist in a physical exam,

including performing vision and hearing screening tests. Professional development exercises and seminars are also included in this course.

Prerequisite(s): MAP101

MAP130 – CLINICAL LAB TECHNIQUES

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

This course introduces the student to the anatomy, physiology and medical terms associated with the Digestive, Urinary and Reproduction systems. Students will learn to examine and report on physical and chemical aspects of urine using CLIA-waived methods. They will also learn to assist providers in specialty examinations including but not limited to obstetrics, gynecology and pediatrics. Professional development exercises and seminars are also included in this course.

Prerequisite(s): MAP101

MAP140 – LABORATORY AND SURGICAL PROCEDURES

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

This course introduces the student to the anatomy, physiology and medical terms associated with the Lymphatic, Immune, Nervous, and Endocrine systems. Students will learn the role of a medical assistant in caring for aging patients along with proper communication with the older adult. They will also learn proper specimen collection and transport in the physician's office laboratory, while performing a variety of CLIA-waived tests. The student will learn the Medical Assistants role in minor surgeries, patient coaching, and nutrition. Students will learn general classifications of surgical instruments, sterilization, and surgical hand scrub. They will also understand the MA's role as a coach in promoting health maintenance and wellness. Professional development exercises and seminars are also included in this course.

Prerequisite(s): MAP101

MAP150 – ADMINISTRATIVE MEDICAL OFFICE

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

Students will learn about the patient's health record, Telephone techniques, and scheduling appointments. A variety of electronic technologies used in the medical office with be discussed. In addition, students will work on their written communication and learn reception and daily operations of the office. This course introduces the student to life cycle of insurance billing and coding. They will learn the basics of health insurance; discuss traditional health insurance and different types of managed care models. Students will then continue the life cycle learning diagnostic and procedural coding basics. Then, continuing onto billing and reimbursement and finally accounting, collections and banking. Professional development exercises and seminars are also included in this course.

Prerequisite(s): MAP101

MAP300 – MEDICAL ASSISTING INTERNSHIP

160 Contact Hrs (0 Lecture, 0 Lab, and 160 Internship); 3.5 Credits

During the internship the student applies practical application and experiential learning opportunities using all skills learned in a real-life clinical setting prior to taking the certification/registry examination.

Prerequisite(s): MAP101, MAP110, MAP120, MAP130, MAP140, MAP150

PN111L – HUMAN ANATOMY & PHYSIOLOGY

130 Contact Hours (120 Lecture Hours and 10 Lab Hours)

This course is designed to provide information necessary to gain a basic knowledge of the anatomical structure and the normal function of the human body. Lectures

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and laboratory activities are used to present course content. The primary goal of this course is to provide a foundation upon which students may build further knowledge and skills in order to render quality patient care. This course also relates how the parts of the body influence each other and contribute to effective overall functioning in maintaining homeostasis.
Prerequisite: None

PN112L—NURSING FUNDAMENTALS I

115 Contact Hours (80 Lecture Hours and 35 Lab Hours)

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

Prerequisite: None

PN113L—PROFESSIONAL AWARENESS

30 Contact Hours (30 Lecture Hours and 0 Lab Hours)

This course introduces students to the history of nursing and the contributions to the profession by practical nursing. Students explore the role of the practical nurse, the clinical decision-making process; the healthcare team concept; problem-solving/critical thinking; ethical/legal/moral issues; and teaching/learning processes. Students learn study skills and strategies for success in nursing studies. Emphasis is placed on Watson's human caring theory of nursing to understand the contributions of practical nursing to the holistic care and health of clients. The core competencies of the National League for Nursing (NLN) are used as the foundation for students to learn team collaboration and development of professional identity.

Prerequisite: None

PN114L—NURSING CLINICAL I

100 Contact Hours (100 Clinical Hours)

Nursing Clinical I is the first of four clinical courses with a focus on the needs of clients in long-term care settings for students to provide safe, quality nursing care. Students apply fundamental knowledge acquired from nursing theory classes and interactive laboratory experiences to provide basic care to clients and families. Students use the theory of Maslow's Hierarchy of Needs as a guide for assisting clients in meeting their basic healthcare needs. Clinical experiences focus on implementation of the nursing process, data collection/ focused assessment, documentation, asepsis, nutrition, vital signs, and mobility. Students learn holistic, individualized client care delivery with compassion, respect, and humility based upon Watson's human caring theory of nursing. The National League for Nursing's (NLN) core competencies are used for students to develop a foundation in clinical problem-solving, caring, communication, and identification of client health education needs. ***Clinical competencies must be successfully completed to receive a passing grade for this course.***

Prerequisite: None

PN121L—NURSING FUNDAMENTALS II

100 Contact Hours (65 Lecture Hours and 35 Lab Hours)

The Nursing Fundamentals II course provides a continuation of instruction on basic to intermediate nursing skills and Maslow's Hierarchy of Needs. Essential concepts include oxygenation, elimination, sleep/rest needs, pain management, infection control, nutrition/diet therapy, and wound care. Nursing skills are practiced

and validated in the nursing skills laboratory and applied in the clinical settings during Clinical II. Emphasis is placed on Watson's human caring theory of nursing as the basis for problem-solving, creating a healing environment, authentically listening and being present, and the importance of human caring relationships for health and healing. The core competencies of the National League for Nursing (NLN) are used as the foundation for students to learn evidence-based rationale for clinical decisions and culturally competent care.

Prerequisite: PN111L, PN112L, PN113L, PN114L

PN122L—PHARMACOLOGY

95 Contact Hours (75 Lecture Hours and 20 Lab Hours)

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

Prerequisite: PN111L, PN112L, PN113L, PN114L

PN123L—LIFE SPAN GROWTH AND DEVELOPMENT

40 Contact Hours (40 Lecture Hours and 0 Lab Hours)

This course provides an overview of the biological, social, and psychosocial processes that contribute to human growth and development across the lifespan. Theories of development, learning, and personality provide the basis of nursing care for clients at all stages of life. Essential concepts include sociology, culture, status, role, and identity. Emphasis is on the physical and psychosocial care of individuals over the life span. The role of the nurse in preventative and restorative care throughout the life span is highlighted.

Prerequisite: PN111L, PN112L, PN113L, PN114L

PN125L—NURSING CLINICAL II

140 Contact Hours (140 Clinical Hours)

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

Prerequisite: PN111L, PN112L, PN113L, PN114L

PN131L—MENTAL HEALTH NURSING

45 Contact Hours (45 Lecture Hours and 0 Lab Hours)

This course is designed to build a foundation for care of the client with mental health needs throughout the life span. This course focuses on current theories, treatment modalities, pharmacology, and use of the nursing process

to facilitate therapeutic communication. Essential concepts include ethical and legal considerations that affect individuals with emotional and behavioral needs. Emphasis on Watson's human caring theory of nursing serves as the basis for students to cultivate sensitivity to meet the needs of clients with a variety of mental health disorders. The core competencies of the National League for Nursing (NLN) provide a framework for students to promote human dignity and personal growth of clients with psychological and psychosocial disorders.

Prerequisite: PN111L, PN112L, PN113L, PN114L, PN121L, PN122L, PN123L, PN125L

PN132L—MATERNAL PEDIATRIC NURSING

70 Contact Hours (55 Lecture Hours and 15 Lab Hours)

This course covers the physical and emotional aspects of pregnancy, labor, delivery and postpartum care. The course includes care of the pediatric client with various childhood illnesses. Emphasis is placed on health promotion and the LPN's role in health education for the mother with newborn infant and pediatric population. Watson's human caring theory provides a framework for students to gain an understanding of the teaching-learning process within a healing/wellness coaching model. Health problems that complicate pregnancy are discussed including those related to the mother and the infant. Childhood illnesses that affect children and adolescents are discussed and the impact on individuals, families and society. Pharmacology pertaining to maternal-child health is also discussed. The nursing process is applied to provide safe, quality, individualized client care based on the core competencies of the National League for Nursing (NLN).

Prerequisite: PN111L, PN112L, PN113L, PN114L, PN121L, PN122L, PN123L, PN125L

PN133L—MEDICAL-SURGICAL NURSING I

125 Contact Hours (100 Lecture Hours and 25 Lab Hours)

This course is designed to provide the student with a broad base of knowledge of selected diseases and disorders which affect individuals as they move along the wellness/ illness continuum. Emphasis will be placed on using the nursing process to meet the unique needs of each client, family, and/or support system during disruptions of health with the goal of returning the individual to an optimal level of wellness or to support them in managing illnesses. The concept of cultural competence is presented with its application to providing nursing care in congruence with the culture, religion, and spiritual beliefs of adults with medical- surgical illness based on Watson's human caring theory. Course content includes the basic pathophysiology within selected biological system disorders. The core competencies of the National League for Nursing (NLN), are emphasized with a focus on evidence-based practice and the assessment of medication effectiveness for the restoration and maintenance of health.

Prerequisites: PN111L, PN112L, PN113L, PN114L, PN121L, PN122L, PN123L, PN125L

PN134L—NURSING CLINICAL III

135 Contact Hours (135 Clinical Hours)

This Clinical Experience integrates elements of Medical Surgical Nursing I, Mental Health Nursing, and Maternal Pediatric Nursing. Clinical rotations provide students the opportunity to deliver direct client care, as well as observation experiences in a variety of healthcare settings that include sub-acute, mental health, pediatric, and maternal newborn. Clinical experiences focus on the nursing process to contribute to the client's plan of care, data collection/ focused assessment, documentation, wound care, medication administration, and discharge teaching for the client and family. Watson's human caring theory of nursing serves as a foundation to provide individualized, culturally competent nursing care and health teaching in congruence with the client's values,

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culture, religion, and health beliefs. The National League for Nursing's (NLN) core competencies are used for students to continue to develop clinical judgment skills with an emphasis on quality improvement. **Clinical competencies must be successfully completed to receive a passing grade for this course.**

Prerequisites: PN111L, PN112L, PN113L, PN114L, PN121L, PN122L, PN123L, PN125L

PN141L—MEDICAL-SURGICAL NURSING II

115 Contact Hours (80 Lecture Hours and 35 Lab Hours)

This course is a continuation of Medical Surgical Nursing I and provides students the opportunity to gain an advanced level of understanding related to evidence-based nursing care to improve client outcomes. Course content focuses on the nursing care delivery for adult clients living with medical-surgical illnesses. Multi-system disorders are integrated throughout this course to provide students with a comprehensive understanding of alterations in health. Cultural and ethnic implications and variations provide students with a holistic perspective based on Watson's human caring theory. Course content includes the basic pathophysiology within selected biological system disorders. The needs of clients with a variety of health alterations provides students with the knowledge to deliver safe, quality nursing care based on the core competencies of the National League for Nursing (NLN).

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

PN142L—PROFESSIONAL DEVELOPMENT

60 Contact Hours (60 Lecture Hours and 0 Lab Hours)

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

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

PN143L—NURSING CLINICAL IV

200 Contact Hours (200 Clinical Hours)

This Clinical Experience is a culmination of previous clinical courses with a focus on holistic, individualized care of the client. Clinical rotations provide students the opportunity to care for clients of all ages in various healthcare settings. Clinical experiences focus on the nursing process to evaluate the client's response to the plan of care, data collection/ focused assessment, documentation, medication administration, and health teaching for the client and family. The focus is on the individual as a client within the context of the family and community and the importance of health promotion using Watson's human caring theory of nursing. Students develop an exemplar to demonstrate application of Watson's caring theory to client care delivery. The National League for Nursing's (NLN) core competencies are used for students to continue

to develop competency in prioritization and clinical judgment, communication, providing client education, and facilitating continuity of care following discharge. **Clinical competencies must be successfully completed to receive a passing grade for this course.**

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

PTT200 – PATIENT CARE TECHNICIAN I

120.0 Contact Hours (60 Lecture and 60 Lab); 5.0 Credits

Students learn the fundamental components of direct patient care and the application of techniques and procedures to provide care to patients. Topics include introduction to patient care skills, basic therapeutic techniques, data collection, and communication skills, legal and ethical aspects that affect the practice of patient care technician, and safety measures. Hands-on demonstration, practice, and validation of skills are conducted in the Nursing Skills Laboratory.

Prerequisite(s): MAP101, MAP110

PTT210 – PATIENT CARE TECHNICIAN II

120.0 Contact Hours (60 Lecture and 60 Lab); 5.0 Credits

Students build on their patient care knowledge and skills in such areas as patient vital signs, support of the nursing care plan, fundamentals of basic nutrition, and care specific to different body systems. Hands-on demonstration, practice, and validation of skills are conducted in the Nursing Skills Laboratory.

Prerequisite(s): MAP101, MAP110, PTT200

PTT300 – PATIENT CARE TECHNICIAN CLINICAL

120.0 Contact Hours (120 Clinical Hours); 3.0 Credits

Students apply the knowledge and skills learned in PTT200 and PTT210 to the acute care environment with the supervision of a New Jersey Licensed Registered Nurse.

Prerequisite(s): MAP101, MAP110, PTT200, PTT210

■ Massage Therapy Courses

BIO103T – ANATOMY AND PHYSIOLOGY FOR HEALTH PROFESSIONALS

90 Contact Hrs (90 Lecture, 0 Lab); 4.0 Credits

This course is designed to introduce the health professional student to medical terminology and anatomy and physiology of the human body. The student will be able to identify and understand word roots, suffixes, and prefixes as it relates to various medical specialties, structures of the body, medical procedures and diseases. Students also learn biological principles, as well as the structural and functional relationships among several organ systems, and practical experience in procedures performed in medical facilities.

Prerequisite(s): None

MEB103T—MEDICAL ETHICS AND PRACTICE ESSENTIALS

80 Contact Hrs (80 Lecture, 0 Lab); 3.5 Semester Credits

This course combines discussion of the complex issues concerning the ethics of touch with all aspects of operating a massage therapy practice. During this course students will be taught how to maintain the highest ethical and professional standards in their practices and to identify ways they can engage in successful, profitable and ethical practice management. Some of the topics included in this course are defining ethical principles, dual role relationships and understanding boundaries, sex, touch and intimacy, sexual boundaries and ethical conduct in the therapeutic relationship. In addition, students will take an in-depth look at their various career options, beginning and managing a successful practice, connecting with the larger professional community, and identifying professional goals. This course will also

review writing a resume, interviewing skills, building a referral network, ethical marketing, effective advertising, public speaking, community service and the legal aspects of clinical practice in relation to current State regulations and laws will be covered. Ultimately this professional growth and development course is designed to help student graduates transition into professional practice with knowledge of ethical practices and good decision making skills.

Prerequisite(s): None

TMB112T—INTRODUCTION TO MASSAGE THEORIES AND TECHNIQUES

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

This course gives the historical overview of massage along with an introduction into various massage techniques. The course describes the basic differences in the theories of massage. Various techniques and modalities in both table and chair massage will be demonstrated and practiced. In addition, students will become familiar with the equipment and products used in different massage techniques and will learn proper sanitary and safety procedures.

Prerequisite(s): None

TMB102T—PALPATORY ANATOMY: MYOLOGY AND KINESIOLOGY

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

This course offers an in-depth look at the human This course offers an in-depth look at the human muscular system. This course begins with the physiology of muscle tissue and its classification into skeletal, cardiac, and smooth types of tissue. Connective tissue components of skeletal muscle, the nerve and blood supply, the microscopic anatomy of a skeletal muscle fiber, contraction and relaxation of skeletal muscle fibers and muscle metabolism are also discussed. The muscles covered in this course are located in the shoulder, arm, forearm, hand, spine, thorax, head, neck, face, pelvis, thigh, leg and foot. Each muscle's origin, insertion, nerve innervations and functions will be taught in detail. Where appropriate various pathological conditions of muscles and other soft tissues will be discussed. In addition, students will practice physically locating, palpating and demonstrating the actions of these major muscle groups. Also the structure and function of joints and their nerve innervations will be reviewed. Postural considerations and effective positions for performing massage therapy on these muscles will also be covered when appropriate.

Prerequisite(s): None

TMB103T—CLINICAL PATHOLOGY FOR MASSAGE THERAPY

90 Contact Hrs (90 Lecture, 0 Lab); 4.0 Credits

This course is an introduction to the study of disease processes of the human body. This course emphasizes the abnormal health conditions most frequently encountered in a massage therapy practice and gives special attention to massage contraindications, precautions and indications. Clinical Pathology for Massage Therapy covers the major systems of the human body, signs and symptoms of various diseases, indications and extreme cautions of massage therapy for various disorders, and the physiology of the disease process. During this course neoplasms, inflammation and infection, and diseases and disorders of the immune system, musculoskeletal system, blood and blood-forming organs, cardiovascular system, respiratory system, lymphatic system, digestive system, urinary system, endocrine system, nervous system, eyes and ears, reproductive system and integumentary system are covered. Also included are discussions of genetic, developmental, childhood, and mental health disease and disorders. In addition,

Course Descriptions *Career Programs begin on page 7.*

the symptomatology and etiology of each condition, review of medical approaches to treatment and the potential positive or negative impact of massage therapy on the particular pathology is also discussed. Students will study the principles of disease control and universal precautions; learn symptoms of infectious diseases and how these diseases are transmitted including hepatitis and HIV. During this course students develop the necessary skills to make safe and effective decisions when considering how massage therapy might interact with a client's pathological condition. Scope of practice issues related to disease and when and how to refer to other health care practitioners are also reviewed.

Prerequisite(s): BIO103T

TMB106T—SWEDISH MASSAGE THERAPY

90 Contact Hrs (30 Lecture, 60 Lab); 3.0 Credits

This course begins with an overview of the history of massage tracing it from ancient to contemporary times. During this course students are presented with the core knowledge underlying touch therapy and are introduced to the specific skills which represent universal and recurring concepts from varied schools of massage and bodywork therapy thought. These foundational touch skills form the basis of all massage therapy and bodywork modalities. In addition, this course presents a unique and easy to comprehend model of the entire field of massage and bodywork therapy including a basic review and analysis of many of the most commonly practiced modalities. The continuum of the Three Paradigms of possible levels of practice will also be studied. This course continues with its primary focus, the hands-on instruction in Swedish massage including emphasis on its effects, benefits, indications and contraindications. During this course students will learn and integrate the basic strokes of Swedish technique into the complete full-body treatment. Techniques for increasing client endurance, strength and concentration, as well as joint movement exercises will also be introduced into the full-body session in order to enhance each treatment's therapeutic value. In addition, instruction in the use of massage oils, lotions and creams, the massage table, and draping and bolstering techniques will be taught. Students will also become familiar with the equipment and products used in a massage practice, proper sanitary and safety procedures, state laws and regulations and professional ethics for massage therapists. Strong emphasis is placed on the importance of students developing coordination, balance, control and stamina for a healthy and long career in the massage therapy profession. Various hand exercises and proper body mechanics are demonstrated and practiced throughout the course.

Prerequisite(s): BIO103T

TMB114T—DEEP TISSUE AND NEUROMUSCULAR THERAPY

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

This course continues to build upon the knowledge and practical foundation provided in Swedish Massage Therapy. Using a variety of advanced techniques, students are taught how to achieve the primary goal of Integrated Deep Tissue Massage which is to help restore balance and harmony to the body through manipulation of the deeper layers of muscle and connective tissue. The indications, contraindications, limitations and physiological effects of these techniques will be described. During this course students will learn to integrate various massage and bodywork therapy modalities including neuromuscular therapy, Swedish massage, cross fiber, connective tissue techniques, stretching and energy work into numerous integrated deep tissue massage routines for either full body or specific treatment areas and conditions. Reasoning skills in the selection and application of appropriate techniques will be emphasized, as well as evaluation and treatment of postural imbalances including those due to injury and habit. Students will also develop deep tissue palpation skills.

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

MEB103T—MEDICAL ETHICS AND PRACTICE ESSENTIALS

80 Contact Hrs (80 Lecture, 0 Lab); 3.5 Semester Credits

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

knowledge of ethical practices and good decision making skills.

Prerequisite(s): None

TME102T—CLINICAL EXPERIENCE

100 Contact Hrs (0 Lecture, 100 Lab); 3.0 Credits

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

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

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General Information

■ Accreditation

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

■ Approvals

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

■ Associations

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

Accrediting and licensing certificates are displayed in the school lobby.

■ Statement of Ownership

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

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

■ Notice to Students

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

■ Compliance with City, State, and Federal Regulations

Lincoln Technical Institute complies with all local, municipal, city, county, state, and federal regulations.

■ Nondiscrimination and Harassment Policy

Lincoln Technical Institute is committed to maintaining an educational and work environment free from discrimination and harassment based on age, race, color, sex, gender, sexual orientation, religion or creed, national or ethnic origin, or disability. Lincoln Tech, in accordance with applicable federal laws including Title IX of the Education Amendments of 1972 and 34 C.F.R. Part 106, does not discriminate on the basis of any of the listed protected categories, including in admissions and employment, nor will it permit or tolerate discrimination or harassment against a student, employee, or other member of the Lincoln Tech community.

All students and employees are expected to comply with Lincoln's Nondiscrimination Policy and Title IX Policy. Any inquiries regarding these policies and procedures can be directed to the Title IX/Equity Coordinator as provided below, the Office for Civil Rights, at the U.S. Department of Education, at <https://www.ed.gov>, or both.

This Policy does not specifically address any applicable state laws on sexual harassment. Lincoln Tech retains the right to revise its policies and procedures in light of any changes to applicable law.

To view the entire Nondiscrimination policy, please visit:

[Non Discrimination Policy](#)

To view the entire Title IX policy, please visit:

[Title-IX-Policy](#)

Admissions Policies



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Admissions Policies

■ Admission Criteria

(Required for all programs)

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

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

■ Additional Admission Criteria – Practical Nursing

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

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

■ Additional Admission Criteria – Patient Care Technician

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

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

■ Additional Admission Criteria – Massage Therapy

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

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

■ Additional Admission Criteria – Dental Assistant

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

- Criminal history background check with acceptable results as established by the school.
- Students have to complete a criminal background check to prove good moral character.

■ Important Disclosure Regarding Practical Nursing Program

The nursing profession has specific requirements for a student to be placed at a clinical site. Therefore, as a condition of continued enrollment in the program, all nursing students must

provide to the school the following medical documentation on or before the end of the fourth week of training:

1. Complete and current immunization records. An explanation of the required titers required for the practical nursing program can be found in the Practical Nursing Student Handbook.
2. Complete physical examination records indicating ability to perform job duties.
3. Documentation of current flu vaccine.
4. Must be free of contagious and/or communicable disease.
5. Note: some clinical sites may require a drug-test for clearance to enter their facility as part of the above requirements or students may be required to obtain a drug-test for clearance during the program.
6. For all students starting classes on or after October 1, 2021, students must provide proof of Covid-19 vaccination. This is defined as a completed series of vaccinations which could be one dose of Johnson & Johnson and two doses of Pfizer or Moderna. In addition, students may need to receive all boosters if the clinical site requires it.

For further information on nursing licensure/profession requirements, please refer to the following website:

<http://www.njconsumeraffairs.gov/ocp/pages/chru.aspx>

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

ATI TEAS MINIMUM SCORE

PROGRAM	MINIMUM SCORE
PRACTICAL NURSING	44% ADJUSTED COMPOSITE SCORE

Exception to the ATI TEAS Policy:

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

■ Important Disclosure Regarding Patient Care Technician Program

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

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

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

Admissions Policies

Acceptable Documentation of Achievement of High School Equivalency

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

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

Orientation

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

Introductory Period of Enrollment

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

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

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

Single Courses

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

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

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

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

Note: Approved programs offered by the institution and found in this catalog are not considered “Single Courses” as defined above, although they may only include one course.

Veterans Training

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

Children of Veterans who died of a service connected disease or disability, or children of veterans who have a 100% service connected disability, are eligible to attend Lincoln Technical Institute under Dependent Educational Assistance, Chapter 35, Title 38 U.S.C.

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

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

Veterans benefits may require full onground attendance throughout the program. See your campus financial aid and veterans benefits advisor for attendance requirements.

Withdrawal

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

Financial Information

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 Aid Programs

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

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

* Loans are borrowed money that you must repay with interest.

† Grants are awards that you don't have to pay back.

‡ Work Study gives you the chance to work and earn money to help pay for school.

LINCOLN BRIDGING THE GAP GRANT

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

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

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

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

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

VA PENDING PAYMENT COMPLIANCE

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

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

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

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

Note: Chapter 33 students can register at the VA Regional Office to use E-Benefits to get the equivalent of a Chapter 33 Certificate of Eligibility.

School Certifying Official will receive a system-generated email indicating an Authorization is available in the Tungsten Network.

- Provide written request to be certified;

- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

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

FRIENDS AND FAMILY EDUCATION GRANT

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

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

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

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

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

Scholarships

Lincoln Technical Institute may provide a number of scholarships at select campuses. They are awarded annually to winners of the Scholarship Awards Program. Preliminary scholarship competition is conducted in the form of aptitude testing at each campus location. On the basis of test results, finalists are selected and invited to return for an interview conducted by the Scholarship Committee, comprised of volunteers representing business, industry, education, and/or government not affiliated with Lincoln Technical Institute. This committee will evaluate each finalist on the basis of preliminary test results, appearance, friendliness, poise, stability, enthusiasm, personal conduct, oral expression, and alertness.

To participate, the applicant must be a graduating member of the high school senior class in good standing and must complete the Scholarship Awards Program Application. Final selection of winners is announced on June 25, 2021 for Iselin and June 30, 2021 for Paramus. Contact your High School Guidance Counselor or Lincoln Technical Institute Admissions Representative for more information. Not all LTI campuses participate in HS Scholarships.

Scholarships will be awarded as follows:

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

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

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

Tuition & Fees

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

Tuition is payable in advance. A definite tuition schedule will be

Financial Information

established prior to the start of class. Absence from class does not relieve the student of tuition liability.

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

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

TOOLS

All tools and materials for the programs must be purchased by the student. Special tools to be used in the program are supplied by the school on a loan basis. To be employable in industry, a graduate must be equipped with his own basic set of hand tools.

If the student does not already have his own tools, they can be purchased from the school or purchased from any outside source of the student’s choice. The school cannot assume responsibility for the student’s property on or off the school premises.

Fees & Supplies Refund Policy

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

Cancellation & Refund Policy

1. THREE (3) DAY CANCELLATION POLICY:

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

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

2. CANCELLATION AFTER THREE (3) DAY PERIOD:

- After the three (3) day period mentioned in Paragraph 1b, the Registration Fee is non-refundable.
- After the STUDENT starts SCHOOL, the SCHOOL will refund tuition and fees according to the following schedule.

RETURN OF TITLE IV FEDERAL STUDENT AID

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

of calendar days completed by student

total # of calendar days in term

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

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

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

RETURN OF TITLE IV FEDERAL STUDENT AID FOR PRACTICAL NURSING STUDENTS

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

Hours scheduled to complete

total hours in period

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

Please note: STUDENTS are responsible for any balance owed to Lincoln Technical Institute as a result of the repayment of Federal Aid funds.

STATE REFUND POLICY

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

- For courses of 300 hours or less, the school may retain the registration fee plus a pro-rata portion of the tuition calculated on a weekly basis.
- For full-time attendance in courses exceeding 300 hours in length, the school may retain the registration fee plus:
 - Ten percent of the total tuition if withdrawal occurs in the first week;
 - Twenty percent of the total tuition if withdrawal occurs in the second or third week;
 - Forty-five percent of the total tuition if withdrawal occurs after the third week but prior to the completion of 25 percent of the course.
 - Seventy percent of the total tuition if withdrawal occurs after 25 percent but not more than 50 percent of the course has been completed; or
 - One hundred percent of the total tuition if withdrawal occurs after completion of more than 50 percent of the course.
- For part-time attendance in courses over 300 hours in length, calculation of the amount the school may retain in addition to the registration fee shall be based on:
 - Ten percent of the total tuition if withdrawal occurs in the first 25 hours of scheduled attendance.
 - Twenty percent of the total tuition if withdrawal occurs between 26 and 75 hours of scheduled attendance.
 - After 75 hours of scheduled attendance the amount the school retains shall be calculated on the same basis as for full-time attendance.
- In cases where other fees have been charged, the refund shall be based upon the extent to which the student has benefited. For example, the graduation fee shall be refunded; the activity fee shall be pro-rated.
Plus other charges as shown on your enrollment agreement.
- The calculations of refunds will be based on the effective date of termination.

Financial Information

- f. Refunds will be processed and sent to the pupil no later than 30 days after the school determined withdrawal date. All other refunds (ie., FFELP, FDSL, etc.) will be issued in accordance with applicable State and Federal mandates.
- g. Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either the regularly scheduled orientation date, as appropriate, or following a tour of the school facilities and inspection of equipment.
- h. Special cases. In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the school shall make a settlement, which is reasonable and fair to both parties.
- i. In conformance with Federal regulations, the policy of Lincoln Technical Institute is to distribute the proceeds of return to Title IV calculation to the origination sources in the following order, up to the net amount disbursed:
 1. Unsubsidized Federal Stafford Loan/Direct
 2. Subsidized Federal Stafford Loan/Direct
 3. Federal/Direct Graduate Plus Loan
 4. Federal/Direct Parent Plus Loan
 5. Federal Pell Grant
 6. Federal Supplemental Educational Opportunity Grant (FSEOG)

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

FEES AND SUPPLIES REFUND POLICY

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

The Refund Process

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

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

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

Lincoln Technical Institute will distribute any refund proceeds from step two in the following manner and will reduce the outstanding Federal loan obligation first in the order listed above. The student's eligibility for a state grant and agency funding

will be calculated independently of the refund process upon the student's withdrawal from school.

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

Veterans Affairs Refund Policy

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

General Student Information

Students find **friendships** and similar interests.



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General Student Information

■ Bookstore

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

■ Building Hours

ISELIN

Mon-Thurs . . . 7:30 a.m.-10:30 p.m.
Friday 7:30 a.m.-4:00 p.m.
Sat-Sun 9:00 a.m.-2:00 p.m.

PARAMUS

Mon-Thurs . . . 7:30 a.m.-10:45 p.m.
Friday 7:30 a.m.-4:00 p.m.
Saturday 9:00 a.m.-2:00 p.m.

MOORESTOWN

Monday 7:30 a.m.-6:00 p.m.
Tues-Thurs . . . 7:30 a.m.-10:00 p.m.
Sat-Sun 7:30 a.m.-4:00 p.m.

STUDENT SERVICES OFFERED

- Tutoring
- Carpooling Information
- Financial Aid Assistance
- Career Services

For any additional services you may require, please see the Education Department.

■ Bus Service

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

Moorestown: Those students using the trains or buses to get to school can be picked up at the Palmyra and Lindenwold train stations. Please check the front desk for the current schedule. Participation may vary by program and is subject to change with a 30-day notice.

(This service is not offered to Practical Nursing students in Moorestown due to the need for access to clinical sites away from campus).

■ Carpooling

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

■ Dress Standard

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

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

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

■ Career Services

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

- Advises industry leaders of the availability of the school's students and graduates through regular contact, including several scheduled Career Days per year.
- All of the students attending Lincoln Technical Institute will participate in our Lincoln Edge Program. Lincoln Edge is a combination of interactive workshops and online services that deliver professional skills training on topics like resumé building, personal development, setting goals, job search and interviewing strategies. Students will have a dedicated portal where they can access an array of professional services even after they have graduated from Lincoln! We are dedicated to ensuring that we not only provide our students with the skills they need to perform on the job, but the skills they need to build a lifetime career.
- Provides additional assistance if desired.

■ School Calendar

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

Holidays: New Year's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving and the day after, and Christmas.*

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

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

■ Inclement Weather

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

■ Smoking

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

■ Student Complaint/Grievance Policy

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

Students who have concerns of a non-academic nature are urged to consult with the office of the Campus President. This office will refer the student to the proper department and will assist the student as necessary. If a student does not feel that the school has adequately addressed a complaint or concern by following the above measures, the student may consider contacting:

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

New Jersey residents can also contact:

**NEW JERSEY DEPARTMENT OF LABOR &
WORKFORCE DEVELOPMENT
CENTER FOR OCCUPATIONAL EMPLOYMENT INFORMATION
TRAINING EVALUATION UNIT
ATTN: CONFLICTS
PO BOX 057
TRENTON, NEW JERSEY 08625-0057
NJ Dept. of Labor and Workforce Development Conflict
Resolution Questionnaire**

In the event of an unannounced school closure, students enrolled at the time of the closure must contact the Department of Labor and Workforce Development's Training Evaluation Unit within

General Student Information

ninety (90) calendar days of the closure. Failure to do so within the ninety (90) days may exclude the student from any available form of assistance. Please contact the Training Evaluation Unit via email at trainingevaluationunit@dol.nj.gov.

Practical Nursing students may also contact the New Jersey Office of the Attorney General, Division of Consumer Affairs, New Jersey Board of Nursing, PO Box 45010, Newark, NJ 07101, 973-504-6430.

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

**ACCREDITING COMMISSION OF CAREER
SCHOOLS AND COLLEGES**

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

(703) 247-4212

www.accsc.org | complaints@accsc.org

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

The federal contact for student loan issues is:

**POSTAL MAIL U.S. DEPARTMENT OF EDUCATION
FSA OMBUDSMAN GROUP**

**P.O. BOX 1843
MONTICELLO, KY 42633**

PHONE 1-877-557-2575

FAX 606-396-4821

WEB <https://studentaid.gov/feedback-center/>

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

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

■ Visitor Policy

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

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

■ Official Student Communication

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

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

■ Educational Equipment

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

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Academic Information

■ Class Schedules

Students can enroll at any time during the year. Class starting dates are scheduled at frequent intervals to enable students to start moving toward their career goals as soon as possible. Class size is limited so that each student can receive the personal attention so vital to successful mastery of the skills and understanding of the subject at hand. A typical classroom at our campuses can accommodate up to 40 students and a typical laboratory at our campuses can accommodate up to 30 students.

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

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

■ Certificate Programs

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

- For the person wanting comprehensive training geared towards succeeding as a professional technician, the school offers certificate programs which prepare students for entry-level positions in their chosen field.
- Certificate of Completion Courses - Students may choose to take a single course or a group of courses which confers a certificate of completion.

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

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

■ Student Conduct

Students are required to comply with all Student and Safety Regulations. Failure to adhere to and observe School Regulations and Policy may result in probation or immediate dismissal.

Conduct which may be considered unsatisfactory includes but is not limited to the following:

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

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

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

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

Academic Information

■ Attendance Policy–Practical Nursing

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

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

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

■ Attendance Policy – Dental Assistant

Attendance must remain 100% in courses DAT105 and DAT300. Any absences must meet the criteria for documented absences as approved by the Education Department and make up time must be scheduled and approved.

■ Attendance

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

- The sixth consecutive day of absence from classes;
- The fourteenth consecutive calendar day of absence (two weeks)
- Cumulative absences prevent the student's ability to master the course content during the remainder of the scheduled course, term, or semester as determined by the course syllabus.

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

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

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

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

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

A Pending Course Schedule (PCS) student status is a temporary period of non-attendance not to exceed a maximum of 60 calendar days. The status is intended to support student progression and is

applied when a student has a course that is not available due to, but not limited to, interruption in their enrollment because of a course failure, a shift change, a leave of absence, or failure to meet graduation requirement. The PCS status is not included in the 150% maximum timeframe calculation.

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

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

■ Attendance for Blended Programs

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

Sending an email to the instructor does not count as an academic activity or a gradable item. Meeting the attendance requirements does not indicate that the student has completed all of the required class work for a particular week. Meeting the attendance requirements indicates only that the student has participated sufficiently to be considered in attendance for that week. Assignments are graded on their merit and according to the established guidelines.

■ Make-Up

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

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

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

■ Consultation and Tutoring

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

■ Student Advising

The Education Department monitors student success as measured by student attendance, student learning, professionalism, academic progress, and achievement of career goals. As a student service, Department personnel engage active students in advising sessions to mitigate obstacles or challenges, identify additional

Academic Information

needed supports or services, and promote student success. Students are encouraged to call upon staff to address academic or non-academic concerns. Matters of a personal nature that distract the learning experience may be addressed through advising practice or through referral to qualified professionals in the local community. Good communication is imperative for effective advising; therefore, active students are asked to inform staff of any changes to their records including phone, home address, e-mail, employment, marital status, and so forth.

Americans with Disabilities Act (ADA) Policy

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

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

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

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

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

<https://www.lincolntech.edu/consumerinfo>.

Course and Academic Measurement

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

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

Academic Measurement– Practical Nursing

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

Grading

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

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 Internship/ Externship or Developmental Courses. "P" is not considered in computing the Grade Point Average.	N/A
Non-Pass	NP	Received by students in Internships/ Externships and Developmental Courses.	N/A
Repeat Course	**	Received by students who repeat a course.	N/A
Repeat Course Required	R	Received by students when their grade does not meet a course requirement or programmatic standard.	N/A
Transfer Credit	TR	Indicates the school accepted credit earned for previous postsecondary education at an institution other than a Lincoln Education Services School. "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

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

Patient Care Technician students must achieve a minimum grade of 74 in each course in order to progress forward in the program. Each student's progress will be evaluated periodically and student-teacher conferences held as indicated to discuss academic progress.

In the Dental Assistant program, course DAT105 Dental Radiography student must have a final grade of 75% or better and achieve a grade of at least 75% on laboratory evaluations.

Academic Information

Satisfactory Academic Progress (SAP)

INTRODUCTION

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

SATISFACTORY ACADEMIC PROGRESS - PRACTICAL NURSING

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

QUALITATIVE MEASURE OF PROGRESS (GRADE POINT AVERAGE)

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

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

QUALITATIVE MEASURE OF PROGRESS FOR PRACTICAL NURSING

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

QUALITATIVE MEASURE OF PROGRESS (GPA): PN	
PROGRAM INTERVALS (Based on Total Published Program Credits)	MINIMUM REQUIRED GRADE POINT AVERAGE
BELOW 25%	2.50
25% TO <50%	2.50
50% TO <75%	2.50
75% AND ABOVE	2.50

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", or "W" (or blank/missing) are treated as registered credits but NOT earned credits and thus negatively impact the percent of progression.

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

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

QUANTITATIVE MEASURES OF PROGRESS (PACE)	
PROGRAM STANDARD	FORMULA
CREDIT HOURS	$\frac{\text{cumulative earned credits}}{\text{cumulative registered credits}}$
CLOCK HOURS	$\frac{\text{cumulative earned hours}}{\text{cumulative scheduled hours}}$

MAXIMUM TIME FRAME

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

EVALUATION PERIOD

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

FAILURE TO MEET STANDARDS

SAP/FA WARNING

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

SUSPENSION OF STUDENTS ON SAP/FA WARNING STATUS

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

SUSPENSION OF STUDENTS NOT ON SAP/FA WARNING STATUS

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

Academic Information

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

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

SUSPENSION OF VETERAN STUDENTS NOT ON SAP/FA WARNING STATUS

- **Suspension for Exceeding the Maximum Time-Frame.**

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

- **Suspension for Inability to Meet Program Requirements within the Maximum Time Frame.**

If at the end of the [30day] evaluation period the institution determines it is not possible for a student to raise her or his CGPA or pace of progression percentage to meet the institution's standards before the student completes his/her program of study, the VA student will be dismissed immediately.

- **Suspension for Extraordinary Circumstances.**

The Institution will dismiss VA students in the event of extraordinary circumstances, including but not limited to previously suspended (and reinstated) students whose academic performance falls below acceptable standards during a subsequent term of enrollment; students who register for courses, receive financial aid, and do not attend any classes; and students whose attendance patterns appear to abuse the receipt of financial aid, including VA benefit funding.

APPEALS AND PROBATION

APPEALS

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

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

SAP/FA PROBATIONARY STATUS

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

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

NOTIFICATION OF STATUS AND APPEAL RESULTS

STATUS NOTIFICATION

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

APPEAL RESULT NOTIFICATION

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

REINSTATEMENT

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

TREATMENT OF GRADES AND CREDITS

Credits: The unit by which academic work is measured.

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

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

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

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

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

Repeat Credits: Repeat credits are credits awarded when a student repeats a course in order to improve a grade. A student may repeat a class as allowed by the institution. The institution will use the highest grade achieved to calculate GPA. All repeated

Academic Information

credits are included in the percent of completion and maximum time frame calculations.

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

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

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

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

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

■ Satisfactory Academic Progress for VA Beneficiaries

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

■ Transcripts (Progress Records and Degree Audits)

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

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

■ Transfer Credits

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

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

Applicants requesting transfer credits must apply prior to starting school.

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

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

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

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

The Education Department manager receives and evaluates the student transcript and any related support materials (such as a school catalog and / or course syllabi) to determine where prior learning is a match to school course offerings. There are a variety of considerations when evaluating submitted records (i.e. institution, course title, course level, course descriptions, grades, and year of study). Where needed, a campus subject matter expert will participate in the evaluation process. The education departments goal is to ensure student academic success; therefore, an approved transfer of credit is a result of verified evidence of student learning which aligns with school offerings. When further assessment of student learning may be needed, the school may consider the option of test out.

Student applicants with evidence of prior work experience directly applicable to the program may choose to submit their documentation for review. Such applicants will have their skills and knowledge validated through a test out procedure.

TRANSFER – PRACTICAL NURSING

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

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

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

TEST OUT

Test Out exams provide students the opportunity to be exempt from certain required courses by demonstrating proficiency through assessment in the subject area to verify knowledge and skill. Applicants requesting to take a test out exam must do so prior to starting school. Not all courses are eligible for test out exam credit, and students cannot have attended past the add/drop period in the course for which they want to test out. To receive credit for a course, the applicant must earn a B on the test out exam on the first attempt. A successful Test Out result is recorded as "TO" on the student transcript and is not considered in computing the Grade Point Average. A nominal administrative fee may apply for Testing Out. Applicants interested in Test Out should see the Education Department Manager.

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

TRANSFER POLICY WITHIN LINCOLN AND TRANSFER OF CREDITS

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

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

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

■ Internship Requirements

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

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

■ Withdrawals and Incomplete Grades

A "W" withdrawal is issued to students who are withdrawn from the institution or course after the introductory period of enrollment and prior to the end of the module or term. Readmitted students must retake all "W" withdrawal graded courses. A "W" will not be calculated in the cumulative GPA, but counts as an attempt for satisfactory academic progress.

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

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

INCOMPLETE – PRACTICAL NURSING

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

Academic Information

period. If the conditions of the contract are not fulfilled a grade of “F” failing grade will replace the “I”.

WITHDRAWAL– PRACTICAL NURSING

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

■ Course Repeats

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

■ Official and Unofficial Withdrawals

An official withdrawal is initiated by the student. Any student considering to officially withdraw from a program should speak to his/her Education Department Manager as soon as possible. If the student ultimately decides to officially withdraw, it is requested that the student submits their intent to withdraw with their reasons in writing to the Education office.

Prior to the official withdrawal, the student should participate in exit interviews with the Education and Financial Aid Department Managers to review options for returning to school and financial responsibility.

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

■ Grade Appeal Policy

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

■ Leave of Absence

The granting of a Leave of Absence (LOA), which may be issued to students for reasons such as, but not limited to, personal, professional, medical or financial hardship, must be approved in accordance with guidance in accreditation, state and federal regulations. In compliance with these regulations a student may be granted a number of Leaves during any twelve month period

provided that the cumulative number of days of LOA’s do not exceed 180 calendar days. The length of any one LOA is at the discretion of campus management. The student must state the specific reason for the LOA on the Leave of Absence Request Form, and have an exit interview with the Education Department to determine what is in the best interest of the student.

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

■ Re-entrance

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

Students are allowed no more than two interrupts. To re-enter a second or subsequent time, a student may be readmitted where documented extenuating circumstances exist. An appeal letter must be presented to the Education Department for review. If the Education Department determines that re-admittance is justifiable, the student may be readmitted only after meeting with the Education Department. This signed document must remain in the student’s file. Students, who are terminated by the school for disciplinary reasons or academic deficiencies, may request re-entrance. Such a request must be by letter to the school’s Campus President. The letter must set forth valid reasons for granting the request. The request will be reviewed by the Re-entry Committee, and the student will be notified of the Committee’s decision.

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

■ Graduation Requirements

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

- Successfully complete all required courses in the program.
- Achieve an overall grade point average of 2.0.
- Meet satisfactory academic progress requirements.
- In addition, Practical Nursing students must achieve a 75% passing grade in each clinical and didactic course; must attend 1500 hours less the 10% allowable absent hours at a minimum. Patient Care Technician students must achieve a 74% grade in each clinical and didactic course and achieve a CGPA of 2.5.

Campuses



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Campuses

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

■ Corporate Administration

Scott M. Shaw
President & CEO

Mark Bohan
Group President

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



Campuses



ISELIN

LINCOLN TECHNICAL INSTITUTE
675 US ROUTE 1 SOUTH, 2ND FLOOR
ISELIN NJ 08830
(732) 548-8798

Lincoln Technical Institute's Iselin Campus occupies 30,000 square feet of space in the Iselin District of Woodbridge Township. The school boasts clean, spacious and contemporary classrooms and laboratories that provide an excellent learning environment for students training for careers in the Allied Health and Information Technology industries. The school has 20 classrooms, including 5 medical labs, 7 computer labs, and 8 lecture rooms comfortably seating classes of 24-35 students. Classrooms contain modern technology including ceiling mounted projectors with high-quality audio and computer controls, computers with internet access, and Wi-Fi access in order to integrate all types of technology into the teaching and learning process. Laboratories contain program-specific equipment for hands-on experiential learning, and program enhancements offer students an opportunity to achieve industry specific certifications. The school also houses a library, a self-service cafeteria with vending machines, and easily accessible faculty and administration offices. A Career Services suite is also conveniently located inside the school offering job placement assistance to students and graduates.

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



MOORESTOWN

LINCOLN TECHNICAL INSTITUTE
308 WEST ROUTE 38
MOORESTOWN NJ 08057
(856) 722-9333

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



PARAMUS

LINCOLN TECHNICAL INSTITUTE
240 BERGEN TOWN CENTER
PARAMUS NJ 07652
(201) 845-6868

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

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