



TABLE OF CONTENTS

Linn State Technical College (LSTC) Contact Information 2

Guarantee 3

Greetings and Welcome 4

Academic Calendar 5

ABOUT THE COLLEGE 10

 Mission 10

 Vision 10

 Legislative History 10

 Values 10

 Institutional Goal Statements 10

 The Higher Learning Commission Accreditation 12

 Nondiscrimination Policy 12

 Advisory Council 13

 Facilities and Resources 13

 Missouri’s Green State Technical College 13

 Classrooms and Laboratories 13

 Main Campus 13

 Business & Industry Training 14

 Physical Therapist Assistant Program (PTA) 14

 Advanced Technology Center (ATC) 14

 Osage County Community Center 14

 The Foundation for Linn State Technical College 14

GENERAL ADMISSIONS POLICY AND PROCEDURES 15

 Admissions Policy 15

 Campus Tours 15

 High School Curricular Recommendation Until 2010 15

 High School Curricular Recommendation Starting In 2010 15

 Admissions Procedures 16

 Resident Status 16

 Student Classifications and Application Requirements 17

 Degree Seeking Students (First-time, Transfer or Returning) 17

 Non-Degree Seeking Students 18

TUITION, FEES AND OTHER COSTS 19

 Tuition 19

 Fees 19

 Bookstore 19

 Housing 20

 Meal Plans 20

 Payment of Tuition and Fees 20

 Interest-Free Monthly Payment Option 20

 Third-Party Billing 20

 Personal Check Policy 20

 Refunds 21

 Class Refund 21

 Student Housing Refunds 21

 Credit Balance Refunds 21

 Bookstore Refunds 21

 Refund Appeal 21



Financial Aid Impacts of Class Withdrawals.....	22
Return of Title IV Funds.....	22
STUDENT FINANCIAL AID.....	23
Eligibility Criteria	23
Satisfactory Academic Progress.....	24
Federal Verification	25
Forms of Aid	25
Additional Government Financial Aid Programs	27
Internal Tuition Waivers Provided by Linn State Technical College.....	27
Linn State Technical College Scholarships.....	29
Corporate, Endowed and Privately Sponsored Scholarships.....	29
Externally Managed Scholarships.....	31
ACADEMIC/INSTITUTIONAL REGULATIONS.....	32
Official College Communication with Student.....	32
Graduation Requirements	32
Assessment Policy	32
AJA@™LSTC Grading System	32
Academic Grade	33
Job Readiness Work Ethic Score.....	33
Attendance Percentage.....	33
Computing Grade Point Average.....	34
Grade Reports	34
Incomplete Grades	34
Grade Change Request.....	34
Class Re-Take Procedure.....	34
Transfer Credit.....	34
Residency Requirement for an Associate of Applied Science Degree	35
Residency Requirement for a Certificate.....	35
Articulation of Secondary/Technical Courses	35
Dual Credit.....	35
Offered through Linn State Technical College.....	35
Offered through other two/four year colleges.....	36
Dual Enrollment.....	36
Equivalency Examinations.....	36
Class Load.....	36
Late Enrollment and Additional Classes.....	36
Independent Study	37
Special Topics Class	37
Auditing a Class.....	37
Class Attendance.....	37
Make-Up Work.....	37
Inclement Weather	37
Academic Standards.....	37
Academic Honors.....	38
Academic Probation.....	38
Academic Suspension.....	38
Standard of Student Conduct	38
Academic Honesty	38
Substance Abuse.....	38
Policy	38
Substance Abuse Violation Notice	39
Penalties for Substance Abuse Violations	39
Notice to Students Concerning Penalties for Drug Violations per HEOA.....	39



Regaining Eligibility after a Drug Conviction per HEOA.....	39
Counseling.....	39
Tobacco Free Campus.....	39
Presidential Order on Firearms.....	40
Community Service Hours.....	40
Disciplinary Probation.....	40
Disciplinary Suspension.....	40
Dismissal from College.....	40
Sexual Harassment.....	40
Campus Crime Prevention and Awareness.....	40
Grievance Policy.....	40
Withdrawing from a Class.....	41
Withdrawing from the College.....	41
Official Transcript Request.....	41
Academic Records.....	41
STUDENT LIFE, ACTIVITIES AND SERVICES.....	41
Counseling Services.....	41
Services for Special Populations.....	42
Library.....	42
Academic Resource Center.....	43
Computer and Internet Acceptable Use Policy.....	43
On-Campus Housing Facilities.....	43
Career Services.....	43
Student Activities/Organizations.....	43
Student Service Semester.....	44
Traffic.....	44
Parking.....	44
Student Handbook.....	44
DEGREE AND CERTIFICATE REQUIREMENTS.....	45
Associate of Applied Science Degree.....	45
Certificates.....	45
Course Prefixes.....	46
Course Requisites.....	46
Catalog Year.....	46
General Education Requirements.....	46
Philosophy of General Education.....	46
Associate of Applied Science General Education Core Requirements.....	47
Certificate General Education Core Requirements.....	48
GENERAL EDUCATION AND RELATED COURSES.....	48
Business.....	48
Communication.....	50
Engineering/Mathematics/Science.....	52
Entrepreneurship.....	52
Mathematics.....	52
Military Science.....	54
Science.....	54
Social Science.....	55
Technical Foundation.....	56
Technical Literacy.....	56



CURRICULUM.....	57
Automation & Robotics Technology	57
Automotive Collision Technology	63
Automotive Technology	68
General Option.....	69
High Performance Option	70
Light-Duty Diesel Option	70
Aviation Maintenance	74
Commercial Turf & Grounds Management	81
Computer Programming.....	85
General Option.....	86
Web Design Option	86
Construction & Civil Technology.....	90
Design Drafting Technology.....	93
Electric Power Generation Technology	96
Electrical Distribution Systems.....	99
Electronics Engineering Technology	103
General Option.....	104
Biomedical Engineering Technology Option	105
Heating, Ventilation, & Air Conditioning Technology	108
Heavy Equipment Operations	111
Heavy Equipment Technology.....	116
General Option.....	117
CAT Dealer Service Technician Option	119
Industrial Electricity.....	122
Construction Emphasis	123
Electronic Controls Emphasis.....	123
Programmable Logic Controllers Emphasis	124
Industrial Maintenance Technology.....	127
Machine Tool Technology	129
Management Information Systems Specialist	132
General Option.....	133
Automated Accounting Systems Option.....	133
Medium/Heavy Truck Technology	136
Networking Systems Technology	139
General Option.....	141
Telecommunications Option	141
Nuclear Technology.....	146
Radiation Protection Option	147
Instrumentation and Control Option	147
Reactor Operations Option	148
Quality Control Option	148
Physical Therapist Assistant	151
Powersports Technology.....	156
Welding Technology - <i>pending approval by the Coordinating Board for Higher Education</i>	160
DIRECTORY	166
Board of Regents	166
Administration, Faculty and Staff	166