



## Philadelphia Campus

**2022-2024**

## Official School Catalog

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



Philadelphia, PA Campus

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*"An Equal Opportunity Facility"*

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

A handwritten signature in black ink that reads 'April Lupinacci'.

April Lupinacci  
CAMPUS PRESIDENT

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# Introduction

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# Introduction

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## ■ General Objectives

Lincoln Technical Institute 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 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. Our training is 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

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

## ■ History of the School

Lincoln Technical Institute of Philadelphia was established in May, 1962. The success of its graduates, coupled with its excellent reputation in the Automotive industry, has resulted in an ever increasing enrollment. Consequently, the school's facilities have been expanded and relocated three times since its original inception.

The Philadelphia school offers a diploma program in Automotive Technology as well as an AST Degree in Automotive.

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.

The Lincoln Technical Institute, Inc. School System was established in Newark, New Jersey under the corporate laws of that state in November, 1946.

Lincoln Educational Services Corporation, the parent corporation, is a leading provider of diversified career-oriented post-secondary education. Lincoln offers recent high school graduates and

working adults degree and diploma programs in five principal areas of study: health sciences, automotive technology, skilled trades, hospitality services and business and information technology. Lincoln has provided the workforce with skilled technicians since its inception in 1946. Lincoln currently operates over 20 campuses in 14 states under 3 brands: Lincoln College of Technology, Lincoln Technical Institute and Euphoria Institute of Beauty Arts and Sciences.

## ■ 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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## ■ 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.

Sincerely,



Scott M. Shaw  
President & Chief Executive Officer

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.





# Career Programs

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# Career Programs



Education Foundation

## ACCREDITED AUTOMOBILE SERVICE TECHNOLOGY

### What does ASE Accreditation Mean?

ASE is the National Institute for Automotive Service Excellence and established by the automotive industry to improve the quality of vehicle repair and service through testing and certification. The ASE Education Foundation is a foundation within the ASE organization. The ASE Education Foundation's mission is to improve the quality of automotive technician training programs through voluntary accreditation. The ASE Education Foundation is responsible for the evaluation process, and makes recommendations for ASE program accreditation based on their evaluation. To achieve AST accreditation, a program must pass an evaluation in all eight (8) automobile related areas:

1. Brakes
2. Electrical/Electronic Systems
3. Engine Performance
4. Suspension and Steering
5. Automatic Transmission and Transaxle
6. Engine Repair
7. Heating and Air Conditioning
8. Manual Drive Train and Axles

### How did our Automotive Program Become ASE Accredited?

This campus underwent an extensive on-site The ASE Education Foundation review process conducted by an independent evaluation team. The team evaluated the program against standards to include administration, learning resources, finances, student services, instruction, equipment, facilities, instructional staff, and cooperative agreements. Following the completion of this evaluation, the team leader submitted their recommendation to ASE for accreditation. This campus met compliance in all areas and was awarded accreditation for Automobile Service Technology (AST) designation.

### Are our Instructors ASE Certified?

Yes, all of our automotive instructors are required to actively hold the ASE G1 and A6 Certifications and be ASE certified in the areas they teach.

### How do our Graduates benefit from an ASE Accredited Program?

To become ASE Certified, a person must meet a minimum level of related work experience and pass ASE certification examinations. A graduate from our ASE Automotive Technology Program may be eligible to substitute the training for up to one year of work experience. For additional information, please visit the ASE website.



# Career Programs *Course Descriptions begin on page 10.*

CIP CODE: 47.0604 SOC CODE: 49-3023

## Automotive Service Management

### AUTO210AST—ASSOCIATE IN SPECIALIZED TECHNOLOGY DEGREE PROGRAM DAY PROGRAM

total instructional hours . . . . . 1920  
total semester credit hours\* . . . . . 76.0 with or without Internship Option  
weeks to complete - day . . . . . approximately 74 (including holidays and scheduled breaks) total semester credit hours\*



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

#### program objective

This degree is designed to provide the student with a comprehensive understanding and hands-on application of industry standard automotive repair and service techniques. The program also provides information on the latest automotive repair tools, diagnostic and service equipment, and techniques as well as important safety, personal protection, and hazardous material handling strategies for students to use in protecting themselves and the environment. Graduates of this degree program will be presented with the entry-level knowledge and skills required to correctly test, diagnose, replace, repair and adjust as necessary the components of the mechanical, electronic,

hydraulic, and accessories systems on current automobiles. Upon graduation, the student will be qualified for entry-level positions in the automotive service career field as a technician capable of analysis, problem solving, performing most common service operations and under supervision, more specialized or involved tasks with a dealer, independent shop or other service outlet. The general education component will provide the student with the communication, business, and critical thinking skills necessary to pursue other employment opportunities within the industry. Students will be required to complete out-of-class assignments in each course.

#### Automotive Technology Internship Option Admission Requirements (Internship hours are daytime hours set by the internship site for both day and evening programs)

Any student in the AST Degree in Automotive Service Management Program may apply for the internship program during his/her 16th course. The criteria for application are a 3.5 cumulative GPA and an overall attendance record of 95%. In addition, a committee of teachers and staff will evaluate the student's employability competencies demonstrated during the first 15

courses for acceptance. If selected, the student will be matched with an automotive service center during the 17th course, and will participate in the internship during the 18th and 19th course. The courses listed below (IC201 and IC202) will be taken in lieu of the "Service Shop Procedures" and "Service Shop Management" courses as listed in the Automotive Technology Program.

#### internship objective

The student will apply and refine their skills under the guidance of a mentor at an automotive service center. During the on-the-job training sessions, the student will demonstrate proficiency in the competencies learned during their core classes. Upon completion of this program, graduates

will be qualified for entry into the automotive service career field as a technician capable of analysis, problem solving, performing most common service operations and under supervision, more specialized or involved tasks with a dealer, independent shop or other service outlet.

number	course	lecture hours	lab/shop hours	intern hours	total hours	total credits	prerequisites
IN102§	Driving Your Performance	58	62	0	120	5.0	Precedes all technical courses
AT101	Gasoline Engine Construction and Operation	38	82	0	120	5.0	IN102
AT102	Fuel and Emissions Systems	48	72	0	120	5.0	IN102
AT103	Electrical Systems	48	72	0	120	5.0	IN102
AT204	Driveability Diagnostics	43	77	0	120	5.0	IN102, AT102, AT103
AT106	Transmissions and Drive Lines	34	86	0	120	4.5	IN102
AT207	Automatic Transmissions	38	82	0	120	5.0	IN102
AT208	Air Conditioning & Electrical Accessories	48	72	0	120	5.0	IN102
AT209	Advanced Automotive Electronics	48	72	0	120	5.0	IN102, AT103
AT110	Automotive Brake Systems	38	82	0	120	5.0	IN102
AT211	Automotive Steering & Suspension Systems	34	86	0	120	4.5	IN102
MA201	Service Shop Procedures	24	96	0	120	3.0	IN102
MA102	Service Shop Management	24	96	0	120	3.0	IN102
<b>GENERAL EDUCATION COURSES</b>							
GENA110A	Human Relations	45	0	0	45	2.0	
GENA112A	Social Awareness	45	0	0	45	2.0	
GENA117A	Writing for the World of Work	45	0	0	45	2.0	
GENA120A	Ethical and Critical Thinking	45	0	0	45	2.0	
GENA170A	Technical Math	45	0	0	45	2.0	
GENA182A	General Communication	45	0	0	45	2.0	
GENA195A	Physical Science	45	0	0	45	2.0	
ITA105A	Computer & Information Literacy	45	0	0	45	2.0	
<b>TOTALS WITHOUT INTERNSHIP</b>		<b>883</b>	<b>1037</b>	<b>0</b>	<b>1920</b>	<b>76.0</b>	
<b>AUTO210ASTI—ASSOCIATE IN SPECIALIZED TECHNOLOGY DEGREE PROGRAM INTERNSHIP OPTION</b>							
IC201**	Service Center Internship I: Automotive Service Skills & Customer Relations	18	0	102	120	3.00	IN102, all technical courses
IC202**	Service Center Internship II: Automotive Service Skills & Employability Competencies	18	0	102	120	3.00	IN102, all technical courses
<b>TOTALS WITH INTERNSHIP</b>		<b>871</b>	<b>845</b>	<b>204</b>	<b>1920</b>	<b>76.0</b>	

Note: Course numbers throughout this catalog are for reference only. The sequence of course offerings may vary depending upon scheduling needs. Contact the School's Director of Education for details.  
\*\* Internship courses are taught on-the-job. Each month, the students will be in school for 18 hours and at the worksite for the remaining 102 hours. IC201 and IC202 replace MA201 and MA102 above.  
Maximum Time Frame (MTF) - 114.0

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



## Automotive Service Technology

### AUXX100—DIPLOMA PROGRAM

#### DAY/AFTERNOON/EVENING PROGRAMS

total instructional hours . . . . . 1200  
total semester credit hours\*. . . . . 50  
weeks to complete (day/aft/eve) . . . . . approximately 52 (including holidays and scheduled breaks)



Education Foundation

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

#### program objective

Provide the graduate with the entry-level knowledge and skills required to correctly test, diagnose, replace, repair and adjust as necessary the components of the mechanical, electronic, hydraulic, and accessories systems on current automobiles. Upon completion of this program, the graduates will be qualified for entry into the automotive service career field as a technician capable of analysis, problem solving, performing most common service operations and under supervision, more specialized or involved tasks with a dealer, independent shop or other service outlet. Students will be required to complete out-of-class assignments in each course.

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

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

number	course	lecture hours	lab/shop hours	total hours	total credits	prerequisites
<b>FOUNDATION COURSES</b>						
AUX100	Workshop Practices and General Maintenance	60	60	120	5.0	
AUX113	Gasoline Engine Construction and Operation	60	60	120	5.0	
AUX103	Electrical Systems	60	60	120	5.0	
<b>FOUNDATION TOTAL</b>		<b>180</b>	<b>180</b>	<b>360</b>	<b>15.0</b>	
<b>CORE COURSES</b>						
AUX202	Powertrain Electronics	60	60	120	5.0	AUX100, AUX103, AUX109
AUX206	Transmissions and Drive Systems	60	60	120	5.0	AUX100
AUX208	Air Conditioning and Electrical Accessories	60	60	120	5.0	AUX100, AUX103
AUX109	Advanced Automotive Electronics & Diagnostics	60	60	120	5.0	AUX100, AUX103
AUX110	Automotive Brake Systems	60	60	120	5.0	AUX100
AUX211	Automotive Steering and Suspension Systems	60	60	120	5.0	AUX100
AUX224	Service Shop Operations and Management	60	60	120	5.0	AUX100, AUX103, AUX109, AUX202 AUX208, AUX110, AUX211
<b>CORE COURSE TOTAL</b>		<b>420</b>	<b>420</b>	<b>840</b>	<b>35.0</b>	
<b>TOTAL PROGRAM</b>		<b>600</b>	<b>600</b>	<b>1200</b>	<b>50.0</b>	

NOTE: Course numbers and sequences are listed here for reference only. The actual delivery sequence of courses contained in this program may vary depending on individual campus scheduling. Maximum Time Frame: 75.0 semester credits.

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 8.*

## ■ Course Numbering System

### 100 LEVEL COURSES

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

### 200 LEVEL COURSES

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

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

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

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

Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems.

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

*Prerequisite(s): IN102*

#### **AT102 – FUEL AND EMISSIONS SYSTEMS**

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

This course is designed to provide comprehensive coverage of late model gasoline fuel systems from the properties of gasoline to the by-products of combustion, including fuel supply and air induction systems, related emissions controls, and the principles of turbocharging. Emphasis is placed on troubleshooting, replacement, overhaul, and adjustment of fuel injection systems, including computer control models.

Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems.

Students will learn how to use diagnostic scan tools to retrieve emission control trouble codes and determine necessary repairs. Students will learn how to diagnose no-start/no-fuel problems on hot and cold engines. Students will learn how to operate exhaust gas analysis equipment and determine necessary action.

*Prerequisite(s): IN102*

#### **AT103 – ELECTRICAL SYSTEMS**

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

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

Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems.

Students will learn how to diagnose basic electrical, charging, starting, and lighting circuits through the use of diagnostic equipment to include test lights, multimeters, and continuity testers.

*Prerequisite(s): IN102*

#### **AT106 – TRANSMISSIONS AND DRIVE LINES**

120 Contact Hrs (34 Lecture, 86 Lab/Shop); 4.5 Credit Hrs

This course is designed to provide the student with a comprehensive coverage of drive train components, including theory, operating principles, service, and repair techniques of the clutch, differential and rear axles. Gearing, levers, hydraulics, component design, troubleshooting, replacement, disassembly, repair, service techniques, and assembly are emphasized. Manual and 4X4 transfer gear boxes, drive-shafts, U-joints, front and rear differentials, and manual transaxles are featured.

Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems.

Students will learn how to diagnose, inspect, remove and replace a clutch. Students will learn how to diagnose, clean, inspect, disassemble, and reassemble a transmission/transaxle. Students will learn how to diagnose, inspect, remove, replace, and service front wheel-drive components and rear-wheel drive components.

*Prerequisite(s): IN102*

#### **AT204 – DRIVEABILITY DIAGNOSTICS**

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

This course is designed to provide the student with knowledge of conventional and computerized engine control systems and scientific engine testing and tune-up. Students will receive detailed instruction on operating principles, testing, replacement and repair of the ignition systems.

Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems.

Students will learn how to diagnose mechanical and electrical engine and control systems and determine needed action. Students will learn how to use diagnostic scan tools to retrieve engine, body, and other computerized control module trouble codes to determine condition, status, and determine needed action.

*Prerequisite(s): IN102, AT102, and AT103*

#### **AT207 – AUTOMATIC TRANSMISSIONS**

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

This course has been developed to provide the student with knowledge and skills needed to successfully diagnose and make needed repairs to automatic transmissions and transaxles. Emphasis is placed on power-flow, operation, design, servicing equipment, troubleshooting, disassembly, inspection, replacement, assembly, testing, and adjustment.

Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information with

computer and internet based electronic retrieval systems.

Students will learn how to perform necessary diagnostic tests using special equipment including scan tools to retrieve transmission/transaxle related trouble codes. Students will learn how to perform necessary service, repairs, and adjustments to automatic transmissions and transaxles.

*Prerequisite(s): IN102*

#### **AT208 – AIR CONDITIONING AND ELECTRICAL ACCESSORIES**

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

This course is designed to provide the student with theory and application of automobile air conditioning and heating systems. Students will also be presented with the operation of various automobile accessories to include: power windows, door locks, and seats, and air bag operation and service.

Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems.

Students will learn how to diagnose abnormal operation of air conditioning and heating systems, remove and replace air conditioning and heating system components, and evacuate and recharge automobile air conditioning systems.

*Prerequisite(s): IN102*

#### **AT209 – ADVANCED AUTOMOTIVE ELECTRONICS**

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

This course is designed to provide the student with a more in-depth knowledge of electrical and electronic principles, and advanced circuit applications. Students will learn about automobile computerized control systems as they apply to engine and body control as well as transmission, suspension, braking systems, and other computerized systems. Computer operation, sensors, and actuators are emphasized.

Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems.

Students will learn how to diagnose automotive electrical and electronic circuits using a variety of diagnostic equipment to include digital volt-ohm meters, continuity testers, test lights, graphing multimeters, and oscilloscopes. Students will learn how to use diagnostic scan tools to retrieve trouble codes from vehicle computers and determine necessary repairs.

*Prerequisite(s): IN102, AT103*

#### **AT110 – AUTOMOTIVE BRAKE SYSTEMS**

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

This course is designed to provide comprehensive coverage of design, operating principles, maintenance and service of the automotive brake systems and traction control. Emphasis is placed on diagnosis and service of rotors and drums with measuring and resurfacing included. Antilock braking is covered from operating principles through diagnosis and service.

Students will learn how to complete repair orders containing customer and vehicle information

# Course Descriptions

Career Programs begin on page 8.

and corrective action. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems.

Students will learn how to diagnose mechanical and hydraulic problems within the vehicle braking systems. Students will learn how to diagnose computer control problems within the anti-lock and traction control systems.

*Prerequisite(s): IN102*

## **AT211 – AUTOMOTIVE STEERING AND SUSPENSION SYSTEMS**

*120 Contact Hrs (34 Lecture, 86 Lab/Shop); 4.5 Credit Hrs*

This course is designed to provide the student with detailed instruction of the design and operating principles, maintenance and service of automobile suspension and steering systems including steering geometry and alignment angles. Emphasis is placed on wheel alignment procedures, including computerized fourwheel alignment. Service and diagnostics are stressed including McPherson struts, rack and pinion steering systems, and tire design and applications. New technologies are covered to incorporate electronic steering, and in-depth coverage of computerized suspension systems.

Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems.

Students will learn how to diagnose, inspect, and service steering system components using industry standard equipment. Students will learn how to diagnose inspect, remove and replace rear-wheel and front-wheel drive suspension component. Students will learn how to perform alignments on front and rear wheel drive vehicles.

*Prerequisite(s): IN102*

## **AUX100 – WORKSHOP PRACTICES AND GENERAL MAINTENANCE**

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

The overall goal of this course is to facilitate a smooth transition to school by engaging the student in curriculum focusing on academic, career, and life skills. Students will make connections with key personnel within the school that will assist with their questions and provide guidance throughout their education.

The student will be introduced to automotive and diesel systems, industry certifications, and job opportunities. Students will learn essential skills for the vehicle technician including safety, tool and equipment fundamentals, and the proper use of measurement tools such as dial indicators, micrometers, and calipers.

The automotive and diesel content will be balanced by an emphasis on skills that will enable students to be successful in school and in life. These skills will include time management, financial management, goal setting, learning strategies, career planning, and critical thinking strategies.

*Prerequisite(s): None*

## **AUX113 – GASOLINE ENGINE CONSTRUCTION AND OPERATION**

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

This course is designed to provide the student with a detailed study of the modern internal combustion gasoline engine from the basic principles of design and operation to inspection, precision measurement,

fitting, and reconditioning, including cooling systems, coolants, lubricating systems, and engine lubricants.

Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems.

Students will learn how to diagnose various engine concerns through visual and auditory inspection. Students will learn how to disassemble, measure, troubleshoot, service, and reassemble a gasoline powered internal combustion engine. Professional development exercises and seminars are also included in this course.

*Prerequisite(s): None*

## **AUX103 – ELECTRICAL SYSTEMS**

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

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

Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems.

Students will learn how to diagnose basic electrical, charging, starting, and lighting circuits through the use of diagnostic equipment to include test lights, multimeters, and continuity testers. Professional development exercises and seminars are also included in this course.

*Prerequisite(s): None*

## **AUX202 – POWERTRAIN ELECTRONICS**

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

This course is designed to provide the student with knowledge of conventional and computerized engine control systems and scientific engine testing and tuning. Students will receive detailed instruction on operating principles, testing, replacement and repair of the ignition systems, by-products of combustion, including fuel supply and air induction systems, related emissions controls, and the principles of turbocharging. Emphasis is placed on troubleshooting, replacement, overhaul, and adjustment of fuel injection systems, including computer control models.

Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems.

Students will learn how to use diagnostic scan tools to retrieve emission control trouble codes and determine necessary repairs. Students will learn how to diagnose no-start/no-fuel problems on hot and cold engines. Students will learn how to operate exhaust gas analysis equipment and determine necessary action. Professional development exercises and seminars are also included in this course.

*Prerequisite(s): AUX100, AUX103, AUX109*

## **AUX206 – TRANSMISSIONS AND DRIVE SYSTEMS**

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

This course is designed to provide the student with a comprehensive coverage of drive train components, including theory, operating principles, service, and repair techniques of the clutch, differential and rear

axles. Gearing, levers, hydraulics, component design, troubleshooting, replacement, disassembly, repair, service techniques, and assembly are emphasized. Manual and 4X4 transfer gear boxes, drive-shafts, U-joints, front and rear differentials, and manual transaxles are featured.

This course also provides the student with knowledge and skills needed to successfully diagnose and make needed repairs to automatic transmissions and transaxles. Emphasis is placed on power-flow, operation, design, servicing equipment, troubleshooting, disassembly, inspection, replacement, assembly, testing, and adjustment

Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems.

Students will learn how to diagnose, inspect, remove and replace a clutch. Students will learn how to diagnose, clean, inspect, disassemble, and reassemble a transmission/transaxle. Students will learn how to diagnose, inspect, remove, replace, and service front wheel-drive components and rear-wheel drive components. Students will learn how to perform necessary diagnostic tests using special equipment including scan tools to retrieve transmission/transaxle related trouble codes. Students will learn how to perform necessary service, repairs, and adjustments to automatic transmissions and transaxles. Professional development exercises and seminars are also included in this course.

*Prerequisite(s): AUX100*

## **AUX208 – AIR CONDITIONING AND ELECTRICAL ACCESSORIES**

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

This course is designed to provide the student with theory and application of automobile air conditioning and heating systems. Students will also be presented with the operation of various automobile accessories to include: power windows, door locks, and seats, and air bag operation and service.

Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems.

Students will learn how to diagnose abnormal operation of air conditioning and heating systems, remove and replace air conditioning and heating system components, and evacuate and recharge automobile air conditioning systems. Professional development exercises and seminars are also included in this course.

*Prerequisite(s): AUX100, AUX103*

## **AUX109 – ADVANCED AUTOMOTIVE ELECTRONICS & DIAGNOSTICS**

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

This course is designed to provide the student with a more in-depth knowledge of electrical and electronic principles, and advanced circuit applications. Students will learn about automobile computerized control systems as they apply to engine and body control as well as transmission, suspension, braking systems, and other computerized systems. Computer operation, sensors, and actuators are emphasized.

Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to



# Course Descriptions

*Career Programs begin on page 8.*

research vehicle service information with computer and internet based electronic retrieval systems.

Students will learn how to diagnose automotive electrical and electronic circuits using a variety of diagnostic equipment to include digital volt-ohm meters, continuity testers, test lights, graphing multimeters, and oscilloscopes. Students will learn how to use diagnostic scan tools to retrieve trouble codes from vehicle computers and determine necessary repairs. Professional development exercises and seminars are also included in this course.

*Prerequisite(s): AUX100, AUX103*

## **AUX110 – AUTOMOTIVE BRAKE SYSTEMS**

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

This course is designed to provide comprehensive coverage of design, operating principles, maintenance and service of the automotive brake systems and traction control. Emphasis is placed on diagnosis and service of rotors and drums with measuring and resurfacing included. Anti-lock braking is covered from operating principles through diagnosis and service.

Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems.

Students will learn how to diagnose mechanical and hydraulic problems within the vehicle braking systems. Students will learn how to diagnose computer control problems within the anti-lock and traction control systems. Professional development exercises and seminars are also included in this course.

*Prerequisite(s): AUX100*

## **AUX211 – AUTOMOTIVE STEERING AND SUSPENSION SYSTEMS**

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

This course is designed to provide the student with detailed instruction of the design and operating principles, maintenance and service of automobile suspension and steering systems including steering geometry and alignment angles. Emphasis is placed on wheel alignment procedures, including computerized four-wheel alignment. Service and diagnostics are stressed including McPherson struts, rack and pinion steering systems, and tire design and applications. New technologies are covered to incorporate electronic steering, and in-depth coverage of computerized suspension systems.

Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems.

Students will learn how to diagnose, inspect, and service steering system components using industry standard equipment. Students will learn how to diagnose inspect, remove and replace rear-wheel and front-wheel drive suspension component. Students will learn how to perform alignments on front and rear wheel drive vehicles. Professional development exercises and seminars are also included in this course.

*Prerequisite(s): AUX100*

## **AUX224 – SERVICE SHOP OPERATIONS AND MANAGEMENT**

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

This course is designed to provide the students with exposure to an actual shops environment, procedures, and protocol by applying prominent skills obtained in previous courses. This course will also provide the student with an orientation and introduction to the management and business component of the automotive industry. The management and procedures associated with automotive related businesses are emphasized including employee/employer expectations, the service write-up process, business organizational structure, career opportunities, customer relations, personnel management, facilities, business records, insurance, and safety. Knowledge relating to management practices within an automotive business will help the student adapt and acclimate to the working environment.

Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems.

Students will learn how to prepare an employment resume and application. Students will learn how to complete various forms used in automotive businesses. Students will learn how to properly interview for employment. Professional development exercises and seminars are also included in this course.

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

## **GENA110A – HUMAN RELATIONS**

*45 Contact Hrs (45 Lecture, 0 Lab/Shop); 2.0 Credit Hrs*

This course focuses on interpersonal and social skills and includes instruction on the topics of personnel psychology; supervisory psychology; and principals of supervision. In addition, this course exposes students to problem solving, decision making, conflict and change management, and group relations in personal and professional settings.

*Prerequisite(s): None*

## **GENA112A – SOCIAL AWARENESS**

*45 Contact Hrs (45 Lecture, 0 Lab/Shop); 2.0 Credit Hrs*

In this course, the students will learn about the study of human behavior and social institutions, their roles as individuals in society; in groups and their impact on the social institutions with which they interact. In addition, look at political systems and political behavior and how these concepts relate to individuals in society.

*Prerequisite(s): None*

## **GENA117A – WRITING FOR THE WORLD AT WORK**

*45 Contact Hrs (45 Lecture, 0 Lab/Shop); 2.0 Credit Hrs*

This course will help students gain professional writing skills needed to create business documents including reports, letters, emails, and brochures. Includes choosing appropriate information from research and developing a professional tone to ethically connect with the audience, along with format and layout to best distribute information. Additional topics include ethics and purpose in writing necessary in the workplace.

*Prerequisite(s): None*

## **GENA120A – ETHICAL AND CRITICAL THINKING**

*45 Contact Hrs (45 Lecture, 0 Lab/Shop); 2.0 Credit Hrs*

This course focuses on the systematic study of ethical issues in the workplace and public life through active and critical thinking. Includes the application of problem solving by exploring language and perception surrounding the workplace and society. Explores professional application through reasoning and relating all sides of contemporary social dilemmas.

*Prerequisite(s): None*

## **GENA170A – TECHNICAL MATH**

*45 Contact Hrs (45 Lecture, 0 Lab/Shop); 2.0 Credit Hrs*

This course covers concepts from algebra, geometry, trigonometry, and statistics, and applications relevant to these topics. Topics include but are not limited to: unit conversions, basic geometry and fundamental elements of trigonometry including oblique triangles, elementary statistics, and metric measurements. Emphasis is on technically oriented applications and activities to build skills in applied problem solving.

*Prerequisite(s): None*

## **GENA182A – GENERAL COMMUNICATION**

*45 Contact Hrs (45 Lecture, 0 Lab/Shop); 2.0 Credit Hrs*

This course focuses on the comprehensive study of communication and spans the study of communication and its impact in the work place. Includes instruction in interpersonal, group, organizational, and intercultural communication; theories of communication; critical thinking, argumentation, and persuasion; written communication; electronic media; media and culture; effects of mass media; media criticism; and methods of inquiry; mass communication/media studies, old and new media technologies, and social and professional applications.

*Prerequisite(s): None*

## **GENA195A – PHYSICAL SCIENCE**

*45 Contact Hrs (45 Lecture, 0 Lab/Shop); 2.0 Credit Hrs*

This course focuses on major topics, concepts processes and interrelationships of physical phenomena of the world, including, introductions to chemistry, physics, geology and astronomy, and measurements of properties of matter, water, heat and electricity, which will provoke critical thinking skills and highlight how these relationships affect human life and are applicable to the professional workplace.

*Prerequisite(s): None*

## **IC201 – SERVICE CENTER INTERNSHIP I: AUTOMOTIVE SERVICE SKILLS & CUSTOMER RELATIONS**

*120 Contact Hrs (18 Lecture, 102 Intern); 3.0 Credit Hrs*

In lieu of the Service Shop Procedures course, which facilitates the practice and practical application of lessons from previous technical courses, this optional course assigns the student to an actual repair facility outside the school in conjunction with in-school course hours. Tasks and objectives associated with the Service Shop Procedures course are accomplished utilizing an actual working business environment in addition to course time. The student will learn how to function as a service technician in a real world environment while completing this course of study. The student will learn how to function as a service technician in a real world environment while completing this course of study.

*Prerequisite(s): IN102, All technical courses*

# Course Descriptions

*Career Programs begin on page 8.*

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## **IC202 – SERVICE CENTER INTERNSHIP II: AUTOMOTIVE SERVICE SKILLS & EMPLOYABILITY COMPETENCIES**

*120 Contact Hrs (18 Lecture, 102 Intern); 3.0 Credit Hrs*

In lieu of the Service Shop Management course, which facilitates the practical application of lessons from previous technical courses and an understanding of business management practices, this optional course assigns the student to an actual repair facility outside the school in conjunction with in-school course hours. Tasks and objectives associated with the Service Shop Management course will be completed on-the-job. Students will learn how to accomplish tasks in a real world business environment.

*Prerequisite(s): IN102, All technical courses*

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## **IN102 – DRIVING YOUR PERFORMANCE**

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

The overall goal of this course is to facilitate a smooth transition to school by engaging the student in curriculum focusing on academic, career, and life skills. Students will make connections with key personnel within the school that will assist with their questions and provide guidance throughout their education.

The student will be introduced to automotive systems, industry certifications, and job opportunities. Students will learn essential skills for the vehicle technician including safety, equipment fundamentals, and the proper use of measurement tools such as dial indicators, micrometers, and calipers. The automotive content will be balanced by an emphasis on skills that will enable students to be successful in school and in life. These skills will include time management, financial management, goal setting, learning strategies, career planning, and critical thinking strategies.

*Prerequisite(s): IN102 must precede all technical courses.*

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## **ITA105A – COMPUTER & INFORMATION LITERACY**

*45 Contact Hrs (45 Lecture, 0 Lab/Shop); 2.0 Credit Hrs*

In this course, students will learn important computer and digital technology concepts and skills necessary to succeed in careers and in life. No prior computer experience is assumed. Students will become familiar with essential concepts, including an introduction to computers and the Internet, and computer hardware and software. Students will learn about computer networks, e-mail, and Internet security and privacy. Skills introduced are essential and valuable for all professions. They include operating systems and file management, word processing, spreadsheets, presentation software, Web research, and personal information management.

*Prerequisite(s): None*

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## **MA102 – SERVICE SHOP MANAGEMENT**

*120 Contact Hrs (24 Lecture, 96 Lab/Shop); 3.0 Credit Hrs*

This course has been designed to provide the student with an orientation and introduction to the management and business component of the automotive industry. The management and procedures associated with automotive related businesses are emphasized including employee/employer expectations, the service write-up process, business organizational structure, career opportunities, customer relations, personnel management, facilities, business records, insurance, and safety. Knowledge relating to management practices within an automotive business will help the student adapt and acclimate to the working environment.

Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems.

Students will learn how to prepare an employment resume and application. Students will learn how to complete various forms used in automotive businesses. Students will learn how to properly interview for employment.

*Prerequisite(s): IN102*

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## **MA201 – SERVICE SHOP PROCEDURES**

*120 Contact Hrs (24 Lecture, 96 Lab/Shop); 3.0 Credit Hrs*

This course is designed to provide the students with exposure to an actual shops environment, procedures, and protocol by applying prominent skills obtained in previous courses. Emphasis is placed on the removal and replacement of both engines and transaxles. Methods of securing future employment and the preparation of resumés are highlighted. Knowledge testing and skills application are highlighted among the topics.

Students will learn how to complete repair orders containing customer and vehicle information and corrective action. Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems.

*Prerequisite(s): IN102*



# General Information

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# General Information

## ■ 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 recognized accrediting agency.

### PROGRAM ACCREDITATION

#### Automotive

- ASE Education Foundation

## ■ Approvals

- *Authorized to Award the Associate in Specialized Technology Degree by the Commonwealth of Pennsylvania, Department of Education*
- *Licensed by the State Board of Private Licensed Schools*
- *Approved for the Training of Veterans and Other Eligibles*
- *Approved for the Training of Eligibles by the Commonwealth of Pennsylvania Bureau of Vocational Rehabilitation*

Accreditation and Approval Certificates are located in the School Lobby.

## ■ Memberships

- *Career Education Colleges and Universities (CECU)*
- *Mid Atlantic Association of Private School Administrators (MAACS)*
- *Pennsylvania, Eastern, and National Association of Student Financial Aid Administrators*
- *Greater Philadelphia Chamber of Commerce*
- *Automobile Dealers Association of Greater Philadelphia*
- *Better Business Bureau*

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

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

## ■ Notice to Students

1. The School is relieved and released of all claims by the student that may arise as a result of the school's inability to perform hereunder as a result of an Act of God, strike, or any matter or thing beyond the control of the school.
2. Applicants interested in training in our Career Fields should be aware of the job duties they may need to be capable of

performing prior to enrollment. These can be found on the O\*NET Online website at [www.onetonline.org](http://www.onetonline.org). O\*NET Online is sponsored by the U.S. Department of Labor, Employment & Training Administration, and developed by the National Center for O\*NET Development.

3. Criminal records and/or certain background issues may present a barrier to employment in certain fields. Applicants may be denied admission as a student if after screening it is determined that employment after graduation is not possible due to background issues.

## ■ Statement of Ownership

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

Scott M. Shaw, *President & CEO*

Brian K. Meyers, *Executive Vice President & CFO*

Alexandra M. Luster, *Corporate Secretary*

## ■ 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:

[Nondiscrimination Policy](#)

To view the entire Title IX policy, please visit:

[Title IX Policy](#)

# Admissions

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# Admissions

## ■ Admission Requirements

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

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

## ■ 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 15 calendar days, including weekends and holidays, without any tuition obligation to Lincoln Technical Institute. If a student attends any scheduled class after the 15th calendar day, the introductory period will be concluded. Those students who do not attend after the 15th calendar day will be considered cancelled and will not have any tuition obligation to Lincoln Technical Institute.

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

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

## ■ Orientation Program

An orientation program is scheduled for each incoming class. The purpose of this program is to acquaint the student with the rules and regulations of the school and to issue appropriate class assignment.

Students will be notified, in writing, of the Orientation Date. Failure to attend the Orientation Program may result in rescheduling of Starting Date. Students are expected to fulfill their initial financial obligations at this time.

## ■ Remedial Education

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

## ■ Veterans Training

The school's programs are approved for veteran's training.

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



# 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 Aid 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:

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

Undergraduates may receive aid from all three types of programs. Eligibility for the Pennsylvania Higher Education Assistance Agency Grant Program is applicable ONLY to the Associate in Specialized Technology Degree Program.

### 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](http://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 employee/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](mailto:scholarships@lincolntech.edu);

- Must start training program by December 31, 2023

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

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

## Scholarships

Lincoln Technical Institute may participate in other scholarships or grants. Please refer to the catalog addendum for the latest offerings.

## Tuition & Equipment

A Schedule of Fees addendum contains information about the school's tuition and 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.

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

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.

## Cancellation and Refund Policy

### 1. CANCELLATION PRIOR TO STARTING CLASSES:

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 five (5) calendar days of the contract signing, of written notification that the STUDENT wishes to cancel. A request for cancellation which is not made in writing shall be confirmed in writing by the STUDENT within an additional period of five (5) calendar days. The SCHOOL may retain all of the non refundable fees after five (5) calendar days or after ten (10) calendar days absent written confirmation, where required. 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 FIVE (5) DAY PERIOD OR STARTING CLASSES:

- a. After the five (5) day period mentioned in Paragraph 1b, the school is entitled to keep the Registration Fee.
- b. After the STUDENT starts SCHOOL, the SCHOOL will refund tuition 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

# Financial Aid Information

for Federal Aid recalculated based on the percentage of the term completed, which shall be calculated as follows:

**# of calendar days completed by student**

**total # of calendar days in term**

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

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 pupil no later than 30 days after the school-determined withdrawal date.

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

## ■ State Refund Policy

If a student enrolls and withdraws or discontinues after the term, semester or quarter has begun but prior to completion of the term, semester or quarter, the following minimum refunds apply:

1. For a student withdrawing from or discontinuing the program during the first 7 calendar days of the term, semester or quarter then tuition charges refunded by the school shall be at least 75% of the tuition for the term, semester or quarter.
2. For a student withdrawing from or discontinuing the program after the first 7 calendar days, but within the first 25% of the term, semester or quarter the tuition charges refunded by the school shall be at least 55% of the tuition for the term, semester or quarter.
3. For a student withdrawing or discontinuing after 25% but within 50% of the term, semester, or quarter, the tuition charges refunded by the school shall be at least 30% of the tuition.
4. For a student withdrawing from or discontinuing the program after 50% of the term, semester or quarter, the student is entitled to no refund.
5. For refund computations, a term, semester or quarter may not exceed 18 weeks.

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

- a. The calculations of refunds will be based on the last date of attendance.
- b. Refunds will be processed and sent to the pupil no later than 30 days after the school determined withdrawal date. All other refunds (i.e; FFELP, FDSL, etc.) will be issued in accordance with applicable State and Federal mandates.
- c. 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.
- d. 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.
- e. 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.

## ■ Student Fee, Technology Fee, Books, Tools & Uniforms Refund Policy

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

## ■ The Refund Process

The refund process is a two-step procedure. In step one, Lincoln 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)

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 schools 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,

# Financial Aid Information

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- 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

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# General Student Information

## ■ Educational Equipment

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

For a detailed list of all equipment used in training, please see "Educational Equipment List" addendum.

## ■ Holidays

New Year's Day  
Martin Luther King Day  
President's Day  
Memorial Day  
Juneteenth  
Independence Day  
Labor Day  
Thanksgiving Day and the Day After  
Christmas Eve  
Christmas Day

## ■ Vacation Periods

Vacation dates, as appropriate, will be posted in the School.

## ■ Library

A library 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 source material conveniently at hand.

## ■ School Facilities

Lincoln Technical Institute occupies a masonry structure of approximately 31,000 square feet consisting of air conditioned classrooms, administrative offices, shops, labs and the library. Parking facilities adjacent to the school provide maximum convenience. Public transportation is also available in the immediate vicinity. The school facilities provide accessibility for handicapped students.

The school maintains the appropriate educational materials for instruction of its automotive programs.

## ■ 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 Director of Education or Education Supervisor.

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**

**COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF EDUCATION  
STATE BOARD OF PRIVATE LICENSED SCHOOLS  
333 MARKET STREET, 12TH FLOOR  
HARRISBURG, PA 17126  
(717) 783-8228**

### ACCSC STUDENT COMPLAINT PROCEDURE

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

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

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

[www.accsc.org](http://www.accsc.org) | [complaints@accsc.org](mailto:complaints@accsc.org)

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

The federal contact for student loan issues is:

<b>POSTAL MAIL</b>	<b>U.S. DEPARTMENT OF EDUCATION FSA OMBUDSMAN GROUP P.O. BOX 1843 MONTICELLO, KY 42633</b>
<b>PHONE</b>	<b>1-877-557-2575</b>
<b>FAX</b>	<b>606-396-4821</b>
<b>WEB</b>	<b><a href="https://feedback.studentaid.ed.gov/">https://feedback.studentaid.ed.gov/</a></b>

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**

For New Jersey Residents: In the event of an unannounced school closure, students enrolled at the time of the closure must contact the Department of Labor and Workforce Development's Training Evaluation Unit within ninety (90) calendar days of the closure. Failure to do so within the ninety (90) days may exclude the student from any available form of assistance. The contact number to call is (609) 292-4287.



# General Student Information

## ■ 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:

- 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.
- While it is not a requirement to graduate from a program, it is recommended that you have a driver's license with a good record to travel to employment.
- It may be possible that the job site requests the need of your own tools and the completion of a background check and drug test may be required.

## ■ 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.

In keeping with Lincoln's safety procedures, all visitors must sign in at the front desk upon arrival to the school and are issued a visitors badge.

## ■ Official Student Communication

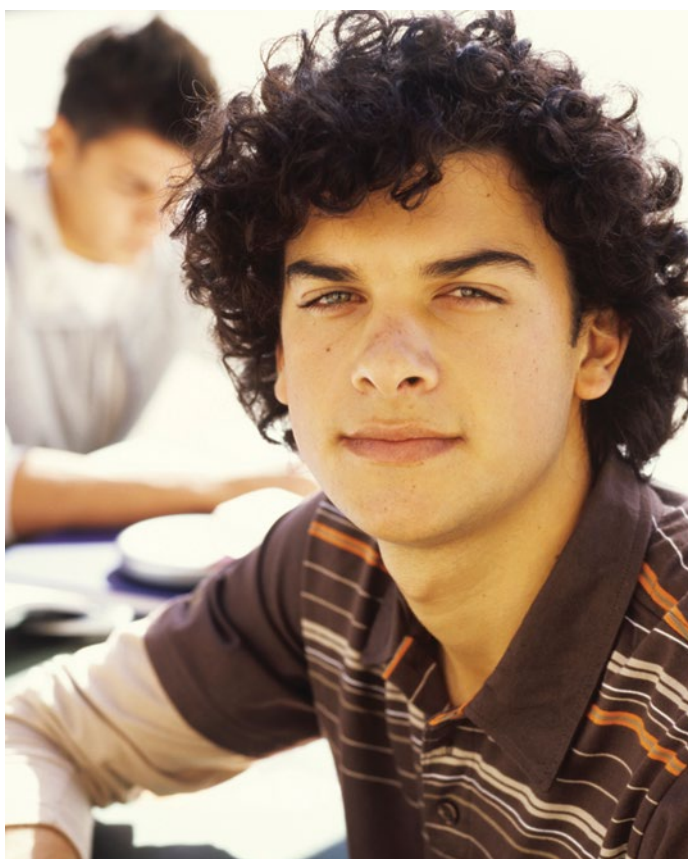
Lincoln Technical Institute's official web-based student portal (**MyCampusLinc**) and student email accounts are an official means of communication to all full and part-time students enrolled in credit bearing classes. All such students are required to activate **MyCampusLinc** portal and **@myLincoln.edu** 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

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# Academic Information

## ■ Class Schedules

Students can enroll at any time during the year. Class starting dates are scheduled at frequent intervals to enable students to start moving toward their career goals as soon as possible. Class size is limited so that each student can receive the personal attention so vital to successful mastery of the skills and understanding of the subject at hand. A typical classroom at our campus can accommodate up to 30 students while the automotive shop at our campus can accommodate up to 60 students. There may be several smaller groups of students with their instructors within the shop at any given time.

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

## ■ Diploma and Degree Programs

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

- For the person wanting comprehensive training geared towards succeeding as a professional technician, the school offers a diploma program which prepares students for entry-level positions in their chosen field.
- For the person wanting training that enables graduates to seek employment in a wide variety of management, technical, and administrative positions the Associate in Specialized Technology degree program is available for the field of study they have chosen.

Rules and Regulations for the conferred diploma or associates degree are in accordance with the state of Pennsylvania.

For a description of the subject matter covered in each course, please refer to the curricula on pages 8 through 13.

## ■ Student Conduct

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

- Excessive absenteeism, tardiness or leaving class early. Students are also expected to put forth a reasonable effort to learn. Acts such as loafing, horseplay, failure to pay attention and carry out instructions, or poor attendance are not tolerated. Students who arrive after the official school starting time will be considered as late. If a student must leave prior to the official end of class time, he/she must notify the instructor and/or Education Department. Class attendance is closely monitored by the school, and unless, they contact the school first, students who are absent from class will be contacted.
- Student conduct which disrupts classes or interferes with the progress of other students.
- Theft of property belonging to the School, other students or employees. (In addition to termination, theft may be reported to civil authorities.)
- Any act resulting in defacing or destruction of School property and/or property of others including other students.
- Fighting in or near the school premises.
- Possession or consumption of alcohol, 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 non-academic Web sites for personal business; downloading graphics or other pictures, images, or information not related to academic curricula; inappropriate and non-academic use of email; inappropriate and non-academic use of chat rooms; and inappropriate and non-academic use of school software.
- In keeping with accepted industry and shop safety hazards, jewelry must be evaluated for safety risks when in the lab or shop. Hanging earrings, necklaces, rings, or bracelets may pose a safety risk. If in the judgment of school staff, a safety hazard exists, a jewelry item in question must be either removed or covered with protective clothing.
- The campus has an established dress code for students in all programs which is in accordance with industry expectations and in consideration of professional standards.
- We expect honesty from students in presenting all of their academic work. Students are responsible for knowing and observing accepted principles and procedures of research and writing in all academic work, including term paper writing, lab manual and/or workbook completion and test taking.
- Misrepresenting the school's programs, policies, or activities of members of the staff or of other students is prohibited.
- Cell phones and/or other electronic recording or communication devices are not allowed to be operated in any classroom or lab area without the expressed permission of the instructor.

## ■ Attendance

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



# Academic Information

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 for Blended Programs (where applicable):

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

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

## ■ Make-up

Make-up work is only permitted when a student has a documented absence.\* The documented absence form must be approved by the campus Education Department before the assigned work can be accepted for a grade. Make-up work may only be used to affect a course grade. Make-up work may not be used to raise attendance percentage in a course. Make-up work must be completed in the timeframes required to process Grade Appeals and/or Incomplete Grades, and must be specifically for assignments missed while out for a documented absence. There is no fee for the review or processing of approved make-up work.

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

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

## ■ Consultation and Tutoring

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.

# Academic Information

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](http://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 marking period and must be at a specified CGPA or above to be considered making satisfactory academic progress.

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

## Satisfactory Academic Progress (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.

### QUALITATIVE MEASURE OF PROGRESS (GRADE POINT AVERAGE)

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

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

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

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

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

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

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

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

#### MAXIMUM TIME FRAME

All financial aid recipients are expected to complete their degree/diploma/certificate within an acceptable period of time. The maximum time frame for financial aid recipients is 150% of the published length of the program. For students enrolled in credit



# Academic Information

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. The period of time spent in SAP/FA Suspension status will not count towards the student's Maximum Time Frame (MTF).

### SUSPENSION OF STUDENTS NOT ON SAP/FA WARNING STATUS

- **Suspension for Exceeding the Maximum Time-Frame.** If at the end of the evaluation period a student has failed to meet the institution's standard for measurement of maximum time-frame, the student shall be suspended from financial aid eligibility and may be subject to dismissal.
- **Suspension for Inability to Meet Program Requirements within the Maximum Time Frame.** If at the end of the evaluation period the institution determines it is not possible for a student to raise her or his CGPA or pace of progression percentage to meet the institution's standards before the student completes his/her program of study, the student shall be suspended from financial aid and may be subject to dismissal.
- **Suspension for Extraordinary Circumstances.** The Institution may immediately suspend students in the event of extraordinary circumstances, including but not limited to previously suspended (and reinstated) students whose academic performance falls below acceptable standards during a subsequent term of enrollment; students who register for courses, receive financial aid, and do not attend any classes; and students whose attendance patterns appear to abuse the receipt of financial aid and may be subject to dismissal.

## APPEALS AND PROBATION

### APPEALS

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

- Appeals must be submitted in writing.

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

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## 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 blank/missing) will be treated as credits attempted but NOT successfully completed (earned).

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

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

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

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

## 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 available for the student to review upon completion of each course or term on the student portal. Individual grade records are permanently maintained for each Student and are open for inspection in accordance with the Family Educational Rights and Privacy Act of 1974.

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

## Transfer Credits

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

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

Applicants requesting transfer credits must apply prior to starting school.

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

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

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

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

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

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

## TEST OUT

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

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

## ■ Internship Requirements

In order to receive an invitation to apply for the internship program, the following criteria will be considered:

- Students must have achieved a minimum requirement of a 3.50 cumulative Grade Point Average (GPA).
- Students who have achieved a 95% cumulative attendance average will be invited by the Internship Coordinator to attend a preliminary meeting to discuss potential internship candidacy.

- Students are required to have a valid and current driver’s license in good standing. The student will be required to submit an official driving abstract (record) with the application.
- Students will have to submit the appropriate paperwork for the school to complete a criminal background check, as needed by internship site.

*NOTE: Exceptions to the GPA and attendance criteria may be made at the discretion of the Education Director and Campus President when student achievement and professionalism are otherwise evident and course objectives can be achieved.*

## ■ Withdrawals and Incomplete Grades

### WITHDRAWAL

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

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

### INCOMPLETE

An “I” incomplete is given to students who do not complete a test or required course work due to an approved documented absence on file. The student has a maximum of 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.

## ■ Course Repeats

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

## ■ Official and Unofficial Withdrawals

An official withdrawal is initiated by the student. Any student considering to officially withdraw from a program should speak to his/her Education Department Manager as soon as possible. If the student ultimately decides to officially withdraw it is requested that a form be filled out in the Education Office stating the intent to withdraw and reasons. Prior to the official withdrawal, the student should participate in exit interviews with the Education and Financial Aid Department Managers to review options for returning to school and financial responsibility.

An unofficial withdrawal is initiated by the campus staff. Any student who fails to notify the school of their intent to withdraw and violates the attendance policy or fails to return from a



# Academic Information

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

## ■ Grade Appeal Policy

Any student wishing to have a course grade reviewed must appeal in writing within 10 days after the final grade has been assigned. Grade Appeal Forms are available from the Education Office. Initially the appeal should be given to the faculty member who awarded the grade. If satisfaction is not obtained, the student should then appeal to the 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.
- Meet satisfactory academic progress requirements.





# Campus Information

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Lincoln Technical Institute  
Philadelphia, PA Campus

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# Campus Information

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## ■ Meet Our Staff and Instructors

Our Student Services Department will assist all active students with non academic matters relative to school attendance. Students should feel free to call upon the staff of this department and to keep them advised of changes in home address, employment, marital status, etc. during their attendance.

Educational Supervisors are available to assist students with academic concerns.

Our instructors are proven professionals, each selected because of their 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. Please refer to our *School Administration and Faculty catalog* addendum for a list of names and titles of our staff.

## ■ Corporate Administration

Scott M. Shaw  
*President & CEO*

Stephen M. Buchenot  
*Executive Vice President of  
Campus Operations*

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

