

# Accelerated Bridge to Education Program

***2008-2009***

## **Lincoln College**

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# Table of Contents

<b>GENERAL INFORMATION</b>	<b>4</b>
Accelerated Bridge to Education Mission	4
Accelerated Bridge to Education Program Goals	4
About Lincoln College-Normal	4
Directions to Lincoln College-Normal	5
Services	5
Community Information	5
Non-Discrimination Statement	6
<b>ACADEMIC CALENDAR</b>	<b>7</b>
<b>ACCELERATED BRIDGE TO EDUCATION</b>	<b>7</b>
<b>ADMISSIONS AND ENROLLMENT</b>	<b>8</b>
ABE Admission Requirements	8
ABE Registration	8
ABE101-(New Student Orientation)	8
Placement Testing	8
Immunization Requirements	9
Tuition and Fees	10
Tuition Payment Plans	10
Credit/Refund Policy	10
Veterans' Concerns	11
Financial Aid	11
<b>ACADEMIC POLICIES</b>	<b>12</b>
General Academic Policies	13
ABE Academic Policies	16
Add-Drop Period	16
Schedule Changes	17
Step Out Policy (SO)	17
Leave of Absence Policy (LOA)	17
Withdrawal from the College	17
<b>STUDENT SERVICES</b>	<b>19</b>
ABE Academic Advisement	19
Campus Security	19
Computer Labs	19
Disabilities Services	19
Learning Resource Center	20
Milner Library	20
Career Planning	20
Public Transportation	21
<b>PROGRAMS OF STUDY</b>	<b>21</b>
Bachelor's Degree Programs	21
Liberal Arts Major	21
Business Management Major	23
Health Services Administration Major	23
Second Bachelor's Degree	25
<b>COURSE DESCRIPTIONS</b>	<b>25</b>
<b>DIRECTORIES</b>	<b>31</b>
Departmental Directory	31
ABE Faculty, LCN/LCL Administration and Staff	32
Board of Trustees	35

# Welcome to Lincoln College-Normal



Welcome to Lincoln College-Normal, where we invite you to discover the difference. If you are looking for a difference that involves personal attention, high quality instructions, the flavor of family and responsiveness, Lincoln College-Normal is a splendid choice. The small size of LCN offers the opportunity to create a true community of scholarship where students and faculty members work closely together in the exploration of ideas and the pursuit of understanding. The faculty members at LCN have as their sole professional objective the teaching of students and the consequent improvement of individual human lives. Accordingly, the faculty and staff are responsive and caring.

As Lincoln College's President, I have been amazed by the opportunities provided to students, the support given to students as they cast themselves on the resources of their own minds, and the deep desire to see all succeed. I hope you will join us at Lincoln College-Normal, a place where Abraham Lincoln's worldview of hope and opportunity for all truly becomes a reality.

John Hutchinson, Ph. D.  
President, Lincoln College



Greetings from Lincoln College-Normal!

LCN is a small, student-oriented, four-year institution offering bachelor's and associate's degrees as well as certificate programs. We are proud of our small interactive classes, high quality academic programs, and wonderfully-diverse community. At LCN, student learning is our top priority. As such, LCN provides both full-time and part-time study options during the day and evening and offers these classes in many formats including traditional, accelerated, hybrid, and online. It is our sincere desire that one of these many options meets your academic needs. Whether you are a first time student or are looking to complete a degree started years ago, Discover the Difference that LCN can make in your life.

A. Gigi Fansler, Ph.D.  
Executive Vice President of the Normal Campus

*"I will prepare, and some day my chance will come."*

– Abraham Lincoln

*We'd like to answer your questions.  
Call us at (309) 452-0500 or (800) 569-0558*

Visit Lincoln College-Normal online:  
Accelerated Bridge to Education (ABE) Program at  
Email ABE:

[www.lincolncollege.edu](http://www.lincolncollege.edu) and the  
[abe.lincolncollege.edu](http://abe.lincolncollege.edu)  
[abeinfo@lincolncollege.edu](mailto:abeinfo@lincolncollege.edu)

# GENERAL INFORMATION

*Upon the subject of education, not presuming to dictate any plan or system respecting it, I can only say that I view it as the most important subject which we as a people may be engaged in.*

– Abraham Lincoln

## ***Accelerated Bridge to Education Mission***

The Accelerated Bridge to Education (ABE) program at Lincoln College-Normal provides the highest quality adult accelerated educational programs for adult learners. The ABE program accomplishes this through dynamic learner-centered instruction, active scholarship, personal attention, and experiential learning. The ABE program, through the effort of its administration and faculty, will design, deliver and assess the knowledge, skills and competencies acquired by adult learners from the curriculum as well as define and assess bodies of work from life/work experience to confer degrees with rigor.

## ***Accelerated Bridge to Education Program Goals***

- Utilize nontraditional outreach and program initiatives to help adult learners overcome barriers to entering college and being successful in completing an education.
- Establish a course delivery system that allows adult learners to balance personal and professional obligations.
- Create and implement student services and support programs to help ensure academic success.
- Utilize learner-centered teaching models to develop skills emphasizing oral and written communication, critical thinking, global awareness, decision-making, and analytical reasoning.
- Emphasize academic excellence, practical application of theory, active participation, and ethical decision making in all programs of study.
- Provide individualized advising for each student at the beginning of an academic experience through graduation to assist adult learners attain educational and career goals.
- Engage in regular assessment practices to enhance program development and student satisfaction.
- Utilize technology to enhance the learning experience as well as provide timely and relevant information.
- Establish strategic partnerships with employers to improve educational opportunities for adult learners.

## ***About Lincoln College-Normal***

Lincoln College, chartered Lincoln University in 1865, is a private, liberal arts college, fully accredited by the Higher Learning Commission of the North Central Association. The College's roots date back to December 1864. After investigating several sites, commissioners selected Lincoln, Illinois as the location for a new university. On February 6, 1865, a charter for the new university was secured from the Illinois General Assembly. Just six days later, on Abraham Lincoln's last living birthday, ground was broken for University Hall, the first college building.

The foundation was completed and the cornerstone was laid by September 1866, and instruction for men and women began that November. The first commencement in 1868 honored three graduates. Thus, Lincoln College took its place among the pioneer educational institutions of the Midwest.

That proud tradition of education was continued when a temporary campus in Bloomington-Normal was established in 1979 to serve the educational needs of the residents of that area, as well as other students throughout Illinois. The growing Bloomington-Normal community already contained both private and public four-year universities, but there was a clear need for a two-year institution. Since 1979, a permanent campus and residential housing have been built, and in 2001 LCN began offering bachelor's degrees. In 2007, LCN launched the Accelerated Bridge to Education Program (ABE) and this adult accelerated bachelor's degree program has now grown to offer majors in Liberal Arts, Business Administration and Health Services Administration.

Lincoln College-Normal is a vibrant institution; with the entire campus community working together to explore new ways to meet the evolving needs of adult learners. New hybrid courses, incorporating both the personal relationship of the traditional classroom and the convenience of the Internet, have been developed. The ABE courses have been designed to accommodate the tight schedules of adult students who are pursuing a degree while raising a family or working fulltime. These hybrid classes allow students to tailor their coursework hours to fit their individual time constraints. New degree programs are being explored, and partnerships with businesses are being devised to meet the specific needs of their employees. The College actively seeks innovative ways to reach out to learners.

Students from throughout the United States and the world are proud to call Lincoln College-Normal their college home. They choose LCN because of the personal attention and academic excellence which are the hallmarks of a Lincoln College-Normal education.

## ***Directions to Lincoln College-Normal***

### **Location**

Lincoln College-Normal is situated on the north edge of Normal at 715 W. Raab Road. The College is approximately two blocks west of Route 51, Exit 165 (North Main Street) from Interstate 55.

### **Getting To Campus**

Lincoln College-Normal is easily accessible by major highways.

#### **From the Bloomington-Normal airport:**

Left on Empire (Route 9)  
Right on BUSN 51/Main Street;  
Left on Raab Road;  
Left to campus.

#### **From the Northeast (Pontiac/Chicago area):**

I-55 South to BUSN 51 South (Exit 165);  
Left on BUSN 51;  
Right on Raab Road;  
Left to campus.

#### **From the North (Rockford area):**

I-39 South to BUSN 51 South (Exit 2);  
Right on Raab Road;  
Left to campus.

#### **From the Northwest (Quad-Cities/Peoria area):**

I-74 East to Mitsubishi Motorway  
(Exit 125);  
Right on Hwy 150 East (.5 miles);  
Left on Danvers-Yuton Road  
(which turns into Raab Road);  
Right to campus.

#### **From the Southwest (Lincoln/Springfield area):**

I-55 North to I-55/I-74 around the west of  
Bloomington and Normal to BUSN 51  
South (Exit 165A);  
Right on Raab Road;  
Left to campus.

#### **From the Southeast (Champaign area):**

I-74 West to I-55/I-74/US 51 South  
(Exit 165A);  
Right on Raab Road;  
Left to campus

## ***Services***

Lincoln College-Normal provides students with services designed to support and enhance their college experience and academic success. Students have access to structured academic advisement and professional tutoring.

All Lincoln College-Normal students have access to ISU's Milner Library and Career Counseling Center. For additional fees, students may also subscribe to ISU's Health Services or use the ISU golf course adjacent to the LCN campus.

## ***Community Information***

The Bloomington-Normal community is an active and growing metropolitan area which reflects the many interests of its diverse population. Outdoor enthusiasts can hike and boat at the area's two beautiful lakes. Sports fans can enjoy NCAA athletics at Illinois State University and Illinois Wesleyan University or attend professional hockey and arena football games in Bloomington's US Cellular Coliseum. Those with artistic interests may find an outlet through Bloomington's cultural district or in local theater groups like Heartland Theatre or Community Players. A wide range of religious institutions are available to meet the spiritual needs of the community.

The presence of two major universities in the Twin Cities provides the community with many cultural events. Among these are Illinois State University's Stars on Stage series, the Illinois Symphony Orchestra, the Westhoff Theatre Series, and the Chamber Music Series. Performances at Illinois Wesleyan include The Blue Moon Coffeehouse (acoustic music), the McPherson Theatre Series, and a variety of instrumental and vocal performances. Additionally, nationally known speakers are featured at both universities throughout the year.

Local historic sites and attractions include the McLean County Courthouse Museum, the David Davis Mansion, Funk's Grove, the Children's Discovery Museum, and the Miller Park Zoo. The Constitution Trail, a paved trail beginning in Normal and covering over 12 miles through the Twin Cities, is a great place for walking, bicycling, and rollerblading. Local parks offer opportunities for swimming, softball, volleyball, and golf, while the more adventurous may find exercise and excitement through paintball at nearby Funk's Grove or rock climbing at Bloomington's Outer Limits.

An hour's drive to the nearby cities of Springfield, Peoria, and Champaign-Urbana also provides many enrichment opportunities, and Chicago and St. Louis are also easy to reach. The Bloomington Pantagraph provides a weekly list of music, theater, comedy, activities, special events, and festivals within driving distance of the Twin Cities, so there's always something interesting to do.

Rail service to Chicago, Saint Louis, and points beyond is provided via the downtown Normal Amtrak station, and the Central Illinois Regional Airport in Bloomington has daily air service to major US cities. Bus service is available by way of Peoria Charter and Greyhound.

### ***Non-Discrimination Statement***

Lincoln College does not discriminate on the basis of race, color, creed, religion, national origin, disability, sex, age, sexual orientation, or marital status in admission to and participation in its educational programs, college activities, and services or its employment practices. It is the intent of the College to comply with all equal opportunity regulations including, but not limited to, Title VI of the Civil Rights Act of 1964, Title IX of the 1972 Educational Amendments and Section 504 of the Rehabilitation Act of 1973. Inquiries may be directed to the Office of the Executive Vice President, Lincoln College-Normal, 715 W. Raab Road, Normal, IL 61761, or phone (309) 452-0500.

# ACADEMIC CALENDAR

## ACCELERATED BRIDGE TO EDUCATION

*You cannot escape the responsibility of tomorrow by evading it today.*

– Abraham Lincoln

### FALL SEMESTER 2008

#### AUGUST

ABE August/September session begins .....Monday, August 25

#### SEPTEMBER

Labor Day Holiday - no classes.....Saturday, August 30 – Monday, Sept. 1

ABE August/September session ends ..... Friday, Sept. 26

ABE September/October session begins.....Monday, September 29

#### OCTOBER

ABE September/October session ends ..... Friday, Oct. 31

#### NOVEMBER

ABE November/December session begins.....Monday, Nov. 3

Thanksgiving Break – no classes.....Sunday, Nov. 23 - Sunday Nov. 30

#### DECEMBER

Classes resume .....Monday, Dec. 1

ABE November/December session ends..... Friday, Dec. 12

ABE Winter Break begins.....Friday, Dec. 12

### SPRING SEMESTER 2009

#### JANUARY

ABE January/February session begins .....Monday, Jan. 5

Martin Luther King Holiday – no classes.....Monday, Jan. 19

#### FEBRUARY

ABE January/February session ends.....Friday, Feb. 6

ABE February/March session begins.....Monday, Feb. 9

#### MARCH

ABE February/March session ends.....Friday, March 13

ABE March/April session begins .....Monday, March 16

#### APRIL

ABE Spring Break .....Sunday, April 12 – Sunday, April 19

ABE classes resume.....Monday, April 20

ABE March/April session ends .....Friday, April 24

ABE April/May session begins .....Monday, April 27

#### MAY

Memorial Day- no class, Monday classes meet Wednesday.....Monday, May 25

ABE April/May session ends ..... Friday, May 29

#### JUNE

ABE June/July session begins .....Monday, June 1

#### JULY

ABE June/July session ends ..... Friday, July 3

ABE July/Aug session begins.....Monday, July 6

#### AUGUST

ABE July/Aug session ends..... Friday, Aug. 7

ABE Summer Break begins.....Monday, Aug. 10

ABE Summer Break ends.....Monday, Aug. 23

# ADMISSIONS AND ENROLLMENT

*Towering genius disdains a beaten path. It seeks regions hitherto unexplored.*

– Abraham Lincoln

The Accelerated Bridge to Education Program Admissions is located in the Administrative Building on the north side of the LCN campus. Office hours are from 9:00am to 6:00pm Monday through Friday or by appointment. Contact the ABE Admissions Office by phone at (309) 452-0500 or email to [abeinfo@lincolncollege.edu](mailto:abeinfo@lincolncollege.edu).

## **ABE Admission Requirements**

### **Admission Requirements**

All ABE students are considered degree-seeking students and are required to apply and be accepted to Lincoln College prior to enrollment in courses. There is no application fee but all students accepted into the ABE program must pay a \$50 confirmation deposit to be enrolled. This fee is applied directly to the tuition of the first ABE class.

1. **Complete the Application for Admission**
2. **Submit a personal statement (see requirements below)**
3. **Proof of high school or GED completion (may be met by an official high school or college transcript)**
4. **Provide an official copy of transcripts from any colleges and universities attended**

\*Students will also need a computer with Internet access.

### **Personal Statement Requirements**

Complete a 1-page, typed personal statement which answers the following questions:

**Why are you interested in the ABE program?**

**How do your professional and academic goals relate to the ABE program?**

**How have you prepared yourself to balance your family, work, academic, and other commitments?**

**What qualities do you possess that would help you be a successful student?**

## **ABE Registration**

All students must meet with an academic advisor to discuss course choices and register for classes. Each student will meet to review his/her Plan of Study and discuss any schedule conflicts, course pre-requisites or any other academic concern. Students should meet with an ABE advisor early since class sizes are limited.

If a student has an outstanding obligation to the College, a hold may be placed upon registration, and the student will be unable to register for classes until that obligation is met.

## **ABE101-(New Student Orientation)**

All new ABE students must attend an orientation (ABE101) session prior to starting the program. ABE 101 is designed to help students obtain the all necessary College and ABE program policies and procedures, as well as introduce the online course management system. This 1.5 hour session is held once at the beginning of every session and dates are made available in the ABE office.

## **Placement Testing**

It is important that students begin their careers at the appropriate academic level, based on their previously gained knowledge and skills. To help identify this level, Lincoln College-Normal evaluates incoming students' ability through placement testing in math and writing skills. These test scores are used to determine appropriate course choices. Lincoln College-Normal uses ACT's COMPASS® computer based tests. Students must complete placement testing before being scheduled for any math and composition classes *if* they have no previous college credits or *if* they have not successfully completed a college level math or English course regardless of the number of college transfer credits.

Placement tests are untimed. The Reading exam, designed to evaluate vocabulary, comprehension, and inference skills, asks students to read a series of short selections and answer multiple choice questions based on those readings. In the Writing Skills exam, students read a passage containing several errors. Students are asked to find the errors and choose the most appropriate replacement from a list of alternatives. The exam tests students' command of standard English grammar, punctuation, sentence structure, organization, and style. The Math test follows a multiple choice format, requiring students to solve problems and select the correct answer from choices given. The Math test opens at the pre-algebra level and then shifts to progressively more advanced topics based on the test taker's performance. Calculators will be provided to students for the math placement test.

Placement tests are given to all students who have no previous college credit, or have no college level English or math courses to transfer into the ABE

program or if it has been longer than 5 years since the last college level or prerequisite course math course was successfully completed. Students must contact an ABE Academic Advisor or ABE Admissions to complete the *Placement Test Form*. After completing the form, students may schedule a test time by calling (309) 268-4899 or stopping by the Testing Center in room 106 of the academic building. When scheduling a testing appointment, it is recommended that students allow 2 hours if they are taking all 3 exams, but the amount of time needed varies according to the individual student's test-taking style.

Students who wish to repeat a placement test may do so with the following stipulations.

- A \$5 fee will be assessed for each successive attempt.
- Students must wait at least one week after their initial attempt before retaking a placement exam.
- Students may attempt each placement exam no more than 2 times in a four month period.

For practice Compass Test questions, visit [www.act.org/aap/writing/sample](http://www.act.org/aap/writing/sample), <http://www.act.org/compass/sample/reading.html> , or [www.act.org/compass/sample/math.html](http://www.act.org/compass/sample/math.html)

For more information, visit <http://www.lincolncollege.edu/normal/lrc/placement.php>

## ***Immunization Requirements***

All degree-seeking students at Lincoln College-Normal are required by Illinois law and/or Lincoln College-Normal policy to provide certain immunization information prior to the beginning of the semester. Proof of immunity to certain vaccine-preventable diseases can be provided by submitting the Lincoln College-Normal *Immunization Information Form*.

The *Immunization Information Form* must be **completed and signed by a physician or public health department official**.

### **OR YOU MAY SUBMIT**

1. a copy of the high school immunization records,  
AND/OR
2. a copy of military immunization records,  
AND/OR
3. a copy of immunization records from another four-year university or college

Students born ON or AFTER JANUARY 1, 1958 must provide proof (signature of professional required) of ALL of the following:

1. **Tetanus/Diphtheria booster (Td)** given within the last ten (10) years of the first term of current enrollment.
  - a. It is **recommended** that the student also provide dates of at least TWO previous doses of any combination of Diphtheria, Tetanus, and Pertussis (DPT or DTaP), Diphtheria and Tetanus (DT) or adult Tetanus and Diphtheria (Td) vaccine. Tetanus Toxoid (TT) is not acceptable.
  - b. **International students are required** to provide, in addition to the requirement for measles, mumps, and rubella, the dates of any combination of THREE OR MORE doses of Diphtheria, Tetanus, and Pertussis vaccines (DTP or DTaP, DT, or Td), with the most recent dose having been received within ten (10) years of the first term of current enrollment. Tetanus Toxoid (TT) is not acceptable.
2. **TWO doses of Measles (Rubeola) vaccine** (MMR dates acceptable) First dose must be on or after the first birthday, doses at least 28 days apart and after December 31, 1967.  
**OR**  
Documentation of disease (10-day, hard, red measles) with date diagnosed and signature of physician.  
**OR**  
Documentation of disease by blood titer results (lab report must be attached).
3. **ONE dose of Mumps vaccine** (MMR acceptable) Dose must be on or after the first birthday.  
**OR**  
Documentation of disease with date diagnosed & physician signature.  
**OR**  
Documentation of disease by blood titer results (lab report must be attached).
4. **ONE dose of Rubella vaccine** (MMR date acceptable) Dose must be on or after the first birthday.  
**OR**  
Documentation of disease by blood titer results (lab report must be attached).  
History of disease is NOT acceptable proof of immunity.

*Proof of immunity to **Polio** and immunization against **Hepatitis B, Meningococcal bacteria, and Chickenpox** is not required but highly recommended.*

### **Note**

Students not in compliance with the above requirements by the end of the first semester of attendance at Lincoln College-Normal will not be allowed to register for a second semester until they are in compliance.

# Tuition and Fees

## ABE Students

Tuition for students in the Accelerated Bridge to Education program is \$250 per credit hour. There are no fees for ABE students. Books for ABE courses are not included in the Lincoln College book rental system and can be purchased at the Alamo II or any other bookstore vendor with the correct ISBN number.

## Tuition Payment Plans

The Office of Student Accounts is located in room 104 of the Main Academic Building. Fall and spring semester office hours are 8:00am -5:00pm, Monday through Friday; summer hours are 8:00am to 4:00pm, Monday through Friday. Contact the Office of Student Accounts at (309) 268-4317 or by email at [lnstudentaccounts@lincolncollege.edu](mailto:lnstudentaccounts@lincolncollege.edu).

Each student who has registered for a class is required to contact the Office of Student Accounts (room 104) to discuss payment options and make payment arrangements. Students are required to sign a *Tuition Payment Agreement Form* outlining the amount of the payment and indicating any due dates. Payments may be made in person, by mail, or over the phone by credit card at (309) 268-4317.

Lincoln College-Normal offers four plans for the payment of tuition, fees, and other costs:

Each ABE student must complete the Tuition Payment Agreement form. This form gives the Student Accounts Office the information needed to process your tuition account. Please read the details below for a description of each payment option.

- 1. Pre-Pay** Students will be responsible for ensuring payment is received by the Student Accounts Office prior to the first day of each session. Payments may be made by check, money order, cashier's check, credit card, or cash. Students may also make payments by credit card through their MyLynx account at [students.lincolncollege.edu/ics](http://students.lincolncollege.edu/ics).
- 2. Financial Aid** Students using financial aid to pay for their tuition are responsible for ensuring all proper paperwork is completed in a timely manner. A Free Application for Federal Student Aid (FAFSA) must be on file with the Lincoln College Office of Financial Aid BEFORE registration. Students whose financial aid does not cover all of their tuition charges must make sufficient payment arrangements with the Student Accounts Office. Students who do not qualify for financial aid or their financial aid is cancelled for any reason will be required to pay their account in full and provide a new Tuition Payment Agreement form for future courses.
- 3. Monthly Payment** Students may choose to have their tuition automatically paid with a credit or debit card. The credit/debit card provided will automatically be debited for the tuition due on the 15<sup>th</sup> of each month. There is a \$75 fee per academic year for this service.

## Deferred Payment Agreement

If a student has not paid his or her balance in full prior to the first day of classes, a *Deferred Payment Agreement* must be arranged before the student is allowed to attend classes. Such an arrangement may incur a processing fee and must be arranged through the Office of Student Accounts.

## Delinquent Accounts

Student accounts must be paid in full for students to register for subsequent semesters. Academic transcripts, records, and degrees/certificates will be granted only to students who have fulfilled all financial obligations to the College.

## Credit/Refund Policy

### Fall and Spring Semesters

Students who officially withdraw or are dismissed from the College shall be entitled to a credit/refund of net tuition. Net tuition is defined as gross tuition less Lincoln College scholarship aid.

Students should also be aware that employer reimbursement policy for dropped classes could result in students incurring tuition costs out of pocket. The following semester credit/refund rates apply to students who drop a class before or during an ABE session, officially withdraw from ABE or are dismissed from the College.

### Five-Week Sessions (ABE)

<u>Official withdrawal/dismissal occurs:</u>	<u>Credit/refund rate</u>
Prior to first day of classes .....	100%
During first week of classes .....	80%
During second week of classes and thereafter .....	no credit/refund

### Eight-Week Online Sessions (ABE)

<u>Official withdrawal/dismissal occurs:</u>	<u>Credit/refund rate</u>
Prior to first day of classes .....	100%
During first week of classes .....	80%
During second week of classes and thereafter .....	no credit/refund

## Note

Students remain enrolled in all classes until they are officially withdrawn by an academic advisor. The amount of refund and/or credit will be determined by the official effective date of withdrawal. Unless the official withdrawal occurs during the refund period, students will be held responsible for ALL tuition and fees. No money will be refunded to a student who remains officially enrolled in any course. If a student leaves without following the correct withdrawal procedure and there is a balance due on the account, the entire amount of tuition and fees is due and payable. All refunds due to students will be paid within 60 days of the date of withdrawal.

## ***Veterans' Concerns***

The Registrar serves as the VA certifying official for Lincoln College-Normal. Student veterans and certain dependents may receive assistance with matters relating to educational benefits and payments. Veterans at Lincoln College are eligible to receive funding through the GI Bill; the Illinois Veteran's Grant applies only to public colleges and universities. Veterans must submit a copy of their DD 214 to the Registrar. Inquiries may be made by contacting the Registrar's Office at [lcnregistrar@lincolncollege.edu](mailto:lcnregistrar@lincolncollege.edu) or (309) 268-4356.

In order to receive full benefits, a veteran must maintain full-time status by enrolling for a minimum of 12 credit hours each semester. Nine credit hours will be considered 3/4 time, and six credit hours will be considered 1/2 time. Veterans enrolled for less than six hours will receive only tuition and fee allowances. Lincoln College-Normal will notify the VA immediately of any change in student status.

Veterans may receive physical education credit for military service. The number of credit hours granted ranges from one to four hours, based on the years of active service.

## ***Financial Aid***

Most financial aid is based on a determination of a family's financial need. The exceptions are usually academic merit awards and outside scholarship sources that the student applies for independently of the College (although many of these aid funds will have a "financial need" component as a part of eligibility determination).

All students seeking aid should complete the Free Application for Federal Student Aid (FAFSA). The FAFSA is a federal application and is used to determine a family's expected contribution toward educational costs. When the family's financial expectation is subtracted from the anticipated college costs, the financial need is determined. The FAFSA must be filed each academic year.

The Federal Department of Education should make the FAFSA for the 2008-2009 school year available by January 1, 2008. You can access the form at <http://www.fafsa.ed.gov/>. Students submitting a Free Application for Federal Student Aid (FAFSA) must name **Lincoln College, Lincoln, Illinois** as the college choice (code #001709). Awards are disbursed by semester and are renewable based upon institutional satisfactory progress policies.

The Office of Financial Aid is located in room 104A of the Main Academic Building. Office hours are 8:00am to 5:00pm Monday through Friday Fall and Spring and 8am-4pm summers. Contact the Office of Financial Aid at (309) 268-4317.

### **Application Procedure**

The Office of Financial Aid works with students to facilitate the process of receiving financial assistance. To apply for any type of financial aid at Lincoln College-Normal, the student must

1. Complete the *FAFSA* (Free Application for Federal Student Aid) naming **Lincoln College, Lincoln, Illinois**, as the first college choice. In the blank requesting a school code, enter **001709**. The *FAFSA* form is available online at <http://www.fafsa.ed.gov/> or in the College's Office of Financial Aid Office and should be completed each year as soon as possible after January 1<sup>st</sup>.

Two completion options are available for filing the *FAFSA*:

- A. File the *FAFSA* on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov/).

**OR**

- B. Complete the paper version and send it to Lincoln College-Normal for electronic processing. If using this process, please forward the following forms to Lincoln College-Normal's Office of Financial Aid as soon after January 1<sup>st</sup> as possible:

1. Completed *FAFSA* for the appropriate year.

2. **Copy** of the student's completed federal income tax return and W-2 forms from the previous year (2007 taxes are needed for the 2008-2009 academic year).

2. Have the Financial Aid application processed by May 15<sup>th</sup> in order to be considered for an Illinois State Monetary Award.

When the *FAFSA* is submitted electronically, results will generally be returned within 3 to 5 working days. If the *FAFSA* is mailed to the federal processor, the applicant will receive a *Student Aid Report* in the mail within 4 to 6 weeks. The priority processing deadline for all students is May 15<sup>th</sup>.

### **The Student Aid Report**

The *Student Aid Report (SAR)* is issued by the federal processor after the *FAFSA* is submitted. **All LCN financial aid is determined from the SAR.** This includes Lincoln College Scholarships, Illinois State Monetary Awards, Federal Pell Grants, Federal Family Education Loans, and Federal Work Study.

No scholarships or grants will be awarded until the Office of Financial Aid receives a processed *SAR*.

Upon receiving the *SAR*, the student must make any revisions and return the form within the stated period of time. After all revisions are complete, the student and the College each receive a final copy of the report. The College will then send a *Financial Aid Award Letter* to the student's permanent address showing the financial aid that the student is eligible to receive.

### Determination of Financial Aid

The amount of any federal and state aid awarded to students is based on need. Need is determined by subtracting the estimated family contribution from the cost of education as illustrated below. The estimated family contribution is identified on the *Student Aid Report* issued by the federal processor after the *FAFSA* is processed.

$$\begin{array}{r} \text{Cost of Education (College Budget)} \\ - \text{Parent/Student Contribution (EFC or Expected Family Contribution)} \\ \hline = \text{Student's Unmet Need} \end{array}$$

Unmet need may be met with SCHOLARSHIPS, GRANTS, LOANS, and WORK STUDY EMPLOYMENT or a combination of these as funds are available. The *Parent/Student Contribution* may be met with Unsubsidized *Federal Family Education Loans* and/or *Parent Loans*.

### LOANS

A loan, unlike scholarships, must be repaid. There are two types of loans available to students: subsidized and unsubsidized. With a subsidized loan, such as the *Subsidized Stafford Loan*, the government pays the interest on the loan while the student is in school, during the six-month grace period, and during authorized deferment periods. Subsidized loans are awarded based on financial need and may not be used to finance the family contribution. With an unsubsidized loan, the borrower is responsible for the interest from the date the loan is disbursed, even while the student is still in school.

Unsubsidized loans are not based on financial need and may be used to finance the family contribution.

- **Federal Family Education Loan Program** (\$3500 Freshman, \$4500 Sophomore, \$5500 Junior, \$5500 Senior) includes both Subsidized and Unsubsidized Stafford loans and provides low interest loans to qualified students who need to borrow to help pay for college. Applications may be obtained from the Office of Financial Aid.
- **Federal Family Education Parent Loans for Undergraduate Students (PLUS)** are available to parents of dependent students. The parent loan generally benefit borrowers who require funds in excess of what can be borrowed under the Stafford Loan Program. The borrower will be notified by the lender when payments are to begin and is allowed at least 5 years, but no more than 10 years to repay. The borrower must repay the full amount plus interest, which is at a variable rate that cannot exceed 9%. Repayment of PLUS loans must begin 60 days after the last disbursement. Loan amounts may not exceed the total educational expenses less any financial aid awarded. Applications may be obtained through the Office of Financial Aid.

### FINANCIAL AID PROBATION

Students who fail to meet the minimum progress requirements will be placed on financial aid probation during their next semester of attendance. Students may still receive financial assistance while on financial aid probation. However, students on financial aid probation must meet all satisfactory academic progress requirements to receive financial assistance during subsequent semesters of enrollment. Financial aid will be suspended for any student who fails to satisfy all the requirements of satisfactory academic progress during the financial aid probation semester.

### FINANCIAL AID SUSPENSION

A student's financial aid may be suspended for any of the following reasons:

- Failure to make progress toward a 2.00 cumulative GPA during the semester(s) of probation.
- Failure to meet the completion rate required during the semester(s) of probation.
- Complete withdrawal from the College during a semester for which aid was received.
- Failure to complete all credit hours attempted during the semester with a passing grade.

### APPEAL PROCEDURE

A student whose financial aid eligibility has been suspended may appeal in writing to the Director of Financial Aid, Office of Financial Aid, Lincoln College, 300 Keokuk St., Lincoln, IL 62656. The appeal must explain the mitigating circumstances that kept the student from meeting the satisfactory progress requirements and how the student expects to continue making progress toward a degree. Appeals are reviewed on a case-by-case basis. If an appeal is approved, the student must achieve satisfactory academic progress according to the guidelines above to maintain eligibility for future financial aid.

### FINANCIAL AID REFUND POLICY

If a student receiving financial aid withdraws from the College, a portion of that student's financial aid may be forfeited.

### Title IV Fund Recipients

The term Title IV Funds refers to the federal student aid programs authorized under the Higher Education Act of 1965 (as amended) and includes, but is not limited to, the following programs:

Federal Unsubsidized Stafford loans, Federal Subsidized Stafford loans, Federal PLUS Loans, Federal Pell Grants, and the Federal Supplemental Educational Opportunity Grants.

## ACADEMIC POLICIES

*You have to do your own growing no matter how tall your grandfather was.*

## General Academic Policies

### Official Student Records

Lincoln College-Normal and the Midwest College of Cosmetology accord all the rights under the Family Rights and Privacy Act of 1974 (FERPA), the Buckley Amendment, to all students. No one outside the institution shall have access to nor will the institution disclose any information from the student's education records (except directory information) without the written consent of the student.

The Act permits the following exceptions:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- Compliance with a judicial order or lawfully issued subpoena;
- Parents of dependent students according to the IRS definition;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Certain personally identifiable information from a student's education record, designated by Lincoln College-Normal as directory information, may be released without the student's prior consent. This information includes:

Name	Photograph	Full- and part-time status
Local address and phone	Degree program	Degrees
E-mail address	Dates of attendance	Honors and awards

Students have the absolute right to prevent disclosure of directory information, including verification of enrollment. If a student wishes to prevent disclosure, the student must complete the *Request to Prevent Disclosure of Directory Information Form* available from the front desk.

Official College communications are mailed to the permanent home address indicated by the student.

Students should address any concerns about their official records to their academic advisor.

### Course Numbers

Courses are identified on College documents by both name (*Introduction to Literature*) and course number (*ENG 105*). The alphabetical prefix of the course number identifies the department through which the course is offered, and the number indicates the academic level of the course.

#### Pre-college Level Courses

0-99 These course numbers indicate remedial, pre-college level classes which do not receive college credit.

(Ex: MAT090, MAT092 are basic courses which do not count toward the electives portion of LCN degrees, are not accepted as fulfillment of departmental requirements and are typically not transferable.)

#### Lower Division Courses

100-199

These numbers indicate introductory courses which are normally appropriate for fulfilling general education requirements.

200-299

These numbers indicate courses which are intermediate in nature. These courses may or may not assume previous introduction to the discipline studied. Courses at this level provide basic understanding of material and provide students with the background necessary for more advanced study. These courses are also normally appropriate for fulfilling general education requirements.

#### Upper Division Courses

300-399

These course numbers indicate upper division undergraduate courses that require prerequisites or that are of sufficient complexity or difficulty that they require a broader educational background and maturity to perform at optimal levels. Courses at this level require an advanced and rigorous level of study.

400-499

These numbers indicate advanced upper division undergraduate courses. These courses require previous, extensive study in the area or academic ability normally acquired during six full-time semesters of college work.

### Courses Transferred To Lincoln College

Students may request to apply credit for coursework taken at other institutions toward the completion of their Lincoln College-Normal degree. An official transcript from the previous institution is required for the consideration of any course transfer. The Office of the Registrar will review all courses that are submitted for transfer credit and determine which credits may be transferred. If all the work completed by a student at any other accredited college averages 2.0 or better, courses in which the student earned a D may be accepted for transfer credit. If not, a maximum of 6 hours of D level work may be accepted as transfer credit for students who were admitted to Lincoln College-Normal by the fall semester of 2004 or later. Although transfer hours are applied to the total number of hours needed for graduation, only those hours earned at Lincoln College will be used to compute a student's cumulative grade point average.

Courses accepted by Lincoln College for a particular student are identified by the Registrar, listed in the student's official file, and added in the appropriate section on the student's official checksheet. Bachelor degree-seeking students must complete a minimum of 30 credits at Lincoln College.

A maximum of 6 hours of vocational coursework may be applied to the elective portion of any degree granted by Lincoln College-Normal. The exception to this would be in the Health Services Administration degree program.

### Articulation consideration for Allied Health and Nursing concentration:

1. body of work is satisfactorily completed at either a regionally accredited college or university or at an instructional institution in which the program is accredited by the recognized accrediting agency for that profession.
2. total credits awarded for concentration do not exceed 18 credit hours
3. allied health concentration is specific to predetermined, designated professions.

### Articulation consideration-applying the AAS to BSHSA:

Articulate the entire A.A.S. degree with the following conditions:

1. A.A.S. degree is satisfactorily completed at a regionally accredited college or university in which the program is also accredited by the recognized accrediting agency for that profession.
2. In articulating the A.A. S., General Education requirements will be met only when the four competency courses are completed with a "C" or better. These are:
  - a. ENG101
  - b. ENG102
  - c. SPE101
  - d. MAT 103 or higher

### Illinois Articulation Initiative (IAI)

Lincoln College-Normal participates in the Illinois Articulation Initiative (IAI). The IAI program is a statewide agreement between participating public, and some private, colleges and universities. It is designed to facilitate timely degree completion for students who transfer between institutions.

The Illinois Transferable General Education Core Curriculum structure consists of 12 to 13 courses (37 to 41 semester credits) distributed among five subject areas.

The general requirements are as follows:

- Communication: 3 courses (9 credits)
- Humanities and Fine Arts: 3 courses (9 credits)
- Mathematics: 1 courses 3 credits
- Physical and Life Sciences: 2 courses (7 to 8 credits)
- Social and Behavioral Sciences: 3 courses (9 credits)

Completion of these courses at any participating institution satisfies general education requirements. More information about this system and participating institutions can be found at the following Web site address: [www.iTransfer.org](http://www.iTransfer.org).

### Illinois Articulation Initiative Course Requirements

Regardless of a category placement, a student may count no more than two courses from a single discipline to fulfill the General Education Core Curriculum requirements. Only one course assigned to an IAI course number may be used to fulfill a requirement.

Lincoln College-Normal courses approved for the IAI General Education Core are listed officially on the IAI web site, [www.iTransfer.org](http://www.iTransfer.org). The following list of courses is provided for convenience only. Some courses may have been added or deleted since the publication of this catalog.

#### Communication

(3 courses, 9 semester hours)  
*A grade of C or better required in C1 900, ENG 101 and C1 901R, ENG 102.*  
C1 900 .....ENG 101 (3)  
C1 901R .....ENG 102 (3)  
C2 900 .....SPE 101 (3)

#### Humanities & Fine Arts

(3 courses, 9 semester hours)  
*One Humanities and one Fine Arts course required.*

#### Humanities

H3 900 ..... ENG 105 (3)  
H3 908N ..... ENG 106 (3)  
H3 914 ..... ENG 201 (3)  
H3 915 ..... ENG 202 (3)  
H9 903D ..... HUM 107 (3)  
H9 900 ..... HUM 108 (3)  
H4 900 ..... PHL 103 (3)

H4 906 ..... PHL 105 (3)  
 H4 904 ..... PHL 107 (3)  
 H5 904N ..... REL 102 (3)

**Fine Arts**

F2 900 ..... ART 111 (3)  
 F1 900 ..... MUS 116 (3)  
 F1 908 ..... THE 106 (3)

**Mathematics**

(1 course, 3 semester hours)  
 M1 904.....MAT 105 (3)  
 M1 902.....MAT 110 (3)  
 M1 906.....MAT 135 (4)

**Physical Science & Life Sciences**

(2 courses, 7 semester hours)  
*One Life Science and one Physical Science course required, of which one must be a lab (indicated by an L, e.g. P1 901L or L1 900L.)*

**Physical Sciences:**

P1 907 L ..... GEL 101 (4)  
 P1 909L ..... GEO 102 (4)

**Life Sciences**

L1 900.....BIO 101 (3)  
 L1 900L .....BIO 102 (4)  
 L1 905L.....BIO 106 (4)  
 L1 907.....BIO 130 (3)

**Social & Behavioral Science**

(3 courses, 9 semester hours)  
*Two disciplines must be represented from the following list: Anthropology (S1), History (S2), Economics (S3), Geography (S4), Politics and Government (S5), Psychology (S6), Sociology (S7), Social Psychology (S8)*

S3 901 ..... ECO 107 (3)  
 S3 902 ..... ECO 108 (3)  
 S4 902N..... GEO 104 (3)  
 S2 902 ..... HIS 101 (3)  
 S2 903 ..... HIS 102 (3)  
 S2 900 ..... HIS 121 (3)  
 S2 901 ..... HIS 122 (3)  
 S5 900 ..... POS 101 (3)  
 S5 902 ..... POS 102 (3)  
 S6 900 ..... PSY 101 (3)  
 S8 900 ..... PSY 204 (3)  
 S7 900 ..... SOC 101 (3)  
 S7 901 ..... SOC 202 (3)  
 S7 902 ..... SOC 203 (3)

**Advanced Placement Credit**

Students may qualify for advanced placement in or exemption from college courses by taking Advanced Placement Program exams. The Advanced Placement Program, sponsored by the College Entrance Examination Board (CEEB), administers the Advanced Placement exam at designated high school testing centers. Credit is granted by a Lincoln College faculty committee on the basis of recommendations by the CEEB. Lincoln College currently accepts an AP score of 3 or higher for credit in or exemption from the appropriate course.

Scores from Advanced Placement exams should be sent to Lincoln College's Office of the Registrar. The Lincoln College code is **1406**.

**College Level Examination Program (CLEP)**

The College Level Examination Program (CLEP) gives students the opportunity to receive college-level credit for what they already know by earning qualifying scores on any one of the CLEP exams. Interested students should take the CLEP Examinations before enrolling for classes at the College. Credit earned through CLEP Examinations will count toward general education and graduation requirements only. CLEP credit is transfer credit and therefore cannot duplicate credit already earned from another source. Lincoln College will accept up to 30 credit hours of CLEP credit. A minimum score of 50 (equivalent to a grade of C) is considered a passing score. Exams may be repeated six months after the initial testing date if necessary to achieve a passing score.

When registering for CLEP exams, students should request that an official copy of test scores be sent directly to Lincoln College. Testing sites close to either Lincoln College campus include Illinois Central College, Illinois State University, Illinois Valley Community College, and Lincoln Land Community College. For information about additional testing sites and other details, contact CLEP directly at (609) 771-7865 or visit their website, [www.collegeboard.com/CLEP](http://www.collegeboard.com/CLEP).

**Defense Activities for Non-Traditional Education Support (DANTES)**

Lincoln College generally accepts DANTES credit through the recommendation of the American Council on Education (ACE) for accreditation of military service training and experience insofar as the credit is for coursework comparable with that offered at Lincoln College. For more information, check with the Registrar's Office.

**Prior Learning Assessment**

Students with extensive work and/or life experiences may apply to receive up to 27 hours of college credit for prior learning. The Prior Learning Assessment Office (PLA) assists students in reviewing past work/life experiences to determine if college-level learning has been acquired. If students are judged to have the potential for credit awards, the PLA Office works with the student to prepare and submit petitions, documentation, and portfolios outlining their experiences. Upon payment of appropriate assessment fees, these documents are reviewed by certified assessors, faculty members, and outside experts to determine what credit may be awarded.

LCN's Prior Learning Assessment follows guidelines recommended by the Council for Adult and Experiential Learning. Contact the PLA office for more information at (309) 452-0500.

**Repeating A Class**

If a student elects to repeat a course, the last grade received will be used in computing the cumulative grade point average. However, all grades received will be recorded on the permanent record, and other institutions may include all grades in evaluating the student's record.

**Transcripts**

In compliance with the Family Educational Rights and Privacy Act (FERPA), Lincoln College-Normal and the Midwest College of Cosmetology do not release transcripts of a student's work at the College except upon the student's written request.

Requests for official Lincoln College transcripts must be submitted to the Office of the Registrar. Transcript request forms are available in the Registrar's Office located in the Main Academic Building or downloadable at <http://www.lincolncollege.edu/normal/registrar/forms.php>; the form may be also mailed or faxed to students upon request. Transcript requests must be signed by the student and accompanied by payment of a \$5 fee, which may be paid by check, credit card, money order, or in cash. The official transcript will be mailed to the recipient designated by the student. Students may request to have an official transcript sent to themselves; however, the transcript will become unofficial if the seal is broken.

Students may receive an unofficial transcript by completing and submitting the transcript request form in the Registrar's Office located in the Main Academic Building. There are no fees associated with an unofficial transcript. Unofficial transcripts may also be obtained through the student's MyLynx account.

Transcripts will not be issued for students who have failed in some way to complete their registration procedures or who have outstanding financial obligations to the College.

### **Grading System and Policies**

Grades are used to indicate the quality of work or level of proficiency achieved by individual students. A student's grade point average (GPA) is determined by dividing the total number of earned points by the total number of semester hours for which the student received a grade. Each faculty member is responsible for informing students of the policies and standards upon which course grades will be based.

Grades for all students are reported to the Office of the Registrar at the close of each session. Letter grades are used according to the following schedule:

- A** indicates excellent work and carries a weight of four credit points for every credit hour in the course.
- B** indicates good work and carries a weight of three credit points for every credit hour in the course.
- C** indicates average work and carries a weight of two credit points for every credit hour in the course.
- D** indicates poor work and carries a weight of one credit point for every credit hour in the course.
- F** indicates failing work and carries no credit points.
- I** A grade of Incomplete (I) may be given only when the following criteria are met.
  1. The student's absence was due to a documentable circumstance such as illness. The instructor may require verification by a physician.
  2. The student has completed at least two thirds of the work for the course at a passing level.
  3. The instructor agrees to assist the student in completing the work. An Incomplete is not granted automatically. In many cases withdrawal from the course is a more appropriate course of action.
  4. The work must be completed within TWO weeks of the beginning of the subsequent session or the Incomplete automatically becomes an F.
- W** The mark of Withdrawal (W) will be given when a student withdraws from the class within the guaranteed W time limit. This carries no grade points.

### **Cumulative Grade Point Average**

The Lincoln College cumulative grade point average (GPA) is computed by dividing the total grade points earned by the total semester hours attempted, excluding any hours for which a withdrawal (W) was received. Only Lincoln College course work is considered in computing the GPA.

### **Final Grades**

Final grades are submitted to the Office of the Registrar at the end of the term and are used to compute the student's permanent grade point average. Grades are recorded on the student's official transcript. Grade Reports may be printed from MyLynx or from your online course in Linc-In.

### **Grievance Process Concerning Grades**

Grade appeals by students concerning individual assignments, test grades, and/or final course grades may be made by the following procedure:

1. The student meets with the faculty member, who explains why the student received the grade.
2. If, after meeting with the faculty member, the student is not satisfied that the assigned grade is accurate, the student may appeal, in writing, to the Dean of Academic Affairs within two weeks of the grade being posted.
3. The Dean of Academic Affairs reviews the appeal and makes a recommendation to the faculty member within one week of receipt of the appeal.
4. The faculty member's decision is final. The student will be notified by the Dean of Academic Affairs of the decision, in writing, immediately.

## ***ABE Academic Policies***

### **Academic Load**

ABE students are limited to one (1) course per five (5) week session. Students wishing to enroll in more than one accelerated course per sub-term must seek and receive written approval from the ABE Director. Students may be enrolled in one additional "traditional" class per semester to meet program pre-requisite requirements.

### **Add-Drop Period**

The ABE program maintains an add-drop period during which students may change classes without academic penalty. A student may drop a course without academic record until the end of the first week of the course.

A course may be dropped with academic record (W) until the end of week three (3).

A course may be dropped after the beginning of week four (4) with an academic penalty.

Students dropping a class, but not replacing it with another, must be aware of how this drop may affect tuition charges, financial aid eligibility and satisfactory academic progress.

#### **Schedule Changes**

Students who register for a class that is canceled or who have scheduling errors are given schedule change assistance by the ABE Advisors. Dates and times for schedule changes are posted as far in advance as possible.

#### **Step Out Policy (SO)**

Students may choose to "Step Out" of a session for a given, defined session. This Step Out could occur after the student is registered for one session or full semester or after the student is registered but before the course starts.

The student must submit a written request to Step Out (SO) to the ABE Advisor. Students must have approval from the ABE Advisor prior to *stepping out* of a session. This **option will be allowed once during each full semester**. Any student who fails to return to school at the end of an approved Step Out (SO) could be subject to withdrawal from the ABE program and/or Lincoln College-Normal.

Students that request time off more than one session in any given semester, and if this request does not qualify for a Leave of Absence (LOA), may be subject to re-entry and/or re-application processes and fees.

Students *stepping out* must be aware of how this option may affect financial aid eligibility and satisfactory academic progress.

#### **Leave of Absence Policy (LOA)**

To be eligible to apply for a leave of absence, a student must complete one full semester at Lincoln College-Normal. The student must submit a written request for the leave to the ABE Director. Students must have approval from the ABE Director prior to the start of a leave of absence. An exception to this policy may be made for a student with a medical emergency (such as a car accident). This exception to the policy is considered only when a student expects to return to school within the maximum time frame for a leave of absence. A student may make a single request for a non-contiguous leave of absence when the request is for the same reason (such as a serious health problem requiring multiple treatments).

Generally, students are limited to one leave of absence in any twelve-month period. A leave of absence may be granted for a period not to exceed 90 days or a second leave of absence may be granted, as long as the total number of days does not exceed 90 days in any twelve-month period. Acceptable reasons for a leave of absence or a second leave of absence within a twelve-month period are jury duty, military duty or circumstances such as those covered under the Family Medical and Leave Act of 1993 (FMLA) (e.g., birth of a child, placement of a child with a student for adoption or foster care, student must care for spouse, child or parent with a serious illness or a serious health condition of the student).

A leave of absence is granted only when there is a reasonable expectation a student will return to school at the expiration of the leave. Students taking an approved leave of absence do not incur additional charges for the period of the approved leave. However, any student who fails to return to school at the end of an approved leave of absence is withdrawn from Lincoln College-Normal and may be charged a re-entry fee when (s)he re-enrolls.

If a student does not return to school at the expiration of an approved leave of absence, the student's last day of attendance is the date the student began the leave of absence. A major consequence of this leave, for students who have received federal student loans, is that most of the student's grace period will be exhausted and student loan repayment may begin immediately.

#### **Withdrawal from the College**

When a student withdraws from the ABE program **and** Lincoln College-Normal, written notice should be submitted to the ABE Director or Advisor by the student.

The ABE Program Office is responsible for generating a *Student Status Change Form* and circulating it to applicable departments.

#### **Class Attendance**

Due to its direct correlation with academic success, class attendance is required at Lincoln College-Normal. Instructors may impose additional attendance expectations within the bounds of College policy. Students are required to be on time and in attendance for the entire class period. Absences in excess of 20% of class hours (more than one class meeting or 4 hours), may cause a student to be ineligible to take the final examination in that course. A student may be reinstated to classes following an instructor's evaluation of his/her abilities and performance. Such determinations are made on an individual, case-by-case basis.

Students who miss two classes in any five (5) week session may be dropped from the course resulting in loss of tuition and a grade of "F". Students who miss a class or part(s) of any class may have their grade reduced at the discretion of the instructor.

#### **Class Participation**

One of the tenets of an intensive, accelerated course design is the importance of an interactive, experience sharing classroom environment. ABE students will be expected to participate in class discussions and be engaged in class-based activities/projects. Part of the student's grade in each class will be based on participation. Students should expect a minimum of 5-15 hours per week of study, homework assignments, and /or group projects.

#### **Academic Standing**

Academic Enforcement for Part-Time Students

The quality of each part-time student's work will be monitored at the end of each term. Enforcement consists of two distinct steps: probation and dismissal.

#### **Probation**

Any ABE student who does not maintain cumulative grade point average of 2.0 will be placed on academic probation.

The status of probation lasts until it is removed as a result of academic improvement or ended by dismissal. ABE students who are placed on probation are warned that their academic progress is insufficient, and they are given a set time period (ordinarily one semester) in which to raise their cumulative grade point average to the required level.

As a further condition, all courses taken while on probation must be passed with at least the grade of C. Students on probation cannot be given a recommendation of good academic standing to another institution for purpose of cross-enrollment or summer school admission.

### **Dismissal**

ABE students will be dismissed if they fail to achieve cumulative grade point average of 2.0 after a probationary period of one ABE semester. Dismissal is for a period of one ABE semester.

Two failing grades (F's) in any one ABE semester could result in automatic Dismissal for the period of one ABE semester.

### **Appealing an Academic Dismissal from the College -ABE Students**

- The student must meet with the ABE Director to be given letter of dismissal and appeals options.
- All appeals must be in writing. The appeals are to be addressed to the ABE Director. Appeals will be reviewed by the ABE Academic Committee.
- Appeals are due within three working days of the date of receipt of the certified letter of dismissal. No appeals will be accepted after this time. It is the student's responsibility to be aware of mail sent to them by the College. The College will make every attempt to contact the student in writing using the addresses on file with the Office of the Registrar.
- Appeals must contain substantiated documentation to support a reversal of the academic dismissal. The Committee will consider only those cases in which a grade change has favorably affected the recalculation of a grade point average, or extraordinary circumstances outside the control of the student which affected academic performance and which can be substantiated with written documentation.
- The ABE Academic Committee will convene within the next two working days to consider a student's reason and circumstances that resulted in dismissal.

### **Applying for the Accelerated Bridge to Education Program after Academic Suspension.**

If you have been academically suspended from Lincoln College, you may apply directly to the ABE Program for reinstatement if you have been away from LC for more than 5 years.

The ABE Academic Committee will meet to determine admissibility into the ABE program and reinstatement after the previous dismissal. If you are reinstated, you will be placed on probation for one session.

If you have been away from LC for more than 1 year but less than 5 years, you must first successfully complete 6 credit hours in the traditional program (after reinstatement to Lincoln College), with a "C" or better in courses not previously successful. You may then apply to the ABE program.

If you have been away from LC for less than 1 year, you must sit out one full academic semester and then successfully complete 6 credit hours in the traditional program (after reinstatement to Lincoln College), with a "C" or better in courses not previously successful. You may then apply to the ABE program.

### **Dismissal after Reinstatement**

A student may only be re-admitted to LC (traditional programs or ABE) twice.

### **ABE Honors**

Students with a minimum of 9 accumulated credit hours who earn a semester GPA of 4.00 will be recommended for Special Honors. Students enrolled in a minimum of 9 credit hours who earn a semester GPA between 3.75 and 3.99 will be recommended for the President's List. Students enrolled in a minimum of 9 credit hours who earn a semester GPA between 3.25 and 3.74 will be recommended for the Dean's List.

Additionally, there are three levels of awards (Latin Honors) for superior scholarship leading to the Bachelor's degree.

- Summa cum Laude (with highest honor) is awarded to candidates whose grade-point average is 3.90 or higher.
- Magna cum Laude (with great honor) is awarded to candidates whose grade-point average is 3.70-3.89.
- Cum Laude (with honor) is awarded to candidates whose grade-point average is 3.50-3.69.

The Latin Honors designation is awarded on the basis of the student's cumulative GPA at the end of the student's second to last semester for recognition at the Honors Program and Commencement Ceremony. The Honors designation on the student's permanent record and diploma is awarded on the basis of the student's final GPA at Lincoln College-Normal and includes all grades earned at Lincoln College.

### **Graduation Requirements and Responsibilities**

To receive any Lincoln College-Normal degree or certificate, students must meet all course requirements associated with their degree/certificate program and fulfill all financial commitments to the College. Graduation requirements for ABE programs are listed in this catalog and are available online at [www.lincolncollege.edu/normal/academics](http://www.lincolncollege.edu/normal/academics). Students are notified each semester of any outstanding financial obligations.

Although the College does offer academic advisement for all students and provide an academic checkpoint for graduating students, it is the individual student's responsibility to ensure that he or she is meeting graduation requirements and making progress toward his/her degree/certificate objective. Students should work closely with their academic advisor throughout their academic careers at LCN to be sure that they are meeting all program

requirements.

To verify graduation eligibility, each student must submit a graduation application when they register for their final semester. The Registrar will review and respond to all graduation applications in a timely manner to inform students of any deficiencies.

## STUDENT SERVICES

*The philosophy of the school room in one generation will be the philosophy of government in the next.*

~ Abraham Lincoln

### **ABE Academic Advisement**

#### **MISSION**

Responding to the individual needs of a diverse student population, academic advisement at Lincoln College-Normal plays an integral part of the larger College mission. Capitalizing on the students' strengths, advisement seeks to clarify the students' goals and translate those goals and choices to promote positive social development in order to establish the relationship between academic education and life experiences.

Academic advisors play an important role in helping students reach their goals at Lincoln College-Normal. Students are assigned an academic advisor who will serve as a valuable resource not only when registering for classes.

Academic advisors can

- help students ascertain that they are meeting degree requirements
- discuss course offerings to help students plan for each session
- be available throughout the semester to help them monitor academic progress
- help students make informed decisions about college and career
- help students deal with personal issues that affect their academic performance or refer them to someone who can help
- serve as a mentor, write job recommendations, and provide an ear when necessary

An appointment is usually recommended for academic advisement. Students may schedule advisement appointments contacting their academic advisor directly.

### **Campus Security**

*The Security Office is located in the Student Affairs Office: Apartment 1 in Building 727.*

Contact Security by phone at Security Office .....(309)268-4325  
Emergency Number .....(309) 531-4555

or by email ..... [mmiller@lincolncollege.edu](mailto:mmiller@lincolncollege.edu)

#### **MISSION**

The mission of Campus Security is to help create and maintain a safe and enjoyable academic and living environment.

Lincoln College-Normal maintains a professional Campus Security force which adheres to the high standards of a Code of Ethics when discharging their duties and responsibilities. Officers patrol the campus, secure buildings, assist students in resolving minor to serious problems, maintain order on campus, and uphold the highest levels of humanity and service in all emergency situations.

When the campus is open, security personnel are on duty throughout various evening and early morning hours (seven days a week) and during special events. Officers are not only on campus to help students but are also available if they should just need to talk.

The Lincoln College – Normal Security Officers are not sworn police officers but cooperate and work very closely with local, state, and federal law enforcement agencies as appropriate.

### **Computer Labs**

Computer labs in rooms 107 and 108 of the main academic building are available for student use whenever the academic building is open unless they are in use as classrooms. Open lab hours are posted outside the labs each semester.

Students also have access to computers in the Student Commons and the Learning Resource Center (room 105). Lincoln College Normal campus has wireless connections in the Academic Building.

Students must agree to abide by the College's *Appropriate Use Policy* found in the Student Code of Conduct (available online at <http://www.lincolncollege.edu/normal/stulife/handbook.php>) to have access to the College's computer resources.

### **Disabilities Services**

*The Office for Disability Services is located in room 106B in the main academic building.*

Contact ODS at (309)268-4321 or by email at [ncods@lincolncollege.edu](mailto:ncods@lincolncollege.edu).

## MISSION

The mission of the Office for Disability Services is to ensure full and equal participation for persons with disabilities in the LCN community by providing facilitators, programs, and services that will support and enhance individuals' ability to achieve their academic and personal goals. The Office is dedicated to encouraging self-advocacy, promoting equal access, and working with individuals to determine and establish appropriate accommodations.

The Office for Disability Services can assist students with qualified disabilities in requesting appropriate accommodations to facilitate reaching their academic goals. Services offered to students with disabilities may include such services as notetaking assistance, testing accommodations, assistive technology, liaison to Lincoln College-Normal faculty and staff, tutoring, and priority registration. Accommodations are designed on a case-by-case basis based on student need.

Requests for accommodation must include a statement from the diagnosing professional which provides the information listed below:

1. Current functional impact of the condition(s).
2. Treatments, medications, accommodations/auxiliary aids, services currently prescribed or in use.
3. The expected progression or stability of the disability over time.
4. A diagnostic statement by a referring professional identifying the disability.
5. Recommendations for appropriate accommodations and a rationale for those recommendations.

Documentation forms are available in the Office for Disability Services or available online at [www.lincolncollege.edu/normal/ods](http://www.lincolncollege.edu/normal/ods). **Documentation must be based on data from adult normed testing completed within the last 5 years.**

## Learning Resource Center

*The Learning Resource Center (LRC) is located in rooms 105 and 106 of the main academic building.*

*Contact the LRC by phone (309)268-4321.*

*LRC hours of operation are posted each semester.*

## MISSION

The mission of the Learning Resource Center is to help students maximize their academic potential. In the spirit of that mission, the LRC provides a variety of services to students as they pursue their academic goals.

- **Free professional tutoring.** The LRC tutoring area in room 105, phone (309) 452-0500, operates on a walk-in basis and provides free tutoring from experienced, degreed tutors, most of whom hold at least a master's degree.
- **Testing.** The Testing Center in room 106A, phone (309) 268-4889, provides a place to take make-up tests, other tests as assigned by the instructor, or exams with approved accommodations (i.e., reader, scribe, extended time).
- **Research assistance.** LRC staff can help students use Milner Library's online catalog and conduct online research. Students also have access to the LRC collection of current newspapers and periodicals as well as the online databases at McKinstry Library on the LCL campus.
- **Reserved materials.** Instructors often leave specific materials, such as books, CDs, tapes, mineral samples, or audiocassettes for students in the LRC's reserved materials section. Students may check these out for use in the LRC.
- **Equipment.** VCRs, DVD players, and CD/cassette players are available for students' academic use in the Center.
- **Quiet study.** Room 106 is available as a quiet study area whenever the academic building is open.

## Milner Library

### MISSION

Providing users with an intellectually-engaging destination that maximizes their opportunities for learning and scholarship.

Lincoln College-Normal students have checkout privileges at Illinois State University's Milner Library located on the corner of College Avenue and School Street. Milner Library has an extensive collection, with 1.5 million catalogued books, 400,000 government publications, nearly 2 million pieces of microform, almost 500,000 maps, and over 25,000 audio and video recordings. Computer terminals located on each floor allow patrons to search Milner's collection and conduct online research via the Internet and Milner's databases. For further information about the library's hours and services, visit the Milner Homepage at [www.libraryilstu.edu](http://www.libraryilstu.edu).

## Career Planning

The LCN academic advisors work individually with students to help them select courses that will enable them to reach their own specific career goals.

Additionally, LCN students have access to Illinois State University's Career Center in room 185 of the Student Services Building on the corner of College Avenue and University Street. The Center provides resources to help students identify their interests and explore career opportunities. Students also have access to such services as resume assistance, videotaped mock interviews, e-recruiting, employment interview opportunities, internship assistance, job fairs, and information about graduate schools. For more information about the Career Center, visit the web at [www.careercenterilstu.edu](http://www.careercenterilstu.edu).

## Public Transportation

Lincoln College-Normal is served by the Bloomington-Normal Public Transit System, which operates between 6:25 a.m. and 10:00 p.m. Lincoln College-Normal has a universal access agreement with the Transit System which allows LCN and students displaying a valid LCN ID to ride the bus at no cost. The Green A bus stops at a pickup shelter on Raab Road on the north side of the campus, adjacent to the main academic building. Riders can then transfer to other bus routes. Maps of the BNPT's fixed routes are available at the front desk or may be viewed online at [www.bnpts.com](http://www.bnpts.com).

At the close of the regular schedule, an evening bus system, Nite Ride, runs until 1:00 a.m. Nite Ride is free to LCN and MCC students who display a valid Lincoln ID to the bus driver. All other riders are charged a fare according to the BNPT schedule posted in the bus. For more information about Nite Ride, visit the Redbird Ride site, sponsored by Illinois State University, at [www.redbirdride.ilstu.edu/niteride](http://www.redbirdride.ilstu.edu/niteride).

## PROGRAMS OF STUDY

*A capacity, and taste, for reading, gives access to whatever has already been discovered by others. It is the key, or one of the keys, to the already solved problems. And not only so. It gives a relish, and facility, for successfully pursuing the unsolved ones.*

~ Abraham Lincoln

### Bachelor's Degrees

Bachelor of Arts in Liberal Arts

Bachelor of Business Administration in Business Management

Bachelor of Science in Health Services Administration

### Accelerated Bridge to Education (ABE) program

The Accelerated Bridge to Education program (ABE) provides a convenient way for students already in the workforce to continue their education. Historically, most traditional college classes have been designed to meet for three to four hours weekly over a fifteen to sixteen week period. Courses in the ABE program, however, are designed to cover the same college-level material in only five weeks, meeting weekly for a 4 hour class session with the remainder of the coursework to be completed in an online environment. This accelerated format allows students in the ABE program to take up to three courses sequentially in a single semester and finish a bachelor's degree in as little as two years depending on previous college coursework.

## Bachelor's Degree Programs

### Mission Statement

The Lincoln College Bachelor's Degree Programs are built upon the College's overall mission. These programs offer each student structured and challenging curricula within a highly student-centered educational experience. Through the Bachelor's Degree Programs, Lincoln College is committed to

- provide each student highly personalized attention throughout the entire educational experience.
- provide structured and challenging curricula, emphasizing communication skills, global awareness, analytical reasoning, and critical self-evaluation.
- provide each student with opportunities to synthesize learned material and apply it in occupational and professional contexts.
- provide each student the opportunity to learn via multiple pedagogies.
- engage in regular assessment practices which lead to future enhancement of the programs.

To earn any Bachelor's Degree from Lincoln College-Normal, students must meet the following requirements:

- Meet general education requirements through one of the following:
  - ABE students must complete the ABE Lincoln College general education requirements: **Required Communication:**(9 credits) *ENG101, ENG102, SPE101-"C" or better required,* **Humanities and Fine Arts:** 3 courses (9 credits), 1 to 2 courses (3 to 6 credits in Humanities), 1 to 2 courses (3 to 6 credits in Fine Arts), **Physical and Life Sciences:** 2 courses (7 to 8 credits-one course must be a lab), **Social and Behavioral Sciences:** 3 courses (9 credits from two different disciplines)
  - Transfer a completed associate's of arts or associate of science degree. An associate's of applied science degree will be accepted in Health Services Administration only.
- Satisfy all requirements for the student's specific major.
- Complete coursework with a cumulative LCN grade point average of at least 2.00 for Liberal Arts and 2.5 for Business and Health Services Administration.
- Complete the last 30 credit hours at Lincoln College-Normal.

## Liberal Arts Major

The Bachelor of Arts in Liberal Arts degree is designed to provide students with a curriculum that is broad, flexible, and challenging, and to provide the means for degree recipients to be liberally educated and recognize the interrelatedness of knowledge. Students take courses from five core areas: Communications; Social Sciences; Humanities; Critical Reasoning and Analytic Methods; and Science, Technology, and the Environment. The program culminates in an experiential educational component via a Senior Capstone Seminar and an independent research project or a 90 hour internship.

Degree Offered: B.A.

## **Bachelor of Arts Learning Outcomes**

Upon completion of the program, the graduate will be able to:

1. Read and write critically.
2. Recognize, interpret, and evaluate the quality of the influence of communication rules, patterns, and dynamics on a social, cultural, or political event.
3. Be competent in expository writing.
4. Identify and recognize the rules of human communications as they are practiced personally, interpersonally, or publicly.
5. Demonstrate an understanding of diverse perspectives in various global contexts.
6. Demonstrate an understanding of the influence of globalization on individuals and societies.
7. Critique the development of political thought and legislative governance in various world cultures including the United States.
8. Produce information on major political trends in world civilizations.
9. Recognize trends, patterns, and stylistic differences in political governance and legislative procedures in nonwestern societies.
10. Identify patterns of cultural, intellectual, and aesthetic development in American and other world cultures.
11. Demonstrate an ability to think critically, analyze problems, and produce solutions to those problems.
12. Demonstrate an adaptability that enables one to anticipate, detect, and respond to changing information and circumstance.
13. Be competent in the use of research techniques and methods as a habit of life-long learning.
14. Demonstrate an understanding of the development and application of mathematical processes and structures as they relate to analysis and the solution of problems.
15. Synthesize ideas and perspectives in order to foster intellectual integration and balance which encourages continued intellectual exploration and development.
16. Recognize the interrelatedness of knowledge.

## **Degree Requirements:**

- Last 30 credit hours must be completed at Lincoln College-Normal
- Final cumulative Grade Point Average of at least 2.0
- "C" or better in ENG101, ENG102 and SPE101.
- Minimum of 39 semester hours of upper division credit hours (course numbered 300 or above)
- Grand total of 120 credit hours

## **General Education** (37 hours).

### **Communications** (9 hours).

CMN 301 Communication Theory (3)  
CMN 302 Techniques of Persuasion (3)  
CMN 303 Presentation Design (3) (prereq. SPE101)  
CMN 310 [formerly CRT 302] Conflict Management (3)  
ENG 302 Professional Writing (3) (prereq. ENG102)  
SPE 260 Small Group Discussion (3)

### **Social Sciences** (9 hours).

ECO 302 Current Economic Issues (3)  
GEO 301 Cultural Geography (3)  
HIS 301 Studies in Leadership (3)  
POS 301 International Relations (3)  
POS 391 Constitutional Law I (3) (prereq. POS101)  
POS 392 Constitutional Law II (3) (prereq. POS101)  
SOC 301 Organizational Behavior and Theory (3)  
SOC 306 Sociology of Social Institutions (3)

### **Humanities** (9 hours).

ART 301 Understanding the Arts (3)  
ENG 308 Contemporary Literature (3)  
ENG 309 Advanced Literary Genres (3)  
HUM 304 [formerly ENG 304] The American Landscape (3)  
PHL 301 Philosophy in Popular Culture (3)  
PHL 302 Values and Choices (3)  
PHL 303 Contemporary Philosophy and Politics (3)

### **Science, Technology and the Environment** (6 hours)

ANT 302 Global Issues (3)  
BIO 301 The American Environment (3) (prereq. BIO 101/ BIO 102 or BIO 106 or equivalent)  
SOC 304 Issues in Information Technology (3)

### **Critical Reasoning and Analytic Methods** (6 hours).

CRT 301 Critical Thinking (3)  
CRT 303 Research Methods (3) (prereq. MAT110)

### **Senior Coursework** (6 hours).

SIT 403 Capstone Seminar (3) (must be taken in final semester)  
SIT 402 Senior Research Project (3) (prereq. CRT 303) or SIT 491 Senior Internship (3)

### **Electives Coursework** (minimum of 38 hours).

## Business Management Major

The Bachelor of Business Administration Degree is designed to provide students with a rich, comprehensive, and challenging curriculum that encompasses the major fields of study in business management. Students take courses from four areas including Communications; Marketing and Management; Finance, Economics, and Quantitative Methods; and, Leadership and Organizational Behavior. The program culminates in an experiential educational component via a 90 hour internship or independent research project and a capstone seminar in Strategic Management.

Degree Offered: B.B.A.

### Bachelor of Business Administration Learning Outcomes

Upon completion of the program, the student will be prepared to:

1. Anticipate and react to change in one's business industry.
2. Understand the external business environment (social policy, labor, trends, technology, economy, etc.).
3. Work within a diverse workforce.
4. Lead and motivate co-workers and/or employees.
5. Effectively communicate ideas.
6. Establish and maintain relationship through human relations skills.
7. Understand elements of business decision-making.
8. Explore ethical issues facing businesses today.

### Degree Requirements:

- Last 30 credit hours must be completed at Lincoln College-Normal
- Final cumulative Grade Point Average of at least 2.50
- "C" or better in ENG101, ENG102 and SPE101.
- "C" or better in MAT110, MAT135
- "C" or better in all Business Foundation and Core courses.
- Minimum of 30 semester hours of upper division credit hours (course numbered 300 or above)
- Grand total of 120 credit hours

**General Education** (37 hours).

**Business Foundation Courses** (21 hours). Grade of C or better required.

BUS 101 Financial Accounting (3)  
BUS 102 Managerial Accounting (3) (prereq. BUS101)  
BUS 166 Management Information Systems (3)  
BUS 203 Principles of Marketing (3)  
BUS 205 Principles of Management (3)  
ECO 107 Principles of Macroeconomics (3)  
ECO 108 Principles of Microeconomics (3)

**Business Core** (30 hours) Grade of C or better required

BUS 301 Principles of Finance (3) (prereq. BUS101)  
BUS 306 Business Law (3)  
BUS 310 Operations Management (3) (prereq. BUS205; MAT103 or MAT104, MAT135)  
BUS 314 Human Resource Management (3) (prereq. BUS205)  
BUS316 Workforce Diversity (3)  
BUS 318 Organizational Behavior and Theory (3) (prereq. BUS205)  
BUS410 Business Ethics (3)  
BUS 412 Organizational Leadership (3) (prereq. BUS318)  
BUS 499 Strategic Management (6) (Must be taken in the last semester of the Business program)

**Math Requirements** (7 hours) Grade of C or better required.

MAT 110 Elementary Statistics (3) (prereq. MAT101)  
MAT 135 Finite Mathematics (4) (prereq. MAT103 or (3)/MAT104 (4) College Algebra)

**Major Electives** (up to 12 hours)

BUS 313 International Business (3)  
BUS 315 International Finance (3) (prereq. BUS101, BUS301)  
CMN 302 Techniques of Persuasion (3)  
CMN303 Presentation Design (3) (prereq. SPE101)  
CMN 310 Conflict Management (3) (formerly CRT302)  
ENG 302 Professional Writing (3) (prereq. ENG102)  
SIT491 Senior Internship (3)

## Health Services Administration Major

The Bachelor of Health Services Administration Degree prepares students with and without health care experience to become competent leaders in health care administration. Students complete courses in four academic areas including Business Foundation, Healthcare Systems, Policy and Management, and Integrating of Health Service Management Theory and Practice. The program culminates in an experiential educational component via a 2-6 credit hour internship or practicum and the capstone seminar Applied Health Administration.

Degree Offered: B.S.

### Health Services Administration Learning Outcomes

Upon completion of the program the student will be prepared to:

1. Manage within safe, ethical and legal boundaries in compliance with national, state, and local standards of practice and within the scope of practice of the health care administration.
2. Apply administrative principles and theory to effectively manage health care operations.
3. Use critical thinking and problem solving skills in the management of personal and professional situations.
4. Analyze the environment, structure, and functions of health care organizations.
5. Integrate concepts of quality health care with principles of resource management to promote cost-effective services that address the needs of all patients.
6. Demonstrate effective and appropriate written, oral and non-verbal communication skills with patients, their families, colleagues, all other customers, and the public.
7. Effectively manage and allocate human, fiscal, and information resources.
8. Understand the legal framework and the organization and delivery of health care in the United States.
9. Demonstrate knowledge of health care economic principles and an understanding of how to apply them in the health care decision-making process.

**Degree Requirements:**

- Last 30 credit hours must be completed at Lincoln College-Normal
- Final cumulative Grade Point Average of at least 2.50
- "C" or better in ENG101, ENG102 and SPE101.
- "C" or better MAT110, MAT135
- "C" or better in all Business Foundation Courses and HSA474 Capstone Course.
- Minimum of 30 semester hours of upper division credit hours (course numbered 300 or above)
- Grand total of 120 credit hours

**General Education** (37 hours).

**Health Services Math** (7 hours).

**MAT 110** Elementary Statistics (3) (pre-req.: MAT101)

**MAT 135** Finite Math (4) (pre-req.: MAT103 (3) or MAT104 (4))

**Business Foundation** (27 hours)

BUS 101 Financial Accounting (3)

BUS 102 Managerial Accounting (3) (prereq. BUS101)

BUS 166 Management Information Systems (3)

BUS 205 Principles of Management (3)

BUS 301 Principles of Finance (3) (prereq. BUS101)

BUS 310 Operations Management (3) (prereq. BUS205; MAT103 or MAT104, MAT135)

BUS 318 Organizational Behavior and Theory (3) (prereq. BUS205)

ECO 107 Principles of Macroeconomics (3)

ECO 108 Principles of Microeconomics (3)

**Health Care Systems Policy and Management** (25 hours).

**HSA 110** Health Care Medical Terminology (1)

**HSA 314** Health Care Human Resource Management (3)

**HSA 320** US Health Care Systems (3)

**HSA 330** Principles of Epidemiology (prereq. MAT110, MAT135, BIO101 or BIO102) (3)

**HSA 340** Health Care Marketing (3)

**HSA 441** Legal Aspects of Health Care (3)

**HSA 452** Health Insurance and Reimbursement (3) (prereq. MAT110, MAT135)

**HSA 456** Ethics in Health Care (3)

**HSA 460** Health Care Policy (3)

**Integration of Health Services Management Theory and Practice** (up to 10 credit hours)

**HSA 474** Applied Health Administration (4) (required; prereq. Senior standing and HC Systems, Policy and Management Core area) Grade of C or better required.

**HSA 491** Health Services Administration Internship (2-6)

**Major Electives** (up to 12 credit hours)

**BUS 316** Workforce Diversity (3)

**CMN 302** Techniques in Persuasion (3)

**CMN 310** Conflict Management (3) (formerly CRT302)

**HSA 210** Contemporary Health Care Issues (3)

**HSA 310** Medical Billing (3)

**HSA 353** Research Methods (3) (prereq. MAT110)

**HSA 365** Health Administration Practicum (2)

**HSA 410** Long Term Care Management (3)

**HSA 470** Physician Practice and Ambulatory Care Management (3)

**HSA 490** Health Care Quality (3)

**HSA 492** Readings in Healthcare (3)

**HSA 499** Health Care Topics (1 - 6)

**Concentrations in Health Services Administration Program**

The ABE program, specifically in the HSA major, may consider a concentration for previous allied health coursework and training. This may include hospital based certificates, diplomas or otherwise accredited bodies of work. Students' records are evaluated and credits may be awarded for a concentration provided:

1. Body of work is satisfactorily completed at either a regionally accredited college or university or at an instructional institution in which the program is accredited by the recognized accrediting agency for that profession.
2. Total credits awarded for concentration do not exceed 18 credit hours.
3. Allied health concentration is specific to predetermined, designated professions.

**Allied Health Concentration**

Allied Health concentration may be considered and credit granted for programs in dental hygiene, medical technology, occupational therapy, physical therapy, radiography and respiratory therapy.

These concentrations will be reviewed regularly to insure that needs of students are met and that the programs accommodate the appropriate professional, educational and medical institutions in the community.

**Nursing Concentration**

Nursing concentration may be considered and credit granted provided:

1. Body of work is satisfactorily completed at either a regionally accredited college or university or at an instructional institution in which the program is accredited by the recognized accrediting agency for the nursing profession.
2. Total credits awarded for concentration do not exceed 18 credit hours.

The accrediting bodies for nursing include the National League for Nursing Accrediting Commission (NLNAC) which is nationally recognized by the U.S. Department of Education as the accrediting agency for postsecondary and higher degree nursing programs. NLNAC provides specialized accreditation for all types of nursing education programs (clinical doctorate, master's, baccalaureate, associate, diploma, and practical).

In addition to NLNAC, the Commission on Collegiate Nursing Education (CCNE) is an autonomous accrediting agency contributing to the improvement of the public's health. CCNE ensures the quality and integrity of baccalaureate and graduate education programs preparing effective nurses and is officially recognized by the U.S. Secretary of Education as a national accreditation agency,

**Second Bachelor's Degree**

A student who has already received one bachelor's degree from a regionally accredited college or university may complete a second bachelor's degree at Lincoln College-Normal without duplicating general education courses. Students must complete all the second degree's program requirements and successfully complete a minimum of 30 hours of LCN course work after earning their first degree. At least 24 of those 30 hours must be at the upper division level (courses numbers of 300 or higher).

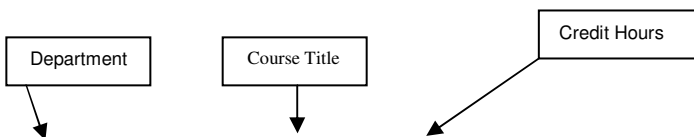
**COURSE DESCRIPTIONS**

*In this country, one can scarcely be so poor, but that, if he will, he can acquire sufficient education to get through the world respectably.*

– Abraham Lincoln

**COURSE LISTING SYSTEM**

- Courses are listed alphabetically by department.
- The number in parentheses after the course title indicates the number of credit hours earned for successful completion of that course.



**BIO 102            General Biology (3)**  
The fundamental principles of plant and animal life. Cell structure, cell physiology, reproduction, genetics, evolution, speciation, and ecology common to both plants and animals. A brief introduction to human anatomy and physiology.

**Anthropology**

**ANT 302    Global Issues (3)**  
Surveys major problems affecting humanity globally such as hunger and poverty, economic underdevelopment, environmental degradation, pollution, global warming, overpopulation, population displacement, urbanization, health and disease, the AIDS epidemic, war and genocide, energy, water, information technology, and globalization.

**Art**

**ART 111    Art Appreciation (3)**  
Survey covering a broad spectrum to introduce art styles, functions, media, and elements of visual art.

**ART 301    Understanding the Arts (3)**  
Ways of seeing and discussing art from around the world, including painting, sculpture, prints, photography, architecture, and other historical and contemporary media. Focus is on understanding of form and expression in works of art. Prereq. Junior/Senior Standing.

**Biology**

**BIO 101    General Survey of Biology (Non-lab) (3)**  
The fundamental principles of plant and animal life, including biochemistry, cell structure, cell physiology, reproduction, genetics, evolution, and ecology common to both plants and animals.

**BIO 102    General Biology (Lab) (4)**  
The fundamental principles of plant and animal life. Cell structure, cell physiology, reproduction, genetics, evolution, speciation, and ecology common to both plants and animals. A brief introduction to human anatomy and physiology.

**BIO 301    The American Environment (3)**  
Examines basic ecological principles governing the relationship of natural resources to modern society. Emphasizes the interrelationship between the natural sciences, humanities, and social sciences in the understanding of environmental problems and suggests possible ways of dealing with them. Prereq. BIO 101/ BIO 102 or BIO 106 or equivalent.

**Business**

**BUS 101    Financial Accounting (3)**  
Emphasis on the accounting cycle, accruals, current assets and liabilities, long-term assets and liabilities, stockholders' equity, and cash flow statements. Concepts of financial statements for external users.

**BUS 102    Managerial Accounting (3)**  
Accounting systems for producing information for internal management. Emphasis on cost, profit analysis, budgeting, present value, performance evaluation, and other quantitative methods used for short and long term internal managerial decision making. Prereq. BUS 101.

**BUS 166    Management Information Systems (3)**  
Fundamental concepts of computers and business information systems. Emphasis on intermediate skills in microcomputer application software and introduction to system development design techniques and tools.

**BUS 203    Principles of Marketing (3)**  
Marketing functions, methods, institutions, cost, price policies, manufacturers, wholesalers, brokers, and consumer behaviors. Recent marketing legislation and current merchandising developments. Specifically oriented to development of marketing and merchandising theory including marketing research.

**BUS 205    Principles of Management (3)**  
An introduction to the field of management, fundamentals of planning, organizing, staffing, directing, and controlling as utilized in the world of business management and organization.

**BUS 301    Principles of Finance (3)**  
An introduction to the operations, mechanics, and structure of financial systems. Financial analysis, working capital investment, capital budgeting, and valuation emphasized. Prereq. BUS 101

**BUS 306    Business Law I (3) (formerly BUS 206)**  
An overview of business law and the legal environment of business, including contracts, agency, commercial paper, bailments, and personal property.

**BUS 310    Operations Management (3)**  
Focuses on the role of technology and employees in the transformation of inputs into outputs. Emphasizes the role of operations in both manufacturing and services to provide quality end products to consumers. Prereq. BUS 205; MAT 103 or MAT104, MAT135

**BUS 313    International Business (3)**  
The international dimensions of management, including organizational alternatives, trade policies, influence of economic nationalism, international monetary system and finance, international competition, and problems of less developed countries. Uses case studies and small group discussion to address major issues such as government policy and trade restrictions, foreign exchange and balance of payments, regional trade integration and the international monetary system.

- BUS 314 Human Resource Management (3) F**  
Lays a foundation of employment law and examines the human resource functions of recruitment, selection, training, performance appraisal and compensation with respect to employment law. Other areas such as job analysis and labor relations are studied. Pre/Coreq. BUS 205
- BUS 315 International Finance (3)**  
The fundamentals of international finance, including the international trade process and related financial instruments. Exchange rates, international investments, and multinational corporate finances. Prereq. BUS101, BUS 301
- BUS 316 Workforce Diversity (3)**  
Explores the impact of cultural diversity on personal and organizational effectiveness from a leadership perspective. Diversity viewed as an asset to the organization, not a problem to be managed. Case studies, role-play exercises and simulation games used to explore keys to effective communication and cooperative working relationships among people of differing backgrounds. Also explores the value of appreciating cultural diversity for the global manager.
- BUS 318 Organizational Behavior and Theory (3)**  
Examines behavior at the individual level, group level, and organization (system-wide) level, and how each level of behavior impacts organizational goals and performance. Pertinent topics at the individual level include personality and motivation; at the group level, leadership and group dynamics; and, at the organization level, organizational structure and organizational culture. The cumulative effect/integration of behavior at each level is examined on organization-wide effectiveness and efficiency. Prereq. BUS 205
- BUS 410 Business Ethics (3)**  
Exposes the student to both sides of past and present ethical dilemmas facing the world. Includes an overview of individual ethical development, ethical issues in framework, and the development of an effective ethics program in a corporation.
- BUS 412 Organizational Leadership (3)**  
Identifies leadership styles and explores findings on leadership and corporate culture based on research by behavioral scientists and experts in the field of management. Focuses on inter-personal and group processes that can facilitate organizational change. Attention given to motivation, perception, communication, decision-making, and leadership as they relate to the role of the manager within the organization. Prereq. BUS 318
- BUS 499 Strategic Management Capstone (4)**  
Must be taken in final senior semester. Covers implications of competitive priorities in creating and executing strategies. Focuses on case analysis. Prereq. Business Foundation Courses and all other Business Management Core Courses.

#### Communications

- CMN 301 Communication Theory (3)**  
Study of the theories, history, economics, audiences, and regulations of the major forms of mass media, including newspapers, magazines, motion pictures, radio, television, and new electronic communications. Focus on understanding the roles of mass media and their effects on society and the individual.
- CMN 302 Techniques of Persuasion (3)**  
Surveys the theoretical and empirical literature relating to persuasion and public opinion. Examines how persuasive messages are crafted and their impact on individual and group attitudes, beliefs, and behaviors.
- CMN 303 Presentation Design (3)**  
Improves speaking and listening abilities through the study and practice of public speaking. Main focus is on the construction, expression, and generation of responses to both informative and persuasive forms of public discourse. Coherent argument with a clearly understood and utilized sense of audience and purpose is central to the work in this course. Prereq. SPE 101.
- CMN 310 Conflict Management (3) (formerly CRT 302)**  
Systematic examination of conflict resolution theories, creating the basis for the practice of negotiation and mediation. Readings from a broad range of academic disciplines, including economics, law, social psychology, and anthropology, as well as dispute resolution. Includes critical evaluation of the respective bodies of theory and testing of theoretical principles against their experience in managing conflict.

#### Critical Thinking

- CRT 301 Critical Thinking (3)**  
Concepts and methods of critical thinking, including cogent argument, fallacy identification, inquisitive thinking, analysis, synthesis and assessment. Texts, classroom discussion, and written assignments emphasize reflective evaluation and logical rigor. Prereq. Junior/Senior standing
- CRT 303 Research Methods (3)**  
An examination of a variety of qualitative and quantitative research methods. Emphasizes strengths and weaknesses of each method and provides an understanding of when each method is best used. The development of a research proposal is a requirement of the course. Prereq. MAT 110

#### Economics

- ECO 107 Principles of Macroeconomics (3)**  
An introduction to the principles of aggregate economics emphasizing supply and demand, national income theory, business cycles, money and banking, government finance and taxation, and international trade
- ECO 108 Principles of Microeconomics (3)**  
An introduction to the principles of economics stressing supply and demand, profit maximization under varying conditions of competition, factor pricing, industrial and labor organization, and comparative economic systems.

**ECO302 Current Economic Issues (3)**  
Review of current economic issues such as issues in development and poverty, issues in conflict and diversity, issues with health and the environment and ethics in business

### English

- ENG 101 English Composition I (3) (Final Grade of C or better required)**  
The study and practice of expository writing with emphasis on the development of effective written communication.
- ENG 102 English Composition II (3) (Final Grade of C or better required)**  
A continuation of English 101 through the writing of themes and experimentation in a variety of written forms; emphasis on critical reading as well as writing and on the applied principles of research. Prereq. ENG 101.
- ENG 105 Introduction to Literature (3)**  
Familiarizes students with the Shakespearean play, the short story, and poetry as literary forms. Emphasizes literary terminology and its usage in analyzing reading assignments.
- ENG302 Professional Writing (3)**  
Business and career related writing including letters, memos, instructions, policy and procedure descriptions, proposals and reports. Emphasizes various writing processes to be used when the time is short, the form is prescribed and the audience is real. Prereq. ENG102
- ENG 308 Contemporary Literature (3)**  
Study and analysis of the nature of contemporary literature and its divergence from Modernist "realism." Through the reading of literary theory and short fiction, the student in this course will address post-modernist issues such as literary influence, intertextuality, "closure" or its avoidance, and the denial of binaries.
- ENG 309 Advanced Literary Genres (3)**  
An in-depth study and analysis of one specific literary genre depending on the instructor. The course may include techniques, historical trends, and/or major figures of the genre under study. Genres and topics vary by semester with possible concentrations in poetry, short stories, creative non-fiction, drama, science fiction and fantasy, and the novel. Students may take the course a maximum of two times provided the topic is not the same as a previous semester.

### Geography

- GEO 101 Physical Geography (Non-Lab) (3)**  
An introduction to the Earth's weather and climate, hydrology, soils, and landforms are presented in this course. The theory of the Earth's physical systems of plate tectonics will be discussed along with its relationship to landforms.
- GEO 102 Physical Geography (Lab) (4)**  
A survey of the physical aspects of planet Earth, emphasizing the origin and spatial distribution of such features as weather and climate, soils, and landforms. Environmental problems considered where pertinent. Includes laboratory exercises such as interpretation of weather and landform maps, rock and mineral identification, weather instruments and observations, and soil properties.
- GEO 301 Cultural Geography (3)**  
An examination of geography through a cultural approach. Emphasizes relationships between humans and the land. Focuses on historical and political overviews of cultural areas of the world with emphasis on political systems, key institutions, and social, economic, and religious interaction.

### Geology

- GEL 101 Introduction to Geology (Lab) (4)**  
Focuses on earth materials and earth processes. Internal processes such as mountain building, faulting and earthquakes, folding, and volcanism presented in the context of the theory of plate tectonics. Surficial processes such as weathering, mass wasting and erosion studied with respect to how they shape the earth's surface. Laboratories include rock and mineral analysis and the interpretation of topographic maps, geologic maps, and air photos.

### Health Services Administration

- HSA 110 Medical Terminology (1)**  
Terminology and vocabulary basic to different areas of health, medical science, hospital services, and allied health specialties. Develops skills in correct written and oral usage of medical terms.
- HSA 210 Contemporary Health Care Issues (3)**  
An overview of some of the crucial policy, ethical, and managerial challenges that current health care system is faces. Students are engaged in identifying major contemporary health care issues and challenges and how they affect distinct segments of our society.
- HSA 314 Health Care Human Resources Management (3)**  
This course offers a review of the principles and practices essential for the development and management of an effective personnel program in health care agencies and institutions. It covers employee recruitment, selection, training, promotion and separation, as well as compensation, labor regulations, legal framework of bargaining, contract administration and grievance procedures. Techniques of supervision and issues such as professionalism, career paths, safety and environmental health regulations, and the impact of unionization on health care institutions also receive attention.
- HSA 320 US Health Care System (3)**  
An overview of health care system components –need and health status, access and utilization, facilities, personnel, alternative delivery systems and health care quality. The course promotes an understanding of the environment that thrives on continuing adaptation to change.
- HSA 330 Principles of Epidemiology (3)**  
An introduction to the basic concepts and principles of epidemiology and how these concepts are applicable for students' own needs in the health care field. Topics reviewed could include outbreak investigation, infectious disease epidemiology, and an introduction to epidemiologic study design and surveillance. In this introductory course, students should develop a general understanding of the key historical events, main concepts, and common terminology of epidemiology and epidemiologic research. Students should be able to

demonstrate an understanding of the material by application and interpretation through problem solving. Prereq. MAT110, 135 and BIO101 or 102

**HSA 340 Health Care Marketing (3)**

This course examines the theory of marketing and provides techniques for the planning and marketing of health services, programs and organizations to different population groups including strategies for outreach activities. The course will explore relationship between planning and marketing and the history and methods of area-wide and institutional planning.

**HSA 365 Health Administration Practicum (2)**

The Health Administration Practicum consists of field visits to health service delivery agencies and gives students an opportunity to see a variety of health care delivery systems and settings first hand and to interact with practicing health care providers and managers. The Practicum encourages students to create a network that would assist them in future job placement activities. (\*Health Professionals with at least three years of Health Care related experience may request a PLA for this course. The requests would be considered and honored on the case by case basis.)

**HSA 410 Long Term Care Management (3)**

An overview of long-term care services, including the nursing home, respite care, independent living and assisted living communities, continuity of care, adult day care, home care, social health maintenance organizations (S/HMOs) and community services dedicated to improving care for the chronically ill. The distinctive functional, procedural, social, emotional, and environmental issues which relate to cost effective management of long-term care services would be discussed.

**HSA 441 Legal Aspect of Health Care Administration (3)**

This course is designed to examine the major legal aspects of hospital and health care administration and to provide students with practical knowledge necessary to identify legal issues and to understand the legal ramifications of strategic decisions. It is also designed to familiarized students with the emerging health care policies that court is likely to confront.

**HSA 452 Insurance and Reimbursement (3)**

In-depth examination of insurance and reimbursement practiced in today's healthcare industry, their history, current status, and their future. Topics include private and public insurance systems, prospective and retrospective reimbursement, managed care, current trends, and contracting. Prereq. MAT 110, MAT135.

**HSA 456 Health Care Ethics (3)**

This course examines healthcare related ethical decision making challenges from a managerial perspective. Broader policy issues associated with ethical dilemmas at an institutional/societal level, such as end of life decisions, patients-physicians relationships, and others are explored.

**HSA 460 Healthcare Policy (3)**

This course investigates the formulation of healthcare priorities, the development of legislation, the implementation of legislative provisions through administrative action, and the modification of health policy within the context of the provision of services.

**HSA 470 Physician Practice and Ambulatory Care (3)**

The development of new ambulatory care services and the alternative delivery systems has increased in today's competitive and cost-conscious health care environment. This course will review factors affecting current demand and the services that have been provided, including health maintenance organizations (HMOs), preferred provider organizations (PPOs), convenience and specialized health centers (surgical care centers, urgent care centers, rehabilitation centers), and physician group practice. The distinctive skills, knowledge and managerial style required in the administration of these services will be examined.

**HSA 474 Applied Health Care Administration (capstone) (4)**

This capstone course brings together many concepts that students have learned in the degree program and provides an opportunity to apply the acquired knowledge to managerial decision making. The course follows a case-study approach to examine healthcare administrative decision making challenges from an individual managerial perspective (Prereq: Health Care Systems, Policy and Mgmt. module and Senior standing)

**HSA 490 Health Care Quality (3)**

This course concentrates on providing the basic concepts for defining health care quality. It also explores the traditional mechanisms, current developments and challenges in the definitions, measurement, techniques, assessment and continuous improvement of quality in the health care setting. The concepts of Total Quality management (TQM) and Continues Quality Improvement (CQI) would be introduced and discussed.

**HSA 491 Health Administration Internship (2-6)**

The Internship program is designed to provide students with work experience that complement their classroom preparation. It gives students an opportunity to apply classroom knowledge and skills to the projects/situations in the health care environment, to gain valuable work experience, to identify alternative career opportunities, and to make connections with professionals who might provide letters of recommendation or help with job searches. (\*\* Internship requires 40 credit hours of "field experience" for every credit hours of academic time. Mid-career students with managerial experience in Health Care field may request a PLA for this course. Requests would be considered and honored on the case by case basis.

**History**

**HIS 301 Studies in Leadership (3)**

Study and analysis of the leadership characteristics and skills of a selected historical leader whose leadership significantly impacted the society, culture, and world in which the leader lived. Focuses on the definition of effective leadership as exemplified by the leader chosen. Leaders studied vary by semester and instructor. Students may take the course a maximum of two times provided the leader is not the same as the previous semester taken.

**Humanities**

**HUM 304 The American Landscape (3) (formerly ENG 304)**

Study and analysis of a variety of American writers that will lead to a study of our cultural definition of what it means to be an American. Attention will be given to different eras of history and a variety of social perspectives. The class will use readings from poetry, drama, fiction, non-fiction, as well as an analysis through film.

**Mathematics**

**MAT 090 Pre-Algebra (3) Not college credit**

Covers pre-algebra topics, such as order of operations, fractions, decimals, ratio/percents, basic equation solving, and geometry with emphasis on applications.

**MAT 092 Beginning Algebra (3) Not college credit**

A first course in algebra, covering the properties of real numbers, equations and inequalities in one variable, polynomials, exponents, factoring, rational expressions, and point plotting. Prereq: C or better in MA 090 or placement exam.

**MAT 101 Intermediate Algebra (4)**

For students who have had some algebra. Offers an opportunity to review and extend knowledge of the algebraic structure of the real numbers. Begins with elementary algebra and continues through quadratic equations, systems of equations, and inequalities both linear and quadratic, complex numbers, exponents, and logarithms. Prereq. C or better in MAT092 or placement test score.

**MAT103 College Algebra (3)**

Designed for the student who needs an advanced math course to serve as a prerequisite for a finite math course, or a business calculus or standard calculus course, or to simply satisfy a liberal arts requirement. Includes the algebra of functions (polynomial, rational, exponential, logarithmic), graphing, conic sections, solving equations including systems. Prereq. C or better in MAT101 or placement test score.

**MAT 104 College Algebra (4)**

Designed for the student who needs an advanced math course to serve as a prerequisite for a finite math course, or a business calculus or standard calculus course, or to simply satisfy a liberal arts requirement. Includes the algebra of functions (polynomial, rational, exponential, logarithmic), graphing, conic sections, solving equations including systems. Prereq. C or better in MAT101 or placement test score

**MAT 110 Elementary Statistics (3)**

Introductory course designed for the liberal arts student. Topics covered include distributions, estimation, hypothesis testing, correlation, and regression. Prereq. C or better in MAT101 or placement test score

**MAT 135 Finite Mathematics (4)**

Designed for the business and social sciences student. Includes matrix theory and applications, linear programming, math of finance, probability, and statistics. Prereq. C or better in MAT103 or MAT104 or placement test score.

**Music**

**MUS 116 Music Appreciation (3)**

A music listening course surveying historical trends and styles of music from medieval times to the present, includes a study of composers, their lives, and music.

**Philosophy**

**PHL 105 Logic (3)**

A study of methods of critical thinking which enable persons to distinguish between correct and incorrect reasoning, especially in problem solving regarding practical affairs. Focuses on problems in language prejudices, confusion of issues, the detection of internal fallacies, and the rules for valid deductive and inductive reasoning. May emphasize either classical logic or symbolic logic depending on the instructor.

**PHL 301 Philosophy in Popular Culture (3)**

Designed to integrate fundamental theories and principles of contemporary western philosophy by prominent philosophers with the development of popular culture in the United States. Uses popular movies, television programs, literature, and social issues as case studies for examining the influence of western philosophical thought on the trends, values, and beliefs of American popular culture.

**PHL 302 Values and Choices (3)**

The course provides an introduction to analysis of conduct, moral reasoning, and ethical values and examines life and death issues, sexuality, truth-telling in medicine, honesty in business, cheating and lying, stealing and reparation, racism, social conflict, multicultural ethics, work and community service, and capital punishment.

**PHL 303 Contemporary Philosophy and Politics (3)**

A study of the political theories and political philosophies which have been influential in shaping contemporary political ideologies. Re-interpretations of traditional political ideologies such as nationalism, liberalism, fascism, communism, socialism, and capitalism as well as the development of new ideologies such as feminism, environmentalism, political Islam, and postmodernism are applied to the contemporary world.

**Political Science**

**POS 101 American Government (3)**

Basic concepts of political science with major emphasis on the origin, principles, organization, and nature of the American federal system and politics, including the organization and operation of state political systems.

**POS 301 International Relations (3)**

The structure and dynamics of the contemporary international political system and the problems facing it. Evaluation of the principle theories for understanding global politics. Includes topics such as war and peace, diplomacy, international cooperation, nationalism and ethnic conflict, global political economy, human rights, international law, the role of international organizations, race and gender, and global environmental issues.

**POS 391 Constitutional Law I (3) (cross listed with CJS 444)**

An analysis of the historical development and contemporary impact of American constitutional jurisprudence regarding the powers of the three branches of the federal government and the relationship of those powers to state governments. Focuses on the development of judicial review, the powers of Congress, the presidency, and the bureaucracy, and the nature of the Federal system as interpreted by the Supreme Court in landmark Supreme Court decisions. Prereq. POS 101

**POS 392 Constitutional Law II (3) (cross listed with CJS 445)**

An analysis of the historical development and contemporary impact of American constitutional jurisprudence regarding American civil liberties and civil rights. Focuses on the development of civil liberties guaranteed in the Bill of Rights, the incorporation of those liberties to the states, and the development of civil rights under the Fourteenth Amendment to the Constitution as interpreted by the Supreme Court in landmark Supreme Court decisions. Prereq. POS 101

**Psychology**

**PSY 101 Introduction to Psychology (3)**

An examination of the behaviorist, humanistic, and biological viewpoints in psychology. Includes learning principles and applications, perception, motivation, emotions and stress, psychobiology, thinking, psychological testing, theories of personality, sexual behavior, abnormal behavior, and approaches to therapy.

**Religion**

**REL 102 Living Religions of the World (3) F (G2)**

An introduction to the field of the sociology of religion, followed by a survey of major systems of religious behavior: Hinduism, Buddhism, Taoism, Confucianism, Judaism, Christianity, and Islam. Aspects of smaller systems and sects included.

**Senior Level Courses**

**SIT 402 Senior Research Project (3)**

A course designed for those students interested in pursuing a master's degree or students with significant previous work experience who choose to opt out of the internship experience designed by the College. Students will conduct actual research with faculty supervision, reflect on the research process, and develop a written product documenting the research and final results. Open to senior students in good academic standing. Prereq. CRT 303 and Senior standing.

**SIT 403 Capstone Seminar (3)**

Designed to help students integrate and strengthen their research, writing and analytical skills by applying these skills to the Learning Outcomes of the Bachelor of Arts in Liberal Arts degree. Seminar discussions aid in formulation and development of a final showcase portfolio, the production of a paper which synthesizes the learning outcomes of the degree, and with transition from academe to the workplace. Course must be taken in the student's final semester. Prereq. Senior standing.

**SIT 491 Senior Internship (3)**

The internship allows students to apply the liberal arts skills of research, writing and analysis in work situations, thereby enhancing the development of these skills. Contains a significant academic component, provides a valuable learning experience for the undergraduate, and makes a meaningful contribution to the student's program of study. Prereq Senior standing.

**Sociology**

**SOC 101 Introduction to Sociology (3)**

A brief history and outline of the basic methods and concepts used in the description and understanding of group behavior. The roles and relationships of men and women to one another and to children in marriage and family in contemporary society.

**SOC 301 Organizational Behavior and Theory for the Liberal Arts (3)**

Focuses on how organizations are influenced by such primary factors as leadership, group dynamics, organizational structure and design, change, culture, power and politics, and environment and technology.

**SOC 304 Issues in Information Technology (3)**

Study and analysis of personal, societal, legal, and ethical issues raised by the increased use and power of information technology.

**SOC 306 Sociology of Social Institutions (3)**

This course uses sociological ideology and theory to analyze the nature of large-scale, social institutions, concentrating on their history, structure, types of organizational goals, processes of control, and the relationship of organizations to their social environment. Examples of organizations will be selected from different areas such as the economy, education, medicine, religion, crime, mass media and leisure.

**Speech**

**SPE 101 Fundamentals of Speech (3) (Final Grade of C or better required)**

Covers the basics of communication theory and listening as well as developing practical skills in public speaking. Emphasizes speech composition and delivery in the areas of informative speaking, persuasive speaking, and small group discussion. Special attention given to individual needs.

**SPE 260 Small Group Discussion (3)**

Designed for the study of the small group with an emphasis on decision-making and problem solving.

**Theatre**

**THE 106 Introduction to the Theatre**

Stresses appreciation of theatre as one of the living arts. Surveys theatre history and dramatic theory from ancient Greece to the present. Includes lectures and videos on elements of theatre and many genres of theatre and attendance of at least two live theatre productions.

# DIRECTORIES

*Things may come to those who wait, but only the things left by those who hustle.*

- Abraham Lincoln

## Departmental Directory

(Area Code 309 unless indicated)

Accelerated Bridge to Education (ABE) Program Office .....	452-0500
ABE Admissions.....	452-0500
ABE Financial Aid .....	268-4317
ABE Student Accounts .....	268-4317

Academic Program Directors	
Business Administration .....	268-4312
Health Services Administration .....	452-0500
Liberal Arts .....	452-0500
Alamo Bookstore (independent vendor for ABE textbooks) .....	452-7400
Dean of Academic Affairs .....	452-0500
Dean of Student Affairs .....	452-0500
Disability Services .....	268-4321
Information .....	452-0500
Learning Resource Center .....	268-4321
Testing Center .....	268-4899
Library (ISU Milner Library) .....	438-3451
Lincoln College – Lincoln (campus information) .....	(217) 732-3155
Maintenance .....	268-4336
Midwest College of Cosmetology .....	451-1373
Security .....	268-4325
Student Commons .....	268-4339
Registrar .....	268-4356
Information Technology .....	268-4357

## ***ABE Faculty, LCN/LCL Administration and Staff***

*Whatever you are, be a good one.*

– Abraham Lincoln

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– Abraham Lincoln

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# INDEX

## A

ABE Admission Requirements · 8  
Academic Advisement · 19  
*ACADEMIC CALENDAR* · 7  
**Add-Drop Period** · 17  
Administration, Faculty, Staff · 32  
Admissions · 8  
    Associate Degree Programs · 8  
Advanced Placement Credit · 15

## B

Baccalaureate Degree Programs · 21  
Board of Trustees · 36  
Business Administration · 23  
Business Management Major · 23

## C

Career Planning · 21  
**College Level Examination Program (CLEP)** · 15  
Community Information · 5  
Computer Labs · 20  
Courses  
    Course Load · 17  
    Course Numbers · 13  
    Repeating a Course · 16  
    Transferred Courses · 14  
Credit Refund Policy · 10

## D

DANTES · 15  
Degree Programs · 21  
    Baccalaureate Degree Programs · 21  
Delinquent Accounts · 10  
Departmental Directory · 32  
Disability Services · 20  
Driving Directions · 5

## F

Family Educational Rights and Privacy Act (FERPA) · 13  
Financial Aid · 11  
    FAFSA · 11  
    Loans · 12  
    Refund Policy · 12

## G

Grade Point Average · 16  
Grades  
    Cumulative Grade Point Average · 16

Final Grades · 16  
Grading System and Policies · 16  
Grievance Process · 16

## I

Immunization Requirements · 9

## L

Learning Resource Center · 20  
**Leave of Absence Policy (LOA)** · 17  
Loans · 12

## M

Majors  
    Health Services Administration · 24  
    Liberal Arts · 22

## N

Non-Discrimination Statement · 6

## O

Orientation · 8

## P

Placement Testing · 8  
**Prior Learning Assessment** · 15  
Programs of Study · 21  
Public Transportation · 6, 21

## R

Records, Official · 13  
Registration · 8

## S

**Step Out Policy (SO)** · 17  
Student Services · 19

## T

Transcripts · 16  
Tuition and Fees · 10  
Tutoring · 20

## V

Veterans' Concerns · 11

## W

**Withdrawal from the College** · 17