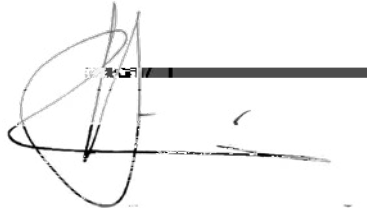


LINCOLN TECHNICAL INSTITUTE

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www.lincolntech.edu

A Branch Campus
LINCOLN COLLEGE OF TECHNOLOGY
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A handwritten signature in black ink, appearing to read 'Hamed Shibli', is written over a thick horizontal black line.

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

Hamed Shibli

South Plainfield Campus
2023-2025
Official School Catalog
Volume VIII

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■ General Objectives

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

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

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

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

■ Our Mission

Lincoln's mission is to provide superior education and training to our students for in-demand careers in a supportive, accessible learning environment,

Introduction

Diesel and Truck Service Technology

DTT105G—CERTIFICATE PROGRAM DAY/AFTERNOON/EVENING PROGRAMS

DTT105G	55
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*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.

This program is designed to prepare students for entry into the diesel and truck repair field. Students enrolled in this program will learn theory, function, and repair of diesel engines and natural gas fuel systems. 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 be required to demonstrate skill proficiency through a series of professional development activities and seminars which are integrated into each course. e

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

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

Heavy Equipment Service Technology

HET101G-CERTIFICATE PROGRAM
DAY/AFTERNOON/EVENING PROGRAMS

..... 55
..... 1320
A 931.949 653, 15 663.602, 41 0 0 9 49.5 66, 41 0 0 9 0 0 A 931.949 653, 15 6 () 5 (

Welding Technology

WLD141C – CERTIFICATE PROGRAM DAY/AFTERNOON/EVENING PROGRAMS

WLD141C	36.5			
WLD141C	960			
WLD141C	44	()	
WLD141C	52	()	

*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.

The Welding Technology program prepares students for entry-level welder positions as structural and pipe welders. Students develop key fundamental skills during the initial courses and learn to apply these skills using di (a)-35.4 (r)-29.(g)-Q 2 (u)(t)-2T* r9.9 0.158it (a)-392.8 (h)-18.2 (e r).5 (x-5.4 (d p)-5 (ip)-20.4 (e w)-11.6 (e)-14.9 (l)-5.5 (d)-3-6.3 (o)-8.7

■ Course Numbering System

100 LEVEL COURSES

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

200 LEVEL COURSES

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

service on both grease lubricated and oil lubricated front and rear hubs. The student will learn how to perform the basic checks for frame alignment and geometry and how the frame and chassis components are repaired. The student will learn how to service, repair and replace if necessary, the components on the four types of suspension systems.

Students will learn how to research vehicle service information with computer and internet based electronic retrieval systems. Professional development exercises and seminars are also included in this course.

Prerequisite(s): MHT100

MHT107 – AIR AND HYDRAULIC BRAKE SYSTEMS

120 Contact Hrs; 5.0 Credits

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

Course Descriptions

Career Programs begin on page 7.

characteristics of various types of metal, and the effect heat has on the strength properties of metal.

Students will be given an opportunity to continue to develop their skills in operating electric arc welding equipment and developing SMAW arc welding control and application techniques. Students are expected to successfully weld weave and overlapping beads, horizontal fillet welds (2F position), vertical fillet welds (3F position), and overhead fillet welds (4F position). In the process they will use fit up gauges and measuring devices to be sure the metal is properly aligned before beginning welding operations.

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■ Accreditation

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

PROGRAM ACCREDITATION

Heavy Equipment

- AED Foundation Accredited

■ Approvals

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

Accreditation and Approval Certificates are located in the School Lobby.

■ Memberships

- Private Career Schools Association of New Jersey
- New Jersey Motor Truck Association
- Career Education Colleges and Universities (CECU)
- Equipment Managers Council of America Complainants
- TMC Technical Maintenance Council



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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.
- Student has reliable internet connectivity and access to a device that meets the minimum systems requirements. See your Admissions contact for current systems requirements.

■ Orientation Program

An orientation program is scheduled for each incoming class.

Financial Aid 18

■ Financial Aid

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

- * The William D. Ford Direct Loan Program
 - ** Federal Pell Grants Program
 - ** Federal Supplemental Educational Opportunity Grant Program (FSEOG)
 - *** Federal Work-Study
- * LOANS are borrowed money that you must repay with interest.
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- a. After the three (3) day period mentioned in Paragraph 1b, the Registration Fee is non-refundable.
- b. After the STUDENT starts SCHOOL, the SCHOOL will refund tuition and fees according to the following schedule.

RETURN OF TITLE IV FEDERAL STUDENT AID*

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

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

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

e Return to Title IV calculation will exclude any break days longer than ve. If a student eligible for nancial aid attends

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

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

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

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

2. 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.

■ Veterans Affairs Refund Policy

1. Each postsecondary educational institution shall have a policy for refunds which at least provides:
 - (a) That if the institution has substantially failed to furnish the training program agreed upon in the enrollment agreement, the institution shall refund to a student all the money the student has paid.
 - (b) That if a student cancels his or her enrollment before the start of the training program, the institution shall refund to the student all the money the student has paid, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$100, whichever is less.
 - (c) That if a student withdraws or is expelled by the institution after the start of the training program and before the completion of more than 60 percent of the program, the institution shall refund to the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$100, whichever is less.

■ Housing

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

■ School Facilities

Lincoln Technical Institute occupies a building of approximately 63,000 square feet of well lighted shop and classroom areas. All classrooms are air conditioned.

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

The school maintains audio visual equipment including internet resources, computers, recordings and resource material for student use.

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

ACCSC STUDENT COMPLAINT/ GRIEVANCE PROCEDURE

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exists, a jewelry item in question must be either removed or covered with protective clothing.

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

accommodations. A qualified student is one who, with or without reasonable accommodation, meets the essential institutional, academic and technical standards requisite to admission, participation and completion of our programs.



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

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

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

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

www.lincolntechnical.edu/policies

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 represents one hour of instruction.

A credit hour represents one hour of instruction in a classroom or laboratory setting, or a combination of classroom and laboratory instruction, or out-of-classroom work/preparatory work, or a combination of these. The credit hour is based on the amount of work represented by one hour of instruction in a classroom or laboratory setting, or a combination of classroom and laboratory instruction, or out-of-classroom work/preparatory work, or a combination of these.

Grading

Grading is based on the results of written and performance tests. An average grade of C- or better is required for a student to be considered making satisfactory academic progress. The following table lists the minimum and maximum grades for each letter grade.

Letter Grade Minimum Maximum
A 90-100 80-89
B 80-89 70-79
C 70-79 60-69
D 60-69 50-59
F 50-59 40-49
F- 40-49 30-39
I 30-39 20-29
W 20-29 0-19
NC 0-19

**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 (B)	MINIMUM PACE OF PROGRESSION
BELOW 25%	50%
25% TO <50%	66.67%
50% TO <75%	66.67%
75% AND ABeB [(3(B)14.TSuBT /Span <</ActualText (pÿ)>>	

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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 (d)-5.9 (e)-12.2 (d f)-25.9 (r)-2.2 (o)0.5 (m (d)-5.9 (e)-12..5 (i.)4 (or d)-5.9 (e)-5.5 (n)-24 (i)-9.8 (

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



exit interviews with the Education and Financial Aid Department

Campus Information

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Campus Information

■ Our Staff and Instructors

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

■ Corporate Administration

Scott M. Shaw
President and CEO

Stephen Buchenot
Executive Vice President of
Campus Operations

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