



TABLE OF CONTENTS

Linn State Technical College (LSTC) Contact Information i
 Guarantee..... iii
 Greetings and Welcome..... v
 Academic Calendar..... vii

ABOUT THE COLLEGE 1
 Mission 1
 Vision..... 1
 Legislative History..... 1
 Values 1
 Institutional Goal Statements..... 1
 The Higher Learning Commission Accreditation 3
 Nondiscrimination Policy 3
 Advisory Council..... 4
 Facilities and Resources..... 5
 Classrooms and Laboratories..... 5
 Main Campus..... 5
 Business & Industry Training..... 5
 Physical Therapist Assistant Program (PTA) 5
 Advanced Technology Center (ATC)..... 5
 Osage County Community Center..... 6
 The Foundation for Linn State Technical College..... 6

GENERAL ADMISSIONS POLICY AND PROCEDURES 6
 Admissions Policy 6
 Campus Tours..... 6
 High School Curricular Recommendation Until 2010..... 7
 High School Curricular Recommendation Starting In 2010..... 7
 Admissions Procedures..... 8
 Resident Status..... 8
 Student Classifications and Application Requirements 9
 Degree Seeking Students (First-time, Transfer or Returning) 9
 Non-Degree Seeking Students 10

TUITION, FEES AND OTHER COSTS..... 11
 Tuition 11
 Fees..... 11
 Bookstore..... 11
 Housing 12
 Meal Plans 12
 Payment of Tuition and Fees 12
 Interest-Free Monthly Payment Option 12
 Third-Party Billing 12
 Personal Check Policy 12
 Refunds..... 13
 Class Refund..... 13
 Student Housing Refunds 13
 Credit Balance Refunds 13
 Bookstore Refunds 13
 Refund Appeal..... 14
 Financial Aid Impacts of Class Withdrawals..... 14
 Return of Title IV Funds 14



STUDENT FINANCIAL AID.....	16
Eligibility Criteria.....	16
Satisfactory Academic Progress	16
Federal Verification	17
Forms of Aid.....	17
Internal Tuition Waivers Provided by Linn State Technical College	19
Linn State Technical College Scholarships	21
Corporate, Endowed and Privately Sponsored Scholarships	21
Externally Managed Scholarships.....	25
Government Financial Aid Programs	26
ACADEMIC/INSTITUTIONAL REGULATIONS	26
Official College Communication with Student.....	26
Graduation Requirements	26
Assessment Policy	27
AJA@™LSTC Grading System	27
Academic Grade	27
Job Readiness Score	28
Attendance Percentage	28
Computing Grade Point Average.....	28
Grade Reports	28
Incomplete Grades.....	28
Grade Change Request	28
Class Re-Take Policy.....	29
Transfer Credit.....	29
Residency Requirement for an Associate of Applied Science Degree	29
Residency Requirement for a Certificate	29
Articulation of Secondary/Technical Courses	29
Dual Credit	30
Offered through Linn State Technical College.....	30
Offered through other two/four year colleges.....	30
Dual Enrollment.....	30
Linn State Technical College Course Equivalency Examinations	31
Class Load	31
Late Enrollment and Additional Classes.....	31
Independent Study	31
Special Topics Class	31
Auditing a Class.....	31
Class Attendance	32
Make-Up Work.....	32
Inclement Weather.....	32
Academic Standards	32
Academic Honors	32
Academic Probation.....	32
Academic Suspension.....	32
Standard of Student Conduct	33
Academic Honesty.....	33
Substance Abuse	33
Policy.....	33
Substance Abuse Violation Notice	33
Penalties for Substance Abuse Violations	34
Counseling.....	34
Tobacco Free Campus	34
Presidential Order on Firearms	34
Community Service Hours.....	34
Disciplinary Probation	34
Disciplinary Suspension	34



Dismissal from College 35

Non-Discrimination Procedure 35

Sexual Harassment..... 35

Campus Crime Prevention and Awareness 35

Grievance Policy 35

Withdrawing from a Class 35

Withdrawing from the College 36

Official Transcript Request..... 36

Academic Records 36

STUDENT LIFE, ACTIVITIES AND SERVICES 36

 Counseling Services..... 36

 Services for Special Populations..... 36

 Library 37

 Academic Resource Center..... 37

 Computer and Internet Acceptable Use Policy 38

 On-Campus Housing Facilities 38

 Career Services 38

 Student Activities/Organizations 38

 Student Service Semester..... 39

 Traffic 39

 Parking..... 39

 Student Handbook 39

DEGREE AND CERTIFICATE REQUIREMENTS 40

 Associate of Applied Science Degree 40

 Certificates..... 40

 Course Prefixes..... 41

 Course Requisites 41

 Catalog Year 41

 General Education Requirements 42

 Philosophy of General Education 42

 Associate of Applied Science General Education Core Requirements..... 42

 Certificate General Education Core Requirements 43

GENERAL EDUCATION AND RELATED COURSES 43

 Business 43

 Communication..... 45

 Engineering/Mathematics/Science..... 47

 Entrepreneurship..... 47

 Mathematics..... 47

 Military Science..... 49

 Science..... 49

 Social Science..... 50

 Technical Foundation 51

 Technical Literacy 51

CURRICULUM 52

 Automation & Robotics Technology 52

 Automotive Collision Technology..... 58

 Automotive Technology 63

 General Option 64

 High Performance Option *-pending approval by the Coordinating Board for Higher Education* 64

 Light-Duty Diesel Option 65

 Aviation Maintenance..... 69

 Commercial Turf & Grounds Management 76



Computer Programming	80
General Option	81
Web Design Option	81
Construction & Civil Technology.....	85
Design Drafting Technology	89
Electric Power Generation Technology	92
Electrical Distribution Systems	95
Electronics Engineering Technology	99
General Option	100
Biomedical Engineering Technology Option	100
Heating, Ventilation, & Air Conditioning Technology	104
Heavy Equipment Operations.....	107
Heavy Equipment Technology	112
General Option	112
CAT Dealer Service Technician Option	115
Industrial Electricity	118
Construction Emphasis	119
Electronic Controls Emphasis.....	119
Programmable Logic Controllers Emphasis	120
Machine Tool Technology.....	123
Management Information Systems Specialist.....	126
General Option	127
Automated Accounting Systems Option.....	127
Medium/Heavy Truck Technology.....	130
Networking Systems Technology	133
General Option	135
Telecommunications Option.....	135
Nuclear Technology.....	141
Radiation Protection Option	142
Instrumentation and Control Option	142
Reactor Operations Option	142
Quality Control Option.....	143
Physical Therapist Assistant	146
Powersports Technology.....	151
DIRECTORY	155
Board of Regents	155
Administration, Faculty and Staff.....	155