



Nashville Campus  
2023-2025  
Official School Catalog  
Volume 96



Lincoln College of Technology  
Nashville, TN Campus

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



The information contained in this catalog, supplements, and addendums are true and correct to the best of my knowledge and are expected to remain (x)2 tany of several reputable stock photo companies with whi

All photos containing equipment depict the kinds and types found in industry.

# Table of Contents

INTRODUCTION . . . . .	3
Introduction . . . . .	4
History . . . . .	4
H. R. Amara . . . . .	4
E. A. Amara . . . . .	4
The Memphis Campus . . . . .	5
ALP . . . . . & CE . . . . .	5
CAREER PROGRAMS . . . . .	6
A.E.A. . . . .	7
D.L.A. . . . .	7
A.M. . . . .	8
A.M. . . . . A . . . . .	9
D. . . . .	10
H. E. . . . .	11
C. . . . .	12
C. . . . .	13
D.E.E. . . . .	14
A.M. . . . .	14
H. E. . . . .	15
D. . . . .	16
C. . . . .	17
C. . . . .	18
GENERAL INFORMATION . . . . .	23
A . . . . .	24
A . . . . .	24
A . . . . .	24
A . . . . .	24
C . . . . .	24
D . . . . .	24
C . . . . .	25
F . . . . .	25
L . . . . .	25
ADMISSIONS POLICIES . . . . .	26
A . . . . .	27
A . . . . .	27
I . . . . .	27
FINANCIAL AID INFORMATION . . . . .	28
F . . . . .	29
F . . . . .	30
F . . . . .	30
C . . . . .	30
I . . . . .	30
I . . . . .	31
A . . . . .	31
C . . . . .	31
GENERAL STUDENT INFORMATION . . . . .	32
H . . . . .	33
H . . . . .	33
C . . . . .	33
C . . . . .	33
C . . . . .	33



## ■ 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

Nashville Auto-Diesel College was established in 1919 by Mr. H.O. Balls.

# Introduction

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## ■ Welcome from the Campus President

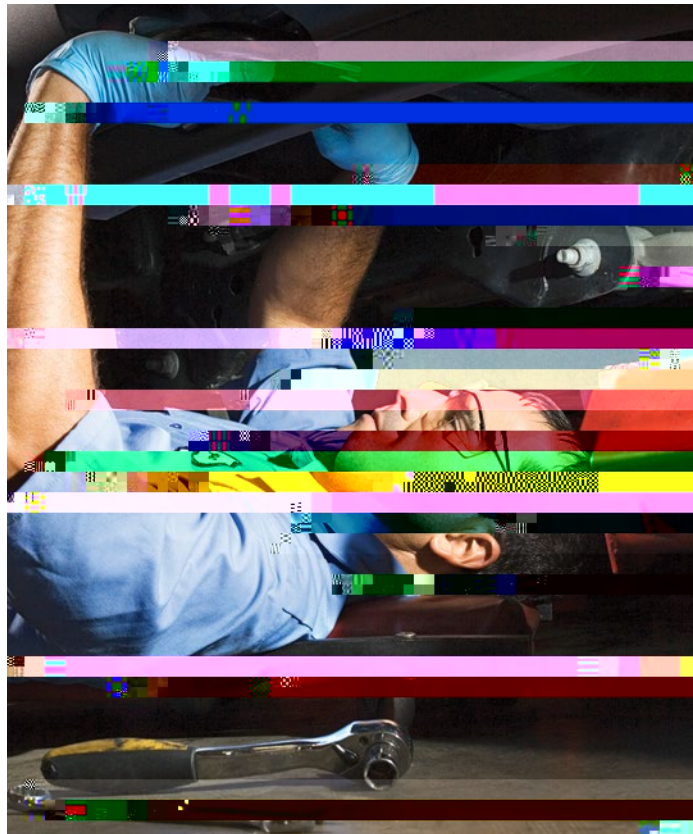
Welcome to Lincoln College of Technology, Nashville, Tennessee, where we have been training professionals for the transportation industry almost since the dawn of the automotive era. I am very excited that you have chosen LCT as a means to realize your career objectives. Since 1919, LCT has distinguished itself by offering training as the benchmark for postsecondary education in the Automotive, Truck, Heavy Equipment, and Collision Repair and Refinishing industries.

At LCT we understand that both technical proficiency and strong communication skills are essential in this highly advanced and rapidly changing industry. LCT assists

students with both “job seeking skills” as well as “job keeping skills” during their time with us. The success of this college can truly be measured by the

# Career Programs

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A E A	A	.....	7
D I L A	G A		
A m	r	.....	8
A m	r	..... A	9
D i a	r k r	.....	10
H a E	m	.....	11
C u	a r a	.....	12
	a F a r a	.....	13
D E G E E	G A		
A m	r	a a m	.....
H a E	m	r	a a m
D i a	r k r	a a m	.....
C u	a r a	r	a a m
C	E D E C I I	.....	18

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# Career Programs

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## **What does ASE Master 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. ASE Education Foundation's mission is to improve the quality of automotive technician training programs through voluntary accreditation. ASE Education Foundation is responsible for the evaluation process, and makes recommendations for ASE program accreditation based on their evaluation. To achieve Master 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 Master Accredited?**

This campus underwent an extensive on-site 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 Master Automobile Service Technology 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 Master Accredited program?**

To become ASE Certified, a person must meet a minimum level of related work experience and pass ASE certification examinations. A

# Career Programs

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## Automotive Service Technology

### AUXX100–DIPLOMA PROGRAM

*AFTERNOON/*

total instructional hours . . . . . 1320  
total semester credits hours\* . . . . . 55  
weeks to complete (day/aft/eve) . . . . approximately 57 (including holidays and scheduled breaks)

\*The listing of credit hours is not meant to imply that credits can be transferred into college or other





# Career Programs

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## Diesel and Truck Service Technology MHTX100–DIPLOMA PROGRAM

total instructional hours . . . . . 1320  
total semester credit hours\* . . . . . 55  
weeks to complete (day/aft/eve) . . . . approximately 57 (including holidays and scheduled breaks)

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

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program objective

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# Career Programs

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## Collision Repair and Refinishing Technology COL105BD-DIPLOMA PROGRAM



# Career Programs

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## Welding and Fabrication Technology WLDX100 – DIPLOMA PROGRAM

total instructional hours . . . . . 720  
total semester credit hours\* . . . . . 30  
weeks to complete (day/aft/eve/wknd) . . . approximately 32 (including holidays and scheduled breaks)

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

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### program objective

The Welding and Fabrication Technology program prepares students for entry level welder positions as structural welders. Students develop key fundamental skills during the

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# Career Programs

## Automotive Service Management Technology

### AUXX100AS—ASSOCIATE OF APPLIED SCIENCE DEGREE

AFTERNOON/

total instructional hours . . . . . 1545  
 total semester credits hours\* . . . . . 70  
 weeks to complete (day/aft/eve) . . . . . approximately 83 (including holidays and scheduled breaks)

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

program objective

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.

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

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

number	course	lecture hours	lab hours	total hours	total credits	prerequisites
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MAXIMUM TIME FRAME (MTF) = 105 CREDITS

CIP CODE: 47.0604 • SOC CODE: 49-3023

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

Mode of Delivery: Residential, Blended Learning or Online are the methods we may use to deliver content in each course. The Residential courses are offered on ground at the campus. Blended courses are offered by delivering a fraction of the course in an online format as well as traditional face to face method. Online courses are delivered 100% online.

The Blended delivery and online delivery plan will implement distance education activities into each course in the program of study. The use of simulations, case studies, assessments and multimedia will be used to enhance the students understanding of the learning objectives outlined in the course syllabus.

# Career Programs

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11



# Career Programs



## Collision Repair and Refinishing Service Management

COL211BA – ASSOCIATE OF OCCUPATIONAL STUDIES DEGREE PROGRAM

total instructional hours . . . . . 1325  
total semester credit hours\* . . . . . 60.5  
weeks to complete (day/aft) . . . . . approximately 82 (including holidays and scheduled breaks)

\*The listing of credit hours is not meant to imply that credits can be transferred into college or other  
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MAX I M U M T I M E F R A M E ( M F T = 9 0

## ■ Course Numbering System

### 100 LEVEL COURSES



### 200 LEVEL COURSES



## ■ Collision Repair Courses

### CR101B—INTRODUCTION TO COLLISION REPAIR

This course is a detailed introduction to collision repair. Topics to be taught include proper tools and equipment, worker safety, vehicle construction, vehicle systems, diagnosing damage, determining repair or replacement of components, estimating the cost of repairs, corrosion protection, and repair materials and procedures.

Students learn basic surface preparation procedures such as rough sanding, feather edging, fine sanding, priming and finish sanding. Students also learn to mask and tape for spot repairs and complete paint jobs.

Students learn how to analyze and repair damaged metal panels using body hammers, dollies, and paint-less dent repair techniques. Students also learn how to repair panels by patching, welding, using fiberglass, and chemicals. Students will learn how to remove, replace, and properly align cosmetic panels.

Students learn the proper washing, defect removal, and finishing procedures of a complete vehicle detail. Students also learn how to repair and replace vinyl vehicle roofs.

### CR102B—STEEL WELDING TECHNIQUES AND PROCESSES

This course is an introduction to welding as it pertains to the collision repair and refinishing industry. The student will learn the necessary safety precautions as required for cutting and welding. Students will learn how to inspect and test a MIG, TIG, and resistance spot-welds. The student will learn how to weld with both MIG and TIG welders plus use various related equipment. Students will also be able to demonstrate plasma arc cutting as well as oxyacetylene cutting. During this class the student will demonstrate the proper procedures for welding and fabricating components in a live shop.

### CR103B

properly repair conventional vehicle frames by using frame equipment from various manufacturers' which includes, setting up the various measuring systems and checking and recording all of the measurements of the vehicle.

11/11/2019 10:00 AM

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**CR216B-ADVANCED DAMAGE ANALYSIS AND ESTIMATING**

This course is designed to provide a more detailed overview to assessing, measuring and estimating the damage to conventional and unitized vehicles.

student will learn and practice with. 2 (d)-15 ( )TJ0.9 (26.9 (2)1a)-20C)-40.1 (l 1a)-2, u; 6 (E A)-23.8 t(e)-20.4 (n)-5.4 (d p)-55 (a)-29.8 (r)-29.9 4 measuring 8eAiee wsnd pucage e -15.3 (d)44.9 (s)-4 (r)-4.2 (3a)-12.9 (i)-20.5 (n)-15.9 (g t)-29(u)-249 (r)-6.4 (o)-4 (r)(d)44.4 (e w)-43 (s)-15 4 (s)-17.6 (e)5ssTJ0.1513 -128.032 -1

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repair and replace if necessary, the components on the four types of suspension systems.  
Students will learn how to research vehicle service information with computer and internet based

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C a m . C r m . a . . . . .	25
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## ■ Accreditation

Lincoln College of Technology is institutionally accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), 2101 Wilson Boulevard, Suite 302, Arlington, Virginia 22201, (703) 247-4212, [www.accsc.org](http://www.accsc.org). ACCSC is listed by the U.S. Department of Education as an institutionally recognized accrediting agency.

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### PROGRAM ACCREDITATION

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#### Automotive

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#### Heavy Equipment

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## ■ Approvals

We are approved by the Tennessee Higher Education Commission for the training of veterans, eligible persons, and non-veterans. We are authorized under federal law to enroll foreign students.

Lincoln College of Technology is authorized by the State of Tennessee Higher Education Commission. This authorization must be renewed annually and is based on an evaluation by minimum



and employment, nor will it permit or tolerate discrimination or harassment against a student, employee, or other member of the Lincoln community.

All students and employees are expected to comply with

# Admissions Policies

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I . . . . .	27

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## ■ Admission Requirements

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

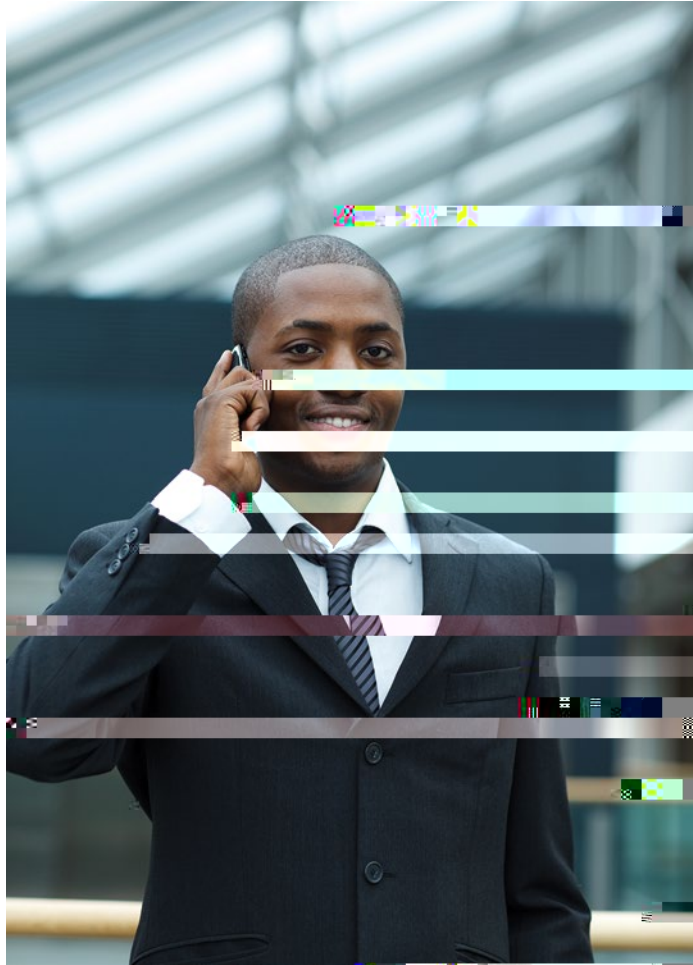
- Be a high school graduate or possess a state-approved high school equivalency assessment including, but not limited to: a GED, HiSET or TASC examination; or possess an associate's degree or higher from an accredited institution.
- Complete and sign an Enrollment Agreement.
- Complete the Learner Assessment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

## ■ Orientation Program

# Financial Aid Information

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. . . . . I F . ra . . . . . A . . . . .	30
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ra . A a r . . . . .	31
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## ■ The Refund Process

The Return to Title IV calculation will exclude any break days longer than five. If a student eligible for financial aid attends one day or more, the institution is required to complete a Return to Title IV calculation. Funds will be returned to the federal government if what was received is more than the student is eligible to retain. If the funds received are less than what the student is eligible to retain, the student may qualify for a post-withdrawal of funds. A post-withdrawal is the ability for a student to receive funds after they have ceased attending school. If the student or parent qualifies, they will be notified in writing, indicating the steps required to be completed.

1. Unsubsidized Federal Direct Loan
2. Subsidized Federal Direct Loan
3. Federal Direct Plus Loan
4. Federal Pell Grant
5. Academic Competitiveness Grant (ACG)
6. Federal Supplemental Educational Opportunity Grant (FSEOG)

Lincoln College of Technology will distribute any refund-3i.111 Td[s]-8.537.4 (e)-T9(lohno[s]-.4 (n)-11.7 (gd0.8 (o[s]-.4 (n)-13)-14.c1 (l(n)-





## ■ Office Hours

Mo - Tu - We - Th - Fr - Sa - Su ..... 8:00 am-7:00 m  
Fr a ..... 8:00 am-5:00 m  
a r a ..... 9:00 am-1:00 m

Security is available 24 hours a day, 7 days a week.

Scheduled class hours are located in the Academic Information section, page 36.

## ■ Housing

Lincoln College of Technology is committed to offering housing options to all students who desire housing assistance. The options include very limited on-campus living in residential halls, neighborhood housing, and off-campus apartment housing provided by our student housing partner company. The housing staff will gladly assist students with these options. Student housing is available on a first-come first-served basis. It is highly recommended that you make your reservations and send in the required fees as quickly as possible to secure your preferred housing arrangements.

## ■ Career Services

Lincoln College of Technology 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 College of Technology 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.

**ACCSC Student Complaint Grievance Procedure**  
Schools accredited by the Accrediting Commission of

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C .....	36
Dr .. a. ar .....	36
Ca .. ..	36
C .. t a .. a .. f .....	37
A .....	37
Am r a .. D. a, t .. A (ADA) ..	37
A .. a ..	37
B .. D .. r ..	37
a k - .. r k ..	38
C .. r .. a .. A a m .. a .. r m ..	38
Gra .. ..	38
Gra .. A .. a ..	39
a .. a .. r .. A a m .. r .. r .. ( A ) ..	39
l. r .. ..	39
a .. a .. a .. r .. r .. r ..	39
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■ Student Conduct

## ■ 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

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**BLENDDED DELIVERY METHOD TECHNICAL REQUIREMENTS**

**COMPUTER REQUIREMENTS FOR BLENDED  
DELIVERY ONLINE COURSES**

These minimum system requirements are meant to serve as a







the option of setting an earlier completion date for the student. A grade of "I" is not included when calculating grade point average or earned credits. Thus, it does not impact CGPA but does negatively impact earned credits and, therefore, negatively impacts the student's percent of completion.

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

## ■ Satisfactory Academic Progress for VA Beneficiaries

responsibility to confirm whether or not credits earned at this campus will be accepted by another school.

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

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r . . . . .	44
C r . . . . .	44
A m . . . . .	44
A m . . . . .	44
A a m D a . . . . .	44
r . . . . .	44
E a . . . . .	44

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# Campus Information

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## ■ Meet Our School Staff and Instructors

Our Student Services Department will assist 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.

Education 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, each has proven his/her 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 [catalog](#) addendum for a list of names and titles of our staff.

## ■ Corporate Administration

Scott M. Shaw

Jay Rasmussen

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## ■ School Administration

David Whiteford

Josh Keehan

Quincy Desselle

Nancy Cottrill

Amanda Pennington

Wendy Thompson

Sandra Jordan

Robyn Anthony

Misty Johnson

Chass Parrish

David Deason

Vera Curtis

## ■ Academic Dean

Rachel Obptande

## ■ Director of Education

Tommy Curtis

## ■ Education Supervisors

Jeffrey Parris

Earl Fields

TJ Lee

**confidence** a.

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