LINCOLN TECH®

Lincoln Culinary Institute
a division of LINCOLN TECHNICAL INSTITUTE

2023-2025
Official School Catalog
Volume XII

Revised, April 2023

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.

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"An Equal Opportunity Facility"

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

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Introduction

Introduction

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

Lincoln Technical Institute training begins on a level the students can confidently handle.

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

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

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

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

◼ 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

New England Technical Institute of Connecticut was established in 1940. The school was originally located in Hartford until September 1968, when it relocated to New Britain. Several additional training programs have been added since that time. Electrical training programs were added in 1990. In 1996, Medical Assistant training programs were added. In 1997 the School established the Hamden Campus (which has since then merged with our Shelton and New Britain campuses in July 2014), and 1998 marked the addition of our Practical Nursing program. In 2003, the Shelton campus was established and now offers Culinary Arts, Electrical, Medical Assistant and Practical Nursing programs.

In January 2005, New England Technical Institute was purchased by Lincoln Technical Institute, Inc., a wholly owned subsidiary of Lincoln Educational Services Corporation.

In 2006, New England Technical 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 January 1, 2007. 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 Connecticut.

Lincoln Educational Services Corporation is a leading provider of diversified career-oriented postsecondary education. Lincoln offers recent high school graduates and working adults degree and diploma programs in five principal areas of study: health sciences, automotive technology, skilled trades, hospitality services and business and information technology.

Lincoln has provided the workforce with skilled technicians since its inception in 1946. Lincoln currently operates over 20 campuses in 14 states under 3 brands: Lincoln College of Technology, Lincoln Technical Institute, and Euphoria Institute of Beauty Arts and Sciences.

◼ Educational Philosophy

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

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

Introduction

A Letter from the President & CEO

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

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

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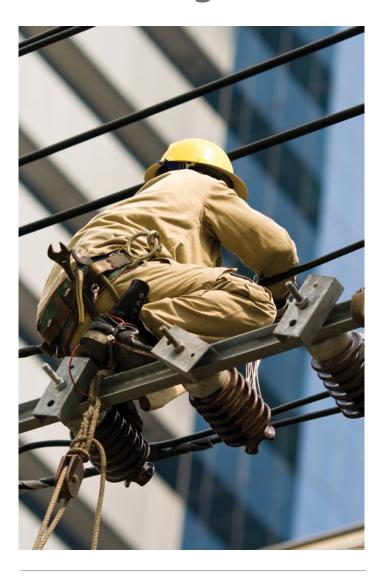
Sincerely,

Scott M. Shaw
President & Chief Executive Officer

Career Programs

Programs vary by campus. Consult the individual program listings beginning on page 7.

N *NEW BRITAIN CAMPUS*
S *SHELTON CAMPUS*

Air Conditioning, Refrigeration, and Heating Technology
HVACR411D—DIPLOMA PROGRAM
DAY AND EVENING PROGRAMS

N NEW BRITAIN CAMPUS

total semester credit hours* 55
total instructional hours 1320
approximate weeks to complete—day . . . . . .52 (includes scheduled breaks and holidays)
approximate weeks to complete—eve . . . . . .80 (includes scheduled breaks and holidays)

*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 Heating, Ventilation, Air Conditioning and Refrigeration field anticipates high demand for skilled technicians according to the U.S Department of Labor's Bureau of Labor Statistics. This program ensures that students are skilled in the operation, design, installation, troubleshooting and repair of air conditioning, refrigeration, heating and ventilation equipment for today and the future.

Students enrolled in this program will obtain instruction and demonstrate skills and knowledge in construction safety, measuring and blueprint reading, calculations of ductwork & heating systems with an emphasis on both heat loss and heat gain heating and cooling calculations. Students are also instructed on domestic and commercial refrigeration systems, and gas, oil and electric heating of both water and steam. The systems that control indoor climate are constantly evolving to reflect technological advancements and environmental concerns and Lincoln students will be prepared to meet the evolution.

Students will receive both classroom and lab learning opportunities simulating real-world applications. Students are trained in the installation and repair of refrigeration, heating, and cooling mechanical and electrical control systems of both residential homes and commercial buildings. In addition, students receive instruction in energy efficiency, renewable energy, as well as energy conservation practices, energy auditing techniques and system performance verification of heating and cooling equipment.

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

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

course number	course title	lecture hours	lab hours	total hours	total credits	prerequisites
HV131A	HVACR Basic Math	36	24	60	2.5	
HV131B	HVACR Trade Math	36	24	60	2.5	
HV132	Fundamentals of Refrigeration	36	24	60	2.5	
HV133	Basic Electricity and Control Circuits	36	24	60	2.5	
HV134	OSHA 30	36	24	60	2.5	
HV135	Domestic, Commercial and Special Refrigeration Systems	36	24	60	2.5	HV132, HV133
HV136	Air Conditioning and Heat Pump Systems	36	24	60	2.5	HV132, HV133
HV137A	Oil Burner Fundamentals	36	24	60	2.5	
HV137B	Oil Burner Controls and Servicing	36	24	60	2.5	HV133, HV137A
HV138	EPA Refrigerant Standards and Certification	36	24	60	2.5	HV132
HV139	Basic Building Trades Blueprint Reading/System Design and Layout	36	24	60	2.5	HV131B
HV140	Heating Systems Fundamentals	36	24	60	2.5	
HV141	Forced Air Heating and Cooling	36	24	60	2.5	HV136, HV137A
HV142	Brazing, Soldering, Cutting and Piping	36	24	60	2.5	
HV143	International Mechanical Code	36	24	60	2.5	HV132, HV140
HV144	HVAC Related Codes and Standards	36	24	60	2.5	HV133, HV140
HV145A	Sheet Metal Theory I	36	24	60	2.5	HV131A
HV145B	Sheet Metal Theory II	36	24	60	2.5	HV131A, HV145A
HV146	Heating Hydronic and Steam	36	24	60	2.5	HV140
HV147	SMACNA	36	24	60	2.5	HV145A, HV145B
HV120A	Energy Efficiency and Green Technology Systems I	36	24	60	2.5	HV132, HV133, HV136, HV140
HV120B	Energy Efficiency and Green Technology Systems II	36	24	60	2.5	HV120A, HV132, HV133, HV136, HV140
	TOTALS	792	528	1320	55.0	

MAXIMUM TIME FRAME (MTF) = 82.5 CREDITS   CIP CODE–51.0501 • SOC CODE–49-9021

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

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

Culinary Arts & Food Services
CUL120D—DIPLOMA PROGRAM
DAY AND EVENING PROGRAMS

Lincoln Culinary Institute
a division of LINCOLN TECHNICAL INSTITUTE

S SHELTON CAMPUS

total semester credit hours* 39
total instructional hours 1080
approximate weeks to complete—day/eve. . . .66 (includes scheduled breaks and holidays)

*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 Culinary Arts and Food Services program will provide students with a strong foundation on which to build a successful career in the food service industry. Students will be exposed to the core theory and practical application of the culinary arts and food services industry. Students will be exposed to a variety of topics including but not limited to: Classical and Modern food preparation and cooking techniques, food and beverage management, foodservice operations, food science, menu planning and nutrition, international cuisine and culture and baking and pastry techniques.

Upon completion of this program, students will be trained for entry level positions in the culinary and food services industry as Line Cook, Prep Cook, Sous Chef, Chef's Assistant, and Pantry Cook as well as other employment opportunities in the Food Industry.

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

course number	course title	lecture hours	lab hours	externship hours	total hours	total credits	prerequisites
CUL140SA	Introduction to Culinary Arts	45	45	0	90	3.5	
FBM100SA	Food and Beverage Management	45	45	0	90	3.5	
IBP140SA	Baking and Pastry Techniques	45	45	0	90	3.5	
CUL240SA	Foodservice Operations	45	45	0	90	3.5	
CUL165SA	Advanced Skills I – Meats, Seafood and Poultry	45	45	0	90	3.5	
CUL175SA	Advanced Skills II – Meats, Seafood and Poultry	45	45	0	90	3.5	CUL165SA
CUL155SA	Principles of Food Science	45	45	0	90	3.5	
NTR101SA	Menu Planning and Nutrition	45	45	0	90	3.5	
PER101SA	Personal/Private Chef	45	45	0	90	3.5	CUL140SA, CUL165SA, CUL175SA
CUL195SA	International Cuisine and Culture	45	45	0	90	3.5	
CUL280SA	Externship	0	0	180	180	4.0	Students must complete all course work prior to taking externship.
	TOTALS	450	450	180	1080	39.0	

MAXIMUM TIME FRAME (MTF) = 58.5 CREDITS

CIP CODE–12.0500 • SOC CODE–35-1012

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.

Externship course is ten weeks with a minimum of 180 hours of training at an approved externship site, working under the direction of a Chef and/or Manager, following all internal rules and regulations. Most externship assignments are scheduled during daytime hours for both day and evening programs. All weeks exclude holidays, course change days and make-up hours for absences during externship. Actual times are set by the externship sites. Students are responsible for transportation to and from the extern site, as well as meals.

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.

Electrician Training

ET213D—DIPLOMA PROGRAM
DAY AND EVENING PROGRAMS

N **S** NEW BRITAIN AND SHELTON CAMPUSES

total semester credit hours* 48
total instructional hours 1200
approximate weeks to complete—day . . . . . .51 (includes scheduled breaks and holidays)
approximate weeks to complete—eve . . . . . .81 (includes scheduled breaks and holidays)

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

program objective

This is a comprehensive program that prepares a student to enter the Electrical field. A foundation of Basic Math and Electrical trade Algebra and Trigonometry prepare the student for Electrical theory and concepts. The program continues with Blue Print reading, an essential skill required of a licensed Electrician. Each course in the program is an important component of knowledge needed in the Electrical Industry. The National Electrical Code is covered thoroughly in four separate courses in which each article in the NEC is reviewed. Courses such as Motor Control, Power Distribution, PLC's 1 and 2 and Motor Generator Theory prepare the student for Commercial and Industrial installations. Basic Telecommunications and Cabling include voice, data, wireless, network and broadband technologies. Two Solar Energy courses introduce the student to the growing field of green technology. Semi-Conductors for Electricians prepares the student for new complex technologies that are being developed and implanted at faster and faster rates.

The Lab portions of our program train the student on basic but essential hands on skills that are needed upon entrance in the Electrical Field. These hands on skills combined with our extensive classroom courses prepare the Graduate for a successful and rewarding career in the Electrical Industry. Students will also be trained on OSHA 30 standards and given the opportunity to take and pass the exam. OSHA 30 certification is mandated by the State licensing board for all apprentices. An apprentice needs to have his or her OSHA 30 certification in order to seek qualification for future licensure. Upon successful completion of the program the State of Connecticut mandated 720 hours of classroom study is satisfied. Students will be required to complete out-of-class assignments in each course.

course number	course title	lecture hours	lab hours	total hours	total credits	prerequisites
ET101A	Basic Math	36	14	50	2.0	
ET102A	Electrical Theory I	36	14	50	2.0	
ET103A	Electrical Theory II	36	14	50	2.0	ET102A
ET104A	Electrical Code I	36	14	50	2.0	
ET105A	Algebra and Trigonometry	36	14	50	2.0	ET101A
ET106A	Electrical Code II	36	14	50	2.0	ET104A
ET107A	Basic Telecommunication	36	14	50	2.0	
ET108A	Blueprint Reading	36	14	50	2.0	
ET109A	Basic Alarm Systems	36	14	50	2.0	
ET110A	Fire Access, CCTV systems	36	14	50	2.0	
ET111A	Electrical Code III	36	14	50	2.0	ET104A, ET106A
ET112A	Telecommunication and Cable Installation	36	14	50	2.0	
ET113A	Power Distribution and Load Calculations	36	14	50	2.0	
ET114A	Electrical Code IV	36	14	50	2.0	ET104A, ET106A, ET111A
ET115A	Motor and Generator Theory	36	14	50	2.0	
ET116A	OSHA 30	36	14	50	2.0	
ET117A	Semi-Conductors and Electronics	36	14	50	2.0	
ET118	Residential Wiring	36	14	50	2.0	
ET119A	Industrial Motor Control	36	14	50	2.0	
ET120A	Programmatic Logic Controllers I	36	14	50	2.0	ET102A, ET103A, ET119A
ET121A	Programmatic Logic Controllers II	36	14	50	2.0	ET102A, ET103A, ET119A, ET120A
ET122A	Photovoltaic I	36	14	50	2.0	ET102A, ET103A
ET123A	Photovoltaic II	36	14	50	2.0	ET102A, ET103A, ET122A
ET124	Commercial Wiring	36	14	50	2.0	
	TOTALS	864	336	1200	48.0	

MAXIMUM TIME FRAME (MTF) = 72.0 CREDITS

CIP CODE–46.0302 • SOC CODE–49-2098

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

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

International Baking and Pastry
IBP101D—DIPLOMA PROGRAM
DAY AND EVENING PROGRAMS

Lincoln Culinary Institute
a division of LINCOLN TECHNICAL INSTITUTE

S SHELTON CAMPUS

total semester credit hours* 37.5
total instructional hours 1080
approximate weeks to complete—day/eve. . . .66

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

program objective

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

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

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

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

course number	course title	lecture hours	lab hours	externship hours	total hours	total credits	prerequisites
CUL140SA	Introduction to Culinary Arts	45	45	0	90	3.5	
CUL240SA	Foodservice Operations	45	45	0	90	3.5	
FBM100SA	Food and Beverage Management	45	45	0	90	3.5	
IBP140SA	Baking and Pastry Techniques	45	45	0	90	3.5	
IBP150SA	Artisan Breads and Viennoiserie	45	45	0	90	3.5	
IBP160SA	American and European Pastry and Baked Goods	45	45	0	90	3.5	
IBP170SA	Contemporary and Classical Cakes	45	45	0	90	3.5	
IBP180SA	Techniques and Artistry in Sugar	45	45	0	90	3.5	
IBP190SA	Techniques and Artistry in Chocolate	45	45	0	90	3.5	
CUL250S	Experiential Learning—Externship A	0	0	90	90	2.0	† Students must complete all course work prior to taking externship.
CUL260S	Experiential Learning—Externship B	0	0	90	90	2.0	† Students must complete all course work prior to taking externship.
CUL270S	Experiential Learning—Externship C	0	0	90	90	2.0	† Students must complete all course work prior to taking externship.
	TOTALS	405	405	270	1080	37.5	

MAXIMUM TIME FRAME (MTF) = 56.0 CREDITS   CIP CODE—12.0501 • SOC CODE—51-3011

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.

Each externship course is five weeks with a minimum of 90 hours; total Experiential Learning period is 15 weeks with a minimum of 270 hours of training at an approved externship site, working under the direction of a Chef and/or Manager, following all internal rules and regulations. Most externship assignments are scheduled during daytime hours for both day and evening programs. All weeks exclude holidays, course change days and make-up hours for absences during externship. Actual times are set by the externship sites. Students are responsible for transportation to and from the extern site, as well as meals.

† **Note: Externships must be taken in sequence.**

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.

Medical Assistant
MAP100X—DIPLOMA PROGRAM
DAY/AFTERNOON/EVENING PROGRAMS

N **S** NEW BRITAIN AND SHELTON CAMPUSES

total semester credit hours* 33.5
total instructional hours 880
approximate weeks to complete—day . . . . . .37 (includes scheduled breaks and holidays)

*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 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 Residential 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.

Residential

course number	course title	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	

Hybrid

course number	course title	lecture hours	lab hours	distance education	internship hours	total hours	total credits	prerequisites
FOUNDATION COURSES								
MAP101	**Introduction to Allied Health**	20	60	40	0	120	5.0	
	FOUNDATION TOTAL	20	60	40	0	120	5.0	
CORE COURSES								
MAP110	**Cardiopulmonary Medical Procedures**	20	60	40	0	120	5.0	**MAP101**
MAP120	**Musculoskeletal System and Medication Administration**	20	60	40	0	120	5.0	**MAP101**
MAP130	**Clinical Lab Techniques**	20	60	40	0	120	5.0	**MAP101**
MAP140	**Laboratory and Surgical Procedures**	20	60	40	0	120	5.0	**MAP101**
MAP150	**Administrative Medical Office**	20	60	40	0	120	5.0	**MAP101**
MAP300	**Medical Assisting Internship**	0	0	0	160	160	3.5	**MAP101, MAP110, MAP120, MAP130, MAP140, MAP150**
	CORE COURSE TOTAL	100	300	200	160	760	28.5	
	TOTAL PROGRAM	120	360	240	160	880	33.5	

MAXIMUM TIME FRAME (MTF) = 50.0 CREDITS   CIP CODE–51.0801 • SOC CODE–31-9092

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.

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.

Practical Nursing

LPN101D—DIPLOMA PROGRAM
DAY AND EVENING PROGRAMS

N **S** NEW BRITAIN AND SHELTON CAMPUSES

total semester credit hours* 61
total instructional hours 1591
approximate weeks to complete—day . . . . . .52 (includes scheduled breaks and holidays)
approximate weeks to complete—eve . . . . . .92 (includes scheduled breaks and holidays)

*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 Practical Nursing program prepares the individuals to become entry-level Practical Nurses. Practical Nurses provide nursing to clients of all ages with common health problems in a variety of health care settings under the direction of a Registered Nurse; participate in the nursing process to promote, maintain, and restore health or administer care to dying patients; practice within the legal and ethical framework of the nursing profession; and function as a member of the health care team in a variety of health care environments. Graduates of this program are eligible to sit for the State of Connecticut, Practical Nursing Licensing exam. The classrooms and labs are equipped with the necessary medical equipment and materials essential for training Practical Nurses. Major equipment includes Anatomical Manikins, VitalSim, Wheelchair, Stethoscopes, Electronic Thermometers, Personal Computers and Pumps. Students will be required to complete out-of-class assignments in each course.

semester	course number	course title	lecture hours	lab hours	clinical hours	total hours	total credits	prerequisites
I	PN103A	**Nursing I–Fundamentals of Nursing**	116	40	0	156	6.5	
I	PN105A	**Clinical Experience/Nursing I**	0	0	180	180	6.5	Successfully attain competence in designated lab skills prior to practicing skills in the clinical area.
I	PN109A	**Anatomy and Physiology I**	70	0	0	70	3.0	
		SEMESTER I SUBTOTALS	186	40	180	406	16.0	
II	PN115A	**Nursing II–Advanced Fundamentals of Nursing**	30	30	0	60	2.5	PN103A, PN105A, PN109A
II	PN117A	**Clinical Experience/Geriatrics**	0	0	185	185	6.5	PN103A, PN105A, PN109A
II	PN121A	**Anatomy and Physiology II**	50	0	0	50	2.0	PN103A, PN105A, PN109A
II	PN122A	**Principles of Pharmacology**	35	10	0	45	2.0	PN103A, PN105A, PN109A
II	PN124A	**Clinical Experience/Well Child**	0	0	27	27	0.5	PN103A, PN105A, PN109A
II	PN125A	**Human Growth and Development**	30	0	0	30	1.0	PN103A, PN105A, PN109A
		SEMESTER II SUBTOTALS	145	40	212	397	14.5	
III	PN130A	**Nursing IV–Mental Health Nursing**	45	0	0	45	2.0	PN103A, PN105A, PN109A, PN115A, PN117A, PN121A, PN122A, PN125A
III	PN131A	**Nursing III–Concepts of Maternal-Child**	45	3	0	48	2.0	PN103A, PN105A, PN109A, PN115A, PN117A, PN121A, PN122A, PN125A
III	PN132A	**Nursing V–Nursing Across the Lifespan I**	81	10	0	91	4.0	PN103A, PN105A, PN109A, PN115A, PN117A, PN121A, PN122A, PN125A
III	PN134A	**Clinical Experience/Sub Acute I**	0	0	216	216	7.5	PN103A, PN105A, PN109A, PN115A, PN117A, PN121A, PN122A, PN125A
		SEMESTER III SUBTOTALS	171	13	216	400	15.5	
IV	PN136A	**Clinical Experience/Mental Health**	0	0	18	18	.5	PN103A, PN105A, PN109A, PN115A, PN117A, PN121A, PN122A, PN125A, PN130A, PN131A, PN132A, PN134A
IV	PN138A	**Clinical Experience/Maternal-Child**	0	0	18	18	.5	PN103A, PN105A, PN109A, PN115A, PN117A, PN121A, PN122A, PN125A, PN130A, PN131A, PN132A, PN134A
IV	PN140A	**Nursing VI–Nursing Across the Lifespan II**	143	11	0	154	7.0	PN103A, PN105A, PN109A, PN115A, PN117A, PN121A, PN122A, PN125A, PN130A, PN131A, PN132A, PN134A
IV	PN142A	**Clinical Experience/Sub Acute II**	0	0	162	162	5.5	PN103A, PN105A, PN109A, PN115A, PN117A, PN121A, PN122A, PN125A, PN130A, PN131A, PN132A, PN134A
IV	PN144A	**Professional Development**	36	0	0	36	1.5	PN103A, PN105A, PN109A, PN115A, PN117A, PN121A, PN122A, PN125A, PN130A, PN131A, PN132A, PN134A
		SEMESTER IV SUBTOTALS	179	11	198	388	15.0	
		PROGRAM TOTALS	681	104	806	1591	61.0	

MAXIMUM TIME FRAME (MTF) = 91.5 CREDITS   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.

Course Descriptions *Career Programs begin on page 7.*

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.

ACRHT Courses

HV131A–HVACR BASIC MATH
60 Contact Hrs (36 Lecture, 24 Lab/Shop); 2.5 Credit Hours
This course is designed to present the learner with basic mathematical fundamentals required by today's HVAC technicians. This course will consist of basic mathematical concepts such as addition, subtraction, division, and multiplication which will then be applied to concepts of the HVAC trade.
Prerequisites: None

HV131B–HVACR TRADE MATH
60 Contact Hrs (36 Lecture, 24 Lab/Shop); 2.5 Credit Hours
This course is designed to present the learner mathematical concepts as they relate to the HVAC industry. Students will apply basic mathematics operations to whole numbers and common fractions, and learn to convert decimals to fractions, percentages, and averages used by today's HVAC technicians.
Prerequisites: None

HV132–FUNDAMENTALS OF REFRIGERATION
60 Contact Hrs (36 Lecture, 24 Lab/Shop); 2.5 Credit Hours
This course is designed to teach a student the core fundamental concepts of refrigeration. This will include knowledge of basic refrigeration components, energy transfer, pressure and temperature relationships, and various gas laws. Students will also learn the use of test instruments such as temperature analyzers, bar gauge manifold assembly, electronic leak detectors, and vacuum pumps.
Prerequisites: None

HV133–BASIC ELECTRICITY AND CONTROL CIRCUITS
60 Contact Hrs (36 Lecture, 24 Lab/Shop); 2.5 Credit Hours
This course is designed to teach students the basic principles of electrical theory. Students will gain knowledge about DC and AC currents, series circuits, parallel circuits, transformers, and various power sources. Additional topics will include electrical schematics, relays and circuit layouts. Throughout this course students will perform lab experiments in resistance, voltage, and current in various circuits. Students will also learn the operation, testing, and repair of AC motors.
Prerequisites: None

HV134–OSHA 30
60 Contact Hrs (36 Lecture, 24 Lab/Shop); 2.5 Credit Hours
This course is designed to prepare students to successfully achieve their Occupational Safety and Health Administration 30 hour certification. Students will achieve knowledge in proper recordkeeping techniques, general safety practices, health hazard awareness, the usage of personal protective equipment, fire protection safety, cranes and rigging, stairways and ladders, confined spaces and other OSHA safety standards and practices. Students will be given the opportunity to complete their OSHA 30 certification during this course.
Prerequisites: None

HV135–DOMESTIC AND COMMERCIAL AND SPECIAL REFRIGERATION SYSTEMS
60 Contact Hrs (36 Lecture, 24 Lab/Shop); 2.5 Credit Hours
This course is designed to broaden a student's knowledge in the field of refrigeration. The domestic section of course covers the radiation characteristics of different metals, the operation of different pumps, and the principals involved in expansion and contraction. The course then progresses to cover the air conditioning and refrigeration equipment found in a residential setting. Students learn to install, troubleshoot, and repair the mechanical and electrical components of household refrigerators, chest-type and open-door freezers, window air conditioners, dehumidifiers, and thru-wall air conditioners and heat pumps. In addition, students will improve their skills developing electrical schematics for domestic systems and their related peripherals including time clocks, multi-speed fans, and selector switches. Students will explore the components and uses of these systems including their methods of heat transfer, temperature controls, humidity controls, defrost methods, and in-line controls, systems covered include low temperature refrigerators, reach-in freezers, refrigerated vending machines, chillers, and commercial ice machines. Students will then learn the proper techniques used in installation, troubleshooting, and repair of these systems.
Prerequisites: HV132, HV133

HV136–AIR CONDITIONING AND HEAT PUMP SYSTEMS
60 Contact Hrs (36 Lecture, 24 Lab/Shop); 2.5 Credit Hours
This course concentrates on the many methods of heat transfer in the air conditioning and heating modes. Systems covered include packaged and split air conditioners and heat pumps, both residential and light commercial. Each student will learn the seven steps in application engineering which includes building survey, load calculations, equipment selection, air distribution systems, installation, start-up procedures, and system balancing. Students will also use the proper test equipment in the repair and troubleshooting of these systems. In addition, students will learn about the special piping and plumbing methods in use today.
Prerequisites: HV132, HV133

HV137A–OIL BURNER FUNDAMENTALS
60 Contact Hrs (36 Lecture, 24 Lab/Shop); 2.5 Credit Hours
This course will begin with a discussion of fuel oils in use today and their relationship to today's oil burners. Students will progress to study the different components of oil burners, proper servicing and preventative maintenance techniques, and related components. Instruction includes servicing the nozzle, ignition assembly, various fuel pumps, and making adjustments for combustion efficiency.
Prerequisites: None

HV137B–OIL BURNER CONTROLS AND SERVICING
60 Contact Hrs (36 Lecture, 24 Lab/Shop); 2.5 Credit Hours
In this course students will learn the effects of incomplete combustion and discuss the elements oxygen, spark, and fuel that make up perfect combustion. Students will learn how to use various combustion equipment to check for combustion problems and excessive fuel consumption. Additionally students will learn about various fuel storage options.
Prerequisites: HV133, HV137A

HV138–EPA REFRIGERANT STANDARDS AND CERTIFICATION
60 Contact Hrs (36 Lecture, 24 Lab/Shop); 2.5 Credit Hours
This course concentrates on the refrigerant standards set forth by the EPA. Students will learn about the different refrigerants used today and the refrigerants of the future. They will be trained according to EPA standards in the proper recovery, storage and evacuation of refrigerant containing appliances. Students will be prepared to take the EPA 608 certification exam.
Prerequisites: HV132

HV139–BASIC BUILDING TRADES BLUEPRINT READING/SYSTEM DESIGN AND LAYOUT
60 Contact Hrs (36 Lecture, 24 Lab/Shop); 2.5 Credit Hours
This course concentrates on the skills required to interpret orthographic projections, isometric, and detail drawings. In addition, students will learn to read and interpret blueprints as they relate to the building trades. This course will also cover the layout and design of Heating and A/C systems.
Prerequisites: HV131B

HV140–HEATING SYSTEMS FUNDAMENTALS
60 Contact Hrs (36 Lecture, 24 Lab/Shop); 2.5 Credit Hours
This course concentrates on gas and oil fired warm air, hot water, and steam based heating systems. Students will learn the installation, troubleshooting, and repair techniques of these systems along with other related topics. Various heat transfer methods such as hydronic and steam radiation will also be covered. In addition, students will learn to plan, design, and lay out a heating system typically found in a residential setting.
Prerequisites: None

HV141–FORCED AIR HEATING AND COOLING
60 Contact Hrs (36 Lecture, 24 Lab/Shop); 2.5 Credit Hours
This course concentrates on gas and oil fired warm air and cooling systems. This course will focus on components, venting requirements and operation. Students will also gain knowledge in installation, troubleshooting, and repairing of various heating and cooling systems. Additionally, students will learn to plan, design, and lay out a heating system typically found in a residential setting.
Prerequisites: HV136, HV137A

HV142–BRAZING, SOLDERING, CUTTING AND PIPING
60 Contact Hrs (36 Lecture, 24 Lab/Shop); 2.5 Credit Hours
This course begins with a discussion on metals used in piping for the HVAC/R industry. Among those discussed will be black iron, cast iron, galvanized metals, copper, brass and steel. Students will learn different piping methods for joining and installing piping systems for HVAC/R. Students will learn and demonstrate proper brazing, soldering, threading and other joining techniques.
Prerequisites: None

HV143–INTERNATIONAL MECHANICAL CODE
60 Contact Hrs (36 Lecture, 24 Lab/Shop); 2.5 Credit Hours
Students will learn the proper use and implementation of the various codes governing the installation and service of HVACR equipment and plumbing applications as set forth in the International Mechanical Code. Students will learn to quickly find the regulations pertaining to specific jobs and how to follow them.
Prerequisites: HV132, HV140

HV144–HVAC RELATED CODES AND STANDARDS
60 Contact Hrs (36 Lecture, 24 Lab/Shop); 2.5 Credit Hours
Students will learn the proper use and implementation of the various codes governing the installation and service of HVACR equipment and plumbing applications as set forth in the International Plumbing Code and other various related codes. Students will learn to quickly find the regulations pertaining to specific jobs and how to follow them.
Prerequisites: HV133, HV140

HV145A–SHEET METAL THEORY I
60 Contact Hrs (36 Lecture, 24 Lab/Shop); 2.5 Credit Hours
This course will focus on air distribution through ducted systems: how they are designed, installed and balanced. This class will also focus on air cleanliness and ways to treat air in a ducted system though the usage of filters, UV lights and other means. The tools used to measure air and airflow will also be discussed.
Prerequisites: HV131A

Course Descriptions *Career Programs begin on page 7.*

HV145B–SHEET METAL THEORY II
60 Contact Hrs (36 Lecture, 24 Lab/Shop); 2.5 Credit Hours
This course will focus on the sheet metal tools, machinery and safety in a sheet metal shop. Types of sheet metal, materials and fasteners will be discussed and demonstrated.
Prerequisites: HV131A, HV145A

HV146–HEATING HYDRONIC AND STEAM
60 Contact Hrs (36 Lecture, 24 Lab/Shop); 2.5 Credit Hours
This course is designed to teach students the fundamentals of natural gas and oil fired hydronic and steam systems. Students will learn about water side components, electrical wiring, piping configurations, pumps and maintenance procedures. Additionally students will troubleshoot various component failures using equipment and visual trainers.
Prerequisites: HV140

HV147–SMACNA
60 Contact Hrs (36 Lecture, 24 Lab/Shop); 2.5 Credit Hours
This course will introduce students to standards set forth by the Sheet Metal and Air Conditioning Contractors National Associations standards. Various installation standards such as basic duct construction, duct design, duct performance, duct sealants, flexible duct, grills, and register connections will be covered in detail. Additionally, students will learn application codes and installation of fire and smoke dampers and access doors.
Prerequisites: HV145A, HV145B

HV120A–ENERGY EFFICIENCY AND GREEN TECHNOLOGY SYSTEMS I
60 Contact Hrs (36 Lecture, 24 Lab/Shop); 2.5 Credit Hours
This course introduces HVAC students to Green Technology and its impact on the HVAC industry. Students will receive an overview about green alternatives to comfort heating and cooling systems. Topics will include learning methods for evaluating energy efficiency in any building structure, Solar Thermal and Geothermal Green Technologies.

Students will also learn the fundamentals of Energy Auditing by conducting mechanical and envelope evaluation and pressure analysis, and by pressure analysis, and performing infrared imaging (Thermography).

Students are strongly encouraged to complete certification testing conducted by the Green Mech (Green Mechanical Council).
Prerequisites: HV132, HV133, HV136, HV140

HV120B–ENERGY EFFICIENCY AND GREEN TECHNOLOGY SYSTEMS II
60 Contact Hrs (36 Lecture, 24 Lab/Shop); 2.5 Credit Hours
This course continues the study of Green Technology and its impact on the HVAC industry. Students will learn the fundamentals of Solar Thermal and Geothermal energy systems. Topics include basic theory of each system, components, repair and sizing of these systems. Additionally trainers/simulators are used to visually reinforce concepts learned in the classroom.
Prerequisites: HV120A, HV132, HV133, HV136, HV140

▮ Culinary/IBP Courses

CUL140SA–INTRODUCTION TO CULINARY ARTS
90 Contact Hrs (45 Lecture, 45 Lab); 3.5 Credits
This course provides students with an introduction to the fundamentals needed to build a successful culinary career. It starts with an introduction to culinary history, an orientation to the professional kitchen and an overview of the career opportunities available in the foodservice industry. Students participate in culinary product identification and taste exploration, equipment identification, standard measurement, and a thorough examination of knife safety and basic knife skills. The theory and practice of proper foodservice sanitation is studied and leads to national certification upon successful completion of the examination. Nutrition plays an important role and this course also provides students with the knowledge of the role of nutrition science in various segments of the food service industry. Students

learn how to apply healthy and nutritious food selection and preparation to classical and modern cuisine. The path to professional and personal development starts here with the commitment to the highest standards of attitude, attendance, dress, respect and lifelong learning.
Prerequisite(s): None

FBM100SA–FOOD AND BEVERAGE MANAGEMENT
90 Contact Hrs (45 Lecture, 45 Lab); 3.5 Credits
This course teaches the use of restaurant control systems in menu development, accounting principles, staff training, table service and wine technology. Students learn to create and design menus. Students will explore accounting principles with foodservice industry comparisons. Basic computer literacy and restaurant-related computer applications are introduced. Students study the management process, effective communication skills, the supervisor's role in decision-making and problem solving, effective use of delegation, conflict resolution, motivational techniques, and stress management. Organizational design, line and staff relationships and employee training programs are also presented in this course. Knowledge and techniques of table service are explored, guest check control, federal, state and local control laws and third party liability. Beverage technology studied includes distinguishing wines by grape, variety, growing region, production process and proper service.
Prerequisite(s): None

CUL240SA–FOODSERVICE OPERATIONS
90 Contact Hrs (45 Lecture, 45 Lab); 3.5 Credits
This course serves as an introduction to the real world of foodservice operations in which students make use of the skills that they have acquired. Making use of the classic brigade system, individuals will have the opportunity to prep and work all stations both in the kitchen and dining room. Stations will include, but are not limited to Sous Chef, Maître d', Saucier, Garde Manger, Server, Back Waiter, Grillardin. This course will expand upon the creation of menus in regards to seasonality and demographics, all the while, monitoring food & beverage costs and labor cost. The exploration of different types of menus will be a focal point of this course. From the creation of cohesive menus, to proper applications of the products available, to the execution of individual's job description, the future foodservice professional will be a great fit in the modern kitchen. Adherence to proper safety and sanitation requirements will also be strictly monitored. This class will take all knowledge, skills, and techniques that have been taught, and apply it in such a way to link the training to the externship section and finally to the long successful careers ahead.
Prerequisite(s): None

CUL165SA–ADVANCED SKILLS I – MEAT, SEAFOOD, AND POULTRY
90 Contact Hrs (45 Lecture, 45 Lab); 3.5 Credits
Advanced Skills: Meats, Seafood and Poultry, is a foundation course for the culinary student, emphasizing the classic cooking methods, culinary terminology, identification, fabrication and preparation of seafood, meats, and poultry products. Preparation of sauces and soups will be explored; with the introduction and refinement of the thickening methods and techniques used therein. Consideration will be given to understanding the basics of flavors and flavorings and the factors affecting the perception of flavors, with emphasis on serving correctly seasoned foods. Included will be the proper use and care of culinary tools, practical use of culinary math and purchasing practices and procedures. Modern and classical methods are explored in the preparation of pates, galantines, mousses, canapés and hors d'oeuvre. Artistry and innovation merge in the creation of fruit and vegetable garnishes and melon sculptures. Charcuterie specialties such as sausage making, meat smoking and fish curing are all part of this course.
Prerequisite(s): None

CUL175SA–ADVANCED SKILLS II – MEATS, SEAFOOD, AND POULTRY
90 Contact Hrs (45 Lecture, 45 Lab); 3.5 Credits
This is a continuation of CUL165SA. Advanced Skills: Meats, Seafood and Poultry, is an advanced course for the culinary student, emphasizing the classic cooking methods, culinary terminology, identification, fabrication and preparation of seafood, meats, and poultry products. Preparation of sauces and soups will be explored; with the introduction and refinement of the thickening methods and techniques used therein. Consideration will be given to understanding the basics of flavors and flavorings and the factors affecting the perception of flavors, with emphasis on serving correctly seasoned foods. Included will be the proper use and care of culinary tools, practical use of culinary math and purchasing practices and procedures. Charcuterie specialties such as sausage making, meat smoking and fish curing are all part of this course. Techniques are explored through explanation, demonstrations and comparison tasting. By the end of this course the student should have the necessary skills and knowledge to plan, prepare and present a variety of cold specialties, hot foods and hybrid hot-cold preparation of foods.
Prerequisite(s): CUL165SA

CUL155SA–PRINCIPLES OF FOOD SCIENCE
90 Contact Hrs (45 Lecture, 45 Lab); 3.5 Credits
This course allows students to learn the basics of heat transfer and the affects that heat has on various foods. The techniques for the making of quality stocks will be covered with emphasis on accurate knife cuts to ensure desired results. Students will practice a full range of cooking techniques, including dry-heat, moist-heat and combination methods as applied to vegetables, starches, sandwiches, eggs and breakfast batter products. The making of salads and dressings will be covered as well as a focus on the specifications for purchasing, receiving and storing of common ingredients. Standard weights and measures will be emphasized in all procedures so that once the fundamental techniques have been learned; it is relatively easy to apply those techniques to a full repertoire of other recipes.
Prerequisite(s): None

NTR101SA–MENU PLANNING AND NUTRITION
90 Contact Hrs (45 Lecture, 45 Lab); 3.5 Credits
This course offers a comprehensive review of foods, nutrients and nutrition. Major nutrient classes: carbohydrates, fats, protein, vitamins, minerals and water will be investigated. The relationship of foods and nutrients to areas of current interest including diet and disease (diabetes, high blood pressure, heart disease and cancer, etc.), weight control, diet and exercise, dietary from pregnancy through older adulthood will be discussed, as well as, gluten free diets. Current dietary recommendations including the Food Guide Pyramid, U.S. Dietary Guidelines and Recommended Dietary Allowances (RDA) will be compared and contrasted.
Prerequisite(s): None

PER101SA–PERSONAL/PRIVATE CHEF
90 Contact Hrs (45 Lecture, 45 Lab); 3.5 Credits
Personal/Private Chef examines the intrinsic details to being a personal or private chef. The course allows students the opportunity to create a personal business strategy, including marketing, menu design, liability, forms of ownership, financing, and customer service with an emphasis on a step-by-step understanding of how students can begin their own personal chef business.
Prerequisite(s): CUL140SA, CUL165SA, CUL175SA

CUL195SA–INTERNATIONAL CUISINE AND CULTURE
90 Contact Hrs (45 Lecture, 45 Lab); 3.5 Credits
Students in this course will learn to prepare, taste, serve, and evaluate traditional, regional dishes of important regions and cultures of the world. Emphasis will be placed on ingredients, flavor profiles, preparations, and techniques representative of the cuisines of the Far East, Middle East, Mediterranean, Europe, Africa, North America, and South America.
Prerequisite(s): None

Course Descriptions Career Programs begin on page 7.

CUL280SA–EXTERNSHIP
180 Contact Hrs (180 Externship); 4.0 Credits

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

Prerequisite(s): Students must complete all course work prior to taking externship.

IBP140SA–BAKING AND PASTRY TECHNIQUES
90 Contact Hrs (45 Lecture, 45 Lab); 3.5 Credits

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

Prerequisite(s): None

IBP150SA–ARTISAN BREADS AND VIENNOISERIE
90 Contact Hrs (45 Lecture, 45 Lab); 3.5 Credits

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

Prerequisite(s): None

IBP160SA–AMERICAN AND EUROPEAN PASTRY AND BAKED GOODS
90 Contact Hrs (45 Lecture, 45 Lab); 3.5 Credits

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

Prerequisite(s): None

IBP170SA–CONTEMPORARY AND CLASSICAL CAKES
90 Contact Hrs (45 Lecture, 45 Lab); 3.5 Credits

This course focuses on the study and preparation of contemporary and classical cakes, torts, entremets, and petit gateaux from around the world. As a part of this focus, mousses, creams, and meringues are studied and used as included as fillings and toppings. A variety of classical American and International

cake mixing methods is studied to include creaming, sponge and high ratio. A variety of icings and frostings are explored and prepared to fill and ice the baked cakes. Basic cake decoration is practiced in an effort to build skills, speed, and accuracy. Elements of healthy alternatives are discussed and prepared.

Prerequisite(s): None

IBP180SA–TECHNIQUES AND ARTISTRY IN SUGAR
90 Contact Hrs (45 Lecture, 45 Lab); 3.5 Credits

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

Prerequisite(s): None

IBP190SA–TECHNIQUES AND ARTISTRY IN CHOCOLATE
90 Contact Hrs (45 Lecture, 45 Lab); 3.5 Credits

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

Prerequisite(s): None

CUL250S–EXPERIENTIAL LEARNING–EXTERNSHIP A
90 Contact Hrs (90 Externship); 2.0 Credits

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

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

CUL260S–EXPERIENTIAL LEARNING–EXTERNSHIP B
90 Contact Hrs (90 Externship); 2.0 Credits

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

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

CUL270S–EXPERIENTIAL LEARNING–EXTERNSHIP C
90 Contact Hrs (90 Externship); 2.0 Credits

This third segment of the externship experience allows students further opportunities to improve their skills, techniques, and most importantly, their speed, accuracy, and efficiency. It is also an opportunity for students to consider their next career moves.

The Lincoln Culinary Institute's Career Services Department welcomes students to return to the school during this phase to freshen up their resumés and cover letters, review the available job postings, and discuss whether they wish to stay on as regular employees at their current site or consider alternate options.

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

◼ Electrician Courses

ET101A – BASIC MATH
50 Contact Hrs (36 Lecture, 14 Lab/Shop); 2.0 Semester Credit Hours

During this course of instruction, the student will be introduced to school policy, course and grading structure and helpful pointers to develop or improve upon study habits. After successful completion of this mod, the student will be able to compute Whole numbers, Fractions, and Decimal. This course will also develop and foster problem solving skills using Area, Volume, Ratios, Proportions and Units of Measurements as applied in the Electrical industry.

Prerequisite: None

ET102A – ELECTRICAL THEORY I
50 Contact Hrs (36 Lecture, 14 Lab/Shop); 2.0 Semester Credit Hours

During this course of instruction the student will be introduced to Electricity Theory. Students will learn about the foundation of electrical theory including the nature of electricity, as in atoms, protons and neutrons. In addition, students will be introduced to Ohm's Law as applied to the electrical industry. Students will learn about the various types of electricity production and distribution. Student will be introduced to basic circuit concepts including series, parallel, combination circuits, and electrostatic theory. Students will also be introduced to Electrical measurements of volts, amps and resistance as related to the Electrical industry. Lastly, students will study electrical conductors and insulators and learn how to properly size and select them for use in circuit installations.

Prerequisite: None

ET103A – ELECTRICAL THEORY II
50 Contact Hrs (36 Lecture, 14 Lab/Shop); 2.0 Semester Credit Hours

In this course of instruction the student will continue to learn about basic AC circuits, inductors and capacitors. Students will learn how to compare AC series and parallel circuits containing resistance, inductance, and capacitance. Students will also understand Electrical problems with inductive reactance and capacitive reactance. Students will also learn how to integrate the basics of AC circuit theory as it applies to the electrical industry.

Prerequisite: ET102A

ET104A – ELECTRICAL CODE I
50 Contact Hrs (36 Lecture, 14 Lab/Shop); 2.0 Semester Credit Hours

This course introduces the student to the National Electrical Code (NEC). Students will learn about the format, layout, language and terminology used in the NEC and how it applies to the Residential, Commercial and Industrial markets. Students will learn how to navigate through the entire NEC code and understand how to effectively use it as it applies to the electrical industry and particular projects that might be working on. Students will also understand how to use the NEC Table of Contents is as a way to navigate through this comprehensive book used in the electrical industry today.

Prerequisite: None

ET105A – ALGEBRA AND TRIGONOMETRY
50 Contact Hrs (36 Lecture, 14 Lab/Shop); 2.0 Semester Credit Hours

During this course of instruction the student will be introduced to basic trade algebra and trigonometry.

Students will learn about exponential equations, roots, addition, subtraction, multiplication, and division of polynomials as they apply it the electrical industry. This course will also discuss Pythagorean Theorem including identifying and working with triangles and angles and the related trigonometric functions of Sine, Cosine, and Tangent. Students will also be exposed to problem solving algebraic and trigonometric word problems.
Prerequisite: ET101A

ET106A – ELECTRICAL CODE II
50 Contact Hrs (36 Lecture, 14 Lab/Shop); 2.0 Semester Credit Hours

This course is a continuation of Electrical Code I. The students continues to learn about National Electrical Code book (NEC). Students will evaluate each article within the NEC. In addition, students are trained to review each article and learn how to take copious notes that will help them remember key elements of the NEC process. Students learn how the process of evaluation ultimately helps them to gain experience with NEC navigation and understanding of the codes as they relate to the industry. Students are also exposed to scenarios including local code and how local code can have an impact on the NEC and how it applies to the local municipalities.
Prerequisite: ET104A

ET107A – BASIC TELECOMMUNICATIONS
50 Contact Hrs (36 Lecture, 14 Lab/Shop); 2.0 Semester Credit Hours

This course is the first of two Telecommunication courses that take the student through the evolution of the Telecommunication Industry from the technological and business perspective and ending with the customer or user experience. Included in this course is Telecommunication electronics, Voice Communications, Data Communications, Wireless Communication, and Network and Broadband Technologies.
Prerequisite: None

ET108A – BLUEPRINT READING
50 Contact Hrs (36 Lecture, 14 Lab/Shop); 2.0 Semester Credit Hours

During this course of instruction the student will be introduced to basic Trade Blue Print reading and the language of Blue Print reading as related to the Electrical industry. Students will develop the necessary skill to read and interpret Blue Prints, Students will be trained to have working knowledge and understanding of basic drawing and layout techniques related to blue prints. Students will also be exposed to system of line definition called the Alphabet of Lines used in Blue Print reading. This course will also cover specific Blue Print plans and Maps, such as Plot Plans, Contour Maps, footing drawings, Foundation drawings, Structural steel plans, and Framing Blue Prints. The student will also learn the relationship and importance of understanding Plumbing and HVAC prints and how they relate to the Electrical Blue Prints on a project. Student will develop visualization skills that are needed in the use of Orthographic Projections and drawings as related to the Electrical industry.
Prerequisite: None

ET109A – BASIC ALARM SYSTEMS
50 Contact Hrs (36 Lecture, 14 Lab/Shop); 2.0 Semester Credit Hours

During this course of instruction the student will be introduced to Basic Alarm Technology. Students are trained on audio, signaling processing, networking, and various components of alarm and audio systems. Students will also learn about the different types of cable and NEC requirements for installations using s basic alarms. Students will also learn about the various terms and definitions of low voltage systems and finally Security Alarm systems and Access Control systems wiring and installation are also covered in this course.
Prerequisite: None

ET110A – FIRE ACCESS, CCTV SYSTEMS
50 Contact Hrs (36 Lecture, 14 Lab/Shop); 2.0 Semester Credit Hours

In this course students learn about Fire Alarm, Security Access and Closed Circuit Television (CCTV) systems. The Fire Alarm portion covers: Types of Fire Alarms, the Fire Command Center, the Annunciator Panel, the Control unit, Alarm Initiating Devices, Notification Appliances and wiring of the input and output devices. The Security Access portion includes: Security Alarm Systems and wiring of Security Systems, Access Control Systems and wiring of Access Systems and the Electrical wiring as it pertains to Security and Access Systems. The Closed Circuit Television includes: CCTV components, CCTV specifications, the transmission link and viewing and recording formats and devices.
Prerequisite: None

ET111A – ELECTRICAL CODE III
50 Contact Hrs (36 Lecture, 14 Lab/Shop); 2.0 Semester Credit Hours

This course is continuation Electrical Code II. Students will continue review key articles within the National Electrical Code (NEC). The scope of each article is reviewed and notable points are highlighted. This training approach helps the student gain experience to effectively understand the NEC and develop the necessary skill level for successful maneuvering the NEC Code Book.
Prerequisite: ET104A, ET106A

ET112A – TELECOMMUNICATIONS AND CABLE INSTALLATION
50 Contact Hrs (36 Lecture, 14 Lab/Shop); 2.0 Semester Credit Hours

This course is the second of two Telecommunication courses that take the student through the development of the Telecommunication Industry from the technological and business perspective to the customer experience. In addition, students in this course learn about various cabling methods and materials. Student about benefits of copper conductors versus fiber optic conductors. Students also learn about the composition of modern Telecommunications and Data networks.
Prerequisite: None

ET113A – POWER DISTRIBUTION AND LOAD CALCULATIONS
50 Contact Hrs (36 Lecture, 14 Lab/Shop); 2.0 Semester Credit Hours

In this course of instruction the students are introduced to the concepts of three phase power and how to perform load calculations. Students will become experienced in the calculations necessary for determining voltage and current values and how to properly connect three phase transformers in various configurations. Students learn the concept of power factor and how to correct it, as well as perform necessary calculations for correction. Upon completion of this course, the student will be able to understand Three Phase Power circuits and their functions and Wye and Delta connections and their functions.
Prerequisite: None

ET114A – ELECTRICAL CODE IV
50 Contact Hrs (36 Lecture, 14 Lab/Shop); 2.0 Semester Credit Hours

During this course the student continues their study of articles in the National Electrical Code (NEC). The scope of each article is reviewed and notable points are highlighted. The student continues to be given thorough knowledge for navigating through the latest NEC enforceable codes. This process helps the student to gain experience in understanding the NEC that develops skill proper skill level for maneuvering within the code.
Prerequisite: ET104A, ET106A, ET111A

ET115A – MOTOR AND GENERATOR THEORY
50 Contact Hrs (36 Lecture, 14 Lab/Shop); 2.0 Semester Credit Hours

This course describes the basic methods for generating electricity and introduces the principles of induced voltage. The parts and process of the generator that produce AC are introduced to the student in this course.

The course also covers Three Phase Motors: squirrel cage, wound rotor, and synchronous motors. The student will be introduced to various configurations such as single voltage, dual voltage and wye and delta connected motors are also discussed. Lastly, students are introduced to the process of calculating motor protective devices and wiring methods.
Prerequisite: None

ET116A–OHSA 30
50 Contact Hrs (36 Lecture, 14 Lab/Shop); 2.0 Semester Credit Hours

During this course of instruction the student will be introduced to OSHA 30 for the Construction Trade. The OHSA 30 program is mandated by State of Connecticut Apprenticeship Board. The OSHA 30 program is a 36 hour course that utilizes education technology to deliver the program. Students utilize an online platform to complete the requirement hours of instruction. Upon successful completion of the course the student will receive the OSHA 30 certification. Topics in this included in the OSHA course: Introduction to OSHA, Managing Safety and Health, Falls, Electrocution, Struck by various falling objects, Trench hazards, Personal Protective Equipment, Health Hazards in construction, Stairwells and Ladders, Confined Spaces, Excavations, Scaffolds, and other construction related safety information.
Prerequisite: None

ET117A–SEMI-CONDUCTORS AND ELECTRONICS
50 Contact Hrs (36 Lecture, 14 Lab/Shop); 2.0 Semester Credit Hours

This course introduces the student to semi-conductors and electronics. Students learn about semi-conductors and electronics used within the electrical industry. Students will learn about the various semi-conductor material and construction. The course includes semi-conductors, power rating of components, heat sinks, diodes, rectifiers, transistors, digital logic and circuit design.
Prerequisite: None

ET118–RESIDENTIAL WIRING
50 Contact Hrs (36 Lecture, 14 Lab/Shop); 2.0 Semester Credit Hours

During this course various aspects of Residential wiring will be discussed. Instruction and practice working with diagrams and practical applications of the National Electrical Code will prepare the student for entry into the electrical field. Detail instruction will include: installation and calculation of lighting and receptacle branch circuits, installation and calculation of service entrance conductors, installation and calculation of bonding and grounding conductors, installation of ground fault interrupters and arc fault interrupters, and calculation of box fill. The student will learn to draw single pole switch and three way switch wiring diagrams. Hands on skill practice will include the installation of single pole switches, three way switches, ground fault interrupters and arc fault interrupters.
Prerequisite: None

ET119A–INDUSTRIAL MOTOR CONTROLS
50 Contact Hrs (36 Lecture, 14 Lab/Shop); 2.0 Semester Credit Hours

In this course students will learn about motor control circuits and controllers. The student will learn and become familiar with components specific to motor control circuits. Student will also be introduced to logic control language, control symbols and ladder diagrams. Students will learn how to interpret and develop control diagrams using motor control logic. Students will also learn motor control troubleshooting techniques.
Prerequisite: None

ET120A–PROGRAMMATIC LOGIC CONTROLLERS I
50 Contact Hrs (36 Lecture, 14 Lab/Shop); 2.0 Semester Credit Hours

This course is the first of two Programmable Logic Controller courses. Programmable Logic Controllers I introduces the student to Programmable Logic Controllers (PLCs). The student will learn about the history of the PLC, operation and usage of PLCs,

number systems used in the programming of PLCs, PLC programming Logic, and the function of Input modules, output modules, and the PLC processor.
Prerequisite: ET102A, ET103A, ET119A

ET121A–PROGRAMMATIC LOGIC CONTROLLERS II
50 Contact Hrs (36 Lecture, 14 Lab/Shop); 2.0 Semester Credit Hours

This course is a continuation of Programmable Logic Controller I. Programmable Logic Controllers II delves into the programming of the PLC. Students are introduced to advanced systems for PLC usage and control programming for the PLC in the electrical industry. The student will learn the PLC instruction set, basic relay instructions, specific relay instructions, building circuits, documenting the PLC system as well as timer and counter instructions and practices.
Prerequisite: ET102A, ET103A, ET119A ET120A

ET122A–PHOTOVOLTAIC I
50 Contact Hrs (36 Lecture, 14 Lab/Shop); 2.0 Semester Credit Hours

This course will introduce the students to Photovoltaic System Configurations, site analyses, load analysis, system wiring (inclusive of wire types, wire sizing, overcurrent protection) and grounding requirements as set forth in the NEC. Series and Parallel circuit connections for power and load, installation of all system components and system maintenance. Photovoltaic (PV) I includes Photovoltaic safety, solar fundamentals, PV modules, batteries and charging controllers. Students will learn how to select and install PV systems for use in residential and commercial applications.
Prerequisite: ET102A, ET103A

ET123A –PHOTOVOLTAIC II
50 Contact Hrs (36 Lecture, 14 Lab/Shop); 2.0 Semester Credit Hours

Photovoltaic (PV) II will introduce the students to advanced Photovoltaic System Configurations, site analyses, load analysis, system wiring (inclusive of wire types, wire sizing, overcurrent protection) and grounding requirements as set forth in the NEC for large scale applications. Photovoltaic II continues with Inverters, PV wiring per the NEC, solar installations and solar troubleshooting.
Prerequisite: ET102A, ET103A, ET122A

ET124–COMMERCIAL WIRING
50 Contact Hrs (36 Lecture, 14 Lab/Shop); 2.0 Semester Credit Hours

During this course various aspects of Commercial wiring will be discussed. Instruction and practice working with diagrams and practical applications of the National Electrical Code will prepare the student for entry into the electrical field. Detail instruction will include: calculating the commercial load, lighting load calculations, determining the number of circuits required, Rigid Metal Conduit (RMC) requirements and installation, Intermediate Metal Conduit (IMC) requirements and installation, Electrical Metallic Tubing (EMT) requirements and installation, Armored Clad cable (AC) requirements and installation, Metal Clad cable (MC) requirements and installation, calculating Feeder size, calculating short circuit amperage, coordination of overcurrent protective devices, and preparing the Panelboard worksheet. Hands on skill practice will include wall projects using MC Cable, and conduit bending.
Prerequisite: None

■ Medical 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 vison 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): Successful completion of all courses (MAP101, MAP110, MAP120, MAP130, MAP140, and MAP150) must be completed prior to internship.

■ Practical Nursing Courses

PN103A–NURSING I–FUNDAMENTALS OF NURSING
156 Contact Hrs (116 Lecture, 40 Lab, 0 Clinical); 6.5 Credits

Fundamentals of Nursing is designed to provide the student with the nursing skills, techniques, attitudes and behaviors, which are necessary for the provision of safe, effective, ethical and efficient nursing care. In order to acquire the knowledge and critical thinking skills necessary, the student will be provided with study skills and strategies to maximize their learning potential. Due to the advent of the computerized medical record, the student will also learn computer skills applied to the nursing field and nursing education. By tracing the evolution of nursing, with particular emphases placed on Practical Nursing, the student will learn how to assist each individual patient to return to an optimum level of functioning on the wellness/illness continuum. By coordinating, classroom theory with laboratory and clinical practice, the student will be afforded the opportunity to apply knowledge gained in a logical and systematic manner. Basic mathematical concepts are reviewed using self-tutorial assignment(s). Simple conversions among systems of measurement will also be integrated into classroom theory, laboratory and clinical practice.
Prerequisite(s): None

PN105A–CLINICAL EXPERIENCE/NURSING I
180 Contact Hrs (0 Lecture, 0 Lab, 180 Clinical); 6.5 Credits

This Clinical Experience is a component of Nursing I. Clinical competencies must be successfully completed to receive a passing grade. The student is provided the opportunity to care for clients in a long-term care setting.
Prerequisite(s): Successfully attain competence in designated lab skills prior to practicing skills in the clinical area.

PN109A–ANATOMY AND PHYSIOLOGY I
70 Contact Hrs (70 Lecture, 0 Lab, 0 Clinical); 3.0 Credits

This course begins with a focus on basic medical terminology and includes a brief review of the basic components of speech and writing. In this section of the course, emphasis is placed on interpreting and comprehending the specialized vocabulary of the health care field. In addition, this course encompasses aspects of anatomy, physiology, chemistry and microbiology. It will relate to how the parts of the body influence each other and contribute to effective overall functioning in maintaining homeostasis.
Prerequisite(s): None

Course Descriptions *Career Programs begin on page 7.*

PN115A–NURSING II–ADVANCED FUNDAMENTALS OF NURSING
60 Contact Hrs (30 Lecture, 30 Lab, 0 Clinical); 2.5 Credits

This course is designed to expand on the knowledge base acquired in Nursing I–Fundamentals of Nursing. The emphasis will be on increasingly complex nursing procedures and techniques. Critical Thinking Skills and the Nursing Process will be utilized by the student to assist the client to obtain an optimum level of functioning on the Wellness/Illness continuum.
Prerequisite(s): PN103A, PN105A, PN109A

PN117A–CLINICAL EXPERIENCE/GERIATRICS
185 Contact Hrs (0 Lecture, 0 Lab, 185 Clinical); 6.5 Credits

This Clinical Experience is a component of Nursing II - Advanced Fundamentals of Nursing. Clinical competencies must be successfully completed to receive a passing grade for this course.
Prerequisite(s): PN103A, PN105A, PN109A

PN121A–ANATOMY AND PHYSIOLOGY II
50 Contact Hrs (50 Lecture, 0 Lab, 0 Clinical); 2.0 Credits

This course is a continuation of Anatomy and Physiology I. The primary focus encompasses anatomy and physiology of the remaining systems and nutrition. This course also relates how the parts of the body influence each other and contribute to effective overall functioning in maintaining homeostasis.
Prerequisite(s): PN103A, PN105A, PN109A

PN122A–PRINCIPLES OF PHARMACOLOGY
45 Contact Hrs (35 Lecture, 10 Lab, 0 Clinical); 2.0 Credits

This course provides an introduction to various medication classification systems, and numerous medications' effect on the human organism. This course also includes a comprehensive review of mathematical functions as they relate to dosage calculations. The student will be required to take a Dosage Calculations exam. This course also includes medication administration and requires the student to demonstrate competence in medication administration skills in the laboratory setting. Principles of Pharmacology acquaints the student with the basic classification systems for medications as well as the general action, use, side effects and nursing implications common to each classification system.
Prerequisite(s): PN103A, PN105A, PN109A

PN124A–CLINICAL EXPERIENCE/WELL CHILD
27 Contact Hrs (0 Lecture, 0 Lab, 27 Clinical); 0.5 Credits

This Clinical Experience is a component of Human Growth and Development. Clinical competencies must be successfully completed to receive a passing grade for this course. The student will have the opportunity to observe/interact with the well-child in the pre-school setting.
Prerequisite(s): PN103A, PN105A, PN109A

PN125A–HUMAN GROWTH AND DEVELOPMENT
30 Contact Hrs (30 Lecture, 0 Lab, 0 Clinical); 1.0 Credits

This course provides an overview of the biological, social and psychosocial processes that contribute to human growth and development across the lifespan. Areas covered include theories of development, learning and personality. Also included will be concepts of sociology, culture, status, role and identity. Areas of care for the older adult include physical and psychosocial changes, strengths and limitations which occur as part of the aging process. The role of the nurse in preventative and restorative care throughout the life span is emphasized.
Prerequisite(s): PN103A, PN105A, PN109A

PN130A–NURSING IV–MENTAL HEALTH NURSING
45 Contact Hrs (45 Lecture, 0 Lab, 0 Clinical); 2.0 Credits

This course is designed to provide the student with an understanding of care for the client with Mental Health needs throughout the life span. This course will focus on current theories, treatment modalities, pharmacology and therapeutic communication. Emphasis will be placed on developing an understanding of the manifestations of a variety of mental health disorders. The nursing process will be utilized to respond to various ethical, legal, emotional and behavioral issues.
Prerequisite(s): PN103A, PN105A, PN109A, PN115A, PN117A, PN121A, PN122A, PN125A

PN131A–NURSING III–CONCEPTS OF MATERNAL-CHILD
48 Contact Hrs (45 Lecture, 3 Lab, 0 Clinical); 2.0 Credits

This course covers the physical and emotional aspects of pregnancy, labor, delivery and postpartum care. Emphasis is placed on health promotion, and prevention of complications for the mother, fetus and newborn infant and changes related to the family unit. Health problems that complicate pregnancy are discussed including those related to the mother and the infant. Pharmacology pertaining to Maternal Child Health is also discussed. The nursing process is applied to provide effective client care. Strong emphasis is placed on the nurse's role as teacher in health promotion.
Prerequisite(s): PN103A, PN105A, PN109A, PN115A, PN117A, PN121A, PN122A, PN125A

PN132A–NURSING V–NURSING ACROSS THE LIFESPAN I
91 Contact Hrs (81 Lecture, 10 Lab, 0 Clinical); 4.0 Credits

The systems approach to this course is designed to provide the student with a broad base of knowledge of selected diseases and disorders which effect 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 patient and 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 through the experience of death. Included will be basic pathophysiology within selected biological system disorders: Cardiovascular, Respiratory, Endocrine, and Upper Gastrointestinal. Fluid, Electrolytes and Shock will also be covered. Emphasis will also be placed on appropriate methods of health maintenance where applicable, diet therapy, and the use of medications for the restoration and maintenance of health.
Prerequisite(s): PN103A, PN105A, PN109A, PN115A, PN117A, PN121A, PN122A, PN125A

PN134A–CLINICAL EXPERIENCE/SUB ACUTE I
216 Contact Hrs (0 Lecture, 0 Lab, 216 Clinical); 7.5 Credits

This Clinical Experience is a component of Nursing V–Nursing Across the Lifespan I. Clinical competencies must be successfully completed to receive a passing grade for this course. Depending on scheduling, the student's participation in the medication administration competencies may occur in this course. This Clinical experience will provide the student with the opportunity to care for clients in a sub-acute clinical environment.
Prerequisite(s): PN103A, PN105A, PN109A, PN115A, PN117A, PN121A, PN122A, PN125A

PN136A–CLINICAL EXPERIENCE /MENTAL HEALTH
18 Contact Hrs (0 Lecture, 0 Lab, 18 Clinical); 0.50 Credits

This clinical experience is a component of Nursing IV–Mental Health Nursing. Clinical competencies must be successfully completed to receive a passing grade for this course. Clinical experiences will provide the student with the opportunity to utilize therapeutic communication skills while interacting with adults within the medical health setting.
Prerequisite(s): PN103A, PN105A, PN109A, PN115A, PN117A, PN121A, PN122A, PN125A, PN130A, PN131A, PN132A, PN134A

PN138A–CLINICAL EXPERIENCE/MATERNAL-CHILD
18 Contact Hrs (0 Lecture, 0 Lab, 18 Clinical); 0.50 Credits

This Clinical Experience is a component of Nursing III–Concepts of Maternal-Child. Clinical competencies must be successfully completed to receive a passing grade for this course. The student will have the opportunity to observe/interact with clients in a maternity setting.
Prerequisite(s): PN103A, PN105A, PN109A, PN115A, PN117A, PN121A, PN122A, PN125A, PN130A, PN131A, PN132A, PN134A

PN140A–NURSING VI–NURSING ACROSS THE LIFESPAN II
154 Contact Hrs (143 Lecture, 11 Lab, 0 Clinical); 7.0 Credits

This course is a continuation of Nursing V – Nursing Across the Lifespan I. The systems approach continues with this course and is designed to provide the student with a broad knowledge base of selected diseases and disorders affecting individuals of all ages as they move along the wellness/illness continuum. Emphasis will be placed on using the nursing process to meet the unique needs of each patient and family and/or support systems during disruption of health with the goal of returning the individual to an optimal level of wellness or to support them through the experience of death. Included will be a unit on the ill-child and basic pathophysiology within selected biological systems' disorders: Lower Gastrointestinal, Neurological, Integumentary, Genitourinary Reproductive, Sensory, Cancer, Hemopoetic, and Musculoskeletal. Infectious diseases will also be covered. Emphasis will also be placed on the appropriate methods of health maintenance and where applicable, diet therapy and the use of medications for the restoration of health.
Prerequisite(s): PN103A, PN105A, PN109A, PN115A, PN117A, PN121A, PN122A, PN125A, PN130A, PN131A, PN132A, PN134A

PN142A–CLINICAL EXPERIENCE/SUB ACUTE II
162 Contact Hrs (0 Lecture, 0 Lab, 162 Clinical); 5.5 Credits

This Clinical Experience is a component of Nursing VI–Nursing Across Lifespan II. Clinical competencies must be successfully completed to receive a passing grade for this course. Depending on scheduling, the student's participation in the medication administration competencies may occur in this course. This Clinical experience will provide the student with the opportunity to care for clients of all ages in a sub-acute clinical environment.
Prerequisite(s): PN103A, PN105A, PN109A, PN115A, PN117A, PN121A, PN122A, PN125A, PN130A, PN131A, PN132A, PN134A

PN144A–PROFESSIONAL DEVELOPMENT
36 Contact Hrs (36 Lecture, 0 Lab, 0 Clinical); 1.5 Credits

This course is designed to prepare the student for the role transition to Licensed Practical Nurse. Emphasis will be placed on preparation for the NCLEX-PN including review of content material in conjunction with test-taking skills and practice tests. Professional topics include the responsibility of licensure, the necessity of continuing education and the involvement in nursing organizations. State Board of Examiners for Nursing White Papers, various letters, Practical Nursing's Standards of Nursing Practice will also be discussed. A session on Disaster Nursing and the Licensed Practical Nurse's role along with Bioterrorism issues will be in included. In order to pass this course, a passing grade must be achieved on the Exit Exam.
Prerequisite(s): PN103A, PN105A, PN109A, PN115A, PN117A, PN121A, PN122A, PN125A, PN130A, PN131A, PN132A, PN134A

General Information

General Information

Accreditation

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

PROGRAM ACCREDITATION

Culinary Arts & Food Services and International Baking and Pastry programs are programmatically accredited by the American Culinary Federation (ACF). *(Shelton Campus only)*

Approvals

- Approved by the Connecticut Office of Higher Education
- Nursing program fully approved by the Connecticut Board of Examiners for New Britain, CT. Lincoln Technical Institute, Shelton, CT is conditionally approved by the Connecticut Board of Examiners for the day program in Nursing. As a result, admissions will be limited to 40 students per class start for day students. Evening program has fully restored its approval.
- Approved to train students sponsored by the State of Connecticut, Bureau of Rehabilitation Services.
- Approved to train student sponsored by the Connecticut Workers' Compensation Commission.
- Approved to train students sponsored under the Trade Reform Act of 1974 (TRA).
- Approved to train veterans (and their qualified dependents) eligible for Veterans Administration Educational Benefits. *(See below.)*

Accreditation and approval certificates are displayed in the school lobby.

Veterans

The *Satisfactory Academic Progress Policy* beginning on page 32 of the catalog applies to all veterans. Veterans will remain academically eligible for benefits while they are making satisfactory academic progress and during their first probationary period, if applicable. Benefits may be terminated during any subsequent probationary periods, if applicable. Should benefits be terminated as described herein, veterans will re-establish their eligibility upon their compliance with the satisfactory academic progress standards.

Upon receipt of an application from an individual who is eligible for veterans benefits, the school will examine the student's previous educational and training history to establish whether their history warrants the school awarding appropriate credit where applicable.

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

Statement of Ownership

Lincoln Technical Institute is owned and operated by New England Acquisition, L.L.C., 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.
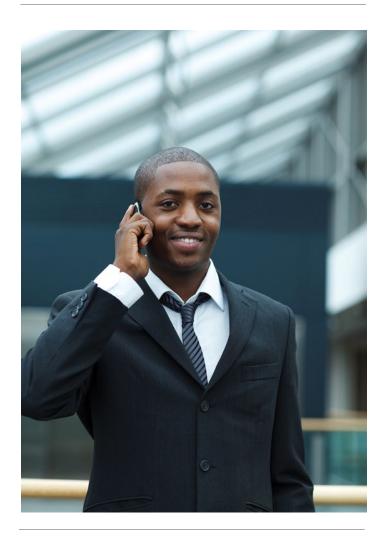
This Policy does not specifically address any applicable state laws on sexual harassment. Lincoln Tech retains the right to revise its policies and procedures in light of any changes to applicable law.

To view the entire Nondiscrimination policy, please visit: **Non Discrimination Policy**.

To view the entire Title IX policy, please visit: **Title-IX-Policy**. other basis described above. Harassment may be verbal, physical, written or visual.

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

Admissions Policies

Admissions Policies

Admission Requirements

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

- Be a high school graduate or possess a state-approved high school equivalency assessment including, but not limited to: a GED, HiSET or TASC examination; or possess an associate's degree or higher from an accredited institution.
- Complete and sign an Enrollment Agreement.
- 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.

Admission Requirements– Practical Nursing

(Required for applicants of the Practical Nursing program)

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

- be eighteen years of age on or before graduation of the Practical Nursing program;
- complete a nursing entrance assessment exam with acceptable results as established by the school;
- Criminal history background check with acceptable results as established by the school.
- Proof of full COVID-19 vaccination is required

Important Disclosures Regarding the 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 12 noon of the day prior to the start of clinical (usually at the end of the first week for days and the fourth week for evenings).

1. Complete the school's physical examination form including completion of required titers and documentation of current flu vaccine and COVID Booster, when eligible.
2. Must be free of contagious and/or communicable disease.
3. Students must take and pass the CHA (Connecticut Hospital Association) Exam by the first day of class. Students must achieve a grade of 85% to attend clinical rotations.
4. Obtain CPR and AED certification for the Health Care Provider for adults, children and infants prior to the start of clinical.
5. A student must meet the essential institutional, academic, and technical standards requisite to admission, participation in, and completion of the program. Accommodation for changes in abilities may not be possible if the accommodation does not allow the student to meet the clinical competencies, standards, or facility mandates required for clinical training in the program. School leaders may require an interview, essay, referrals, and / or resume submission to further assess student applicants' ability to meet program standards.

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:

TEAS MINIMUM SCORE	
PROGRAM	MINIMUM SCORE
PRACTICAL NURSING	44% ADJUSTED COMPOSITE SCORE

If the applicant does not pass the ATI TEAS assessment they will be allowed to retake the test but a fee of $50 will be due at the time of testing.

Exception to the ATI TEAS Policy:

Students transferring from another school are not required to take, or re-take, the ATI TEAS V pre-entrance exam only when the following conditions have been met:

1. The student has taken one or more nursing courses* at their originating institution, and successfully achieved the designated score required for transfer into Lincoln's Practical Nursing program; and
2. Lincoln is accepting one or more nursing courses* as eligible for transfer.

    Rationale: The ATI TEAS is a predictor for successfully attaining a programmatic cut score in the first nursing course*. If the transferring student has met this initial level of achievement then it negates the purpose of the ATI TEAS test.

    * The nursing course: Fundamentals of Nursing (a.k.a. Nursing Fundamentals I, or Fundamentals of Nursing I) is the first nursing course in the program.

After passing the ATI TEAS, each student candidate applying to the Practical Nursing program must submit the following item:

Transcript: A high school transcript or GED. A copy of the student candidate's GED or High School diploma must be submitted to qualify for the program.

Acceptance into the Practical Nursing program will be based on the applicant's ATI TEAS scores, and documentation submitted. All applicants will be informed in writing whether or not they have been accepted into the Practical Nursing program.

Orientation

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

Admissions Policies

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.

Financial Information

Financial aid is available to those who qualify.

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. LTI is an eligible institution under the following student financial aid programs:

- *Federal Pell Grant Program†*
- *Federal Supplemental Educational Opportunity Grant Program (SEOG)†*
- *Federal Stafford Loan Program**
- *William D. Ford Federal Direct Loan Program**
- *Federal Work Study‡*
- *Parent Loan for Undergraduate Students*

  * Loans are borrowed money that you must repay with interest.
  † Grants are awards that you 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 provides a number of scholarships annually. Please refer to the Catalog Addendum for the latest offerings.

Tuition and Fees

A Schedule of Fees catalog addendum contains detailed information about the school's tuition and other charges. The addendum can also be found by visiting: **www.lincolntech.edu/consumerinfo**.

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

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

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

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.

Educational Equipment

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

Financial Information

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.

Connecticut Cancellation & Refund Policy

CANCELLATION POLICY

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

WITHDRAWAL AND INSTITUTIONAL REFUND POLICY

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

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

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

PERCENTAGE OF TOTAL PROGRAM COMPLETION THROUGH THE DATE OF DETERMINATION	PERCENTAGE OF TOTAL PROGRAM TUITION CHARGED
FIRST WEEK	5%
WEEK TWO–10%	10%
10.01%–25%	25%
25.01%–50%	50%
50.01%–75%	75%
75.01%–100%	100%

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. A refund will be calculated for Technology and Student Fees on a pro-rated basis upon withdrawal from the school. Students whose tuition is paid by a third party funding agency should check with the Institute's Student Accounts Office for the refund policy that may pertain to their contract. All charges will be determined based upon the student's actual last date of attendance at a documented academically related activity and any resulting refund will be made within thirty (30) days of the Date of Determination.

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)

To obtain a refund of unearned tuition, STUDENTS are requested to complete a Student Withdrawal Request, available from the SCHOOL office.

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

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

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

Return of Title IV Funds Policy

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

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

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

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

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

Title IV refunds will be processed and sent to the appropriate agency no later than 30 days after the school determined withdrawal date.

Financial Information

The policy of Lincoln Technical Institute is to distribute the proceeds of refunds to the origination source in the following order, up to the net amount disbursed: 1 - Unsubsidized Federal Stafford Loan /Direct 2 - Subsidized Federal Stafford Loan / Direct 3 - Federal / Direct Graduate Plus Loan 4 - Federal / Direct Parent Plus Loan 5 - Federal Pell Grant 6 - Federal Supplemental Educational Opportunity Grant (FSEOG). The student's eligibility for a state grant and agency funding will be calculated independently of the refund process upon the student's withdrawal from school.

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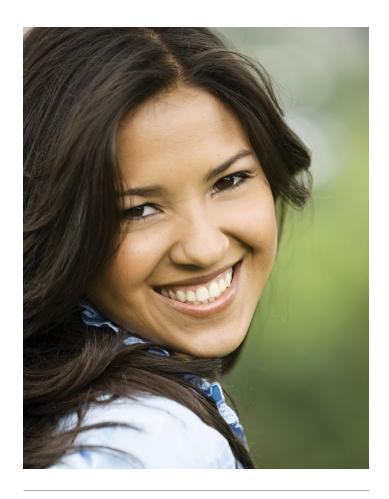
◼ Veterans Affairs Refund Policy

1. Each postsecondary educational institution shall have a policy for refunds which at least provides:

(a) That if the institution has substantially failed to furnish the training program agreed upon in the enrollment agreement, the institution shall refund to a student all the money the student has paid.

(b) That if a student cancels his or her enrollment before the start of the training program, the institution shall refund to the student all the money the student has paid, minus 10 percent of the tuition agreed upon in the enrollment agreement or $100, whichever is less.

(c) That if a student withdraws or is expelled by the institution after the start of the training program and before the completion of more than 60 percent of the program, the institution shall refund to the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or $100, whichever is less.

(d) That if a student withdraws or is expelled by the institution after completion of more than 60 percent of the training program, the institution is not required to refund the student any money and may charge the student the entire cost of the tuition agreed upon in the enrollment agreement.

2. If a refund is owed pursuant to subsection 1, the institution shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:

(a) Date of cancellation by a student of his or her enrollment;

(b) Date of termination by the institution of the enrollment of a student;

(c) Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or

(d) Last day of attendance of a student, whichever is applicable.

3. Books, educational supplies or equipment for individual use are not included in the policy for refund required by subsection 1, and a separate refund must be paid by the institution to the student if those items were not used by the student. Disputes must be resolved by the Administrator for refunds required by this subsection on a case-by-case basis.

4. For the purposes of this section:

(a) The period of a student's attendance must be measured from the first day of instruction as set forth in the enrollment agreement through the student's last day of actual attendance, regardless of absences.

(b) The period of time for a training program is the period set forth in the enrollment agreement.

(c) Tuition must be calculated using the tuition and fees set forth in the enrollment agreement and does not include books, educational supplies or equipment that is listed separately from the tuition and fees.

General Student Information

General Student Information

Office Hours

Monday-Thursday . 8:00 a.m. to 8:00 p.m.
Friday . . . . 8:00 a.m. to 4:00 p.m.
Saturday . . . . 9:00 a.m. to 1:00 p.m.

All Lincoln Technical Institute campuses are air-conditioned and handicap accessible.

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.

Student Services

Student Services shall be provided electronically, by telephone or in person. Such services include academic advising and the provision of library resources, financial aid advising and placement assistance. In addition, Lincoln Technical Institute provides a help desk for students experiencing technical difficulties. Students can reach the Help Desk Hotline or by email at any time of the day.

School Calendar

The Academic Calendar, including holidays and vacation breaks, may be found in the catalog addendum. Classes start throughout the year. Contact each individual campus for their start dates.

Inclement Weather

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

Student Complaint/Grievance Procedure

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

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**

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

**CONNECTICUT OFFICE OF HIGHER EDUCATION
450 COLUMBUS BOULEVARD
HARTFORD, CT 06103
(860) 947-1816**

ACCSC STUDENT COMPLAINT GRIEVANCE PROCEDURE

Schools accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) 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. Visitors will find a cordial reception at Lincoln Technical Institute. A previously made appointment would be appreciated. In keeping with Lincoln's safety procedures all visitors sign-in at the front desk upon arrival to the school and are issued a visitor's badge.

Student Dress Code

Each program maintains its own dress code. Students are required to follow the dress code published in their respective program.
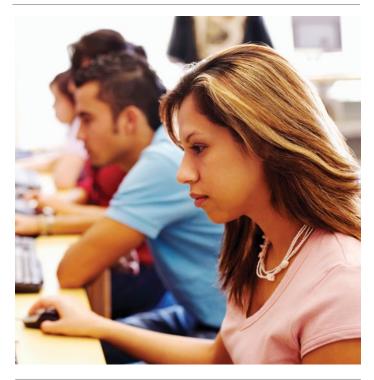
General Student Information

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.

Academic Information

Academic Information

■ Class Schedules

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

The typical maximum class size for non-nursing programs is 40 for classroom settings and 40 for laboratory settings. The typical maximum class size for the Practical Nursing program is 60 for classroom settings in Shelton and 40 in New Britain, and 40 for laboratory settings at both campuses. In order to accommodate those courses within the Practical Nursing program that have larger class sizes, sufficient equipment is provided along with two or more instructors/ assistants to oversee the academic needs of all students.

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.

■ Certificate and Diploma Programs

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

- The school may offer certificate of completion courses; however, some may not be approved by this institution's accrediting body.

- For the person wanting comprehensive training geared towards succeeding as a professional technician, the school offers diploma programs which prepare students for entry-level positions in their chosen field.

Rules and Regulations for the conferred certificate or diploma awarded is in accordance with the state of Connecticut.

For a description of the subject matter covered in each course, please refer to the curricula on pages 7 through 18.

■ 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. Possessing firearms, fireworks, ammunition, or weapons is a violation of schools rules and state laws. (In addition to termination, illegal substance abuse will be reported to proper authorities.)

- Personal conduct at any time or place which may, in the judgment of the School staff, cast a bad reflection on the School and its well-earned reputation.

- We oppose all forms of unlawful discrimination and harassment in the school environment. Harassment and discrimination can take many forms including but not limited to, racial slurs, ethnic jokes, disparaging or insensitive remarks about an individual's religion, age, gender, physical ability or sexual orientation, physical or verbal threats, or sexual harassment. None of these, or any other form of harassment, including cyber-bullying, or discrimination is acceptable in the school environment. All allegations of harassment or discrimination are fully investigated. Students found to have engaged in this behavior are subject to disciplinary action up to and including expulsion from school.

- Any student creating a hazard; immoral conduct, or disturbance in the surrounding neighborhood. Reckless driving and / or squealing tires near the school or places of residence are prohibited.

- The campus computer systems and networks are provided for student use as a part of the academic program. All students have a responsibility to use Lincoln Educational Services computer systems and networks in an ethical and lawful manner. The intentional misuse and abuse of computer and Internet resources is not permitted. This includes, but is not limited to, purposely visiting inappropriate and non-academic Web sites which promote or advocate illegal or unethical behavior; visiting inappropriate and nonacademic Web sites for personal business; downloading graphics or other pictures, images, or information not related to academic curricula; inappropriate and non-academic use of email; inappropriate and non-academic use of chat rooms; and inappropriate and non-academic use of school software.

- In keeping with accepted industry and shop safety hazards, jewelry must be evaluated for safety risks when in the lab or shop. Hanging earrings, necklaces, rings, or bracelets may pose a safety risk. If in the judgment of school staff, a safety hazard exists, a jewelry item in question must be either removed or covered with protective clothing.

- The campus has an established a dress code for students in all programs which is in accordance with industry expectations and in consideration of professional standards.

- We expect honesty from students in presenting all of their academic work. Students are responsible for knowing and observing accepted principles and procedures of research and writing in all academic work, including term paper writing, lab manual and/or workbook completion and test taking.

- Misrepresenting the school's programs, policies, or activities of members of the staff or of other students is prohibited.

- Cell phones and/or other electronic recording or communication devices are not allowed to be operated in any classroom or lab area without the expressed permission of the instructor.

■ Attendance *(Non-Nursing)*

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.

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

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

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

Attendance Policy–Practical Nursing

Attendance of a minimum of 100% of scheduled hours per module is suggested for successful completion. Students may not exceed the number of hours allotted per module. Refer to the Practical Nursing handbook for detailed information.

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 for Blended Programs (where applicable):

Blended courses consist of both classroom and online instruction.

Students are expected to adhere to the attendance policy through physical attendance in scheduled class sessions AND through online graded assignments submitted weekly. Timeframes for weekly online submissions are designed in the Canvas Course Shell (i.e. 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 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 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: **www.lincolntech.edu/consumerinfo**.

Course and Academic Measurement

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

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

Grading

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

GRADING POLICY			
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 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 Educational Services School. "TR" is not considered in computing the Grade Point Average.	N/A
Test Out Credit	TO	Indicates the school accepted credit earned for testing out of a course. "TO" is not considered in computing the Grade Point Average.	N/A

GRADING–ELECTRICAL AND HVACR

The State of Connecticut mandates that all Electrical and HVACR students achieve a minimum grade of 75% at the end of each module. The student will be given instruction in related subjects, which assist him/her to qualify for State licensure upon successfully completing each module with a grade of 75% or higher and completing the mandated on-the-job training OJT requirement. Each student's progress will be evaluated periodically and student-teacher conferences held as indicated to discuss academic progress.

GRADING–PRACTICAL NURSING

Practical Nursing students must achieve a minimum grade of 75% at the end of each didactic and clinical course. Each student's progress will be evaluated periodically and student-teacher conferences held as indicated to discuss academic progress.

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 criterions: All completed courses must be at a 2.5 GPA and the student must attend 1500 hours in the program (750 hours of classroom and 750 hours of clinical). A student who has achieved the aforementioned criterions 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, Electrical and HVACR programs) 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.

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

The following Qualitative Measure of Progress chart is applicable to students enrolled in the Practical Nursing, Electrical and HVACR programs:

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

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

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

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

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.

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

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

APPEALS AND PROBATION

APPEALS

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

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

SAP/FA PROBATIONARY STATUS

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

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

- Has not met the institution's cumulative grade point average and pace standards and has also not met the conditions specified in his/her academic plan, the student shall be re-assigned a SAP/FA Suspension status immediately upon completion of the evaluation.

NOTIFICATION OF STATUS AND APPEAL RESULTS

STATUS NOTIFICATION

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

APPEAL RESULT NOTIFICATION

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

REINSTATEMENT

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

TREATMENT OF GRADES AND CREDITS

Credits: The unit by which academic work is measured.

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

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

Earned Credits: Earned credits include grades 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 the GPA. All repeated credits are included in the percent of completion and maximum time frame calculations.

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

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

Withdraw: The mark of "W" (withdrawal) is assigned when a student withdraws from a class after the add / drop period or has not satisfied the requirements of an "I" grade within a defined

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timeframe. It is not included when calculating grade point average or earned credits. Thus, it does not impact CGPA but does negatively impact earned credits and, therefore, negatively impacts the student's percent of completion.

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

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

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

◼ Satisfactory Academic Progress for VA Beneficiaries

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

◼ Transcripts (Progress Records)

Following a review by the School, grade reports (unofficial transcripts and/or degree audits) are issued to the student 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 postsecondary 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) which includes prior military service through the evaluation of your military transcripts.

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

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

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

The Education Department manager receives and evaluates the student transcript and any related support materials (such as a school catalog and / or course syllabi) to determine where prior learning is a match to school course offerings. There are a variety of considerations when evaluating submitted records (i.e. institution, course title, course level, course descriptions, grades, and year of study). Where needed, a campus subject matter expert will participate in the evaluation process. The 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 xschool may consider the option of test out.

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

TEST OUT

Test Out exams provide students the opportunity to be exempt from certain required courses by demonstrating proficiency through assessment in the subject area to verify knowledge and skill. Applicants requesting to take a test out exam must do so prior to starting school. Not all courses are eligible for test out exam credit,

and students cannot have attended past the add/drop period in the course for which they want to test out. To receive credit for a course, the applicant must earn a B on the test out exam on the first attempt. A successful Test Out result is recorded as "TO" on the student transcript and is not considered in computing the Grade Point Average. A nominal administrative fee may apply for Testing Out. Applicants interested in Test Out should see the Education Department Manager.

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

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.

Externship/Internship Requirements

In order to participate in the non-didactic part of the program:
- Students must achieve a minimum cumulative grade point average of 2.0 in order to participate in externship/internship. Students who do not meet this requirement will be required to repeat classes with less than a 2.0, in order to improve the cumulative grade point average to a 2.0 CGPA and qualify for the externship/internship. Students with less than the required 2.0 CGPA will be placed on probation during this time period.

- Have an approved resumé.

- For many of the programs, students must submit to a background check and/or a drug screening and/or show proper documentation of required immunization records prior to the start of their last course, module, or class. An unfavorable result may preclude a student from participating in the externship/internship portion of the program, resulting in the student being withdrawn from school.

Withdrawals and Incomplete Grades

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

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

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

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

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 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 miss six (6) consecutive days will be automatically withdrawn. Students who are withdrawn for attendance may seek re-admission per the Readmission Policy (see Practical Nursing Handbook).

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.

Academic Information

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

Leave of Absence

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

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

Re-entrance

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

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

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

Graduation Requirements

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

- Successfully complete all required courses in the program.
- Achieve an overall grade point average of 2.0 excluding Electrical, Practical Nursing and HVACR programs which require a GPA of 2.5 due to programmatic standards.
- Meet satisfactory academic progress requirements.

In addition to the above, Practical Nursing students must attend 1500 hours in the program (750 hours of classroom and 750 hours of clinical).

Campuses

N NEW BRITAIN CAMPUS
S SHELTON CAMPUS

Campus Information

N NEW BRITAIN

Main Campus
LINCOLN TECHNICAL INSTITUTE
200 JOHN DOWNEY DRIVE
NEW BRITAIN, CT 06051
(860) 225-8641

Business Hours
MONDAY–THURSDAY . . .8:00 AM – 8:00 PM
FRIDAY . . . . .8:00 AM – 4:00 PM
SATURDAY . . . . .9:00 AM – 1:00 PM

Lincoln Technical Institute's New Britain campus is located in the heart of Connecticut. Close to Connecticut's major interstates, the New Britain campus features multiple buildings each focusing on specific career training programs. The main building features classrooms, simulated hospital rooms and medical laboratories to support the Practical Nursing and Medical Assistant programs. Two additional Specialized Technology buildings feature classrooms and hands-on training labs for Electrical, Medical Assistant and HVAC programs. Students attending Lincoln Technical Institute's New Britain campus are just a minute from the Berlin Turnpike, one of Connecticut's major retail hubs.

◼ DIRECTIONS TO NEW BRITAIN CAMPUS

FROM HARTFORD & NORTH

Proceed south on I–91 and take exit 28, Berlin Turnpike (Route 5 & 15) just south of Hartford. Proceed on the Berlin Turnpike until you see the Olympia Diner on your right. At that intersection, take a right onto Pane Road and continue to the fourth traffic light. At that light, take a right onto John Downey Drive. Lincoln Tech is the second building on the left.

FROM WATERBURY & WEST

Take I–84 to the Route 9 interchange (exit 35) and proceed south bound on Route 9. Take exit 23, Christian Lane/Berlin and at the end of the exit, take a left onto Christian Lane. Follow Christian Lane until it ends at a traffic light. Take a left at the light onto South Street and at your next traffic light, take a right onto John Downey Drive. Lincoln Tech is the second building on the left.

FROM MIDDLETOWN & EAST

Proceed north on Route 9 and take the Route 5 & 15 exit (Berlin Turnpike). Proceed north on the Berlin Turnpike until you see the Olympia Diner on the left. At that intersection, take a left onto Pane Road and continue to the fourth traffic light. At that light, take a right onto John Downey Drive. Lincoln Tech is the second building on the left.

FROM MERIDEN & SOUTH

Proceed north on Route 5 & 15 (Berlin Turnpike) until you see the Olympia Diner on the left. At that intersection, take a left onto Pane Road and continue to the fourth traffic light. At that light, take a right onto John Downey Drive. Lincoln Tech is the second building on the left.

S SHELTON*

LINCOLN TECHNICAL INSTITUTE
8 PROGRESS DRIVE
SHELTON, CT 06484
(203) 929-0592

*A Branch Campus of the Main Campus located at 200 John Downey Drive, New Britain, CT 06051, (860) 225-8641

Business Hours
MONDAY–THURSDAY . . .8:00 AM – 8:00 PM
FRIDAY . . . . .8:00 AM – 4:00 PM
SATURDAY . . . . .9:00 AM – 1:00 PM

Lincoln Technical Institute's Shelton Campus occupies over 45,000 square feet of training laboratories and student support services. The Shelton campus is divided into three distinct training wings. The Allied Health wing features classrooms, simulated hospital rooms and medical laboratories to support the school's Practical Nursing and Medical Assistant programs. The Electrical wing features classrooms and hands-on training labs for the school's Electrical training program. The third wing of the Shelton campus is home to Lincoln Culinary Institute—a division of LTI—a professional culinary arts school complete with specialized training kitchens, classrooms, food storage areas and dining facilities.

◼ DIRECTIONS TO SHELTON CAMPUS

FROM BRIDGEPORT AREA (17 MINUTES)

Proceed north on Route 8 toward Trumbull/Waterbury. Take exit 12 off Route 8. At the end of the exit, turn left onto Old Strafford Road. Follow Old Strafford Road across Bridgeport Avenue where it becomes Commerce Drive. Turn left onto Progress Drive.

FROM DANBURY AREA (43 MINUTES)

Proceed east on I-84. Take exit 11 off I-84, turn right onto ramp towards Route 34. Turn right onto Mile Hill Road. Turn right onto Route 34. Proceed on Route 34 for approximately 7 miles. Take a right onto Route 8 and proceed toward Bridgeport. Take exit 12 off Route 8. At the end of the exit, turn right onto Old Strafford Road. Follow Old Strafford Road across Bridgeport Avenue where it becomes Commerce Drive. Turn left onto Progress Drive.

FROM WATERBURY (35 MINUTES) & NAUGATUCK VALLEY AREAS (15 MINUTES)

Proceed south on Route 8 toward Bridgeport. Take exit 12 off Route 8. At the end of the exit, turn right onto Old Strafford Road. Follow Old Strafford Road across Bridgeport Avenue where it becomes Commerce Drive. Turn left onto Progress Drive.

FROM STRATFORD AREA (14 MINUTES)

Proceed west on Route 1. Turn right onto Route 108 and proceed north for 2.6 miles. Turn right onto ramp towards Routes 8 and 15. Take left ramp onto Route 8 towards Waterbury. Take exit 12 off Route 8. At the end of the exit, turn left onto Old Stratford Road. Follow Old Stratford Road across Bridgeport Avenue where it becomes Commerce Drive. Turn left onto Progress Drive.

FROM MILFORD AREA (19 MINUTES)

Take exit 52 off the Merritt Parkway onto Route 8 toward Waterbury. Take exit 12 off Route 8. At the end of the exit, turn left onto Old Stratford Road. Follow Old Stratford Road across Bridgeport Avenue where it becomes Commerce Drive. Turn left onto Progress Drive.

FROM NORWALK AREA (33 MINUTES)

Proceed north on I-95 toward Bridgeport. Take exit S onto Route 8 north toward Trumbull/Waterbury. Take exit 12 off Route 8. At the end of the exit, turn left onto Old Stratford Road. Follow Old Stratford Road across Bridgeport Avenue where it becomes Commerce Drive. Turn left onto Progress Drive.

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

Notes

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