



**South Plainfield Campus**  
**2010-2011**  
**Official School Catalog**  
**Volume II**

*Revised, July 2010*

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.

**TRAINING FOR THE 21ST CENTURY**

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A handwritten signature in black ink, appearing to read "Jay Rasmussen".

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

Jay Rasmussen  
EXECUTIVE DIRECTOR

Pictures throughout this document were taken at one or more of the Lincoln Technical Institute schools and represent the kinds and types of equipment found in industry.

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# Introduction

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# Introduction

## ■ General Objectives

Lincoln Technical Institute (LTI) is committed to the advancement of career education, and dedicated to individuals who desire to improve themselves and their opportunity for career success. During recent years, "Career" training has finally achieved proper recognition in the educational spectrum. The importance of acquiring a specific skill in order to be employable has been dramatized by the vast number of unfilled job openings for persons with a specialized skill.

Teaching skills to the unskilled, refining the skills of the semi-skilled and helping them find gainful employment in the industry is the overall objective of Lincoln Technical Institute.

To this end, every effort is made to provide the finest training possible... training that is realistically attuned to the needs of industry and the rapid technological progress of our day. Training programs are designed to provide students with skills that are marketable today and with knowledge that will allow them to grow and realize their maximum career potential in the future.

An effective employment assistance program makes it possible for Lincoln to fulfill its objective to provide a needed and valuable service to the industry, the community, the nation, and most important of all, to the student.

## ■ Our Mission

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

To accomplish these objectives, LTI upholds a high standard of quality service and commitment. LTI offers graduates viable career options by providing quality educational programs based on employer driven requirements. Our goal is to provide a skilled and knowledgeable faculty dedicated to the professional development of each student.

Through these efforts, our students will achieve the knowledge and experience needed for their future working environment.

At LTI, our goal is to remain in the forefront of emerging technology. This is accomplished by supporting continuing education and training for graduates, staff and faculty; thereby providing skilled professionals to meet the needs of the

technologically changing world and fostering the desire for life-long learning.

## ■ History of the School

The Lincoln Technical Institute, Inc. School System was established in Newark, New Jersey under the corporate laws of the state in November, 1946. Lincoln Technical Institute moved from Newark, New Jersey to Union, New Jersey, our main campus, in 1972 to provide an ever increasing student body with larger, more modern training facilities.

On June 21, 1999 Back-to-School Acquisitions, L.L.C. purchased 90% of the stock of Lincoln Technical Institute, Inc.

During the intervening years, the school has expanded to the point where it now has eight Lincoln Technical Institute campuses in Union, NJ, with this branch campus in Mahwah, NJ which opened on 11/19/93; Allentown, PA; Columbia, MD; Philadelphia, Pa; Indianapolis, IN; Grand Prairie, TX; and Melrose Park, IL. The Cittone Institute Schools in Edison, Mt. Laurel and Paramus, NJ were purchased in 1993; and acquisition of Denver Automotive & Diesel College in Denver, CO occurred in October, 2000. Additional acquisitions in the Spring 2001, brought the Career Education Institute schools in Somerville, Lowell, and Brockton, MA; Lincoln, RI; Henderson, NV; and Marietta and Norcross, GA. Three Cittone branches were also added at that time in Center City Philadelphia, Northeast Philadelphia and Plymouth Meeting, PA. On February 14, 2003, Lincoln Technical Institute purchased Nashville Auto-Diesel College in Nashville, TN. On January 23, 2004, we also purchased Southwestern College with four locations in Ohio and one in Kentucky. The following acquisitions were made in 2005: January 11th, the company acquired New England Technical Institute campuses in New Britain, Cromwell, Shelton, and Hamden, Connecticut; and on December 7th, Euphoria Institutes of Beauty, Arts and Sciences joined the 2005 acquisitions with 2 locations, one in Las Vegas and one in Henderson, Nevada. A third campus, Alianté, opened its doors in August 2008.

Lincoln College of Technology, formerly known as New England Institute of Technology @ Palm Beach, Inc., was purchased on May 22, 2006.

Engine City Technical Institute (ECTI) was established in Newark, New Jersey in 1930 by Mr. Edward McGovern Sr. In 1938 the school was closed to convert the building to produce war supplies. In May of 1969 ECTI was re-founded by Mr. Edward McGovern Jr and the first evening class was launched in October of the same year.

In September, 1970 a full time day shift was added to support increased enrollment.

In August of 1971, the New Jersey Department of Education approved a 1250 hour Diesel Engine Drive Train program and the first class in this program began the following month.

In 1980 ECTI sought and received national accreditation with the National Association of Trade and Technical Schools. NATTS as it was known at that time changed its name in the mid 90's to the Accrediting Commission of Career Schools and Colleges (ACCSC). ECTI continues to be accredited by this same Commission today.

October of 2002 brought a change of ownership for ECTI when Mr. Daniel Kasper purchased the school and became the school's Director. Under Mr. Kasper's leadership the school relocated to its current 48,000 square foot facility located in South Plainfield, NJ.

August of 2008 brought another change of ownership for ECTI when the school was purchased by the Baran Institute of Technology, East Windsor, Connecticut.

Finally, in January, 2009, ECTI underwent one more change of ownership when Lincoln Educational Services of West Orange, NJ purchased the Baran Institute School Group which included ECTI.

Lincoln Educational Services is proud to add Engine City Technical Institute to its family of fine educational facilities located throughout the United States.

In May of 2009, the approval process was started to change the name to Lincoln Technical Institute, which became effective August 1, 2009. The reason for the change is the result of goals established in the long-range strategic plan for our institute and its parent corporation, Lincoln Educational Services (LESC), and the perception of the institution to prospective students and employers.

## ■ Educational Philosophy

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

# Introduction

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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 continually revising

and updating programs as technological change occurs in the Industry.

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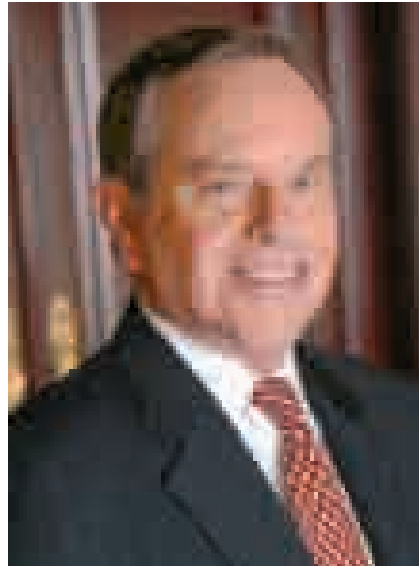
## ■ A Letter from the Executive Chairman and CEO/President

We believe education and training increases your self-esteem and enables 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 stimulates 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,

David F. Carney  
Executive Chairman



Sincerely,

A handwritten signature in black ink that reads "Shaun McAlmont". The signature is fluid and cursive.

Shaun E. McAlmont  
CEO/President

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# Career Programs

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## Diesel and Truck Technology

### DP127 – DIPLOMA PROGRAM

#### DAY/EVENING PROGRAMS

day . . . . . approximately 65 weeks (including holidays and scheduled breaks), 1440 instructional hours, 63.0 total credits\*

eve . . . . . approximately 65 weeks (including holidays and scheduled breaks), 1440 instructional hours, 63.0 total credits\*

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

#### program objective

This program is designed to prepare students for entry into the diesel and truck career field. Students enrolled in this program will learn theory, functions, diagnostics, and repair of diesel engines and truck systems. Using industry standard tools and equipment, students will diagnose and repair electrical and mechanical systems on diesel engines, trucks, and trailers. Upon successful completion of the program, the graduate should

possess knowledge and versatility in the diesel and truck repair field to qualify for entry-level positions as a mechanic, technician, mechanic's helper, or a fleet service technician in truck dealerships, fleet maintenance departments, private repair enterprises, or franchised truck repair organizations.

number	course	lecture hours	lab hours	total hours	total credits	prerequisites
IN101 <sup>†</sup>	Introduction to Automotive Technology	58	62	120	5.5	IN101 must precede all courses.
AT101	Gasoline Engine Construction and Operation	38	82	120	5.0	IN101
AT103	Electrical Systems	48	72	120	5.0	IN101
AT108	Air Conditioning and Electrical Accessories	48	72	120	5.0	IN101
DT101	Diesel Engines Construction and Operation	43	77	120	5.0	IN101
DT102	Diesel Fuel Systems and Tune-Up	52	68	120	5.0	IN101
DT103	Heavy Duty Drive Trains	43	77	120	5.0	IN101
DT106	Truck Steering and Suspension Systems	58	62	120	5.5	IN101
DT107	Air and Hydraulic Brake Systems	58	62	120	5.5	IN101
DT108	Truck Electrical and Electronics	51	69	120	5.0	IN101, AT103
DT109	Welding and Hydraulics	70	50	120	6.0	IN101
DT110	Preventive Maintenance	45	75	120	5.5	IN101, All diesel courses
TOTALS		612	828	1440	63.0	

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

<sup>†</sup>Introduction to Automotive Technology must precede all courses.



# Career Programs *Course Descriptions begin on page 9.*

## Diesel and Truck Technology with Transport Refrigeration

### DESL101 – DIPLOMA PROGRAM

#### DAY/EVENING PROGRAMS

total semester credit hours\* . . . . . 78.5  
 total instructional hours . . . . . 1800 (including holidays and scheduled breaks)  
 weeks to complete–day . . . . . 80 (including holidays and scheduled breaks)  
 weeks to complete–eve . . . . . 80 (including holidays and scheduled breaks)

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

#### program objective

This program is designed to prepare students for entry into the diesel and truck career field. Students enrolled in this program will learn theory, functions, diagnostics, and repair of diesel engines, truck systems and transport refrigeration units. Using industry standard tools and equipment, students will diagnose and repair electrical and mechanical systems on diesel engines, trucks, trailers, and mobile refrigeration units. Upon successful completion of the program, the graduate should possess knowledge and versatility in the diesel and truck repair field to qualify for entry-level positions

as a mechanic, technician, mechanic’s helper, or a fleet service technician in truck dealerships, fleet maintenance departments, private repair enterprises, or franchised truck repair organizations. The specialized training in transport refrigeration units should provide additional employment opportunities for the graduate at operations that require this knowledge and skill. After successful completion of the TK101, TK102 and TK103 courses, the student will be able to take the ESCO Universal Refrigeration Certification Test, 608 and the Motor Vehicle Air Conditioning Certification Test, 609.

number	course	lecture hours	lab/shop hours	total hours	total credits	prerequisites
IN101†	Introduction to Automotive Technology	58	62	120	5.5	†
AT101	Gasoline Engine Construction and Operation	38	82	120	5.0	IN101
AT103	Electrical Systems	48	72	120	5.0	IN101
AT108	Air Conditioning and Electrical Accessories	48	72	120	5.0	IN101
DT101	Diesel Engines Construction and Operation	43	77	120	5.0	IN101
DT102	Diesel Fuel Systems and Tune Up	52	68	120	5.0	IN101
DT103	Heavy Duty Drive Trains	43	77	120	5.0	IN101
DT106	Truck Steering and Suspension Systems	58	62	120	5.5	IN101
DT107	Air and Hydraulic Brake Systems	58	62	120	5.5	IN101
DT108	Truck Electrical and Electronics	51	69	120	5.0	IN101, AT103
DT109	Welding and Hydraulics	70	50	120	6.0	IN101
DT110	Preventive Maintenance	45	75	120	5.5	IN101, All diesel courses
TK101	Trailer Refrigeration Systems	55	65	120	5.5	IN101, AT103, AT108, DT101, DT102, DT108
TK102	Refrigeration Service and Electrical Systems	41	79	120	5.0	IN101, AT103, AT108, DT101, DT102, DT108, TK101
TK103	Truck Refrigeration and Bus Climate Control	40	80	120	5.0	IN101, AT103, AT108, DT101, DT102, DT108, TK101, TK102
TOTALS		748	1052	1800	78.5	

†IN101–Introduction to Automotive Technology must precede all courses.



# Course Descriptions *Career Programs begin on page 7.*

## **IN101—INTRODUCTION TO AUTOMOTIVE TECHNOLOGY**

*120 Contact Hrs (58 Lecture, 62 Lab/Shop); 5.5 Credits*

This course has been developed to provide the student with a formal introduction to the automotive industry. Students will be presented with an overview of the various job opportunities available in the automotive industry. A general overview and understanding of the various automotive systems as well as industry certifications will be discussed. Emphasis and assessment of life skills and cognitive skills will help to ensure the students success throughout this course and the remainder of the automotive training program.

Students will learn how to interpret written reference material to include textbook, service manuals, dictionaries, etc.; properly communicate in the workplace; properly use safety equipment, clothing, and materials; properly select the correct hand, power, and diagnostic tools for the task; and properly use measurement tools such as rulers, dial indicators, micrometer, and calipers.

*IN101 must precede all automotive and diesel courses.*

## **AT101—GASOLINE ENGINE CONSTRUCTION AND OPERATION**

*120 Contact Hrs (38 Lecture, 82 Lab/Shop); 5.0 Credits*

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

Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information through the use of printed service manuals, online and computer based electronic retrieval systems.

Students will learn how to diagnose various engine concerns through visual and auditory inspection. Students will learn how to disassemble, measure, troubleshoot, service, and reassemble a gasoline powered internal combustion engine.

*Prerequisite: IN101*

## **AT103—ELECTRICAL SYSTEMS**

*120 Contact Hrs (48 Lecture, 72 Lab/Shop); 5.0 Credits*

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

Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information through the use of printed service manuals, online and computer based electronic retrieval systems. Students will learn how to diagnose basic electrical, charging, starting, and lighting circuits through the use of diagnostic equipment to include test lights, multimeters, and continuity testers.

*Prerequisite: IN101*

## **AT108—AIR CONDITIONING AND ELECTRICAL ACCESSORIES**

*120 Contact Hrs (48 Lecture, 72 Lab/Shop); 5.0 Credits*

This course is designed to provide the student with theory and application of automobile air conditioning and heating systems. Students will also be presented with the operation of various automobile accessories

to include: power windows, door locks, and seats, and air bag operation and service.

Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information through the use of printed service manuals, online and computer based electronic retrieval systems. Students will learn how to diagnose abnormal operation of air conditioning and heating systems, remove and replace air conditioning and heating system components, and evacuate and recharge automobile air conditioning systems.

*Prerequisite: IN101*

## **DT101—DIESEL ENGINES CONSTRUCTION AND OPERATION**

*120 Contact Hrs (43 Lecture, 77 Lab/Shop); 5.0 Credits*

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

The student will learn how to perform a complete disassembly and assembly of the diesel engine, to include the cylinder head, block and timing gears, by using the instructions in the engine manufacturer's service manual. They will also learn the proper methods of inspecting, identifying and naming the components to determine serviceability of the components prior to making a repair. This will include learning how to make all the necessary precision measurements required for diagnosing component failure prior to servicing and repair of the engine.

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

*Prerequisite: IN101*

## **DT102—DIESEL FUEL SYSTEMS AND TUNE UP**

*120 Contact Hrs (52 Lecture, 68 Lab/Shop); 5.0 Credits*

This course is designed to provide the student with the knowledge and skills necessary to service fuel systems found on diesel powered truck tractors. The student will learn how to perform maintenance, service and repair on diesel fuel systems such as the Common Rail System, Detroit Diesel Electronic Controls (DDEC), Caterpillar EUI, different Cummins Systems, Caterpillar and International HEUI systems. The student will learn how to perform tune-ups on diesel engines by following manufacturer's service procedures and specifications. The student will learn how to identify the different exhaust compounds from a diesel engine and define the ones that are classified as pollutants. The student will learn how to perform an opacity smoke test and correlate the test results to engine performance and possible component failure.

*Prerequisite: IN101*

## **DT103—HEAVY DUTY DRIVE TRAINS**

*120 Contact Hrs (43 Lecture, 77 Lab/Shop); 5.0 Credits*

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

student will learn how to remove and replace a heavy duty truck clutch system.

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

*Prerequisite: IN101*

## **DT106 TRUCK STEERING AND SUSPENSION SYSTEMS**

*120 Contact Hrs (58 Lecture, 62 Lab/Shop); 5.5 Credits*

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

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

*Prerequisite: IN101*

## **DT107—AIR AND HYDRAULIC BRAKE SYSTEMS**

*120 Contact Hrs (58 Lecture, 62 Lab/Shop); 5.5 Credits*

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

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

*Prerequisite: IN101*

## **DT108—TRUCK ELECTRICAL AND ELECTRONICS**

*120 Contact Hrs (51 Lecture, 69 Lab/Shop); 5.0 Credits*

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

# Course Descriptions *Career Programs begin on page 7.*

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

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

*Prerequisites: IN101, AT103*

## **DT109—WELDING AND HYDRAULICS**

*120 Contact Hrs (70 Lecture, 50 Lab/Shop); 6.0 Credits*

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

The student will learn how to diagnose the basic operation of a hydraulic system to include giving a description of the operation and the diagnostic procedures for all of the components in a hydraulic system. The student will study Pascal's Law and the Bernoulli's Principle of hydraulics as they pertain to the repair industry. The student will learn how to properly repair the basic hydraulic system in a hydraulic shop.

*Prerequisite: IN101*

## **DT110—PREVENTIVE MAINTENANCE**

*120 Contact Hrs (45 Lecture, 75 Lab/Shop); 5.5 Credits*

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

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

*Prerequisites: IN101, All diesel courses*

## **TK101—TRAILER REFRIGERATION SYSTEMS**

*120 Contact Hrs (55 Lecture, 65 Lab/Shop); 5.5 Credits*

This course is designed to provide the student with a detailed study of modern Thermo King Transport Refrigeration systems from the basic principles of design and operation to inspection, maintenance and repair of the refrigeration and engine systems.

Students will learn how to complete repair orders containing customer and unit information and corrective action. Students will learn how to research unit service information through the use of printed service manuals.

Students will learn how to diagnose various refrigeration and engine concerns through visual and auditory inspection. Students will learn how to perform refrigeration specific diagnostic procedures for testing and troubleshooting. Students will learn how to disassemble, measure, troubleshoot, service, and reassemble various refrigeration system components. Students will learn how to perform preventive maintenance, inspection, and repairs.

*Prerequisites: IN101, AT103, AT108, DT101, DT102, DT108*

## **TK102—REFRIGERATION SERVICE AND ELECTRICAL SYSTEMS**

*120 Contact Hrs (41 Lecture, 79 Lab/Shop); 5.0 Credits*

This course is designed to provide the student with a detailed study of modern Thermo King Transport Refrigeration systems servicing and maintenance

procedures, electrical circuits and diagrams, electrical diagnostics and microprocessor controls.

Students will learn how to complete repair orders containing customer and unit information and corrective action. Students will learn how to research unit service information through the use of printed service manuals.

Students will learn how to properly service and maintain transport refrigeration units. Students will learn how to read wiring schematics and diagrams, perform electrical diagnostic tests and diagnose common electrical system failures. Students will learn how to download unit information and use this information for diagnosing refrigeration problems.

*Prerequisites: IN101, AT103, AT108, DT101, DT102, DT108, TK101*

## **TK103—TRUCK REFRIGERATION AND BUS CLIMATE CONTROL**

*120 Contact Hrs (40 Lecture, 80 Lab/Shop); 5.0 Credits*

This course is designed to provide the student with a detailed study of modern Thermo King Truck Refrigeration and Bus Climate Control systems from the basic principles of design and operation to inspection, maintenance and repair of the refrigeration and climate control systems.

Students will learn how to complete repair orders containing customer and unit information and corrective action. Students will learn how to research unit service information through the use of printed service manuals.

Students will learn how to diagnose various truck refrigeration and bus climate control concerns through visual and auditory inspection. Students will learn how to perform truck refrigeration and bus climate control specific diagnostic procedures for testing and troubleshooting. Students will learn how to download unit information and use this information for diagnosing refrigeration and climate control problems. Students will learn truck and bus electrical systems and microprocessor controls. Students will learn how to perform preventive maintenance, inspection, and repairs.

*Prerequisites: IN101, AT103, AT108, DT101, DT102, DT108, TK101, TK102*



# General Information

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# General Information

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## ■ Accreditation

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

## ■ Approvals

- *State of New Jersey Department Education*
- *New Jersey Department of Labor and Workforce Development*
- *Approved for the Training of Veterans and Other Eligibles*
- *New Jersey Vocational Rehabilitation Commission*

Accreditation and Approval Certificates are located in the School Lobby.

## ■ Memberships

- *Private Career Schools Association of New Jersey*
- *The Executive Committee*
- *Marine Trades Association*
- *New Jersey Motor Truck Association*
- *Association of Diesel Specialists*
- *Career College Association*
- *Equipment Managers Council of America Complainants*
- *TMC Technical Maintenance Council*

## ■ Compliance with City, State and Federal Regulations

Lincoln Technical Institute complies with all local, city, county, municipal, State and Federal Regulations.

## ■ Notice to Students

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.

## ■ Non-Discriminatory Policy

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

The Title IX and 504 Coordinator is the Executive Director, who can be reached at the school telephone number located herein.

Employment opportunities may be limited for individuals who cannot perform the essential functions of a job. Students who have special needs or particular questions are urged to communicate directly with the school's Executive Director. If a disabled student requires any reasonable accommodation to participate in any school program or activity, the disabled student must notify the Executive Director of such requirement far enough in advance to allow the school a reasonable and sufficient period of time to consider the disabled student's request and provide any requisite, reasonable accommodation.



# Admissions Policies

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# Admissions Policies

## ■ Admission Procedures

Persons desiring to make application for admission should contact the School directly or one of its Admissions Representatives. Applicants must:

1. Be interviewed by an Admissions Representative or other member of the School staff.
2. Complete an Enrollment Agreement (Student Contract) and pay the Registration Fee.
3. Submit other information which may be required to determine qualifications.
4. Applicants must take an assessment test. As a result of this assessment, support training may be required.
5. Receive written acceptance into school by the Executive Director or his/her designee.

## ■ Admission Requirements

1. An Applicant with a High School Diploma or Equivalent will be admitted as a Regular Student providing they pass the assessment test.
2. Applicants must pass a pre-start assessment test. Applicants may be required to participate in support training as a result of their testing.
3. The assessment test may be waived for applicants who have an acceptable score on the SAT or ACT tests. Please contact the school's admissions department for minimum score requirements.
4. Applicants who do not possess a high school diploma or equivalent may be admitted as regular students if they achieve a qualifying score on the approved Ability to Benefit (ATB) assessment test.
5. All Applicants must be capable of performing the duties of the chosen Career Field, as defined in the U.S. Department of Labor publication, "Dictionary of Occupational Titles."

## ■ Orientation Program

An orientation program is scheduled for each incoming class. The purpose of this program is to familiarize/acquaint the student with necessary requirements if applying for financial aid and/or housing, the rules and regulations of the school and to issue appropriate class assignment.

Students will be notified, in writing, of the Orientation Date. Failure to attend may result in rescheduling of Starting Date.

Students are expected to fulfill their initial financial obligations at this time.

## ■ Remedial Education

Students requiring remedial education programs will receive information from the Student Coordinator on the availability of remedial programs from adult learning centers listed in the Adult Education Programs Directory, published by the Division of Adult and Occupational Education, New Jersey Department of Education.

## ■ Credit for Previous Training or Experience

Applicants with previous experience or formal postsecondary education training in the field for which they have elected to enroll may be granted credit toward the completion of the program based on an evaluation of their experience and proficiency in that field. Applicants who request credit for previous training or experience must apply prior to starting school.

Transfer applicants must submit an official transcript from their former institution that clearly indicates the courses taken, grades achieved and credits awarded. If necessary, a catalog description/objective of the previous coursework completed may need to be submitted to LTI staff. The catalog description of the coursework taken may be needed to determine the comparability of those courses offered at LTI. All credits transferred from applicable

courses must have an earned grade of "C" or better. LTI staff will make the final determination regarding previous coursework with respect to when it was taken and its appropriateness for evaluation or acceptance. Finally, the applicant may be required to meet with a member of the LTI educational staff to further evaluate the educational preparedness of the individual to enter LTI as an advance standing student.

Or, the applicant must produce an up-to-date professionally recognized certification along with a verifiable history of employment relating to the course.

Or, the applicant must pass the mid-term and final written and practical exams for the course(s) with a grade of "C" or better. There is generally a nominal charge for the administration of the testing.

Regardless of the number of transfer credits awarded, all students must complete a minimum of 50% of the credits required for graduation through actual attendance at LTI for all programs taken. Tuition and therefore Financial Aid must be adjusted accordingly.

Prior courses taken that become accepted for transfer credits will not be used to determine a student's satisfactory academic progress, but will be considered in calculating the maximum time frame, which is one and one-half (1.5) times the normal program length in credit hours. For example, if a student enrolls in a 36 credit hour program and 10 credits are accepted by transfer, the maximum time frame for that student to complete the program is now based on 26 credits ( $26 \times 1.5 = 39$  credits MTF).

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 within LTI, only those courses that count towards a student's new program of study will be used to determine satisfactory academic progress.

## ■ Student Advising

The School's Student Services Department will assist all active students with non-academic matters relative to school attendance. Students are encouraged to call upon the staff of this department, and to keep them advised of changes in home address, employment, marital status, etc. during their attendance. The Education Supervisors are available to assist students with academic problems. This department also coordinates a variety of student activities.

## ■ Veterans Training

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

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

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

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

# Financial Aid Information

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

Financial aid is available to those who qualify.



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# Financial Information

## Financial Aid

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

- \* *The William D. Ford Direct Loan Program*
- \*\* *Federal Pell Grants Program*
- \*\* *Federal Supplemental Educational Opportunity Grant Program (FSEOG)*
- \* LOANS are borrowed money that you must repay with interest.
- \*\* GRANTS are awards that you don't have to pay back.

Undergraduates may receive aid from all three types of programs.

## Scholarships

Lincoln Technical Institute offers two educational scholarships. The Matthew Paduano Scholarship and Lincoln Technical Institute Scholarships are awarded annually to winners of the Scholarship Awards Program. A preliminary scholarship competition is conducted in the form of aptitude testing at the campus. On the basis of test results, finalists are selected and invited to return for an interview conducted by the Scholarship Committee, comprised of volunteers representing business, industry, education, and/or government not affiliated with the school. This committee will evaluate each finalist on the basis of preliminary test results, appearance, friendliness, poise, stability, enthusiasm, personal conduct, oral expression and alertness.

To participate, the applicant must be a graduating member of the high school senior class in good standing and must complete the Scholarship Awards Program Application. Contact your high school guidance counselor or LTI admissions representative for more information.

Additionally, there are several other outside scholarships that may be available to our students, with various qualifications and application processes. The following is a partial listing that we have identified:

- *Imagine America*
- *Skills USA*
- *New York Dealers*
- *Automotive Service Excellence (ASE)*
- *American Welding Society*
- *Edward McGovern, Jr. Scholarship*
- *Cooperative Industrial Educators Association Scholarship*

## Tuition, Equipment, Fees

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 one-time, non-refundable General Fee is payable not later than the Class Starting Date to cover the Administrative Processing fee for student injuries, as well as costs of handling I.D. Cards, Student Handbook, Parking Permit and the Orientation Program.

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

Student obligations relating to payment for tuition or equipment purchased from the school must be met in accordance

with the student agreement provisions and the purchase arrangements made at the time of the sale of equipment.

The school does not refund any monies for application fee, general fee or tools for any reason. Any refund due for materials fees will be prorated based on use. Refunds for bus fees will be prorated through the effective date of termination.

For more details on tuition, see "Schedule of Fees" Insert.

## Cancellation and Refund Policy

### 1. THREE (3) DAY CANCELLATION POLICY:

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

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

### 2. CANCELLATION AFTER THREE (3) DAY PERIOD:

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

### RETURN OF TITLE IV FEDERAL STUDENT AID\*

FEDERAL REGULATIONS REGARDING REPAYMENT OF FEDERAL FINANCIAL AID HAS CHANGED THE FORMULA FOR CALCULATING THE AMOUNT OF AID A STUDENT MAY RETAIN WHEN A STUDENT WITHDRAWS. STUDENTS WHO WITHDRAW FROM ALL CLASSES PRIOR TO COMPLETING MORE THAN 60% OF AN ENROLLMENT TERM WILL HAVE THEIR ELIGIBILITY FOR FEDERAL AID RECALCULATED BASED ON THE PERCENTAGE OF THE TERM COMPLETED, WHICH SHALL BE CALCULATED AS FOLLOWS:

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

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

Refunds will be processed and sent to the student within 45 days from the last date of attendance.

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

## State Refund Policy\*

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

- a. For courses of 300 hours or less, the school may retain the registration fee plus a pro-rata portion of the tuition calculated on a weekly basis.
- b. For full-time attendance in courses exceeding 300 hours in length, the school may retain the registration fee plus:
  1. Ten percent of the total tuition if withdrawal occurs in the first week;
  2. Twenty percent of the total tuition if withdrawal occurs in the second or third week;
  3. Forty-five percent of the total tuition if withdrawal occurs after the third week but prior to the completion of 25 percent of the course;

# Financial Information

4. Seventy percent of the total tuition if withdrawal occurs after 25 percent but not more than 50 percent of the course has been completed; or
  5. One hundred percent of the total tuition if withdrawal occurs after completion of more than 50 percent of the course.
- c. For part-time attendance in courses over 300 hours in length, calculation of the amount the school may retain in addition to the registration fee shall be based on:
1. Ten percent of the total tuition if withdrawal occurs in the first 25 hours of scheduled attendance.
  2. Twenty percent of the total tuition if withdrawal occurs between 26 and 75 hours of scheduled attendance.
  3. After 75 hours of scheduled attendance the amount the school retains shall be calculated on the same basis as for full-time attendance.
- d. In cases where other fees have been charged, the refund shall be based upon the extent to which the student has benefited. For example, the graduation fee shall be refunded; the activity fee shall be prorated.

***\*Plus charges for bus fees, materials fees and (if purchased from the School) tools.***

- e. The calculations of refunds will be based on the effective date of termination.
- f. Refunds will be processed and sent to the pupil no later than 30 days after the school determined withdrawal date. All other refunds (i.e; FFELP, FDSLPL, etc.) will be issued in accordance with applicable State and Federal mandates.
- g. Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either the regularly scheduled orientation date, as appropriate, or following a tour of the school facilities and inspection of equipment.
- h. Special cases. In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the school shall make a settlement which is reasonable and fair to both parties.
- i. 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 (FFEL)/Direct; 2–Subsidized Federal Stafford Loan (FFEL)/Direct; 3–Federal Perkins Loan Program; 4–Federal (FFEL)/Direct Graduate Plus Loan; 5–Federal (FFEL)/Direct Parent Plus Loan; 6–Federal Pell Grant; 7–Academic Competitiveness Grant (ACG); 8–National Science & Mathematics Access to Retain Talent (SMART); 9–Federal Supplemental Educational Opportunity Grant (FSEOG); 10–Teacher Education Assistance for College and Higher Education Grant (TEACH). 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.

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

## ■ 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 (FFEL)/Direct
2. Subsidized Federal Stafford Loan (FFEL) / Direct
3. Federal Perkins Loan Program
4. Federal (FFEL)/Direct Graduate Plus Loan
5. Federal (FFEL)/Direct Parent Plus Loan
6. Federal Pell Grant
7. Academic Competitiveness Grant (ACG)
8. National Science & Mathematics Access to Retain Talent (SMART)
9. Federal Supplemental Educational Opportunity Grant (FSEOG)
10. Teacher Education Assistance for College and Higher Education Grant (TEACH)

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.

## ■ Policy on Collection of Delinquent Tuition and Fees

Students who terminate with tuition or other fees due the school are requested to make arrangements for payment at the time of termination. School personnel will attempt to secure payment for a period of one month. Should the amount due remain unpaid for a period of 150 days after the student leaves school, the account may be submitted to a commercial collection agency.

# General Student Information

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# General Student Information

## Housing

The Student Services Department can assist students in locating appropriate housing during training. Housing arrangements are usually made prior to the Orientation Program.

## School Facilities

Lincoln Technical Institute occupies a building of approximately 48,000 square feet of well lighted shop and classroom areas. All classrooms are air conditioned.

Training equipment consists of trucks, diesel engines, transmissions, differentials, components, accessories, mock-ups, tools, visual aids, computers and other training aids as required to fully implement all courses.

The school maintains audio visual equipment including overhead projectors, computers, tape recorders, DVD's, VCRs and TV monitors, and a library of DVD's, VHS tapes, CD's, transparencies, recordings and resource material for student use.

Parking facilities are available on a first come, first served basis. To conserve energy, car pooling and/or public transportation is recommended. The School cannot accept responsibility for loss or damage to student vehicles.

## Learning Resource Center

A learning resource center is available for the use of students and graduates. Students are encouraged to make use of this facility at designated times. The library has been assembled to supplement each course of study. Its purpose is to enable the students to pursue their studies and interests with resource material conveniently at hand.

## Educational Equipment

Classrooms and shops are equipped with a variety of training equipment consisting of trucks, diesel engines, transmissions, differentials, components, accessories, mock-ups, tools, visual aids, computers and other training aids as required to fully implement all courses.

## Class Size

The number of students assigned to each class is based on a student/teacher ratio that provides adequate time allocation both in the classroom and shop or lab. The maximum student/teacher ratio at all times is 30 to 1.

## Holidays\*

New Year's Day	Labor Day
President's Day	Thanksgiving Day and Day After
Good Friday	Christmas Eve
Memorial Day	Christmas Day
Independence Day	New Year's Eve

*\*Subject to change depending on class schedule*

## Vacation Periods

Winter—Christmas vacation
Spring—One week (March or April)
Summer—Two weeks (July or August)

## School Closing

In case of severe snowstorms, or hazardous conditions, the school closing will be announced over the local radio stations and via the LincAlert notification system.

## Employment Assistance

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:

- Maintains contact with Industry to advise Industry of the availability of the school's students and graduates.

- Organizes and hosts "career days" and seminars for students and graduates to learn about current employment opportunities
- Advises students on interviewing techniques and personal development.

## 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 or Director of Education.

Students who have concerns of a non-academic nature are urged to consult with the office of the Executive Director. 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**

**STATE OF NEW JERSEY  
DEPARTMENT OF EDUCATION  
OFFICE OF VOCATIONAL TECHNICAL CAREER &  
ADULT EDUCATION  
100 RIVERVIEW PLAZA  
TRENTON, NEW JERSEY 08625  
(609) 777-2139**

**Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint 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**

**A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the school's Executive Director.**

The federal contact for student loan issues is:

**FSA OMBUDSMAN  
830 FIRST STREET, NE FOURTH FLOOR  
WASHINGTON, DC 20202-5144  
(877) 557-2575  
www.ombudsman.ed.gov**

## Visitors

Parents and other interested persons are welcome to call at any time to confer with School authorities, to inspect the School facilities, or to seek advice on the future career of an enrolled student. Visitors will find a cordial reception at Lincoln Technical Institute. A previously made appointment would be appreciated.

Visitors will be asked to sign in and state reason for visiting the school.

# Academic Information

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# Academic Information

## ■ Student Conduct

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

- a. Student conduct which disrupts classes or interferes with the progress of other students.
- b. Excessive absenteeism, tardiness or leaving early.
- c. The intentional misuse and abuse of computer and Internet resources. This includes, but is not limited to, purposely visiting inappropriate and non-academic Web sites which promote or advocate illegal or unethical behavior; visiting inappropriate and non-academic Web sites for personal business; downloading graphics or other pictures, images, or information not related to academic curricula; inappropriate and non-academic use of email; inappropriate and non-academic use of chat rooms; and inappropriate and non-academic use of school software.
- d. Theft of property belonging to either the School or other students. (In addition to termination, theft may be reported to civil authorities.)
- e. Any act resulting in defacing or destruction of School property and/or property of others including other students.
- f. Fighting in or near the school premises.
- g. Possession or consumption of alcohol or illegal substances on or near school premises. (In addition to termination, illegal substance abuse will be reported to proper authorities.)
- h. 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.
- i. Any student creating a hazard; immoral conduct, or disturbance in the surrounding neighborhood.
- j. 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 judgement of school staff, a safety hazard exists, a jewelry item in question must be either removed or covered with protective clothing.
- k. A student may also be suspended/dismissed for evidence of cheating or for disrespect toward staff or instructors.
- l. LTI has established a dress code for students in all programs which is in accordance with industry expectations and in consideration of professional standards.
- m. Academic dishonesty, including but not limited to, cheating, plagiarism, sharing computer disks or other student information or student work which compromises the academic integrity of the program.
- n. Misrepresenting the school's programs, policies, or activities of members of the staff or of other students is prohibited.
- o. Students are 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.
- p. Reckless driving and/or squealing tires near the school or places of residence are prohibited.
- q. Possessing firearms, fireworks, ammunition, or weapons is a violation of school rules and state laws.
- r. Cell phones are allowed in class but must be kept on vibrate or silent.

## ■ School Calendar

### CLASS SCHEDULES

Class schedules at Lincoln Technical Institute are designed to

make the training available to a maximum number of qualified applicants while providing the school with the flexibility required for best utilization of the physical facility and instructional time.

Class schedules at Lincoln Technical Institute are designed to make the training available to a maximum number of qualified applicants while providing the school with the flexibility required for best utilization of the physical facility and instructional time.

#### Morning Schedule (24 hours per week)

7:00 a.m. – 11:50 a.m.

Monday through Friday

#### Afternoon Schedule (24 hours per week)

1:10 p.m. – 6:00 p.m.

Monday through Friday

While every effort is made to assign students to the schedule most desirable to their personal circumstances, 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 of the instruction to which they are entitled under the terms of their enrollment agreement. Students who have enrolled but have not started attending school will, upon request, be issued a refund of monies paid if postponement of classes extends beyond the next class starting date. For specific start and end dates see the school calendar stapled to the inside back cover.

### ENROLLMENT DATES

Students may enroll at any time during the year. Class starting dates are assigned based upon student preference and subject to class size limitations previously described. For more details regarding class start and end dates, see "Class Schedule" Catalog Insert.

## ■ 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 outside of class hours. Arrangements for special tutoring must be made with the appropriate Education Supervisor.

## ■ Attendance Policy

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

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

In addition, if a student falls below 80% attendance in a course and then misses 3 more days without notice in that course the student will also be considered to have withdrawn from school. By "notice" is meant approved by the Director of Education/Academic Dean and in the form of signed documentation or verifiable email from the student or someone who can speak for the student.

Field trips, employment interviews, industry certification testing (with advanced school approval) and absences due to new students starting late are not counted as absences for attendance purposes. For employment interviews the prospective employer must schedule the interview in advance through the Career Services Office. The student must be at least 75 percent complete with their program of study. The Education Department must approve the employment interview before it takes place for it to count as an excused absence.

The following documented absences are excused under the attendance policy:

# Academic Information

## COURT APPEARANCE

If a student must appear in court for an action in which he/she is only a third party or witness, excused time may be granted at the discretion of the DOE.

## MILITARY DUTY

All military personnel requesting an excused absence must submit a copy of their orders to the Vice President of Education at least two weeks prior to the missed time.

## ILLNESS

A written doctor's note excusing participation in school or a stay in a hospital will qualify for excused time. Documentation of the stay in the hospital will be required.

## BEREAVEMENT

Documentation required (e.g. – newspaper notice, funeral notice, obituary, or church handout).

## JURY DUTY

Documentation required (stamped jury duty form from court).

**All excused absences must be properly documented. The student must fill out an "Excused Absence Request Form", available in the Education Office, and it must be received in the Education Office no later than the day following the excused absence.**

**All time missed will be marked excused or unexcused on the students' record sheet unless otherwise noted in this policy.**

All absences excused or unexcused will be reflected in the student's overall attendance. Excused absences are for make up work only.

Late entry into and leaving class early will be deducted from attendance.

## Make Up Work for Excused Time

A student absent during a pre-assigned test or assignment will receive a zero for that grade. Make up tests or assignments will be given only for excused absences. Make up work is the student's responsibility.

Specifically, it is the student's responsibility to seek the instructor's guidance on how to make up the missed test or assignment before final grades are awarded.

If the student is granted excused time he/she will be allowed a maximum of 30 days, time to be specified by the Director of Education, to make up quizzes, mid-terms and finals. Shop time and lab sheet assignments can be made up when possible.

## Make Up Work for Unexcused Time

No credit will be given for missed work, quizzes, mid-terms or finals.

Any other exceptions due to extenuating circumstances must be documented and approved by the DOE.

## Lateness and Early Departures

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/Education Supervisor/Director of Education.

Lateness and early departures are monitored by the Director of Education and are discouraged by the school.

A suspension period for excessive "lateness" or "early departures" will be determined individually based upon the student's prior history.

Students are reminded that all time missed for lateness and/or early departures will count toward students' total attendance.

## Grading Policy

Grading is based on the student's class work and lab work, and the results of written and performance tests.

An average is taken of all grades in any marking period and must be at the specified CGPA or above to be considered making satisfactory academic progress.

Grade	Percentage Equivalent	Grade Points
A	90-100	4.0
B	80-89	3.0-3.9
C	70-79	2.0-2.9
D	60-69	1.0-1.9
F	below 60	0
I	INCOMPLETE	N/A
W	WITHDRAWAL	N/A
TR	TRANSFER CREDIT—indicates the school accepted credit earned for previous post-secondary education at an institution other than a Lincoln Educational Services school. "TR" is not considered in computing the Grade Point Average.	
P	PASS—for internship or tested out of a course prior to starting school. "P" is not considered in computing the Grade Point Average	
*	Indicates that the course was repeated	
R	Indicates that the course was previously attempted	

## Satisfactory Academic Progress Policy

The Institution is required to monitor the academic progress of all students, including those receiving financial aid, toward the completion of their program. This process is called SAP. The SAP policy is enforced in conjunction with all other Institutional policies and procedures, including academic suspension policy. SAP is examined using three factors:

- Cumulative Grade Point Average (CGPA)
- Cumulative Maximum Time Frame (CMTF) % =  $\frac{\text{All Completed Credits}}{\text{All Attempted Credits}}$
- 150% "Final" Cumulative Maximum Time Frame (CMTF). Students are also required to complete their program within 150% of the minimum time frame credits required to graduate, which is measured in minutes. For example, a student may attempt a maximum of 75 credits to complete a 50 "credit hour" program.

## DEFINITIONS

Successful completion of a course of study requires a grade of "Pass" or "D" or above. Grades of W, F, or Incomplete do not constitute successful completion of a course but may count as attempted credits. When a class is taken more than once, the grade of the re-taken course will be counted toward CGPA and the hours for both attempts will be used in the CMTF calculation.

*Note: An Incomplete ("I") grade must be completed within 14 days of the end course date of the course for which the "I" was received, or it will automatically convert to a Failure ("F").*

## MONITORING

Students will be notified after SAP is determined if they do not meet the following criteria.

- SAP is monitored regularly for CGPA based on attempted credits. Minimum CGPA's are assigned to prescribed attempted credit interval checkpoints as noted in the "Minimum SAP Requirements

# Academic Information

- Chart” (see below) and are continuously monitored for grade compliance.
- SAP is also monitored regularly for CMTF completion rate throughout the program as attempted credits are completed by the student. Minimum CMTF percentages are assigned to prescribed attempted credit range checkpoints as noted in the “Minimum SAP Requirements Chart”.
  - SAP is monitored for the 150% final CMTF periodically. When it is no longer mathematically possible at any point in their program for the students to complete their program within this standard, the student will be placed on financial aid suspension (see below).

## MINIMUM SAP REQUIREMENTS

Students are required to meet all of the following criteria:

- Maintain a CGPA and CMTF according to the following chart:

ATTEMPTED CREDIT HOUR INTERVAL				
7	13	19	25	30+
REQUIRED CGPA				
1.0	1.2	1.5	1.7	2.0
REQUIRED CMTF				
67%	67%	67%	67%	67%

## PROBATION

Students failing to meet either the CGPA or CMTF minimum requirements are placed on probation for a maximum of three courses. Students must meet both the minimum CGPA and CMTF requirements by the end of the probation term for financial aid eligibility to continue.

## FINANCIAL AID SUSPENSION

Students that fail to meet either the CGPA or CMTF minimum requirements by the end of the probation period will be placed on financial aid suspension.

## EXTENDED ENROLLMENT STATUS

Students who are dismissed for failing to meet satisfactory progress standards may continue in school for one term, or 25% of the normal program length, whichever is longer. During this period, the student is not eligible for federal financial assistance. The student may then re-enter according to the reinstatement policy described below.

## APPEAL PROCESS

Students who are placed on suspension due to violation of the CGPA standards and have extenuating circumstances surrounding their failure to abide by the above criteria may appeal the suspension. Students must submit the following documentation within 10 days of the notification of aid suspension:

- A letter of explanation
- Official third party documentation surrounding the reason for your appeal

Students will be notified of the results of their appeal in five business days from the submission of their documentation. All appeals must be approved by the Vice President of Student Financial Services. All decisions are final.

## Withdrawals/Incompletes or Repetitions

**Withdrawal:** A school or student initiated process whereby a student is no longer considered an active student and is officially removed from his/her program.

**Interrupt:** A school or student initiated withdrawal/leave of absence.

- Students with course incompletes or repetitions are eligible to continue receiving financial aid if the following conditions are met:
  - The student is otherwise making satisfactory progress.
  - The time needed to make up and complete the course work is within the established maximum program length.
- Effect of incomplete, withdrawals, and failures on grade point averages (GPA)
  - A failing grade (F) will be included in the cumulative grade point average until the course is repeated and a passing grade is achieved and included as credits attempted. When a passing grade is earned for a course, that passing grade will be used to determine the cumulative grade point average. Grades of incomplete (I) or withdrawal (W) will not be used to determine cumulative grade averages and are included as credits attempted.
  - Students who fail the same course twice will be terminated except in the case of verifiable extenuating circumstances. In such cases, a student may be granted permission by the Executive Director and the Director of Education to enroll in the course for a third time if the circumstances are verified and are documented on a Student Advisory Form.
  - If the student does not re-enter within the 12-month period, it may be necessary for the student to repeat, at the discretion of LTI, portions of the program.
  - Students will receive an incomplete grade (I) due to failure to complete required assignments, projects, and/or final testing due to documented excuses and complete the coursework no later than 14 days after the last day of the course, or the incomplete (I) will revert to the cumulative grade(s) already attained in the course averaged in with a zero for the missed assignment(s) to compute the CGPA for the course.
  - Students are allowed a combination of no more than two (2) interrupts. To re-enter a second time, a student will be readmitted where documented extenuating circumstances exist. An appeal letter must be presented to the Director of Education for review. If the Director of Education determines that readmittance is justifiable, the student may be readmitted only after meeting with the Director of Education. 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 Executive Director/Director of Education.

*Note: Any student who alters his/her original program commitment (i.e. fails a course, interrupts from school, transfers from day to evening, etc.) will change his/her date of graduation.*

## Grade Appeal Policy

Any student wishing to have a course grade reviewed must appeal in writing. 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.

## Course Measurement

The instructional hours listed for each of the programs in this catalog are included in compliance with State and Veteran's training requirements. These hours are predicated on regular attendance, successful completion of each course in the program without repetition or make up work and excludes holidays that

# Academic Information

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occur during the period of attendance. An instructional hour is defined as 50 contact minutes. Academic progress is based on semester credits earned. See *Academic Progress Measurement*.

## ■ Academic Progress Measurement

Lincoln Technical Institute measures progress on the basis of semester credit hours. A credit hour is earned by demonstration of proficiency in the application of the technical knowledge and skills covered during fifteen (15) scheduled hours of classroom lecture, or thirty (30) scheduled hours of supervised laboratory or shop. Students complete an academic year upon accumulation of a minimum of twenty-four (24) credits taken over a period of a minimum of thirty (30) weeks.

## ■ Progress Records

Following a review by the appropriate School Official, grade reports are issued to the Student upon completion of each course, term, or semester as appropriate.

Individual progress records are permanently maintained for each Student and are open for inspection in accordance with the Family Educational Rights and Privacy Act of 1974.

## ■ Transcripts and Diplomas

Requests for additional copies of official transcripts or replacement diplomas must be submitted in writing to the school. Contact the school's Business Office for a current schedule of fees.

## ■ Educational Support Services

Sometimes tutoring isn't enough to ensure a student's success at LTI. Our Skills Enhancement Program was developed to provide students with instruction to improve their math and reading skills as they relate to their technical training.

## ■ Repeat Training Policy

Based on scheduling availability, a student will be allowed to repeat one failed course at no additional tuition charge provided the student graduates and providing the repeat will not prevent the student from completing the program in the maximum time permitted by the School's Satisfactory Progress Policy.

## ■ Leaves of Absence

The granting of a Leave of Absence must be in accordance with guidance contained in Accreditation, State and Federal regulations. In compliance with these regulations a student may be granted a number of Leaves during any twelve month period provided that the cumulative number of days of LOA's do not exceed 180 calendar days. The length of any one LOA is at the discretion of campus management. The student must state the specific reason for the LOA on the Leave of Absence Request Form, and have an exit interview with the Education department to determine what's in the best interest of the student.

If your absence from school exceeds the officially approved date of return you will be withdrawn from school. Any unearned financial aid credited to your account will be refunded. Reinstatement of financial aid will require a new application and routine processing time. In addition, you will be required to complete a new enrollment agreement (contract) at the tuition rate in effect on the date of re-application.

## ■ Transfer Policy and Transfer of Credits

Programs offered at Lincoln Technical Institute (LTI) are career oriented in nature with objectives designed to prepare graduates for immediate employment in their chosen field of study upon graduation.

LTI students seeking to continue their education at other post secondary institutions should be aware that LTI does not claim or guarantee that credit earned at LTI will transfer to another institution and acceptance of the credit earned at LTI 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 LTI credits will be accepted by another school.

Students who are enrolling in LTI with prior related education from an institution that is accredited by an agency recognized by the U.S. Department of Education may have their previous coursework accepted for credit at LTI. Prior to entrance, transfer applicants must submit an official transcript from their former institution that clearly indicates the courses taken, grades achieved and credits awarded. If necessary, a catalog description/objective of the previous coursework completed may need to be submitted to LTI staff. The catalog description of the coursework taken may be needed to determine the comparability of those courses offered at LTI. All credits transferred from applicable courses must have an earned grade of 'C' or better. LTI staff will make the final determination regarding previous coursework with respect to when it was taken and its appropriateness for evaluation or acceptance. Finally, the applicant may be required to meet with a member of the LTI educational staff to further evaluate the educational preparedness of the individual to enter LTI as an advance standing student.

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 at LTI for all programs taken.

Prior courses taken that become accepted for transfer credits will not be used to determine a student's satisfactory academic progress, but will be considered in calculating the maximum time frame, which is one and one-half (1.5) times the normal program length in credit hours.

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 within LTI, only those courses that count towards a student's new program of study will be used to determine satisfactory academic progress.

## ■ Re-entrance Policy

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 currently effective school Enrollment Agreement reflecting revised prices, if applicable.

Students who are terminated by the School for Disciplinary reasons as set forth in the School Catalog and School Regulations may request re-entrance. Such request must be by letter to the Executive Director, and must set forth valid reasons for granting the request. The request will be reviewed by the Admissions Committee and the Student notified of the Committee's decision. The School reserves the right to limit re-entries.

## ■ Requirements for Graduation

The following requirements must be met in order to qualify for a Diploma:

1. Successfully complete all required courses in the Program.
2. Achieve an overall grade point average of 2.0 (C, 70%).
3. Be free of indebtedness to the School.
4. Not be on probation.

# Campus Information

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# Campus Information

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## ■ Meet Our Staff and Instructors

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

## ■ Corporate Administration

David F. Carney  
*Executive Chairman*

Shaun E. McAlmont  
*CEO/President*

Stephen M. Buchenot  
*Senior Group Vice President—Operations*

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





