



OFFICIAL CATALOG 2016-2018 CATALOG ADDENDUM

Effective January 2017

NEW POLICY:

Family Tuition Reduction

Whenever two or more dependents from the same family are in attendance at the college as full time students in the same semester, a special Family Tuition Reduction policy will apply. Each student will receive a 5% discount on the total tuition charges. Fees, room and board are not included in the calculation of the discount. Students should contact the Office of Financial Aid for more information.

REVISED POLICY:

Replace Programs with Selective Admission Requirements on Page 13

Programs with Selective Admission Requirements

Several programs have technical standards that could impact students during clinical/internship experiences, as well as in employment following graduation. These standards are available at the Admissions Department. The Dental Hygiene, Funeral Service Management, Occupational Therapy Assistant, and RN to BSN programs each have additional admission requirements.

Dental Hygiene (A.S.)

Admission to this program is competitive and the application process begins during the spring term and rolls through the summer term. Students apply to begin Dental specific courses which begin only in the fall term. Students who have completed the first year of general education courses will be considered for admission. It is expected that once admitted into Dental specific courses that students will carry a full-time course load. Exceptions to the full-time expectation may be granted by the Program Director.

Up to 28 students may be selected to continue in the professional dental hygiene curriculum. Selection is based on:

- Application
- Essay of intent
- Interview with the dental department chair and committee.
- Minimum CGPA of 2.8.
- Complete Pre-Entrance Exam Requirements
- Evidence of CPR certification must be provided before beginning Dental Hygiene programmatic coursework

Dental Hygiene (B.S.)

Admission to this program requires students to have graduated from a CODA accredited A.S. program in Dental Hygiene.

Funeral Service Management

In order to enroll in this program, students must have an earned associate degree from an American Board of Funeral Service Education (ABFSE) accredited program. This academic program is designed to meet specific state or professional needs. It is not accredited by the American Board of Funeral Service Education. Students graduating from this program are not eligible to take the National Board Examination or any state board examination for which graduation from an ABFSE accredited program is required unless they have earned an associate degree from an ABFSE accredited program.

Occupational Therapy Assistant

Admission to this program is competitive. It is expected that once admitted into Occupational Therapy Assistant program that students will carry a full-time course load. Exceptions to the full-time expectation may be granted by the Program Director.

Up to 20 students may be selected at the beginning of each fall and spring terms. Selection is based on:

- Complete Pre-Entrance Exam Requirements
- Complete 8 hours of observation
- Complete interview with OTA program committee

RN to BSN

An RN License is required for admittance into program. Students must show evidence of immunizations to include MMR, Flu, Tetanus, Hepatitis B or waiver, PPD as well as a recent physical examination and evidence of a health insurance policy.

Replace CONCURRENT DUAL ENROLLMENT on Page 14

DUAL PROGRAM ENROLLMENT

This track is designed for students who choose to simultaneously enroll and complete separate, but related, academic programs. Examples of related programs include:

- A.A.S. Business Management and B.S. Business Administration
- A.S. Criminal Justice and B.S. Criminal Justice
- Dental Chairside Certificate and A.S. Dental Hygiene
- Health Information Coding Certificate and A.A.S. Health Information Management

Students seeking enrollment in the RN to BSN, B.S. Dental Hygiene, and B.S. Funeral Service Management need to satisfy the respective Admissions requirements of those programs. Current students may be exempted from the Admissions requirements with the approval of the Program Director.

Students may opt to dually enroll in two programs at different academic levels (e.g. Associate and Bachelor) in related programs. Students who desire to be enrolled in dual degrees must seek academic advisement for approval and further clarification, as well as complete a new application and the *Declaration of Dual Program* form. The enrollment change will be applied at the start of the following term. All catalog requirements will apply to each program to which a student is concurrently enrolled in order to earn the certificate and/or degree, and students will be held responsible for maintaining academic progress standards in each program they are enrolled.

Declared dually enrolled students who choose to cancel enrollment from one program and return to a single enrollment must first meet with Financial Aid and Program Director prior to completing a student change form. This change will only take effect between terms.

Replace TYPES OF FINANCIAL AID AVAILABLE on Pages 16-17

TYPES OF FINANCIAL AID AVAILABLE

The following types of financial aid may be available individually or in combination. For more information, contact the Financial Aid Office.

Internal Scholarships

The majority of internal scholarship recipients must be full-time or ¾-time students carrying a minimum load of 9 credits. Award amounts can vary based on full-time or ¾-time status and are limited to two internal scholarships per semester not including the LCNE Grant or the Success Scholarship. Online students may not be eligible for certain internal scholarships or may receive reduced awards.

In addition to the LCNE scholarships listed below, several scholarships are awarded annually to students by local civic groups, churches and other community organizations. Students are encouraged to explore all outside possibilities, utilizing the assistance of high school guidance counselors or the Lincoln College of New England Financial Aid Office.

Alumni Scholarship

The Board of Trustees has established the Alumni Scholarship through which Lincoln College of New England alumni may recommend a deserving prospective student for a renewable scholarship, if a 2.5 CGPA is maintained. Students who complete their associate's degree with Lincoln College of New England and wish to continue their bachelor's degree with Lincoln College of New England may also be eligible for this scholarship.

Hospital/Healthcare Worker Scholarship

Lincoln College of New England at times will work with area hospitals in offering an exclusive scholarship program. Hospitals and other healthcare agencies that offer tuition reimbursement programs, and have determined that this program of study is eligible for tuition reimbursement, will automatically allow their students to be eligible for a scholarship from Lincoln College of New England. The scholarship award amount will match up to \$3,500 of a hospital's or other healthcare agency's tuition reimbursement per employee. Students will need to provide proof of tuition reimbursement eligibility, as well as the reimbursement amount, in order to be eligible for this scholarship.

John J. LeConche Scholarship

A scholarship has been established by the Board of Trustees to honor Dr. John J. LeConche, President Emeritus, for his vision and legacy to Lincoln College of New England. This scholarship is offered annually to one full-time student who has earned a minimum of 24 credit hours at Lincoln College of New England with a CGPA of 3.5 or higher. Selection is based on written recommendation of faculty or staff. This scholarship is nonrenewable.

LCNE – Merit Success Scholarship

This scholarship is awarded to students on the basis of academic performance in high school or college. The awarding of this scholarship occurs within the admission process and is renewable every academic year with a minimum CGPA of 2.0.

Liguori Scholarship

Scholarships are awarded to outstanding students on the basis of academic performance in high school or college. In addition to the required application materials, SAT scores (if available) and class rank are considered. Awarding of scholarship occurs within the admission process. These scholarships are renewable for a second year with a minimum of CGPA of 2.5.

Lincoln College of New England Grant

The Lincoln College of New England Grant is available to students who demonstrate exceptional financial need. Priority is given to Federal Pell Grant recipients. Students may be awarded the LCNE grant through the Financial Aid office if they demonstrate exceptional financial need. Awards may be renewed for a second academic year based on financial need and satisfactory academic progress. Refer to the section on *Satisfactory Academic Progress* for more information.

External Scholarships

All students are encouraged to research both public and private scholarship opportunities in addition to those offered internally by Lincoln College of New England. Several states provide scholarship funds to their residents who attend colleges out of state. Students should contact their state's Department of Higher Education for information.

Federal Financial Assistance

Federal Pell Grant

Eligibility for Pell Grants is determined from the information students provide on the FAFSA. The Department of Education may select some recipients for verification of this information. These students must provide additional documentation to the Financial Aid Office to receive the funds. If the information reported on the FAFSA is different from the information in the verification documents the amount of the Federal Pell Grant may change.

Federal Direct Loan Program

The Direct Loan Program offers several low interest loans to students. The lender is the U.S. Department of Education rather than a bank or other financial institution (permitted under the Federal Family Education Loan Program). Loan eligibility and amounts are based on completion of the Free Application for Federal Student Aid and may be completed online at www.fafsa.ed.gov.

Direct Subsidized Loans

The amount a student may borrow per year is based on level of enrollment, financial need, and cost of attendance. "Subsidized" means the Federal Government pays the interest on the loan while a student is in school and during the six-month grace period after leaving school.

Direct Unsubsidized Loans

Independent students may borrow between \$6,000 and \$7,000 based on their level of enrollment and cost of attendance. Dependent students may borrow up to \$2,000 per academic year. "Unsubsidized" means the student is responsible for paying the interest on the loan while in school and during the six-month grace period after leaving school.

Direct PLUS Loans

Parent Loan for Undergraduate Students (PLUS) is available to parents of dependent students who wish to borrow additional monies to cover the cost of their child's education or for additional education expenses not covered by other forms of financial aid. A credit check is required as part of the loan approval process and credit scores will be used when determining loan eligibility and loan amount. Students and parents must complete the FAFSA to be eligible for a PLUS Loan.

Replace ACADEMIC GRIEVANCE PROCEDURES on Page 26

ACADEMIC GRIEVANCE PROCEDURES

The purpose of the grievance procedure is conflict resolution. The procedure should not inhibit discussions between a student and a member of the faculty. If a student believes that a personal conflict with a faculty member exists, the student should approach the faculty member to discuss the situation as soon as the concern is realized. Students may contact the Office of Academic Affairs for assistance. Every effort will be made to explore the problem and to develop options for successful resolution.

If a student desires to pursue a grade appeal for an individual grade, the request needs to be submitted to the Office of Academic Affairs no later than ten calendar days from the date final grades are due, as listed on the published academic calendar. Students should contact the Office of Academic Affairs for the official policy and procedures for academic grievances.

Non-academic grievances should follow the College's Student Complaint/Grievance Policy. Student-initiated complaints are to be received by the Office of the President, and reviewed by a Designated School Official (DSO). The policy and submission forms are located in the central administrative office located in LeConche Hall.

Replace Minimum Standards for Satisfactory Academic Progress on page 31

Minimum Standards for Satisfactory Academic Progress

To maintain satisfactory academic progress, each student needs to meet the minimum standards in each of the following criteria:

1. *Cumulative Grade Point Average (CGPA)*: Students must meet minimum CGPA requirements by certain points during their enrollment to remain in good academic standing at the College. The following chart illustrates the required CGPA milestones to meet SAP. Students who do not meet the minimum CGPA requirements based on the number of credits attempted will be placed on SAP/Financial Aid Warning and subject to the policies listed above.

<i>Credits Attempted</i>	<i>Minimum CGPA Required</i>
1-11	1.3
12-30	1.5
31-45	1.9
46+	2.0

Please see the section on calculating CGPA for additional information.

2. *Satisfactory Completion Rate (SCR)*: To continue enrollment in an academic program, students need to complete a minimum percentage of the total credits attempted by the end of each term successfully. The required percentage of attempted credit hours completed by the end of each term is 66.7%. Students who do not meet the minimum SCR requirements at the end of each term will be placed on SAP/Financial Aid Warning status and subject to the policies listed above. Failure to correct SCR at the end of the term after being placed on SAP/FA Warning may result in Title IV financial aid ineligibility.

3. *Maximum Time Frame (MT)*: Students must successfully complete all degree or certificate requirements within the maximum allowable time frame, which is 150% of the total number of credits required in each program. Students who, after attempting 150% of the minimum credits required to complete their degree or certificate requirements, and still have credits remaining to be completed are no longer eligible for Title IV financial aid and need to seek alternative sources of funding to complete their program.

<i>Length of Program (in credits)</i>	<i>Maximum Number of Credit Attempted</i>
32	48
35	52
61	91
62	93
63	94
65	97
68	102
69	103
94	141
120	180
121	181
122	183
123	184

All credits attempted for required classes are included in the MT calculation. For students who change their program or are granted transfer credits from other institutions, the MT calculation is based on the total number of credits for the program multiplied by 150% minus the number of attempted credits applied to that program. All attempts of courses that apply towards the new program are included in students' MT calculations.

- Example: If a student transfers 26 attempted credits to a new program consisting of 60 credits, the MT calculation would be:
- $60 \times 1.50 = 90$
- $90 - 26 = 64$.
- Student must complete this program within 64 attempted credits.

Note: Repeated courses are included in CGPA, SCR, and MT calculations. Transfer credits that are applicable to programmatic requirements and Withdrawals are included in SCR and MT calculations. Developmental courses and Incomplete grades are not included in the CGPA, SCR or MT calculations. However, each developmental course may be taken a maximum of two times. Students who do not pass a development course after two attempts will be dismissed from the College. Students may be dismissed for academic reasons without previous academic action, warning, or probation.

Include the following statement regarding the Occupational Therapy Assistant Program on Page 51

The Occupational Therapy Assistant program at Lincoln College of New England, Southington, Connecticut, was placed on Probationary Accreditation effective December 2, 2016. On or before February 15, 2017, the program will submit a Plan of Correction and Progress Report to return the program to full compliance with the Standards within the mandated time period for correction. Full details of the program's accredited status are available on this [Disclosure Statement](#) on the American Occupational Therapy Association's website: www.aota.org.

REVISED BOARD OF TRUSTEES MEMBERS (Effective December 2016):

Replace BOARD OF TRUSTEES on Page 83

Dr. Gary R. Carlson, *Chairman*, Education Consultant, gCarlson Inc.

Dr. BettyJo Bouchey, Associate Professor, National Louis University

Mary Jo Greco, Regional Campus President, Lincoln Educational Services

Dr. John King, Education Consultant

Andreia Lemos, Vice President of Finance, Lincoln Educational Services

Dr. Timothy Maciel, Education Consultant, Education Solutions of New England

Thomas O'Brien, Location Manager, O'Brien Funeral Home

Nancy O'Donnell, Senior Vice President – Risk/Compliance Officer, Thomaston Savings Bank

Dr. Martin Semmel, Superintendent, Plymouth Public School

Effective March 2017

PROGRAM REVISION:

Replace A.A.S. HEALTH INFORMATION TECHNOLOGY on Page 49

A.A.S. HEALTH INFORMATION MANAGEMENT

COURSE CODE	COURSE TITLE	CREDITS
Program Courses		
HIM111	HEALTH SYSTEMS AND PROCEDURES	3
HIM113	HEALTH CARE COMPLIANCE	3
HIM114	INTRODUCTION TO ICD CODING	3
HIM116	INTRODUCTION TO CPT AND SNOMED CODING PRINCIPLES	3
HIM199	INTERNSHIP 1	1
HIM202	HEALTH INFORMATION PROFESSIONAL APPLICATIONS	3
HIM205	HEALTH CARE DATA APPLICATIONS	3
HIM210	REIMBURSEMENT	3
HIM299	INTERNSHIP 2	1
Directed Courses		
MED101	MEDICAL TERMINOLOGY	3
MGT105	HUMAN RESOURCE MANAGEMENT	3
PHM101	PHARMACOLOGY	3
General Education		
FYS101	FIRST-YEAR SEMINAR	1
CIS174	COMPUTER APPLICATIONS	3
ENG103	ENGLISH COMPOSITION I	3
ENG104	ENGLISH COMPOSITION II	3
MTH115	ELEMENTARY STATISTICS	3
SCI121	ANATOMY AND PHYSIOLOGY I	3
SCI121L	ANATOMY AND PHYSIOLOGY I LAB	1
SCI122	ANATOMY AND PHYSIOLOGY II	3
SCI122L	ANATOMY AND PHYSIOLOGY II LAB	1
SCI124	HUMANS AND DISEASE	3
ZZZ---	SOCIAL AND BEHAVIORAL SCIENCE ELECTIVE	3
<i>Minimum total credits required</i>		62

PROGRAM ACCREDITATION

The health information management program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) in collaboration with the American Health Information Management Association (AHIMA).

PROGRAM OVERVIEW

This program is available both on campus and online. Due to the nature of learning in an online environment, the suggested course sequence may differ from what is listed in this catalog. The list of required courses however is consistent with what is stated above. This program is designed to prepare students to become knowledgeable and skilled in computerized health information systems and the related procedures. Students learn to design and implement a computerized patient record (CPR) system. Information systems security and data confidentiality as required in hospitals, nursing homes, ambulatory and other health care facilities are emphasized.

PROGRAM MISSION

The mission of the Health Information Management program is to empower students with skills and competencies in technology, medical science, and in health data management to ensure accurate and complete management of protected health information.

PROGRAM OUTCOMES

- Apply standards and practices for integrity and accuracy of health data extraction, management, and governance.
- Recognize legal access, disclosure, protection, and security of protected health information.
- Demonstrate management, implementation, use, and maintenance of health data systems; including decision support systems, and enterprise software as well as health data management systems.
- Interpret quality outcomes of health issues using statistical research methodologies, consumer health access methods and availability of the health data exchange.
- Evaluate appropriate revenue cycle and reimbursement methodologies used in a variety of healthcare applications.
- Analyze policies and procedures for compliance with government; federal, state and local regulatory agencies regarding medical coding, insurance regulations, and fraud and abuse.
- Summarize leadership roles and demonstrate ethical concepts and techniques in management decision making, strategic planning and human resource management.

Revise and Replace Selective Program Courses on pages 61-77

Program Courses

Credits

HIM111 Health Systems and Procedures

3

This course provides an introduction to health information science, the health care delivery system, and the health information profession. Health record content, health record formats, analysis, retention, retrieval and accreditation standards are also addressed. Professional ethics are reviewed. Different levels of the healthcare delivery system are also examined. Paper-based health records as well as the electronic health record are reviewed and analyzed.

HIM113 Health Care Compliance

3

This course covers such topics as the legal system, torts, contracts, administrative law, responsibilities of healthcare providers, rights of the patient as a consumer, and patients' rights regarding informed consent and confidentiality.

HIM114 Introduction to ICD Coding

3

This course introduces both ICD-9-CM and ICD-10-CM/PCS coding concepts. ICD-9-CM and ICD-10CM coding principles are employed in both inpatient and outpatient health records. ICD-10-PCS codes are employed for surgical procedures in inpatient health records. Computerized encoding software is introduced. Federal government guidelines that pertain to coding Medicare health records are reviewed. Coding guidelines are discussed in detail and applied to all body systems.

Prerequisite: MED101; SCI121 and SCI121L

HIM116 Introduction to CPT and SNOMED Coding Principles

3

This course introduces the student to two nomenclature systems: Current Procedural Terminology, 4th Edition (CPT-4) and Systematized Nomenclature of Medicine-Clinical Terms (SNOMED-CT). CPT-4 nomenclature is utilized for billing in an ambulatory care setting and physician office setting. SNOMED-CT, developed by the College of American Pathologists, is a collection of medically-related terms that cover diseases and specific procedures.

HIM199 Internship 1

1

This course provides students with an introduction to the HIM professional environment with online training through a virtual lab of experiences with industry healthcare software. Students at this time are also required to attend directed HIM related events sponsored by the local HIM professional chapters in their state, Health and Human Services sponsored seminars or any events that provide continuing education to the professional certification holder. Students are encouraged to affiliate and network with professionals in the HIM field at a local as well as national level. During this experience students are encouraged to investigate employment opportunities in the HIM field.

Prerequisite: HIM111

HIM202 Health Information Professional Applications

3

The application of health information systems and procedures to alternative health care settings is discussed. Supervisory aspects of the health information department, including policy and procedure development, planning, in-service presentations, and data quality are covered. Information systems and technology is addressed, including fundamentals of information systems, information security and applications of emerging information and information technology. Current trends are also discussed.

Prerequisites: HIM205; MGT105

HIM204 Advanced Health Information Coding

3

This course provides an in-depth study of nomenclature and classification systems, especially ICD and HCPC. The effects of the Prospective Payment System on quality coding are analyzed.

Prerequisite: HIM114; HIM116

HIM205 Health Care Data Applications

3

This course places emphasis on the collection and uses of health care data. Topics include indexing, registries, health care statistics, health data systems, credentialing, quality assurance, utilization review, and risk management.

Prerequisite: MTH115

HIM210 Reimbursement

3

This course provides students with the knowledge needed to identify and perform necessary tasks involved in healthcare reimbursement systems. Topics include billing and reimbursement principles of various healthcare plans, prospective payment systems, the importance of clinical coding, compliance with regulations, and related issues of fraud and abuse. Budgets, budget variances, revenue cycles and accounting methodologies are stressed.

Prerequisite: HIM114; HIM116

HIM299 Internship 2

1

This course involves supervised Professional Practical Experience (PPE) in a health care facility, agency, or non-traditional site to expose students to the environment and activities of HIM professionals. Coordination with a site supervisor will provide the student with different types of HIM experiences that may be site specific.

Prerequisite: HIM199

SCI122 Anatomy and Physiology II

3

This course is the second in a two-term anatomy and physiology sequence. This course is designed to provide a comprehensive study of anatomy and physiology, building upon concepts learned in Anatomy and Physiology I. There will be in-depth investigation of major organ systems of the

body including the immune, respiratory and digestive systems. In addition emphasis will be placed on the regulatory mechanisms of the body as well as basic development biology and aging.

Prerequisite: SC1121 and SC1121L

SCI122L Anatomy and Physiology II Lab

1

This is the companion lab for SC1122 Anatomy and Physiology II.

Prerequisite: SC1121 and SC1121L