

This catalog is not to be regarded as an irrevocable contract between the student and Lincoln College. Lincoln College reserves the right to make changes and add addendums with regard to policies, procedures, fees and charges, course offerings, degree requirements and curriculum.

## Table of Contents

<b>Welcome to Lincoln College-Normal</b> .....	<b>5</b>
<b>GENERAL INFORMATION</b> .....	<b>6</b>
About Lincoln College-Normal .....	6
LCN Vision Statement .....	6
Philosophy of Assessment and the Assessment Program .....	6
Divisions of Lincoln College-Normal .....	7
Traditional Academic Programs .....	7
Center for Adult Learning and Accelerated Bridge to Education (ABE) .....	7
Midwest College of Cosmetology .....	8
Directions to Lincoln College-Normal .....	8
General Services .....	8
Community Information .....	8
Non-Discrimination Statement .....	9
<b>2010-2011 LCN ACADEMIC CALENDARS</b> .....	<b>10</b>
<i>Traditional Academic Program Calendar</i> .....	10
<i>Accelerated Bridge to Education Academic Calendar</i> .....	11
<i>Midwest College of Cosmetology Academic Calendar</i> .....	12
<b>ADMISSIONS</b> .....	<b>14</b>
Traditional Academic Programs - Admission Requirements .....	14
Getting Started Checklists for Lincoln College-Normal Traditional Programs ..	15
Accelerated Bridge to Education - Admission Requirements .....	16
Midwest College of Cosmetology - Admission Requirements .....	17
<b>ENROLLMENT POLICIES</b> .....	<b>19</b>
Registration .....	19
Traditional Academic Program Registration .....	19
Center for Adult Learning/Accelerated Bridge to Education Registration .....	19
Midwest College of Cosmetology Registration .....	19
New Student Orientation .....	19
Traditional Academic Programs PROP (Placement, Registration, Orientation Period)	19
Center for Adult Learning/Accelerated Bridge to Education ABE101 .....	19
Midwest College of Cosmetology Orientation .....	19
Placement Testing .....	20
Immunization Requirements .....	21
Tuition and Fees .....	21
Traditional Academic Programs Tuition and Fees .....	21
Center for Adult Learning/ABE Tuition and Fees .....	22
Midwest College of Cosmetology Tuition and Fees .....	22
Tuition Payment Plans .....	23
Credit/Refund Policy .....	24
Traditional Academic Programs and Center for Adult Learning/ABE .....	25

Midwest College of Cosmetology . . . . .	25
Veterans' Concerns . . . . .	26
Financial Aid . . . . .	26
Merit Awards for Traditional Program Freshmen and Transfers . . . . .	27
<b>STUDENT SERVICES . . . . .</b>	<b>29</b>
Academic Advisement . . . . .	29
Campus Security (309) 268-4325 Emergency Number: (309) 531-4555 . . . . .	30
Computer Labs . . . . .	30
Disabilities Services . . . . .	31
Learning Resource Center . . . . .	31
Milner Library . . . . .	32
McKinstry Library . . . . .	32
Residential and Student Life . . . . .	32
Residential Life . . . . .	32
Student Life . . . . .	33
Career Services . . . . .	33
Recreation Services . . . . .	33
Health Services at Illinois State University . . . . .	33
Public Transportation . . . . .	33
<b>SOCIAL POLICIES . . . . .</b>	<b>34</b>
<b>ACADEMIC POLICIES . . . . .</b>	<b>35</b>
Institutional FERPA Policy . . . . .	35
Articulation of Credits . . . . .	36
Grading System and Policies . . . . .	38
Academic Standing and Progress . . . . .	40
Graduation Requirements and Responsibilities . . . . .	40
Procedure on Substitution/Waiver of Degree Requirements . . . . .	40
Student Class Status . . . . .	41
Academic Load (Full-time/Part-time Status): All Divisions . . . . .	41
Academic Standing . . . . .	41
Academic Probation/Suspension . . . . .	41
Academic Dismissal . . . . .	42
Academic Renewal . . . . .	42
Enrollment Policies (ABE and Traditional Divisions) . . . . .	42
Independent Study . . . . .	42
Arranged Basis Enrollment . . . . .	43
Traditional Academic Program: Enrollment Policies . . . . .	43
Center for Adult Learning/ABE Program: Enrollment Policies . . . . .	44
Midwest College of Cosmetology: Academic Standing, Progress, & Enrollment Policies . . . . .	46
<b>PROGRAMS OF STUDY . . . . .</b>	<b>48</b>
Declaration of Degree, Major, and/or Program of Study . . . . .	49
Lincoln College-Normal General Education Requirements . . . . .	50
Option One: LCN's General Education Program: . . . . .	50
Option Two: Illinois Articulation Initiative General Education Core Curriculum (IAI GECC) . . . . .	52
Option Three: Completion of an Associate's Degree (A.A. or A.S.) from a Regionally Accredited Post Secondary Institution: . . . . .	52
Option Four: Completion of Specified Associate of Applied Science Degrees (A.A.S.) from a Regionally Accredited Post Secondary Institution . . . . .	52
Bachelor's Degree Programs . . . . .	53

Bachelor of Arts in Liberal Arts (ABE/Traditional) . . . . .	53
Bachelor of Business Administration in Business Management (ABE/Traditional) . . . . .	54
Bachelor of Business Administration: Concentration in Accounting (ABE/Traditional) . . . . .	55
Bachelor of Business Administration in Supply Chain & Logistics Management (Trad.) . . . . .	55
Business Administration Minors (21 hours): (ABE/Traditional) . . . . .	56
Bachelor of Science in Criminal Justice Studies (Traditional) . . . . .	56
Bachelor of Science in Criminal Justice Studies (ABE) . . . . .	57
Criminal Justice Studies Minors (21 hours): (ABE/Traditional) . . . . .	58
Bachelor of Science in Sport Management (Traditional Program) . . . . .	58
Bachelor of Science in Health Services Administration (ABE) . . . . .	59
Bachelor of Arts in Theatre (Lincoln Campus location) . . . . .	60
Bachelor of General Studies in General Studies (Traditional Program) . . . . .	61
Second Bachelor's Degree . . . . .	63
Associate's Degree Programs (Traditional Academic Programs) . . . . .	63
Associate of Arts in General Studies . . . . .	64
Associate of Science in General Studies . . . . .	64
Associate of Science in Law Enforcement (Traditional Program and ABE Program) . . . . .	65
Associate in Applied Science in Cosmetology . . . . .	66
Certificate Programs . . . . .	66
Criminal Justice Studies Certificates (Traditional) . . . . .	66
Massage Therapy Certificate (Traditional) . . . . .	67
Midwest College of Cosmetology Certificates . . . . .	67
<b>MIDWEST COLLEGE OF COSMETOLOGY COURSE DESCRIPTIONS . . . . .</b>	<b>69</b>
Cosmetology . . . . .	69
Advanced Cosmetology . . . . .	69
Esthetics . . . . .	70
Massage Therapy . . . . .	70
<b>ACADEMIC COURSE DESCRIPTIONS . . . . .</b>	<b>71</b>
Course Numbering and Explanation . . . . .	71
Course Descriptions By Discipline . . . . .	72
Anthropology . . . . .	72
Art . . . . .	72
Biology . . . . .	72
Business . . . . .	73
Communications . . . . .	75
Computer Science . . . . .	75
Criminal Justice Studies . . . . .	76
Critical Thinking . . . . .	79
Economics . . . . .	79
English . . . . .	80
Freshman Experience/College Preparatory . . . . .	81
French . . . . .	81
Geography . . . . .	81
Geology . . . . .	81
Health and Physical Education . . . . .	81
Health Services Administration (ABE Program Only) . . . . .	82
History . . . . .	83
Humanities . . . . .	84
Independent Study . . . . .	84
Mathematics . . . . .	84

Music . . . . .	85
Philosophy . . . . .	85
Political Science . . . . .	86
Psychology . . . . .	87
Religion . . . . .	87
Senior Level Courses . . . . .	87
Sociology . . . . .	87
Spanish . . . . .	88
Speech . . . . .	88
Sport Management . . . . .	88
Supply Chain and Logistics (Online Courses) . . . . .	91
Theatre . . . . .	91
<b>College Directory . . . . .</b>	<b>93</b>
Departmental Directory (Contact Information) . . . . .	93
Board of Trustees . . . . .	93
Administration . . . . .	94
Full-Time Faculty . . . . .	94
Adjunct Faculty . . . . .	95
ABE Faculty . . . . .	97
MCC Instructors and Staff . . . . .	99

## Welcome to Lincoln College-Normal



On behalf of the entire Lincoln College community, it is my pleasure to both welcome you and congratulate you on your choice to attend Lincoln College. Whatever your ultimate goal, Lincoln College stands ready to provide you the experiences and support needed for your success. Lincoln College is committed to learning, and both our size and our culture ensure that you will always be recognized as an individual and that you will have opportunities to enrich your education by involving yourself in college life.

Our faculty and staff are dedicated to assuring that your time here is beneficial and enjoyable. Please make the most of those services designed to help you succeed. We welcome your suggestions for making our programs and services more effectively meet your needs as well as the needs of students who follow you. Best wishes for a rewarding and successful learning experience as you join the Lincoln College community.

**John M. Astroth, Ph.D.**  
President, Lincoln College

***“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: [www.lincolncollege.edu/normal](http://www.lincolncollege.edu/normal)

Email us at [LCNAdmissions@lincolncollege.edu](mailto:LCNAdmissions@lincolncollege.edu)

# GENERAL INFORMATION

## ***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 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 Lincoln College-Normal began offering bachelor's degrees. The bachelor's degree program has now grown to offer majors in Liberal Arts; Business Administration; Criminal Justice Studies; Sport Management; Health Services Administration; and General Studies. In 2009, a Bachelor of Arts in Theatre was added which is offered exclusively at the Lincoln Campus.

Lincoln College-Normal is a vibrant institution with the entire campus community working together to explore new ways to meet the evolving needs of learners. The College actively seeks innovative ways to reach out to learners. Hybrid courses, incorporating both the personal relationship of the traditional classroom and the convenience of the Internet, have been developed. Short term, intensive courses have been designed to accommodate the tight schedules of non-traditional students who are pursuing a degree while raising a family or working fulltime. Online classes allow students to tailor their coursework hours to fit their individual time constraints.

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

## ***LCN Vision Statement***

Lincoln College-Normal, a student-centered institution, is committed to offering quality educational programs in professional studies and liberal arts to a diverse student population. Central to the vision is the College's positive response to the changing needs of its community.

Key strategies that implement and enhance this vision include:

- a variety of associate's degree, bachelor's degree, and certificate programs
- professional tutoring and advising
- personalized learning environments
- a low student-teacher ratio
- modern academic and living facilities
- monitored academic growth

These keys to successful learning are provided for students in an environment that is challenging, structured, and supportive. Lincoln College-Normal has long fostered a student-centered approach to education. It had a tradition of learner-centered education before the concept became universally popular. Its tradition, guiding vision, the philosophy of its faculty and student services, and its low teacher-student ratio enable the College to provide the important element of individual attention that makes the difference between success and failure for many students.

## ***Philosophy of Assessment and the Assessment Program***

Lincoln College is committed to assessment as a means to improve student academic achievement and institutional effectiveness. Assessment is both a technical and social process that increases in accuracy to the degree that multiple sources and methods of data collection are used, but data collection is useful only if data are transformed into information and information is communicated to those who need it for decision-making. Whenever feasible, assessment of programs responds to standards or benchmarks established by appropriate external organizations. However, in assessing Lincoln College programs, the unique features of this institution are always considered in the evaluation.

The mission of Lincoln College's Assessment Program is to implement the philosophy of assessment across the institution. Academic assessments are designed by faculty and are linked to their course objectives, which are found in all course syllabi. All students may be required at times to participate in these assessment activities, including comprehensive assessment at the end of the sophomore and senior years. Comprehensive assessment is NOT an "exit exam." Individual results are strictly

confidential and do not affect graduation. Group results are used to identify those academic areas where improvements in student learning are possible. Campus services are also assessed because they contribute both to student learning and to the personal development so important at the institution.

Through assessment Lincoln College receives feedback from students and their families, faculty, co-workers, alumni, and others. The information that is generated by these assessments is provided to these same constituencies. The results are then used to target areas for improvement and to design strategies which will help Lincoln College to maintain its excellence and to continue to evolve in the future.

## ***Divisions of Lincoln College-Normal***

There are essentially three divisions of Lincoln College-Normal serving the diverse populations of students who enroll. These divisions include:

- the traditional programs (so-called because the educational delivery method follows traditional practices of higher education),
- the Center for Adult Learning including the Accelerated Bridge to Education (ABE), and
- the Midwest College of Cosmetology.

## **Traditional Academic Programs**

The Traditional Academic Program is defined as programs, degrees, and offerings which follow an educational delivery method following the traditional practices of higher education. Serving both traditional and non-traditional student populations, Lincoln College-Normal traditional programs offer bachelor's degrees, associate's degrees, and certificates in a traditional college setting. Courses generally range from 8 weeks to 16 weeks long and may be offered in a traditional face-to-face setting, hybrid model (face-to-face blended with online learning), or completely online courses. The Traditional Academic Program offers bachelor's degrees in Liberal Arts, Business Administration, Criminal Justice Studies, Sport Management, General Studies, and Theatre (at the Lincoln Campus).

## **Center for Adult Learning and Accelerated Bridge to Education (ABE)**

In 2007, in order to respond to the needs of the Bloomington-Normal community and working adults, the Accelerated Bridge to Education (ABE) Program was added as an alternate method of educational delivery. The ABE Program offers bachelor's degrees in Liberal Arts, Business Administration, Criminal Justice Studies, and Health Services Administration. As a delivery mode separate from the traditional methods of delivery, the ABE Program has some separate sections in this catalog which highlight the uniqueness of the program. The expansion of the ABE Program led the College to create a new Center for Adult Learning in 2008. The Center for Adult Learning continually explores new degree and certificate programs and partnerships with businesses devised to meet the specific needs of their employees.

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 15 to 16 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 four 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.

Students in the traditional program at LCN may not enroll in ABE classes without being admitted into the program. For more information about the ABE program and its admission requirements, please refer to the ABE admission requirements or visit the ABE website at [www.lincolncollege.edu/normal/abe](http://www.lincolncollege.edu/normal/abe).

## **Accelerated Bridge to Education (ABE) Mission**

The Accelerated Bridge to Education (ABE) program at Lincoln College-Normal provides the highest quality 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.

## **Center for Adult Learning-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 from the beginning of an academic experience through graduation to assist adult learners to 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.

### **Midwest College of Cosmetology**

In 1998, the Midwest College of Cosmetology, a subsidiary of Lincoln College-Normal, opened its doors to students. MCC offers certificates in Cosmetology, Esthetics, and Instructor Training in a variety of formats designed to accommodate traditional full-time students as well as non-traditional students who wish to attend part-time.

## ***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 the intersection of Raab Road and Business Route 51 (North Main Street). See the appropriate directions below for more details.

### **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.

## ***General Services***

Lincoln College-Normal provides students with services designed to support and enhance their college experience in both the academic and the social spheres of college life. Students have access to structured, professional academic advisement, professional tutoring, and Illinois State University's Milner Library. Three on-campus computer labs and a Learning Resource Center allow students to quietly study with other students, professional tutors, or individually. Lincoln College-Normal uses a textbook rental system for all classes (excluding the ABE Program and the Midwest College of Cosmetology) and the campus bookstore is conveniently located in the Academic Building to provide those textbooks and other necessary school supplies.

Our five residential units are supported by a professional Residential Life staff, and the Office of Student Life offers many activities and maintains a beautiful Student Commons which hosts activities, events, and programs throughout the year. Interested students have the opportunity to participate in intercollegiate athletics at the Lincoln campus or to take part in intramural sports via memberships at the Fitness and Recreation Center at Heartland Community College (free for full-time students). Lincoln College-Normal students also have access to many services provided by Illinois State University. In addition to Milner Library, all Lincoln College-Normal students have access to ISU's Career Counseling Center, and 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 or enjoy professional baseball at the Corncrib. Those with artistic interests may find an

outlet through Bloomington's cultural district or 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 the Illinois Symphony Orchestra, the Westhoff Theatre Series, and the Chamber Music Series. Performances at Illinois Wesleyan include 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 24 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. The Bloomington *Pantagraph* provides a weekly list of music, theater, comedy, activities, special events, and festivals within driving distance of the Twin Cities.

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 by interstate highway or through rail service via the downtown Normal Amtrak station. The Central Illinois Regional Airport in Bloomington has daily air service to major US cities, and bus service is available by way of Peoria Charter Coach 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 President, 715 W. Raab Road, Normal, IL 61761, or phone 309-452-0500.

# 2011-2012 LCN ACADEMIC CALENDARS

## Traditional Academic Program Calendar

### FALL SEMESTER 2011

#### AUGUST

Traditional 16 Week and First 8 Week Classes Begin 8:00 a.m.  
Last Day to Add a Traditional Class  
"W" Period Begins for Dropped Traditional Classes

Monday, August 22  
Friday, August 26  
Tuesday, September 6

#### SEPTEMBER

##### LABOR DAY NO CLASSES (ALL STUDENTS)

Last Day to Make Up Incompletes from Summer Sessions  
Last Day to Obtain Approval for Independent Study

##### SATURDAY, SEPTEMBER 3- MONDAY, SEPTEMBER 5

Friday, September 16  
Friday, September 30

#### OCTOBER

First 8 Week Classes End  
Second 8 Week Classes Begin  
First 8 Week Final Grades Due to Registrar's Office by **12:00 NOON**  
Mid Semester Grades Due to Registrar's Office by **12:00 NOON**  
Mid Semester Grades Available to Students on MyLynx  
Last Day to Drop a Class with a "W" (Traditional)  
"W" or "WF" Begins for Dropped Classes

Saturday, October 15  
Monday, October 17  
Tuesday, October 18  
Tuesday, October 18  
Wednesday, October 19  
Friday, October 21  
Monday, October 24

#### NOVEMBER

##### THANKSGIVING BREAK NO CLASSES (Includes ABE)

All Classes Resume

##### SUNDAY NOVEMBER 20- SUNDAY, NOVEMBER 27

Monday, November 28

#### DECEMBER

Traditional 16 Week and Second 8 Week Classes End  
Final Exam Week for Traditional Division Classes

Final Grades Due to Registrar's Office by **12:00 NOON**  
Final Grades Sent to Students

Saturday, December 10  
Monday, December 12-  
Saturday, December 17  
Tuesday, December 20  
Wednesday, December 21

### SPRING SEMESTER 2012

#### JANUARY

Traditional 16 Week and First 8 Week Classes Begin 8:00 a.m.  
Last Day to Add a Traditional Class  
**MARTIN LUTHER KING JR. HOLIDAY NO CLASSES**  
"W" Period Begins for Dropped Traditional Classes  
Last Day to Make Up Incompletes from Fall

Monday, January 9  
Friday, January 13  
**MONDAY, JANUARY 16**  
Monday, January 23  
Friday, January 27

#### FEBRUARY

Last Day to Obtain Approval for Independent Study

Friday, February 17

#### MARCH

First 8 Week Classes End  
**SPRING BREAK NO CLASSES FOR TRADITIONAL & MCC STUDENTS ONLY**  
First 8 Week Final Grades Due to Registrar's Office by **12:00 NOON**  
Mid Semester Grades Due to Registrar's Office by **12:00 NOON**  
Mid Semester Grades Available to Students on MyLynx  
Second 8 Week Classes Begin  
Traditional Classes Resume  
Last Day to Drop a Class with a "W"  
"W" or "WF" Begins for Dropped Classes

Saturday, March 3  
**MONDAY, MARCH 5-  
SUNDAY, MARCH 11**  
Tuesday, March 6  
Tuesday, March 6  
Wednesday, March 7  
Monday, March 12  
Monday, March 12  
Friday, March 16  
Monday, March 19

#### APRIL

##### HOLIDAY BREAK NO CLASSES

Traditional Classes Resume  
Traditional 16 Week and Second 8 Week Classes Ends  
Final Exam Week for Traditional and Second 8 Week Classes

##### FRIDAY, APRIL 6- MONDAY, APRIL 9

Tuesday, April 10  
Saturday, May 5  
Monday, May 7-  
Saturday, May 12  
Saturday, May 12  
Saturday, May 12  
Tuesday, May 15  
Wednesday, May 16

Honors Reception  
Commencement  
Final Grades Due to Registrar's Office by **12:00 NOON**  
Final Grades Sent to Students

# SUMMER SESSIONS 2012

**\*\* All Final Exams for Traditional Classes are scheduled for the last day of class. \*\***

## MAY

Traditional 12 week and First 6 week session classes begin	Monday, May 21
Last Day to Add a Traditional Class (12 week/First 6 week)	Tuesday, May 23
Last Day to Drop a Traditional Class (12 week/First 6 week)	Friday, May 25
"W" Begins for Dropped Traditional Classes (12 week/First 6 week)	Monday, May 29
<b>MEMORIAL DAY NO CLASSES (ALL STUDENTS)</b>	<b>MONDAY, MAY 28</b>

## JUNE

"W" or "WF" Begins for Dropped Classes (12 week/First 6 week session)	Monday, June 11
Last Day to Make Up Incompletes from Spring Semester	Monday, June 25
Traditional First 6 week classes end	Saturday, June 30
Traditional Second 6 week session classes begin	Monday, July 2
First 6 week session Final grades due by noon	Tuesday, July 3
<b>INDEPENDENCE DAY NO CLASSES (ALL STUDENTS)</b>	<b>WEDNESDAY, JULY 4</b>
Last Day to Add a Traditional Class (Second 6 week session)	Thursday, July 5
Traditional First 6 week session Final grade available in MyLynx	Thursday, July 5

## JULY

Last Day to Drop a Traditional Class (Second 6 week session)	Friday, July 6
"W" Begins for Dropped Traditional Classes (Second 6 week session)	Monday, July 9
"W" or "WF" Begins for Dropped Classes (Second 6 week session)	Monday, July 23

## AUGUST

Traditional 12 week and Second 6 week session classes end	Saturday, August 11
Last day to make up incompletes from First 6 week session	Monday, August 13
Traditional 12 week/Second 6 week session Final grades due by noon	Tuesday, August 14
Traditional 12 week/Second 6 week session Final grades sent	Wednesday, August 15

## Accelerated Bridge to Education Academic Calendar

### FALL SEMESTER 2011

#### AUGUST

ABE August/September session (A1) begins . . . . . Monday, August 29

#### SEPTEMBER

**Labor Day Holiday - no classes** . . . . . Saturday, September 3  
**Monday, 9/5 classes will meet Friday, 9/9**

ABE August/September (A1) session ends . . . . . Friday, September 30  
ABE August/September (A1) grades due to Registrar by **5:00 PM**. . . . . Monday, October 3  
ABE September/October (A2) session begins . . . . . Monday, October 3

#### OCTOBER

ABE September/October (A2) session ends . . . . . Friday, November 4  
ABE September/October (A2) grades due to Registrar by **5:00 PM**. . . . . Monday, November 7

#### NOVEMBER

ABE November/December (A3) session begins . . . . . Monday, November 7  
**Thanksgiving Break no classes**. . . . . Sunday, November 20 Sunday, November 27

#### DECEMBER

Classes resume . . . . . Monday, November 28  
ABE November/December (A3) session ends . . . . . Friday, December 16  
ABE November/December (A3) grades due to Registrar by **5:00 PM** . . . . . Monday, December 19

### SPRING SEMESTER 2012

#### JANUARY

ABE January/February (A4) session begins . . . . . Monday, January 9  
**Martin Luther King Holiday no classes** . . . . . Monday, January 16  
**Monday, 1/16 classes will meet Friday, 1/20**

#### FEBRUARY

ABE January/February (A4) session ends . . . . . Friday, February 10  
ABE January/February (A4) grades due to Registrar by **5:00 PM** . . . . . Monday, February 13

ABE February/March (A5) session begins . . . . .Monday, February 13

**MARCH**

ABE February/March (A5) session ends . . . . . Friday, March 16

ABE February/March (A5) grades due to Registrar by **5:00 PM** . . . . .Monday, March 19

ABE March/April (A6) session begins . . . . . Monday, March 19

**APRIL**

ABE March/April (A6) session ends . . . . . Friday, April 20

ABE March/April (A6) grades due to Registrar by **5:00 PM** . . . . . Tuesday, April 24

**ABE Spring Break begins no classes** . . . . . April 23 Friday, May 4

**MAY**

ABE May/June session (A7) begins . . . . .Monday, May 7

**Memorial Day- no class** . . . . . Monday, May 28

*Monday, 5/28 classes will meet Friday, 6/1*

**JUNE**

ABE May/June (A7) session ends . . . . . Friday, June 8

ABE May/June (A7) grades due to Registrar by **5:00 PM** . . . . .Monday, June 11

ABE June/July (A8) session begins . . . . .Monday, June 11

**JULY/AUGUST**

**Independence Day- no class** . . . . .Wednesday, July 4

*Wednesday, 7/4 classes will meet Friday, 7/6*

ABE June/July (A8) session ends . . . . . Friday, July 13

ABE June/July (A8) grades due to Registrar by **5:00 PM** . . . . .Monday, July 16

ABE July/Aug (A9) session begins . . . . .Monday, July 16

ABE July/Aug (A9) session ends . . . . .Friday, August 17

ABE July/Aug (A9) grades due to Registrar by **5:00 PM** . . . . . Monday, August 20

**Midwest College of Cosmetology Academic Calendar**

**Cosmetology and Esthetics Programs Beginning and End dates 2011 2012**

**Cosmetology**

June Class (2<sup>nd</sup> Term) Begins Tuesday, August 23

August Class (1<sup>st</sup> Term) Begins Tuesday, August 23

**Labor Day No Classes (All Students) Saturday, September 3 Monday, September 5**

**Thanksgiving Break No Classes (All Students) Sunday, November 20**

**Sunday, November 27**

June Class (2<sup>nd</sup> Term) Ends Friday, December 16

August Class (1<sup>st</sup> Term) Ends Friday December 16

August Class (2<sup>nd</sup> Term) Begins Tuesday, January 3

June Class (3<sup>rd</sup> Term) Begins Tuesday, January 3

January Class (1<sup>st</sup> Term) Begins Thursday, January 5

**MLK, Jr. Holiday No Classes (All Students) Monday, January 16**

**Spring Break No Classes for Traditional & MCC Students Only Monday, March 5**

**Sunday, March 11**

**Holiday Break No Classes (All Students) Friday, April 6 Monday, April 9**

January Class (1<sup>st</sup> Term) Ends Saturday, May 5

August Class (2<sup>nd</sup> Term) Ends Saturday, May 5

June Class (3<sup>rd</sup> Term) Ends Saturday, May 5

January Class (2<sup>nd</sup> Term) Begins Monday, May 7

August Class (3<sup>rd</sup> Term) Begins Monday, May 7

June Class (4<sup>th</sup> Term) Begins Monday, May 7

**Memorial Day No Classes (All Students) Monday May 28**

June Class (4<sup>th</sup> Term) Ends Friday, June 22

**Independence Day No Classes (All Students) Wednesday, July 4**

August Class (3<sup>rd</sup> Term) Ends Saturday, August 18

January Class (2<sup>nd</sup> Term) Ends Saturday, August 18

## **Esthetics**

June Class (2<sup>nd</sup> Term) Resumes Monday, August 22

August Evening Class (1<sup>st</sup> Term) Begins Tuesday, August 23

**Labor Day No Classes (All Students) Saturday, September 3  
Monday, September 5**

**Thanksgiving Break No Classes (All Students)**

**Sunday, November 20, Sunday, November 27**

August Evening Class (1<sup>st</sup> Term) Ends Friday, December 16

June Class (2<sup>nd</sup> Term) Ends Friday, December 16

August Evening Class (2<sup>nd</sup> Term) Begins Tuesday, January 3

January Day Class (1<sup>st</sup> Term) Begins Thursday, January 5

**MLK, Jr. Holiday No Classes (All Students) Monday, January 16**

**Spring Break No Classes for Traditional & MCC Students Only  
Monday, March 5 Sunday, March 11**

**Holiday Break No Classes (All Students) Friday, April 6  
Monday, April 9**

January Class (1<sup>st</sup> Term) Ends Saturday, May 5

August Evening Class (2<sup>nd</sup> Term) Ends Saturday, May 5

January Class (2<sup>nd</sup> Term) Begins Monday, May 7

August Evening Class (3<sup>rd</sup> Term) Begins Monday, May 7

January Class (2<sup>nd</sup> Term) Ends Saturday, June 30

August Evening Class (3<sup>rd</sup> Term) Ends Saturday, June 30

# ADMISSIONS

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

*The Office of Admissions is located in the Admissions Building on the south side of the LCN campus. Office hours are from 8:00 to 5:00 Monday through Friday or by appointment. Contact the Office of Admissions by phone at (309) 268-4314 or toll free at 800-569-0558, or email to [ncadmissionsinfo@lincolncollege.edu](mailto:ncadmissionsinfo@lincolncollege.edu).*

The admission requirements to Lincoln College-Normal vary according to the program of study and division to which the student applies. The traditional academic programs, the Center for Adult Learning and Accelerated Bridge to Education (ABE), and the Midwest College of Cosmetology have separate requirements outlined below.

## **Traditional Academic Programs - Admission Requirements**

### **Degree-Seeking Students**

All degree-seeking students are required to apply and be accepted to Lincoln College-Normal prior to enrollment in courses. There is a \$25 application fee for all first-time Lincoln College students.

#### **1. New Students**

New students may apply admission for Fall, Spring, or Summer semester. Lincoln College-Normal offers admission to applicants who appear to have the highest potential for undergraduate study and who are the most likely to succeed in the college level coursework.

The minimum academic admission requirements are: (1) a high school diploma or GED; (2) a satisfactory scholastic record, usually with a minimum grade-point average (GPA) of 2.0/4.0 (a "C" avg.); (3) an ACT\* composite score of 17 or higher; (4) and enough academic training to do undergraduate work in your chosen major.\*\*

\*Non-traditional students (21 years or older) are exempt from submitting ACT scores.

\*\*Students not meeting all of the minimum academic admission requirements listed above will be considered by the Admissions Committee, and in some cases a personal statement, interview, and/or other documentation such as letters of recommendation may be required to complete the application file before an admissions decision can be made.

Acceptance to Lincoln College-Normal is based on a holistic review of a prospective student's application materials and each application is given equal consideration.

#### **2. Transfer Students**

Transfer students may apply for admission for Fall, Spring, or Summer semester. Successful applicants should: (1) have a minimum cumulative GPA of 2.00\* from the previous college(s) attended; (2) be eligible to return to the previous college(s) attended; and (3) provide official transcripts\*\* from the previous college(s) attended.

\*Applicants who are on academic probation at their previous institution(s) will be considered by the Admissions Committee for provisional acceptance, and in most cases a personal statement, interview, and/or letters of recommendation will be required.

For transfer students who have completed fewer than 24 semester hours at the time of application, the Admissions Committee will also consider:

- High school transcript (cumulative GPA, curriculum completed)
- Official ACT scores
- GED Scores (if non-high school graduate)

#### **3. International Students**

International Students may apply for admissions to Lincoln College-Normal according to the application requirements listed above. In addition, students whose primary language is not English must take the Test of English as a Foreign Language (TOEFL) and have their scores sent to Lincoln College-Normal. Any international student with a score of 550 or higher on the paper-based TOEFL, 213 on the computer based TOEFL, or 79 on the Internet-based TOEFL and who meets the other admission criteria (including submission of all applicable transcripts and immigration documentation) may be admitted.

#### **Non-Degree-Seeking Students**

Students who wish to enroll in courses for the purposes of enrichment must meet with an academic advisor prior to enrolling. If non-degree-seeking students wish to convert to a degree-seeking program, they must follow the appropriate application procedure for the degree they wish to pursue. No more than 30 non-degree credit hours may be applied toward a degree at Lincoln College.

## Readmission Requirements

Students who interrupt their studies at Lincoln College need to apply for readmission. The Readmission Requirements apply to students who have:

- Not enrolled in courses at Lincoln College for one calendar year or longer.
- Attended another institution without concurrent enrollment at Lincoln College (excluding summer sessions.)
- Been academically suspended from Lincoln College for longer than one semester

To reapply for admission, students must follow the application procedures detailed below.

- **Interrupted Studies Students (Students not enrolled in Lincoln College courses for one calendar year or longer or who have attended another institution without concurrent enrollment)** Students who have not enrolled in courses at Lincoln College for one calendar year or longer or have attended another institution without concurrent enrollment at Lincoln College (excluding summer sessions) must follow all admissions requirements for transfer students as detailed below.

## Getting Started Checklists for Lincoln College-Normal Traditional Programs

Send all application materials to:

**Office of Admissions**  
Lincoln College-Normal  
715 W. Raab Road  
Normal, IL 61761

### Checklist for First-Time Freshmen

- Submit a completed *Application for Admission* (available online at [www.lincolncollege.edu/normal/admissions/apply.php](http://www.lincolncollege.edu/normal/admissions/apply.php)).
- Submit \$25.00 application fee.
- Submit official high school transcripts or appropriate documentation of high school degree equivalency.
- Submit ACT or SAT score verification. Notation of score on official high school transcript is acceptable.  
(*Non-traditional students (21 years and over) are exempt from submitting ACT scores.*)
- Schedule a recommended campus visit by calling Admissions at (309) 268-4314 or toll free at (800) 569-0558 or visit Admissions online at [www.lincolncollege.edu/normal/admissions](http://www.lincolncollege.edu/normal/admissions).
- Apply for Federal Student Aid by completing the Free Application for Federal Student Aid (FAFSA). The FAFSA form is available beginning January 1 online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Submit the FAFSA as early as possible because financial aid funds are limited.

### Upon notification of acceptance

- The student must submit the required \$50.00 tuition deposit **and** \$200.00 housing deposit (residential students only) in order to register for classes and be considered for on campus housing space.
- New full-time freshmen whose first semester of attendance is in the fall semester must register for a Placement Registration Orientation Period (PROP) session. During PROP, students take the mandatory math, reading, and writing placement exams, meet with representatives of the College, and register for classes. Please visit [www.lincolncollege.edu/normal/prop](http://www.lincolncollege.edu/normal/prop) for more information about session dates.
- Submit a completed *Immunization Information Form*, available online at [www.lincolncollege.edu/normal/stuservices/health.php](http://www.lincolncollege.edu/normal/stuservices/health.php).
- Return a completed housing application form. (residential students only)

### Checklist for Transfer Students

- Submit a completed *Application for Admission* (available online at [www.lincolncollege.edu/normal/admissions/apply.php](http://www.lincolncollege.edu/normal/admissions/apply.php)).
- Submit \$25.00 application fee.
- Submit official high school transcripts or appropriate documentation of high school degree equivalency.
- Submit official academic transcripts from all previously attended colleges and universities.
- Schedule a recommended campus visit by calling Admissions at (309) 268-4314 or toll free at (800) 569-0558 or visit Admissions online at [www.lincolncollege.edu/normal/admissions](http://www.lincolncollege.edu/normal/admissions).
- Apply for Federal Student Aid by completing the Free Application for Federal Student Aid (FAFSA). The FAFSA form is available beginning January 1 online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Submit the FAFSA as early as possible because financial aid funds are limited.

### Upon notification of acceptance

- The student must submit the required \$50.00 tuition deposit and \$200.00 housing deposit (residential students only) in order to register for classes and be considered for on campus housing space.
- Register for classes by scheduling a meeting with an academic advisor by calling (309) 452-0500. If you have not satisfied Lincoln College-Normal's English and math requirements prior to

enrollment, you must take the math, reading, and writing placement tests before registering for classes. Your advisor will help you schedule any necessary placement tests.

- Submit a completed *Immunization Information Form*, available online at [www.lincolncollege.edu/normal/stuservices/health.php](http://www.lincolncollege.edu/normal/stuservices/health.php).
- Submit a completed *Immunization Information Form*, available online at [www.lincolncollege.edu/normal/stuservices/health.php](http://www.lincolncollege.edu/normal/stuservices/health.php).
- Return a completed housing application form (residential students only.)

#### **Checklist for International Students**

- Submit a completed *Application for Admission* (available online at [www.lincolncollege.edu/normal/admissions/apply.php](http://www.lincolncollege.edu/normal/admissions/apply.php) and payment of one semester's tuition. The tuition payment will be refunded in full (except for a \$25.00 processing fee) if the application is rejected. The tuition payment cannot be waived or deferred under any circumstances.
- Submit official transcripts from all colleges and secondary schools attended. Transcripts must be in either English or translated into English.
- Submit TOEFL (Test of English as a Foreign Language) scores. To make arrangements to take the exam, you may write directly to TOEFL/TSE Publications, P.O. Box 6154, Princeton, NJ, 088541-6154, call (609) 771-7100, or visit [www.ets.org](http://www.ets.org) for registration information.
- Submit proof of adequate finances for the entire period of planned attendance

Once the steps above are completed, the Office of Admissions will review your file and notify you as to whether you have been admitted to the College. If you have been admitted, an *I-20 Permit* will be issued to fulfill immigration requirements.

#### **Upon notification of acceptance:**

- Register for classes by scheduling a meeting with an academic advisor by calling (309) 452-0500. If you have not satisfied Lincoln College-Normal's English and math requirements prior to enrollment, you must take the math, reading, and writing placement tests before registering for classes. Your advisor will help you schedule any necessary placement tests.
- Submit a completed *Immunization Information Form*, available online at [www.lincolncollege.edu/normal/stuservices/health.php](http://www.lincolncollege.edu/normal/stuservices/health.php).
- Return a completed housing application form. (residential students only)

## **Accelerated Bridge to Education - Admission Requirements**

The Center for Adult Learning (CAL) and Accelerated Bridge to Education (ABE) Program Office of Admissions is located in the CAL Building at 1608 Northbrook Drive, Suite 104 on the north side of the LCN campus. Office hours are from 9:00 am to 6:00 pm Monday through Friday or by appointment. Contact the Center for Adult Learning, ABE Office of Admissions by phone at (309) 452-0500 or email to [abeinfo@lincolncollege.edu](mailto:abeinfo@lincolncollege.edu).

#### **ABE Degree-Seeking Students**

All Accelerated Bridge to Education (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 \$50.00 confirmation deposit to be enrolled. This fee is applied directly to the tuition of the first ABE class.

#### **Admissions process and requirements**

- Application to the Center for Adult Learning (CAL) and Accelerated Bridge to Education programs includes the requirements listed below. Prospective students *must apply a minimum of 3 weeks before the start of classes* to ensure optimal course availability and orientation to the program. Note: If the application is not complete within 3 weeks, the desired session start date cannot be guaranteed.
- Complete the Application for Admission including the required three years - post high school - full-time employment. Lincoln College is a learner-centered institution and is committed to the success of adult students. Focusing on the educational process, it is our experience that students who have worked full-time for at least three years (post-high school) are best prepared to participate meaningfully in our adult programs. The interactive nature of our courses requires students to be able to apply classroom theory to real work/professional situations, and students who lack this professional background may not be as successful in achieving course outcomes.
- Submit a Personal Statement. (Required with the application for all degree-seeking students.)  
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?
- Submit transcripts from previous institutions attend. Applicants have one semester from the date of application to *submit official transcripts* to Lincoln College. Students will be unable to register for

**future courses until the official transcripts** are received.

- *The application deadline is three weeks prior to the start of the session.* Applications received after the deadline will be moved to the next session.
- Pay \$50.00 confirmation deposit. This deposit is applied directly to the first class tuition charge.

### **ABE Undergraduate Degree Applicants**

- If you *have never* attended college, request official high school or GED transcripts to be sent directly to the CAL, ABE Office of Admissions.
- If you *have attended* college or have other credits for transfer, then see below regarding the documents that can be evaluated for Transfer Credit. Transfer students must have a 2.0 GPA for admission
  - Official college transcript(s) to be sent directly to the CAL, ABE Office of Admissions.
    - Order official copies of transcript(s) from accredited institutions previously attended. If you have an official copy, in a sealed envelope from your previous institution, you will not need to order new copies. "Student issued" or "unofficial" transcripts are not acceptable, *except* as unofficial transfer credit evaluation documents.
    - Obtain a *Transcript Request Form* from CAL, ABE Office of Admissions or download transcript request form(s) from the previous institution/s' website. (A small administrative fee for this service may be charged by your previous school). Note: If official transcripts are not received within first semester of enrollment, you will be unable to register for future courses until the official transcripts are received.
  - Official national standardized test (CLEP, DANTES, USAFI, etc.) score reports to be sent directly to the CAL, ABE Office of Admissions.

### **ABE Appeal for Admission**

Lincoln College is a learner-centered institution and is committed to the success of adult students. Focusing on the educational process, it is our experience that students who have worked full-time for at least three years (post-high school) are best prepared to participate meaningfully in our adult programs. The interactive nature of our courses require students to be able to apply classroom theory to real work/professional situations, and students who lack this professional background may not be as successful in achieving course outcomes.

### **Re-admission**

#### **Returning Students in Good Standing**

Accelerated Bridge to Education program degrees are designed to allow flexibility to complete the course of study. Students may find it necessary to stop taking courses for a period of time and can apply for re-admission to Lincoln College at any time. Students that are re-admitted return to Lincoln College with the same academic standing as when they left. However students are subject to the current College catalog and program curriculum after a period of one calendar year of absence. Please see the Leave of Absence Policy in this catalog for further information.

### **Academic Renewal Program**

The Accelerated Bridge to Education Program (ABE) offers the College's Academic Renewal Program to those adult learners returning to Lincoln College who may have been previously academically dismissed from the College's traditional programs and have not attended the College for at least three (3) calendar years. Returning to college as an adult learner, these students may be given the opportunity to demonstrate new potential for academic success in college.

The invitation to participate in Academic Renewal is not automatically extended to all students who have been academically dismissed from the College. The Dean of Academic Affairs reviews the academic records of those returning adults who are eligible for Academic Renewal and may offer those students the option to participate in the program upon receipt of their appeal letter and determination of their eligibility. Please refer to the Academic Renewal Policy in this catalog for more information.

### **Expired Applications**

ABE Applications remain current for one year after submission. ABE students who do not enroll in any Lincoln College course within one year must reapply and complete the ABE admissions process under the policies and degree requirements in effect at the time of reapplication. There will be another confirmation deposit required prior to enrollment.

## **Midwest College of Cosmetology - Admission Requirements**

All students seeking certificates in cosmetology and esthetics are required to submit proof that the student is at least 16 years of age and has an education equivalent to a high school degree. Students seeking admission to the cosmetology, esthetics, or Teacher Training Program are required to submit proof of an education equivalent to a high school degree and a valid state license in the area for which they are applying.

Students seeking admission to the Massage Therapy program are required to submit proof that the

student is at least 18 years of age and has an education equivalent to a high school degree.

### **New Students**

Acceptance to the Midwest College of Cosmetology is based on a student's high school record and ACT scores. **Campus visits are strongly recommended.** In select cases, an interview with the Director of Admissions and Director of MCC, and academic or professional letters of recommendation may be required.

### **Transfer Students**

Transfer student applications can be submitted for any of the program start dates. Students who apply should have a minimum cumulative GPA of 2.0 and be eligible to return to their previous institution(s). (Students who are on probation at their previous institutions may be provisionally admitted upon review and decision by the Director of Admissions.) In select cases, a personal statement, an interview with the Director of Admissions and Director of MCC, and academic or professional letters of recommendation may be required.

### **Non-Traditional Students (21 years or older)**

Non-traditional students are not required to submit ACT scores, but must submit high school and college transcripts, a resume, and in some cases academic or professional letters of recommendation may be required.

**PLEASE NOTE: Admission decisions are made on a rolling basis until classes are full. If a class is full, an applicant may be wait listed until space becomes available. Students are encouraged to apply early as spaces are limited.**

## **Checklist for Midwest College of Cosmetology Students**

Send all application materials to: Midwest College of Cosmetology  
Attention: Admissions  
755 W. Raab Road  
Normal, IL 61761

- Schedule a campus visit by calling MCC Admissions at (309) 268-4327 or (309) 268-4331 or by e-mailing [info@midwestbeautycollege.com](mailto:info@midwestbeautycollege.com).
- Submit a completed *Midwest College of Cosmetology Application* (available online at <https://midwestbeautycollege.com/formboss/output/forms/admissionapp/mccapp.php>)
- Submit the \$25 application fee
- Submit official high school transcripts or appropriate documentation of high school degree equivalency.
- Submit official transcripts from any colleges or universities previously attended.
- Apply for Federal Student Aid by completing the Free Application for Federal Student Aid (FAFSA). The FAFSA form is available beginning January 1 online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Submit the FAFSA as early as possible because financial aid funds are limited.

### **Upon notification of acceptance:**

- Submit the required \$50 confirmation deposit.
- Return signed housing agreement, housing questionnaire, and \$200 housing deposit (residential students only).
- Submit a completed *Immunization Information Form*, available online at [www.lincolncollege.edu/normal/stuservices/health.php](http://www.lincolncollege.edu/normal/stuservices/health.php).

# ENROLLMENT POLICIES

## ***Registration***

The methods of course registration at Lincoln College-Normal vary according to the program of study and division in which the student enrolls. The traditional academic programs, the Center for Adult Learning and Accelerated Bridge to Education (ABE), and the Midwest College of Cosmetology have separate methods described in the following subsections.

Regardless of plan of study or division, 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.

### **Traditional Academic Program Registration**

All Lincoln College-Normal students enrolled in traditional academic programs must meet with an academic advisor to discuss course choices and register for classes. Registration for summer classes and fall semester classes begins in March; registration for spring semester classes begins in October. Students should register early since class sizes are limited.

### **Center for Adult Learning/Accelerated Bridge to Education Registration**

All students must meet with an ABE 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.

### **Midwest College of Cosmetology Registration**

Students enrolled in any program of study at the Midwest College of Cosmetology are group-registered for classes when they arrive on campus for orientation at the start of their program, and therefore do not need to meet with an academic advisor. Any student at Midwest College of Cosmetology wishing to enroll in additional courses in the Lincoln College-Normal traditional academic programs (up to 6 hours included in tuition for full-time MCC students) must meet with an academic advisor to discuss course choices and register for those courses.

## ***New Student Orientation***

Lincoln College-Normal offers orientation programs specific to the student's division: traditional academic programs, the Center for Adult Learning/ABE, and the Midwest College of Cosmetology. The descriptions and requirements of each of these orientation programs follow.

### **Traditional Academic Programs PROP (Placement, Registration, Orientation Period)**

New full-time freshmen whose first semester of attendance is in the fall semester must register for a Placement Registration Orientation Period (PROP) session. PROP is designed to help students make the transition from high school to college and begin the process of becoming part of the LCN community. During their PROP session, students take the mandatory placement tests, meet with academic advisors, learn general information about the policies of the College, and register for classes. Students also have the opportunity to explore the campus and meet with College faculty, staff, and current students. For more information please visit [www.lincolncollege.edu/normal/prop](http://www.lincolncollege.edu/normal/prop)

PROP registration forms and detailed information are mailed to new freshmen upon their acceptance to the College.

### **Center for Adult Learning/Accelerated Bridge to Education ABE 101**

All new ABE students must attend an orientation (ABE101) session prior to starting the program. ABE 101 is designed to help students obtain all the necessary College and ABE program policies and procedures, as well as introduce the online course management system. This one and a half (1 ½) hour session is held once at the beginning of every session and dates are made available in the ABE office and from an ABE academic advisor. The option of an online orientation sessions is also sometimes offered.

### **Midwest College of Cosmetology Orientation**

The Midwest College of Cosmetology conducts an orientation for all students in each of its programs of study at the start of the student's first enrollment in the program. These orientations are designed to familiarize students with the curriculum and state licensure requirements for each program as well as introduce the necessary Lincoln College-Normal and Midwest College of Cosmetology policies and procedures. Students receive a Midwest College of Cosmetology Handbook fully outlining such policies.

## Placement Testing

It is important that students begin their college studies at the appropriate level. To help identify that level, Lincoln College-Normal evaluates incoming students' preparedness through placement testing in math, English composition, and reading. Placement test scores, in conjunction with ACT scores, high school transcripts, and/or GED scores, are used to determine appropriate course choices. Lincoln College-Normal uses ACT's COMPASS® computer based tests. COMPASS placement scores are valid for placement purposes for up to two (2) years.

Students who enroll and have achieved an ACT composite score of 26 or higher and an ACT Math score of 26 or higher are exempt from taking the COMPASS placement exams. Students who have achieved an ACT composite score of 26 or higher but have an ACT Math score less than 26 must complete the COMPASS math placement exam to determine their placement in any Lincoln College math course but are exempt from taking the English composition and Reading exams.

All students, regardless of division, must complete placement testing before registering for any Lincoln College-Normal mathematics or English composition class unless:

- they have not already completed a college level math or English composition course at a regionally accredited institution, and
- their ACT composite score AND their ACT math score are at least 26, and
- their ACT *math* score is at least 26, and
- it has been less than five (5) years since the last college level or prerequisite math course was successfully completed.

Transfer students may submit COMPASS scores from a previous institution provided testing was completed within the past 2 years. Scores must be sent directly to LCN from the institution that administered the test.

Placement tests are given to all students who participate in PROP. Other prospective degree-seeking students should contact an admissions counselor for information about placement testing. Current LCN students and non-degree seeking students should contact their academic advisor to register for placement tests. After meeting with an academic advisor or admissions counselor as appropriate, students should schedule a testing appointment by contacting the Testing Center (309) 268-4899, room 106A. 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.

The math and reading tests are untimed. The math test follows a multiple choice format, requiring students to solve problems and select the correct answer from the choices given. Students may elect to begin the exam at the pre-algebra, intermediate algebra, or college algebra level. Based on the student's responses, the computer adaptive test then shifts to progressively more or less advanced topics. The reading exam is designed to evaluate vocabulary, comprehension, and inference skills. Students are asked to read a series of short selections and answer multiple choice questions based on those readings. Students are allowed 60 minutes to complete the English composition exam. In the composition exam, students are asked to write a short essay in response to a prompt. Placement in English composition is determined by the student's performance in the areas of focus, content, organization, style, and conventions.

Students who wish to repeat any of the 3 placement tests may do so with the following stipulations.

- A \$20 fee per test will be assessed for each successive attempt.
- Students are advised to wait at least one week after their initial attempt before retaking a placement exam.
- Students may not retake their placement tests once courses for the semester have begun.

For practice COMPASS® test questions, visit the following sites:

Reading: [www.act.org/compass/sample/pdf/reading.pdf](http://www.act.org/compass/sample/pdf/reading.pdf)

E-Write: [www.act.org/compass/sample/essay.html](http://www.act.org/compass/sample/essay.html)

Math: pre-algebra and intermediate algebra [www.act.org/compass/sample/pdf/numerical.pdf](http://www.act.org/compass/sample/pdf/numerical.pdf)  
college algebra, geometry, trigonometry [www.act.org/compass/sample/pdf/geometry.pdf](http://www.act.org/compass/sample/pdf/geometry.pdf)

For more general information about placement testing at LCN, visit [www.lincolncollege.edu/normal/lrc/placement.php](http://www.lincolncollege.edu/normal/lrc/placement.php).

## ***Immunization Requirements***

All degree-seeking students at Lincoln College-Normal and residential students at Midwest College of Cosmetology are required by Illinois law and/or Lincoln College-Normal policy to provide certain immunization information prior to the beginning of the semester. Acceptable documentation must be complete and on file with the College by the end of the first fifteen (15) calendar days of the entering semester to avoid a registration hold on the student's account. Proof of immunity to certain vaccine-preventable diseases can be provided by submitting the Lincoln College-Normal Immunization Information Form, available online at [www.lincolncollege.edu/normal/academics/immunization.htm](http://www.lincolncollege.edu/normal/academics/immunization.htm). The Immunization Information Form must be **completed and signed by a physician or public health department official**.

**In lieu of the signed Immunization Information Form students may also 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 of college.**

Note: Immunization records may be faxed to the Health Records Nurse at (309) 454-5652 or submitted at the front desk of the Academic Building.

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.
  - 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.
  - 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 immunity 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 and signature of physician.  
**OR**  
Documentation of immunity 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 immunity 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 subsequent semesters until they are in compliance.

## ***Tuition and Fees***

Tuition and fees at Lincoln College-Normal vary depending on the student's program of study and division in which the student enrolls. The traditional academic programs, the Center for Adult Learning and Accelerated Bridge to Education (ABE), and the Midwest College of Cosmetology have separate tuition rates and fees associated with the respective programs and divisions. These tuition rates and fees are indicated below by program and division.

## **Traditional Academic Programs Tuition and Fees** **Full-Time Residential Students**

The approximate cost for two full-time semesters as a residential student at Lincoln College-Normal is \$26,825.00. This cost includes tuition, housing, and fees. A cost breakdown appears below. The additional costs associated with transportation, groceries, and personal expenses will vary with the

individual needs of the student. Every full-time student should check with the Office of Financial Aid for possible grants and scholarships to lower the cost of tuition.

## Full-Time Non-Residential Students

The approximate cost for two full-time semesters as a non-residential student at Lincoln College-Normal is \$23,025.00. This cost includes tuition and fees. Every full-time student should check with the Office of Financial Aid for possible grants and scholarships to lower the cost of tuition.

### 2011-2012 Annual Costs for Full-time Residential Students

*Tuition and **Fees	\$23,000.
Housing	\$3,600.
Application Fee (one-time charge)	\$25.
Housing Security Deposit	\$200.

**Annual Tuition and Fees Total \$26,825.**

### 2012-2012 Annual Costs for Full-time Non-Residential Students

*Tuition and **Fees Total	\$23,000.
Application Fee (one-time charge)	\$25.

**Annual Tuition and Fees Total \$23,025.**

\* Tuition-Tuition for a full-time (12 or more credit hours) student is \$11,500 per semester.

\*\*Fees-Activity Fee, Technology Fee, and Textbook Usage Fees are included in the cost of tuition. Textbook usage fees cover the rental costs of most textbooks, however, workbooks, some paperbacks and supplemental electronic materials may require additional fees or purchase.

## Part-Time Students

Tuition for part-time students in the traditional programs is \$260 per credit hour, which includes textbook usage fees and technology fees. The textbook usage fee covers the rental cost of most textbooks, however, workbooks, some paperbacks and supplemental electronic materials may require additional fees or purchase. Every part-time student should check with the Office of Financial Aid for possible grants and scholarships to lower the cost of tuition.

## Fees

- **Book Rental Fees:** Book rental fees are calculated into the cost of tuition. Rental fees for textbooks may not include workbooks, some paperback editions and supplemental electronic materials which may be required for purchase in certain classes. Students must return rental books to the bookstore by the publicized date at the end of the semester failure to do so will result in the student purchasing the book at its retail price.
- **Technology Fees:** Technology fees pay for general technology offered by the College for student use which includes, but is not limited to, computer labs and in-class technology/equipment such as projectors, audio/video equipment, etc.

## Center for Adult Learning/ABE Tuition and Fees

Tuition for students in the Accelerated Bridge to Education and Center for Adult Learning Certificate programs is \$260 per credit hour. *There are no regular fees for ABE students.* Books for ABE courses are not included in the Lincoln College-Normal book rental system and can be purchased at the Alamo II or any other bookstore vendor with the correct ISBN number.

Tuition:	\$260 per credit hour
Books:	varies by course and textbook vendor
Prior Learning Assessment Fee:	\$300 evaluation plus \$100/credit hour awarded
Challenge By Exam Fee:	\$100 per credit hour not to exceed \$300 per challenged course

## Massage Therapy Certificate

A student enrolled in this three-semester certificate program is registered for 8 credits during each of the first two semesters and for 4 credits during the third semester. The tuition cost before any financial aid is \$400 per semester for each of the first two semesters and \$2,200 for the third semester.

A \$50 non-refundable confirmation deposit must be paid before the applicant will be confirmed in the Massage Therapy Program. The deposit will be applied to the cost of tuition.

## Midwest College of Cosmetology-Tuition and Fees

While each Midwest College of Cosmetology program is a clock hour program, Lincoln College-Normal converts the clock-hour requirements of each program to credit hours for the purposes of establishing tuition.

## Cosmetology Certificate

**August and January Program Starts:** A student enrolled in this three-semester certificate program is registered for 12 credits per semester. The tuition cost before any financial aid is \$6,540 per semester.

**June Program Starts:** A student enrolled in this four-semester certificate program is registered each semester as follows:

**Summer:** 6 credits. Tuition cost before any financial aid is \$3,270 for the summer.

**Fall:** 12 credits. Tuition cost before any financial aid is \$6,540 for the fall.

**Spring:** 12 credits. Tuition cost before any financial aid is \$6,540 for the spring.

**Summer:** 6 credits. Tuition cost before any financial aid is \$3,270 for the summer.

For all of the August, January, and June start programs, a \$50 nonrefundable confirmation deposit must be paid before the applicant will be confirmed in the Cosmetology program. The deposit will be used to offset the cost of tuition.

## **Esthetics Certificate**

**Day Schedule** - A student enrolled in this two-semester certificate program is registered for 6 credits during the summer semester and for 12 credits during the fall or spring semester. The tuition cost before any financial aid is \$3,690 for the summer semester and \$7,380 for the fall or spring semester.

**Evening Schedule** - A student enrolled in this three-semester certificate program is registered for 6 credits per semester. The tuition cost before any financial aid is \$3,690 per semester.

For both the Day and Evening Esthetics Programs, a \$50 non-refundable confirmation deposit must be paid before the applicant will be confirmed in the Esthetics Program. The deposit will be used to offset the cost of tuition.

## ***Tuition Payment Plans***

*The Business Office is located in room 100K of the main academic building. Fall and spring semester office hours are 8:30-5:30, Monday through Thursday, and 8:00 to 5:00 on Fridays; summer hours are 9:30 to 5:30, Monday through Thursday, and 8:00 to 4:00 on Fridays. Contact the Business Office at (309) 268-4358 or by email at [lcstudentaccounts@lincolncollege.edu](mailto:lcstudentaccounts@lincolncollege.edu).*

Each student who has registered for a class is required to contact the Business Office (room 100K) to discuss payment options and make payment arrangements. All 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, online through MyLynx, or over the phone by credit card at (309) 268-4358.

## **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 Business Office.

## **Delinquent Accounts**

Student accounts must be paid in full in order 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.

## **Payment Plans**

Lincoln College-Normal offers differing plans for the payment of tuition, fees, and other costs according to the division and/or program of study in which the student enrolls.

### **Traditional academic programs and Midwest College of Cosmetology Payment Plans:**

- 1. Payment in Full** Payment of all tuition and fees for the semester is made before the beginning of each semester.
- 2. Two Payment Plan** Payment of one-half the semester tuition and fees is paid before the beginning of each semester, and payment of the remaining one-half balance is paid before the beginning of the eighth week of each semester. There is a \$25 processing fee per semester with this plan.
- 3. Four Payment Plan** (Midwest College of Cosmetology) - Payment of one-fourth of the semester tuition and fees is paid on the 1<sup>st</sup> of each month. Fall semester payments are due monthly August through November. Spring semester payments are due monthly December through March. Summer semester payments are due monthly April through July. There is a \$50 processing fee per semester with this plan.
- 4. Five Payment Plan** - Payment of one-fifth of the semester tuition and fees is paid on the 1<sup>st</sup> of each month. Fall semester payments are due monthly July through November. Spring semester payments are due monthly December through April. There is a \$75 processing fee per semester with this plan.
- 5. Individualized Plan** - Alternative plans can be arranged with a Business Officer's approval. These plans may incur a processing fee and must be arranged before a student begins classes.

**Center for Adult Learning/ABE Payment Plans:**

- 1. Pre-Pay** ABE Students will be responsible for ensuring payment is received by the Business 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** ABE 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 Business 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. Employer Tuition Assistance Deferment** Students may defer payment of their tuition until the last day of each class by providing the name of their employer from whom they expect to receive tuition assistance.

**Credit/Refund Policy**

Students who officially withdraw or are dismissed from the College shall be entitled to a credit/refund of net tuition, room, and mandatory fees. Net tuition is defined as gross tuition less Lincoln College scholarship aid. An administrative charge of \$25 will be applied to the credit/refund calculations. NOTE: Students should also be aware that any employer reimbursement policy for dropped classes could result in students incurring tuition costs out of pocket.

**Traditional Academic Programs and Center for Adult Learning/ABE**

The following credit/refund rates apply to all students who officially withdraw or are dismissed from a Lincoln College-Normal academic degree program or Bachelor Certificate program. The credit/refund rates according to the term enrolled are:

**Fall or Spring Semesters**

**Traditional 16-Week Classes**

<u>Official withdrawal/dismissal occurs:</u>	Credit/refund rate
Prior to first day of classes	100%
During first week of classes	90%
During second week of classes	85%
During third week of classes	80%
During fourth week of classes	70%
During fifth week of classes	65%
During sixth week of classes	60%
During seventh week of classes	55%
During eighth week of classes	50%
During ninth week of classes	40%
During tenth week of classes and thereafter	no credit/refund

**Eight-Week Session (Traditional Academic Programs)**

<u>Official withdrawal/dismissal occurs:</u>	Credit/refund rate
Prior to first day of classes	100%
During first week of classes	85%
During second week of classes	70%
During third week of classes	55%
During fourth week of classes	40%
During fifth week of classes and thereafter	no credit/refund

**Summer Sessions**

**Twelve-Week Session**

<u>Official withdrawal/dismissal occurs:</u>	Credit/refund rate
Prior to first day of classes	100%
During first week of classes	90%
During second week of classes	80%
During third week of classes	70%
During fourth week of classes	60%
During fifth week of classes	50%
During sixth week of classes	40%
During seventh week of classes and thereafter	no credit/refund

### Six-Week Session

Official withdrawal/d dismissal occurs:	Credit/refund rate
Prior to first day of classes	100%
During first week of classes	80%
During second week of classes	60%
During third week of classes	40%
During fourth week of classes and thereafter	no credit/refund

## Center for Adult Learning/ABE Sessions

### Five and Six-Week Sessions (ABE)

Official withdrawal/d dismissal occurs:	Credit/refund rate
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 Sessions (ABE)

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

## Official Withdrawal Using the Credit/Refund Rate

All traditional program and ABE 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.

## Return of Title IV Funds

Students receiving Title IV funds earn aid based on the period of time the student remains enrolled. During the first 60% of the semester, a student will receive only the amount of Title IV funds that have been earned in direct proportion to the length of time the student remains enrolled. A student who remains enrolled beyond the 60% point earns all aid for the semester. Earned financial aid is based on the percentage of days that the student remained enrolled versus the total number of days in the entire semester. **The Financial Aid Office must determine the amount of unearned Title IV aid and return those funds to the appropriate federal programs. The student is then responsible for returning the unearned aid received, if any, to the College.**

## Reduction in Hours

Student aid eligibility is based on the number of credit hours enrolled on census day. Students who change from full to part-time status or part-time students who reduce the number of credit hours carried may receive a reduction of net tuition according to the following schedule:

1. If the reduction is on or before the census day, all net tuition not applicable to the new part-time status is reduced.
2. If the reduction is after the census day but no later than the end of the fifth week of classes, 25% (twenty-five percent) of the difference in net tuition charge only is reduced.

## Midwest College of Cosmetology

Tuition refunds for Midwest College of Cosmetology students will be calculated according to the terms of the student's signed Enrollment Agreement on file at the Midwest College of Cosmetology. The policy generally includes the following:

Any applicant not accepted by the school will receive a refund of all tuition and fees paid.

When written notice of cancellation is given to the director within 5 days of signing the enrollment agreement, all charges, except books and materials received by the student, will be refunded.

When written notice of cancellation is given after 5 days of signing the enrollment agreement, but before the completion of the student's first day of attendance; the school will retain the application and registration fees, plus the cost of all books and materials received by the student.

Students who officially withdraw or are dismissed from the College shall be entitled to a credit/refund of net tuition, housing, and mandatory fees. Net tuition is defined as gross tuition less Lincoln College/Midwest College of Cosmetology Scholarship aid. An administrative charge of \$100 will be applied to the credit/refund calculations. A student must give notice of cancellation/withdrawal to the Director in writing. The unexplained absence of a student from school for more than 4% of their respective program will constitute constructive notice of cancellation to the school. For purposes of

cancellation, the cancellation date will be the last day of attendance. 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 for any course in which they remain officially enrolled.** 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. When written notice of cancellation is given to the Director of Midwest College of Cosmetology after the completion of the student's first day of attendance, the following tuition adjustment schedule shall be followed:

PERCENTAGE OF SCHEDULED COURSE COMPLETION PER TERM/SEMESTER AT TIME OF OFFICIAL WITHDRAWAL, DISMISSAL, OR CANCELLATION	TOTAL AMOUNT OF TUITION OWED TO THE SCHOOL
0.1% - 4.9%	10%
5.0% - 9.9%	30%
10.0% - 14.9%	40%
15.0% - 24.9%	45%
25.0% - 49.9%	70%
50.0% AND OVER	100%

If the school cancels or discontinues a course, the student will be entitled to receive from the school a refund or partial refund of the tuition, fees and other charges paid by the student as is provided under the rules above.

## Return of Title IV Funds

Students receiving Title IV funds earn aid based on the period of time the student remains enrolled. During the first 60% of the semester, a student will receive only the amount of Title IV funds that have been earned in direct proportion to the length of time the student remains enrolled. A student who remains enrolled beyond the 60% point earns all aid for the semester. Earned financial aid is based on the percentage of days that the student remained enrolled versus the total number of days in the entire semester. **The Financial Aid Office must determine the amount of unearned Title IV aid and return those funds to the appropriate federal programs. The student is then responsible for returning the unearned aid received, if any, to the College.**

## Veterans' Concerns

The Registrar serves as the Veterans Affairs (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 [lnregistrar@lincolncollege.edu](mailto:lnregistrar@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

*All Lincoln College 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. Lincoln College assistance is granted after other sources of assistance are exhausted. Because Lincoln College aid is used as part of a total financial package, amounts may vary according to the availability of external funds. Stated amounts are maximum annual values and are subject to yearly review and change.*

*The Office of Financial Aid is located in rooms 113 of the main academic building. Office hours are 8:00 am to 5:30 pm Monday through Thursday, and 8:00 am to 5:00 pm on Friday. Contact the Office of Financial Aid at (309) 268-4318 or email [rclark@lincolncollege.edu](mailto:rclark@lincolncollege.edu).*

## 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, available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov), **must be completed each year by ALL degree-seeking students** and should be completed as soon as possible after January 1. The FAFSA priority processing deadline is March 1.

2. Have the Financial Aid application processed by March 1 in order to be considered for an Illinois State Monetary Award.

**The FAFSA form must be completed online each year by ALL students at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).** 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 April 1. 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 Direct Stafford Loans, and Federal Work Study.

Upon receiving the SAR, the student should make any corrections online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). 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. No scholarships or grants will be awarded until the Office of Financial Aid receives a processed SAR from the federal processor.

### 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.

Cost of Education (College Budget)  
- Parent/Student Contribution (EFC or Expected Family Contribution)  
= Student's Unmet Need

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*.

## SCHOLARSHIPS

A **scholarship** is financial aid provided to a student on the primary basis of academic or artistic merit. All scholarships are awarded after students have completed the FAFSA and received their *Student Aid Report*. LCN scholarship awards are applied directly to a student's tuition charges and do not need to be repaid. Some institutional scholarships may be renewable at the conclusion of two full-time semesters. In order to renew a scholarship, the recipient must meet the established criteria designated by the financial aid office for that particular scholarship.

## Merit Awards for Traditional Program Freshmen and Transfers

Merit-based scholarships and grants reward students for their academic success before attending Lincoln College. Without regard to financial need, these scholarships are awarded to new freshmen based on cumulative high school GPA and SAT or ACT scores. Freshmen scholarships are renewable for up to four years as a full-time student as long as academic progress is satisfactory. Transfer students can also receive merit awards on the basis of all previous college level work. All scholarships are renewable each year of full-time attendance provided GPA requirements associated with the merit awards are met.

To determine eligibility for one of these awards, please complete the inquiry form located on our website or call the Office of Admissions at 800-569-0558. Other awards are available in the form of competitive scholarships which are awarded each spring and applied to the cost of tuition for the following fall and spring semesters. Applications are available from the Office of Financial Aid and are due no later than April 1, with recipients selected and notified by the end of the spring semester. Candidates for these scholarships must be continuing, degree-seeking students.

Private scholarships, available to students having qualifications in the specified area and/or demonstrating an unmet financial need, may be awarded in lieu of other Lincoln College-Normal scholarships. Other awards are available in the form of competitive scholarships which are awarded each spring and applied to the cost of tuition for the following fall and spring semesters. Applications are available from the Office of Financial Aid and are due no later than April 1, with recipients selected and notified by the end of the spring semester. Candidates for these scholarships must be continuing, degree-seeking students.

- **The Academic Achievement Scholarship** is available to a student currently enrolled in at least 9 semester hours, who has completed a minimum of 15 credit hours at LCN with a recommended minimum GPA of 3.0. Consideration is given to academic rigor.
- **The David Davis Memorial Scholarship** is available to a degree seeking sophomore student in good standing with a recommended minimum GPA of 3.0 or better.

- **The Charo Triplett Memorial Scholarship** is available to an associate's degree-seeking student in good standing who has completed one semester of at least 6 credit hours at LCN with a recommended minimum cumulative GPA of 3.0. The scholarship is awarded on the basis of involvement in campus life, scholarship, and humanitarian qualities.
- **The Dorothy Scarbeary Memorial Scholarship** is available to a bachelor's degree-seeking student currently enrolled in at least 6 credit hours who has completed a minimum of 15 hours in an LCN Bachelor program, is a student in good standing with the College, and holds a recommended minimum GPA of 3.0.

## Awards for the Midwest College of Cosmetology

**The MCC Student Scholarship** is granted twice a year on the basis of need to an incoming or current MCC student in good standing with the College. The award will be applied to the cost of tuition.

## GRANTS

A **grant** is financial aid received from a funding agency, such as the government or a private agency. Federal and state grants are available to eligible students with demonstrated financial need. Grants do not need to be repaid and are applied directly to a student's tuition charges.

*The student must be a high school graduate or GED recipient to be eligible for the following grants.*

- **Federal Pell Grants** of up to \$5,550 are available to undergraduate students with an expected family contribution (EFC) of \$5,273 or less.
- **Federal Supplemental Educational Opportunity Grants** are available on a limited basis to exceptionally needy students.
- **Illinois State Monetary Awards** of up to \$4,720 are state funds awarded to Illinois residents who are attending college at least half-time with demonstrated financial need.

## LOANS

A **loan**, unlike scholarships and grants, must be repaid. There are two types of loans available to students: subsidized and unsubsidized. With a subsidized loan, such as the Subsidized Direct Stafford Loan, the government pays the interest on the loan while the student is in school, during the six-month grace period, and during any 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 Direct Loan Program** (\$3500 Freshman, \$4500 Sophomore, \$5500 Junior, \$5500 Senior) includes both subsidized and unsubsidized loans and provides low interest loans to qualified students who need to borrow to help pay for college. Eligibility is determined from the processed FAFSA. The required Master Promissory Note (MPN) must be completed online at [www.studentloans.gov](http://www.studentloans.gov).
- **Federal Parent Loans for Undergraduate Students (PLUS)** generally benefit borrowers who require funds in excess of what can be borrowed under the Stafford Loan Program. The borrower will be notified 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. An application request and credit check form may be obtained through the Office of Financial Aid. The required Plus Master Promissory Note (MPN) must be completed at [www.studentloans.gov](http://www.studentloans.gov).

## STUDENT EMPLOYMENT

Federal Work-Study employment may be awarded to students with demonstrated financial need. Work-Study assignments are made based on financial need and student skills. Wages are based on the federal minimum wage and are paid twice monthly. Students should contact Student Accounts or the Business Office for applications and eligibility.

## SATISFACTORY ACADEMIC PROGRESS

Federal regulations require that institutions monitor the academic progress of recipients of federal and state aid. Schools are required to withhold funds from students who do not make satisfactory and measurable progress toward their educational goal.

Lincoln College students receiving Title IV (Pell Grant, SEOG Grant, Federal College Work-Study and all federal loans) and state funds (MAP Grant) must meet the satisfactory progress guidelines listed below. Students who do not meet ALL of the following standards will lose their financial aid eligibility. Satisfactory Academic Progress (SAP) will be measured at the end of each spring semester. Students who fail to meet the minimum progress requirements will be placed on financial aid suspension.

### A. Minimum Grade Point Average (GPA) for classes taken at Lincoln College

A student is determined to be making SAP when the student meets the minimum cumulative grade point average for their cumulative hours attempted:

Cumulative Hours Attempted	Minimum Cumulative Grade Point Average
01-16	1.70
17-32	1.85
33-48	1.95
49+	2.00

#### B. Minimum Hours Earned

A student must earn a minimum number of credit hours each year in order to graduate within a specified time frame. Withdrawing from Lincoln College or repeatedly dropping courses may affect student ability to maintain academic progress and could jeopardize financial aid eligibility. Students are required to pass at least 67% of all credit hours attempted (including transfer, withdrawal, incompletes, failed, and repeated hours).

#### C. Maximum Time Factors

Students are allowed a maximum of 150% of a program's length in order to complete a degree. For example, a student enrolled in the Associate of Arts (AA) degree program may attempt a maximum of 91 credit hours (60 X 150% = 90) towards the degree's 60 credit hour requirement. Included in the number of credit hours attempted are: transfer hours (accepted from another institution), withdrawals, incompletes, repeated courses, and grades of "F".

## FINANCIAL AID SUSPENSION

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

- Failure to maintain the required GPA as specified above. Failure to meet the required completion rate of credit hours attempted.
- 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.
- Exceeding the maximum time frame for the students program of study.

## APPEAL PROCEDURE

A student whose financial aid eligibility has been suspended may appeal in writing to the Director of Financial Aid, Financial Aid Office, 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 what has changed that will assure student success. 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.

During the first sixty percent of the semester, a student will receive only the amount of Title IV funds that have been earned in direct proportion to the length of time he or she remains enrolled. Earned financial aid is based on the percentage of days that the student was enrolled compared to the total number of days in the entire semester.

A student who remains enrolled beyond the sixty percent point earns all aid for the semester.

# STUDENT SERVICES

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

~ Abraham Lincoln

## Academic Advisement

### TRADITIONAL STUDENTS

The Advisement Office is located in room 100H of the academic building. Contact the full-time advisor(s) by phone at (309) 268-4302. Available times are posted each semester.

**CENTER FOR ADULT LEARNING FOR ABE STUDENTS.** Contact the full-time advisors by phone at (309) 268-4304 or (309) 268-4306. Available hours are posted each semester.

## **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, but for many aspects of college life.

Academic advisors can

- help students ascertain that they are meeting degree requirements
- discuss course offerings to help the student select appropriate courses each semester
- contact students periodically 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.

Academic advisement is a service provided by the College. Course selection and the completion of all degree requirements remain each student's personal responsibility.

**Campus Security**  
**Office Phone (309) 268-4325**  
**Duty Cell Phone (309) 531-7522**  
**Emergency Number: (309) 531-4555**

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

## **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 various evening and early morning hours (seven days a week) and during special events. 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.

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**

*Students may contact Lincoln College-Normal Technology Support via e-mail at [lnctechsupport@lincolncollege.edu](mailto:lnctechsupport@lincolncollege.edu) or by phone at (309) 268-HELP.*

Computer labs in rooms 107 and 108 of the main academic building are available for student use, unless they are in use as classrooms, whenever the academic building is open. 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). The academic building is also equipped with a wireless Internet network.

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

## General Computer Lab Guidelines

1. Students are expected to be considerate of other students who are studying or working in the Lab. Such consideration includes:
  - Keeping noise and conversation levels to a minimum.
  - Having cell phones turned off or on the vibrate setting.
  - Maintaining appropriate behavior befitting a study area, including appropriate language use.
  - Using the lab computers for school-related purposes only (including the Internet and installed software.)
2. Food and drink are not permitted in the Computer Labs.
3. Disconnection of hardware from the computers is prohibited as is the downloading of any unauthorized software.
4. Computers are the property of Lincoln College-Normal and must be treated as such.

Any student found not following these guidelines may be asked to leave the computer lab by any college official/student lab monitor or have his/her computer privileges revoked.

## 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 (ODS) 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 documented disabilities as defined by the Americans with Disabilities Act and the ADA Amendments Act in requesting appropriate accommodations to facilitate reaching their academic goals. Accommodations are designed on a case-by-case basis based on student need.

To apply for accommodations, contact the Office for Disability Services at (309) 268-4321 or e-mail [ncods@lincolncollege.edu](mailto:ncods@lincolncollege.edu). To be eligible to receive services, students must have a documented disability, provide appropriate documentation, and register with ODS. Documentation must include a statement from the diagnosing professional and be based on testing completed within the past 5 years. All ODS registration forms are available at [www.lincolncollege.edu/normal/ods](http://www.lincolncollege.edu/normal/ods).

Lincoln College-Normal is committed to providing equal access to all College programs and services. There is an anonymous form on the ODS webpage by which individuals can report access barriers. The link to the report is [www.lincolncollege.edu/normal/ods/barrierreport.php](http://www.lincolncollege.edu/normal/ods/barrierreport.php).

## Learning Resource Center

*The Learning Resource Center (LRC) is located in rooms 105 and 106 of the main academic building. Contact the LRC Director at (309) 268-4321 or by e-mail at [LCN\\_LRC@lincolncollege.edu](mailto:LCN_LRC@lincolncollege.edu). Check the LRC webpage [www.lincolncollege.edu/normal/lrc](http://www.lincolncollege.edu/normal/lrc) for handouts, useful links, and the current semester's tutoring schedule.*

### MISSION

The mission of the Learning Resource Center is to provide high quality academic support to LCN students. We are committed to helping students develop the skills and confidence necessary to accomplish their academic goals. In the spirit of that mission, the LRC provides a variety of services to students.

- **Free professional tutoring.** The LRC tutoring area in room 105, phone (309) 268-4343, operates on a walk-in basis and provides free tutoring from experienced and credentialed tutors.
- **Testing.** The Testing Center in room 106A, phone (309) 268-4899, provides a place to take make-up tests, other tests as assigned by the instructor, or exams with approved accommodations (e.g., reader, scribe, extended time).
- **Research assistance.** LRC staff can help students use Milner Library's online catalog and Lincoln College's online database collection. Students also have access to the LRC's collection of current newspapers and periodicals.
- **Reserved materials.** Instructors often leave specific materials, such as books, CDs or videos for students in the LRC's reserved materials section. A current list of reserved materials is posted on the LRC webpage.
- **Equipment.** A scanner, DVD/VHS players, and CD/cassette players are available for students' academic use in the Center. Computers and printers are available for academic use in Rooms 105 and 106.
- **Quiet study.** Room 106 is available as a quiet study area whenever the academic building is open.

# Milner Library

Milner Library is located at 201 North School Street, Normal, IL.  
Contact the Milner reference desk at 309.438.3451 or visit [www.library.ilstu.edu](http://www.library.ilstu.edu).

Lincoln College-Normal students have checkout privileges at Illinois State University's Milner Library, located at 201 N. School St. Milner 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 are available on each floor to allow students to search Milner's collection and conduct online research. The student checkout period is 4 weeks. For further information about the library's hours and services, visit the Milner Homepage at [www.library.ilstu.edu](http://www.library.ilstu.edu).

# McKinstry Library

McKinstry Library is located on the Lincoln College-Lincoln campus.  
For more information about McKinstry Library, visit [www.lincolncollege.edu/academics/library.php](http://www.lincolncollege.edu/academics/library.php) or call the Lincoln College-Lincoln switchboard at 217.732.3155.

LCN students have checkout privileges at McKinstry Library on the Lincoln College-Lincoln campus. McKinstry Library holds approximately 35,000 books; over 300 print and microform journals, magazines, and newspaper titles; and a special Abraham Lincoln book collection. Lincoln College students have remote access to McKinstry's online databases providing access to thousands of electronic periodicals and other sources of information.

# Residential and Student Life

The Office of Residential Life and Student Life is located in the Student Commons.  
Contact the Residential Life Office by phone at (309) 268-4335 or (309) 268-4337 or (309) 826-0500 or by email at [ncreslife@lincolncollege.edu](mailto:ncreslife@lincolncollege.edu).

Contact the Student Life Office at 268-4340 or by e-mail at [ncstudentlife@lincolncollege.edu](mailto:ncstudentlife@lincolncollege.edu).  
Visit [www.lincolncollege.edu/normal/reslife](http://www.lincolncollege.edu/normal/reslife) and [www.lincolncollege.edu/normal/stulife](http://www.lincolncollege.edu/normal/stulife) (or the Lincoln College-Normal Students Facebook group) for more information.

## MISSION

The Office of Residential and Student Life at Lincoln College-Normal is committed to providing a safe, student-centered, residential environment that stimulates student growth outside of the classroom. We are committed to providing developmental, social and educationally empowering programming as well as supportive and diverse community that allows students to learn, grow and be successful by encouraging self-respect and community responsibility. In addition, we are dedicated to providing for the individual needs of our students in a manner that is congruent with the overall mission of Lincoln College-Normal.

## Residential Life Policies and Amenities

The residential experience is an integral part of the educational process at Lincoln College-Normal. Freshmen are required to live on campus unless they are over 21 years of age, are married, have legal dependents or reside with a family member at their permanent home address. Alcohol and illegal drugs are prohibited on the Lincoln College-Normal campus. For more details on Lincoln College-Normal Residential and Student Life policies please see the Student Handbook and Code of Conduct at [www.lincolncollege.edu/docs/StudentHandbook.pdf](http://www.lincolncollege.edu/docs/StudentHandbook.pdf).

At Lincoln College-Normal, the convenience and safety of living on campus is combined with the freedom and privacy of apartment life in the campus' 5 residential buildings, each of which offers modern, comfortable, four-bedroom units. Each apartment includes four private bedrooms, two full baths, a living room, kitchen, and laundry facilities. Units are air-conditioned and fully furnished. Each apartment and each bedroom has cable internet and television access. The only additional equipment students with personal computers will need to access the internet is a network card and an Ethernet cable or students may also access the Internet via a wireless card in their computer. Each bedroom has its own private phone number and voice mail. Local phone service is provided, and long distance calls can be made by calling collect or using a pre-paid phone card. Students should bring their own touch-tone phone. Utilities and extended basic cable service are included in the cost of housing.

Mail is delivered each weekday afternoon to individual mailboxes located outside the Midwest College of Cosmetology Training Lab on the southeast side of campus. Packages too large for the mailboxes are held at the front desk, and the students are notified of the delivery. Outgoing mail is left at the front desk for pickup by the US Postal Service. Stamps may be purchased in the bookstore.

Costs associated with living on campus include a \$1,800.00 per semester room charge and a \$200.00 security damage deposit which is refundable if no damage occurs during the student's stay and the student does not violate their Housing Contract.

## **Residential Life Staff**

Professional residential life staff is available to help students with their needs and concerns. Professional staff members live on campus and are available as a resource for residential students. Additionally, a trained student Resident Assistant lives in each building and is easily accessible to students to help them deal with issues that may arise throughout the semester.

## **Student Life**

The college experience is made up of more than class lectures and homework. Participation in college clubs, student organizations, and activities enhances students' experiences during the college years. The Office of Residential Life and Student Life provide activities and programs for the entire Lincoln College-Normal community. The activities are designed to help students from all divisions and programs of study have fun, broaden their horizons, and become active participants in campus life. Students are encouraged to participate in the activities on and off-campus and are always welcome to meet with the Student Life staff to provide feedback and suggest new ideas.

## **Student Commons**

The Lincoln College-Normal Student Commons is a multi-purpose facility designed to meet the recreational and community needs of all students. A fitness center, pool table, foosball, several computers, and a large screen television are in the Student Commons for student use. Student may use their student ID to check out equipment such as board games, video games, darts, etc. to be used while in the Student Commons. The Student Commons' hours of operation are posted each semester outside the Student Commons door.

## **Student Organizations**

Student organizations provide all students with a variety of opportunities that will enrich their college experience. Students are also able to participate in intramural athletics through the Fitness and Recreation Center at Heartland Community College, as well as competitive athletics and activities at the Lincoln College Lincoln campus. Check with the Office of Residential and Student Life to learn more about opportunities to get involved. For more information on student organizations at Lincoln College-Normal, go to our website at [www.lincolncollege.edu/normal/stulife/index.php](http://www.lincolncollege.edu/normal/stulife/index.php).

## **Career Services and Planning**

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

Additionally, all Lincoln College-Normal 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.careercenter.ilstu.edu](http://www.careercenter.ilstu.edu).

## **Recreation Services**

Lincoln College-Normal offers recreation services for students regardless of program of study or division. All students have the opportunity to participate in a variety of recreational activities scheduled throughout the semester by the Office for Student Life on both the Normal campus and the Lincoln campus. Activities range from intramural sports to concerts to field trips. Monthly schedules posted throughout the campus keep students informed of available activities.

## **Health Services at Illinois State University**

Affordable health services are available to any Lincoln College-Normal student through Illinois State University's Health Services Department. The Health Services Clinic, located in the Student Services Building at the corner of College Avenue and University Street, provides non-emergency medical care. At the time of publication, the cost for a Health Services pass is \$140 per semester and \$100 for summer. For more information about ISU's Health Services visit the web at [www.shs.ilstu.edu](http://www.shs.ilstu.edu).

**NOTE: Health Services should not be confused with health insurance. ISU Health Services is a care provider, not an insurance policy.**

## **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 all students displaying a valid Lincoln College-Normal or Midwest

College of Cosmetology 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 in the main academic building 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 Lincoln College-Normal and Midwest College of Cosmetology students who display a valid Lincoln College-Normal or Midwest College of Cosmetology 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).

## SOCIAL POLICIES

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

~ Abraham Lincoln

### Student Conduct Regulations

Lincoln College-Normal is a community of individuals working together for the advancement of knowledge. In this purpose, the members of this community must live in reasonable harmony with one another and with the larger community of which the College is a part. All students, regardless of division or program of study, at Lincoln College-Normal are expected to abide by all College policies and regulations set forth in the Student Code of Conduct as outlined by the Student Handbook as well as by applicable federal, state, and local laws. College regulations are clearly outlined in the *Student Code of Conduct* which is available online at <http://www.lincolncollege.edu/normal/stulife/handbook.php>.

Additional guidelines applicable to students in certain divisions of the College may be required by those divisions of the College such as those regulations established in the Midwest College of Cosmetology Student Handbook. Failure to abide by any College regulations may result in disciplinary action including, but not limited to, a verbal warning, fines, disciplinary probation, suspension, or dismissal from the College.

Disciplinary action may result from:

- 1. Academic dishonesty.** Each of the following are considered academic dishonesty and are prohibited: plagiarism, cheating, knowingly supplying false or misleading information to the College or on official college records. The Academic Honesty policy of Lincoln College-Normal is discussed in greater detail under the College's Academic Policies.
- 2. Obstruction or disruption of college activities.** A student may not knowingly or willfully interfere with the normal educational activities of the College including teaching, research, administration, disciplinary procedures or other college activities.
- 3. Failure to abide by regulations governing the use of college premises and facilities.** Unauthorized entry to or use of college facilities is prohibited. No student shall remain in a college facility after normal closing hours.
- 4. Theft and damage.** A student may take no action which damages or which as a probable consequence could damage the property of the College and/or private property of others.
- 5. Physical abuse of persons.** A student may take no action which disrupts the public peace or which endangers the safety, health, physical or mental well-being or life of any person.
- 6. Dangerous and narcotic drugs.** A student may not use, possess, sell or distribute any of the narcotic, dangerous or hallucinogenic drugs, any controlled substance or related paraphernalia in any form.
- 7. Firearms.** A student may not have or keep any firearm on their person, in their motor vehicle or anywhere else on College property or at any College sanctioned event.
- 8. Alcoholic beverages.** Delivery, sale, possession and use of alcoholic beverages on College property are prohibited.
- 9. Instructions from College officials.** A student must follow the oral and/or written instructions regarding College regulations or public law given by any authorized College official.
- 10. College regulations.** Students are responsible for knowing and abiding by College regulations and policies, including those not specifically enumerated in these general regulations, such as the meeting of financial obligations to the College, as well as specific rules governing the use of particular facilities such as the residence halls, the computer labs, the Learning Resource Center, and the Student Commons. Please refer to the *Student Code of Conduct* in the Student Handbook for more information on College social policies and regulations.

# ACADEMIC POLICIES

Certain academic policies apply to all students and all divisions of Lincoln College-Normal while others are applicable only toward the division and/or program of study in which the student is enrolled. This section identifies divisional/programmatic academic policies to distinguish them from institutionally applicable academic policies.

## ***Institutional FERPA Policy***

### **The Family Educational Rights and Privacy Act (FERPA)**

All Lincoln College students are accorded all the rights under the Family Educational Rights and Privacy Act of 1974 (FERPA), the Buckley Amendment. Therefore, Lincoln College has adopted the following institutional policy which ensures that its students are properly afforded these rights and provisions.

In compliance with the Family Educational Rights and Privacy Act of 1974, Lincoln College will not release specified educational records to any person or agency without the written permission of the student except those exceptions noted below, or to the extent FERPA authorized disclosure without consent. These specified records include: admission records; cumulative academic records; health records; financial aid records; placement records; progress records; and discipline records. In requiring student's permission to release specified educational records to third parties, the Act does permit the following exceptions:

- School officials with legitimate educational interest;
- Officials of another college or postsecondary institution where the student seeks or intends to enroll or has enrolled;
- 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;
- State and local authorities, within a juvenile justice system, pursuant to specific State law;
- The victim of an alleged perpetrator of a crime of violence, as defined in 18 U.S.C 16, or non-forcible sex offense (this type of disclosure may include only the final results of the disciplinary proceeding conducted by Lincoln College with respect to that alleged crime or offense, and the College may disclose the final results of the disciplinary proceeding regardless of whether or not it concludes that a violation was committed);
- To comply with required disclosures regarding sex offenders and other individuals who must register under section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. 14071;
- To contractors, consultants, volunteers, or other parties to whom functions and services have been outsourced;
- To parents of an eligible student under age 21 who is in violation of alcohol or substance abuse laws and policies; or
- To any third party if the information is Directory Information

Certain personally identifiable information from a student's educational record, designated by Lincoln College as Directory Information, may also be released without the student's prior consent. Director Information is considered "public knowledge" and includes:

Name	Photograph	Enrollment status
Address and phone	Date and Place of Birth	Degree program
Degrees Earned	E-mail address	Dates of attendance at the College
Participation in officially recognized activities and sports	Weight and height of athletic team members	
Honors and awards		

Students have the right to prevent the 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 Registrar's Office.

Once enrolled, a student has the right to review his or her educational records, except for those excluded by law, such as records kept by a campus health professional, parent's financial records, and confidential letters of reference. Educational records are not located in any one central office. Such records are maintained by the Offices of the Registrar, Financial Aid, and Admissions, as well as other offices at Lincoln College.

Questions regarding the review of individual student records should be directed to the specific location and custodian of those campus records. If a student encounters any difficulty in reviewing

an educational record, questions should be referred to the Office of the Registrar. A student may challenge the content of educational records by notifying the Registrar in writing. The Registrar will promptly review any such challenges.

## **Articulation of Credits**

### **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 Registrar's Office. Transcript request forms are available at the front desk of the Lincoln College-Normal 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 can also request official transcripts to be overnighted for an additional fee. 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 at the front desk of the academic building or at the Registrar's Office (102A); there are no fees associated with an unofficial transcript. Academic Progress Summaries may be obtained through the student's MyLynx account.

### **Midwest College of Cosmetology Transcripts**

Requests for Midwest College of Cosmetology official transcripts should be made through the Director of the Midwest College of Cosmetology. The Lincoln College-Normal Campus Registrar can provide official Lincoln College-Transcripts to Midwest College of Cosmetology students following the conversion of clock hours to credit hours. Students should be aware that State Licensure requirements for the Midwest College of Cosmetology vocational programs may require one or both types of transcripts.

No official transcripts from any division will be released until the student has met all financial obligations to the College and has submitted all documentation required by the College including, but not limited to, official and final high school transcripts or G.E.D. results, required financial aid documentation, or immunization forms.

### **Transfer Coursework**

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 regionally 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 articulated by Lincoln College as specific Lincoln College courses 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 graduation audit. Those courses which do not articulate as an equivalent Lincoln College course are counted as elective credits in most degrees. Degree programs have differing curriculum. Associate's degree-seeking students must complete their final 27 credits at Lincoln College. Bachelor's degree-seeking students generally must complete their last 30 credits at Lincoln College.

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. Completion of Illinois Articulation Initiative courses at any participating institution may satisfy general education requirements (see programs of study.) More information about the Illinois Articulation Initiative and participating institutions can be found at [www.iTransfer.org](http://www.iTransfer.org).

Generally a maximum of 6 hours of vocational coursework may be applied to the elective portion of any degree granted by Lincoln College-Normal with few exceptions. No transfer coursework is accepted for the Massage Therapy Certificate.

EXCEPTION ONE: Elective credit hours (36) from the Midwest College of Cosmetology toward the Lincoln College-Normal traditional academic program Associate of Applied Science in Cosmetology degree.

EXCEPTION TWO: The Health Services Administration degree (delivered only in the ABE Program) allows students to articulate more vocational hours in the Allied Health and Nursing concentrations provided:

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

### **Midwest College of Cosmetology Program Transfer Coursework:**

Midwest College of Cosmetology will not accept more than 250 clock hours from a transfer Cosmetology student. After completing all units of study, the Director of Midwest College of Cosmetology will determine how many hours will transfer. No transfer hours are accepted in the Esthetics Program.

### **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 the Dean of Academic Affairs 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. While there is no limit to the amount of credit that can be awarded through the testing programs, these credits do not apply toward meeting the Lincoln College residency requirement. 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.

For English Composition credit through CLEP, students must complete the Freshman College Composition Exam including essays. Students will be given 6 credit hours in English Composition upon successful completion of the exam.

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. While there is no limit to the amount of credit that can be awarded through this testing programs, these credits do not apply toward meeting the Lincoln College residency requirement.

### **Prior Learning Assessment (PLA)**

LCN's Prior Learning Assessment program follows guidelines recommended by the Council for Adult and Experiential Learning (CAEL.) 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 (located in the Center for Adult Learning building) 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.

Other documentation and submission details may include:

- *US Corporate training records* to be sent to the PLA Office from a Human Resources or training department on company letterhead. The letter must state the course title, course description and dates of attendance, and must be signed with the title, address, and phone number of the person signing. Students should include copies of any certificates earned.
- *US Military training certificates*. All military basic training has been approved for college credit by the American Council on Education (ACE), along with many other types of military training.
- *Professional licenses and certificates* from an approved program by the American Council of Education (ACE). A copy of the license or certificate and the standards, such as the testing or course work used in granting the credential, should be sent to the PLA Office.

Upon payment of appropriate assessment fees, these documents may be reviewed by certified assessors, faculty members, and outside experts to determine what credit may be awarded.

## Credit In Escrow

High school students may take courses at Lincoln College and earn college credit to be held in escrow. To be eligible, the student must have completed the sophomore year, earned 13 units, rank in the upper half of the class, and be recommended by the high school counselor or principal. The student may take one or two courses each semester. Credits will be held in escrow until Lincoln College receives a copy of the student's high school transcript or its equivalent following graduation.

## Challenge by Exams

Exams have been developed by Lincoln College faculty. Students who wish to take a Challenge Exam are required to have experience in the subject area that they want to "challenge." Exams are graded on a Pass/No Pass basis and are recorded on the student's academic transcript. Students who do not pass the Challenge Exam are not eligible to re-take the exam or petition for credit for the course through prior learning assessment. A Challenge Exam fee is required and will be charged at \$100.00 per credit hour not to exceed \$300.00 per course challenged.

Health Services Administration (only delivered in the ABE Program) offers a Challenge Exam for Medical Terminology. Information for each exam may be obtained directly from academic advisors, the Associate Dean of the Center for Adult Learning, or the Dean of Academic Affairs.

the total number of semester hours for which the student received a grade. The Midwest College of Cosmetology GPA is computed as a percentage of the student's academic progress. Each faculty member/instructor is responsible for informing students of the policies and standards upon which course grades will be based in the course syllabus.

## 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

### Final Grades

Final grades are submitted to the Office of the Registrar at the end of the term or session and are used to compute the student's cumulative and/or term grade point average. Final Grades are sent to the student's permanent address (traditional academic programs), posted in *MyLynx*, and recorded on the student's official transcript.

### Mid-semester Grades

During the fall and spring semesters, mid-semester grades are submitted to the Office of the Registrar at the end of the eighth week of 16 week-classes (see the Academic Calendar for exact dates.) The mid-semester grades are essentially progress reports and are not computed in a student's permanent grade point average. Mid-semester grades are posted in *MyLynx*. Mid-semester grade reports are not issued for summer sessions, accelerated classes (less than 10 week courses), or Center for Adult Learning/ABE classes.

### 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.

The Midwest College of Cosmetology cumulative grade point average (GPA) is computed as a percentage of the student's academic progress including practical work, attendance, and exams. Students must maintain a total cumulative MCC GPA and attendance average of at least 82% in order to be considered making satisfactory progress toward their certificate.

## Grade and Transcript mark definitions:

- A** indicates excellent work and carries a weight of 4 points for every credit hour in the course.
- B** indicates good work and carries a weight of 3 credit points for every credit hour in the course.
- C** indicates average work and carries a weight of 2 credit points for every credit hour in the course.
- D** indicates poor work and carries a weight of 1 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 criteria listed below are met.
- W** The mark of Withdrawal (W) will be given when a student withdraws or is administratively withdrawn from a class within the guaranteed W time limit. This carries no grade points.
- WF** The mark of WF will be given when a student withdraws or is administratively withdrawn from the class after the posted deadline for withdrawal and the student is doing "D" or "F" work. This mark will affect the grade point average.
- AU** The mark of Audit (AU) is given when the student enrolls with the purpose of attending the class but not receiving credit. Audited courses are only allowed in the Traditional Academic Programs and are not permitted in the Center for Adult Learning/ABE and Midwest College of Cosmetology. Permission to audit must be obtained from the instructor before registering, and the student must satisfy all prerequisites for the class he or she wishes to audit. The instructor has the final decision as to the conditions under which a student is permitted to audit the class, i.e., attendance, homework, and class participation policies. If the student does not abide by the instructor's policy, permission to audit may be revoked. Audited classes do not count toward the fulfillment of degree requirements. A student enrolled in any class with "Audit" status may not convert to "For Credit" status after the 7th day of the semester in traditional academic programs and after the first.
- TR** The mark of Transfer (TR) is noted on Lincoln College transcripts when the student received transfer credit from another accredited institution.
- NC** Non-Credit
- R** The mark of Repeated (R) is noted on the transcript when a student repeats a course in a semester subsequent to completing the same course. If a student elects to repeat a course, the last grade received will be used in computing the cumulative grade point average. All grades received will be recorded on the permanent record, and other institutions may include all grades in evaluating the student's record.

## Incomplete Grades

A grade of Incomplete (I) may be given only when the following criteria are met.

1. The student's failure to complete the requirements of the course was due to a bona fide cause. The instructor may require official, written documentation of the cause.
2. The student completed at least two-thirds of the work of the course at a passing level.
3. The instructor agrees to assist the student in completing the work. An incomplete is not granted automatically. No instructor is required to offer an incomplete grade to any student even if the student meets all of the above criteria. In many cases, the appropriate course of action may be withdrawal from the course.
4. If the instructor is willing to issue an incomplete, he/she will submit an *Incomplete Grade Agreement* to both the division/program head and the Dean of Academic Affairs for approval. If approved, all work must be completed within six weeks of the end of the semester (traditional academic programs) and within two weeks of the beginning of the subsequent session (ABE program) in which the Incomplete was received or the grade will automatically revert to the default grade.

The default grade is determined by the percentage of points currently earned out of the total semester/session points possible.

## Grade Appeals

Grade appeals by any student 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/instructor, 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.

The faculty member's decision is final. The student will be notified by the Dean of Academic Affairs of the decision, in writing, immediately.

## Academic Honesty Policy

Academic honesty is fundamental to the stated mission of Lincoln College; each member of the academic community at Lincoln College-Normal is expected to abide by the highest standard of academic integrity. All academic work in any Lincoln College class must be performed honestly and be the student's own original effort. Academic dishonesty threatens the wellbeing of the entire College, and confirmed infractions of the College's academic honesty policy will lead to official sanctions, including notation of the infraction in the student's permanent academic record.

Each faculty member is responsible for

- clearly outlining rules for permissible collaboration on assignments
- indicating the appropriate method of proper citation of sources for her/his particular class
- clearly identifying consequences for infractions of the Lincoln College academic honesty policy

Each student is responsible for

- reading and understanding the Lincoln College academic honesty policy
- submitting only her/his own original work
- properly acknowledging any sources used in completing assignments
- not assisting another individual to violate Lincoln College's academic honesty policy

Lincoln College has a 3-tiered policy of infractions of the Academic Integrity Policy which lead to corresponding consequences (generally noted by the faculty member's syllabus.) Repeat offenses in other courses will lead to consequences at the next tier which may include institutional sanctions up to and including dismissal from the College.

## Grade Changes

After final grades are submitted to the Office of the Registrar, no grade changes can be made except for a demonstrable error which must be acknowledged by the individual faculty member and approved by both the division/program head and the Dean of Academic Affairs. Administrative withdrawal with a grade change to W may only be granted for a documented and bona fide medical purpose and will result in ALL course grades for the semester/session being changed to W.

## Academic Standing and Progress

The diversity of institutional offerings at Lincoln College-Normal requires each division of the College to establish different academic policies regarding academic standing, progress toward the degree or certificate, and procedures for registering for a class. The specific requirement as determined by each division of the College (Traditional Academic Programs, the Center for Adult Learning and the Midwest College of Cosmetology) are labeled and detailed in the following sections. All other policies and procedures are applicable to every student of Lincoln College-Normal unless otherwise indicated.

## 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 all LCN 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.

Students should work closely with their academic advisor throughout their academic careers at LCN to be sure that they are meeting all program requirements. 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.*** The advising of students is a service provided them and does not relieve students of their responsibility to make certain they are meeting the requirements.

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

The Midwest College of Cosmetology monitors and informs students of their progress toward certificate completion on a monthly basis through instructor evaluations with students.

## Procedure on Substitution/Waiver of Degree Requirements

Students may petition to substitute or waive a degree requirement using the following procedures.

The following items are required:

1. A completed Substitution/Waiver Form indicating the requirement to be substituted for or waived and the rationale for such substitution or waiver. Generally, these forms are completed by the student's academic advisor and are available in their office.
2. A copy of the student's Lincoln College transcripts.
  1. A copy of the student's current degree audit/check sheet.
  2. Signed approval from the Academic Program Director, AND
  3. Signed approval from the Dean of Academic Affairs.

If approved, the Dean of Academic Affairs will notify the Registrar to make the appropriate adjustments to the student's degree audit/check sheet. The Registrar will communicate the denial or approval of any petition to the student and/or their academic advisor in a timely manner.

## Student Class Status

A student's class is determined by the academic credit hours successfully completed and not by the number of years enrolled at the institution. The following are the definitions of a student's class status:

<u>Class Standing</u>	<u>Credit Hours Completed (including transfer hours)</u>
• Freshman	less than 30
• Sophomore	30 to less than 60
• Junior	60 to less than 90
• Senior	90 and above

## Academic Load (Full-time/Part-time Status): All Divisions

Students may enroll at Lincoln College-Normal on either a full-time or a part-time basis. For the purpose of enrollment verifications, the following definitions apply. To achieve full-time status, a student must be enrolled in at least 12 semester hours, with 15 to 16 hours constituting an average load and 18 hours a full load. To enroll in an overload (more than 20 hours in a semester), a student must obtain written permission from the Dean of Academic Affairs.

**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 Associate Dean of the Center for Adult Learning. Students may be enrolled in one additional traditional academic program class per semester to meet program pre-requisite requirements.

Because **Midwest College of Cosmetology** Certificates are clock hour programs, Lincoln College-Normal converts clock hours to credit hours in determining a student's academic load. Midwest College of Cosmetology students should be aware that full-time enrollment verifications may not be possible depending on the certificate program for which the student is enrolled unless coursework is supplemented by enrolling in classes in the traditional academic program. Full-time students may enroll in up to 6 credit hours of coursework in the Traditional Academic Program at no additional cost.

The following chart indicates the academic credit hour load of students in each certificate program including the Midwest College of Cosmetology without concurrent enrollment in traditional academic program courses:

<u>Full-time Cosmetology Certificate</u> (August, January, or June start):	12 credits/semester for 3 semesters
<u>Day Esthetics Schedule:</u>	9 credits/semester
<u>Evening Esthetics Schedule:</u>	6 credits/semester
<u>Massage Therapy:</u>	10 credits/semester

## Academic Standing

Students are expected to make reasonable academic progress in their programs of study. Therefore, students must maintain a required cumulative institutional grade point average of 2.00 or higher in order to remain in Good Standing at Lincoln College.

## Academic Probation/Suspension

When students fail to maintain the required cumulative grade point average of 2.00 or higher, with a percentage of 82 required for students enrolled in the Midwest College of Cosmetology, their academic status at Lincoln College-Normal will change from Good Standing to Academic Probation. Students will be notified of their Academic Probation by the Registrar's Office and by the Dean of Academic Affairs. Students will be eligible to reenroll for the first semester after they are placed on Academic Probation but are limited to an enrollment of no more than fifteen semester hours during that first semester of return.

Students transferring to Lincoln College will enter on Academic Probation if their cumulative grade point average from other institutions is below 2.00. Students re-entering Lincoln College after having been academically dismissed from any other institution of higher learning will re-enroll on Academic Probation. Transfer students and re-entering students placed on Academic Probation are limited to an enrollment of no more than fifteen semester hours.

Students who are on Academic Probation and who do not bring their cumulative grade point average at Lincoln College to 2.00 or higher will be continued on Academic Probation if the institutional grade point average for that semester is at least 2.00. Students who earn at least a 2.00 semester average during the first semester of probation may enroll for up to fifteen hours during subsequent semesters as long as they earn the 2.00 term average and progress toward returning to Good Academic Standing.

Students who are on Academic Probation and who do not achieve an institutional grade point average of at least 2.00 for that semester will be dismissed from Lincoln College. The first dismissal is for one semester. Subsequent dismissals are for one calendar year. Students will receive notification of their dismissal from the Registrar and the Dean of Academic Affairs. Students placed on dismissal for one calendar year must apply for readmission to Lincoln College. All college policies and curriculum in the catalog current at the time of readmission are applicable to the student. Students should be aware that curricular requirements may have changed at the time they are reinstated and should plan accordingly.

## **Academic Dismissal**

A student placed on academic dismissal may petition the Dean of Academic Affairs for an early return to Lincoln College-Normal. The petition form must be accompanied by a written statement from the student explaining the basis for the petition. If the petition is approved by the Dean of Academic Affairs, the student will be permitted to return to Lincoln College on Academic Probation and carry a course load of no more than fifteen semester hours. Conditions of re-enrollment will also include specific attendance requirements and use of academic support services to assist the student in returning to Good Academic Standing. A student permitted to re-enroll through petition must earn an institutional grade point average of 2.00 in that semester in order to continue enrollment the next semester. A student who does not earn an institutional grade point average of 2.00 that semester will be dismissed from Lincoln College for one calendar year. Students may be granted an early return from dismissal by petition only one time.

## **Academic Renewal**

The Academic renewal Policy allows Lincoln College students with a cumulative GPA below 2.00 to have one opportunity to make a fresh start at the institution after an absence of three calendar years from any postsecondary institution. Students can be granted Academic Renewal only once.

Students must apply for Academic Renewal in the Office of the Dean of Academic Affairs. Academic Renewal will be granted only if the student meets requirements for eligibility.

All previously attempted coursework remains on the student's official transcript. If a student is granted Academic Renewal, and Academic Renewal grade point average is begun when the student resumes taking courses at Lincoln College. Lincoln College will place a statement on the student's transcript indicating the Academic Renewal status and the beginning of a separate Academic Renewal GPA. The Academic Renewal GPA will replace the institutional cumulative GPA for those students who are granted Academic Renewal. The Academic Renewal GPA will be used for determining academic standing and eligibility for graduation. At least 50% of work toward a degree must be completed after the granting of Academic Renewal status for a student to be eligible for honors at graduation.

If a student is granted Academic Renewal, credit for previously completed coursework, including any transfer work, will be retained only for courses in which a grade of "A," "B," or "C" has been earned. Credit for "D" grades will be forfeited. Retained grades are not calculated in the Academic Renewal GPA but are counted as hours earned. Any scholastic suspensions that occurred in the past will remain recorded on the student's academic record. The Academic Renewal GPA begins with the first term of re-enrollment. The granting of Academic Renewal does not supersede financial aid policies regarding satisfactory academic progress.

All college policies and curriculum in the catalog current at the time of readmission are applicable to the student. Students should be aware that curricular requirements may have changed at the time they are reinstated and should plan accordingly.

## **Enrollment Policies (ABE and Traditional Divisions)**

### **Independent Study**

Independent Study allows students to pursue a planned course of highly individualized study, as opposed to learning in a classroom format, with periodic checks by a supervising instructor to monitor student progress. At the end of the semester, the supervising instructor will issue a grade determined by the quality and scholarship of the student's work. Students may receive credit for only one Independent Study project each semester, and Independent Study credits are applied only to the elective requirement for any degree. Independent Study projects may not duplicate any course already offered by the College. An Independent Study may be designed as either a one or two-credit course, depending on the project. To be successful in Independent Study, students must be highly motivated and well-organized.

Students who wish to pursue an Independent Study must complete an *Independent Study Proposal* with their instructor, who then will seek approval from the appropriate division/program head. The request must then be approved by the Dean of Academic Affairs. Copies of the approved Independent Study proposal are filed with the student's academic advisor, the Dean of Academic Affairs, and the Office of the Registrar. This procedure must be completed prior to registration for the Independent Study and before work on the Independent Study begins. Any Independent Study must be officially approved and filed prior to the seventh week of the semester.

Course numbers used for Independent Study include the department prefix and the numbers 176, 177, 276, 277, 376, and 377, which indicate the level of the course, e.g., ENG 176.

## **Arranged Basis Enrollment**

Arranged Basis Enrollment applies to courses listed in the Lincoln College-Normal catalog but not offered during a specific term or to courses offered at a time which conflicts with another required course. Students who wish to enroll in a course on an arranged basis must submit a *Request for Arranged Basis Enrollment* to the instructor. If willing, the instructor will then submit a course syllabus and the signed request form for approval by the appropriate division/program head. The request must then be approved by the Dean of Academic Affairs. Approval will be based on the student's academic record and need for the requested course. Arranged Basis Enrollment must be completed within the set enrollment period of the specific term/session.

No more than 2 required courses in a program may be taken on an arranged basis. The student is responsible for completing all course requirements included in the regular course syllabus.

## ***Traditional Academic Program: Enrollment Policies***

The following academic policies are applicable to all students enrolled in the Traditional Academic Program division of the College.

### **Academic Honors**

Students with a minimum of 12 accumulated credit hours who earn a semester GPA of 4.00 will be recommended for Special Honors. Students enrolled in a minimum of 12 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 12 credit hours who earn a semester GPA between 3.25 and 3.74 will be recommended for the Dean's List.

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

### **Course Changes**

Students in the Traditional Academic Programs must meet with an academic advisor to make any changes in their course schedule. The academic advisor will work with the student to complete an official registration form which must be filed with the Office of the Registrar. Changes in the number of hours for which a student is registered may impact the student's status as full- or part-time and may affect fees, financial aid, and eligibility for on-campus housing.

### **Adding a Class**

During the first week of each semester, students may add a class if space is available in the class. Students must meet with their academic advisor to complete the appropriate forms for the addition.

### **Withdrawing From a Class**

To withdraw from a course, a student must meet with his or her academic advisor who will assist the student in completing an official withdrawal form which must be signed by both the student and the academic advisor. Until the official withdrawal process is complete, the student remains enrolled in the class. If the withdrawal is processed prior to the tenth week of the semester, a grade of W will be recorded on the student's official record (please see the Academic Calendar for specific dates). After the ninth week, a grade of WF will be recorded if the student is doing D or F work at the time of the withdrawal; a grade of W will be recorded only when the student is doing work of C or better.

### **Withdrawal From the College**

Students planning to leave Lincoln College for any reason are required to notify the Dean of Student Affairs and/or the Dean of Academic Affairs. If students withdraw from College between the beginning date of the semester and the end of the tenth week of the semester, they receive a W for each course. Grades for students who withdraw after the tenth week of classes will be treated as outlined under "Withdrawing from a Class." Students must withdraw from all courses in writing (by completing an official withdrawal form) with an academic advisor.

## Administrative Withdrawal

Students may be administratively withdrawn from a course or their entire semester schedule for a variety of reasons. Administrative withdrawal from a course or all courses may occur as the result of violations of College policy or lack of attendance in classes. However, students are only administratively withdrawn due to lack of attendance if the instructor requests that the student be withdrawn after the student's hours of absence exceed four times the credit hours for the course. *Students are NOT automatically withdrawn after exceeding the hours of absence requirement and should not assume that they have been withdrawn from the course.*

## C.A.S.P. Reports

The Concern About Student Progress (CASP) report is designed to keep students taking lower-division (100-200 level) courses aware of their academic progress. CASP reports are sent to the student's academic advisor and to both the student's permanent address and local address at any point during the semester as deemed necessary by the faculty member. Instructors may indicate concerns such as inattention in class, failure to turn in homework, low test results, or poor attendance, as well as make recommendations for success in the classroom. CASPs are intended to keep students abreast of their class performance and do not figure in the determination of the GPA. CASP Reports are not issued for upper-division (300-400 level) courses.

## Attendance Policy

Due to its direct correlation with academic success, class attendance is required in the Traditional Academic Programs at Lincoln College-Normal. Chronic absenteeism may result in either administrative withdrawal from the course or a failing grade depending on the discretion of the instructor.

- It is the responsibility of the student to inform instructors of scheduled absences in advance. The excuse of any absence is left to the sole discretion of the instructor.
- While an instructor may choose to excuse certain absences in determining course grades, all absences will be included when calculating hours of absence for the College attendance reporting policy (applicable to face-to-face, lower division courses only.)
- Instructors may impose additional attendance expectations within the bounds of the College policy (including the adjustment of grades based on attendance or tardiness.) In such cases, the instructor will notify students of his/her policy at the beginning of the term.
- An instructor may consider tardiness to be the equivalent to absence or partial absence in calculating hours of absence for the College reporting (100-200 level courses only) or grading. In either case, the students should be notified of such a policy at the start of the term.

## Absence Reports

Instructors report absences in all lower-division (100-200 level) courses in the Traditional Academic Programs to the Office of the Dean of Academic Affairs on a weekly basis. Attendance is not required to be tracked in any completely on-line course, upper division courses (300-400 level), or ABE Program course. In lower division classes of the Traditional Program, attendance reports will be sent to the student's permanent address according to the table below.

Actions Taken	2 hour class	3 hour class	4 hour class
Letter sent to permanent home address notifying student of the accumulated absence.	4 hours of absence	6 hours of absence	8 hours of absence
Letter sent to the permanent home address notifying student of the accumulated absences.	6 hours of absence	9 hours of absence	12 hours of absence
Letter sent to permanent home address notifying student that they may be administratively withdrawn upon instructor request to the Dean of Academic Affairs. <b>NOTE: Students are NOT automatically withdrawn from the class unless the instructor provides a written request for withdrawal to the Dean.</b>	8 hours of absence	12 hours of absence	16 hours of absence

## Center for Adult Learning/ABE Program: Enrollment Policies

The following academic policies are applicable to all students enrolled in the ABE program of the College.

### ABE Academic 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.

## **Applying for Accelerated Bridge to Education Program After Academic Dismissal from Traditional Programs**

Students who have been academically suspended from Lincoln College traditional programs may apply directly to the ABE Program for reinstatement if they are eligible to return to Lincoln College according to the institutional academic standing policies indicated above. Such students must meet all admissions requirements of the ABE program outlined above.

## **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.

## **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 student may not add a course after the course has already begun.

A course may be dropped with the 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 (WF) subject to the same policies and procedures outlined in the Traditional Academic Programs.

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.

## **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 Associate Dean. Students must have approval from the ABE Associate Dean 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.

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-ABE students**

When a student withdraws from the ABE program and Lincoln College-Normal, written notice should be submitted to the Associate Dean of the Center of Adult Learning or the ABE Advisor by the student.

## **Attendance and Participation Policy**

One of the tenets of an intensive, accelerated course design for adult learners 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.

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) in the ABE delivery format, 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 W or F according to the Add-Drop Policy indicated above. Students who miss a class or part(s) of any class may have their grade reduced at the discretion of the instructor.

## ***Midwest College of Cosmetology: Academic Standing, Progress, & Enrollment Policies***

The following academic policies are applicable to all students enrolled in the Midwest College of Cosmetology division of the College. Additional policies and expectations of students can be found in the Midwest College of Cosmetology student handbook.

### **Satisfactory Progress**

Monthly progress reports are sent to Midwest College of Cosmetology students to aid in keeping them aware of their academic progress. The reports include the student's current grade point average and a record of attendance. Students must maintain a total cumulative GPA and attendance average of at least 82% in order to be considered making satisfactory progress.

Practical work is calculated into a student's GPA. Practical skills are evaluated according to printed procedures distributed to students at orientation and at the start of each class. A zero is given to any student absent on the day of practical grading, however, a student is still required to show competency in that area to be eligible to service guests. Attendance is also calculated into a student's GPA. Attendance is taken on a daily basis. Attendance is taken for each class and grades are assigned for attendance monthly. In order to receive credit for attendance a student must be present when role is taken. For each day a student is absent or tardy a zero is given.

### **Probation and Dismissal**

All students failing to meet minimum progress requirements will be placed on probation for thirty days. The student will be counseled on the steps to reach satisfactory progress by the next evaluation.

Students showing any improvements in the deficient area(s), but who fail to meet the minimum requirement will be placed on a second probation. If, at the end of the second consecutive probation, a student is not showing any improvement, the Director of Midwest College of Cosmetology will meet with the student's instructor to evaluate the student's lack of progress. After the evaluation has been discussed a student may be dismissed. Three (3) total probations (not consecutive) of not showing an improvement will result in the student's dismissal.

### **Withdrawal from Midwest College of Cosmetology**

A student must give written notice of cancellation to the Director of Midwest College of Cosmetology. The unexplained absence of a student from school for more than 4% of the program will constitute constructive notice of cancellation to the school.

For purposes of cancellation, the cancellation date will be the last day of attendance. Students who are also enrolled in Traditional Academic Program courses ARE not automatically withdrawn from those courses and are subject to the Course Withdrawal policies and procedures detailed in the Traditional Academic Programs policy section indicated above.

## Attendance and Clock Hours

### Attendance Policy

The Illinois Dept. of Finance and Professional Regulation require that students complete a minimum number of clock hours to apply for the state board exam. Therefore, attendance is very important. All students must attend classes according to the assigned schedule. Sleeping in class will not be tolerated. If a student is found sleeping in class, he or she will be asked to clock out for the remainder of the day. An instructor has the authority to require a student to repeat a unit if he or she feels it is necessary.

Attendance is calculated into a student's GPA. Attendance is taken on a daily basis. Attendance is taken for each class as well as monthly. In order to receive credit for attendance a student must be present when role is taken. For each day a student is absent or tardy a zero is given.

Lunches and breaks are to be taken on a daily basis students will be dismissed for lunches and breaks by an Instructor. When a student is scheduled in the student salon or in the esthetics spa/practical room, they will need to ask an Instructor to take a break or go to lunch when they are not with a customer. Lunches are to last no longer than 30 minutes. Breaks are to last no longer than 15 minutes. A lunch or break should be taken within every 6 hour period that the student is in attendance. Unapproved extended lunches or breaks are considered a violation of the attendance policy. Students will have to clock out and leave school if the lunch/break policy is abused.

Day and Evening students must contact the school no later than 9:00 a.m. and 5:30 p.m. respectively if late or absent. All students must be clocked in and in their scheduled room when attendance is taken in order to stay in school for the day. Any student arriving later than their scheduled starting time will be told to leave or use a late pass. Consideration for emergencies will be at the discretion of the Instructor.

### Time Clock

Time is recorded by a computerized time clock. **It is the student's responsibility to use the time clock correctly. Failure to do so will result in a loss of time. According to state law, no student, teacher or any other person shall clock the time of another student. If a student forgets to clock in or out, a loss of time will occur.** Staff members, other students or other person(s) cannot verify a student's attendance.

In order for students to receive full clock hour credit, students must clock in and out at the beginning and end of each day, as well as the beginning and end of lunch and breaks. If a student is not on the student salon floor or in class, a student must be clocked out. The maximum time a student may be in attendance on any day is 11 hours.

Any student found intentionally misusing the time clock will be written up on a guidance form, which will be kept in the student's file. More than one write up can result in suspension or dismissal from the school.

In the case of a student refusing to clock out when asked to for a violation of any school policy, the ending time of the day will be at the exact time a staff member asked the student to leave. This will be recorded on a guidance form that will be kept in the student's file.

### Clock Hours Away From School

Clock hours earned away from school premises where the time clock cannot be used shall be awarded only if students are supervised by a licensed instructor employed by the school. These hours are recorded on forms provided by the school that includes a school seal. Credit hours earned in the case of a time clock malfunction shall be recorded on a sign in/out sheet provided by the school.

### State Regulations

Students are expected to follow all state laws and regulations at all times during school. State regulations forbid a student to practice cosmetology/esthetics/nail technology without a license unless under the direct supervision of a licensed instructor. Violators will be reported to the State Department of Financial & Professional Regulation. Students must be involved in curriculum related activities at all times when clocked in. All students must be clocked out to be allowed in the student lounge. Students not clocked in may not linger in the facility and distract other students from training responsibilities. Inactive students will be warned once, and then asked to leave. No student may refuse an assignment in either their practical work or on a guest. Students are expected to accept guest tickets graciously and with a professional positive attitude. A student refusing an assignment will be dismissed for the day. **All work must be checked by an instructor for credit to be given.** All students must take the theory class prior to performing the service on a guest. Students must also have the minimum required hours: 150 for Cosmetology, 85 for Nail Technology, and 75 for Esthetics.

# PROGRAMS OF STUDY

## Bachelor's Degrees

Bachelor of Arts in Liberal Arts (ABE and Traditional)

Bachelor of Business Administration in Business Management (ABE and Traditional)

Bachelor of Business Administration in Supply Chain and Logistics Management (Traditional only)

Bachelor of Science in Criminal Justice Studies (ABE and Traditional)

Concentrations in:

Law Enforcement

Corrections

Pre-Law

Bachelor of Science in Sport Management (Traditional Only)

Bachelor of General Studies in General Studies (Traditional Only)

Bachelor of Science in Health Services Administration (ABE Only)

Concentrations in:

Allied Health Concentration

Nursing Concentration

Bachelor of Arts in Theatre (Traditional only; Curriculum offered at the Lincoln Campus)

**Minors offered in: (ABE and Traditional)**

Accounting

Business Management

Criminal Justice Studies

## Associate's Degrees

Associate of Arts in General Studies (Traditional Only)

Associate of Science in General Studies (Traditional Only)

Associate of Science in Law Enforcement (ABE and Traditional)

Associate of Applied Science in Cosmetology (Traditional Only)

## Certificates

Midwest College of Cosmetology Certificates: Cosmetology, Esthetics, and Teacher Training

Criminal Justice Studies Certificates: School Safety and Security

Massage Therapy Certificate

# ***Declaration of Degree, Major, and/or Program of Study***

Students may declare their degree or major upon registration for courses (with the exception of Sport Management in which the student must be admitted by the Program Director.) Students declare their major or degree program on the course Registration Form completed with their academic advisor. (In the Midwest College of Cosmetology, students declare their certificate program through completion of the enrollment contract.) The completed Registration Form is filed with the Office of the Registrar who places the student on the appropriate degree or program audit.

## **Choice of Catalog**

The Academic Catalog and all curriculum found therein is applicable beginning in the fall (August 1) of the academic year for which it is published in all divisions of the College. Students who first enroll in courses at Lincoln College-Normal between August 1 and July 31 of any academic year are subject to the curricular requirements of the catalog year for which they enrolled.

Students may opt to move to the most recent catalog by declaring on the Registration Form (completed with an academic advisor and filed with the Registrar) the change to the most recent catalog. All students should consult with an academic advisor concerning curricular changes resulting from such a move. Students may not move to an earlier catalog version except through academic petition (see procedure for academic petition earlier in this catalog.)

## **Declaration of an Associate Degree at Lincoln College-Normal**

Students may not declare an Associate's Degree at Lincoln College-Normal until they have completed the equivalent of 15 credit hours. Traditional Program Students may petition the Dean of Academic Affairs to declare an Associate's Degree earlier than the completion of 15 credit hours.

Students transferring from the Lincoln Campus with under 15 credit hours and who have already begun the Associate Degree track may declare an Associate's degree without academic petition.

## **Change of Major**

Students who wish to change their major, degree and/or program of study at Lincoln College-Normal should consult with an academic advisor to determine any changes in curricular requirements. The change of major, degree and/or program of study may result in the student having additional requirements to complete.

Students who change their major, degree and/or program of study in any division of the College are subject to all curricular requirements and admissions requirements of the major, degree and/or program of study under the catalog year for which they first enrolled according to the Choice of Catalog policy outlined above. Course pre-requisites and co-requisites applicable under the current catalog shall apply to the enforcement of all course enrollments regardless of catalog year.

## **Division to Division Transfers Within Lincoln College-Normal**

Students may transfer from one division of the College to another division of the College but should only do so after consulting an academic advisor. Changing divisions may result in additional coursework and different major requirements. Students changing divisions must meet all admission requirements of the division to which they are transferring as indicated by the admissions requirements detailed in this catalog (see Admissions Requirements by division). Any student transferring divisions of the College must be in good academic standing and/or meet the re-admission policies related to academic dismissal for the division to which they are transferring. Acceptance and transfer to the new division is not guaranteed. Because each division has different curricular requirements in each program, students who are accepted into the new division will begin the appropriate and current curriculum in that division.

# Lincoln College-Normal General Education Requirements

## Purpose Statement

The General Education core curriculum requirements in language and humanities, social sciences, mathematics, life and physical sciences, and physical education are central to the mission of Lincoln College-Normal. The requirements are designed to provide an enlightening, interrelated program that ensures a wide range of diversified knowledge and promotes lifelong intellectual inquiry. Students enter Lincoln College with different levels of general knowledge; all of Lincoln College's academic offerings are intended to help students grow by improving their individual skills and competencies and by providing experiences in areas they have not yet explored.

Thus, Lincoln College-Normal's General Education curriculum is designed to provide a common foundation of undergraduate study regardless of the student's particular area of specialization. The curriculum introduces students to those hallmarks of undergraduate education typically associated with being a well-rounded, college-educated individual. To this end, the General Education curriculum imparts a breadth of knowledge by exploring ways of knowing in the various academic disciplines through examination of civic, social, cultural, and scientific issues. Students gain an understanding and appreciation of diverse cultures, human creativity, and the importance of social and cultural values necessary to responsible state and local, national, and global citizenship.

Students enroll in most general education courses during their freshman and sophomore years. Courses are divided into twelve groups: Communication, Humanities, Literature, Fine Arts, Life Science, Physical Science, Mathematics, Political Science/Economics, History, Behavioral Science, Global Awareness and Diversity, and American Studies. Students must enroll in one course from each group to satisfy Lincoln College-Normal's general education requirements. Entering freshmen with less than 12 credit hours of transfer coursework are also required to successfully complete EDU 113 Introduction to Academic Inquiry.

Assessment of the General Education curriculum is conducted by the College's Director of Assessment according to the guidelines of the Lincoln College Assessment program outlined earlier in this catalog. General Education curricular decisions and requirements are overseen by the Academic Program Director of Liberal Arts.

## General Education Requirement Options

There are three ways to complete general education requirements at Lincoln College-Normal: Lincoln College-Normal's General Education Program, Illinois Articulation Initiative General Education Core Curriculum (IAI GECC), or completion of an associate degree (A.A. or A.S.) from a regionally accredited post secondary institution. Each option affects only certain types of students and has different requirements.

### Option One: LCN's General Education Program:

**The following categories of students must complete the Lincoln College-Normal General Education Program requirements:**

- New freshmen admitted with fewer than 12 hours of transfer coursework.
- Students who were admitted as beginning freshman at Lincoln College, were readmitted after an absence and who have not completed an associate's degree (A.A. or A.S.) from a regionally accredited post-secondary institution and are not eligible for an earlier catalog.
- Transfer students who have not completed an associate degree (A.A. or A.S.) from a regionally accredited post-secondary institution and are not eligible for completion of the Illinois Articulation Initiative General Education Core Curriculum.

#### **LCN's General Education Program Learning Outcomes:**

The general education goals are divided into five broad categories which compose the general education goal:

Lincoln College graduates will be responsible citizens and lifelong learners who possess a global perspective, employ analytical skills, and communicate effectively.

Further, more specific skill categories as developed by the Lincoln College faculty are outlined below:

Upon completion of the LCN's General Education program students will demonstrate:

#### **I. Communication**

- a. Research Skills.
- b. Technological Literacy.
- c. Oral and Written Communication.

## II. Responsible Citizenship

- a. Ethics.
- b. Environmental Responsibility.
- c. Social Responsibility.

## III. Analysis

- a. Mathematical Reasoning.
- b. Scientific Reasoning.
- c. Problem Solving.

## IV. Lifelong Learning

- a. Personal Development and Wellness.
- b. Professional Development.
- c. Appraising and responding to the Arts.

## V. Developing a Global Perspective

- a. Cultural and Social Foundations.
- b. Historical Perspective.
- c. Understanding Diversity.

### LCN's General Education Program Requirements (42-46 credit hours):

- Successful completion of the LCN General Education curriculum (42-46 credit hours)
  - **Group I: Communications (9 hours):** C or better required in each of the following courses: ENG 101, ENG 102 (Prereq. ENG 101), and SPE 101
  - **Group II: Humanities (3 hours):** Any one course from: HUM 107, HUM 108, SPN 101 (4), SPN 102 (4), FRN 101 (4), FRN 102 (4), PHL 103, PHL 105, PHL 107, or REL 102
  - **Group III: Literature (3 hours):** Any one course from: ENG 105, ENG 137, ENG 106, ENG 201 (Prereq. ENG 101 or concurrent enrollment), or ENG 202 (Prereq. ENG 101 or concurrent enrollment)
  - **Group IV: Fine Arts (3 hours):** Any one course from: ART 111, MUS 116, or THE 106
  - **Group V: Life Science (3-4 hours)\*:** Any one course from: BIO 101, BIO 102 (4) (lab), BIO 106 (4) (lab), BIO 130, BIO 113 (4), or BIO 114 (4)
  - **Group VI: Physical Science (3-4 hours)\*:** Any one course from: GEO 101, GEO 102 (4) (lab), or GEL 101 (4) (lab)
  - **Group VII: Mathematics (3 hours):** Any one course from the following C or better required: MAT 104 (4) (Prereq. MAT 101 or placement), MAT 105 (Prereq. MAT 101 or placement), MAT 110 (Prereq. MAT 101 or placement), MAT 131 (4) (Prereq. MAT 104 or placement), or MAT 135 (4) (Prereq. MAT104 or placement)
  - **Group VIII: Political Science/Economics (3 hours):** Any one course from: ECO 107, ECO 108 (Prereq. ECO 107), POS 101, POS 102, or POS 201
  - **Group IX: History (3 hours):** Any one course from: HIS 101, HIS 102, HIS 121, HIS 122, HIS 205, or HIS 211
  - **Group X: Behavioral Science (3 hours):** Any one course from: SOC 101, SOC 202, SOC 203, SOC 206, PSY 101, PSY 204 (Prereq. PSY 101), or PSY 207 (Prereq. PSY 101)
  - **Group XI: Global/Diversity Awareness (3 hours)^:** Any one course from: SPN 101 (4), SPN 102 (4) (Prereq. SPN 101), FRN 101 (4), FRN 102 (4) (Prereq. FRN 101), REL 102, ENG 106, POS 201, or SOC 206
  - **Group XII: American Studies (3 hours)^:** Any one course from: HUM 107, ENG 201 (Prereq. ENG 101 or concurrent enrollment), ENG 202 (Prereq. ENG 101 or concurrent enrollment), POS 101, CJS 108, HIS 121, HIS 122, HIS 205, or HIS 211
- \* At least one science course (either physical or life science) must be a 4 credit hour-lab course.  
^ A Course taken to satisfy Group XI and/or Group XII may NOT be used to satisfy other group requirements. For example, a student who takes REL 102 to satisfy the Group XI Diversity requirement may not also use that course to fulfill the Group II Humanities requirement.
- Required Courses: EDU 113 Introduction to Academic Inquiry must be completed by all new freshmen under 12 hours of transferred credit.
  - All new freshmen students will take a placement test for Math, Reading, and Writing. Students who place into the following courses must achieve a C or better in each course: ENG 100, MAT 090, MAT 092, MAT 101, and RED 101. NOTE: MAT 090 and MAT 092 are not for college credit and ENG 100 and MAT 101 may not transfer to other post-secondary institutions.

## **Option Two: Illinois Articulation Initiative General Education Core Curriculum (IAI GECC)**

Lincoln College-Normal participates in the Illinois Articulation Initiative (IAI). The IAI program is a statewide agreement between participating public colleges and universities and some private colleges and is designed to facilitate timely degree completion for students who transfer between institutions. More information about this system and participating institutions can be found at the following Web site address: [www.iTransfer.org](http://www.iTransfer.org).

**The following categories of students may complete the IAI GECC to satisfy Lincoln College-Normal general education requirements:**

- Freshmen admitted with 12 or more hours of IAI approved, transfer coursework.
- Transfer students who have not completed an associate degree (A.A. or A.S.) from a regionally accredited post-secondary institution and who have completed a minimum of 12 hours of IAI approved, transfer coursework.
- All students admitted to the Accelerated Bridge to Education (ABE) Program not having an Associate's degree (A.A. or A.S.) from a regionally accredited post-secondary institution. The IAI General Education Core Curriculum requirements for all ABE students constitute the general education requirements of all ABE Bachelor's degrees.
- Students who have completed the IAI GECC at a participating institution are considered to have met Lincoln College-Normal's General Education Requirement.

**Illinois Articulation Initiative Course Requirements (ABE student general education 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. The Illinois Transferable General Education Core Curriculum structure consists of 12 to 13 courses (37 to 41 semester credits) distributed among five subject areas. Completion of IAI approved courses at any participating institution satisfies IAI GECC requirements in the following distribution:

The general requirements are as follows:

- Communication: 3 courses (9 credits)
- Humanities and Fine Arts: 3 courses (9 credits)
- Mathematics: 1 to 2 courses (3 to 6 credits)
- Physical and Life Sciences: 2 courses (7 to 8 credits)
- Social and Behavioral Sciences: 3 courses (9 credits)

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 list of courses is provided for convenience only. Some courses may have been added or deleted since the publication of this catalog.

## **Option Three: Completion of an Associate Degree (A.A. or A.S.) from a Regionally Accredited Post Secondary Institution:**

**The following categories of students may satisfy Lincoln College-Normal general education requirements through an associate degree:**

- Students who transfer to Lincoln College-Normal with an earned associate degree (A.A. or A.S.) from a regionally accredited post-secondary institution are considered to have completed LCN General Education requirements, including all ABE students.
- Lincoln College students and transfer students who complete the requirements of a Lincoln College associate's degree are considered to have completed LCN General Education requirements.

## **Option Four: Completion of Specified Associate of Applied Science Degrees (A.A.S.) from a Regionally Accredited Post Secondary Institution as indicated below:**

**The following categories of students may satisfy Lincoln College-Normal general education requirements through an Associate of Applied Science Degree:**

- Lincoln College-Normal will articulate the entire Associate of Applied Science in an **Allied Health Field** as satisfying general education requirements with the following conditions:
  1. The Associate of Applied Science degree in an Allied Health Field 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 Associate of Applied Science degree, general education requirements will be met only when the four competency courses are completed with a grade of C or better. These competency courses are: ENG 101, ENG 102, SPE 101, and MAT 104 or higher.
  3. The student is pursuing Lincoln College-Normal's Bachelor of Science in Health Services Administration.

- Lincoln College-Normal will articulate the entire Associate of Applied Science in a **Supply Chain/Logistics/Materials Management** field as satisfying general education requirements with the following conditions:
  1. The Associate of Applied Science degree in supply chain/logistics/materials management is satisfactorily completed at a regionally accredited college or university.
  2. In articulating the Associate of Applied Science degree, general education requirements will be met only when the four competency courses are completed with a grade of C or better. These competency courses are: ENG 101, ENG 102, SPE 101, and MAT 104 or higher.
  3. The student is pursuing Lincoln College-Normal's Bachelor of Business Administration in Supply Chain and Logistics Management.
- Lincoln College-Normal will articulate specified Associate of Applied Science degrees as satisfying general education requirements with those institutions with which the College has an **Articulation Agreement**. At the time of publication, Lincoln College-Normal has articulation agreements for associate of applied science degrees with Illinois Central College and Illinois Valley Community College.

## **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 learner-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:**

- All Lincoln College-Normal general education requirements detailed in the preceding section.
- Satisfy all curricular requirements for the student's specific major.
- Complete coursework with a cumulative LCN grade point average required by the specific major.
- Complete the residency requirement of credit hours at Lincoln College-Normal required by the student's major.
  - During the completion of their final thirty (30) credit hours in any bachelor degree curricular program requiring the final thirty (30) credit hours to be completed at Lincoln College, students are allowed to transfer up to six (6) credit hours taken from another institution provided the student has at least thirty (30) credit hours at Lincoln College.
- Complete a minimum total of 120 credit hours.

## **Bachelor of Arts in Liberal Arts (ABE/Traditional)**

### **Purpose**

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 either an independent research project or a 90 hour internship.

### **Bachelor of Arts in Liberal Arts Learning Outcomes**

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

#### **I. Communication Skills**

- a. Read and write critically.
- b. Recognize, interpret, and evaluate the quality of the influence of communication rules, patterns, and dynamics on a social, cultural, or political event.
- c. Be competent in expository writing.
- d. Identify and recognize the rules of human communications as they are practiced personally, interpersonally, or publicly.

#### **II. Global Awareness**

- a. Demonstrate an understanding of diverse perspectives in various global contexts.
- b. Demonstrate an understanding of the influence of globalization on individuals and societies.
- c. Critique the development of political thought and legislative governance in various world cultures including the United States.
- d. Produce information on major political trends in world civilizations.
- e. Recognize trends, patterns, and stylistic differences in political governance and legislative procedures in nonwestern societies.
- f. Identify patterns of cultural, intellectual, and aesthetic development in American and other world cultures.

### III. Analytic Skills

- a. Demonstrate an ability to think critically, analyze problems, and produce solutions to those problems.
- b. Demonstrate an adaptability that enables one to anticipate, detect, and respond to changing information and circumstances.
- c. Be competent in the use of research techniques and methods as a habit of life-long learning.
- d. Demonstrate an understanding of the development and application of mathematical processes and structures as they relate to analysis and the solution of problems.

### IV. Critical Self-Evaluation

- a. Synthesize ideas and perspectives in order to foster intellectual integration and balance which encourages continued intellectual exploration and development.
- b. Recognize the interrelatedness of knowledge.

### Bachelor of Arts in Liberal Arts Degree Requirements:

- Successful completion of the Liberal Arts Core Curriculum (45 hours)
  - **Communications (9 hours):** Any 3 of the following courses:  
CMN 301, CMN 302, CMN 303 (Prereq. SPE 101), CMN 310 [formerly CRT 302], ENG 302 (Prereq. Eng 102), or SPE 260
  - **Social Sciences (9 hours):** Any 3 of the following courses:  
ECO 302, GEO 301, HIS 301, POS 301; POS 391 or CJS 444 (Prereq. POS101, Jr/Sr standing); POS 392 or CJS 445 (Prereq. POS101, Jr/Sr standing); SOC 301, or SOC 306
  - **Humanities (9 hours):** Any 3 of the following courses:  
ART 301 (Prereq. Jr/Sr standing), ENG 308, ENG 309, HUM 304 [formerly ENG 304], PHL 301, PHL 302, or PHL 303
  - **Science, Technology and the Environment (6 hours):** Any 2 of the following courses:  
ANT 302, BIO 301 (Prereq. BIO 101/102, or BIO 106 or equivalent), or SOC 304
  - **Critical Reasoning and Analytic Methods (6 hours):** Both courses:  
CRT 301 (Prereq. Jr/Sr standing) and CRT 303 (C or better in Prereq. MAT 110, Jr/Sr standing)
  - **Senior Coursework (6 hours):** SIT 403 (must be taken in final semester) and either SIT 402 (Prereq. CRT 303 and Sr. standing) or SIT 491 (Prereq. Sr. standing)
- Required Courses: CRT 301; CRT 303 (pre-requisite MAT 110, Jr./Sr. standing); SIT 403 (must be taken in final semester)
- Students must earn a C or better for all required classes listed above as well as the prerequisite of MAT 110.
- Last 30 credit hours must be completed at Lincoln College-Normal
- Minimum of 39 hours of upper division coursework (numbered 300 or above)
- Final Lincoln College cumulative Grade Point Average of 2.00 or above
- 2.25 GPA for Liberal Arts Core Requirements (Major GPA)

## **Bachelor of Business Administration in Business Management (ABE/Traditional)**

### **Purpose**

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 traditional program culminates in an experiential educational component via a capstone seminar in Strategic Management and a 90 hour internship or independent research project.

### **Bachelor of Business Administration in Business Management Learning Outcomes**

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

1. Develop an integrated knowledge of business concepts, functions and business systems.
2. Develop strong communication and interpersonal skills necessary in the business environment.
3. Demonstrate ability to apply business concepts to real world situations.
4. Demonstrate the ability to use business and technology tools.
5. Develop an understanding of the ethical choices and obligations business faces today.
6. Understand the importance of competing in a global environment.
7. Provide the necessary education and experiences to enable graduates to be effective leaders.
8. Develop an understanding of working in a diverse and multicultural environment.

### **Bachelor of Business Administration in Business Management Degree Requirements:**

- Successful completion of Business Administration Curriculum (63 hours)
  - **Business Foundation Courses (21 hours):** Grade of C or better required in each of the following courses: BUS 101, BUS 102 (Prereq. BUS 101), BUS 166, BUS 203, BUS 205, ECO 107, and ECO 108 (Prereq. ECO 107)

- **Business Management Core Courses (25 hours):** Grade of C or better required in each of the following courses: BUS 301 (Prereq. BUS 101), BUS 306, BUS 310\* (Prereq. MAT 135), BUS 314\*, BUS 318\*, BUS 410, BUS 412 (Prereq. 318) and BUS 413 (4) (Prereq. BUS 101, 102, 203, 301, 310 and 314) (must be taken in student's final semester)
  - \*BUS 205 acts as a **Co-requisite** (prior to or in the same semester) for **BUS 310, BUS 314, and BUS 318**
- **Mathematics (11 hours):** Grade of C or better required in each of the following courses: MAT 104 (4) (Prereq. MAT 101), MAT 110 (Prereq. MAT 101), and MAT 135 (4) (Prereq. MAT 104)
- **Major Electives (6 hours):** Any 2 of the following courses: BUS 302 (Prereq. BUS 102), BUS 304 (Prereq. BUS 101), BUS 313, BUS 315 (Prereq. BUS 101 and BUS 301), BUS 316, BUS 490, BUS 491, BUS 492, BUS 496, CMN 302, CMN 303 (Prereq. SPE 101), CMN 310 [formerly CRT 302], ENG 302 (Prereq. ENG 102), SIT 491 (Prereq. senior standing)
- Last 30 credit hours must be completed at Lincoln College-Normal
- Minimum of 30 hours of upper division coursework (course numbered 300 or above)
- Final Lincoln College cumulative Grade Point Average of 2.50 or above
- C or better in ENG 101,102; SPE101; MAT104, 110, and 135.

## **Bachelor of Business Administration: Concentration in Accounting (ABE/Traditional)**

The concentration in Accounting is designed to provide a fundamental knowledge in accounting practices and principles for students earning a Bachelor of Business Administration. Students pursuing a Bachelor of Business Administration in either the Traditional Division or ABE Program may elect to earn a concentration in Accounting through completion of the following additional requirements.

- Completion of all degree requirements for the Bachelor of Business Administration in Business Management (Traditional or ABE)
- Completion of the following courses with a grade of C or better:
  - BUS 101, BUS 102 (Prereq. BUS 101), BUS 302 (Prereq. BUS 102), and BUS 304 (Prereq. BUS 101)
- Students may only repeat one of the above accounting courses once.

## **Bachelor of Business Administration in Supply Chain & Logistics Management (Traditional)**

### **Purpose**

The Bachelor of Business Administration Degree with a major in Supply Chain and Logistics Management is designed to provide students with a rich, comprehensive, and challenging curriculum that encompasses the major fields of study in supply chain and logistics management. Students take courses from general business administration areas and specialized courses in supply chain and logistics. The major is designed for students who have completed an Associate of Applied Science in a supply chain, logistics, or materials management area. In this respect, the degree acts as a capstone degree for students who have earned AAS in the field. Additionally, as a capstone for students already working in the field, the program is offered completely online. The program culminates in an experiential educational component via a capstone seminar in Strategic Logistics and Materials Management.

### **Admission to the Supply Chain and Logistics Management Major**

Admission to the Supply Chain and Logistics Management program is restricted to those students who have completed an Associate of Applied Science in a related field (Logistics/Supply Chain/ Materials Management) from a regionally accredited institution. At the time of publication, Lincoln College-Normal has an articulation agreement with Illinois Central College to accept their A.A.S in Logistics and Materials Management graduates as completing MOST general education requirements.

### **Bachelor of Business Administration in Supply Chain and Logistics Management (Traditional Program) Degree Requirements:**

- Successful completion of Supply Chain and Logistics Management Curriculum (68 hours)
  - **Business Foundation Courses (21 hours):** Grade of C or better required in each of the following courses:
    - BUS 101, BUS 102 (Prereq. BUS 101), BUS 166, BUS 203, BUS 205, ECO 107, and ECO 108 (Prereq. ECO 107)
  - **Business Administration Core Courses (15 hours):** Grade of C or better required in each of the following courses:
    - BUS 301 (Prereq. BUS 101), BUS 310\* (Prereq. MAT 135), BUS 314\*, BUS 318\*, BUS 306 or BUS 410
    - **BUS 205 acts as a Co-requisite\*** (prior to or in the same semester) for **BUS 310, BUS 314, and BUS 318**
    - *Courses offered in online and in traditional format*
  - **Mathematics (7 hours):** Grade of C or better required in each of the following courses:
    - MAT 110 (Prereq. MAT 101) and MAT 135 (4) (Prereq. MAT 104)

- **Supply Chain and Logistics Core Courses (25 hours):** Grade of C or better required in each of the following courses:
  - BUS 313, BUS 315 (Prereq. BUS 101 & BUS 301), SCL 305, SCL 310, SCL 315, SCL 350, SCL 410, SCL 490 (Prereq. SCL 305, 310, 350, Senior Standing)
  - *Courses only offered in online format.*
- **General Education Competency Courses (12-13 hours):** Grade of C or better required in each (either through AAS or LCN):
  - ENG 101, ENG 102 (Prereq. ENG 101), SPE 101, and MAT 104 or higher (College Level Math)
- Last 30 credit hours must be completed at Lincoln College-Normal
- Minimum of 30 hours of upper division coursework (course numbered 300 or above)
- Minimum total of 120 credits hours completed
- Final Lincoln College cumulative Grade Point Average of 2.50 or above
- Earned AAS in related field from a regionally accredited institution.

## **Business Administration Minors (21 hours): (ABE/Traditional)**

The Business Administration program offers two academic minors which students in the traditional and ABE programs may apply to their baccalaureate degree/major. The course work for a Business Administration minor emphasizes acquiring foundational knowledge and skills required in today's global work environment.

Students pursuing a Bachelor of Business Administration degree with a major in Business Management or Supply Chain and Logistics Management may not earn either of the following Business Administration minors. Students earning any of the other baccalaureate degrees offered by the College may declare one of the following Business Administration minors. To earn one of the following minors, students must graduate with a cumulative Lincoln College grade point average of 2.5 or higher.

### **Minor in Accounting**

The minor in accounting will prepare students for entry-level careers as staff management accountants, analysts, or finance professionals working in private, public, academic institutions, not-for-profit, and government organizations. Students will be able to demonstrate foundational knowledge and skills in accounting and finance required in today's global work environment.

Requirements: Grade of C or better in each of the following courses applied to the minor:

- BUS 101, BUS 102 (Prereq. BUS 101), BUS 301 (Prereq. BUS 101), BUS 302 (Prereq. BUS 102), BUS 304 (Prereq. BUS 101)
- BUS 306 or BUS 310 (Prereq. MAT 135/Coreq. BUS 205) or BUS 313 or BUS 315 (Prereq. BUS 101 & BUS 301)
- BUS 410 or any other 400 level BUS course

### **Minor in Business Management**

The minor in business management will provide student with the opportunity to understand management principles as they relate to a variety of jobs in the private, public/non-profit, or government sectors. Students will be able to demonstrate foundational knowledge and skills in management required in today's global work environment.

Requirements: Grade of C or better in each of the following courses applied to the minor:

- BUS 203, BUS 205, BUS 314 (Coreq. BUS 205), BUS 318 (Coreq. BUS 205), BUS 412 (Prereq. BUS 318), BUS 316 or BUS 310 (Prereq. MAT 135, Coreq. BUS 205), BUS 410 or BUS 496

## **Bachelor of Science in Criminal Justice Studies (Traditional)**

### **Purpose**

The Bachelor of Science in Criminal Justice Studies Degree provides students with an understanding of the American criminal justice system, the institutions and personnel which comprise the criminal justice system, and the theories of crime causation, offending, and rehabilitation. Students are required to complete 15 hours of foundation courses, 21 credit hours in the core requirements and then select additional coursework from three concentrations: corrections, law enforcement, and pre-law. In addition to the Bachelor of Science degree, Criminal Justice Studies offers a minor and certificate program for students needing documentation of professional knowledge in the field. Internships are an option. All majors must complete CJS 490, a capstone course with a grade of C or better.

The Bachelor of Science in Criminal Justice Studies Degree is also offered in the ABE program and provides students with an understanding of the American criminal justice system, the institutions and personnel which comprise the criminal justice system, and the theories of crime causation, offending, and rehabilitation. Students are required to complete 15 hours of foundation courses, 21 credit hours in the core requirements and must select one of two concentrations: Corrections/Counseling/Parole or Management. All majors must complete all criminal justice foundation, core, and concentration classes with a grade of C or better. A minor in criminal justice is also available for students not pursuing the BS in Criminal Justice Studies.

## **Bachelor of Science in Criminal Justice Studies Learning Outcomes**

Upon completion of the Bachelor of Science in Criminal Justice Studies, the graduate will be prepared to:

1. Demonstrate knowledge of the American criminal justice system from a social science perspective that emphasizes knowledge of policing, courts, and corrections in terms of human behavior, social response, organization, and social values.
2. Demonstrate knowledge of theories of crime causation, offending, and rehabilitation.
3. Demonstrate an understanding of the knowledge, skills, and abilities necessary to function in a professional position in the field of criminal justice.
4. Demonstrate the ability to think critically and understand complex ideas related to justice, civil liberties, due process, community security, social values, problem solving, rehabilitation and other issues related to criminal justice.
5. To be able to effectively communicate ideas in written and oral communication in various formats including professional communication and the explanation of complex social problems and research data.
6. Demonstrate an understanding of values, ethics, and diversity as they relate to the administration of justice, constitutional rights, and social justice.

## **Degree Requirements**

- Successful completion of the Criminal Justice Studies (Traditional Program) curriculum (60 hours)
  - **Foundation Courses (15 hours):** in each of the following courses with a Grade of C or better: One college level computer science course (3), one college level psychology course (3), one college level sociology course (3), POS 101, and HIS 101 or HIS 102
  - **Criminal Justice Mathematics Requirement (3 hours):** (may be satisfied through general education requirements): MAT 110 with a Grade of C or better (Prereq. MAT 101 or placement)
  - **Criminal Justice Core Classes (21 hours):** in each of the following courses with a Grade of C or better: CJS 108, CJS 240, CJS 346, CJS 350, CJS 353/CRT 303 (Prereq. C or better in MAT 110), CJS 456, CJS 490 (Prereq. C or better in CJS 353)
  - **Criminal Justice Studies Concentration Requirements:** Students must complete ONE concentration of choice with a Grade of C or better in each of the classes.
    - **Law Enforcement (9 hours):** CJS 430, CJS 442, and CJS 472
    - **Corrections (12 hours):** CJS 420, CJS 422, and CJS 424, and CJS 380 or CJS423 (Prereq. CJS422)
    - **Pre-Law (18 hours):** PHL 105, CJS 444 (Prereq. POS 101), (POS 391), CJS 445 (Prereq. POS 101), (POS 392), CMN 302, CRT 301, and CMN 303 or CMN 310
  - **Major Electives (12 hours if Law Enforcement - 3 hours if Pre-Law - 9 hours if Corrections):** Choose any CJS courses or upper-division electives approved by Program Director of Criminal Justice Studies. A grade of C or better is required for all major elective courses.
- Last 30 credit hours must be completed at Lincoln College-Normal
- A minimum of 27 hours of upper division coursework (numbered 300 or above)
- Final Lincoln College cumulative grade point average of 2.5 or above (2.8 or above for Pre-Law Concentration)

## **Bachelor of Science in Criminal Justice Studies (ABE)**

### **Bachelor of Science in Criminal Justice Studies Learning Outcomes**

Upon completion of the Bachelor of Science in Criminal Justice Studies, the graduate will be prepared to:

1. Demonstrate knowledge of the American criminal justice system from a social science perspective that emphasizes knowledge of policing, courts, and corrections in terms of human behavior, social response, organization, and social values.
2. Demonstrate knowledge of theories of crime causation, offending, and rehabilitation.
3. Demonstrate an understanding of the knowledge, skills, and abilities necessary to function in a professional position in the field of criminal justice.
4. Demonstrate the ability to think critically and understand complex ideas related to justice, civil liberties, due process, community security, social values, problem solving, rehabilitation and other issues related to criminal justice.
5. To be able to effectively communicate ideas in written and oral communication in various formats including professional communication and the explanation of complex social problems and research data.
6. Demonstrate an understanding of values, ethics, and diversity as they relate to the administration of justice, constitutional rights, and social justice.

## **Degree Requirements**

- Successful completion of the Criminal Justice Studies (ABE Program) curriculum (60 hours)
  - **Foundation Courses (15 hours):** Grade of C or better in each of the following courses: BUS 166 or any college level computer science course (3), PSY 101 or any college level psychology course (3), HIS 101 or HIS 102; POS 101; SOC 101 or any college level sociology course (3)

- **Criminal Justice Mathematics Requirement (3 hours)** (may be satisfied through general education requirements): MAT 110 with a grade of C or better (Prereq. MAT 101 or placement)
- **Criminal Justice Core Classes (21 hours):** Grade of C or better in each of the following courses:
  - CJS 108, CJS 240, CJS 346, CJS 350, CJS 353/CRT 303 (Prereq. C or better in MAT 110), CJS 456 or BUS 410, and CJS 490 (Prereq. C or better in CJS 353)
- **Criminal Justice Studies Concentration Requirements (18 hours):** Students must complete at least **ONE** of the following concentrations of their choice with a grade of C or better in each of the classes:
  - **Corrections/Counseling/Parole (18 hours):** PSY 207 (Prereq. PSY 101), CJS 220, CJS 380, CJS 420, CJS 422, CJS 423 (Prereq. CJS 422)
  - **Management (18 hours):** BUS 205; BUS 314 (Coreq. BUS 205); CJS 430 or BUS 318 (Coreq. BUS 205); BUS 412 (Prereq. BUS 318); CJS 458 or BUS 316; ENG 302 (Prereq. ENG 102)
  - **Major Electives (3 hours)** Choose any CJS course or upper division elective approved by Program Director of Criminal Justice Studies & earn a C or better.
    - A minimum of 30 credit hours must be completed at Lincoln College
    - A minimum of 27 hours of upper division coursework (numbered 300 or above)
    - A minimum of 36 credit hours of major classes (CJS and Concentration courses)
    - Final Lincoln College cumulative grade point average of 2.5 with a grade of C or better in all CJs foundation, core, and concentration classes.

### **Criminal Justice Studies Minor (21 hours): (ABE/Traditional)**

The Criminal Justice Studies program offers an academic minor which students in the ABE or traditional programs may apply to their degree/major. The course work for a CJS minor emphasizes acquiring knowledge of the structure and process of the criminal justice system, a basic understanding of criminal law, an introduction to crime causation, an ethics class, and six credit hours of upper division elective classes emphasizing the student's professional focus.

Students pursuing a Criminal Justice BS degree may not earn a minor in Criminal Justice. Students earning any of the other baccalaureate degrees offered by the College may declare one of the following Criminal Justice Studies minors.

#### **Minor in Criminal Justice Studies**

Successfully complete each of the following with a grade of C or better: CJS 108; CJS 240; CJS 346 or CJS 444 or CJS 445; CJS 350; CJS 456; any two additional CJS 300-400 level classes (6 hours) approved by the Academic Program Director of Criminal Justice Studies.

### **Bachelor of Science in Sport Management (Traditional Program)**

#### **Purpose**

The curriculum provides the student with academic preparation and practical training in sport settings. The Bachelor of Science in Sport Management is designed to meet the COSMA accreditation standards (though is not accredited through COSMA as yet.) Sport management graduates may find employment in a wide variety of careers such as; professional sport or collegiate administration, corporate administration, business management, fundraising administration, sport facility management, account executive for professional teams, sales representatives for sporting goods companies, marketing director with professional or intercollegiate athletics departments, conference office administration, athletic conference administration, and public/community or media relations with professional teams. The curriculum culminates with a 90 hour (3 credits) internship experience to provide practical experience in a sport setting.

#### **Bachelor of Science in Sport Management Learning Outcomes**

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

1. **Socio-Cultural:** demonstrate an understanding that sport is a microcosm of society influenced by cultural traditions, social values, and psychosocial experiences and that sport managers are immersed in the socio-cultural milieu with sport as the focus.
2. **Management and Leadership:** demonstrate an understanding of the concepts of management and leadership by describing various skills, roles, and functions of sport managers as well as applicable leadership theories as they may apply to sport settings and challenges.
3. **Ethics:** analyze moral and ethical issues related to sport and develop a personal philosophy that governs leadership decisions and social responsibility in sport management settings.
4. **Marketing:** apply fundamental marketing concepts to the sport industry so that an understanding of the unique nature of the sport product and consumer markets exists.
5. **Communication:** demonstrate an understanding of the principles of interpersonal and mass communication and demonstrate understanding of the interaction with internal and external sport publics.
6. **Budget and Finance:** demonstrate an understanding of budget and finance as critical components of all sport setting and industries by analyzing financial control methods and principles.
7. **Legal Aspects:** demonstrate an understanding of legal concepts in areas that graduates are most likely to encounter within sport settings.

8. **Economics:** demonstrate an understanding of sport economic principles as they fit into the national economy and demonstrate an understanding that sport economics are shaped by external influences.
9. **Governance:** demonstrate an understanding of the various agencies that govern sport by identifying their authority, organizational structure, and functions.

### Degree Requirements

- Successful completion of the Sport Management curriculum (57 hours)
  - **Business Foundation Courses (18 hours):** Grade of C or better required in each of the following courses:
    - BUS 101, 102 (Prereq. BUS 101), 203, 205; ECO 107 and 108 (Prereq. ECO 107)
  - **Sport Management Core Courses (36 hours):** Grade of C or better required in each of the following courses:
    - SPM 201, 301, 302, 303, 304, 305, 306, 400, 401, 402, 403, 404 (Prereq. SPM 201)
  - **Senior Coursework (3 hours):** SPM 491 (Prereq. Senior Standing and Lead Faculty approval)
- Last 30 credit hours must be completed at Lincoln College-Normal
- A minimum of 27 hours of upper division coursework (numbered 300 or above)
- Final Lincoln College cumulative GPA of 2.5 or above

## **Bachelor of Science in Health Services Administration (ABE)**

### Purpose

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 3 credit hour internship or practicum and the capstone seminar Applied Health Administration.

### Health Services Administration Learning Outcomes

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

- a. Develop an integrated knowledge of the US healthcare delivery systems, functions and challenges.
- b. Develop strong communication and interpersonal skills necessary in the business environment.
- c. Demonstrate ability to apply business concepts to real world situations.
- d. Strengthen ability to use technology tools, analytical tools and software.
- e. Develop an understanding of the ethical choices and obligations health care organizations are facing.
- f. Provide the necessary education and experiences to enable graduates to be effective leaders on health care and other organizations.
- g. Develop and understanding of legal and social responsibility in health care delivery.
- h. Establish a strong foundation for understanding epidemiological concepts of health and disease.
- i. Develop an understanding of working in diverse and multicultural environment.

### Degree Requirements

- Successful completion of the Health Services Administration (ABE Program) curriculum (84 hours):
  - **Business Foundation Courses (27 hours):** Grade of C or better in each of the following courses:
    - BUS 101, BUS 102 (Prereq. BUS 101), BUS 166, BUS 205, BUS 301 (Prereq. BUS 101), BUS 310 (Prereq. MAT 135 and Coreq. BUS 205), BUS 318 (Coreq. BUS 205); ECO 107 and ECO 108 (Prereq. ECO 107)
  - **Health Services Administration Mathematics Core (7 hours):** Grade of C or better in each of the following:
    - MAT 110 (Prereq. MAT 101) and MAT 135 (Prereq. MAT 103 or MAT 104)
  - **Health Care Systems Policy and Management Core (25 hours):** Each of the following courses:
    - HSA 110 (1), HSA 314, HSA 320, HSA 330 (Prereq. HSA math requirements and BIO 101 or 102), HSA 340, HSA 441, HSA 452 (Prereq. MAT 110 and MAT 135), HSA 456, and HSA 460.
  - **Integration of Health Services Management Theory and Practice (7 hours):** Students must complete each of the following:
    - HSA 474 (4) (Prereq. Health Care Systems, Policy and Management core, and senior standing).
    - HSA 491 (Health Services Administration Internship) (3 hours)
      - The Internship requires 30 credit hours of "field experience" for every credit hour of academic time. Mid-career students with managerial experience *in the Health Care field* may request PLA for this course and should be advised that PLA carries a fee and is not automatically granted.
  - **Major Electives (Of electives needed to complete 120 hours, the first 18 hours must be major electives from the following courses) OR** a concentration in Allied Health (if student has an AAS in an Allied Health Field): Any of the following courses as needed to reach 120 total hours:

- BUS 316; CMN 302, CMN 310 [formerly CRT 302]; HSA 210, HSA 310, HSA 353 (Prereq. C or better in MAT 110), HSA 365 (2), HSA 410, HSA 470, HSA 490, HSA 492, or HSA 499 (3-6)
- Concentrations in Health Services Administration Program may be offered to eligible students (see below) in lieu of taking the major electives.
- 120 total credit hours
- Minimum 30 credit hours must be at Lincoln College-Normal
- A minimum of 30 hours of upper division coursework (numbered 300 or above)
- C or better in all business foundation, health services math courses, and ENG 101, ENG 102, and HSA 474
- Final Lincoln College cumulative GPA of 2.50 or above

### **Concentrations in Health Services Administration Program (used in place of Major Electives)**

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. The 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. The total credits awarded for concentration do not exceed 18 credit hours.
3. The allied health concentration is specific to predetermined, designated professions.

### **Allied Health Concentration**

The 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**

The Nursing concentration may be considered and credit granted provided:

1. The 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. The 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's, 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.

## **Bachelor of Arts in Theatre (Lincoln Campus location)**

### **Purpose**

The Bachelor of Arts in Theatre is designed to produce well-rounded theatre generalists. Graduates will possess training that will prepare them to assume roles in regional theatres, enter graduate school, or allow them to assume leadership positions in community based theatres. Students will develop an understanding of the many aspects of theatre and the collaboration required to produce and perform theatre pieces through both technical competency and broad knowledge of theatre. In addition, students will be allowed to develop specific skills through advanced coursework and gain practical experience in acting, directing, or technical theatre.

### **Bachelor of Arts in Theatre Program Goals and Learning Outcomes:**

Upon successful completion of the Bachelor of Arts in Theatre, the graduate will be able to:

1. Think conceptually and critically about text, performance, and production.
2. Demonstrate an understanding of playwriting and production processes, aesthetic properties of style, and the way these shape and are shaped by artistic and cultural forces.
3. Possess an acquaintance with a wide selection of theatre repertory including the principle eras, genres, and cultural sources.
4. Develop and defend informed judgments about theatre.
5. Demonstrate an understanding of procedures and approaches for realizing a variety of theatrical styles.
6. Employ intermediate to advanced competence in one or more theatre specialization in creation, performance, or scholarship.

### Degree Requirements

- Successful completion of the Theatre curriculum (65 hours)
  - **Foundation Courses (19 hours):** Each of the following courses:
    - **Performance (9 hours):** THE 111, THE 112 (Prereq. THE 111), and THE 211 (Prereq. THE 112)
    - **Technical Theatre (6 hours):** THE 104 and THE 204
    - **Practicum (4 hours):** THE 107, THE 108, THE 207, THE 208
  - **Theatre Core (28 hours):** Each of the following courses:
    - **Technical Theatre (9 hours):** THE 311 (Prereq. THE 312), THE 345 and THE 445
    - **History and Criticism (12 hours):** THE 371 (Prereq. THE 111), THE 305, THE 306, and THE 471
    - **Theatre Business (7 hours):** THE 349, THE 307, THE 308 (Prereq. THE 307), THE 407 (Prereq. THE 308), and THE 408 (Prereq. THE 407)
  - **Senior Coursework (3 hours):** Each of the following courses:
    - THE 403
  - **Theatre Electives (6 hours) :** Any two of the following courses:
    - THE 413 (Prereq. THE 211), THE 313, THE 411 (Prereq. THE 112) or THE 347 (Prereq. THE 104 or THE 204), THE 491
  - **Fine Arts Electives (9 hours):** Any course with a designation of ART, DAN, MUS, or PHO and/or courses from the following list: HUM 120, SPE 103, THE 105, 106, 313 (Prereq. Jr./Sr standing), 411 (Prereq. THE 112), 413 (Prereq. THE 211). THE 491(Courses used as Theatre Electives may not also be used as Fine Arts Electives.)
- A minimum of 37 credit hours of upper division coursework (courses numbered 300 or above)
- Last 30 credit hours must be completed at Lincoln College
- Completion of general education requirements as described in this catalog (may include completion of an AFA for Theatre Majors)
- Final Lincoln College cumulative GPA of 2.0 or above

## **Bachelor of General Studies in General Studies (Traditional Program)**

### Purpose

The Bachelor of General Studies degree program is designed specifically for (1) students with technical training or non-academic professional training who wish to broaden their specialized background to include a liberal arts education; or (2) students who wish to develop an interdisciplinary program tailored to their individual needs and interests in order to fulfill personal educational goals, facilitate career change, promote career advancement, prepare for graduate studies, and/or satisfy their love of learning.

### Bachelor of General Studies Program Goals and Learning Outcomes:

Upon successful completion of the Bachelor of General Studies in General Studies, the graduate will be able to:

1. Communicate effectively through critical reading, writing, listening, and speaking.
2. Appraise and evaluate the quality, value, and significance of the influence of cultural artifacts on the student's personal core values.
3. Produce critical and effective solutions to personal, social, and/or professional problems by applying patterns of human behavior.
4. Demonstrate understanding of a pluralistic approach to diverse cultures, ideas, and perspectives as it relates to the achievement of the democratic ideal.
5. Demonstrate an ability to anticipate, detect, and respond adaptively to changing information and circumstances.
6. Synthesize ideals and perspectives in a manner which demonstrates intellectual integration, exploration, and development.
7. Recognize the interrelatedness of knowledge.

### Degree Requirements:

- Complete all general education requirements (for the purpose of the BGS only, students may also complete general education requirements through an A.A.S, A.G.S., or A.F.A. from a regionally accredited post-secondary institution)
- Successful completion of the Bachelor of General Studies in General Studies curriculum (60 hours)
  - **General Studies Core (33 hours):** Complete any 33 hours in the Arts and Sciences beyond the general education requirements or associate degree distributed as follows:
    - 12 credit hours in Arts and Humanities
    - 12 credit hours in Social and Behavioral Sciences
    - 9 credit hours in Sciences and Mathematics
  - **Concentration Courses (18 hours):** Complete 18 hours of an additional concentration of courses in a specific field of study beyond the general education requirements or associate degree. Such concentrations may include:
    - Arts and Humanities
    - Fine Arts

- Social and Behavioral Sciences
- Criminal Justice Studies
- Sport Management
- Business Administration
- Health Services Administration (only offered in ABE format)
- Interdisciplinary Studies: (Students choosing this option must complete SIT 402 (Prereq. CRT 303))
- **Arts and Sciences Electives (9 hours):** Complete 9 hours of Arts and Sciences elective credits beyond the general education requirements or associate degree.
- **Competency Courses:** Grade of C or better required in each of the following: ENG 101, ENG 102 (Prereq. ENG 101), SPE 101, and MAT 104 (Prereq. MAT 101 or placement) or higher. These courses may have been completed in general education or an associate degree.
- **World Culture/Diversity Requirement:** Complete 3 credit hours of World Culture or Diversity. This requirement may have been completed in general education or an associate degree.
- A minimum of 30 hours of at Lincoln College-Normal
- A minimum of 33 hours of upper division coursework (300 or above).
- No more than 21 credit hours may be completed in a single Arts and Sciences Department/subject or 27 hours in a single professional/vocational school.
- A final Lincoln College cumulative GPA of 2.00 or higher.
- Students must submit a Degree Plan of Study (developed in consultation with their academic advisor) prior to beginning their final 15 credits. The Degree Plan of Study must also include an essay stating the goals and learning objectives in pursuing the courses included in the Concentration. The Degree Plan of Study must be approved by Program Director of Liberal Arts. Any deviation or change from the approved Plan must be approved by the Program Director of Liberal Arts.

### **Bachelor of General Studies in General Studies Definitions:**

For the purposes of determining whether all degree requirements have been met, the following definitions will apply:

- **Arts and Humanities:** Any course which includes the disciplines or departments of Art, Music, Theatre, Communications, English, Literature, Philosophy, Religion, Humanities, American Studies, Foreign Language.
- **Social and Behavioral Sciences:** Any course which includes the disciplines or departments of Economics, History, Anthropology, Geography, Political Science, Psychology, and Sociology.
- **Science and Mathematics:** Any course which includes the disciplines or departments of Math, Biology, Physics, Geology, Physical Geography, Chemistry, Astronomy, and Critical Thinking or Logic.
- **Fine Arts:** Any course which includes the disciplines or departments of Art, Music, or Theatre.
- **Criminal Justice Studies:** Any course with a CJS designation or included in another college or university's Criminal Justice or Criminology department.
- **Sport Management:** Any course with a SPM designation or included in another college or university's Sport Management program.
- **Business Administration:** Any course with a BUS designation or included in another college or university's business school.
- **Health Services Administration:** Any course with a HSA designation.
- **Interdisciplinary Studies:** A concentration area including a combination of any of the above courses which correlate in some manner to achieve student-developed learning outcomes. Such a concentration must not include more than 9 credit hours in one of the other concentrations offered.
- **Competency Courses:** Courses requiring a "C" or better upon completion and which include: ENG 101, ENG 102, SPE 101, and MAT 104 (College Algebra) or higher. Articulated equivalencies may be used from another institution provided the student achieved a "C" or better.
- **World Culture or Diversity Courses:** Any course which includes a significant element of multiculturalism, pluralism, ethnic and racial diversity, gender differences, non-western cultures, foreign language, global perspectives in its course description or those Lincoln College courses identified as satisfying the requirement.
- **Arts and Sciences Department/Subject:** Any specific Arts and Science discipline area which includes the Arts and Humanities, Social and Behavioral Sciences, and Sciences and Mathematics.
- **Professional/Vocational School:** Any area or course not considered to be an Arts and Sciences content area including Business Administration, Criminal Justice Studies, Health Services Administration, Cosmetology, Massage Therapy, Sport Management or any area or subject which concentrates on a specific vocation or skill.

## **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).

## ***Associate's Degree Programs (Traditional Academic Programs)***

*Students enrolled in the Center for Adult Learning /ABE Program are not eligible to seek an Associate Degree from Lincoln College-Normal (with the exception of the Associate of Science in Law Enforcement.) Associate Degree Programs are only offered in the Traditional Academic Programs unless otherwise indicated.*

### **Mission Statement**

The Lincoln College transferable Associate's Degree Programs (Associate in Arts and Associate in Science) are based upon the College's overall mission. Each program lays a foundation of general education courses that prepare students for transfer to another post secondary institution or for continuation in one of the Bachelor's programs offered at Lincoln College-Normal.

### **Purpose**

The General Education core curriculum requirements in language and humanities, social sciences, mathematics, life and physical sciences, and physical education are central to the mission of Lincoln College-Normal. The requirements are designed to provide an enlightening, interrelated program that ensures a wide range of diversified knowledge and promotes lifelong intellectual inquiry. Students enter Lincoln College with different levels of general knowledge; all of Lincoln College's academic offerings are intended to help students grow by improving their individual skills and competencies and by providing experiences in areas they have not yet explored.

### **Associate's Degree Program Learning Outcomes:**

**The general education goals are divided into five broad categories which compose the general education goal:**

**Lincoln College graduates will be responsible citizens and lifelong learners who possess a global perspective, employ analytical skills, and communicate effectively.**

**Further, more specific skill categories as developed by the Lincoln College faculty are outlined below:**

Upon completion of the LCN's general education program students will demonstrate:

#### **I. Communication**

- a. Research Skills.
- b. Technological Literacy.
- c. Oral and Written Communication.

#### **II. Responsible Citizenship**

- a. Ethics.
- b. Environmental Responsibility.
- c. Social Responsibility.

#### **III. Analysis**

- a. Mathematical Reasoning.
- b. Scientific Reasoning.
- c. Problem Solving.

#### **IV. Lifelong Learning**

- a. Personal Development and Wellness.
- b. Professional Development.
- c. Appraising and responding to the Arts.

#### **V. Developing a Global Perspective**

- a. Cultural and Social Foundations.
- b. Historical Perspective.
- c. Understanding Diversity.

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

- o Complete coursework with a cumulative LCN grade point average of 2.00 or above.
- o Complete the last 27 credit hours at Lincoln College-Normal.
- o Satisfy all requirements of the student's specific degree program

## **Associate of Arts in General Studies**

### **Purpose**

The Associate in Arts Degree (A.A.) is designed so that students may complete the lower-division portion (freshman and sophomore) of a Bachelor of Arts Degree (B.A.). This degree includes transferable general education courses in the areas of language and humanities, science, mathematics, social science, computer science, and physical education/health. The A.A. degree is suited for students seeking a B.A. degree in such areas as liberal arts and sciences, English, history, psychology, and many other fields. Because admission to colleges and universities, as well as to specific majors, is often competitive, students planning to transfer should understand that completing the recommended courses alone does not guarantee admission.

It is recommended that students fulfill the foreign language requirement of the program of the senior institution to which they are transferring. In general, credit for four years of the same foreign language at the high school level or credit for two years in the same foreign language at the college level satisfies the foreign language requirement of most Bachelor of Arts degrees.

### **Associate of Arts Degree Requirements:**

- Successful completion of the Associate in Arts Curriculum (60 hours)
  - **Communications (Language and Humanities) (9 hours):** Each of the following courses totaling a minimum of 9 hours:
    - Grade of C or better in ENG 101 and ENG 102 (Prereq. ENG 101)
    - SPE 101
  - **Language and Humanities (9 hours):** Any 3 of the following courses totaling a minimum of 9 hours:
    - ART 111, 123; ENG 105, 106, 137, 201, 202; HUM 107, 108; MUS 116; PHL 103, 105, 107; SPE 260; SPN 101 (4), 102 (4) (Prereq. SPN 101); REL 102; or THE 105, 106
    - Selected courses must come from two different disciplines.
  - **Natural Sciences (7 hours):** Any one course from the Life Sciences and any one course from the Physical Sciences as follows:
    - **Life Sciences:** Any one course from: BIO 101, 102 (4 cr. lab), 106 (4 cr. lab), or 130.
    - **Physical Sciences:** Any one course from: GEO 101, 102 (4 cr. lab); or GEL 101.
    - At least one course must be a lab course.
  - **Mathematics (3 hours):** Any one of the following courses totaling a minimum of 3 hours:
    - MAT 104 (4), 105, 110, 131 (4) (Prereq. MAT 104), or 135 (4) (Prereq. MAT 104).
    - Unless otherwise indicated, the pre-requisite for all eligible math courses is a grade of C or better in MAT 101 (4) or placement.
  - **Social Sciences (9 hours):** Any 3 of the following courses totaling a minimum of 9 hours:
    - ECO 107, 108 (Prereq. ECO 107); HIS 101, 102, 121, 122, 205; POS 101; PSY 101, 204 (Prereq. PSY 101), 207 (Prereq. PSY 101); SOC 101, 202, 203
    - Selected courses must come from two different disciplines.
  - **Physical Education (2 hours):** HEL 101 (2) **OR** PER 102 (2)
  - **Electives (21 hours)**
    - Required Courses: ENG 101, 102; and SPE 101
    - Last 27 credit hours must be completed at Lincoln College
    - Lincoln College cumulative Grade Point Average of 2.00 or above for at least 60 credit hours applied toward associate in arts.

NOTE: Courses listed in the curriculum in the Lincoln College-Normal Associate in Arts degree are only those courses offered at the LCN Campus. Courses listed in the curriculum but only taught at the Lincoln Campus are also applicable to the above degree requirements. Please see the Lincoln College-Lincoln Catalog for additional courses which count toward fulfilling the degree requirements.

## **Associate of Science in General Studies**

### **Purpose**

The Associate in Science Degree (A.S.) is designed so that students may complete the lower-division (freshman and sophomore) portion of a Bachelor of Science (B.S.) degree. The A.S. degree includes the transferable general education courses in the areas of language and humanities, science, mathematics, social science, and computer science. The A.S. degree is designed for students seeking a B.S. degree in a variety of fields including science, mathematics, business, and other fields. Because admission to colleges and universities, as well as to specific majors, is often competitive, students planning to transfer should understand that completing the recommended courses alone does not guarantee admission.

### **Associate of Science Degree Requirements:**

- Successful completion of the Associate in Science Curriculum (61 hours)
  - **Communications (Language and Humanities) (9 hours):** Each of the following courses totaling a minimum of 9 hours:
    - Grade of C or better in ENG 101 and ENG 102 (Prereq. ENG 101)
    - SPE 101

- **Language and Humanities (9 hours):** Any 3 of the following courses totaling a minimum of 6 hours:
  - ART 111, 123; ENG 105, 106, 137, 201, 202; HUM 107, 108; MUS 116; PHL 103, 105, 107; SPE 260; SPN 101 (4), 102 (4) (Prereq. SPN 101); REL 102; or THE 105, 106
  - Selected courses must come from two different disciplines.
- **Natural Sciences (7 hours):** Any one course from the Life Sciences and any one course from the Physical Sciences as follows:
  - Life Sciences: Any one course from: BIO 101, 102 (4 cr. lab), 106 (4 cr. lab), or 130.
  - Physical Sciences: Any one course from: GEO 101, 102 (4 cr. lab); or GEL 101.
  - At least one course must be a lab course.
- **Mathematics (6 hours):** Any 2 of the following courses totaling a minimum of 6 hours:
  - MAT 104 (4), 105, 110, 131 (4) (Prereq. MAT 104), or 135 (4) (Prereq. MAT 104).
  - Unless otherwise indicated, the pre-requisite for all eligible math courses is MAT 101 (4) or placement.
- **Social Sciences (9 hours):** Any 3 of the following courses totaling a minimum of 9 hours:
  - ECO 107, 108 (Prereq. ECO 107); HIS 101, 102, 121, 122, 205; POS 101; PSY 101, 204 (Prereq. PSY 101), 207 (Prereq. PSY 101); SOC 101, 202, 203
  - Selected courses must come from two different disciplines.
- **Electives (21 hours)**
  - Required Courses: ENG 101, 102 (Prereq. ENG 101); and SPE 101
  - Last 27 credit hours must be completed at Lincoln College
  - Lincoln College cumulative Grade Point Average of 2.00 or above for at least 61 credit hours applied toward associate in science.

NOTE: Courses listed in the curriculum in the Lincoln College-Normal Associate in Science degree are only those courses offered at the LCN Campus. Courses listed in the curriculum but only taught at the Lincoln Campus are also applicable to the above degree requirements. Please see the Lincoln College-Lincoln Catalog for additional courses which count toward fulfilling the degree requirements.

## **Associate of Science in Law Enforcement (Traditional Program and ABE Program)**

### **Purpose**

The Associate in Science Degree (A.S.) in Law Enforcement is designed so that students may complete the lower-division (freshman and sophomore) portion of a Bachelor of Science (B.S.) degree. The A.S. in Law Enforcement degree includes the transferable general education courses in the areas of language and humanities, science, mathematics, social science, and computer science. The A.S. degree is designed for students seeking a B.S. degree in Criminal Justice Studies. Because admission to colleges and universities, as well as to specific majors, is often competitive, students planning to transfer should understand that completing the recommended courses alone does not guarantee admission.

### **Associate of Science in Law Enforcement Degree Requirements:**

- Successful completion of the Associate in Science in Law Enforcement Curriculum (61 hours)
  - **Communications (Language and Humanities) (9 hours):** Each of the following courses totaling a minimum of 9 hours:
    - Grade of C or better in ENG 101 and ENG 102 (Prereq. ENG 101)
    - SPE 101
  - **Language and Humanities (9 hours):** Any 3 of the following courses totaling a minimum of 6 hours:
    - ART 111, ART 123; ENG 105, 106, 137, 201, 202; HUM 107, 108 ; MUS 116; PHL 103, 105, 107; SPE 260; SPN 101 (4), 102 (4) (Prereq. SPN 101); REL 102; or THE 106
    - Selected courses must come from two different disciplines.
  - **Natural Sciences (7 hours):** Any one course from the Life Sciences and any one course from the Physical Sciences as follows:
    - Life Sciences: Any one course from: BIO 101, 102 (4 cr. lab), 106 (4 cr. lab), or 130.
    - Physical Sciences: Any one course from: GEO 101, 102 (4 cr. lab); or GEL 101.
    - At least one course must be a lab course.
  - **Mathematics (6 hours):** C or better required in any two of the following courses totaling a minimum of 6 hours:
    - MAT 104 (4) (Prereq. MAT 101), 105 (Prereq. MAT 101), 110 (Prereq. MAT 101), 131 (4) (Prereq. MAT 104), or 135 (4) (Prereq. MAT 104).
    - Unless otherwise indicated, the pre-requisite for all eligible math courses is MAT 101 (4) or placement.
  - **Social Sciences (9 hours):** Any 3 of the following courses totaling a minimum of 9 hours:
    - ECO 107, 108 (Prereq. ECO 107); HIS 101, 102, 121, 122, 205; POS 101; PSY 101, 204 (Prereq. PSY 101), 207 (Prereq. PSY 101); SOC 101, 202, 203
    - Selected courses must come from two different disciplines.

- **Criminal Justice Studies Core (21 hours):** All of the following courses with a grade of C or better in each of the following courses: CJS 108, 210 [formerly CJS 204], 220 [formerly CJS 205], 240, 260, 262 [formerly CJS 213], and 280
- Required Courses: ENG 101, 102; and SPE 101
- Last 27 credit hours must be completed at Lincoln College
- Lincoln College cumulative Grade Point Average of 2.5 or higher

## **Associate of Applied Science in Cosmetology**

### **Purpose**

The Associate in Applied Science in Cosmetology degree combines a basic academic curriculum with an advanced vocational curriculum to provide the graduate with a solid preparation for career entry or career advancement. The academic portion of the degree may be transferred to another postsecondary institution. However, students should be aware that the A.A.S. degree, unlike the A.A. and A.S. degrees, does not meet general education requirements at most 4-year institutions.

### **Associate in Applied Science in Cosmetology Degree Requirements:**

- Successful completion of the Associate in Applied Science in Cosmetology Curriculum (66 hours: 36 hours Cosmetology and 30 hours LCN)
  - **Cosmetology Core (36 hours):** Complete all of the following courses:
    - COS 108, 109, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127
  - **Communications (Language and Humanities) (9 hours):** Each of the following courses totaling minimum of 9 hours:
    - Grade of C or better in ENG 101 and ENG 102 (Prereq. ENG 101)
    - SPE 101
  - **Language and Humanities (6 hours):** Any 2 of the following courses totaling a minimum of 6 hours:
    - ART 111; ENG 105, 106, 137, 201, 202; HUM 107, 108; MUS 116; PHL 103, 105, 107; SPN 101 (4), 102 (4) (Prereq. SPN 101); REL 102; or THE 106
    - Selected courses must come from two different disciplines.
  - **Mathematics (3 hours):** Any one of the following courses totaling a minimum of 3 hours:
    - MAT 101 (4) (Prereq. MAT 091 or 092 or placement), 104 (4), 105, 110, 131 (4) (Prereq. MAT 104), or 135 (4) (Prereq. MAT 104).
    - Unless otherwise indicated, the pre-requisite for all eligible math courses is MAT 101 (4) or placement.
  - **Social Sciences (6 hours):** Any 2 of the following courses totaling a minimum of 6 hours:
    - ECO 107, 108 (Prereq. ECO 107); HIS 101, 102, 121, 122, 205; POS 101; PSY 101, 204 (Prereq. PSY 101), 207 (Prereq. PSY 101); SOC 101, 202, 203
    - Selected courses must come from two different disciplines.
  - **Computer Science (6 hours):** Any 2 of the following courses totaling 6 hours: BUS166, CSC 100, 115, 190
- Required Courses: ENG 101, 102; SPE 101; and all Cosmetology courses
- Last 27 credit hours must be completed at Lincoln College
- Lincoln College cumulative Grade Point Average of 2.00 or above for all LCN courses

## ***Certificate Programs***

### **Purpose**

Certificates are not academic degree but are provided to document knowledge in certain professional fields for those students aspiring to employment in that field or for current professionals seeking to acquire new knowledge for professional advancement. Classes used to satisfy the requirements for a certificate carry academic credit and may also be used to satisfy major and minor degree requirements.

## **Criminal Justice Studies Certificates (Traditional)**

In addition to the Bachelor of Science in Criminal Justice Studies, the CJS program also offers students and working professionals the opportunity to earn an individual certificate by focusing their coursework in specific facets of Criminal Justice Studies. All classes used to satisfy the requirement for a CJS Certificate carry academic credit and the credit used to obtain a CJS Certificate may be used to satisfy the requirements for an academic degree at Lincoln College. Prior to completion of all coursework required for a CJS Certificate, the student should submit an *Application for Certificate* to the Program Director of the Criminal Justice Studies program.

### **Certificate Offered:**

#### ***CJS School Safety and Security Certificate (15 credit hours):***

Required Courses: CJS 108, CJS 280, CJS 474, CJS 480; and PSY 207 (Prereq. PSY 101) or CMN 310 or CJS 350.

## Massage Therapy Certificate (Traditional)

The Massage Therapy Certificate is designed to prepare students for careers as massage therapists. Students are required to complete 16 credits (600 clock hours). Successful completion of coursework enables students to sit for the State of Illinois licensing examination.

### Massage Therapy Schedule

1. Students attend a part-time schedule.
2. Each student is required to complete 16 credits and have 660 clock hours.
3. Massage Therapy students register each semester in accordance with the Lincoln College-Normal academic calendar.
4. Enrollment date: August and January
5. Required courses: MAS 115, 125, 135, 145; BIO 113 and BIO 114 (Prereq. BIO 113)

### LICENSURE REQUIREMENTS

Any person is eligible to receive a license as a massage therapist who submits proof that he/she is 18 years of age, successfully completed a minimum of 500 hours from an established massage therapy school, has applied in writing on the prescribed forms and has paid the required fees, and had his/her fingerprints submitted to the Department of Police in an electronic format.

Licensed Massage therapists in the State of Illinois must obtain at least 24 hours of approved continuing education per license renewal period every 2 years.

The Massage Therapy program consists of the following courses of study: Anatomy & Physiology, Kinesiology, Pathology, Fundamentals of Massage, Professional Ethics, Wellness Education and Nutrition, Business Concepts, Hygiene/Sanitation/Safety, Body Mechanics/Preparation for Massage, Massage Technique Applications, Massage Technique Variations, Seated Massage, Joint Mobility and Stretching/Sports Massage, Hydrotherapy, Cranial-Sacral Therapy (CST), Reflexology, Deep Tissue Therapy, CPR (Certification for infant/child/adult), Review for licensing exam.

Total classroom/clinical hours - 660

### Massage Therapy Make Up Hours Available

Make up hours will be determined by the instructor on the first day of class.

### Client Services

Massage Therapy students must have completed fundamentals and massage technique application (140 total hours) before performing massage on clients.

## Midwest College of Cosmetology Certificates

*The Midwest College of Cosmetology, a division of Lincoln College-Normal, is located on the LCN campus at 755 W. Raab Rd. Contact MCC by phone at (309) 451-1373 or toll free at (800) 811-2228 or via email at [info@midwestbeautycollege.com](mailto:info@midwestbeautycollege.com). MCC's administrative offices are open from 8:30 a.m. to 5:00 p.m. Monday through Friday.*

### Cosmetology Certificate

The Cosmetology Certificate is designed to prepare students for rewarding careers in the field of cosmetology. Students are required to complete 36 credits (1500 clock hours). Successful completion of this course enables students to sit for the State of Illinois licensing examination.

### PROGRAM DESCRIPTION

Course hours: 1500

Occupational opportunities: Cosmetologist, Nail Technician, Esthetician, Make-up Artist, Sales, Manufacturing, Salon Owner, Product Design, Platform Artist, Distributor

Full-Time Course Schedule: T Th 9:00 am 5:00 pm & F-Sat 8:30 am - 4:00 pm

### LICENSURE REQUIREMENTS

Basic Training 150 hours of classroom instruction in general theory and practical application shall be provided that shall include a minimum of the following subject areas: tools and their use, shampoo, understanding chemicals and use, types of hair, sanitation, hygiene, skin diseases and conditions, anatomy and physiology, electricity, ethics, nail technology, and esthetics.

Practical Chemical Application/Hair Treatment 500 hours of instruction, which shall be a combination of classroom instruction and hands on experience, shall be provided in the following subject areas: chemical safety, permanent waving, hair coloring, tinting and bleaching, hair relaxing, hair and scalp conditioning, shampooing, and toning and rinsing

Hair Styling/Hair Dressing 475 hours of instruction in hair styling, which shall be a combination of classroom instruction and hands on experience, shall be provided in the following subject areas: Cutting, thinning, shaping, trimming, application of electrical/mechanical equipment, curling, hair treatments, and marcelling

Shop Management, Sanitation and Interpersonal Relations 200 hours of classroom instruction shall be provided in the following subject areas: labor law, workers' compensation, client relations, bookkeeping, marketing and merchandising, emergency first aid, right-to-know laws, pertinent State and local laws and rules, business ethics, sanitation, electrical devices, personal grooming and hygiene.

Esthetics 85 hours of instruction shall be provided

Nail Technology 55 hours of instruction shall be provided

Electives 35 hours

### **GRADUATION REQUIREMENTS**

Students must successfully complete all units of study, complete the number of hours required by the Illinois Department of Financial and Professional Regulations, pass the written and practical final with an 85% average, complete all required exit paperwork and exit interview, and pay all debts owed to the institution.

### **ADDITIONAL LAB HOURS**

Additional lab hours are available to help students make up hours or graduate early. Students must sign up to be eligible to stay. Additional lab hours are for practical practice only. No test taking or homework is allowed during these times. The hours available and guidelines are posted on the student salon floor.

#### **Full-time Cosmetology**

Additional lab hours may be started when a student has at least 150 clock hours and after shampooing class has been taken. Students may not complete their hours prior to 45 weeks from their starting date.

#### **Part Time Cosmetology**

Additional lab hours may be started when a student has at least 150 clock hours and after shampooing class has been taken. Students may not complete their hours prior to 70 weeks from their starting date.

## ***Esthetics Certificate***

The Esthetics Certificate is designed to prepare students for careers as estheticians. Students are required to complete 18 credits (750 clock hours). Successful completion of coursework enables students to sit for the State of Illinois licensing examination.

### **PROGRAM DESCRIPTION**

Course hours: 750

Occupational opportunities: Esthetician, Medi-spa, Medical Esthetician, Make-up Artist, Sales, Manufacturing, Salon/Spa Owner, Product Design, Distributor, Educator

Full-Time Course Schedule: M- 8:30 3:30 T TH 8:30 4:30 F 8:30-4:00

Part-Time Course Schedule: M-Th 5:00-9:00

### **LICENSURE REQUIREMENTS**

Basic Training 75 hours of classroom instruction in general theory and practical application shall be provided which shall be divided into the following subject areas: history of skin care, personal hygiene and public health, professional ethics, sterilization and sanitation, introduction to skin analysis and skin care and facial treatments.

Scientific Concepts 150 hours of classroom instruction shall be provided in the following subject areas: cells, metabolism and body systems, bacteriology, physiology and histology of the skin, human anatomy, chemistry understanding chemicals and their use, disorders of the skin and special esthetics procedures.

Practices and Procedures 500 hours of instruction, which shall be a combination of classroom instruction and clinical application, shall be provided in the following subject areas: non-therapeutic massage, excluding the scalp, nutrition and health of skin, skin analysis, cleansing the skin, mask therapy and facial treatments, facial treatments without the aid of machines, electricity, machines and apparatus, facial treatments with the aid of machines, hair removal, including tweezer method, depilators, waxing and their use, professional makeup techniques, product knowledge as it relates to esthetics.

Business Practices 25 hours of classroom instruction shall be provided in the following subject areas: Illinois Barber, Cosmetology, Esthetics and Nail Technology Act and Rules management, OSHA standards relating to chemical use.

### **GRADUATION REQUIREMENTS**

Students must successfully complete all units of study, complete the number of hours required by the Illinois Department of Financial and Professional Regulations, pass the written and practical final with an 85% average, complete all required exit paperwork and exit interview, and pay all debts owed to the institution.

### **ADDITIONAL LAB HOURS**

Additional lab hours are available to help students make up hours or graduate early. Students must sign up to be eligible to stay. Additional lab hours are for practical practice only. No test taking or homework is allowed during these times. The hours available and guidelines are posted in the esthetics classroom.

#### **Full Time Esthetics**

Additional lab hours may be started when a student has completed 75 hours and basic facials. Students may not complete their hours prior to 33 weeks from their starting date.

#### **Part Time Esthetics**

Additional lab hours may be started when a student has completed basic facials. Students may not complete their hours prior to 44 weeks from their starting date.

## ***Cosmetology Instructor Certificate***

The Cosmetology Instructor Certificate is designed to prepare students for careers as cosmetology instructors. Students are required to complete a minimum of 500 clock hours. Successful completion of this program enables students to sit for the State of Illinois Cosmetology Instructor licensing exam.

### **Cosmetology Instructor Schedule**

1. Students attend Monday for theory class.
2. Each student is required to have 500 clock hours with 2 years of salon experience or 1000 clock hours without salon experience.
3. Student Instructors register each semester in accordance with the Lincoln College-Normal academic calendar.
4. Enrollment date August and January.
5. Required courses: COS 190 for students with salon experience, COS 190, 192 for students without salon experience.

# **MIDWEST COLLEGE OF COSMETOLOGY COURSE DESCRIPTIONS**

## **Cosmetology**

### **COS 108, 109, 118, 119 (3 credits each)**

Focuses on professional rules and regulations, personal and professional ethics, shampooing, wet designing, hair shaping, braiding, scalp treatments, trichology, thermal designing, nail diseases and disorders, manicures, pedicures, artificial nails, client services, and retailing. Also emphasizes retexturing, restructuring demonstrations, makeovers, analyzing, color and design, hair coloring, decolorizing, dermatology, facials, massage, anatomy, and use of state of the art machines.

### **COS 120, 121, 122, 123 (3 credits each)**

Consists of the study of artificial hair, electricity, salon business management, job marketing skills, and an internship. Focuses on perfecting hands-on skills. Provides experience working in the clinic.

### **COS 124, 125, 126, 127 (3 credits each)**

Focuses exclusively on perfecting hands-on skills. Provides additional experience working in the clinic.

## **Advanced Cosmetology**

### **COS 112 Advanced Cosmetology (Refresher Course)**

Designed to improve and upgrade the skills of licensed cosmetologists by teaching the latest theories and techniques for the practice of cosmetology as required by the State of Illinois. Continuing Educational Units. 250 clock hours. Prereq. Registered Licensed Cosmetologist, Registered Licensed Instructor.

### **COS 190 Cosmetology or Clinic Instructor I (formerly COS 114)**

Designed to develop basic cosmetology instructional skills, a familiarization of basic theory and fundamental principles of teaching. Course must be followed by COS 115 in order to receive credit for COS 114. 500 clock hours. Prereq. Licensed Cosmetologist.

### **COS 192 Cosmetology Instructor II (formerly COS 115)**

Provides supervised student instruction, preparation and presentation of lesson plans, evaluation of subject matter, and business procedures related to a cosmetology college. Covers methods of teaching and testing students. Includes completion of an instructional portfolio. Successful completion of this course enables the student to sit for the State of Illinois Instructor examination. 500 clock hours. Prereq. COS 192

## **Esthetics**

### **EST 110, 120, 130, 140, 150, 160 (3 credits each)**

Basic state laws and regulations, personal and professional image, bacteriology, sanitation and sterilization in basic application, cellular composition, anatomy and physiology, dermatology, chemistry, product analyzing, facial treatments, hair removal, skin enemies and aging factors, male skin care, aromatherapy, retailing and advanced machines. Successful completion of this course enables the student to sit for the State of Illinois Examination.

### **EST 190 Esthetics Instructor I (formerly EST 104)**

Designed to develop basic esthetic instructional skills. A familiarization of basic theory and the fundamental principles of instruction. Prereq. Registered Cosmetologist or Registered Esthetician.

### **EST 192 Esthetics Instructor II (formerly EST 105)**

Provides supervised student teaching, preparation and presentation of lesson plans, evaluation of subject matter, business procedures related to the operation of an esthetics college, presentation of various educational methods, testing student abilities, and completing an instructor's portfolio. Successful completion of this course enables the student to sit for the State of Illinois Instructor Examination. Prereq. EST 190

## **Massage Therapy**

### **MAS 115, 125 135, 145 (3 credits each)**

Consists of kinesiology, pathology, fundamentals of massage, ethics, wellness education, business concepts, hygiene, sanitation, safety, body mechanics, massage preparation and technique applications/ variations, chair massage, sports massage, joint mobilization and stretching, hydrotherapy, cranial-sacral therapy, reflexology, deep tissue therapy, trigger point therapy, CPR certification, clinicals, and externships.

### **BIO 113 Fundamentals of Anatomy and Physiology I (no lab) (4 credits) LCN course**

Fundamentals of Anatomy and Physiology I studies the structure and function of the human body and mechanisms for maintaining homeostasis within it. The course introduces the structure and function of tissues, organs, and systems of the human body by providing a basic foundation in anatomy and physiology regarding terminology and the relationship between structure and function. Course emphasis will be on the skeletal, nervous, and endocrine systems. The course is intended to be a general education alternative to BIO 107 or an introduction for those students pursuing a massage therapy certificate.

### **BIO 114 Fundamentals of Anatomy and Physiology II (no lab) (4 credits) LCN course**

This course is a continuation of the study of the structure and function of the human body and the mechanisms for maintaining homeostasis within it. Continues the study of tissues, organs, and systems of the human body with emphasis on muscular, integumentary, cardiovascular and lymphatic systems, respiration, digestion, metabolism, the urinary system, electrolytes and reproduction. Course is intended to be a general education alternative to BIO 108 or a continuation of BIO 113 for those students pursuing a massage therapy certificate. Prereq. BIO 113.

# ACADEMIC COURSE DESCRIPTIONS

## Course Numbering and Explanation

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 discipline through which the course is offered, and the number indicates the academic level of the course. The following numbering system identifies the definition of the academic level of a course:

### (1-99) Pre-college Level Courses

These course numbers indicate developmental, pre-college level classes which do not receive college credit and are thus not calculated in the student's grade point average. These courses are not transferable to other post secondary institutions

### (100-199) Lower Division Survey Courses

These numbers indicate introductory courses which typically survey an entire academic discipline and/or introduce students to the fundamental nature of a discipline's method of inquiry. Such courses are normally appropriate for fulfilling general education requirements.

•**NOTE:** MAT101 and ENG100 are basic courses which count toward the electives portion of Lincoln College-Normal degrees but are typically not accepted as fulfillment of departmental requirements and are generally not transferable.

### (200-299) Lower Division Intermediate Courses

These numbers indicate courses which are intermediate in nature. These courses generally 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.

### (300-399) Upper Division Courses

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) Upper Division Advanced Courses

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. Such courses may require students to work far more independently.

## COURSE SEQUENCING

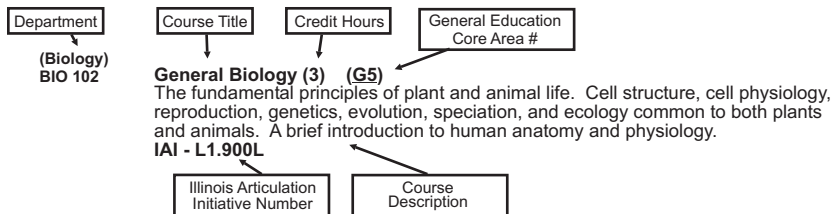
The following definitions of course sequencing are applicable to all Lincoln College-Normal courses

- **Prerequisite Courses (Prereq.):** A course or requirement which must be successfully completed **prior** to enrolling in a subsequent course(s). Prerequisite courses may not be waived or substituted without a legitimate rationale as determined by all of the following: the instructor, the division/program head, and the Dean of Academic Affairs.
- **Co-requisite Courses (Coreq.):** Any course(s) which may be taken concurrently or prior to enrollment in another course(s). No prerequisite may be treated as a co-requisite.
- **Recommended Sequence (Recommend):** Any course which is **recommended** by the Program Department to be sequenced prior to enrollment in a subsequent course. While it is strongly suggested to the student to complete the appropriate sequence of courses, it is not required that a student follow the sequence. Recommended sequencing indicates that a subsequent course does not require successful completion of the prior course.

## 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.
- If the course is included in the College's standard course rotation, the semesters in which it is offered are indicated by F, S, or Su. If the course is not offered every year, there is a subtext number indicating in which year of the 2-year rotation the course is offered, i.e., F<sub>2</sub>. When a course is taught online, that is noted after the semester indication. (*The course rotation is indicated for students' convenience in creating their academic plan. Occasionally course offerings may deviate from the rotation shown in this catalog.*)
- If the course fulfills a core area of the College's general education requirement, that is indicated in parentheses by G + the number of the core area, i.e., (G12). Although some courses can satisfy the requirements of more than one core area, each may be applied to only a single area.
  - G1 = Communications
  - G2 = Humanities
  - G3 = Literature
  - G4 = Fine Arts
  - G5 = Life Science
  - G6 = Physical Science
  - G7 = Mathematics
  - G8 = Political Science/Economics
  - G9 = History
  - G10 = Behavioral Sciences
  - G11 = Global Awareness/Diversity
  - G12 = American Studies

••The Boldface print that follows the course description indicates courses that have been accepted for transfer as part of the Illinois Articulation Initiative (IAI.) (*The IAI is a statewide agreement between public colleges and universities and some private schools that is designed to facilitate timely degree completion for students who transfer between institutions. For further information, see an academic advisor or refer to the IAI section in this catalog.*)



## Course Descriptions By Discipline

### 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) (G4)**

Survey covering a broad spectrum to introduce art styles, functions, media, and elements of visual art. **IAI-F.900**

#### **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) (G5)**

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. **IAI - L1900**

#### **BIO 102 General Biology (Lab) (3:2:4) (G5)**

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. **IAI - L1.900L**

#### **BIO 106 Environmental Biology (Lab) (3:2:4) (G5)**

A laboratory science course studying causes, effects, and possible control methods of various pollution. Sampling techniques, water testing, soil testing, conceptual application & analysis. Field trips: natural communities & pollution problem areas. **IAI - L1.905L**

#### **BIO 113 Fundamentals of Anatomy and Physiology I (3) (G5) (no lab)**

Fundamentals of Anatomy and Physiology I studies the structure and function of the human body and mechanisms for maintaining homeostasis within it. The course introduces the structure and function of tissues, organs, and systems of the human body by providing a basic foundation in anatomy and physiology regarding terminology and the relationship between structure and function. Course emphasis will be on the skeletal, nervous, and endocrine systems. The course is intended to be a general education alternative to BIO 107 or an introduction for those students pursuing a massage therapy certificate.

#### **BIO 114 Fundamentals of Anatomy and Physiology II (3) (G5) (no lab)**

This course is a continuation of the study of the structure and function of the human body and the mechanisms for maintaining homeostasis within it. Continues the study of tissues, organs, and systems of the human body with emphasis on muscular, integumentary, cardiovascular and lymphatic systems, respiration, digestion, metabolism, the urinary system, electrolytes and reproduction. Course is intended to be a general education alternative to BIO 108 or a continuation of BIO 113 for those students pursuing a massage therapy certificate. Prereq. BIO 113

**BIO 130 Introduction to Evolution (Non-Lab) (3) (G5)**

This course examines the origin of life and its diversification from a scientific perspective. Included will be a description of population genetics, sources of genetic variation, mechanisms of evolutionary change, with evidence from paleontology, biochemistry, comparative physiology, and anatomy. There will be discussions of the historical development of modern evolutionary theory. **IAI-L1.907**

**BIO 301 The American Environment (3)**

This course 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)**

Course emphasizes the accounting cycle, accruals, current assets and liabilities, long-term assets and liabilities, stockholders' equity, and cash flow statements. Course includes concepts of financial statements for external users.

**BUS 102 Managerial Accounting (3)**

Course covers 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 105 Introduction to Business (3)**

Course provides a general survey of the field of business in our American free enterprise economy. Designed for students who plan to concentrate in business and for others who are interested in a broad general knowledge of business, including business ownership, finance, and the stock market, management, marketing, and business/government relations.

**BUS 166 Management Information Systems (3)**

Course covers 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 200 Small Business Management (3)**

Course covers management as it applies to starting and managing a small business. Course topics include entrepreneurship, family business, small business in the economy, business plans, market analysis, buying an existing or franchise business, location and facilities, financial planning, legal aspects, consumers, product distribution, prices, credit, personal selling, advertising, and sales.

**BUS 203 Principles of Marketing (3)**

Course covers marketing functions, methods, institutions, cost, price policies, manufacturers, wholesalers, brokers, and consumer behaviors. Course covers 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)**

Course introduces the field of management, fundamentals of planning, organizing, staffing, directing, and controlling as utilized in the world of business management and organization.

**BUS 241 Principles of Retailing (3)**

Course provides a study of retailing's role in a global economy through the examination of the history of retailing, present retailing trends and customer preferences, as well as the future of retailing in terms of electronic and television retailers.

**BUS 242 Principles of Advertising (3)**

Course integrates theory and practice in examining advertising's role in marketing and society. The course also examines the past, present, and future of advertising.

**BUS 301 Principles of Finance (3) (formerly BUS 236)**

Course introduces the operations, mechanics, and structure of financial systems. Financial analysis, working capital investment, capital budgeting, and valuation emphasized. Prereq. BUS 101

**BUS 302 Cost Accounting (3)**

This course examines the cost accounting systems, job and process cost systems, cost accumulations, planning and control of costs, budgeting, standard costs, cost analysis, profit analysis and other related topics. Prereq. BUS 102. Recommended: BUS 166

- BUS 304 Fund Accounting (3)**  
This course provides the student with a background in basic concepts and techniques of accounting and financial reporting practices in non-profit organizations such as municipalities, colleges/universities, healthcare providers, and other non-governmental organizations. This course will closely examine financial reporting, the accounting cycle, and financial statements. Prereq. BUS 101. Recommended: BUS 166.
- BUS 306 Business Law I (3)**  
This course provides an overview of business law and the legal environment of business, including contracts, agency, commercial paper, bailment, and personal Property.
- BUS 307 Business Law II (3)**  
This course focuses on sales, partnerships, corporations, real property, insurance, bankruptcy, wills and estates, and the Uniform Commercial Code.
- BUS 310 Operations Management (3)**  
This course 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. MAT 104 and MAT 135 and Junior/Senior Standing; Coreq. BUS 205
- 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. The course 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)**  
This course 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. Coreq. BUS 205
- BUS 315 International Finance (3)**  
This course covers the fundamentals of international finance, including the international trade process and related financial instruments. Exchange rates, international investments, and multinational corporate finances. Prereq. BUS 101 and BUS 301
- BUS 316 Workforce Diversity (3)**  
The course 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)**  
This course 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. Coreq. BUS 205
- BUS 410 Business Ethics (3)**  
This course examines business ethics in an organizational and managerial framework to resolve ethical issues in today's workplace. The course emphasizes ethical decision-making, codes of conduct, global ethical issues, and auditing effective ethics programs. Prereq. Junior/Senior standing
- BUS 412 Organizational Leadership (3)**  
Course identifies leadership styles and explores findings on leadership and corporate culture based on research by behavioral scientists and experts in the field of management. Course focuses on inter-personal and group processes that can facilitate organizational change. Topical focus is on motivation, perception, communication, decision-making, and leadership as they relate to the role of the manager within an organization. Prereq. BUS 318

**BUS 413 Strategic Management (4) Offered Spring Semester Only**

Course must be taken in final senior semester. The course will focus on strategic management concepts in strategy formulation, implementation, management, and evaluation. This capstone course will allow students to use knowledge and skills gained from prior coursework in accounting, finance, human resources, marketing, and operations management to explore organizational problems using real-world business case studies. Prereq. Last semester in program and completion with a grade of C or better of BUS 101, BUS 102, BUS 203, BUS 301, BUS 310, and BUS 314 with grade of C; No dual enrollments. (Students are responsible for business simulation fee).

**BUS 490 Projects in Accounting (1-3)**

An elective course designed for students capable of advanced independent study in accounting under the supervision of faculty. Students will conduct a project on a topic not in the curriculum or a topic that will provide experiential learning. May be repeated only once up to 6 credit hours. Prereq. permission of BBA program director.

**BUS 491 Advanced Special Topics in Accounting (3)**

Topics may include but are not limited to: Certified Management Accountants (CMA) requirements, Risk Management/Assessment, System Controls and Security, Disaster Recovery, and International Financial Reporting Standards (IFRS). May be repeated only once for a total of 6 credit hours. Prereq. senior standing and permission of BBA program director.

**BUS 492 Individualized Study/Readings in Management (1-3)**

An elective course designed for students capable of advanced independent study in management under the supervision of faculty. May be repeated for a total of 6 credit hours. Prereq. senior standing and permission of BBA program director.

**BUS 496 Advanced Special Topics in Management (3)**

A senior level course in which advanced students will pursue an intensive study of current topics in management. Topics may include but are not limited to: international management, management consulting, change management, non-profit management, or sustainability. Course cannot be repeated for credit. Prereq. senior standing and permission of BBA program director.

**BUS 499 Strategic Management Capstone (6) ABE Program**

Course must be taken as the last course in the ABE Business Management Program. Covers implications of competitive priorities in creating and implementing strategies. Case analyses are used as an aid in the art and science of crafting and executing strategy. A competitive-based online business simulation allows students direct experience in running a business. Prereq. Business Foundation Core Courses and all other Business Management Core courses under the ABE Business Management curriculum.

## **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.

## **Computer Science**

**CSC 100 Introduction to Microcomputers (3)**

Course emphasizes basic operation, understanding and utilization of microcomputers. Typical productivity tools such as word processing, spreadsheets, and database.

- CSC 115 Business Applications for the Microcomputer (3)**  
Course designed for students majoring in business. A basic introduction to word processing, spreadsheet applications, database, and presentation software and Internet access methods. Basic management information systems and operating systems reviewed.
- CSC 116 Advanced Business Applications for the Microcomputer (3)**  
Course provides a continuation of the applications and concepts taught in CSC 115. Prereq. CSC 115
- CSC 190 Web Page Development (3)**  
Course intended for beginner and intermediate HTML authors who wish to advance their skills and participate in a group project. Review of HTML, with an emphasis on good design, using common technologies. Prereq. Permission of instructor.

## **Criminal Justice Studies**

- CJS 102 Security Management (3)**  
Security Management will focus on the general principles of the organizational structure required in the private security field. This course will review the importance of risk management and its function in private security.
- CJS 108 Introduction to Criminal Justice Science (3)**  
A survey of the American criminal justice system, agencies, and personnel and the processing of offenders through the system.
- CJS 210 Police and Law Enforcement (3) (formerly CJS 204)**  
A survey of law enforcement roles and responsibilities at the national, state, and local level. Examines the structure and function of police agencies including jurisdiction, personnel standards and staffing, and support units.
- CJS 220 Corrections I (3) (formerly CJS 205)**  
An introductory survey course in corrections focusing on philosophy, theory, and history of correction. Includes an examination of the various fields in corrections including institutional corrections, community corrections, probation and parole, and reentry programs.
- CJS 240 Criminal Law I (3)**  
An introduction to the study of the Illinois court system and criminal law. Emphasis is upon various subject areas of law including the constitutional limits of criminal law, the defining of criminal behavior, the elements of a crime, criminal liability, and criminal defenses.
- CJS 260 Criminalistics (2:2:3) (formerly CJS 212)**  
An introduction to forensic science and the scientific examination of physical evidence. The course examines the science of recording, identifying and interpreting physical evidence. Class includes 2 clock hour lab. Recommended Sequence any biology class and CJS 108
- CJS 262 Fundamentals of Criminal Investigation (2:2:3) (formerly CJS 213)**  
An introduction to crime scene investigation, evidence gathering and evidence preservation. Includes a discussion of the forensic standards necessary to get evidence accepted by the court and forensic testimony required by the crime scene investigator. Two clock hour lab included. Recommended Sequence CJS 108.
- CJS 264 Fingerprint Techniques 2:2:3) (formerly CJS 220)**  
An introduction into fingerprinting techniques focusing on providing the student with a working knowledge of friction ridges, pattern interpretations, latent prints, lifting prints, and court preparation with an overview of classification and filing of prints. Includes 2 clock hour lab.
- CJS 280 Juvenile Justice (3) (formerly CJS 206)**  
An introduction to juvenile delinquent behavior and society's response to juvenile delinquency. A survey of causation theories, the juvenile court system, and prevention, treatment and control of juvenile delinquency programs.
- CJS 299 Special Topics in Criminal Justice I (3)**  
Curriculum focuses on contemporary issues, a specialty of the instructor, or possible new curriculum. Can be repeated for total of 6 credit hours if the content of the classes are different, but no more than 12 hours combination of CJS 299, CJS 354, CJS 492, and CJS 499.
- CJS 346 Criminal Law II (3) (formerly CJS 336)**  
Survey of the development of criminal law, legal philosophy, substantive criminal law of the Model Penal Code, role of the judiciary, and justifications and defenses. Recommended Sequence CJS 240

- CJS 350 Criminology (formerly CJS 332)**  
Examines offending, offenders, victims, the role of the criminal justice system, society's reaction to offenders, and prevention theories and programs. Recommended Sequence CJS 108.
- CJS 353 Research Methods in Criminal Justice (3) (course cross-listed with CRT 303)**  
Emphasizes the understanding of research methodology frequently used in criminal justice such as descriptive and inferential statistics supported by calculators and computers, experimental and survey methodologies, and issues of reliability and validity. Grade of C or better required in course. Prereq. Grade of C or better in MAT 110.
- CJS 354 Contemporary Issues in Criminal Justice (3)**  
An examination of a contemporary issue or controversy in the criminal justice system. Can be repeated up to a maximum of 6 credit hours if the second class focuses on a different issue than the first, but no more than 12 hours combination of CJS 299, CJS 354, CJS 492, and CJS 499.
- CJS 356 Community Relations and Social Justice (3) An examination of the relationship**  
Between criminal justice agencies, particularly law enforcement agencies, and community expectations and values. Focuses on programs and practices which promote community perceptions of social justice and professional conduct.
- CJS 360 Corporate and White Collar Crimes (3)**  
Examines the origins, organization, function, and response of the criminal justice system to white-collar crime, frauds and crimes committed by corporations and business, and organized crime groups. Possible forms of intervention are examined.
- CJS 361 Forensic Photography (2:2:3)**  
An introduction to the field of forensic photography including the knowledge, skills, and abilities to produce media to be used as evidence in court trials. The course includes a 2 hour lab.
- CJS 362 International Criminal Justice (3)**  
The study of criminal justice in societies other than the United States. Examines structure and process of criminal justice of the country or countries selected by the instructor as well as a comparison with the American criminal justice system.
- CJS 363 Advanced Fingerprint Techniques (2:2:3)**  
An in-depth analysis of fingerprint techniques focusing on the overview of pattern interpretation, the Henry system, and forensic testimony. 2 clock hour lab included. Prereq. CJS 264.
- CJS 364 Fraud Investigation (3)**  
An analysis of economic crimes committed by individuals, businesses, and governmental units. Discusses the history of economically motivated crimes, the response of the criminal justice system and society to economic crimes, intervention strategies, the effect of the computer and Internet upon the ability to commit economic crimes, and the phenomena of economic crimes associated with major disasters. Recommended Sequence CJS 108 and CJS 262
- CJS 366 Sex Crimes and Offenders (3)**  
An overview of the criminal justice system as it concerns sexual offenses with focus on the sexual offender and the victim. Examines both the legal and moral aspects of sex crimes and offenders. Explores the origins and various motivations for sexual offending and treatment strategies and the effect of public values on reentry of the sexual offender into the community. Discusses the treatment of the offender by the criminal justice system.
- CJS 368 Drug Crimes and Offenders (3)**  
A survey of the legal issues and legislation, psychological models, social issues and concerns regarding community safety, and medical issues related to understanding, assessing, and responding to criminal behavior of those who manufacture, distribute, and/or use illegal drugs or abuse legal drugs.
- CJS 380 Theories and Techniques of Counseling in Children and Adolescents (3)**  
Introduction to the main theories of psychosocial assessment and intervention, supporting research, and practical applications with children and adolescents. The course provides an overview of theories of psychological treatment and change, as well as practical preparation to assume counseling roles in human service careers.
- CJS 420 Corrections II (3)**  
An analysis of institutional and community-based corrections and the processing of the convicted offender. Emphasizes the mission of the various correctional institutions and programs, the relationships within institutions and programs among various units such as custodial force and treatment staff, and the professional knowledge, abilities, and skills necessary for the correctional professional. Recommended Sequence CJS 220

- CJS 422 Counseling in Criminal Justice (3)**  
Examines counseling psychology with emphasis on principles and procedures; the theoretical foundations of therapeutic psychology; and therapeutic techniques and the therapeutic process. Includes the study of group-based methods of counseling and intervention. Recommended Sequence PSY 101
- CJS 423 Drug and Alcohol Counseling in the CJS (3)**  
Focuses on counseling/rehabilitation theories and practices used in counseling drug and alcohol dependent persons. Emphasis is upon counseling clients who are under court supervision, incarcerated, or non-profit agencies who partner with the CJS system. Prereq. CJS 422.
- CJS 424 Probation, Parole and Intermediate Sanctions (3)**  
A survey and analysis of probation, parole, and other community-reintegration procedures; halfway houses; community treatment centers; volunteer programs; and graduated release with special emphasis upon the functions, possibilities, and problems of community-based programs. Examines the foundations of therapeutic psychology needed to supervise offenders in the community. Recommended Sequence CJS 220 or CJS 420.
- CJS 430 Management and Organizational Behavior in Criminal Justice Agencies (3)**  
Examines the behavior of criminal justice personnel and managers at the individual-, group-, and organizational-level with emphasis upon how behavior and organizational structure affects organizational goals, performance, and community safety. This course reviews major management theories and examines the knowledge and abilities needed by criminal justice managers for effective planning, budgeting, and supervision. Recommended Sequence CJS 108
- CJS 442 Criminal Procedure (3) (formerly CJS 340)**  
Examines the rights of criminal defendants as set out in the U.S. Constitution and interpreted by the U.S. Supreme Court. The curriculum focuses on procedures governing state and federal criminal justice systems and related public policies affected by court opinions, statutes, and case studies. Recommended Sequence CJS 346.
- CJS 444 Constitutional Law I (3) (course cross listed with POS 391)**  
An analysis of the historical development and contemporary impact 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 and Junior/Senior standing
- CJS 445 Constitutional Law II (3) (course cross listed with POS 392)**  
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 and Junior/Senior standing
- CJS 446 Forensic Communication (3)**  
Focuses on the study and development of written and oral communication skills required of criminal justice personnel with emphasis upon interviews, interrogations, and communications used as evidence in court.
- CJS 456 Ethics in Criminal Justice (3)**  
A study of the professional ethics in criminal justice and the effect of laws and social values on the practice of ethics. Topics include ethical standards and professional conduct of the police, courts, and corrections; society's response to violation of ethical standards and professional conduct; and the relationship between criminal justice and social justice.
- CJS 458 Racism and the Criminal Justice System (3)**  
An historical and contemporary examination of the effect of the criminal justice system upon issues of race, ethnicity, crime, discrimination, and social justice. Includes an analysis of the major court decisions and legislation affecting minority groups and the treatment of racial minority groups by the courts, police and prisons.
- CJS 460 Forensic Investigation related to Computers and the Internet (3)**  
Examines methods which have been used to commit crimes with the aid of the computer and Internet and methods of detecting computer crime and gathering forensic evidence from computer hard disks and the Internet. Prior knowledge of and proficiency in computer hardware/software and the Internet recommended prior to taking this course.

**CJS 462 Major Crimes Investigation and Management (3)**

Examines the planning, implementation, and management of teams charged with the responsibility of major criminal investigations such as those involving multiple agencies or international crimes. Recommended Sequence CJS 262

**CJS 470 Disaster Mitigation and Response (3)**

A survey of the planning, roles, and responsibilities of criminal justice agencies in response to natural, criminal, and terroristic disasters. Analyzes the relationships with other federal, state, and local agencies necessary to mitigate and respond to emergencies. Emphasizes the understanding and application of the federal disaster planning guidelines.

**CJS 472 Homeland Security (3)**

Focuses upon the defense of the United States from attacks by terrorists (domestic and international), attacks upon commercial transportation, border security, attacks using weapons of mass destruction, and other threats to homeland security. Examines the effect of the War on Terrorism on local, state, and federal criminal justice agencies, the balancing of civil rights, and strategies for mitigation of damages from such an attack.

**CJS 474 First Responder and Hostage Situations (3)**

An introduction to negotiations and mitigation and response strategies for first responders to hostage situations.

**CJS 480 School Safety, Security, and Response to Violence (3)**

Examines the phenomenon of school violence; the history of school shootings and lessons learned from them; and planning and mitigation strategies to reduce the injury caused by school shootings, bombings, or other serious violence/crime.

**CJS 490 Senior Project (3)**

Capstone course in which the CJ major demonstrates his or her proficiency related to CJS major learning outcome goals. A grade of C or better required for graduation credit. Prereq. CJS major, C or better in CJS 353, and senior standing.

**CJS 491 Internship in Criminal Justice and/or Pre-law (3 or 6)**

Placement in a criminal justice agency to develop professional skills, knowledge, and abilities. Requires a minimum of 30 clock hours in the agency per one credit hour. Advance registration, attend internship orientation, resume submitted to CJS Program Director. Prereq. 75 hours required before registration and permission of CJS Director.

**CJS 492 Individualized Study/Readings in Criminal Justice (1-3)**

An elective course designed for advanced students in criminal justice who are capable of independent study. An individualized syllabus is developed by the instructor and student to allow the student to study a criminal justice studies topic not in the curriculum or to explore a topic included in the curriculum in greater depth. Can be repeated for a total of 6 credit hours, but no more than 12 credit hours combination of independent study courses in CJS can be used to satisfy the degree requirements for the B.S. degree. Permission of CJS Program Director required.

**CJS 499 Special Topics in Criminal Justice Studies II (3)**

The curriculum for this class focuses on contemporary issues, a specialty of the instructor, or possible new curriculum. Can be repeated for total of 6 credit hours but no more than 12 hours combination of independent study courses in CJS.

## **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. Grade of C or better in MAT 110.

## **Economics**

**ECO 107 Principles of Macroeconomics (3) (G8)**

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. **IAI - S3.901**

**ECO 108 Principles of Microeconomics (3) (G8)**

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. Prereq. ECO 107 **IAI - S3.902**

**ECO 302 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 100 Writing Fundamentals (2)**

Covers the fundamentals of communication, especially establishing the relationships between writing and reading and between writing and speaking. Emphasis on vocabulary and sentence structure. Content varies according to the specific needs of the individual.

**ENG 101 English Composition I (3) (G1) (Final Grade of C or better required)**

The study and practice of expository writing with emphasis on the development of effective written communication. Prereq. C or better in ENG 100 or placement exam. **IAI - C1.900**

**ENG 102 English Composition II (3) (G1) (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. C or better in ENG 101. **IAI - C1.901**

**ENG 105 Introduction to Literature (3) (G2)**

Familiarizes students with the Shakespearean play, the short story, and poetry as literary forms. Emphasizes literary terminology and its usage in analyzing reading assignments. Prereq. ENG 101 or concurrent enrollment. **IAI - H3.900**

**ENG 106 Non-Traditional World Literature (3) (G2 or G11)**

A study of selected texts and forms of literary art by authors from such places as the South Pacific, the Orient, Africa, the Middle East, and Latin America. Prereq. ENG 101 or concurrent enrollment. **IAI - H3.908N**

**ENG 137 Introduction to Fiction (3) (G3)**

The reading and analysis of short stories and novels from selected periods. Special emphasis placed on determining literary meaning, form and value. Prereq. ENG 101 or concurrent enrollment.

**ENG 201 American Literature I (3) (G3 or G12)**

A survey of American literature from colonial days to 1860 with emphasis on major authors and works. Prereq. ENG 101 or concurrent enrollment. **IAI - H3.914**

**ENG 202 American Literature II (3) (G3 or G12)**

A survey of American literature from the Civil War to the present with emphasis on major authors and works. Prereq. ENG 101 or concurrent enrollment.

**ENG 203 Introduction to Technical Writing (3)**

Types of writing such as correspondence, memos, reports, instructions, proposals, visual data, resumes, and a longer text. Editing manuscripts. Prereq. ENG 101 and/or ENG 102.

**ENG 302 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. ENG 102

**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.

## **French**

### **FRN 101 French I (4) (G2 or G11)**

A course for those who have no French or who have had one year of high school French. Emphasizes the development of audio-lingual skills in practical and realistic everyday situations that are immediately meaningful to beginning students and a thorough knowledge of basic structures and grammar and some practice in reading, writing, and culture.

### **FRN 102 French II (4) (G2 or G11)**

A continuation of French I. Includes a review of grammar, practice in conversation and composition, plus reading of selected material. Prereq. FRN 101 or high school equivalent.

### **FRN 103 Conversational French (1)104**

Emphasis on improving speaking proficiency and listening comprehension through free conversation and oral presentations. Stress on correct, idiomatic use of the French language in everyday situations. Prereq. FRN 102 or high school equivalent.

## **Freshman Experience/College Preparatory**

### **EDU 113 Introduction to Academic Inquiry (3)**

An opportunity to explore ways of knowing in different disciplinary contexts through critical and moral reasoning. Provides a foundation of academic skills, knowledge, and attitudes to promote success in later course work. Required of all new freshman, under 12 credit hours.

### **FYE 105 First Year Success Seminar (3)**

A seminar course which gives second-semester first year students the opportunity to further build upon the foundation of academic skills, knowledge, and attitudes necessary to promote success in later coursework. Students will work to explore and develop potential in areas of academic and extracurricular endeavors. Prereq. EDU 113.

### **RED 101 College Reading (3)**

A course designed to help students gain the skills necessary for efficient reading of college assignments. Focuses on improvement of vocabulary, comprehension, flexibility, rate, and study skills.

## **Geography**

### **GEO 101 Physical Geography (Non-Lab) (3) (G6)**

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. **IAI - P1.909**

### **GEO 102 Physical Geography (Lab) (4) (G6)**

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. **IAI P1.909L**

### **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) (G6)**

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. Superficial 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. **IAI - P1.907L**

## **Health and Physical Education**

### **HEL 101 Health Awareness (2)**

Discusses current and growing health-related topics, providing the student with helpful knowledge to develop and maintain a healthy personal lifestyle. Includes topics such as mental health, stress, drug use, human sexuality, and nutrition.

**PER 102 First Aid/Safety (2)**

Designed to acquaint the student with the first aid manual and practical application of basic First aid practices to give the student an appreciation of good safety habits.

**Health Services Administration (ABE Program Only)****HSA 110 Health Care 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 facing. Students are engaged in identifying major contemporary health care issues and challenges and how they affect distinct segments of our society.

**HSA 310 Medical Billing (3)**

An introduction to the system of medical billing systems, processes, and procedures.

**HSA 314 Health Care Human Resource 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 Systems (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 353 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 and Junior/Senior standing. Prereq. MAT110.

**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 401 Fundamentals of Dental Practice Management (6)**

This course will introduce students to dental terminology, successful patient-dentist-insurance communication, and major dental software(s). The course culminates with the applied practical project in which students have an opportunity to employ classroom knowledge in the real life situations of dental practices. Prereq. BUS 101, BUS 205, & HSA 340.

**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 Aspects of Health Care (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 familiarize students with the emerging health care policies that court is likely to confront.

**HSA 452 Health 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 Ethics in Health Care (3)**

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

**HSA 460 Health Care 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 Management (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 Administration (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 Services Administration Internship (3)**

The Internship program is designed to expose students to the challenges and rewards of the health services administration profession. Students are given an opportunity to complement their classroom preparation by observations of health care managerial operations "in the field" and/or by applications of their classroom knowledge and skills to the projects/situations in the real healthcare environment. Students are presented with an option to gain valuable experience, to identify career opportunities, and to make connections with professionals who might provide letters of recommendation or to help with job searches. The Internship requires 30 clock hours of internship experience for every credit hour of academic time. Mid-career students with managerial experience in the healthcare field may request Prior Learning Assessment credit for this course. This course can be repeated for an additional 3 hours as elective credit. Prereq. Senior Standing.

**History****HIS 101 Western Civilization I (3) (G9)**

Surveys the historical evolution of Western Civilization from the dawn of history through the Renaissance and the rise of the Nation-State system. **IAI - S2.902**

**HIS 102 Western Civilization II (3) (G9)**

Continuation of History 101 from Louis XIV to the present. IAI - S2.903

**HIS 121 United States History I (3) (G9 or G12)**

From the colonial period through the Civil War. In addition to political history, emphasis on the social and economic forces which have profoundly affected the American people and the problems which attend world leadership. IAI - S2.900

**HIS 122 United States History II (3) (G9 or G12)**

Continuation of History 121 from the Civil War to the present. IAI - S2.901

**HIS 205 The United States in the Twentieth Century (3) (G9 or G12)**

Traces the political and social history of the United States from the country's entry into World War I through Vietnam and its aftermath. Special emphasis on the social changes brought about following World War I, the economic and social problems of the 1930s, and the worldwide involvement of the United States culminating in the upheavals of the Vietnam conflict. Also stresses modern lifestyles.

**HIS 211 The Life of Lincoln and the Civil War I (3) (G9 or G12)**

The life of Abraham Lincoln and the trials of the Civil War. An interdisciplinary approach using history, political science, and literature, providing students with a holistic approach in studying the time period from 1800 to 1865. Also examines the continuity and lasting effects of the issues surrounding the American Civil War and Abraham Lincoln's presidency.

**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 107 American Studies I (3) (G2 or G12)**

An interdisciplinary study involving literature, philosophy, and history, focusing on American cultures, especially popular culture. Prereq. ENG 101 or concurrent enrollment. IAI - H9.903D

**HUM 108 Humanities II (3) (G2)**

A cultural overview of a particular country being studied, emphasizing literature, music, painting, sculpture and architecture. Language, history, geography, cuisine, and social customs sometimes included. Optional trip to the studied country. Country often varies by semester. Prereq. ENG 101 or concurrent enrollment. IAI - H9.900

**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.

## Independent Study

**176, 177, 276, 277, 376, 377 Dept. Code based on course content**

Students must request an independent study through a faculty member who will then seek approval from the appropriate Program Director. A proposal must be submitted to and approved by the Dean of Academic Affairs. Copies of the approved independent study proposal are filed with the Dean, Registrar, and the student's academic advisor. This procedure must be completed before work on the independent study begins.

1. A student may receive credit for no more than one independent study course per semester.
2. An independent study course may not exceed two credit hours.
3. All independent study courses must be officially approved and on file prior to the seventh week of the semester.
4. Independent study credit may be used only for elective credit in fulfilling degree requirements.

## Mathematics

**MAT 090 Pre-Algebra (3) (not for 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 for 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 MAT 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 MAT or 092 or placement exam.
- MAT 103 College Algebra for Business Administration (3)**  
Designed for the student in the ABE Program to serve as a prerequisite for a finite math course. Includes functions, relations, and inverses, emphasizing polynomial, rational, exponential, and logarithmic functions, algebra of polynomials, solving quadratic, exponential, and logarithmic equations. Also includes solving quadratic, rational, and absolute value inequalities. Prereq. C or better in MAT 101 or placement exam; enrollment in ABE Program.
- MAT 104 College Algebra (4) (G7)**  
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 MAT 101 or placement exam.
- MAT 105 General Education Math (3) (G7)**  
Focuses on mathematical reasoning and the solving of real-life problems, rather than on routine skills and appreciation. A maximum of four of the following topics studied in depth: geometry, counting techniques and probability, graph theory, logic, game theory, linear programming, and statistics. The use of calculators and computers emphasized. Prereq. MAT 101. **IAI - MI.904**
- MAT 110 Elementary Statistics (3) (G7)**  
Introductory course designed for the liberal arts student. Topics covered include distributions, estimation, hypothesis testing, correlation, and regression. Prereq. MAT 101 or placement exam. **IAI - MI.902**
- MAT 130 Calculus and Analytic Geometry I (4) (G7)**  
First course in a three-course sequence that includes material from analytic geometry, differential calculus, and integral calculus. Includes introduction to analytic geometry, functions, limits, differentiation, and integration. Prereq. C or better in MAT 125 or placement exam. **IAI - MI.900-1**
- MAT 131 Applied Calculus (4) (G7)**  
This course is designed specifically for students in business and social science. Topics covered include algebra review, nonlinear functions, differentiation, antidifferentiation, definite integral and multivariate calculus. Graphing calculator required. Prereq. C or better in MAT104 or placement exam. **IAI - MI.900-B**
- MAT 135 Finite Mathematics (4) (G7)**  
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 MAT 104/103 or placement exam. **IAI - MI.906**

## **Music**

- MUS 116 Music Appreciation (3) (G4)**  
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. **IAI - FI.900**
- MUS 140 Introduction to Musical Theatre (3)**  
A study of the basic elements of American and musical theatre both past and present.

## **Philosophy**

- PHL 103 Introduction to Philosophy (3) (G2)**  
Introduces some of the major fields, topics, concerns, methods, and uses of philosophy; critical thinking emphasized. **IAI - H4.900**

**PHL 105 Logic (3) (G2)**

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. **IAI - H4.906**

**PHL 107 Ethics (3) (G2)**

Examines problems of personal and social morality and methods for their resolution by great thinkers, past, and present. A variety of moral positions, concepts, and systems studied and applied to various ethical issues. **IAI - H4.904**

**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) (G8)**

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. **IAI - S5.900**

**POS 201 Contemporary World Issues (3) (G8).**

Traditional and contemporary concepts and factors affecting relations among nation-states, elements of national power, clash of ideologies, the emerging nations, and the establishment and maintenance of international order.

**POS 301 International Relations (3)**

The structure and dynamics of the contemporary international political system and the problems facing it. Evaluation of the principal 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 and Junior/Senior Standing

**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 and Junior/Senior Standing

## **Psychology**

### **PSY 101 Introduction to Psychology (3) (G10)**

An examination of the behavioristic, 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. **IAI - S6.900**

### **PSY 204 Social Psychology (3) (G10)**

The scientific study of the attitudes and behavior of individuals in the group setting and interaction between groups and individuals. A general survey of the data, major findings, theories and methods used. Helps the student think about psychological/sociological phenomena in a knowledgeable and critical fashion. Introduces the student, through readings, projects, discussion, demonstrations, and film/video, to a broad subject area that constitutes the bulk of modern, scientific social psychology. Prereq. PSY 101 **IAI - S8.900**

### **PSY 207 Abnormal Psychology (3) (G10)**

An overview and critical appraisal of current theories regarding the etiology and treatment of maladaptive behavior and mental disorders. Examines the issues of classification and diagnosis, human adaptational failure in response to stress, trauma, drug abuse, and organicity. Prereq. PSY 101

## **Religion**

### **REL 102 Living Religions of the World (3) (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. **IAI - H5.904N**

## **Senior Level Courses**

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

An independent study 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. This course may be repeated for an additional 3 hours as elective credit hours. Prereq. Senior standing and permission of Program Director of Liberal Arts.

## **Sociology**

### **SOC 101 Introduction to Sociology (3) (G10)**

A brief history and outline of the basic methods and concepts used in the description and understanding of group behavior. **IAI - S7.900**

### **SOC 202 Modern Social Problems (3) (G10)**

The scientific study of the nature, social definition, and interrelationship of social problems the study of life out of balance. Surveys the data, major findings, and theories and methods pertaining to the understanding of social problems. Introduces students to social problems via research, readings, projects, discussion, demonstrations, guest speakers, and film/video. Encourages students to analyze some of the causes and implications of many of the social problems confronting people today. **IAI - S7.901**

### **SOC 203 Sociology of the Family (3) (G10)**

The roles and relationships of men and women to one another and to children in marriage and family in contemporary society. **IAI - S7.902**

**SOC 206 Minority Relations (3) (G10)**

Analysis of racial, religious, ethnic, and other groups, examining persistence of group identity, inter-group relations, social movements, government policy, and related social problems.

**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.

## **Spanish**

**SPN 101 Spanish I (4) (G2 or G11)**

For those who have no Spanish or who have had one year of high school Spanish. Emphasizes the development of audio-lingual skills in practical and realistic everyday situations and a thorough knowledge of basic structures and grammar and some practice in reading, writing, and culture.

**SPN 102 Spanish II (4) (G2 or G11)**

A continuation of Spanish I. Includes a review of grammar, practice in conversation and composition, plus reading of selected material. Prereq. SPN 101 or high school equivalent.

## **Speech**

**SPE 101 Fundamentals of Speech (3) (G1)**

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. **IAI - C2.900**

**SPE 109 Business Communication (3)**

Practical application of oral/written communication skills in a business and/or organizational setting. Includes public speaking, electronic communication, business.

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

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

## **Sport Management**

**SPM 201 Introduction to Sport Management (3) (formerly TSH 342)**

This course discusses sport management in terms of its scope, principles, current issues and trends. In addition, the course examines the job responsibilities and competencies required of sport managers in a variety of sports or sports-related organizations in a hope to have the student become acquainted with the field of Sport Management. Each student will also research the wide range of career opportunities available and identify potential career paths in the field of sport management.

**SPM 301 History and Philosophy of Sport (3)**

The course addresses the role of sport in past and contemporary societies as well as the historical and philosophical aspects found in the development of sport. Historical study will focus on helping students gain a better understanding of the inner relationship that sport has on social, economic, cultural-level, and political forces that are at work within society. Examines the historical context as well as the significance of gender, race, ethnicity, and social class. Students will also examine the historical and philosophical forces that have led to the modern day development of sport.

**SPM 302 Professional Ethics in Sport and Business (3) (formerly TSH 412)**

The course offers an introduction to philosophy and ethics within sport and business settings. Students will examine the value of developing a personal philosophy for making character driven, philosophy-based decisions. The course is designed to create awareness of important ethical issues in leadership positions found in business and sports and to provide students with skills and information to competently respond to ethical challenges as they occur. Students will explore real-life issues such as social responsibility and current events through research, readings and class discussion. This course is intended to help develop and foster critical thinking skills, to learn and understand the philosophical and ethical background needed in sport and business settings, and to improve written and verbal communication skills.

**SPM 303 Sociology of Sport (3)**

The course discusses sport using the sociological perspective and examines the role of sport in society. The course is designed to introduce students to critical issues in sport, as well as social inequalities and inequities in sport settings of all kinds. Through this class, students will examine and learn to appreciate individual differences and recognize all dimensions of diversity including ethnicity, gender, age, physical differences, sexual orientation, race, and religion. Prereq. SPM 201 or concurrent enrollment.

**SPM 304 Sport Marketing (3) (formerly TSH 340)**

The course examines fundamental principles of marketing, promotion, and sponsorship as well as marketing theories and practices in sports settings. Topics include the unique qualities of sports in relation to business and marketing strategies, including product, promotion, pricing, and distribution practices of sports marketing. Students will also develop promotional strategies and activities that can be applied in real-life sport settings. Prereq. SPM 201 or concurrent enrollment.

**SPM 305 Media and Public Relations in Sport (3) (formerly TSH 343)**

The course focuses on the application of media, public relations and communications in sport settings. Students will learn the principles of interpersonal and mass communication and understand interaction with internal and external sport publics. The appropriate methods and theories will be presented as well as their application in the professional, intercollegiate and youth/recreational/high school sport settings. Prereq. SPM 201 or concurrent enrollment.

**SPM 306 Sport Law /Risk Management in Sport (3)**

The course is designed to give the student exposure to case law, statutory law and relevant acts that affect sport settings. Students will examine and discuss legal liabilities in the sport environment and the principal causes of sport litigation. A variety of topics will be covered that include tort law, Title IX, negligence, and risk management. Prereq. SPM 201 or concurrent enrollment.

**SPM 307 Administration of Sport (3)**

The course examines the organization, management and administrative skills that are needed in various sport settings. Topics include all administrative tasks associated with effective leadership in sport settings as well as organization, legal issues, conflict management, ethical decision making, personnel, budgeting, financing, organizational culture, marketing and public relations, and current applications of computers and technology in sport settings. Prereq. SPM 201 or concurrent enrollment.

**SPM 308 Fundraising in Sport (3)**

The course discusses the many faces of fundraising and its application to current sport settings. Specific topics include revenues and expenses, budgeting, ethics and commercialization of sport settings. Various creative marketing, fundraising ideas, and sponsorships will also be examined and evaluated. Prereq. SPM 201 or concurrent enrollment.

**SPM 400 Sport in a Global Society (3)**

The course will investigate the global aspect of sports and how they exemplify most of the contemporary phenomena associated with globalization. Some of the topics may include globalization, the Olympics, international sporting institutions, the hosting of "big events," and the flow of international athletes in professional settings. The main goals of the course are to provide the students with the skills to analyze sport as social phenomena and use them as another analytical tool to study or illuminate contemporary situations and challenges in the world of sports. Prereq. SPM 201 or concurrent enrollment and Junior/Senior Standing.

- SPM 401 Sport Governance (3)**  
The course examines sport governance so the prospective sport manager understand its importance and relevance to sport organizations and the management of sport related events or settings. The course will examine sport organizations and the professional, college, and youth/recreational/high school levels. Students will also develop an understanding of various agencies that govern sport and identify their authority, organizational structure and functions. Prereq. SPM 201 or concurrent enrollment and Junior/Senior Standing.
- SPM 402 Financial Issues in Sport (3)**  
The course analyzes the relationship between finance and principles that are relevant to operating major professional sports franchises, intercollegiate athletic programs as well as youth/recreational/high school sport settings. Students will analyze a variety of important financial concepts such as budgetary control, sponsorship, fund raising and the economic impact of sports. Prereq. SPM 201 or concurrent enrollment and Junior/Senior Standing.
- SPM 403 Sport Facility and Event Management (3) (formerly TSH 341)**  
The purpose of this course is to help students understand the concepts of management as they apply to sport facilities and sporting events. Students will be introduced to the administration, principles, guidelines, policies and recommendations associated with managing sporting events and sport facilities. Basic management skills such as planning, organizing, scheduling, publicizing as they relate to events and facility management and events at high school, college, and professional levels will be discussed. Prereq. SPM 201 or concurrent enrollment.
- SPM 404 Leadership in Sport (3)**  
The course examines skills, roles, functions and responsibilities of leaders in sport managerial settings. In the course, students will investigate leadership theory, principles and leadership styles of sport leaders. This course will use case studies, historical and current events, and research, experiential and hands-on activities to encourage student reflection and content mastery. Prereq. SPM 201 or current enrollment and Junior/Senior standing.
- SPM 405 Psychology of Sport (3)**  
The course examines the interaction between psychological variables and performance in sport. Students will identify and examine past as well as current situations that relate to high and low performance at various levels of competition. The course is ideal for students who wish to work in sport settings and serve athletes in some capacity and/or pursue a career in leadership or coaching. Prereq. SPM 201 or concurrent enrollment and Junior/Senior Standing.
- SPM 406 Organizational Culture in Sport (3)**  
The purpose of this course is to help the student examine sport organizations from a cultural perspective and gain an understanding of how organization culture affects, and is affected by, every aspect of an organization, including leadership, management, ethics, and others. The course discusses the history of the field of organizational culture and its application to sport settings. It also discusses theories of culture and change and provides students an opportunity to gain practical experience by analyzing various sport organizational cultures. Prereq. SPM 201 or concurrent enrollment and Junior/Senior Standing.
- SPM 408 Principles of Coaching (3)**  
The course consists of an in-depth study of the coaching profession at the professional, collegiate, and high school/youth/recreational levels. It is designed to help students understand the nature of the profession and its inherent responsibilities and challenges. Prereq. SPM 201 or concurrent enrollment and Junior/Senior Standing.
- SPM 491 Senior Internship (3)**  
Culminating experience allowing students the opportunity to demonstrate knowledge and skills in an appropriate professional setting based upon their training and experience. Represents a culminating experience and should only be conducted when all other coursework is complete. Prereq. Program Director Approval and Senior Standing.
- SPM 492 Independent Study/Research in Sport Management (3)**  
An elective course designed for students who are capable of executing self-directed research. Students will conduct research on a self-selected topic that will provide the student with a specialized and in depth learning experience. A course syllabus and assignment contract between the student, instructor and Program Director outlining the expectations, grading criteria and learning outcomes must be submitted prior to enrollment. Prereq. SPM 201 or concurrent enrollment, Junior/Senior Standing and Program Director Approval.

## **Supply Chain and Logistics (Online Courses)**

### **SCL 305 Business Logistics and Materials Management (3)**

A course integrating the various functions involved in logistics and materials management including storage, warehousing, transportation, materials handling, inventory control, purchasing and demand chains, and information flow. Emphasis on the synthesis of each function in establishing an effective supply chain system.

### **SCL 310 Supply Chain Management and Systems (3)**

Investigation of the design and implementation of supply chains to maximize efficiency. Theory, principles and implications of supply chains relating to manufacturers, wholesalers, retailers and additional channel members. Focus is on the analysis and design activities of the supply chain development process, system implementation and maintenance issues.

### **SCL 315 Transportation Management (3)**

A contemporary analysis of the principles of transportation including the role of transportation systems, environmental and economic impacts, modal components, managerial and economic aspects of the various modes in both international and domestic operations, and regulatory issues.

### **SCL 350 Global and International Logistics (3)**

An introduction to the diversity, design, and operation of the international logistics system and environment. Topics include export-import issues, multi-national sourcing and distribution strategies, comparative transportation systems, and logistics and materials management within and between firms throughout the global supply chain. Emphasis on concepts and practices that result in global competitive advantage.

### **SCL 410 Seminar in Contemporary Logistics Management (3)**

A Senior level seminar course in which advanced students in Logistics and Supply Chain Management pursue intensive study of a specific contemporary issue, topic, or emerging problem in Supply Chain and Logistics management. Topic is selected by the instructor.

### **SCL 490 Strategic Logistics and Materials Management (3)**

A capstone course designed to allow for application of logistics decision-making skills as they apply to inventory, transportation, and warehouse management. Focus is on hands-on application of analytical tools useful in logistics and materials management in developing, implementing, and maintaining logistical and supply chain systems. Course must be taken in final semester. Prereq. SCL 305, SCL 310, and SCL 350 and Senior Standing.

## **Theatre**

### **THE 106 Introduction to the Theatre (3) (G2)**

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 the elements of theatre and many genres of theatre and student attendance of at least two live theatre productions. IAI - FI. 908

## **Upper Division Theatre Courses only available at the Lincoln Campus.**

### **THE 305 Theatre History I (3)**

Effects of social, political, religious and aesthetic forces upon the development of the theatre during pivotal moments in civilization, from the prehistoric era to the 17<sup>th</sup> Century. Attention given to the development of theatre as an art form. Prereq. Junior standing or permission of instructor.

### **THE 306 Theatre History II (3)**

Effects of social, political, religious and aesthetic forces upon the development of the theatre during pivotal moments in civilization, from Restoration Drama to the present. Attention given to the development of theatre as an art form. Prereq. Junior standing or permission of instructor.

### **THE 307 Theatre Lab I (1)**

Practical experience in department productions and weekly sessions covering professional preparation. Topics include auditions, resumes, headshots, portfolios, job searchers, and interviews. Prereq. Junior standing or permission of instructor.

### **THE 308 Theatre Lab II (1)**

Practical experience in department productions and weekly sessions covering professional preparation. Topics include auditions, resumes, headshots, portfolios, job searchers, and interviews. Prereq. THE 307 (Lab 1)

- THE 311 Voice and Diction (3)**  
A continuation of the work begun in Acting II with a focus on vocal production. Emphasis on developing an audible, resonant voice; clear diction; and a relaxed and properly aligned body, all in the context of acting/performance. Prereq. THE 112
- THE 313 Stage Management (3)**  
An examination of the role and functions of a stage manager in a theatrical setting. Special emphasis will be placed on the communicative function of a stage manager and the promptbook. Prereq. Junior/Senior Standing.
- THE 345 Costuming and Stage Make-up (3)**  
Fundamentals in design and use of stage theatrical makeup and costumes. Students will execute makeup designs using basic techniques and progressing to more challenging makeup styles. As well as exploration of costume design fundamentals, including costume history, research, play analysis, fabric selection, and construction basics. Prereq Junior or Senior standing or permission of instructor.
- THE 347 Sound Design and Production (3)**  
An introduction to sound design as used in theatre. This course will cover basic sound theory, sound mediums, technology, manipulation and design of sound plots. Prereq. THE 104 or THE 204
- THE 349 Theatre Management (3)**  
An overview of theatre producing, audience development, publicity, fund raising, business management, arts management principles, and organization. Prereq Junior or Senior standing or permission of instructor.
- THE 371 Script Analysis (3)**  
This course is designed to teach the student how to analyze play scripts in terms of and in preparation for performance and production, regardless of theatrical specialization. The student will learn basic concepts and terminology associated with dramatic literature and examine several genres and their traits. Prereq. THE 111
- THE 403 Senior Project (3)**  
This course is designed to be a capstone to the students' theatre training. Students will assume leadership positions in a departmental production. Positions could include, director, assistant director, dramaturge, designer, technical director, and the like. Prereq. Permission of instructor
- THE 407 Theatre Lab III (1)**  
Practical experience in department productions and weekly sessions covering professional preparation. Topics could include auditions, resumes, headshots, portfolios, job searchers, and interviews. Prereq. THE 308 (Lab 2)
- THE 408 Theatre Lab IV (1)**  
Practical experience in department productions and weekly sessions covering professional preparation. Topics include auditions, resumes, headshots, portfolios, job searchers, and interviews. Prereq. THE 407 (Lab 3)
- THE 411 Acting Styles (3)**  
This course is designed to deepen the student's understanding of acting, including the understanding of the major acting periods and styles of theatre history, through a series of demonstrations, techniques, and research methods. The student will research, analyze and present acting scenes/monologues from various theatrical periods. Prereq. THE 112
- THE 413 Advanced Directing (3)**  
Readings in theory, analysis of scripts and practice in directing plays for their oral and visual value as theatre. Each student directs a one-act play intended for public performance. Prereq. THE 211
- THE 445 Theatre Design (3)**  
An introductory course in the theory, process, and techniques of set, lighting, sound, and costume design. Topics could include: the principles of dynamics of design, the development of a design concept, script analysis from the designer's perspective, drafting and rendering techniques, color, sound, and style. Prereq Junior or Senior standing or permission of instructor.
- THE 471 Modern Drama and Performance (3)**  
Analysis and discussion of drama from the Modern period to present, emphasizing major theatrical developments and could include such authors as Chekhov, O'Neill, Brecht, Churchill, Beckett, Mamet, Wilson, and contemporary playwrights. Prereq. Junior or Senior standing or permission of instructor.
- THE 491 Internship (3)**  
Students will work in a theatre setting in a variety of theatrical roles as coordinated through the department. Prereq. Permission of instructor

# College Directory

## *Departmental Directory (Contact Information)*

(Area Code 309 unless indicated)

Accelerated Bridge to Education (ABE) . . . . .	268-4905
Academic Programs	
Business Administration . . . . .	268-4312
Criminal Justice Studies . . . . .	268-4310
Health Services Administration . . . . .	268-4319
Liberal Arts and General Education . . . . .	268-4305
Sport Management . . . . .	268-4909
Admissions . . . . .	268-4314
Bookstore . . . . .	268-4313
Center for Adult Learning . . . . .	268-4905
Office of Academic Affairs . . . . .	268-4907
Dean of Student Affairs . . . . .	268-4315
Disability Services . . . . .	268-4321
Financial Aid . . . . .	268-4318
Health Services (at ISU) . . . . .	438-2778
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
Marketing and Public Relations . . . . .	268-4902
Midwest College of Cosmetology . . . . .	451-1373
Admissions . . . . .	268-4331 or 268-4327
Nurse . . . . .	268-4333
Residential and Student Life . . . . .	268-4335
Security . . . . .	268-4325
Student Accounts . . . . .	268-4358
Student Commons . . . . .	268-4949
Student Life . . . . .	268-4340
Registrar . . . . .	268-4356
Information Technology . . . . .	268-4357

## ***Board of Trustees***

**Theodore E. Allison, Ph.D.**, Sherwood Forest, MD, Chairman

**Robert F. Neal**, Lincoln, IL, Vice-Chairman

**Shirley Edwards**, Lincoln, IL, Secretary

**Robert B. Rowe, Jr.**, Oak Park, IL, Treasurer

**Bernard E. Behrends**, Lincoln, IL

**Waldo Bertoni**, Mt. Pulaski, IL

**John D. Blackburn**, Lincoln, IL

**Daniel W. Bock**, Lincoln, IL

**David W. Clapp**, Fulton, MO

**Vincent R. Daley, Jr.**, Chicago, IL

**George R. Eberle**, Evanston, IL

**Michael E. Fisher**, Chicago, IL

**William E. Gossett**, Lincoln, IL

**Greta Gribkoff**, Wallingford, CT

**Susan R. Hoblit**, Atlanta, IL

**Richard D. Martin**, Lincoln, IL

**Lawrence Moelman**, Glen Ellyn, IL

**Ann B. Mueller**, Burr Ridge, IL

**Charles W. Nauts**, Lincoln, IL

**Robert F. Neal**, Lincoln, IL

**Wilbur Paulus**, Lincoln, IL

**Robert H. Roberts**, Decatur, IL

**S. Quentin Sparks**, Lincoln, IL

**Jeffrey K. Swallow, Ph.D.**, Naperville, IL

**Louise Taper**, Beverly Hills, CA

**Glen E. Tomlinson**, Bloomington, IL

**Henry A. Townsend**, Ann Arbor, MI

**Steven Walker**, Bloomington, IL

**Daniel R. Weinberg**, Highland Park, IL

**Milton Wood**, Winnetka, IL

# Administration

**John Astroth, Ph.D.**

**President**

[jastroth@lincolncollege.edu](mailto:jastroth@lincolncollege.edu)

B.A., Southern Methodist University

M.S., Illinois State University

Ph.D., Illinois State University

**A. Gigi Fansler, Ph.D.**

**Vice President for Academic Affairs**

[gfansler@lincolncollege.edu](mailto:gfansler@lincolncollege.edu)

B.A. Illinois State University

M.A., Illinois State University

Ph.D., Illinois State University

**Jeffrey Kratz**

**Dean of Academic Affairs**

[jkratz@lincolncollege.edu](mailto:jkratz@lincolncollege.edu)

B.A., St. Norbert College

M.A., Mankato State University

**Joe Hendrix**

**Dean of Student Affairs and Campus Operations**

[jhendrix@lincolncollege.edu](mailto:jhendrix@lincolncollege.edu)

B.A., University of Illinois

M.S., Illinois State University

**Joni Allison**

**Associate Dean of Center for Adult Learning**

[jallison@lincolncollege.edu](mailto:jallison@lincolncollege.edu)

B.S., University of Tennessee

M.S., University of Tennessee

**Jennifer Fiorini**

**Director, Midwest College of Cosmetology**

[jfiorini@lincolncollege.edu](mailto:jfiorini@lincolncollege.edu)

JGM Cosmetology Institute

Cosmetology License - State of Illinois

**Christene Winkler, Ph.D.**

**Division Chair, Business Programs**

[cwinkler@lincolncollege.edu](mailto:cwinkler@lincolncollege.edu)

B.S., Western Illinois University

M.B.A., Western Illinois University

Ph.D., University of Missouri

# Full-Time Faculty

**Mary Adams**

**English, Humanities**

[madams@lincolncollege.edu](mailto:madams@lincolncollege.edu)

B.A., Illinois State University

M.S., Illinois State University

**Jill Bucher**

**Science**

[jbucher@lincolncollege.edu](mailto:jbucher@lincolncollege.edu)

B.S., Western Illinois University

M.S., Western Illinois University

**Tiffany Edgar, Ph.D.**

**Lead Faculty, Sports Management**

[tedgar@lincolncollege.edu](mailto:tedgar@lincolncollege.edu)

B.E., University of Toledo

M.S.S., United States Sports Academy

**James Fagin**

**Director, Criminal Justice Studies**

[jfagin@lincolncollege.edu](mailto:jfagin@lincolncollege.edu)

B.A., University of Nevada, Las Vegas

M.S., Southern Illinois University at Carbondale

Ph.D., Southern Illinois University at Carbondale

**John Hill**

**Director, Liberal Arts & General Education, Mathematics**

[jhill@lincolncollege.edu](mailto:jhill@lincolncollege.edu)

B.A., University of Maine, Farmington

M.A., University of Maine, Orono

**Tom List**

**Business Administration**

[tlist@lincolncollege.edu](mailto:tlist@lincolncollege.edu)

B.S., Michigan State University

M.B.A., University of Colorado

**Joyce Reed**

**Liberal Arts, Sociology**

[jreed@lincolncollege.edu](mailto:jreed@lincolncollege.edu)

A.S., Richland Community College

B.S., Illinois State University

M.S., Illinois State University

Ed.D., Illinois State University

**Natalia Rekhter**

**Lead Faculty, Health Services Administration**

[nrekhter@lincolncollege.edu](mailto:nrekhter@lincolncollege.edu)

M.H.S.A., University of Michigan

B.E., State University of Ivanovo (Russia)

**Katherine Starks-Lawrence**

**Business Administration**

[kstarkslawrence@lincolncollege.edu](mailto:kstarkslawrence@lincolncollege.edu)

B.A., University of Illinois, Springfield

M.A., University of Illinois, Springfield

## **Adjunct Faculty** **Business and Computer** **Sciences**

**Tracy Cleckler**

**Business**

[tcleckler@lincolncollege.edu](mailto:tcleckler@lincolncollege.edu)

M.B.A. Auburn University

B.S. Auburn University

**John Copley**

**Mathematics, Computer Science**

[jcopley@lincolncollege.edu](mailto:jcopley@lincolncollege.edu)

Ed.D., Illinois State University

M.A., Boston College

B.A., University of Northern Iowa

**Sybil Fears**

**Accounting**

[sfears@lincolncollege.edu](mailto:sfears@lincolncollege.edu)

M.S.A., Illinois State University

**Harold Frobish**

**Business**

[hbfrobish@mchsi.com](mailto:hbfrobish@mchsi.com)

J.D. University of Illinois

**Aaron Hurley**

**Business**

[hurleyenterprise@gmail.com](mailto:hurleyenterprise@gmail.com)

M.B.A., Illinois State University

B.S., University of Illinois

**Terry Mullin**

**Business**

[terry.mullin@heartland.edu](mailto:terry.mullin@heartland.edu)

M.S. Illinois State University

B.A. Augustana College

## **Criminal Justice Studies**

**Robert Banks**

**Criminal Justice Studies**

[robert.banks@heartland.edu](mailto:robert.banks@heartland.edu)

M.S. Illinois State University

B.S. Illinois State University

**Jeff Brown**

**Criminal Justice Studies**

[jbrown@attorneyjeffbrown.com](mailto:jbrown@attorneyjeffbrown.com)

J.D. University of Missouri

B.S. Illinois State University

**Charles A. Brawner III**

**Criminal Justice Studies**

[cbrawner@lincolncollege.edu](mailto:cbrawner@lincolncollege.edu)

Ph.D., Illinois State University

M.A., Saginaw Valley State University

B.S. Ferris State University

**Nathan Schumacher**

**Criminal Justice Studies**

[nathan.schumacher@mcleancountyil.gov](mailto:nathan.schumacher@mcleancountyil.gov)

M.A. Illinois State University

B.A. South Dakota State University

A.S. Community College of the Air Force

**John Shim**

**Criminal Justice Studies**

[jshim@lincolncollege.edu](mailto:jshim@lincolncollege.edu)

J.D. Loyola University-Chicago

**Ronald Swan**

**Criminal Justice Studies**

[rswan@lincolncollege.edu](mailto:rswan@lincolncollege.edu)

M.A. Webster University

B.S.A.J. University of Missouri

B.S. University of the State of New York at Albany

A.A.S. Hannibal-LaGrange College

## **Liberal Arts Program**

**Rodney Applington**

**Religion**

[rapplington@lincolncollege.edu](mailto:rapplington@lincolncollege.edu)

M.Div., Trinity Evangelical Divinity School

B.A., Wheaton College

**Jackie Case**

**Speech**

[jcase@lincolncollege.edu](mailto:jcase@lincolncollege.edu)

M.S. Illinois State University

B.S. Illinois State University

**Beth Ann Deal**

**Mathematics**

[dealb@unit5.org](mailto:dealb@unit5.org)

M.S. Illinois State University

B.S. Wheaton College

**Mary Elmassian**

**Mathematics**

[melmassian@lincolncollege.edu](mailto:melmassian@lincolncollege.edu)

M.E. Louisiana State University

B.S. Louisiana State University

**Tim Foster**

**Sociology**

[tfoster@lincolncollege.edu](mailto:tfoster@lincolncollege.edu)

M.A. Northern Arizona University

B.A. Arizona State University

**Gina Fritz**

**Reading**

[ginaf4@aol.com](mailto:ginaf4@aol.com)

M.S. Illinois State University

B.S. Illinois State University

**Chris Gramm**

**Political Science**

[chris@getgramm.com](mailto:chris@getgramm.com)

J.D. Northern Illinois University

**Joe Hawkins**

**First Year Experience**

[ihawkins@lincolncollege.edu](mailto:ihawkins@lincolncollege.edu)

M.S. University of Central Arkansas

B.A. Eastern Illinois University

**Pal Karthikeyan**

**Mathematics**

[ramanikarthikeyan@hotmail.com](mailto:ramanikarthikeyan@hotmail.com)

Ph.D. Central Michigan University

M.A. Madurai Kamaraj University

**Patty Michels**

**Communications**

[pmichels@lincolncollege.edu](mailto:pmichels@lincolncollege.edu)

M.A. Illinois State University

B.A. University of Wisconsin, Stevens Point

**Kathy Moore**

**English**

[kmoore@ilstu.edu](mailto:kmoore@ilstu.edu)

M.A. Illinois State University

B.A. Illinois State University

**George Mueller**

**History**

[gmueller@lincolncollege.edu](mailto:gmueller@lincolncollege.edu)

M.S. Illinois State University

B.A. Western Illinois University

**Lori Neihart**

**Psychology**

[lniehart@lincolncollege.edu](mailto:lniehart@lincolncollege.edu)

M.S. Northwest Missouri State University

B.S. Northwest Missouri State University

A.A.S. Southwestern Community College

**Nancy Papp**

**Spanish**

[npapp@lincolncollege.edu](mailto:npapp@lincolncollege.edu)

M.A. Governors State University

B.A. Illinois State University

**Connie Richards-Aigner**

**Art**

[connierichardsaigner@gmail.com](mailto:connierichardsaigner@gmail.com)

M.A. Eastern Illinois University

B.A. Eastern Illinois University

**Anne Schmidt**

**Mathematics**

[amschmi3@ilstu.edu](mailto:amschmi3@ilstu.edu)

M.S. Illinois State University

B.S. Greenville College

**Gloria Schweinberg**

**English**

[gschweinberg@lincolncollege.edu](mailto:gschweinberg@lincolncollege.edu)

M.S. Illinois State University

B.S. Illinois State University

**Michael Sherfy**

**Critical Thinking**

[msherfy@lincolncollege.edu](mailto:msherfy@lincolncollege.edu)

Ph.D. University of Illinois-Champaign

M.S. University of Illinois Champaign

**Robert Stanford**

**Economics**

[rstanford@lincolncollege.edu](mailto:rstanford@lincolncollege.edu)

M.S. Illinois State University

B.A. University of Illinois-Springfield

**Don Wasson**

**History**

[dwasson@lincolncollege.edu](mailto:dwasson@lincolncollege.edu)

M.A. Eastern Illinois University

B.S. Eastern Illinois University

D.A. Illinois State University

**Oren Whightsel**

**English**

[oren.whightsel@gmail.com](mailto:oren.whightsel@gmail.com)

M.L.A. University of South Florida

B.A. Florida State University

**Linda Wiggins**

**Mathematics**

[lwiggins@lincolncollege.edu](mailto:lwiggins@lincolncollege.edu)

M.S. Ohio University

**Don Wright**

**Anatomy and Physiology**

[dwright@lincolncollege.edu](mailto:dwright@lincolncollege.edu)

Doctor of Chiropractic, Logan College of Chiropractic

B.S., Southern Illinois University, Carbondale

**Steven Zusman**

**Philosophy**

[szusman@lincolncollege.edu](mailto:szusman@lincolncollege.edu)

M.A. University of Illinois-Urbana

B.S. University of Notre Dame

**Sport Management**

**Isaac Cox**

**Sport Management**

[coxi31@lincolncollege.edu](mailto:coxi31@lincolncollege.edu)

M.S. American Public University System

**Michael Kennedy**  
**Sport Management**  
[mkennedy2323@yahoo.com](mailto:mkennedy2323@yahoo.com)  
B.S. Eastern Illinois University  
M.S. Southern Illinois University at Edwardsville

**Tom Lamonica**  
**Sport Management**  
[tlamonica@lincolncollege.edu](mailto:tlamonica@lincolncollege.edu)  
M.S. Illinois State University

**DJ Newport**  
**Sport Management**  
[dnewport@lincolncollege.edu](mailto:dnewport@lincolncollege.edu)  
M.S. Dominican University  
B.A. Western Illinois University

**Laura Shumar**  
**Sport Management**  
[lshumar@lincolncollege.edu](mailto:lshumar@lincolncollege.edu)  
M.A. Purdue University  
B.A. Purdue University

## **ABE Faculty**

**Scott Aigner**  
**Art**  
[Scott.aigner@gmail.com](mailto:Scott.aigner@gmail.com)  
M.F.A. Ohio State University  
M.A. Eastern Illinois University  
B.A. Eastern Illinois University

**Nicole Albertson, SPHR**  
**Business**  
[nalbertson@lincolncollege.edu](mailto:nalbertson@lincolncollege.edu)  
M.B.A. Illinois State University  
B.S. Illinois State University

**Peg Bateman**  
**English**  
[pabateman@ymail.com](mailto:pabateman@ymail.com)  
B.S. Illinois State University  
M.S. Illinois State University

**Sienna Beard**  
**Humanities**  
[sbeard@lincolncollege.edu](mailto:sbeard@lincolncollege.edu)  
M.A. Bradley University  
B.A. Knox College

**Mark Brown**  
**Mathematics**  
[mbrown@lincolncollege.edu](mailto:mbrown@lincolncollege.edu)  
M.S. Illinois State University  
B.S. University of Illinois-Urbana

**Jackie Case**  
**Communications**  
[uppercase@verizon.net](mailto:uppercase@verizon.net)  
M.S. Illinois State University  
B.S. Illinois State University

**Marie Dawson**  
**Accounting**  
[mdawson@lincolncollege.edu](mailto:mdawson@lincolncollege.edu)  
C.P.A. registered in Illinois  
M.S. Illinois State University  
B.S. Illinois State University

**Tim Foster**  
**Sociology**  
[tfoster@lincolncollege.edu](mailto:tfoster@lincolncollege.edu)  
M.A. Northern Arizona University  
B.A. Arizona State University

**Todd Hauser**  
**Communication**  
[thauser@richland.edu](mailto:thauser@richland.edu)  
M.A. University of Missouri-Columbia  
B.A. University of Wisconsin

**Roger Holmes**  
**Business**  
[rholmes@lincolncollege.edu](mailto:rholmes@lincolncollege.edu)  
J.D. University of Illinois College of Law  
B.S. University of Illinois

**Palramani Karthikeyan**  
**Mathematics**  
[pkarthikeyan@lincolncollege.edu](mailto:pkarthikeyan@lincolncollege.edu)  
Ph.D., Central Michigan University  
M.S. Madurai Kamaraj University

**Ravi Kishore**  
**Business**  
[rkishore@lincolncollege.edu](mailto:rkishore@lincolncollege.edu)  
M.B.A. Illinois State University  
B.S. University of Lucknow, India.  
M.C.A. Birla Institute of Technology, India

**Ruth Louis**  
**Communications**  
[rlouis@lincolncollege.edu](mailto:rlouis@lincolncollege.edu)  
M.S. Illinois State University  
B.S. Illinois State University  
A.S. Illinois Valley Community College

**Terry Lowe**  
**Business, Prior Learning Assessment**  
[tlowe@lincolncollege.edu](mailto:tlowe@lincolncollege.edu)  
M.B.A. Illinois State University  
B.S. Illinois State University

**Angela McCombs**  
**Mathematics**  
[angie.mccombs@gmail.com](mailto:angie.mccombs@gmail.com)  
M.S. Illinois State University  
B.S. Illinois State University

**Gary Ohler**  
**Business**  
[gohler@lincolncollege.edu](mailto:gohler@lincolncollege.edu)  
M.B.A. Bradley University  
B.A. Bradley University

**Janine Peacher**

**English**

[jpeacher@lincolncollege.edu](mailto:jpeacher@lincolncollege.edu)  
Ph.D. Texas Christian University  
M.S. Illinois State University  
B.A. Jarvis Christian College

**Matthew Pikus**

**Business**

[matthew.pikus@gmail.com](mailto:matthew.pikus@gmail.com)  
M.A. Gonzaga University  
B.S. Excelsior College of the State University  
of New York

**Angela Reiners**

**English**

[areiners@hotmail.com](mailto:areiners@hotmail.com)  
B.A. Lincoln Christian College  
B.S. Illinois State University  
M.A. University of Illinois at Springfield.

**Matthew Ringenberg**

**Health Services Administration**

[mrinenberg@lincolncollege.edu](mailto:mrinenberg@lincolncollege.edu)  
M.P.H. University of Illinois at Chicago  
B.S. University of Illinois at Chicago  
A.A. Illinois Central College

**Lara Roemer**

**Political Science**

[lroemer@lincolncollege.edu](mailto:lroemer@lincolncollege.edu)  
M.A. Southern Illinois University-Carbondale  
B.A. Southern Illinois University-Carbondale

**Dan Rowe**

**Mathematics**

[drowe@lincolncollege.edu](mailto:drowe@lincolncollege.edu)  
M.S. DePaul University  
B.S. Purdue University

**Bill Schureman**

**Anthropology**

M.A. University of Illinois-Springfield  
B.A. Taylor University

**Kate Smith**

**Mathematics**

[ksmith31@gmail.com](mailto:ksmith31@gmail.com)  
M.S. Illinois State University  
B.S. Illinois State University

**Melissa Smith**

**English**

[smith.melissa.sara@gmail.com](mailto:smith.melissa.sara@gmail.com)  
Ph.D. Illinois State University  
M.A. Southwest Missouri State University

**Rachel Smith**

**Economics**

[rksmith1978@yahoo.com](mailto:rksmith1978@yahoo.com)  
M.S. Illinois State University  
B.S. Illinois State University

**Todd Spellman**

**Computer Technology/Philosophy**

[tspellman@lincolncollege.edu](mailto:tspellman@lincolncollege.edu)  
M.A. Lincoln Christian Seminary  
B.A. Lincoln Christian College

**Robert Stanford**

**Economics**

[rstanford@lincolncollege.edu](mailto:rstanford@lincolncollege.edu)  
M.S. Illinois State University  
B.A. University of Illinois-Springfield

**Jeff Trask**

**Health Services Administration**

[tysonfaith@yahoo.com](mailto:tysonfaith@yahoo.com)  
Ph.D. University of Illinois-Urbana  
M.S. University of Illinois-Urbana  
B.S. University of Illinois-Urbana

**Brenda Vest**

**Business**

[bvest@lincolncollege.edu](mailto:bvest@lincolncollege.edu)  
M.S. Illinois State University  
B.S. Illinois State University  
A.S. Heartland Community College

**M. Kevin Woods**

**Business and Health Services Administration**

[kwoods@lincolncollege.edu](mailto:kwoods@lincolncollege.edu)  
Master of Regional Planning, Cornell University  
B.S. University of Detroit  
Executive Program in Health-care Financial  
Management, Ohio State University

**Zusman Steven**

**Philosophy**

[szusman@lincolncollege.edu](mailto:szusman@lincolncollege.edu)  
M.A. University of Illinois-Urbana  
B.S. University of Notre Dame

## **Midwest College of Cosmetology**

**Jennifer Fiorini**  
Director

**Anita Bradford**  
Cosmetology Instructor

**Kari Garrison**  
Cosmetology, Esthetics, and Instructor Training

**LeeAnn Neff**  
Cosmetology and Instructor Training

**Lisa Heine**  
Cosmetology and Esthetics Instructor

**Tia Madison**  
Cosmetology Instructor

### **Cosmetology Admissions**

**Allison Janesky**  
Admission Counselor

**Elizabeth Doxsie**  
Admission Counselor

### **Massage Therapy**

**Sheri Wright**  
Coordinator

**Rick Smith**  
Instructor

**Jenni Webber**  
Instructor

# INDEX

ABE 101 (Orientation), 19
ABE Mission, 7
ABE New Start Program, 17
Absence Reports, 44
Academic Advisement Traditional Program, 29
Academic Calendars, 10
Academic Honesty, 39
Academic Dismissal 42
Midwest College of Cosmetology, 46
Traditional Program, 43
Academic Honors 43
ABE Program, 44
Academic Load, 41
Academic Policies, 35
Academic Probation
Midwest College of Cosmetology, 46
Traditional & ABE Programs, 41
<b>Add-Drop Period</b>
ABE Program, 45
Traditional Program, 43
Administration, 94
Administrative Withdrawal Traditional & ABE Programs, 43
Admissions Requirements
ABE, 16
First Time Freshman, 15
International Students, 16
Midwest College of Cosmetology, 17
Traditional Programs, 14
Transfer Students, 14
Advanced Placement Credit, 37
Arranged Basis Course, 43
Associate Degree Programs, 48 & 63
Associate in Applied Science, Cosmetology, 66
Associate in Arts, 64
Associate in Science, 64
Associate in Science, Law Enforcement, 65
Attendance Policy
ABE Program, 44
Midwest College of Cosmetology, 47

Traditional Program, 43
Bachelor Arts in Liberal Arts, 53
Bachelor of Arts in Theatre, 60
Bachelor of Business Administration, 54
Bachelor of General Studies, 61
Bachelor of Science in Health Services Administration, 59
Bachelor's Degree, Second, 63
Bachelor's Degree Programs, 48 & 53
Board of Trustees, 93
Book Rental, 22
C.A.S.P. Reports, 44
Campus Security, 30
Career Services, 33
Esthetics Certificate Program, 68
Faculty
Full-Time, 94
Center for Adult Learning/ABE Program Goals, 7
Certificate Programs, 66
CJS School Safety & Security, 66
Cosmetology, 67
Cosmetology Instructor, 69
Esthetics, 68
Massage Therapy, 67
Challenge by Exam, 38
Change of Major, 37 & 49
Choice of Catalog, 49
Class Status, 40
CLEP Credit, 37
Community Information, 8
Computer Labs, 30
Usage Guidelines, 30
Conduct, 31
Contact Numbers, 93
Co-requisite Course Definition, 71
Cosmetology Certificate Program, 67
Cosmetology Instructor Certificate Program, 69
Courses
Adding a Course, 43
Changing a Course, 43
Course Numbers, 71
Transferred Courses, 36-45

Withdrawing from a Course, 43-45
Credit in Escrow, 38
Credit Refund Policy, 24
ABE Program, 24
Midwest College of Cosmetology, 25
Traditional Program, 24
Criminal Justice Studies
ABE Program, 57
Certificate(s), 66
Minors, 58
Traditional Programs, 56
DANTES, 37
Declaration of Major, 49
Declaration of Program, 50
Deferred Payment Agreement, 23
Degree Seeking Students
ABE, 16
Traditional Programs, 14
Delinquent Accounts, 23
Directory, 93
Disabilities Services, 31
Division to Division Transfer, 49
Divisions of the College, 7
Center for Adult Learning/ABE Description, 7
Midwest College of Cosmetology Description, 8
Traditional Program Description, 7
Driving Directions, 8
Enrollment Policies, 19
<b>Leave of Absence Policy (LOA), 45</b>
Library Services, 31
Loans, 28
Adjunct, 95
ABE, 97
Family Educational Rights and Privacy Act (FERPA), 35
Fees, 21
ABE Program, 22
Book Rental, 22
Midwest College of Cosmetology, 22
Part-Time Students, 22
Prior Learning Assessment Fees, 35
Residential Students, 22

Technology Fees, 22
Traditional Programs, 21
FERPA, 35
Financial Aid, 26
Appeal Procedure, 29
FAFSA, 26
Grants, 28
Loans, 28
Refund Policy, 29
Satisfactory Academic Progress, 28
Scholarships, 27
Student Aid Report (SAR), 27
Suspension of, 29
Work-Study, 28
Full-Time Status, 41
General Education Requirements, 50
Associate Degrees, 63
Illinois Articulation Initiative, 52
Requirement Options, 50
General Information, 6
General Services, 8
Grade Changes, 40
Grade Point Average (GPA), 38
Grades, 38
C.A.S.P. Reports, 44
Cumulative Grade Point Average, 38
Final Grades, 35
Grade Appeal, 39
Mid-semester Grades, 38
Graduation, 40
Health Services, 33
Health Services Administration, 59
Allied Health Concentration, 60
Nursing Concentration, 60
Immunization Requirements, 21
Immunization Information Form, 21
Incomplete Grade, 39
Independent Study, 42
International Students, 14
Learning Resource Center (LRC), 31
Transferred Courses, 36

Tuition, 21
ABE Program, 22
Full-Time Students (Non-Residential), 22
Midwest College of Cosmetology, 22
MAP Awards, 28
Midwest College of Cosmetology
Certificate Programs, 67
Course Descriptions, 71
State of Illinois Regulations, 67
Transfer Students, 18
Midwest College of Cosmetology Instructors, 69
Non Degree Seeking Students, 14
Non-Discrimination Statement, 9
Office of Disability Services, 31
Orientation, 19
ABE Program, 19
Midwest College of Cosmetology, 19
Traditional Program PROP, 19
Part-Time Status, 41
Pell Grants, 28
Placement Testing, 20
Plagiarism, 34
Prerequisite Definition, 71
Prior Learning Assessment (PLA), 37
Programs of Study, 48
PROP, 19
Public Transportation, 33
Readmission Requirements
ABE Program, 17
Traditional Programs. See Admissions Requirements
Records, Official, 36
Recreation Services, 33
Registration, 19
ABE Program, 19
Midwest College of Cosmetology, 19
Traditional Programs, 19
Repeated Course, 29
Residential Life, 32
Satisfactory Academic Progress, 28
Scholarships, 27
Security, 30

Social Policies, 34
Student Commons, 33
Student Conduct, 34
Student Life, 33
Student Services, 29
Testing Center, 31
Theatre, 60
Title IV Fund Recipients, 29
Title IV Funds, 29
TOEFL, 14
Sport Management, 58
Transcripts, 36
Part-Time Students, 22
Residential Students, 22
Traditional Programs, 22
Tuition Payment Agreement Form, 23
Tuition Deferred Payment Agreement, 23
Tuition Payment Plans, 23
ABE Program, 24
Midwest College of Cosmetology, 23
Traditional Programs, 23
Tutoring, 31
Veterans' Concerns, 26
Vision Statement, 6
<b>Withdrawal from the College</b>
ABE Program, 45
Traditional Program, 43
MCC, 46