



2021-2022 Graduate Catalog

"Always bear in mind that your own resolution to succeed is more important than any other thing."

Abraham Lincoln

This catalog is not to be regarded as an irrevocable contract between the student and Lincoln College. While a student’s catalog degree requirements will not be changed by the College, Lincoln College reserves the right to make changes and add addenda with regard to policies, procedures, fees and charges, and scheduled course offerings.

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Welcome to Lincoln College

Welcome from Dr. David Gerlach, President:

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 is – a bachelor degree, an associate degree, or transfer - 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, enjoyable, and challenging. Please make the most of those services designed to help you succeed. We welcome your suggestions for making our programs and services more effective in meeting 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. Go Lynx!

Dr. David Gerlach, President

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

Abraham Lincoln

We'd like to answer your questions.

Call us at (800) 569-0556

Visit Lincoln College online: lincolncollege.edu

Email us at admission@lincolncollege.edu

GENERAL INFORMATION

Mission Statement, Vision, and Core Values



Experience
Outstanding

OUR MISSION

Lincoln College uniquely empowers students to realize their full potential.

OUR VISION

“To be a recognized leader in transforming students’ lives”

OUR VALUES

- S**TUDENT-CENTERED
- T**EACHING EXCELLENCE
- U**NIQUE VALUE PROPOSITION
- D**IVERSE COLLEGE COMMUNITY
- E**MPowered PEOPLE
- N**URTURING ENVIRONMENT
- T**RANSFORMING LIVES
- S**TUDENT SUCCESS

Outstanding
PLACE TO WORK

Outstanding
STUDENT EXPERIENCE

Outstanding
RESULTS

History of Lincoln College

Lincoln College, chartered Lincoln University in 1865, is a private liberal arts college. 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.

In 1929 the Board of Trustees converted Lincoln College from a four-year institution to one of the premier two-year junior colleges in Illinois, and for the remainder of the twentieth century the campus in Lincoln, Illinois was dedicated to offering associate degrees to its diverse student bodies. That proud tradition of associate degree education was continued when a campus in Bloomington-Normal, Illinois was established in 1979 to serve the educational needs of the residents of that area as well as other students throughout Illinois.

In 2001, Lincoln College sought and received permission from the Higher Learning Commission to return to the College's original mission of offering four-year baccalaureate degrees. The Normal site was the first to offer the College's **baccalaureate degree programs** which were then expanded in 2009 to include two fine arts degrees at the Lincoln campus. The baccalaureate degree program offerings have now grown to offer majors in Liberal Arts; Theatre; Music; Criminal Justice; Business Management; Supply Chain and Logistics Management; Sport Management; Health Services Administration; Organizational Leadership; Entrepreneurship; Radio, Television and New Media; Community and Human Services; Conservation Biology; Exercise Science; and General Studies.

In 2007, Lincoln College established the **Accelerated Bridge to Education (ABE)** program administered through its Normal site in which select degrees of the College are offered via five-week or eight-week hybrid courses for working adults to return to college to earn their degree. ABE degree programs now include offerings in Liberal Arts, Business Management, Supply Chain and Logistics Management, Health Services Administration, Criminal Justice, Sport Management, Organizational Leadership, and Entrepreneurship. Designed for working adult-learners and non-traditional students, the ABE program allows students to earn between 27 and 36 credit hours per academic year in progress toward their chosen degree while balancing the demands of family and work life. In 2011, Lincoln College was approved to open a new site in **Oglesby, Illinois** in cooperation with Illinois Valley Community College and, in 2015, was approved to open an additional new site in **Peoria, Illinois** in cooperation with Illinois Central College as an avenue for degree completion through Lincoln College's highly successful Adult Bridge to Education (ABE) program. In 2018, the College began offering five-week courses on the Lincoln Campus toward the Bachelor of Business Administration in Business Management.

In 2019, the College received approval from the Higher Learning Commission to offer two graduate programs: a Master of Business Administration and a Master of Science in Organizational Leadership. The intent of this request was to return to the spirit of College's original namesake, Lincoln University, and to support the vision expressed in the "Return to Our Roots" Strategic Plan.

Lincoln College is a vibrant institution with the entire college community working together to explore new ways to meet the evolving needs of learners. Currently, Lincoln College is in the process of returning to its roots as a baccalaureate institution by **expanding its baccalaureate degree options at the Lincoln campus** for traditional students. President David Gerlach has embarked on a bold and visionary plan to add three or more baccalaureate degrees to the Lincoln campus over the next five

years reflecting the fact that the College actively seeks innovative ways to reach out to all learners with new, diverse educational offerings. This innovation, diversity of offerings, and varied educational deliveries have helped to retain Lincoln College's reputation as a pioneer educational institution in the Midwest.

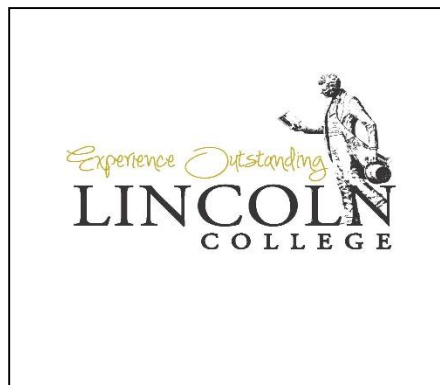
Accreditation

Lincoln College is accredited by the Higher Learning Commission. For further information regarding this accreditation, contact the Higher Learning Commission at 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604-1411, phone (800) 621-7440 or visit them at <https://www.hlcommission.org/>.

The Lincoln College Approach to Education

Lincoln College has long fostered a personal approach to education. It had a tradition of personal education before the concept became universally popular. The tradition, guiding mission, faculty philosophy, student services, and low faculty-student ratio enable the College to provide the important element of individualized attention that can make the difference between failure and success for our many diverse learners. The mission of the College is

“Lincoln College uniquely empowers students to realize their full potential.”



The primary relationship on any college campus is the faculty-student relationship. Lincoln College faculty members attempt, through diligent work and professional expertise, to provide the best possible environment for students to achieve academic success and personal growth, whether in the traditional programs at the Lincoln campus or in the Accelerated Bridge to Education delivery format. Academic standards are maintained by the faculty members whose efforts for the student do not end with the mere presentation of subject matter. Being a faculty member at Lincoln College means being available for tutoring, providing enrichment opportunities for advanced students, and taking a personal interest in the success of each student.

Educational Delivery of Graduate Programs

Consistent with federal definitions and with Lincoln College policy, a credit hour is the unit of measurement used at Lincoln College to signify the amount of work that is associated with successful completion of a course. Awarding of credit hours is based upon evidence of student achievement. Student performance is measured as it relates to the prescribed learning outcomes of the course. Lincoln College offers courses in a variety of instructional modalities, including face-to-face, hybrid, and online instruction and accelerated terms (including summer sessions). Regardless of the length of term or the mode of instruction, it is expected that a student who is prepared for college-level work and reasonably motivated to succeed will spend a minimum of 35 hours per semester hour credit in course-related activity. This activity includes actual classroom instruction time, exams (preparing for and taking exams), class preparation (e.g., reading and written assignments, project work, etc.), and other class-related activities (e.g., lab hours, field trips, etc.). Traditional face-to-face classes must meet in a face-to-face environment a minimum of 680 minutes per credit hour, e.g.:

- 41 fifty-minute face-to-face sessions plus final exam time (semester-based class)
- 28 seventy-five minute face-to-face sessions plus final exam time (semester-based class)
- 8 three-hour face-to-face sessions (8-week accelerated module)

As described above, hybrid and online classes will meet according to the model described herein, i.e., spend a minimum of 35 hours per semester hour credit in course-related activity. This includes actual classroom instruction time, exams (preparing for and taking exams), class preparation (e.g., reading and written assignments, project work, etc.), and other class-related activities (e.g., lab hours, field trips, etc.).

Graduate Academic Programs

The Graduate Academic Programs offered at Lincoln College are defined as programs, degrees, and offerings which follow an educational delivery method following an accelerated, hybrid model. Courses generally are 8 weeks long and combine a weekly three or four-hour class session *with the remainder of the coursework to be completed outside of class in an online environment.*

The Graduate Academic Program at Lincoln College offers master's degrees in Organizational Leadership and Business Administration. The College is continually investigating opportunities for expanding the degree options.

Non-Discrimination Statement

Lincoln College expressly prohibits any form of unlawful harassment or discrimination based on race, creed, color, religion, sex, national origin, age, disability, gender, sexual orientation (including gender identity), marital status, military discharge status, veteran status, veteran [sic] or status in any group protected by state or local law in admission to and participation in its educational programs, college activities and services, or its employment practices. The College does not tolerate sexual harassment by or of its students or employees. 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, Lincoln College, 300 Keokuk Street, Lincoln, Illinois, 62656. Telephone (217) 732-3155, extension 200.

ACADEMIC CALENDAR (2021/2022)

Graduate Academic Calendar

FALL SEMESTER 2021	
(N1) First 8 week session begins	Monday, August 16
LABOR DAY – NO CLASSES <i>(Monday classes meet Friday, Sept. 10 or as arranged by the instructor via Canvas Conferences)</i>	Monday, September 6
(N1) First 8 week session classes end	Saturday, October 9
(N1) First 8 week grades due to Registrar by 12:00 noon	Monday, October 11
(N2) Second 8 week session begins	Monday, October 11
Registration for Spring 2021 Begins	Monday, October 25
THANKSGIVING BREAK – NO CLASSES	Monday, November 24 – Sunday, November 28
(N2) Second 8 week session ends	Saturday, December 11
(N2) Second 8 week session grades due to Registrar by 12:00 noon	Monday, December 13

SPRING SEMESTER 2022	
(N3) First 8 week classes begin	Monday, January 10
DR. MARTIN LUTHER KING, JR. HOLIDAY – NO CLASSES <i>(Monday classes meet Friday, January 22 or as arranged by the instructor via Canvas Conferences)</i>	Monday, January 17
(N3) First 8 Week classes end	Saturday, March 6
(N3) First 8 week session grades due to Registrar by 12:00 noon	Monday, March 7
(N4) Second 8 week classes begin	Monday, March 7
Registration for Summer 2021 and Fall 2021 Begins	Monday, March 14
SPRING HOLIDAY – NO CLASSES <i>(Monday classes meet Friday, April 8 or as arranged by the instructor via Canvas Conferences)</i>	Friday, April 2 – Monday, April 4
(N4) Second 8 week classes end	Saturday, April 30
(N4) Second 8 week session grades due to Registrar by 12:00 noon	Monday, May 2
Honors Reception and Commencement Exercises	Saturday, May 7

SUMMER SEMESTER 2022	
(N5) 7 week classes begin	Monday, May 2
MEMORIAL DAY – NO CLASSES <i>(Monday classes meet Friday, June 4 or as arranged by the instructor via Canvas Conferences)</i>	Monday, May 30
(N5) First 7 week classes end	Saturday, June 19
(N5) First 7 week sessions grades due to Registrar by 12:00 noon	Monday, June 20
(N6) Second 8 week classes begin	Monday, June 20
INDEPENDENCE DAY OBSERVED – NO CLASSES <i>(Monday classes meet Friday, July 8 or as arranged by the instructor via Canvas Conferences)</i>	Monday, July 4
(A9) 5 week July session and (N6) Second 8 week session ends	Saturday, August 13
(A9) 5 week & (N6) Second 8 week grades due to Registrar by 12:00 NOON	Monday, August 15
Fall 2022 Classes Begin	Monday, August 15

ADMISSIONS

“Towering genius disdains a beaten path. It seeks regions hitherto unexplored.”
- Abraham Lincoln

Introduction to Admissions at Lincoln College

Lincoln College welcomes applications for admission from all students who feel that they can benefit from and contribute to the varied academic and extracurricular offerings of the College. Admission to the College and its programs is based on a holistic approach. Care is taken to ascertain that the potential students’ goals and aspirations are consistent with the degree requirements, their academic abilities, and the delivery format in which they are interested.

The admission requirements to Lincoln College graduate programs may vary according to the program to which the student applies. All admission requirements, including those specific to particular programs of study, are detailed below.

General Graduate Admissions Requirements

The Office of Admissions for Graduate Programs is located in the Bernard E. Behrends Admissions Building on the Lincoln, Illinois campus. Office hours are from 8:00 am to 5:00 pm Monday through Friday or Saturday by appointment only. Contact the Office of Admissions by phone at 1-800-569-0556 or email gradadmissions@lincolncollege.edu.

Overview

Application review and acceptance to Lincoln College is based on a holistic review of the student’s submitted materials. In some cases, students may be required to submit additional documents, such as letters of recommendations or a personal essay, or to visit campus and meet with the graduate program faculty.

Graduate Program General Admission Requirements

Prospective students are encouraged to apply as early as possible, but late applications will be considered fully as the College has a rolling admissions policy (no deadline for receiving applications).

General Graduate Admission Criteria

Requirements for all applicants for graduate admission are as follows:

1. A completed bachelor’s degree from an institution of higher education bearing an accreditation recognized by the U.S. Department of Education.
2. A cumulative GPA of 2.5
3. Meet any other requirements as specified by the student’s intended program of study.

Graduate Application Material Requirements

To determine an applicant’s qualifications and to complete a student’s admissions file, the following documentation and information are required:

- A completed Application for Admission (<https://lincolncollege.edu/future-students/admissions/graduate-students>)
- Official transcripts from all post-secondary institutions previously attended.
- A personal statement describing the prospective student’s personal and professional goals and how admission furthers those goals.

- Any additional materials as stipulated by the applicant's intended program of study.

Upon Acceptance Students Must Provide:

- A completed Intent to Enroll Form.
Students may submit the Intent to Enroll form online.
- A housing deposit of \$125 if the student plans to live on campus. Students may submit the housing deposit online at <https://lincolncollege.edu/deposits>
- Register and attend a Graduate Student Orientation.

Graduate Program Conditional Admission Requirements

Students who do not meet the requirements for full admission into their desired graduate program may be considered for conditional admission with approval from both the Graduate Lead faculty member and the Director of Graduate Programs. Conditionally admitted students must be otherwise admissible to Graduate Programs by meeting the General Graduate Admission Criteria and Graduate Application Material Requirements specified above.

Conditionally admitted graduate students are limited to taking one course per subterm for their first six hours and must maintain a cumulative GPA of 3.0 before being considered for full admission. Students who meet this requirement will be admitted into the graduate program without the aforementioned conditions. Student who fail to meet this requirement will be dismissed from the graduate program.

Transfer Student Graduate Admission Requirements

The diversity of social and academic backgrounds that transfer students bring adds much to campus life. Accordingly, Lincoln College actively seeks to enroll transfer students from all areas of the United States and foreign countries and strives to provide an atmosphere that is both challenging and rewarding.

It is strongly recommended that transfer students apply several months prior to their intended start date. Applications to transfer to Lincoln College *generally* should be completed no less than twenty (20) days in advance of the start of the session/subterm for which one is applying.

Transfer Student Admission Criteria

Requirements for all entering transfer students are as follows*:

1. A completed bachelor's degree from an institution of higher education bearing an accreditation recognized by the U.S. Department of Education.
2. A cumulative GPA of 2.5
3. Meet any other requirements as specified by the student's intended program of study.

Transfer Student Application Material Requirements

In determining a transfer applicant's qualifications, and to complete a transfer student's Admissions file, the following documentation and information are required prior to enrolling at Lincoln College:

- A completed Application for Admission (<https://lincolncollege.edu/future-students/admissions/graduate-students>)
- Official transcripts from all post-secondary institutions previously attended.
- A personal statement describing the prospective student's personal and professional goals and how admission furthers those goals.
- Any additional materials as stipulated by the applicant's intended program of study.

Acceptance of Transfer Credit

Credit from collegiate institutions which are accredited by one of the agencies recognized by the U.S. Department of Education will be considered for acceptance at Lincoln College according to the academic policies regarding transfer credit detailed later in this catalog. Please see Articulation of Transfer Credits under the Academic Policies section of this catalog.

Generally, a maximum of 9 hours of transfer coursework may be applied toward a graduate degree granted by Lincoln College.

4+1 Graduate Admission for Current Lincoln College Students

Undergraduate students at Lincoln College will have the opportunity to complete a traditional four-year bachelor's program plus a master's program in just one additional (+1) year.

Students admitted into the 4 + 1 program will be considered conditionally admitted students. The 4+1 programs will allow students to complete a bachelor's and a master's degree in just five calendar years instead of six. Qualified students may accelerate their careers by beginning graduate level courses in the fourth year of undergraduate study. A maximum of 12 credit hours during a 16-week term/semester of approved courses will be shared between the bachelor's and the master's degree. Upon completion of the credit hours required for the baccalaureate degree, students will continue their graduate coursework at up to a full time pace (subject to course availability), in order to finish their undergraduate and graduate degrees in as few as five calendar years.

Juniors and seniors (60 or more undergraduate credits, with at least 30 earned at Lincoln College) may apply by completing the 4+1 application. Students must meet the individual program's admission requirements and should be aware of their respective program's course availability.

Upon completion of the student's undergraduate degree, they will automatically be fully admitted to the graduate program as a graduate student for the next regular term, provided that they have completed all of their graduate course work with a 3.0 GPA or better (as calculated based solely on Graduate courses; those numbered 500 or above) and have met other requirements as set by each individual program.

4+1 Admission Criteria

Requirements for all 4+1 applicants are as follows:

1. Current enrollment with Lincoln College, declared for a bachelor's degree, and at least Junior standing (at least 60 cumulative credit hours).
2. A cumulative GPA of 2.5
3. Meet any other requirements as specified by the student's intended program of study.

4+1 Application Material Requirements

In determining a transfer applicant's qualifications, and to complete a transfer student's Admissions file, the following documentation and information are required prior to enrolling at Lincoln College:

- A completed Application for Admission (<https://lincolncollege.edu/future-students/admissions/graduate-students>)
- Official transcripts from all post-secondary institutions previously attended.
- A personal statement describing the prospective student's personal and professional goals and how admission furthers those goals.
- Any additional materials as stipulated by the applicant's intended program of study.

International Students General Admission Requirements

International Students are defined as those individuals who are not citizens or permanent residents of the United States and who intend to enter Lincoln College to pursue a full-time course of study.

International Student Admissions Entrance Examinations – English Language Proficiency

All international applicants whose native language is not English are required to submit the results of the Test of English as a Foreign Language (TOEFL), Duolingo Exam or the International English Language Testing System (IELTS). TOEFL and IELTS are administered throughout the world at many locations several times a year, while the Duolingo Exam is administered online. Further information can be obtained by consulting the nearest United States Embassy, consulate, United States Information Agency, or by visiting www.ets.org for the TOEFL or www.ielts.org for the IELTS exams and this link for [Duolingo Exam](#).

A minimum TOEFL score of 550 (paper-based test), 213 (computer-based test), or 79 (internet-based test) or a minimum band score of 6.5 on the IELTS is required for application review and admission to Lincoln College. A 105 is required for the Duolingo Exam. TOEFL, Duolingo or IELTS is not required of students attending International or American schools abroad or whose native language is English; rather, the Scholastic Aptitude Test (SAT) or the American College Test (ACT) may be required.

International Transcripts and Educational Records of Coursework

All international student applicants must submit educational records (official transcripts, country examinations, diplomas and certificates) which have been certified by an officer of the educational institution issuing the documents or by a United States or local government official. Secondary school records should represent the last four (4) years of study. Official transcripts and all secondary educational records from the country in which the student studied must be submitted to a credentialed foreign transcript evaluation service and then sent to the College. All secondary and post-secondary records must be translated to English and evaluated on a course-by-course basis as comparable to the United States appropriate grading system by level.

There are many foreign transcript services for international students; however, Lincoln College recommends that students use WES (<http://www.wes.org/>), ECE (<https://www.ece.org/>) or Educational Perspectives (<http://www.edperspective.org>). International student athletes are encouraged to use InCred – International Credential Evaluations (<https://www.incredevals.org>), the evaluator endorsed by the NAIA athletics conference.

All international university-level study will be evaluated for possible transfer credit by the Office of the Registrar. Accurate evaluation cannot be made without a syllabus, catalog, or course descriptions. Consequently, all international transfer students must submit their foreign catalog (providing program and course descriptions) in English or in an official English translation. **Please note:** documents defined as “original” must be in their original sealed envelope or sent directly from the testing agency or institution.

International Student Admission Criteria

Requirements for all entering international students are as follows*:

1. A completed bachelor’s degree from an accredited institution of higher education or international equivalent.
2. A cumulative GPA of 2.5

3. Submission of **Official Transcripts/Documentation** of all coursework attempted (as described above).
4. Minimum TOEFL scores of 550 paper-based, 213 computer-based, and 79 internet-based or 6.5 band score on the IELTS, or 105 Duolingo Exam (not required if the student's native language is English).
5. Meet any other requirements as specified by the student's intended program of study.

International Student Application Procedure

In determining an international applicant's qualifications and to complete an international student's Admissions file, the following documentation and information are required prior to enrolling at Lincoln College:

- **International Student Admissions Application:** A completed International Student Application for Admission (<https://lincolncollege.edu/future-students/admissions/international-students>)
- **Transcripts/Educational Records:** Submit official secondary and post-secondary (if applicable) transcripts/educational records from all colleges and secondary schools attended. (These records should first be submitted by the student to a foreign credential evaluation agency and translated to English and evaluated as comparable to the United States appropriate grading system as described above).
- **English Proficiency:** Submit official TOEFL or IELTS scores as described above (not required if English is the student's native language or if the student submits ACT or SAT scores for an International or American school abroad).
- **Proof of Financial Resources:** International students must show proof of financial resources by providing an official letter from their banking institution or bank account statement showing enough funds to cover the cost of tuition, room and board after scholarships.

Upon Acceptance (Issuance of the I-20 Certificate of Eligibility for Nonimmigrant Student Status)

Upon acceptance, students must provide the following prior to an I-20 being issued:

- A valid passport.

Tuition and fees must be paid in full by the first day of classes for any given session.

“At Large” Graduate Student Admissions Requirements

“At Large” Graduate Students are students who have already earned a baccalaureate degree or higher from a regionally accredited college or university, and wish to take graduate-level courses, but do not want to apply to a master's degree program at the time of applying for admission. An “At Large” Graduate Student may choose to take courses for professional or scholarly reasons or personal enrichment, but are limited to nine (9) credit hours. Students who meet the graduate admission requirements may be admitted as an “At Large” Graduate Student for no more than nine (9) graduate credit hours until official admission into a specific graduate degree is granted. “At Large” Graduate Students do not qualify for financial aid.

“At Large” Graduate Student Admission Criteria

Requirements for “At Large” Graduate Students are as follows:

1. A completed bachelor's degree from an institution of higher education bearing an accreditation recognized by the U.S. Department of Education.
2. A cumulative GPA of 2.5

“At Large” Graduate Student Application Material Requirements

“At Large” Graduate Students must complete the following admissions process prior to enrolling at Lincoln College:

- A completed Application for Admission (<https://lincolncollege.edu/future-students/admissions/graduate-students>)
- Official transcripts from all post-secondary institutions previously attended.
- A personal statement describing the prospective student's personal and professional goals and how admission furthers those goals.
- Any additional materials as stipulated by the applicant's intended program of study.

Program of Study Specified Admissions Requirements

In addition to the general graduate admission requirements specified above, each graduate program of study carries admission requirements specific to that program. The specific requirements for admission to each graduate program of study are detailed below.

Master of Science in Organizational Leadership Admission Criteria

Requirements for all students seeking to pursue the MS in Organizational Leadership are as follows:

1. Meet all requirements as listed under General Graduate Program Admission Requirements.
2. Possess a cumulative GPA of 3.0 as of bachelor's degree conferral or a 3.0 for the last 60 credit hours of coursework.

Master of Business Administration Admission Criteria

Requirements for all students seeking to pursue the Master of Business Administration are as follows:

1. Meet all requirements as listed under the General Master of Business Admission Requirements.
2. A current resume or curriculum vitae.
3. Interview.

Notification of Admission Decision

Admission decisions are made on a rolling basis at least three weeks prior to the start of a session.

Decisions are made once the applicant has a complete application file containing all required documents (as outlined in the sections above). All notifications will be emailed as soon as the student's application file is reviewed by the Graduate Faculty.

Upon Notification of Acceptance:

- The student must submit the required Intent to Enroll form and \$125.00 housing deposit (applies only to applicants seeking admission on the Lincoln, IL campus; other sites do not offer housing) in order to register for classes and be considered for on-campus housing space.
- Requirements for enrollment in traditional program coursework by student classification:
 - **All New Students** must register for a *Graduate Student Orientation* session. Contact the Admissions Office for more information about session dates, registration, and fees.
 - **Readmission Students** register for classes by scheduling a meeting with a graduate advisor by calling (217) 735-7294 or through the Admissions Office.
 - **At Large Graduate Students** register for classes by scheduling a meeting with a graduate advisor by calling (217) 735-7294 or through the Admissions Office.
- Submit a completed *Immunization Information Form*. (<https://lincolncollege.edu/student-life/services/health-services>)
- Return a completed housing application form (*residential students only*). (<https://lincolncollege.edu/housing-application>)

Confirmation of Early Registration: Students must pay tuition and fees or make arrangements for deferred tuition payments (if needed) with the Student Accounts Office prior to the beginning of their first course. If the student enrolls after August 1, they must make payment arrangements at the time of

enrollment. Students will not be allowed to move into the residence halls or begin classes without full payment or payment arrangements.

Student Health Records Requirements

All students admitted to the Graduate Programs on the Lincoln campus at Lincoln College are *required* to complete health records. Graduate students pursuing coursework at the Normal site or other delivery locations are not required to submit health records since residential housing is not offered at those locations.

All records and documents are *required* to be complete and on file in the Health Service Office August 1 for Fall semester and December 15 for Spring semester. All students must complete the following forms:

- Health History
- Immunizations*
- Tuberculosis Risk Questionnaire, and
- Student/Parent/Guardian Information.

*The Illinois Department of Public Health changed the college immunization code (77III. Adm. Code 694) in August 2016.

The following are the requirements:

- Three vaccines that contain tetanus/diphtheria/pertussis. One dose MUST be Tdap. The last dose of vaccine must have been administered within 10 years of the student's enrollment date.
- Two measles, mumps, rubella (MMR) vaccines given after one year of age and after December 31, 1967 OR if measles, mumps, or rubella vaccines were given separately, two measles immunizations given after one year of age and after December 31, 1967; two mumps immunizations after one year of age; two rubella immunizations after one year of age. Students are exempt from this requirement if born BEFORE 1957.
- One meningococcal conjugate vaccine – Menactra or Menveo-for students who are 21 or younger. A 2nd vaccine MUST be given if the 1st vaccine was given before age 16.

Although not required, it is strongly recommended providing proof of immunity to polio and immunizations against Hepatitis B (series of three injections), Hepatitis A (one or two injections), chickenpox (if the student has never had chickenpox – one/two injections), and HPV (a series of three injections).

PLEASE NOTE: A physical examination is **only required** for those students participating in competitive sports, cheerleading or Men's club volleyball. Physical examinations are valid for one calendar year. **A student will NOT be allowed to participate in the above activities without a physical on file with Health Services.**

Students not in compliance with the above requirements will be charged a late fee and will not be allowed to register for subsequent semesters until they are in compliance.

Further information can be obtained by calling the Health Services Office at (217) 735-7340.

FINANCIAL AID

The Office of Financial Aid is located in the Hart Science Building on the Lincoln campus and in the main academic building on the Normal site. Contact a Financial Aid representative by calling (217) 735-7231.

General Financial Aid Information

The Office of Financial Aid works with students to facilitate the process of receiving financial assistance. At Lincoln College, financial assistance consists of scholarships, grants, loans, and student employment. Assistance may be offered to students in a single form or in various combinations.

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.

Lincoln College will follow the Accelerated (ABE) Program eight-week calendar for graduate students.

Types of Financial Assistance Available

Loans

A **loan**, unlike scholarships and grants, must be repaid. Graduate students are eligible for Direct Federal Unsubsidized loans and Direct Graduate Plus Loans. With an unsubsidized loan and graduate plus 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 Stafford Loan Program:** A graduate student unsubsidized loan eligibility is up to \$20,500 per year with an aggregate limit of \$138,500.00 (This limit includes all federal loans received for undergraduate study). Unsubsidized loans provide low interest rate loans to qualified students who need to borrow money to help pay for college. Eligibility is determined from the processed FAFSA. The required Master Promissory Note (MPN) and Entrance Counseling must be completed online at www.studentloans.gov. Lincoln College will use one lender, and it will not be necessary for students to contact a lending institution.
- **Federal Direct Graduate or Professional Plus Loans:** **Graduate plus loans are unsubsidized loan made to graduate students based on the students' credit history.** Borrowers can request a loan for up to the full cost of attendance minus any other financial aid.
- Graduate and professional students that borrow a PLUS Loan receive an automatic deferment while in school.

Graduate Assistantships

A limited number of graduate assistantships may be offered. They may include a monthly stipend and/or tuition remission benefits. Students should use the CareerLynx system to look for open positions and then contact the department with the open position to inquire about the graduate assistantships.

Financial Aid Application Procedures

To apply for any type of financial aid administered by the Office of Financial Aid at Lincoln College, 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, **should be completed each year by ALL degree-seeking students**. It should be completed as soon as possible after October 1. The *FAFSA* priority processing deadline is March 1.

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.

2. Have the Financial Aid application processed by the deadline set by the Illinois State Aid Commission in order to be considered for an Illinois State Monetary Award (generally February 1 but subject to change).

Students who have previously applied for Financial Aid are considered to be Continuing Students and also must have their Financial Aid application processed by the deadline set by the Illinois State Aid Commission each year (generally February 1 but subject to change) in order to be considered for an Illinois State Monetary Award.

3. **The Student Aid Report (SAR)** is issued by the federal processor after the *FAFSA* is submitted. All LC 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.
4. Upon receiving the *SAR*, the student should make any corrections online at 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

- Be a U.S. Citizen or an eligible non-citizen.
- Have a valid Social Security number.
- Complete a *FAFSA*
- The student must be enrolled or accepted into an eligible graduate program of their choice.
- Must be enrolled at least half-time to be eligible for Direct Loan Program funding.
- Maintain satisfactory academic progress in college.
- The amount of any federal aid awarded to students is based on need. Need is determined by subtracting the estimated family contribution (EFC) from the cost of education as illustrated below. The estimated family contribution is identified on the *Student Aid Report (SAR)* 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

Graduate Plus Loans are not based on unmet need.

Satisfactory Academic Progress (SAP) Policy

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. Graduate students receiving Title IV Federal Direct Loans and Federal Workstudy, whether or not they have received financial aid in the past, 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 semester. Students who fail to meet the minimum progress requirements will be placed on financial aid probation or suspension. First time Lincoln College students will be placed on probation after their first semester.

Warning: Students who are not meeting SAP at the end of their first semester at Lincoln College will be receive a warning letter. The student will be notified in writing that they are on probation. Students on financial aid warning will not need to appeal their status. The purpose of the warning is to alert the student they are on track to lose their Title IV eligibility. Students on warning are encouraged to meet with a member of the professional advising staff to develop a plan for the upcoming semester to ensure the student is able to meet the SAP requirements.

Suspension: A student who has not met the requirements of SAP after either their warning semester, or any semester thereafter as a Lincoln College student, will need to appeal their suspension. The requirements a student must meet are outlined below.

- 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 of 3.0 or above.
- 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 a student's 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).

NOTE: Even if classes are not eligible for financial aid, or you paid for the classes, they are included in financial aid hours attempted **and** GPA calculation.

- C. **Maximum Time Factors** - Students are allowed a maximum of 150% of a program's length in order to complete a degree. A student enrolled in the Graduate degree program At Lincoln College requires the completion of 36 credit hours. Students earning a Graduate degree must complete the program with no more than 150% of the attempted number of credits required for graduation (e.g. $36 \times 150\% = 54$ credit hours). Students will not be eligible to receive financial assistance if they attempt more than 150% of their required number of credits. Included in the number of credit hours attempted are: transfer hours (accepted from another institution), withdrawals (after the add/drop period), incompletes, repeated courses and grades of "F".

SAP Appeal Procedure

A student whose financial aid eligibility has been suspended may appeal through the **e-verification site**. The process has changed from previous years in which the student will not be required to submit paper documents to the Director of Financial Aid. The financial aid SAP appeal is **separate** from the Appeal for Academic Suspension. If the student is in violation of both, two separate appeals will need to be completed. **As a reminder, the two decisions are not connected. A student can be approved for Academic Standing and be denied for SAP or vice versa.**

In order to complete SAP appeals, please follow the steps below:

STEP 1

Determine the semesters you need to discuss in your appeal, which are the semesters in which you failed to meet minimum academic standards. We call these your “semester(s) in question”. In order to identify the semesters in question, we recommend that you contact the Financial Aid Office or a member of the **Professional Advising Staff** here at Lincoln College.

STEP 2

Determine whether you have **mitigating circumstance(s)** (unforeseen situations or events beyond your control that directly impacted your academic performance) for each semester in question. If the above mentioned scenarios do not apply to you, we offer another alternative. We require you, the student, to take and pass with C’s or higher, six credits of transferable hours into your current program at Lincoln College. These courses must be taken at an outside institution. It is the student’s responsibility to check with their advisor and/or the Registrar if the courses they plan to take will transfer into our program here at Lincoln College.

Note: In most cases, you cannot use the same mitigating circumstance over multiple semesters. The expectation is that when unforeseen circumstances arise, you will take action to resolve them before returning for another semester.

STEP 3

Gather valid documentation which supports your **mitigating circumstance(s)**. When you appeal online, you will need to upload documentation relevant to each semester in question. Please review our mitigating circumstances guide to see examples of documentation which must come from an objective third-party on official letterhead.

STEP 4

Appeal online by logging into the **e-verification site**. If you do not have an account, you will need to click ‘create an account’ prior to getting started.

Note: If we do not have a FAFSA on file for the year in which you are trying to obtain Financial Aid, the system will not allow you to create an account.

STEP 5

Monitor your Lincoln College student e-mail account and your postal mail for communications in regard to your SAP appeal status. In addition, be on the lookout for additional communication from the **Office of Professional Advising** regarding some important next steps.

NOTE: *The Financial Aid appeal is separate from a petition for early return from academic suspension*

from the College as described later in this catalog.

Title IV Fund Recipients—Return of Funds

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 Graduate PLUS Loans

During the first sixty percent (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 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. The Office of Financial Aid will 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. A student who remains enrolled beyond the first sixty percent (60%) of the semester earns all aid for the semester.

Veterans’ Concerns

The Lincoln Financial Aid Office serves as the Veterans Affairs (VA) certifying official for Lincoln College. 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 Post - 9/11 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 Financial Aid Office.

For approved programs, the Post -9/11 GI Bill provides up to 36 months of education benefits. If your release from active duty was before January 1, 2013, there is a 15-year time limitation for use of benefits. For individuals whose last discharge date is on or after January 1st 2013, the time limitation has been removed.

For graduate training the VA will pay your benefits based on what the school reports your training time to be. So, if you are taking 3 graduate hours and the school tells the VA that you are considered a full-time student, that is what the VA will pay you.

Lincoln College has established the following Standard of Progress guidelines as a means of determining attendance records:

A list of veterans and veterans’ dependents enrolled at Lincoln College is sent to all instructors with instructions for the student and/or instructor to notify the Veterans Affairs Representative if the student ceases to attend classes, withdraws, or gets into an area where failure would be anticipated. The College’s Veterans Affairs Representative will notify the VA immediately upon change in student status.

The Satisfactory Academic Progress Policy for financial aid also applied to VA educational benefits.

Veterans Affairs Pending Payments

In compliance with 38 USC 3679 (e) and while a payment is pending to the College from the US Department of Veterans Affairs, the College will not take any of the actions listed below in relation to

students receiving benefits under the Post 9/11 G.I. Bill or the Vocational Rehabilitation and Employment Acts:

- Prevent the beneficiary's enrollment through imposition of a Business Office Hold due to a present tuition balance.
- Assess a late fee or other penalty to the beneficiary's tuition account.
- Ask that the beneficiary secure alternative or supplemental funding for tuition support.
- Prevent the beneficiary from accessing any College facilities or services normally made available to enrolled students.

To qualify for the above provisions, the beneficiary may be asked to submit one or more of the following to the Financial Aid Office:

- Provide a Department of Veterans Affairs-issued Certificate of Eligibility prior to the beneficiary's first day of class.
- Provide a written request to be certified.
- Provide additional information as the College's VA Certifying Official may request in compliance with other College policies.

Further information regarding veterans' specific concerns may be obtained by contacting the Financial Aid Office at the Lincoln campus at LCLfinancialaid@lincolncollege.edu or (217) 735-7285.

TUITION AND FEES

2021/2022 Graduate Programs Tuition and Fees Schedule

Graduate 2021/2022 Annual Costs				
Residential Costs: Lincoln campus only	Double Occupancy Housing	Suite Style Housing	Apartment Style Housing	5th Street Suites
Tuition* and **Fees	\$440/credit hr.	\$440/credit hr.	\$440/credit hr.	\$440/credit hr.
Housing**	\$3,300	\$4,700	\$5,300	\$3,300
Board	\$5.100	\$5.100	\$5.100	\$5.100
Student Life Fee	\$1,100	\$1,100	\$1,100	\$1,100
Approximate Annual Tuition and Fees (based on 9 credits/term)				
Graduate 2021/2022 Tuition Costs - Non-Resident				
*Tuition per credit hour	\$440/credit hour			
Books	varies by course and textbook vendor			
** <i>There are no regular fees for graduate students.</i> Books for graduate courses are NOT included in the Lincoln College book rental system and can be purchased or rented through any book vendor with the correct ISBN number. ISBN's are provided on all course syllabi.				

Tuition Payment

The Student Accounts Office is located on the ground floor of the Harts Science Building. Fall and spring semester office hours are 8:00-5:00, Monday through Thursday, and 8:00-4:00 on Friday; summer hours are 8:00 am – 4:00 pm, Monday through Friday. Contact the Business Office at (217) 735-7225 or by email at lalbert@lincolncollege.edu.

Each student who has registered for a class is required to contact the Business Office 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 by check, money order, cashier's check, credit card, or cash or through the student's MyLynx account at <https://students.lincolncollege.edu/ics>.

Tuition Payment Plans By Campus Program

Lincoln College offers flexible plans for the payment of tuition, fees, and other costs associated with Graduate Program attendance.

Graduate Program Payment Plans:

1. **Pre-Payment** – Graduate Students will be responsible for ensuring payment is received by the Business Office prior to the first day of each session.
2. **Financial Aid** – Graduate 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 whose 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.

Deferred Payment Agreements

If a student has not paid his or her balance in full prior to the due dates as prescribed above, 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. Registration for another semester will not be permitted until a student has fully paid all charges for the preceding semester. No transcript of academic record or conferral of a degree or certificate will be issued to a student who has not discharged all financial obligations to the College.

Credit/Refund Policy

Students who officially withdraw or are dismissed from the College shall be entitled to a credit/refund of net tuition, room (if applicable), and mandatory fees (if applicable). 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.

8-Week Sessions (Fall, Spring, Summer)

<u>Official withdrawal/dismissal occurs:</u>	<u>Credit/refund rate</u>
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

Official Withdrawal Using the Credit/Refund Rate

All students in all campus programs remain enrolled in all classes until they are officially withdrawn according to the withdrawal policies of the campus program outlined later in this catalog. 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 as outlined above in the Credit/Refund policies, 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 of the campus program for which they are enrolled 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.

Reduction in Enrolled Credit Hours for Graduate Academic Programs

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 enrollment 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% of the difference in net tuition charge only is reduced.

Return of Title IV Funds

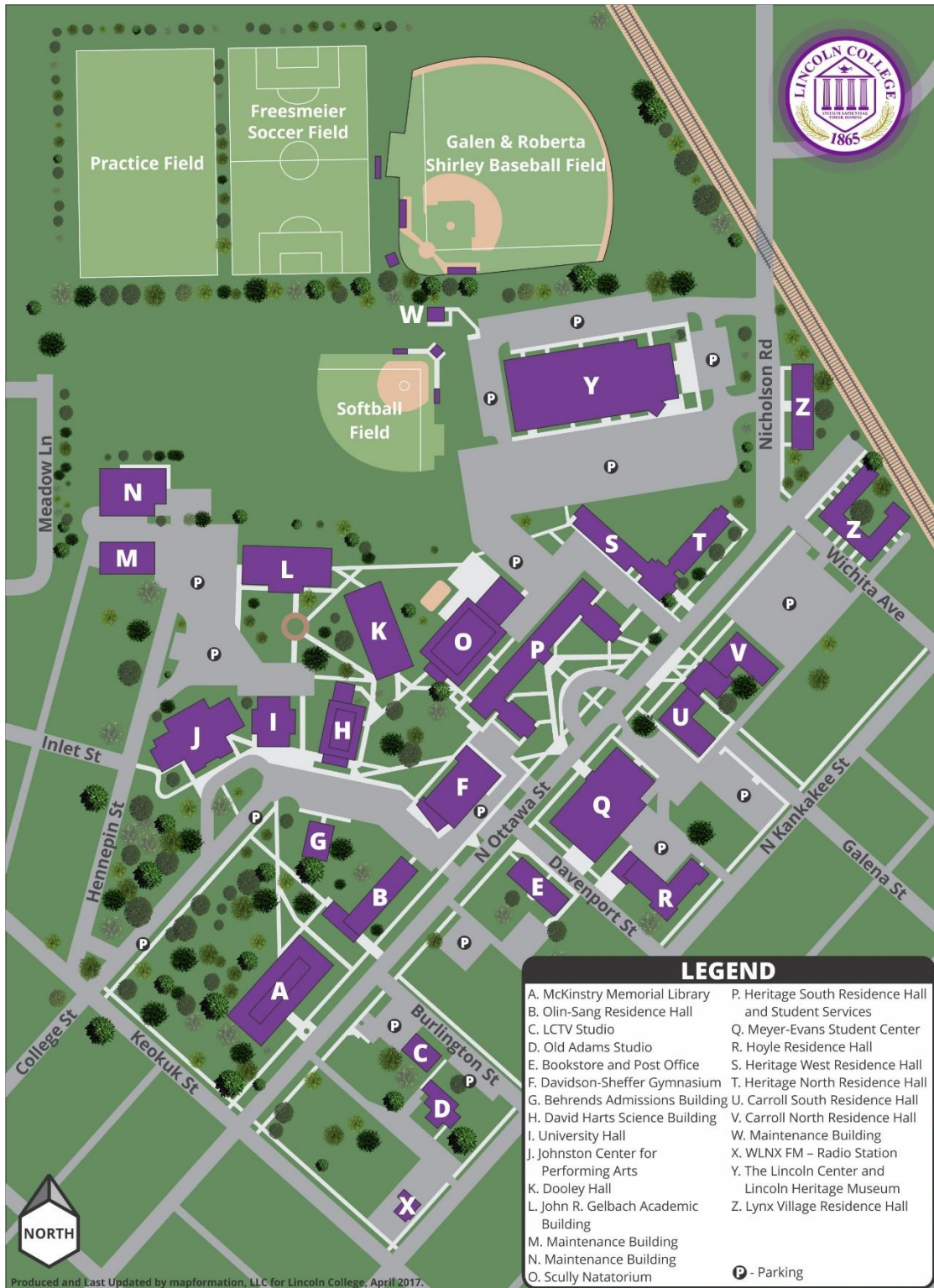
Students receiving Title IV funds earn aid based on the period of time the student remains enrolled. During the first 60% of the semester, a student will receive only the amount of Title IV funds that have been earned in direct proportion to the length of time the student remains enrolled. A student 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.**

Consumer Information

Federally Legislated Consumer Information is publicly available through the College's website at <https://lincolncollege.edu/consumer-information/> or upon request through the Office of the Vice President for Enrollment Management and Student Affairs.

LINCOLN COLLEGE FACILITIES

Lincoln Campus Map



Lincoln Campus Facilities

Since Lincoln College was first established in 1865, the campus has grown in Lincoln, Illinois into a 60-acre campus with five instructional buildings, a library, swimming pool, gymnasium, performing arts center, student center, the Lincoln Heritage Museum, administrative offices, seven residence halls, baseball diamond, softball field, soccer field, intramural field, weight training area, fitness center, and several maintenance structures.

The original building of Lincoln College, **University Hall**, has been in continuous use since 1866. Both for its historic ties to Abraham Lincoln and for its Italianate Victorian style of architecture, University Hall is listed on the National Registry of Historical Sites and Places. Today, the offices of the President, Vice President for Academic Affairs, Vice President for Enrollment Management and Student Affairs, Dean of Faculty and Instruction, Director of Institutional Effectiveness, Public/Media Relations Manager, and a meeting room for the College's Board of Trustees are housed in University Hall.

In contrast to University Hall, the majority of the buildings on the campus are modern educational facilities. The **David H. Harts Science Building** provides classrooms, laboratory spaces, and faculty offices. It also houses the College's offices of development, disability services, alumni relations, registrar, financial aid, and business offices.



The **McKinstry Memorial Library** building is located on the south side of campus and houses the college's library as well as its Office of Career Services. It includes the library lecture hall (LILE) that offers tiered seating for 63 students, as well as the McKinstry Room, a multipurpose meeting space. The McKinstry Library offers patrons access to over 25,000 print items, over 300,000 e-books, 40 electronic databases, and a special Abraham Lincoln collection. It also contains over 40 internet connected computers and provides free printing and copy services for students and faculty.

The **Thomas A. Scully Natatorium** features an NCAA-size competitive swimming pool with two Olympic diving boards, a one-meter and a three-meter. Unique features of the facility include a restricted underwater viewing area adjacent to the diving well, a weight-training room at the rear of the pool area, and four Q-See HD cameras strategically placed to provide training feedback and expand viewing to the lobby area during events.

The **Lincoln Center** and the **Jack D. Nutt Arena** include a training room, four locker rooms, meeting rooms, classrooms, an exercise science lab, a concession stand, and the Scott Joslin Fitness Center. The bleachers seat 900 people, and up to 1,600 can be accommodated using both bleacher and floor seating. The Lincoln Center also hosts the nationally-famed **Lincoln Heritage Museum**. Abraham Lincoln is perhaps one of the most universally renowned and admired individuals in all of world history. His name is familiar in all corners of the globe. Visitors from all over the world come to the United States to learn about who Abraham Lincoln was, as in many ways Lincoln is who America is. Our Lincoln Heritage Museum has been such a destination, as we witness visitors from nearly every state and many countries annually. Located on the campus of the only college named for Lincoln in his lifetime, the Lincoln Heritage Museum exhibits a rare and valuable collection of artifacts that tell the story of the life and times of Abraham Lincoln. The Lincoln Heritage Museum allows visitors to appreciate the incredible life and legacy of Abraham Lincoln. As Lincoln famously said in his Gettysburg Address, "It is for us the living,

rather, to be dedicated here to the unfinished work which they who fought here have thus far so nobly advanced." So it is for us to carry the lessons of Abraham Lincoln and his times to new generations. With that in mind, the mission of Lincoln Heritage Museum is to interpret for the public the life and legacy of Abraham Lincoln and the world in which he lived – particularly as it pertained to Illinois – and to be an academic resource for students from elementary school through adulthood. We invite all to learn from Lincoln and live like Lincoln.

The **Davidson-Sheffer Gymnasium**'s facilities are used for intramurals and as an auxiliary athletic practice facility. The bleachers seat 500 people, and up to 1,000 people can be accommodated using both bleacher and floor seating.

The College has over 17 acres of ground adjoining the campus for outdoor athletics. Located on this land are the College's baseball diamond, a women's softball field, a soccer field, and intramural fields. **Galen and Roberta Shirley Field** is a diamond with an 8-foot wooden fence, dugouts, and ample bleacher seating. In addition, two 80-yard touch football fields, two recreational softball fields, and two regulation-length varsity soccer fields are laid out on the grounds.

The **Johnston Center for the Performing Arts** is a complete music and theatre facility, with a seating capacity of 300 persons in a continental arrangement. The general and studio classrooms, including a black box theatre with 83 seats, a piano lab, soundproof practice modules, and the theatre box office are also located in the building. Spacious work areas for scenery design, dressing, and make-up rooms, plus exhibit areas, make the Johnston Center a complete fine arts facility. A music addition contains classrooms, a music library, and a practice room featuring built-in risers, faculty offices, and storage. The most recent addition to the Johnston Center is the dance wing which includes a state-of-the-art dance studio.

Students enjoy on-campus living in one of eight modern, air-conditioned residence halls. **Carroll Hall North and South** and **Heritage Hall South** house 336 male students while **Olin-Sang Hall**, **Heritage Hall North and West**, and **Hoyle Hall** provide housing for 336 female students. Our newly renovated **Lynx Village** houses 39 residents in a (co-ed) single room pod-style setup with a common space and private bathroom shared with the residents in the pod.

The **Meyer-Evans Student Center** is a 22,000-square-foot multi-purpose facility. Housed within the building is an alumni lounge as well as dining and recreational facilities. The Lynx Coffee Den, a TV room, game room, and reading room make this building the center for student activities.

The **John R. Gehlbach Academic Building**, opened in Fall 2000, contains six classrooms and 10 faculty offices. The Academic Success Center, Writing Center, and Academic Advisement Center are also located in this building.

The **Lincoln College Bookstore** houses textbooks and supplies, as well as various student necessities for all courses offered at the college. Also located in this building is the **student mail room**.

The **Raymond and Florence Dooley Hall**, an academic center containing seven classrooms and six faculty offices, also features four computer labs and the Career Services Center.

The **Anna K. Behrends and Bernard E. Behrends Admissions Building** is a 2,300-square-foot facility consisting of a reception area, seven offices for admissions personnel, and three conference rooms.

The studios of **WLNK-FM**, the FM noncommercial radio station licensed to Lincoln College, is located at the corner of Keokuk and Kankakee streets. The state-of-the-art modern facility, designed in 2007, rivals mid- to large-market commercial radio stations. The building contains an on-air studio, production studio, and offices for the General Manager and student managers. It is utilized extensively by students studying to earn their Bachelor of Arts in Radio, Television, and New Media.

Students in the Bachelor of Arts in Radio, Television, and New Media have access to **LCTV**, a working television studio. The building, located less than a block away from the WLNK Radio Station, now houses a master control studio which includes a television sound stage, a digital television and multimedia post-

production editing laboratory, and office space for faculty.

The **Dr. G. Dennis Campbell Creekside Outdoor Center for Environmental Education** was established by Lincoln College in 2014 and is a community resource for hands-on environmental science education for students of all ages. Located five miles north of campus along Sugar Creek, Creekside has already made unique contributions in biology (through freshwater mussel studies by Lincoln College faculty and students), geology (through the discovery of the largest and one of the last woolly mammoths on the planet found and studied by faculty, students and state, national, and international scientists), and archaeology (through the discovery by faculty, students, and state scientists of evidence of Native American land use of the site for the last 10,000 years. The unique positioning of Creekside allows students to integrate environmental education at Lincoln College through interdisciplinary experiential outdoor experiences that foster a feeling of connection and stewardship toward the natural world.



Graduate Program Facilities at the Normal site

The College's facilities located in Normal, IL provides students with an alternative location at which to pursue graduate study. The **Academic Building** located at 715 West Raab Road in Normal, Illinois is designed and structured to support the non-traditional, adult learner. Graduate students have access to a variety of support facilities within one central location.

The Academic Building includes four on-campus computer labs with free printing and a Learning Resource Center (LRC) which allows graduate students to quietly study with peers, with professional tutors, or individually. Students' questions and needs can be met at the Information and Welcome Desk as students enter the main doors of the building. There are five academic classrooms furnished with moveable tables rather than traditional academic desks to allow for the student interaction befitting of accelerated educational delivery. The Academic Building also contains a dry science lab and smaller seminar conference room for capstone courses in most academic programs offered on site.

STUDENT LIFE AND ACTIVITIES

Lincoln College Athletics

Sixteen National Association of Intercollegiate Athletics (NAIA) sports are offered at Lincoln College, 8 men's and 8 women's. Baseball, basketball, cross country, diving, golf, soccer, swimming, track, and wrestling are offered for men. Basketball, cross country, diving, golf, soccer, softball, swimming, track, and volleyball are offered for women. Club sports for men include club volleyball and spirit leading, and for women include spirit leading.



Graduate students with remaining undergraduate eligibility interested in trying out for these teams or clubs should contact the respective coaches by the beginning of the academic year. Students are admitted free as spectators to athletic events by displaying student identification cards. More information can be found at <http://www.lincolnylxsports.com/>.



Intramural Athletics

The Intramural Sports program is part of the Office of Student Activities and is designed to encourage all Lincoln College students, faculty, and staff to participate in organized intramural sports. Intramural sports include a wide variety of individual, dual, and team sport activities aimed at all skill levels, so whether a student is a first-time player looking to learn a sport or a former high school athlete looking to stay physically active, the intramural sports program offers opportunity for fun engagement with other students while staying physically active and healthy. Contact the Office of Student Activities for more information.

Fine Arts

In addition to offering bachelor degrees for students interested in pursuing careers in a fine arts field, Lincoln College's Division of Fine Arts and Communication provides abundant opportunities for all students to participate in plays, musical ensembles, dance performances, and other artistic endeavors. Fine arts events enrich the learning experience for the entire student body and also offer a wide range of entertainment activities for the campus. Students interested in fine arts participation should contact the appropriate personnel in the Division of Fine Arts and Communication for audition information. For more information regarding audition dates, visit <https://lincolncollege.presence.io/organization/johnston-center-for-the-performing-arts>.

Fitness Center (Lincoln campus)

The Scott Joslin Fitness Center, located in the Lincoln Center, is a state-of-the-art facility that offers a wide range of workout equipment including a variety of cardiovascular machines, a large number of weight machines and an aerobic room. All Lincoln College students have access to the use of the Fitness Center during scheduled operating hours.

WLNX-FM Radio Station (Lincoln campus)

WLNX-FM is a student-operated, FM non-commercial radio station owned by Lincoln College. WLNX is licensed by the Federal Communications Commission to broadcast at 88.9 on the FM dial with a power of 225 watts, covering about a ten-mile radius from campus. WLNX is also available worldwide on the iHeartRadio digital platform. The station airs an Alternative Rock music format and is on the air 24 hours per day, 7 days per week. Student staffing is formulated at the beginning of each semester, and students interested in becoming involved with WLNX should contact the radio station's General Manager, John Malone at jmalone@lincolncollege.edu or at (217) 735-7288.

LCTV Television Station (Lincoln campus)

LCTV is a student-operated, Education and Government (EG) television channel with assigned programming authority to Lincoln College. The three-way agreement between the College, Comcast, and the City of Lincoln amended the city's franchise agreement with Comcast to formally assign programming authority of the channel to the College. The television studio houses a master control studio which includes a television sound stage and a digital television and multimedia post-production editing laboratory. Student staffing is formulated at the beginning of each semester, and students interested in becoming involved with LCTV should contact the Chair of the Fine Arts and Communication Division, John Malone at jmalone@lincolncollege.edu or at (217) 735-7288.

Meyer-Evans Student Center (Lincoln campus)

Students can enjoy a number of activities in the 22,000-square-foot Meyers-Evens Student Center. The center is a multi-purpose area where students have access to an activity room loaded with ten (10) eSport gaming stations, Play Station 4 and Xbox One, Ping Pong, air hockey, pool, card and game board games, and more. The Meyer-Evans Student Center is a great place for students to take a break from studies to meet up with friends, peers, faculty, and staff around the coffee bar and snack bar. The building is home to the Office of Student Engagement, Campus Safety & Security, Dining Services/Dining Center, and the Carroll Family Alumni Room.

Transportation and Parking Services (Lincoln campus)

Student Shuttle Services is coordinated by the Office of Student Engagement and Parking Services is coordinated through the Office of Campus Safety and Security.

Parking

All Lincoln College employees and students must register their vehicle with the Office of Campus Safety and obtain a parking permit. Parking permits stickers are free of charge and must be displayed on the lower-left corner of the rearview window. For more information or to register your vehicle and obtain your parking permit, please contact the Office of Campus Safety. For more information on Campus Parking, please visit: <https://lincolncollege.edu/student-life/life-at-lincoln/campus-parking>.

Lincoln College Student Shuttle

The Lincoln College Shuttle operates on a fixed-deviated shuttle route that runs through historical downtown Lincoln and stops at a number of retail stores and restaurants frequently visited by our

students. Students can board/depart at any of the scheduled stops by using their LC issued student ID card. For an updated shuttle schedule please visit: <https://lincolncollege.edu/student-life/services/transportation-services>.

Shuttle to and from the Lincoln Amtrak Station

Lincoln College will provide students transportation Friday – Sunday, to and from the Lincoln Amtrak station for the following times:

North Bound (Chicago)	5:24 p.m.	8:00 p.m.
South Bound (St. Louis)	8:02 p.m.	9:47 p.m.

Students must board the shuttle 30 to 40 minutes before their departure time in the half-circle drive of Heritage South Residence Hall.

Students are encouraged to monitor the Amtrak train schedule via smart phone app or online. It is not uncommon for Amtrak trains traveling through Lincoln to be delayed or canceled. The Amtrak mobile app can be downloaded in the Google Play Store or Apple Store depending on the type of phone. Students are responsible for the cost of their train ticket. For Lincoln, IL Amtrak station details, please visit: <https://www.amtrak.com/stations/lcn>.

Lincoln College provides alternative transportation times to and from the Lincoln Amtrak station during move-in days, finals week, and mandatory holiday and break closures.

STUDENT AFFAIRS

Counseling Services (Lincoln campus)

Lincoln College offers counseling services to all students who are experiencing normal developmental challenges and also aids those who are struggling with the transition from undergraduate to graduate studies or adjusting to returning to college as a working adult. The Office provides a safe, private, and confidential environment at no additional cost to the student. Counseling staff can also assist students with inquiries and referrals regarding additional counseling needs. The Counseling Office is located in the Student Affairs wing of Heritage South. Students may contact the Counseling Office at (217) 732-7293 or at lccounseling@lincolncollege.edu for more information or to schedule an appointment.

Campus Security (Lincoln campus)

The mission of Lincoln College Security is to help create and maintain a safe and enjoyable academic and living environment. The Campus Security Department is dedicated to maintaining a safe and comfortable campus environment in which students and staff can learn and grow as individuals and together as a diverse community. The Department seeks to educate students on how to be respectful, productive, and outstanding citizens during their years at Lincoln College and after graduation.

Security Services

The Department is charged with the responsibility of securing facilities, assisting students in resolving problems, tracking visitor/guest and vehicle registration, responding to incidents, and maintaining order on campus. Lincoln College's professional campus security force adheres to the high standards of a Code of Ethics when discharging their duties and responsibilities. The Lincoln College Security Officers are not police officers but cooperate closely with local, state, and federal law enforcement agencies as appropriate.

Campus Crime Statistics

The Lincoln College Campus crime statistics, provided in compliance with the Crime Awareness and Campus Security Act of 1990 (as amended in 1992 and 1998), are for the community's information. As required by federal law, the Campus's crime statistics are compiled in accordance with the definition from the Campus Security Act. They are calculated on a calendar year basis and include crimes/arrests that occurred at Lincoln College. Students can view Lincoln College's most recent information at the United States Department of Education Office of Postsecondary Education Website, ope.ed.gov/security/Search.asp.

Emergency Response and e2Campus

Lincoln College utilizes the *e2Campus Emergency Notification System* which enables the College to send urgent news via text-messaging to the student's cell phone and/or email. The service is available to all current students, faculty and staff of Lincoln College. Through this system, the College can text student cell phones and/or send voice or email messages with timely information about emergencies and school closures. *No general or non-urgent messages are sent via this system.* Depending on the student's personal cell phone plan, there may be a nominal fee from their carrier to receive text messages, but *there is no charge from the College to use the service.* Students may sign up for *e2Campus* online through the *MyLynx* student information system.

Student Health Services (Lincoln campus)

The Student Health Services Office is located in the Student Affairs Building (Heritage South). The Health Services Office strives to maintain and improve the total health of each student and the overall Lincoln

College community. Healthy attitudes and behaviors are encouraged so each student will be able to take charge of their own health, feel better, and be more productive. All on-campus health services are offered free of charge to students. Examples of health services offered by the Office include:

- Initial assessment of illness or injury with referral to a health care provider
- Basic diagnostic testing
- Some non-prescription medications
- Blood pressure monitoring, weight checks and diet consultations
- Immunization information and referrals

Residential Life

Full-time Graduate students may be able to reside on the Lincoln campus based on availability. The Office of Residence Life is located in the Student Affairs Offices in Heritage South.

Visit <https://lincolncollege.edu/student-life/housing/living-on-campus> for more information or contact the Director of Residence Life by phone at (217) 735-7299.

New Student Programs

Returning to college for graduate study can be an adjustment, so it is important that students are prepared and have the tools necessary to be successful at Lincoln College and beyond. New student programs at Lincoln College provide students with the right programs and resources that will help students transition into life at Lincoln College.

Graduate Student Orientation

All new graduate students must attend a new student orientation session prior to starting their program. The orientation is designed to help students understand all the necessary college and graduate school policies and procedures, introduce the online tools that students will be utilizing to successfully complete the program, and provide information regarding the standard structure of accelerated classes. The orientation assists new graduate students in understanding the nature and demands of accelerated, advanced coursework, but also acclimates students to college life and the graduate school's academic culture, processes, expectations, and services. The orientation is a critical component of success as it provides information on resources students will need to be successful, familiarizes students with the online component (the Canvas Learning Management System) of graduate classes, and introduces students to the general expectations of graduate faculty members.

This 2 ½ hour long session is offered twice prior to the beginning of every session, and dates are available from graduate admissions and from the student's faculty advisor.

ACADEMIC RESOURCES

“The philosophy of the school room in one generation will be the philosophy of government in the next.” - Abraham Lincoln

Academic Assistance and Tutoring Centers

Mission

The mission of the Academic Support Center is to provide high quality academic support to students. The ASC is committed to helping students develop the skills and confidence necessary to accomplish their academic goals. In the spirit of that mission, the ASC provides a variety of services to students.

The Academic Support Center (Lincoln campus and Accelerated Bridge to Education (ABE) Program Normal Campus)

The Academic Support Center, located in Gehlbach Hall (room 102 and 104) at the Lincoln location and in rooms 105 and 106 at the Normal location, provides free academic support for all Lincoln College students. Contact the ASC Director at kross@lincolncollege.edu or 217-732-7248 for more information. We also offer many resources on the ASC Dashboard on CANVAS. Our goal is to help students learn how to learn.

- **Free professional tutoring.** The ASC tutoring area on both campuses operates on a walk-in basis and provides free tutoring from experienced, credentialed tutors. Drop-in math and writing hours are posted in the ASC Dashboard in CANVAS for each session. Students may also contact the ASC about individual appointments.
- **Online tutoring.** ASC offers online tutoring for Math (MAT 091, MAT 093, MAT 095) and English Sunday – Thursday. Check the ASC Dashboard for times available. In CANVAS, go to the calendar and get into the event that you need assistance. Click on the Teams meeting and you will connect with a tutor. If other subjects are needed, students may make an appointment.
- **Testing.** The ASC provides a place to take make-up tests, other tests as assigned by the instructor, exams with approved accommodations through the Office for Disability Services (e.g., reader, scribe, extended time). For the Normal Campus, the Testing Center is in room 106A, phone (309) 268-4899 for more information to schedule an appointment.
- **Research assistance.** ASC staff can help students use McKinstry Library sources to find useful books and articles for academic coursework and assist in the correct and ethical citation of those sources.
- **Quiet study.** The ASC in GH 102/104 on the Lincoln Campus and in Room 106 on the Normal campus is available as a quiet study area.
- **Online Math Tutoring:** Students can schedule one-on-one online sessions with an ASC Math tutor or English tutor by getting into the ASC Dashboard on CANVAS and click into the events that are scheduled. Check the ASC Dashboard for times available.
- **Online Writing Lab:** Students may receive feedback on written assignments by submitting their papers in the ASC Dashboard on CANVAS under the English Discussion Board. Check the ASC Dashboard for times available.

The Office for Disability Services (ODS)

Lincoln College is committed to providing equal access to all College programs and services. The mission of the Office for Disability Services (ODS) is to ensure full and equal participation for students with disabilities by providing facilitators, programs, and services that will support and enhance an individual's ability to achieve their academic and personal goals. ODS is dedicated to encouraging self-advocacy, promoting equal access, and working with individuals to determine and establish appropriate accommodations.

ODS Services

The Office for Disability Services can assist students with documented disabilities as defined by the Americans with Disabilities Act, as amended, in requesting appropriate accommodations to facilitate reaching their academic goals. Accommodations are designed on a case-by-case basis according to student need. Students must register with ODS and provide appropriate documentation of a disability, which should include a statement from the diagnosing professional based on recent testing. All documentation and contacts with the Office for Disability Services are maintained in a confidential file and are considered to be a part of the student's educational record.

To register for accommodations, students must provide appropriate documentation to establish eligibility for services and schedule an intake meeting with ODS. Once registration is complete, students work with ODS, instructors, and staff members each semester to implement approved accommodations.

Registration forms are downloadable at <https://lincolncollege.edu/academics/resources/disability-services>

Office: Upper level of McKinstry Library

Office Phone: (217) 735-7335

Mobile Phone: (815) 513-2727

Email: ods@lincolncollege.edu

Fax: (217) 735-4902

Academic Advisement

The mission of the Lincoln College graduate advisor is to help graduate students fulfill their educational goals, achieve academically, and graduate. The advisor ultimately seeks to create a vital link between the college community and its graduate students, articulate the institution's academic purposes, and help students understand and negotiate the institution's rules, regulations, and requirements.

Every Lincoln College graduate student is assigned an academic advisor who also serves as faculty within the student's program of study. The academic advisor's primary goal is to assist students in realizing their maximum potential, aiming to help students determine and attain their educational and career objectives. ***NOTE: Academic advisement is a service provided by the College. Course selection and the completion of all degree requirements in either campus program remain each student's personal responsibility.***

An appointment is usually required for in-person academic advisement. Students may schedule advisement appointments by contacting their assigned academic advisor directly.

Career Services

The mission of the Career Services Office is to strive to empower students and alumni with the appropriate skills and resources to successfully navigate the career exploration and job search processes.

With Career Services, students can:

- Explore and identify potential career opportunities
 - Career Exploration and planning resources
 - Interest Profiler
 - Meet with company recruiters on campus
 - Participate in company information sessions
 - Engage in meet and greet events with company recruiters and hiring managers
- Develop the critical skills and competencies to be successful in securing a job
 - Resume writing
 - Cover Letter preparation
 - How to Interview
 - Professional follow-up
 - Dress for Success

Alumni can:

- Access resources for career exploration and job searching
 - Attend on campus networking events
 - Participate in the Lincoln College Career fairs
 - Get assistance with resume/cover letter development, interview skills, etc.
- Network with Lincoln College alums/students and also recruit as an employer
 - Become a career mentor
 - Participate in employer events on campus
 - Sit on industry panels, host information sessions, pizza with the pros, etc.

Employers can:

- Recruit a highly qualified motivated and diverse workforce to assist with achieving your company's mission
- Partner with Career Services to assist students with career exploration, networking and job/internship search preparation

Additional services and resources that are available via the Career Services Office:

- Job Shadow (spend a day at a company to learn what it is that they do)
- Internships (during the semester and over the summer break)
- Future Think Career Opportunities

Lincoln College hosts two Career Fairs (Fall and Spring) in which students interact with employers who are on campus actively hiring. The Career Center also provides numerous opportunities for students to engage with employers through events such as; Information Sessions, Lunch and Learns, Case Competitions, Industry Panels, and company visits. And lastly, Career Services delivers students with multiple career exploration prospects through a robust job shadow and internship program.

Career Services is located in Dooley Hall, Room 106 at the Lincoln Campus, just across the lobby from the library entrance. At the Normal campus, just stop by the Front Desk in the Academic Building and our staff there will connect you with the Career Services Office.

Students and alumni may also contact the Career Services Office via phone at 309-268-4315 or visit the office online at <https://lincolncollege.edu/academics/resources/career-services/overview> for more information.

Computer Laboratories and Help Desk

Students may contact Lincoln College Technology Support by creating a support ticket using <https://helpdesk.lincolncollege.edu> so that the issue may be tracked and resolved. Students may also contact IT support by phone at (217) 735-7365.

IT Help Desk

If students experience technology issues with college computers in the labs or residence halls, an online support ticket system is available: <https://helpdesk.lincolncollege.edu/>. Every support request is assigned a unique ticket number which students can use to track the progress and responses online.

Computer Labs, Software and Internet

Computers are available in laboratories for general student access on both campuses, unless they are in use as classrooms, whenever the buildings housing those labs are open.

Both campuses are equipped with a wireless internet network. All computer network resources are provided to support educational purposes relating to courses of study only. Commercial use is prohibited. Users are expected to comply with institutional policies and local, state and federal legal standards. The College may impose limited restrictions on the use of its computer network systems. Qualified users of the computer network resources include Lincoln College students, faculty and staff members.

Word processing, spreadsheet and database software and Internet access are available in the computer labs. Software used for specific disciplines is also available in certain labs. Students may print academic materials from in the College's computer labs free of charge provided the materials being printed are directly related to the academic coursework for which the student is enrolled.

All students must abide by the College's *Technology Appropriate Use Policy* found in the Lincoln College Student Handbook to retain 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 and must be treated as such.

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

Library Services

The McKinstry Memorial Library supports academic work through collections, space, and information services. Collections include over 25,000 print items, over 300,000 e-books, and 40 electronic databases. The library space has study options for individuals or groups, over 40 desktop computers, and free printing/copying for students and faculty. Library staff provide in-person and online support in the use of library resources.

Library Hours

During the spring and fall semesters the McKinstry Library is open seven days a week:

Monday – Thursday	8:00 a.m. – 10:00 p.m.
Friday	8:00 a.m. – 5:00 p.m.
Saturday	1:00 p.m. – 5:00 p.m.
Sunday	3:30 p.m. – 10:00 p.m.

Interlibrary Loans & I-Share

All Lincoln College students, faculty, and staff can request books and articles from other libraries through the McKinstry Library online search system. Books are requested through I-Share, a shared catalog of over 90 academic libraries in Illinois and are available pickup at the McKinstry Library or another I-share member library of the patron's choice. Lincoln College students, faculty, and staff also have check-out privileges at any I-Share member library. Interlibrary loan requests for articles can be made directly through the library's online search system.

Access to Online Collections

All Lincoln College students, faculty, and staff have access to the McKinstry Library's online collections both on and off-campus. Full access to library databases requires logging in using Lincoln College-provided credentials.

ACADEMIC POLICIES

Graduate programs at Lincoln College are governed under a distinct set of academic policies, procedures, and curriculum. ***General Institutional Academic Policies apply to all students unless specifically noted in the following sections.***

Institutional FERPA Policy - The Family Educational Rights & Privacy Act

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 authorizes 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. Directory Information is considered "public knowledge" and includes:

Name	Date and place of birth
Address	Major field of study
Telephone	Dates of attendance
Electronic mail address	Grade level
Photograph	Participation in officially recognized activities and sports
Degrees, honors, and awards received	Weight and height of members of athletic teams
Most recent educational agency or institution attended	Student's College ID number

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 Office of the Registrar.

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, parental 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.

4+1 Graduate Program Enrollment

Students admitted into the 4 + 1 program will be considered conditionally admitted students. The 4+1 programs allows students to complete a bachelor's and a master's degree in just five calendar years instead of six. Qualified students may accelerate their careers by beginning graduate level courses in the fourth year of undergraduate study. A maximum of 12 credit hours of approved courses will be shared between the bachelor's and the master's degree. Upon completion of the credit hours required for the baccalaureate degree, students will continue their graduate course work full time, in order to finish their undergraduate and graduate degrees in five calendar years.

Juniors and seniors (60 or more undergraduate credits, with at least 30 earned at Lincoln College] may apply by completing the 4+1 application. Students must meet the individual program's admission requirements.

Upon completion of the student's undergraduate degree, they will automatically be fully admitted to the graduate program as a graduate student for the next regular term, provided that they have completed all of their graduate course work with a 3.0 GPA or better (as calculated based solely on Graduate courses) and have met other requirements as set by each individual program. In the 4+1 program, students may take 3-4 graduate courses (a maximum of 12 credit hours) and count the credits toward both bachelor's and master's degree completion.

Students enrolling in graduate courses while still pursuing their bachelor's degree will continue to be assessed at the undergraduate tuition rate (see the Undergraduate Catalog for details).

Students may apply to the 4+1 program once they have completed 60 undergraduate credits. Applications may be obtained from the Registrar's Office. If accepted into the 4+1 program, students may begin taking graduate courses once they have completed 90 credits (each program has specific

prerequisites). In addition, a maximum of 9-12 credits may be applied toward completion of both their bachelor's degree and master's degree programs.

Students will remain classified as an undergraduate until they have completed all of the requirements for their bachelor's degree, and they must maintain specified academic standards. If they do not meet the standards, they will be dismissed from the 4+1 program and will lose the ability to double count the 9-12 credits.

Articulation of Transfer Credits

The Office of the Registrar is located in the lower-level of Harts Science Building on the Lincoln campus. Contact the Office of the Registrar at (309) 268-4304 or by email through <https://lincolncollege.edu/academics/registrar/overview>.

Lincoln College Academic Program Transcripts

In compliance with the Family Educational Rights and Privacy Act (FERPA), Lincoln College does not release transcripts of a student's work at the College except upon the student's written request. Requests for official Lincoln College transcripts must be submitted to the Office of the Registrar. Transcript request information is available via the College's website at <https://lincolncollege.edu/academics/registrar/transcript-request>, and requests may be submitted online through the College's partnership with National Student Clearinghouse or by completing the Transcript Request Form.

Transcript requests must be signed by the student and be accompanied by the appropriate fees associated with the student's selected processing option. Fees may vary between \$5.00 and \$9.00 depending on the processing option selected. The official transcript will be processed and sent to the recipient designated by the student generally within 3-5 business days of receiving the request. Students seeking the fastest processing are encouraged to avail themselves of online ordering of electronic transcripts through the National Student Clearinghouse partnership.

Students may access an unofficial transcript online through the MyLynx student portal or by completing and submitting the Transcript Request Form to the Office of the Registrar on the Lincoln Campus; there are no fees associated with an unofficial transcript.

Official Transcript Holds

No official transcripts from Lincoln College 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 GED results, official and final transcripts from any other college or university attended, required financial aid documentation, or immunization forms.

Transfer of Academic Coursework

Students may request to apply credit for academic coursework taken at other institutions toward the completion of their Lincoln College graduate degree. Official transcripts are required for the consideration of any course transfer. The Office of the Registrar will review all courses that are submitted for transfer credit and submit such coursework to appropriate departmental faculty for articulation review. Only course work completed by the student at an institution holding an accreditation recognized by the US Department of Education will be reviewed for possible articulation. Because of the integrated curricula inherent to graduate courses of study, no more than 9 credit hours may be applied toward a Lincoln College graduate degree through course transfer articulation.

Lincoln College does not articulate courses taken under a Pass/Fail option in which the student earned a

P grading mark or other mark indicating passing. This policy does not apply to courses taken at institutions offering competency-based programs. Competency-based courses in which the student earned a P or other mark indicating passing shall be articulated per the guidelines detailed below provided the transcript key for the institution of record indicates a letter grade equivalency of C or better.

Grading System and Policies

Grades are used to indicate the quality of work or level of proficiency achieved by individual students. Each faculty member is responsible for informing students of the policies and standards upon which course grades will be assigned in the course syllabus.

Grade Point Average

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

Final Grades

Final grades are submitted to the Office of the Registrar at the end of the term or session and are used to compute the student's cumulative and/or term grade point average. Final Grades are posted in *MyLynx* and recorded on the student's official transcript.

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 the Division Chair and the Dean of Faculty and Instruction.

Academic Course Grade

Grades for all students are reported to the Office of the Registrar at the close of each semester. Letter grades are used as follows:

- A** indicates excellent work and carries a weight of 4 quality points for every credit hour in the course.
- B** indicates good work and carries a weight of 3 quality points for every credit hour in the course.
- C** indicates average work and carries a weight of 2 quality points for every credit hour in the course.
- D** indicates poor work and carries a weight of 1 quality point for every credit hour in the course.
- F** indicates failing work and carries no quality points for every credit hour in the course.
- I** A grade of Incomplete (I) may be given only when the criteria listed below under "Incomplete Grades" are met.

Transcript Mark definitions

- W** The mark of Withdrawal (W) will be given when a student withdraws from a class prior to the posted deadline or from a class after the posted deadline for their campus program but has a grade of C or above.
- 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 in the specific campus program and the student

is doing “D” or “F” work. This mark is calculated as an “F” in 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 Accelerated (ABE) Programs. Permission to audit must be obtained from the instructor and the academic advisor before registering, and the student must satisfy all pre-requisites 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.
- CR** Credit – CR grading marks count as earned credit but are not calculated into a student’s GPA. Equivalent to a “C” or better letter grade.
- NC** Non-Credit – NC grading marks count as attempted credits only and are not calculated into a student’s GPA.
- TR** The mark of Transfer (TR) is noted on Lincoln College transcripts when the student received transfer credit from another accredited institution.
- R** Repeated course. See Course Repeat Policy below.

Course Repeat Policy

Students who originally earned a D, F, W or WF in a course numbered 500 or above may not repeat the same course at Lincoln College more than once. If a student elects to repeat a course, only the last repetition is included in the student’s Lincoln College cumulative grade point average and used for awarding credit towards a campus or degree requirement. Students who earn a D, F, W, or WF in a repeated course will be academically dismissed from the College. All grades earned will be recorded on the student’s official transcripts and other institutions may include repeat grades in evaluating the student’s record.

Students seeking an exemption from this maximum number of course repeat policy must submit a written request to the Graduate Council and must demonstrate a compelling need for the exception. Any request must be approved by the Graduate Council prior to the student’s re-enrollment in the course.

Incomplete Grades

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

1. The student’s absence from class was the primary reason for failure to complete the requirements of the course.
2. The student’s absence and failure to complete the requirements of the course was due to a bona fide cause (such as an illness). The instructor may require official, written documentation of the cause.
3. The student completed at least two-thirds of the work of the course at a passing level.
4. The instructor agrees to assist the student in completing the work within the specified timeline. An incomplete is not granted automatically. In many cases, the appropriate course of action for the student is withdrawal from the course.

No instructor is required to offer an incomplete grade to any student even if the student meets all of the above criteria. If the instructor is willing to issue an incomplete, he/she will submit an *Incomplete Grade*

Agreement to both the Division Chair and the Dean of Faculty and Instruction for approval. If approved, all work must be completed no later than two (2) weeks from the end of the session/subterm in which the Incomplete was received.

If the work is not completed within the specific time frame above, the student's grade will automatically revert to the default grade determined by the instructor at the time the incomplete grade was issued. 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 a student in any campus program concerning individual assignments, test grades, and/or final course grades may be made by the following procedure according to the delivery modality in which the student is enrolled:

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 Director of Graduate Programs within two weeks of the grade being posted.
3. The Director of Graduate Programs 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 Director of Graduate Programs of the decision, in writing, immediately.

Temporary Academic Policies Adopted in Response to COVID-19

The following academic policies were amended and/or adopted in response to the COVID-19 pandemic. Please note that these policies solely apply to the Spring, 2019-2020 semester.

Extension of the Withdrawal Period through the end of the Spring, 2019-2020 semester

Effective March 19, 2020 and extending through the end of the Spring, 2019-2020 semester, the College extended the Withdrawal period. A grade of "W" was recorded for all Spring course withdrawals requested through May 9, 2020. This amendment to academic policy suspended the policy for determination "WF" grades for courses withdrawn after the deadline posted for the Spring, 2019-2020 Academic Calendar, and no "WF" grades were recorded for the remainder of the term.

Adoption of Credit/No Credit Grading Option for the Spring, 2019-2020 semester

In recognition of the significant changes represented by the shift to online instruction and the difficulties that the College's students may have faced in completing their courses to the best of their ability, the College adopted a temporary Credit/No Credit grading policy whereby students could select specific courses which they wish to be graded Credit ("CR") or No Credit ("NC"). This temporary policy applied to the Spring, 2019-2020 semester only, and students could select which courses were to be graded Credit/No Credit up to two weeks after final grades had been normally recorded by their instructors.

How did the Credit/No Credit Grading Option work?

After final grades have been recorded for the semester, students were granted two weeks in which to request that one or more courses be changed to Credit/No Credit grading. Students needed to make such formally make such requests in writing and counseled to work closely with their academic advisors

in selecting courses to change. Specific deadlines for requesting Credit/No Credit grading for graduate coursework was **May 18, 2020**.

How were the CR (Credit) and NC (No Credit) grading marks determined?

The recording of a CR (Credit) or NC (No Credit) grading mark was dependent on the final grade recorded by the instructor:

- Final grades of C or better were replaced with the CR (Credit) grading mark.
- Final grades of D or F were replaced with the NC (No Credit) grading mark.

How did the CR (Credit) and NC (No Credit) impact student GPA calculations?

Because these grading marks are not traditional letter grades (A, B, C, etc.), they were not calculated toward a student's GPA. Credit hours graded CR counted as earned credit and applied toward fulfilling course requirements. Credit hours graded NC did not count as earned credit nor were they applied toward course requirements.

Graduation Requirements and Responsibilities

To receive any Lincoln College degree, students must meet all course requirements associated with their degree program and fulfill all financial commitments to the College. Graduation requirements for all Lincoln College graduate programs are listed in this catalog and are available online at lincolncollege.edu/. Students are notified each semester of any outstanding financial obligations.

Students should meet regularly with their academic advisor throughout their academic career at Lincoln College to ensure that progress is being made toward their degree objective. Although the College does offer academic advisement for all students and provide an academic checkpoint for graduating students, this is done primarily to ensure that only students who have met the requirements graduate. ***It is the individual student's responsibility to ensure that he or she is meeting graduation requirements and making progress toward his/her degree 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, all degree-seeking students must submit a **graduation application** when they register for their final semester. The Registrar will review and respond to all graduation applications in a timely manner to inform students of any deficiencies. Graduate students who will be short of the graduation requirements for their program by one course may participate in the commencement ceremony as long as they are registered for their final course during the upcoming subterm.

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.
3. A copy of the student's graduation degree audit/check sheet.
4. Signed approval from the Lead Faculty member, AND
5. Signed approval from the Chair of the Graduate Council.

If approved, the Chair of the Graduate Council 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.

Academic Integrity Policy

Promoting and maintaining academic integrity is an essential goal of higher education. The College is committed to supporting collaboration between students and faculty in the prevention, identification, and the prosecution of infractions of academic dishonesty.

Suspected infractions of academic integrity will be systematically reviewed according to Lincoln College policies and procedures. Students who witness suspected infractions are encouraged to alert relevant faculty. Instructors will initiate investigations of academic dishonesty by completing the initial sections of the "Faculty Referral for Violations of Academic Integrity" form. As the review of an incident progresses, the faculty member and student will attempt to resolve the issues in question. If a satisfactory resolution cannot be reached, the matter will be transferred to the Office of Academic Affairs. All details of the complaint and steps taken toward a resolution with or without penalty will be documented in the Faculty Referral for Violations of Academic Integrity" form. Additionally, confirmed cases of academic dishonesty will be noted on the student's permanent academic record.

Penalties for instances of academic dishonesty may vary depending on the type of infraction, the extent to which the infraction involves or affects the work of others, and if the violator has a record of academic dishonesty. Penalties can range from the required resubmission of an assignment (with or without grade penalty), to the failure of a course, to the academic dismissal of the student.

Students are allowed to appeal a penalty conferred for academic dishonesty by completing an appeal form in the time frame allotted. Information about and the forms for the appeal can be obtained from the Office of Academic Affairs.

Examples of Academic Dishonesty by students include, but are not limited to:

- a. Possessing or utilizing any means of assistance (books, notes, technology, etc.) in an attempt to succeed at any quiz or examination unless specifically authorized by the instructor.
- b. Students are prohibited from conversation or digital communication in examinations except as authorized by the instructor.
- c. Taking any action with intent to deceive the person in charge as to the student's acting without honesty to complete an assignment, such as falsifying data or sources, providing false information, etc.
- d. Using without acknowledgement and authorization another's assignment, in written or digital form.
- e. Plagiarizing. For the purpose of this policy, plagiarism is the unacknowledged appropriation of another's work, words, or ideas in any themes, outlines, papers, reports, speeches, or other academic work. Students must ascertain from the instructor in each course the appropriate means of documentation.
- f. Submit the same paper for more than one College course without the prior approval of the instructors.
- g. Willfully give or receive unauthorized or unacknowledged assistance on any course assessment. This may include the reproduction and/or dissemination of homework or test materials. Both parties to such collusion are considered responsible.
- h. Substitute for another student in any quiz or examination.
- i. Be involved in the advertisement, solicitation, sale or ghost-writing or writing assignments or research papers.

The “Faculty Referral for Violations of Academic Integrity” form can be found on MyLynx under the Academics tab.

Academic Standing

Students are expected to make reasonable academic progress in their programs of study. Therefore, graduate students must maintain a required cumulative grade point average of 3.00 or higher in order to remain in Good Standing at Lincoln College. Academic standing for graduate programs at Lincoln College is divided into three separate categories (Good Standing, Probation, and Academic Dismissal) and is calculated for all students based on their grade point average, including all graduate level coursework, at the end of each term (including summer).

Only grades earned at Lincoln College are included in calculating the grade point average for probation or suspension.

Good Standing:

Graduate students are considered to be in good academic standing by Lincoln College when their cumulative Lincoln College grade point average is at least a 3.00.

Probation:

When students fail to maintain the required cumulative grade point average of 3.00, their academic status at Lincoln College will change from Good Standing to Academic Probation. Students will be notified of their Academic Probation by the Director of Graduate Programs. Students on Academic Probation will be limited to an enrollment of no more than nine (9) academic semester hours during the semesters in which they are on probation.

Academic Dismissal:

The Director of Graduate Programs notifies students when they are dismissed from graduate programs without completing a degree. Dismissals will generally take place at the end of a term. Students may be dismissed for the following reasons:

- As a conditionally admitted graduate student, upon failure to achieve a “B” or higher final grade in each course of their first six credit hours.
- Upon the expiration of the 15 consecutive terms time limit for master’s degree program completion.
- Upon written notice to the Vice President for Academic Affairs requesting voluntary withdrawal from the program.
- Upon the failure to regain Good academic standing following one semester of Probation or the occurrence of a second, nonconsecutive term of Probation.
- Upon failure to earn a C or better in a repeated course.
- Upon failure to pass the preliminary, language, or comprehensive/candidacy examination(s), a thesis position paper proposal defense, or a thesis paper defense.
- Upon the failure to achieve a cumulative grade point average of 3.0 upon the completion of the stated number of required credits for a degree.
- Upon the failure to meet the stated minima in specific course requirements as identified by individual programs when a program has a policy that such failure leads to dismissal from the program.
- Upon failure to satisfactorily conduct research required for the degree.
- Upon the determination by the faculty of the student’s program that the student has failed to meet or has failed to make satisfactory progress towards meeting academic standards required

of the student's program other than the failure to achieve a cumulative grade point average of 3.0 upon the completion of the stated number of required credits for a degree.

At the close of each semester or summer session or in those circumstances deemed appropriate by the program faculty exercising its professional judgment, the faculty of each program may evaluate the progress of a graduate student toward meeting the academic standards of the program in which the student is enrolled. In addition to graded course work, academic standards include, but are not limited to, professional, ethical, clinical and other standards required of graduate students.

Students are entitled to know the procedures and standards by which their academic performance is assessed. Each program has a statement of policies and procedures by which student academic progress is monitored and by which comprehensive, qualifying, and final examinations/defenses are conducted and graded. If, in the professional judgment of program faculty, a student has failed to make satisfactory progress toward meeting the academic standards of the program in which that student is enrolled, the faculty may vote to dismiss that student from the program.

In the case of dismissal, the lead faculty member of the program is required to send a report to the Graduate Council that states the faculty vote on the decision causing dismissal and the justification for this action. The Director of Graduate Programs will notify a student in writing when the student is being dismissed for failure to make satisfactory progress in the program.

Appealing an Academic Dismissal

In the case of academic dismissal, the student may appeal the termination by writing to the Vice President for Academic Affairs. This appeal must be made within ten class days from the date on which the student has been notified of academic dismissal. The Vice President for Academic Affairs will review the appeal and may either uphold the dismissal, grant reinstatement, or refer the case to the Graduate Hearing Board for resolution. If the Vice President for Academic Affairs grants reinstatement, the student will be informed in writing of the conditions entailed in such reinstatement. The student must meet all conditions of the reinstatement. Failure to meet these conditions will result in the restoration of the initial dismissal decision. The student's academic transcript will reflect the reinstatement with the appropriate academic probation status. Students may be granted reinstatement by appeal only one time.

COURSE ENROLLMENT POLICIES

Academic Course Schedule

The Academic Course Schedule for each semester is produced for all locations according to tentative course rotations in each campus program. The course schedule for the fall and summer semesters is published in March and for the spring semester is published in October. The Academic Course schedules are available to students at <https://lincolncollege.edu/academics/registrar/academic-calendar-and-course-schedules>.

Course Cancellations

On occasion, it is necessary for the College to cancel a scheduled course prior to the start of the semester or session/sub-term due to low enrollment in the course. Students who register for a class that is cancelled are notified through their Lincoln College email that the course has been cancelled and given schedule change assistance by their academic advisor. Notices of cancelled courses are also posted around campus locations to inform students of the cancellation.

Course Rescheduling (Inclement Weather/Holiday)

When there is a recognized holiday or when weather emergencies require a campus closure on a scheduled face-to-face class meeting day, two options may be utilized by the instructor to arrange to make-up the missed contact hours:

1. Class is rescheduled to the following Friday and retains the same meeting times, or
2. Class is held on a different day during the week using an online collaboration tool (such as Big Blue Button) retaining the same meeting times.

In the case of a scheduled holiday in which the college is closed, the option that the faculty member chooses will be posted alongside the textbook list prior to the start of the sub-term/session and will be indicated in the course syllabus. In the case of inclement weather, the faculty member will communicate the option chosen with students via their course Learning Management System (*Canvas*).

Course Registration Policies and Procedures

All Lincoln College students work closely with their assigned academic advisor to register for classes in their chosen program of study. In all programs of study, registration for summer classes and fall semester classes begins in March of each year; registration for spring semester classes begins in October of each year. *Students should register early since class sizes are limited.* Course registration procedures differ slightly between the campus programs as indicated below. Regardless of campus program, students are primarily responsible for course selection and registration.

Graduate Programs Registration Procedure

All Lincoln College students enrolled in graduate programs must meet with an academic advisor to discuss course choices. Registration for classes is then conducted by the student online through the MyLynx student self-service portal. Once the student registers for courses online via MyLynx, the academic advisor will review the student's entered schedule and approve the registered courses or suggest alternative registrations as appropriate.

Course Registration Holds

Regardless of campus program, 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 future classes or receive his or her diploma if conferring a degree until that obligation is met. *Examples* of unmet obligations and the attending registration holds include, but are not limited to, the following:

- **Registrar Hold** (e.g., missing official transcripts from an educational institution)
- **Health Services Hold** (e.g., required health records and immunization forms not on file)
- **Financial Aid Hold** (e.g., entrance or exit counseling not completed)
- **Business Office Hold** (e.g., student has an outstanding, unpaid balance on their account)

No student may register for classes for a subsequent semester unless the registration hold is cleared by the office which placed the hold. Students should consult the appropriate office to meet the obligation and remove the hold.

Course Credit Loads

Graduate students may enroll at Lincoln College on either a full-time or a part-time basis. For the purpose of enrollment verifications, the following definitions apply:

- Students must maintain enrollment in a minimum of 9 credit hours per term to be considered Full-Time.
- Students who are enrolled in fewer than 9 credit hours per term are considered Part-Time.

Financial aid awards, as well as eligibility for residency in College housing, are based on full-time status. Nine credit hours is considered an average load for a graduate student.

Academic Credit Overloads

Lincoln College is committed to offering a learning environment conducive to a student's academic success and has determined through assessment of student learning the following limits on student credit limits. However, the college also recognizes that in certain instances and circumstances students may still be successful with an overload of credits in a semester. An academic credit overload is created when a student desires to enroll in more credits than generally prescribed by Lincoln College for the campus program in which the student is enrolled.

Graduate Program Credit Overloads

Nine (9) credit hours are considered an average semester load for a student pursuing graduate study. A student will not be permitted to enroll in more than 12 credit hours without the written permission of the Director of Graduate Programs. No student will be permitted to take more than 15 credit hours per semester at the graduate level. *Course Overload Request* forms are available from the Office of the Director of Graduate Programs.

Course Additions/Drops/Withdrawals

Students are primarily responsible for management of their course registrations and the making of adjustments to their course schedule subject to academic advisor approval. Policies governing changes to a student's schedule are detailed below. ***Students should be aware that changes in the number of credit hours for which a student is registered may impact the student's status as full- or part-time, tuition and fees charges, financial aid eligibility including satisfactory academic progress, eligibility for on-campus housing, and the timeline for degree completion.*** All students should consult with the

appropriate offices to determine the effect of a change in credit hour registration.

Procedures and timelines for adding/dropping/withdrawing from a course vary between campus programs according to the nature of the delivery format of the campus program as indicated below:

Adding/Dropping a Course

Adding a course

A graduate student may add a course if space is available *prior to the first week of the session/subterm* in which the course is scheduled. Registration for the course is conducted by the student online through the MyLynx student self-service portal and subject to approval of the academic advisor. Under certain circumstances, a student may be allowed to add a course after the session/subterm begins, but no course may be added after the first class meeting has begun. To add a course after the registration period, *but before the first class meeting*, students must contact their academic advisor to complete a registration form to be filed with the Office of the Registrar indicating the course addition.

Dropping a course

A graduate student may drop a course without academic record until the end of the first week of the course. To drop a course, a student must take action via the MyLynx student portal to drop themselves from the course. Until the official Drop process is completed through the MyLynx portal, the student remains enrolled in the class.

Course Withdrawals (Withdrawing from a Course)

To withdraw from a course after the end of the first week of the course, the student must contact their academic advisor who will assist the student in completing an official withdrawal on the registration form which must be signed or be accompanied by the student's written request to be withdrawn from the course. Until the official withdrawal process is complete, the student remains enrolled in the class.

If the withdrawal is processed prior to the end of week six (6) of a course, a grade of "W" will be recorded on the student's official record (see the Academic Calendar earlier in this catalog for session start-end dates). After the start of week seven (7) of a course, 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 C or better when the withdrawal is processed after the start of week four.

Students should be aware of how a withdrawal may affect tuition charges, financial aid eligibility, satisfactory academic progress, and their Plan of Study completion timeline.

Withdrawal From the College

All students planning to leave Lincoln College for any reason are required to complete the necessary paperwork available from their academic advisor and the Office of the Registrar. All students must withdraw from all courses *in writing*. **All students who do not complete the official paperwork for withdrawal from the College remain enrolled with the College.** If the student withdraws from the College while currently enrolled in coursework, appropriate transcript marks shall be recorded per the **Course Withdrawals** policy detailed above.

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 as described in the Attendance policy outlined below.

Medical Withdrawals

A medical withdrawal is appropriate when, by recommendation of a licensed health care provider, a student cannot continue enrollment in all of his/her courses because of a serious physical and/or psychological condition. In extraordinary situations, where it can be clearly demonstrated that an incomplete or failing grade in the class at the time of withdrawal is directly related to the severe medical or mental condition, a student may request a withdrawal without grade penalty. The request for withdrawal from all courses without grade penalty must be approved by the Vice President for Academic Affairs.

Required documentation from the student:

1. **A signed letter from the student** requesting a medical withdrawal that outlines the medical condition, the ways the condition has interfered with the student's ability to be successful as a student and steps already taken or intended for addressing the condition.
2. **A letter, signed and dated on letterhead, from a licensed MD, DO, or Licensed Clinical Psychologist** that must include a detailed diagnosis of the medical issue, including diagnosis code and the dates that the student will be out of school *due to the medical condition*. The letter should also include:
 - A statement recommending that the student withdraws from all classes.
 - Anticipated duration of the medical issue (i.e., when the student is expected to be able to return to his/her studies).

The College may request additional information which may include:

- Clarification letter from the licensed health care provider.
 - Request from the student to allow the Office of Academic Affairs to contact the student's health care provider to consult on the student's health matter. Student must complete the form allowing access to necessary information, available in the Office of Academic Affairs.
3. **Completed and signed *LC Withdrawal from the College form*.**

Upon receipt of the required paperwork listed above, the request will be reviewed by the Vice President for Academic Affairs. Medical withdrawals can be approved for all classes after the semester has ended. In such cases, W grades will remain on the student's transcript.

Financial Aid and Medical Withdrawal: Regulations regarding the repayment of financial aid funds may mean students who withdraw might owe a repayment of the funds they received, even if approved for a hardship of medical withdrawal. This repayment is above and beyond the amount that is refunded in tuition and fees. The amount owed is based on the last date the student attended class. If you have attended at least 60% of the semester, you are not likely to owe a repayment. Refunds, however, will not be approved if the request is being submitted more than two months after the semester has ended.

Financial aid students, international students, veterans, and other students who are participating in special aid or support programs should check with the Financial Aid Office advisor to determine if withdrawing from classes will result in possible eligibility issues.

Medical Withdrawal from a single course: Withdrawal from a single course due to a medical condition follows a different policy and procedure. Please refer to the Office of Disability Services for your campus program and location for more information.

Class Attendance Policy

Due to its direct correlation with academic success, class attendance is required in the Graduate Program. Individual graduate faculty members may impose additional attendance expectations within the bounds of the attendance policy detailed below.

Students are required to be on time and in attendance for the entire face-to-face class period. Absences in excess of 20% of class meetings may cause a student to be ineligible to complete the final examination or final project in that course depending on the faculty member's policy. Students who miss a class or part(s) of any class may have their grade reduced at the discretion of the instructor.

Administrative Withdrawal due to Attendance: Graduate faculty members *may* request*, in writing, that the Director of Graduate Programs administratively withdraw a student who has missed 2 class periods in a session/sub-term from the course. Students who are administratively withdrawn from a course due to attendance will forfeit any tuition for the class to the College according to the tuition credit/refund policy outlined earlier in this catalog and a grade of W or WF will be recorded on the official transcript according to the date the administrative withdrawal occurred (based on the Course Withdrawal Policy indicated earlier in this catalog).

* **NOTE:** Students are only administratively withdrawn due to lack of attendance if the instructor requests that the student be withdrawn after the student has been absent from at least two (2) class meetings. *Students are NOT automatically withdrawn after exceeding the class absence requirements and should not assume that they have been withdrawn from the course until notified of the withdrawal.*

Class Participation Policy

One of the tenets of an intensive, accelerated course design is the importance of an interactive, experience-sharing classroom environment. 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/interaction as determined by the faculty member according to the published syllabus for the course. Students should expect a minimum of 15-20 hours per week outside of class time for studying, homework assignments, online interaction, and/or group projects.

Visitors to a Class (All campus programs)

Visitors to a Class (All campus programs): Visitors, regardless of age, to a class session of any course must receive advanced written permission from the faculty member teaching the course to attend that particular class session.

Additionally, visitors whose presence distracts from the learning and/or working environment of the College may be asked to leave regardless of prior permission.

Lincoln College prohibits children from being left unsupervised on College property or associated site locations.

ACADEMIC OFFERINGS at LINCOLN COLLEGE

Graduate Degree Programs

Master of Science

- Organizational Leadership

Master of Business Administration

Choosing a Degree/Concentration

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 between August 1 and July 31 of any academic year are subject to the curricular requirements of the catalog year for which they enrolled.

Declaration of Degree and/or Major

Students officially declare their degree and/or concentration at the time of admission to the graduate program. Official documentation of the student's declaration is recorded on the Course Registration Form completed with their academic advisor. The Office of the Registrar places the student on the appropriate degree and/or concentration audit using the Registration Form.

Change of Degree/Major

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

Students who change their major and/or degree in any graduate program are subject to all curricular requirements and admissions requirements of the new major and/or degree under the catalog year for which they first enrolled in their new major/degree. Course prerequisites and corequisites applicable under the current catalog shall apply to the enforcement of all course enrollments regardless of student catalog year.

Choice of Catalog

Students may opt to move to the most recent catalog curricular requirements 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 curriculum except through academic petition (see procedure for academic petition earlier in this catalog).

Assessment of Student Learning

Lincoln College's Philosophy of Assessment

Lincoln College is committed to assessment as a means to improve student learning and institutional effectiveness. This commitment is demonstrated through faculty involvement in academic assessment and the integration of Student Affairs staff and faculty in the assessment of co-curricular and non-academic programs. In this manner, the College fosters a culture of assessment of student learning throughout the College community to improve student learning and success and to measure the institution's effectiveness in achieving its mission.

Lincoln College strives for transparency with all interested constituents in the assessment process by:

1. Encouraging critical reflection and self-examination of all aspects of campus operations;
2. Providing information on learning outcomes and goal achievement to decision-makers and interested constituents of the College community; and
3. Promoting regular review of curricula, programs, and student learning resulting from assessment data.

Institutional Student Learning Outcomes

All students who graduate with a Lincoln College degree develop five embedded skills and/or characteristics which are necessary to succeed after their graduation from Lincoln College. These five embedded skills and/or characteristics were developed by faculty members representing all academic disciplines. The Institutional Learning Outcomes are:

Upon graduation from Lincoln College, students are able to:

1. Effectively communicate in oral and written forms. (Communication Skills)
2. Produce solutions to problems using critical reasoning. (Analytical Skills)
3. Critique and evaluate diverse perspectives/ideas. (Appreciate Diversity)
4. Articulate core values in making ethical choices. (Ethical Decision-Making)
5. Recognize one's accountability to a larger community. (Responsible Citizenship)

GRADUATE DEGREE POLICIES

Mission of Graduate Degree Programs

The Lincoln College Graduate 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 Graduate 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 assessment practices which lead to future enhancement of the programs.

General Graduate Degree Requirements

To earn any graduate degree from Lincoln College, students must meet the following requirements:

- Satisfy all curricular requirements for the student's specific program of study.
- Complete coursework with a minimum cumulative Lincoln College grade point average as specified by the specific program of study.
- Complete the residency requirement of credit hours at Lincoln College required by the student's program of study.
- Complete a minimum total of 36 graduate credit hours

Graduate Degree Satisfactory Progress

If a graduate student fails to make satisfactory progress toward all degree requirements, permission may be denied to continue in the degree program. At the end of each semester, in those circumstances deemed appropriate by the program or program faculty exercising its professional judgment, the faculty of each program may evaluate the progress of a graduate student toward meeting the academic standards of the program in which the student is enrolled. In addition to graded course work, academic standards include, but are not limited to, professional, ethical, clinical and other standards required of graduate students. In the case of dismissal, the lead faculty of the program is required to send a report to the Director of Graduate Programs that states the faculty vote on the decision causing dismissal and the justification for this action. The Director of Graduate Programs will notify a student in writing when the student is being dismissed for failure to make satisfactory progress in the program and the procedures for the student to appeal the action.

Time Limitations on Degree Completion

Time limits for the completion of degree requirements begin with the date of matriculation and will be specifically expressed in the student's letter of admission. Lincoln College's time limit is 15 consecutive terms (consisting of Fall, Spring, and Summer) to complete the degree requirements for students entering a master's degree program. Students who change their degree plan and have transferred from one degree program to another degree program will be given 15 consecutive terms from the beginning of the first year in the latest program.

Degree Time Limit Extension

Requests for time extensions must be made in writing and approved by the student's program Lead Faculty member and the Graduate Council. The program lead faculty member will forward the request to the Director of Graduate Programs for subsequent submission to the Graduate Council. The Graduate Council will determine the student's eligibility for a time extension and the Director of Graduate Programs will notify the student in writing of the Council's decision to grant an extension of time.

“At Large” Graduate Students

An “At Large” graduate student status considered not an official degree program; it is defined as an official status for a student who has not yet met admissions requirements for their chosen course of study upon entry at Lincoln College. While “At Large,” in conjunction with the student's advisor and the Director of Graduate Programs, the student is encouraged and expected to make progress toward meeting the admission requirements of their intended course of study. An “At Large” student may take no more than nine credit hours of cumulative coursework while under this classification.

Graduate Degree Programs

Master of Science in Organizational Leadership

Purpose

Lincoln College's Master of Science in Organizational Leadership degree is designed to evaluate and analyze the complex understandings of both "leadership" and "organization," strategic decision making, leading change in an organization, motivating employees, and advancing culture within an organization. Students develop the skills associated with these themes and cultivate interpersonal skills central to effective leadership across a range of organizations and disciplines. The curriculum culminates in an action research thesis with implementable recommendations in a realistic organizational setting or a master's comprehensive examination that challenges students to reflect through synthesis, integration of knowledge, skills, and experiences across significant topics covered in the program.

Master of Science in Organizational Leadership Program Learning Outcomes:

Upon completion of the Master of Science in Organizational Leadership, students are able to:

- I. Analyze leadership theories emphasizing the dynamic relationship between leaders, followers, and the environment. **(GELO II, V)**
- II. Evaluate the role of leadership as it relates to organizational culture, with consideration of issues related to individual and organizational differences. **(GELO III)**
- III. Integrate emerging technology and effective communication in face-to-face and virtual environments. **(GELO I)**
- IV. Create frameworks to determine how decisions made might impact ethical culture, support sustainability practices, and serve organizational purpose. **(GELO IV)**
- V. Evaluate quality scholarship and research to demonstrate the potential application of emerging leadership theory and knowledge to real world scenarios. **(GELO II, V)**

Master of Science in Organizational Leadership Degree Requirements:

- **Successful completion of the Master of Science in Organizational Leadership curriculum (36 hours).**

Note: Some prerequisites to core courses are related to specific courses (or their equivalent) taken in a baccalaureate degree. Students should be aware that if they have not completed specified courses in a baccalaureate degree they may need to complete equivalent courses at the baccalaureate-level before taking the required ORL courses. (See course descriptions for specified prerequisites and equivalencies at the baccalaureate level).

- GOL 501 Leadership: Theories, Practices, and Context
- GOL 503 Leading Change and Adaptation
- GOL 505 Theories of Motivation (Prerequisite: GOL 501)
- GOL 510 Managing Organizations and People (Prerequisite: GOL 501)
- GOL 512 Organizational Behavior (Prerequisite: GOL 510)
- GOL 514 Ethics and Corporate Social Responsibility (Prerequisite: GOL 510)
- GOL 516 Leadership and Conflict Management (Prerequisite: GOL 510)
- GOL 518 Contemporary Leadership (Prerequisite: GOL 510)
- GOL 526 Finance as Organizational Text (Prerequisite: GOL 512)
- GOL 528 Developing Groups and Team (Prerequisite: GOL 516)
- GOL 553 Workplace Research: Critical Thinking and Decision-Making

- **MS in ORL Capstone:** GOL 598 Master Comprehensive Exam **OR** GOL 599 Master Thesis (Prerequisite: All previous MS ORL courses)
- Students must complete all MSORL requirements within five years from the time of completion of their first graduate course at Lincoln College.
- Complete a minimum of 24 credit hours at the graduate level
- Final 24 hours completed at Lincoln College
- Final Lincoln College graduate cumulative grade point average of 3.00 or above

Master of Business Administration

Purpose

Lincoln College's Master of Business Administration degree prepares students to be effective leaders in managing organizational resources, and to function in a socially responsible manner in a diverse, multicultural business environment. The program will be practitioner and problem-based culminating in a final strategic management capstone portfolio project focusing on a real-world organizational problem. A stand-alone degree format is available as well as a 4+1 format for current Lincoln College students working toward a Bachelor degree.

Master of Business Administration Program Learning Outcomes:

Students completing a Master of Business Administration at Lincoln College will be able to:

- I. Integrate research, theory and practice in the process of complex business problem solving. **(GELO II)**
- II. Contribute effectively to the achievement of organizational goals in a team environment. **(GELO III)**
- III. Demonstrate highly-developed communication and collaboration skills needed by effective business professionals. **(GELO I)**
- IV. Demonstrate knowledge of business concepts and functions in an integrated manner. **(GELO IV, V)**
- V. Analyze complex data with multiple implications for business decision-making. **(GELO II, IV)**
- VI. Analyze leadership and strategic management skills for a significant change initiative. **(GELO II, III, V)**
- VII. Evaluate the legal, social, economic, and global environments of business. **(GELO V)**

Master of Business Administration:

- **Pre-MBA Requirements (required of students without an undergraduate degree in business administration; must complete and pass each of the following Pre-MBA Seminar courses (9 hours) prior to beginning the MBA coursework)**

BUS 486 Fundamentals of Micro and Macro Economics

BUS 487 Fundamentals of Managerial Finance and Accounting

Note: Pre-MBA Seminar Courses are completed on a Pass/Fail basis. Students will be required to pass all three courses in order to progress to the first MBA core course. Students who fail one or more Pre-MBA courses will be allowed to retake those only one time. Students who fail the second attempt will be required to complete the 24 hours of foundation courses in the Bachelor of Business Administration in Business Management program.

Pre-MBA Seminar Courses are major-blocked for MBA-admitted students only.

- **Successful completion of the Master of Business Administration curriculum (a minimum of 36 credit hours; B or better in each of the following courses).**

Note: Some prerequisites to core courses are related to specific courses (or their equivalent) taken in a baccalaureate degree. Students should be aware that if they have not completed specified courses in a baccalaureate degree they may need to complete equivalent courses at the baccalaureate-level before taking the required GOL courses. (See course descriptions for specified prerequisites and equivalencies at the baccalaureate level).

- MBA 500 Research Methods
 - MBA 530 Organizational Behavior
 - MBA 540 Managerial Accounting (Prerequisite: BUS 487 or equivalent)
 - MBA 550 Entrepreneurship
 - MBA 570 Global Operations Management (Prerequisite: BUS 485, 486, and 487 or equiv.)
 - MBA 580 Strategic Management Capstone (Prerequisite: Completion of MBA core with B or better in all courses)
 - GEC 530 Economics for Managerial Decision-Making (Prerequisite: BUS 486 or equivalent)
 - GFI 550 Managerial Finance (Prerequisite: MBA 540)
 - GMK 520 Advanced Marketing Management (Prerequisite: BUS 485 or equivalent)
 - GMK 528 Digital Marketing Analytics (Prerequisites: GMK 520)
 - GOL 510 Managing Organizations & People (Prerequisite: GOL 501 or BUS 485)
 - GOL 514 Ethics and Corporate Social Responsibility (Prerequisite: GOL 510)
- Complete a minimum of 24 credit hours at the graduate level
 - Final 24 hours completed at Lincoln College
 - Final Lincoln College graduate cumulative grade point average of 3.0 or above

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, but which are calculated in the student's grade point average for determining academic standing at Lincoln College. 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.

(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 often 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.

(500+) Graduate Division Advanced Courses

These numbers indicate advanced upper division graduate 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 courses.

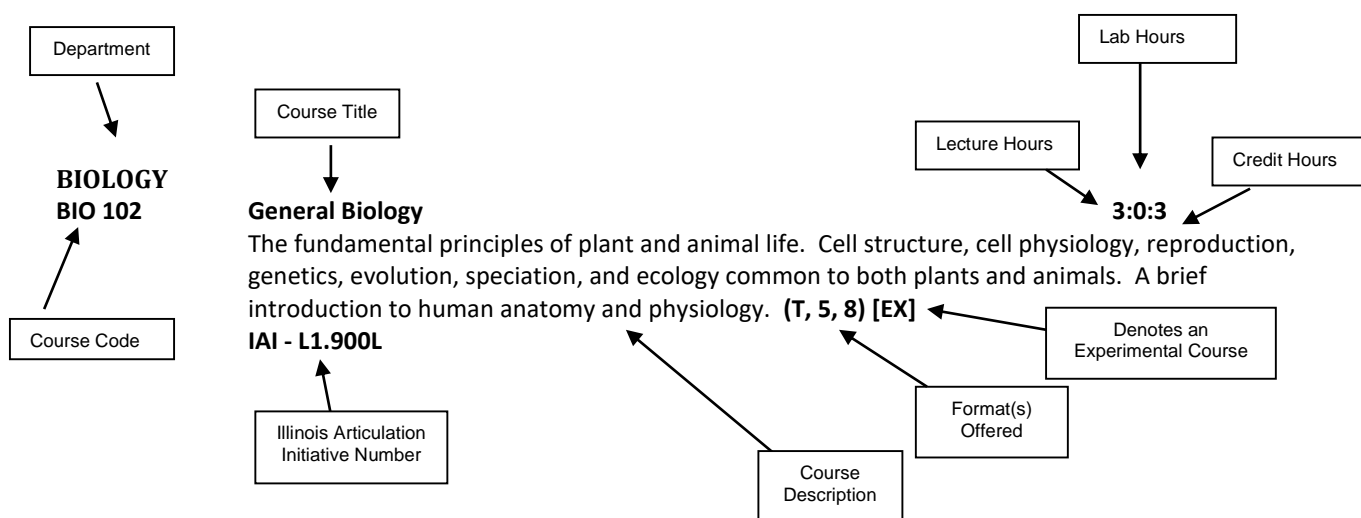
- **Prerequisite Courses (Prerequisite):** A course or requirement which must be successfully completed **prior** to enrolling in a subsequent course(s). Prerequisite courses may not be waived or substituted without a legitimate rationale as determined by all of the following: the instructor, the division chair/lead faculty, and the Dean of Assessment and Academic Planning.

- **Corequisite Courses (Corequisite):** Any course(s) which may be taken concurrently or prior to enrollment in another course(s). No prerequisite may be treated as a corequisite.
- **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. Course format options are indicated by a “T” if offered in the traditional program at the Lincoln Campus, a “5” if offered as an accelerated 5-week format, and a “8” if offered as an accelerated 8-week format. 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.)*

Sample Course Listing



COURSE DESCRIPTIONS BY DISCIPLINE

BUSINESS

Pre-MBA Business Courses (for students without baccalaureate degree in Business Administration)

- BUS 486 Fundamentals of Economics (Pre-MBA) 3:0:3**
This course covers a broad overview of microeconomics and macroeconomics for individual, managerial, and organizational decision-making. Topics covered in this course include supply and demand, national income theory, market structure business cycles, money and banking, government finance and taxation, international trade, profit maximization under varying conditions of completion, factor pricing, industrial and labor organization, and comparative economic systems. Prerequisite: Admission to the MBA program.
- BUS 487 Fundamentals of Managerial Finance and Accounting (Pre-MBA) 3:0:3**
This course is designed to provide students with an overview of financial and business decisions based on the critical evaluation and analysis of accounting principles as evidenced in an organization's financial statements. The course emphasizes a fundamental working knowledge of underlying accounting concepts, the valuation of debt and equity securities, and the analysis of risk and return tradeoffs. A special emphasis will be placed on the use of information systems and Microsoft Excel for decision making. Prerequisite: Admission to the MBA program.

ECONOMICS (GRADUATE)

- GEC 530 Economics for Managerial Decision-Making 3:0:3**
This course assists students in development of an economics-oriented framework that facilitates the identification and analysis of business problems and the development and implementation of solutions to those problems. The tools of the course apply to economy-wide problems, industrywide problems, firm and organization specific problems and individual decision making. Prerequisites: ECO 107 & ECO 108 or their equivalent, or BUS 486.

FINANCE (GRADUATE)

- GFI 550 Managerial Finance 3:0:3**
This course is designed to give students the necessary tools to analyze the intricacies of obtaining and maintaining corporation funds. Students will learn the necessary conceptual framework required to make effective financial decisions for their organizations. Prerequisite: MBA 540.
- GFI 552 Financial Statement Analysis 3:0:3**
This course covers advanced principles of accounting and the assumptions of the financial accounting model. Students learn how to apply general purpose financial statements and related data to derive estimates and make inferences useful in business decisions. Prerequisites: BUS 301 or its equivalent, or GFI 550.
- GFI 554 Investment Management 3:0:3**
This course encompasses the concepts and evidence relevant to the management of investment portfolios. Topics include diversification, asset allocation, portfolio optimization, factor models, the relation between risk and return, trading, passive (e.g., index-fund) and active (e.g., hedge-fund, long-short) strategies, mutual funds, performance evaluation, long-horizon investing and simulation. The course deals very little with individual security valuation and discretionary investing (i.e., "equity research" or "stock picking"). Prerequisites: GFI 550.

- GFI 556 International Finance 3:0:3**
 This course presents a study of issues related to economies in the global environment, international financial markets, and international financial management. The course covers the macro economy and issues related to balance of payments between national economies, the interrelatedness of the international financial markets, and introduces financial issues associated with the operation of a firm in a global environment. Prerequisites: GFI 550.
- GFI 558 Financial Risk Management 3:0:3**
 This course introduces students to financial risk management from the perspective of non-financial corporations. Successful completion of the course equips students with the right tools and insights to manage risk in a corporate setting. Students will learn why firms should or should not manage risk, whether they do manage risk, and how to measure and manage risk. This course is an advanced course in the Financial Management concentration. As such, there is an assumed competency/prior exposure to fundamentals of equity and fixed income instruments as well as an understanding of capital markets and corporate structure. Prerequisites: GFI 550.

MARKETING (GRADUATE)

- GMK 520 Advanced Marketing Management 3:0:3**
 This course covers advanced 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. Prerequisites: BUS 203 or its equivalent, or BUS 485.
- GMK 522 Consumer Behavior 3:0:3**
 This course examines consumer decision making processes. Students will examine both external and internal influences, and the role of attitudes, values, perceptions, motivation, and social, generational, economic, and cultural influences on individual and/or group purchasing patterns, behaviors, and decisions in the global marketplace. Prerequisites: GMK 520.
- GMK 524 Integrated Marketing Communications 3:0:3**
 This course focuses on the business use of coordinated and integrated advertising, publicity, personal selling, and sales promotion to increase brand awareness, equity, goodwill, and demand of a business' products and/or services in the national or global business community. Topics in this course include planning and execution of promotional programs, strategy development, target marketing, market segmenting, and positioning strategies. Prerequisites: GMK 520.
- GMK 526 Advanced Marketing Research 3:0:3**
 This course instructs students to employ the marketing research process. Students will create a problem definition, hypothesis testing, research design (exploratory, descriptive, and causal), multiple data collection methods, survey and sampling techniques and errors, primary and secondary research methods, questionnaire design, sampling schemes, and quantitative data analysis using statistical analysis. Prerequisites: GMK 520.
- GMK 528 Digital Marketing Analytics 3:0:3**
 This course explores customer data analysis techniques and their theoretical foundations and impact on a firm's marketing mix to develop analytic skills applicable to real-world marketing problems. The course focuses on the use of Big Data, social media analytics, customer lifetime value, forecasting, predictive and marketing analytics. Students will be able to analyze collected data and create recommendations to improve customer involvement, interaction, and retention with a firm's national or global brand. Ethical issues related to customer and data privacy will be examined in this course. Prerequisites: GMK 520.

MASTER OF BUSINESS ADMINISTRATION

- MBA 500 Research Methods** **3:0:3**
This course provides the mathematical, probabilistic and statistical tools used for supporting the management and operations of today's businesses research environment. Students will apply statistical concepts and techniques to real-world business issues and challenges. This course will emphasize the use of computer software (i.e. Minitab, SPSS) to analyze data as the basis for making informed and calculated managerial decisions.
- MBA 530 Organizational Behavior** **3:0:3**
This course focuses on application of management skills and techniques to develop tactics which facilitate the implementation of change within an organization. Students will learn and apply concepts to enhance the performance of an organization, including aspects of profitability and market share, customer service, operating efficiency, and retention of talent. Students will analyze the importance of leveraging resources to develop an effective infrastructure.
- MBA 540 Managerial Accounting** **3:0:3**
This course introduces the measurement, communication, and interpretation of cost data for management decision-making, planning, control, and evaluation of results. Students are shown how to use accounting information as an effective management tool for coordinating managerial activities. Course material is explored in the context of the extensive changes being implemented in the area of manufacturing, service delivery technologies, and control systems. Prerequisites: BUS 101 & BUS 102 or their equivalent, or BUS 487
- MBA 550 Entrepreneurship** **3:0:3**
This course focuses on creating an affinity for the entrepreneurial perspective of transforming ideas into viable organizations. Students will analyze the processes involved in identifying and evaluating new opportunities; securing sources of capital; and strategic planning for launching, growing, and ending new ventures. Contemporary legal implications and tax considerations faced by today's entrepreneurs will be examined. Students will apply foundations in business, finance, and accounting to calculated risk taking. Through the formation and analysis of business plans and interactions with entrepreneurs in the community, students will broaden their business perspectives and embody the entrepreneurial spirit.
- MBA 570 Global Operations Management** **3:0:3**
This course focuses on the role of technology, strategy, and people in the transformation of inputs into outputs. Emphasis is placed on the role of operations in both manufacturing and services to provide quality end products distributed to consumers and businesses on a global scale based on total quality management and the just-in-time philosophy. Prerequisites: BUS 310 or its equivalent; or BUS 486 & BUS 487
- MBA 580 Strategic Management Capstone** **3:0:3**
The course will focus on strategic management concepts in strategy formulation, implementation, and evaluation based on company and industry competitive analysis based on political, economic, socioeconomic, technology, environmental, and legal factors. This capstone course allows students to apply knowledge and skills gained from prior coursework in accounting, finance, human resources, marketing, and operations management to explore organizational problems, cultural, and opportunities using real-world business case studies. Prerequisites: Completion of MBA core with a B or better.

ORGANIZATIONAL LEADERSHIP (GRADUATE)

- GOL 501 Leadership: Theories, Practices and Context** **3:0:3**
This course provides an analysis of foundational theories and practices of leadership, emphasizing the application of theoretical concepts to real life leadership situations. The course also examines the impact of organizational history and structure on today's leadership challenges.

- GOL 503 Leading Change and Adaptation 3:0:3**
 Course topics will focus on the dynamics of change, organizational redesign, and the essential skills necessary for leaders to initiate corporate and organizational transformations. Resistance and acceptance of change initiatives, including the impact of organizational culture will be examined. Students will strengthen their leadership skills and strategies in order to initiate and implement change through problem-solving experiences across a broad range of organizational contexts.
- GOL 505 Theories of Motivation 3:0:3**
 This course examines contemporary approaches to motivation and the design and implementation of motivational strategies for effective individual and group performances. Students will review the work of current theorists as well as emerging models of workplace motivation. Prerequisite: GOL 501.
- GOL 510 Managing Organizations and People 3:0:3**
 This course is designed to help students use knowledge gained from the field of human resources to effectively manage people in organizations. The course covers basic organizational behavior theory concepts to understand and respond to the needs of employees and maximize human resources to achieve organizational goals. Prerequisites: GOL 501 or BUS 485.
- GOL 512 Organizational Behavior 3:0:3**
 This course will integrate fundamental insights from the behavioral and social sciences to provide students with a coherent set of strategies and techniques to effectively lead organizations. Students will catalyze collaboration, tap into and mobilize the human and social capital of diverse stakeholders, diagnose and navigate complex team and organizational dynamics, and ultimately influence meaningful, sustainable change within organizations. Prerequisite: GOL 510, or BUS 318 or its equivalent.
- GOL 514 Ethics and Corporate Social Responsibility 3:0:3**
 This course explores the challenges inherent in creating and leading organizations that perform well financially, environmentally and socially. The course will cover contemporary challenges in ethics, corporate social responsibility (CSR) and sustainability. Prerequisite: GOL 510.
- GOL 516 Leadership and Conflict Management 3:0:3**
 This course explores the theory and practice of dispute resolution using interest-based mediation and negotiation techniques. Students gain a broad understanding of mediation and negotiation strategies, learn skills that lead to greater success in managing conflict, and develop confidence in the mediation process as an effective means for resolution. Prerequisite: GOL 510.
- GOL 518 Contemporary Leadership 3:0:3**
 This course focuses on contemporary forms of leadership. Students will examine leadership styles using leadership assessment tools and literature reviews. Analysis of contemporary leadership styles along with individual assessments results will aid development of a personal model of leadership necessary for leading contemporary organizations. Prerequisite: GOL 510, or BUS 412 or its equivalent.
- GOL 526 Finance as Organizational Text 3:0:3**
 Designed as a graduate-level focus on financial analysis, design, and reporting from a leadership perspective, the course will provide students an opportunity to evaluate organizational issues which have a financial impact on the entity. Prerequisite: GOL 512.
- GOL 528 Developing Groups and Teams 3:0:3**
 The formation and development of groups through effective leadership is the focus of this course. Team communication styles and roles within teams are examined. Strategies that foster creativity in groups are discussed. The impact of technology on teams and communication styles is evaluated. Students learn experientially about groups and teams and the impact of diverse ethical perspectives by participating in group activities and observing leadership in small groups. Prerequisite: GOL 516.
- GOL 553 Workplace Research: Critical Thinking and Decision Making 3:0:3**
 This course provides students with processes and techniques for conducting applied research in the workplace, evaluating various programs and initiatives at work, and critically evaluating and

interpreting data to create informed decisions. The course emphasizes a practical approach to research, prepares students to evaluate the quality of workplace search instruments and data, and builds a foundation for aligning objectives to workplace data.

GOL 598 Master's Comprehensive Exam

3:0:3

The comprehensive examination directly assesses the student's demonstration of program-level learning outcomes of the Master of Science Organizational Leadership degree. The examination is designed to challenge students to reflect through synthesis and integration of knowledge, skills, and experience across significant topics covered in the master of science in organizational leadership program.

GOL 599 Master's Thesis

3:0:3-6

Students will synthesize the theoretical knowledge acquired during the program to complete a business research project involving actual data in a realistic setting. Students will identify a research problem, form a methodology for possible solution of a hypothesis, gather data, test the hypothesis, and form implementable recommendations. Prerequisite: Completion of all previous MSORL courses.

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Let us have faith that right makes might, and in that faith, let us, to the end, dare to do our duty as we understand it.

- Abraham Lincoln

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D.B.A., Capella University

Bridgett Thomas **Dean of Students**

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B.A., Lincoln College
M.S., Illinois State University

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B.S., University of North Texas Lead Faculty, Sport Management
M.S., University North Texas
Ph.D., University of North Texas

Thomas Cullen Associate Professor of Law
B.A., Illinois State University Lead Faculty, Law
M.Div., Princeton Theological Seminary
J.D., Southern Illinois University-Carbondale

Katherine Eickhoff..... Assistant Professor of Theatre
B.S., University of Wisconsin-La Crosse
M.F.A., Illinois State University

Tasha Jones Assistant Professor of Business
B.S., Illinois State University..... Lead Faculty, Organizational Leadership
M.B.A., University of Phoenix
Ph.D., Capella University

Denise La Grassa Assistant Professor of Instrumental Music
B.A., Columbia College, Chicago Lead Faculty, Music
M.M., University of Illinois-Urbana
D.M.A., University of Illinois-Urbana

Brett Lacey Assistant Professor of Criminal Justice
A.A., Heartland Community College Lead Faculty, Criminal Justice
B.A., Illinois State University
M.S., Illinois State University
Ph.D., Southern Illinois University-Carbondale

Jerry Lanario Assistant Professor of Chemistry
B.S., University of the Philippines
M.S., Michigan State University
Ph.D., University of Nevada-Reno

John Malone Professor of Communication
B.A., North Central College Division Chair-Fine Arts/Communication
M.A., University of Illinois at Springfield
D.P.A., University of Illinois at Springfield

Monica Overton..... Assistant Professor of Psychology
B.S., Tennessee State University Lead Faculty, Community & Human Services
M.S., Tennessee State University
Ph.D., Tennessee State University

Jonathan PierceAssistant Professor of Business
B.B.A., Benedictine University..... Division Chair – Business Programs
M.S., Benedictine University
Ph.D., Walden University

Annette Roter Associate Professor of Organizational Leadership
B.S. Mount Senario College Lead Faculty, Organizational Leadership
M.A., University of Wisconsin-Stout
Ph.D., Capella University

Eric SchaafAssistant Professor of Philosophy
B.A., Indiana University
M.A., Indiana University
Ph.D., University of Illinois at Urbana-Champaign

Departmental Directory

- Eric Biehl**..... Men’s and Women’s Wrestling Coach
B.S., Southern Illinois at Edwardsville
- Quentin Brackenridge**.....Director of Residential Life
B.A., Ashford University
M.A., Ashford University
- Aaron Brown**.....Residence Hall Director
A.A., Lincoln College
B.A., Lincoln College
- Derrick Casey**.....Director of McKinstry Library
B.F.A., University of Tennessee
M.S., University of Tennessee
- Victoria Crawford**Women’s Basketball Coach
B.A., University of Memphis
- Brandon Fowler, R.N.** Director of Health Services
R.N., B.S.N., Southern Illinois University-Carbondale
- Megan Fries**.....Residence Hall Director
B.A., Loyola University
- Jason Garber** Executive Director of Admissions
A.S., Carl Sandburg Community College
B.S., Iowa Wesleyan College
M.S., Western Illinois University
- Lauren Grenlund**.....Public/Media Relations Manager
B.S., University of Nebraska
- Jacob Harnacke**.....Director of Student Success & Academic Advisement
B.S., Culver-Stockton College
M.A., Lincoln Christian University
- Brian Herron**.....Cross Country and Track Coach
B.A., Western Illinois University
- Johnathan Jordan**.....Swimming & Diving Coach
B.A., Albion College
M.A., University of South Dakota
- Ken Krueger, LCPC** Coordinator of Counseling Services
A.S., Blackhawk College
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