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**Addendum made on January 11, 2019 to below:**  
    **\*Administration List – Page 41**  
    **\*Academic Calendar – Page 42**  
    **\*Tuition Fee Table – Page 43**  
    **\*Washington State Information – Page 48**  
  
***(See individual pages for notations and changes)***

The contents of this catalog and any addendum to this catalog, as well as other school bulletins, or announcements are subject to change without notice and such changes will not negatively affect currently enrolled students. As of the date of the publication of this catalog, the information in this catalog is true and correct in content and policy to the best of my knowledge.

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## **ABOUT WYOTECH**

### **WyoTech**

WyoTech is an industry leading technical career education training provider. For over 50 years, we've been driven to provide the best educational experience and promote the long-term success of our graduates, measured in strong program completion and job placement rates. WyoTech's location, its dedicated faculty and staff, industry, employer and alumni networks give our students every opportunity necessary to enter into prosperous and fulfilling careers.

### **The WyoTech Commitment To Students**

Today's job market requires an individual who is well trained in both technical ability and professional conduct. We believe students who complete their education at WyoTech and subscribe to the school's "Code of Student Conduct," which emphasizes professionalism, gain a substantial advantage in this job market.

Our goals are to provide our students with the quality education and the professional conduct foundation needed to gain a competitive edge and to assist them in obtaining a job in their desired career field.

We accomplish our goals by keeping our academic curriculum, equipment, and tools up-to-date and, just as importantly, adhering to a "We Care" philosophy. It is not enough to provide an opportunity for a quality education; students also need support services that are both competent and caring.

We gladly acknowledge that our students are also our clients and our most important asset. Our commitment is to make a quality education and the "We Care" philosophy a reality for each and every student, every day that the student is with us. We have made this pledge to tens of thousands of WyoTech graduates and will continue to make this pledge to all who follow!

At WyoTech, we are committed to operating with integrity, providing honest, accurate advertising and complying with laws, regulations, accreditation standards, policies and our company values. Upholding these commitments is essential to fulfilling our mission to help students succeed in their pursuit of an educational experience that prepares them for the workforce.

### **Mission**

WyoTech is dedicated to the provision of an interactive learning environment created to support the professional career development of our students. The school was established to provide quality education and training designed to meet the needs of both students and employers. The school serves a diverse student population focusing on those who are seeking to acquire the education and skills necessary to enter their chosen career field. To achieve this, the school is committed to excellence in the following areas:

- The utilization of effective technology and teaching methods
- The presentation of relevant career focused educational programs
- Ongoing collaboration with businesses, employers and professional associations in the design, delivery and evaluation of effective programs

The provision of career development support services to students and graduates which assists them in securing employment in their chosen field.

### **School History and Description**

WyoTech's history began in June 1966 when 22 students from Wyoming and surrounding states started their careers in Automotive Technology in Laramie, Wyoming. Since then, WyoTech has graduated thousands of students from across the nation and several foreign countries.

In 1969, WyoTech's Laramie campus became accredited by the Accrediting Commission of Career Schools and Colleges, (ACCSC), formerly known as NATTS. Through the years WyoTech has received approval from multiple state governing authorities and offers admission to students nationwide. WyoTech originated in a single 9,000 square foot building in 1966 and has since expanded to its current size of over 200,000 square feet of modern shop, classroom, and administrative facilities.

After the original Automotive Technology program, WyoTech introduced Diesel Technology in 1967, Collision/Refinishing Technology in 1971, Automotive Trim and Upholstery in 1977, Associate of Applied Science degree programs in 1986, and the Street Rod Building and Auto Customizing course in 1992. In 2000, WyoTech expanded the Street Rod course further by offering two separate, more specialized courses: Chassis Fabrication and Street Rod & Custom Fabrication. This expansion of curriculum allowed students the opportunity to hone their skills within a specialty automotive industry. In 2001, WyoTech added the Advanced Diesel course, giving students the chance to further their training in the diesel field. In 2013, WyoTech partnered with Mack Trucks and Volvo Trucks to create a comprehensive curriculum track. This program provided students the foundation in general heavy-duty diesel repair in the core courses and specialized training on Mack Trucks and Volvo Trucks. This program is no longer offered at this time. In 2016, two new specialty programs were added, High Performance Powertrains (HPPT) and Off-Road Power (ORP). WyoTech continually evaluates its program offerings to meet the needs and technical trends in the industries we serve.

## **Teaching Facilities and Equipment**

The facilities are designed to simulate industry practices, enabling students to experience a “real-world” environment while training in the latest technologies. Customized to the training being offered, cut-away training aids and mock-ups are used in the classroom, shop, and lab facilities to aid in the transition from theory to practical work. Student workstations contain general tool sets and special tools. Well-supplied equipment and tool rooms provide additional equipment needed to complete the students’ training.

## **Technical Resource Center**

The technical resource center is designed to support the programs offered at the campus. Students and faculty have access to a wide variety of resources such as books, shops and service manuals, periodicals, computers and curriculum based online resources. The technical resource center is staffed with trained professionals to assist in the research needs of students and faculty, and is conveniently open to accommodate class schedules.

## **Facilities**

Training in the following areas is offered at the 1889 & 1767 Venture Dr, Laramie, Wyoming 82070, with over 200,000 square feet of classroom and shop space.

### **Advanced Diesel Department**

The Advanced Diesel Department includes classrooms for audio-visual demonstrations and lectures and a shop space containing late model Class 8 trucks on which students can perform their training. The students will learn to work with the latest shop tools, Computer diagnostics and equipment needed in a truck shop/dealership environment.

### **Applied Service Management Department**

The Applied Service Management Department has a classroom for audio-visual demonstrations, lectures and lab. Students are issued a lap-top computer for completing assignments, engaging in research projects and completing homework. Students use lap-tops to utilize repair shop management software and Microsoft Office Suite.

### **Automotive Technology Department**

The Automotive Technology Department has classrooms for audio-visual demonstrations and lectures. The shop contains stalls, workbenches, lifts, a transmission dynamometer test center, mustang dynamometer, drivability diagnostic equipment, and wheel alignment equipment.

### **Collision/Refinishing Technology Department**

The Collision/Refinishing Technology Department has shop and classroom space for audio-visual demonstrations and lectures. Major equipment includes three down-draft paint booths and one booth set up for plastic media and sandblasting, powder coating oven, frame racks, mechanical and computerized measuring systems, 20 MIG welding stations, four squeeze type resistant spot welders, car lifts and a pressure washer. Additionally, each shop has two computer work stations for collision software systems and computerized paint mixing systems. Our refinish department is also spraying the latest in water base technology with the highest quality HVLP spray guns.

### **Diesel Technology Department**

The Diesel Technology Department includes classrooms for audio-visual demonstrations and lectures. There is a computer lab for Windows-based training; computer stations for the testing of electronic engine systems and dedicated space for training on natural gas spark ignition systems. The department has approximately 35,000 square feet of dedicated shop space containing stalls, workbenches, and mock-ups for the rebuild and diagnostics of common off-highway and over-the-road vehicle components.

### **High Performance Powertrains Department**

The High Performance Powertrains department has classroom and shop space equipped for audio-visual demonstrations and lectures. The shop space includes 12 work stalls with 5 hand tool boards and workbenches. There is a part washing bay and a room for tool and component storage. Major equipment includes an engine dynamometer test cell, two chassis dynamometer various parts washers, automotive lifts, cylinder head flow benches, a lathe and milling machine and various examples of running vehicles plus removed engines and systems on test stands.

### **Trim & Upholstery Department**

The Trim and Upholstery Department has classroom and lab space for audio-visual demonstrations and lectures, cutout and glue tables for fabric preparation and assembly. Major equipment includes industrial sewing machines, embroidery machine, carpet serger, and various woodworking equipment for building custom components. A water based dye system is also used for coloring and matching leather and vinyl.

**Motorsports Chassis Fabrication Department**

The Motorsports Chassis Fabrication Department has class and shop space available for audio-visual demonstrations and lectures. The shop space holds major equipment including MIG and TIG welders, plasma cutters, band saws, tubing benders, frame setup tables, car lifts, a pressure washer, jet washing parts cleaner, axle housing narrowing fixture, mill, lathe, and basic hand and power tools for competencies and live work.

**Off Road Power Department**

The Off Road Power department has classroom and shop space equipped for audio-visual demonstrations and lectures. The shop space includes 15 work stalls with include one Motorcycle/ATV lift, a workbench and tool box. Also in the shop are a wash bay and a room for tool storage. Major equipment includes various specialty OEM Tools, tire mounting and balancing equipment, parts washer,

hydraulic press and various snowmobile/ATV/ Personal Water craft lifting devices. There are also various units such as ATV's, Snowmobiles, Personal Watercraft and Side by Sides from multiple manufacturers.

**Street Rod and Custom Fabrication Department**

The Street Rod and Custom Fabrication Department has classroom and shop space equipped for audio-visual demonstrations and lectures. The shop space includes 12 work stalls and workbenches, one down-draft paint booth and a mixing room in addition to one large room for sheet metal fabrication and another for tool storage. Major equipment includes English wheels, power hammers, sheet metal brakes, louver press, bead rollers, slip roller, MIG, TIG, Oxy-acetylene welding equipment, plasma cutters and automotive lifts.

## **Addendum on October 19, 2018 – Update State Licensing under Licensure**

## **Addendum on November 1, 2018 – Added Colorado to Licensure list**

### **Accreditation**

WyoTech is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). For further information on ACCSC, please contact them at 2101 Wilson Blvd., Suite 302, Arlington, VA, or call 703-247-4212, or visit their website at [www.accsc.org](http://www.accsc.org).

### **Licensure**

- WyoTech is licensed as a private career school with the state of Wyoming Department of Education. Copies of accreditation, approval and membership documentation is available for inspection at the campus. Please contact the Campus President to review this material.
- WyoTech is licensed as a private career school with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections 136A.821 to 136A.832. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions. 1450 Energy Park Drive, Suite 350, Saint Paul, MN 55108-5227
- Certified by the Kansas Board of Regents, 1000 SW Jackson Street, Suite 500, Topeka, KS 66612-1368.
- Registered with the Ohio State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, OH 43215.
- Approved and regulated by the Texas Workforce Commission Career Schools and Colleges, Austin, TX.
- Licensed by Washington Student Achievement Council 917 Lakeridge Way SW, Olympia, WA 98504-3430.
- Licensed by state of Wisconsin Education Approval Program P.O. Box 8366, Madison, WI 53708-8366.
- Approved by Board of Regents of the Montana University System 560 N. Park, Helena, MT 59620-3201.
- Authorized to operate and regulated by the Commissioner of Education for the state of Nebraska. Agent's permits issued by the Commissioner of Education for the state of Nebraska.
- Agents licensed by the Colorado Department of Higher Education, Private Occupational School Board.
- Accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) 2101 Wilson Blvd. Suite 302, Arlington, VA.

### **Entitlement Agencies**

Eligible students may apply to the following agencies for determination of benefits while attending WyoTech: Veterans Administration, Bureau of Indian Affairs, and Vocational Rehabilitation. All Diesel, Automotive and Collision programs are programmatically accredited by ASE and the National Automotive Technician Education Foundation (NATEF).

### **Instructional Support**

Instructional support at WyoTech is comprised of curriculum production, in-house training programs, and industry-based advisory committees. Collectively, they enhance each training program. WyoTech has a competency-based approach to training. This curriculum method is designed to accomplish the goal of imparting specific knowledge and skills to each student. Technical instructors hold certification in their areas of expertise, ASE and/or I-CAR, and are real industry specialists delivering high-quality and up-to-date training.

### **Advisory Committees**

To maintain our commitment to high-quality, career-oriented training, and the maximum employability of our graduates, WyoTech has established Advisory Committees for each department. The Advisory Committees are comprised of industry members who formally meet with WyoTech's staff and faculty to assist in making decisions regarding curriculum changes, equipment purchases, and program enrichment. The role of the WyoTech Advisory Committee is to help assure that the curriculum keeps pace with the latest trends and technologies. Preparing our students for entry-level employment requires continuous monitoring and adjustment to the curriculum. Advisory Committee members may include representatives from industry, major corporations, and governmental agencies.

### **School Tours**

WyoTech invites all interested students, friends, and family members to visit the school. Tours of the facilities are conducted Monday through Friday by appointment. Please call in advance to schedule a visit to the campus at 800-521-7158.

### **Automotive Service Excellence Certification (ASE)**

The ASE organization was created in 1972 for the purpose of improving the quality of performance in vehicle repairs throughout the nation. It measures and recognizes the diagnostic and repair skills of automobile and heavy-duty truck technicians as well as body repairers and painters. ASE is located in Herndon, Virginia, phone (703) 713-3800.

ASE-certified technicians have earned the right to be proud of their skills and knowledge. The ASE Certification Program offers a practical way to provide qualified technicians the recognition and status they deserve. By participating



in the program, WyoTech students help professionalize the occupation, increase career opportunities, improve income potential, and gain recognition for automotive, collision/refinishing, and diesel service excellence.

WyoTech graduates are given partial credit toward the two-year experience requirement for certification and WyoTech encourages all of their students to work toward ASE Certification. WyoTech is an ASE Test site and provides its students the opportunity to take the ASE Student Certification tests at no additional cost while at school.

ASE Technician Certification testing is also offered throughout the calendar year, certification fees are not included in tuition fees and is the responsibility of the student. Further details about ASE testing can be found at [www.asecert.org](http://www.asecert.org).

### **Inter-Industry Conference On Auto Collision Repair (I-CAR)**

I-CAR was formed in 1979, out of a collaboration across six segments of the collision repair industry; Collision repair – Insurance - Original equipment manufacturers (OEMs) – Education - Suppliers - Related Industry Services. I-CAR's focus is to provide everyone involved in collision repair with access to current, high-quality, industry-recognized and role-specific training solutions for the benefit of the collision repair industry. WyoTech utilizes some of the I-CAR curriculum in our collision/refinishing program. Students enrolled in the collision/refinishing program and upon successful completion, may be eligible for I-CAR Pro-Level testing through I-CAR's Professional Development Program. I-CAR Pro-Level recognition may help students during their job search after graduation as many collision repair facilities promote I-CAR training.

## **ADMISSIONS INFORMATION**

All admissions materials, including program disclosures and enrollment agreements are presented in English only, since all programs are taught in English. Each admissions representative conducts interviews with prospective enrollees in English only as the method to determine that the prospective enrollee understands and can function in English. We do not make any accommodations to present materials or instruct courses in any other language. No English as a second language courses are offered by the campus.

### **Requirements and Procedures**

- High school diploma or a recognized equivalent such as the GED is required for admittance.
- Applicants must interview with an Admissions Representative.
- Applicants are informed of their acceptance status after all required information is received and the applicants' qualifications are reviewed.
- Students may apply for entry at any time. Students are responsible for meeting the requirements of the catalog in effect at the time of enrollment.

If an applicant is under 18 years of age, the Enrollment Agreement must also be signed by the parent or guardian.

Once an applicant has completed and submitted the application documents, the school reviews the information and informs the applicant of its decision. If an applicant is not accepted, the \$100.00 application fee and all other monies paid to the school are refunded. The school reserves the right to reject students if the items listed above are not successfully completed.

## **ACADEMIC POLICIES**

### **WyoTech Regulations**

Each student is provided access to the school catalog, which sets forth the policies and regulations under which the institutions operates. It is the responsibility of the student to become familiar with these policies and regulations and to comply accordingly. Ignorance of or lack of familiarity with this information does not serve as an excuse for noncompliance or infractions.

WyoTech reserves the right to change instructors, textbooks, accreditation, schedules, or cancel a course or program for which there is insufficient enrollment. Students will receive a full refund for courses or programs that are cancelled. The schools also reserve the right to change course curricula, schedules, prerequisites and requirements upon approval by the schools' accrediting agency and state licensing board.

### **Definition of Clock and Credit Hour**

A clock hour is a period of time consisting of at least 50 minutes of lecture, faculty-supervised laboratory, or faculty-supervised shop training within a 60-minute period.

A semester credit hour consists of 15 clock hours of lecture, 30 clock hours of faculty-supervised laboratory, or 45 clock hours of faculty-supervised shop training.

### **Maximum Class Size**

Class size varies during the academic year. A student-to-instructor ratio is maintained that is appropriate to the educational requirements of a particular classroom/laboratory setting. In order to maintain an appropriate ratio, multiple instructors may be assigned to each classroom/laboratory to allow for additional instructor support. Typical ratios are 50 students to one instructor in lecture and 25 students to one instructor in lab and shop.

## Out of Class Assignments

- Students in all programs will be expected to complete assigned homework and other out-of-class assignments in order to successfully meet course objectives as set forth in the course/program syllabi. Homework and out-of-class assignments will be evaluated by faculty.

## Transfer of Credit

In general, WyoTech considers the following criteria when determining if transfer credit should be awarded:

- Accreditation of the institution
- The comparability of the scope, depth and breadth of the course to be transferred; and
- The applicability of the course to be transferred to the student's desired program

Requests for credit for previous education must be made to the Director of Education (or designee). Official transcripts and course descriptions are needed to determine acceptable credit. Requests for transfer credit must be made prior to beginning classroom attendance at WyoTech. There is no fee charged for assessing transcripts. A minimum grade of "C" from an accredited school (recognized by the U.S. Department of Education) must be achieved for a course to be considered for transfer credit. A student must complete at least 25% of the course requirements of a program at WyoTech in order to receive a diploma from WyoTech. The transfer of incoming credit is given at the sole discretion of the Director of Education and is based on sufficient comparability of course content, in the course's entirety (that is, no partial course credit will be awarded), to the program in which the student will enroll. Any questions regarding the transfer of credit should be directed to the Office of the Registrar at (307)742-3776.

## Previous Credit for Veterans Affairs Beneficiaries

All Veterans Affairs beneficiaries are required to disclose prior postsecondary school attendance and provide copies of transcripts for all postsecondary education and training. Upon enrollment, the school will request and obtain official written records of all previous education and experience, grant credit where appropriate, and advise the Veterans Affairs claimant and the Department of Veterans Affairs in accordance with VA regulations.

## Transferability of Credits to Other Institutions

WyoTech does not guarantee credit into or out of the school. Transferability is always at the discretion of the receiving school. The diploma and degree programs of the school are terminal in nature and are designed for the graduate's employment upon graduation. Upon request, the school will provide students with transcripts and course outlines for credit evaluation. It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

## Instructor Qualifications

WyoTech will abide by the degree program minimum requirements as stated in the Standards of Accreditation: "All faculty must be able to demonstrate a command of theory and practice, contemporary knowledge, and continuing study in their field. Faculty teaching technical and occupationally related courses in either non-degree or occupational associate degree programs must have a minimum of three years of related practical work experience." For Applied General Education topics, we will also meet the Standards as stated, "Faculty teaching applied general education courses in an occupational associate degree program must have a baccalaureate degree with appropriate coursework in the subject area(s) taught or three years related practical work experience and college level coursework in the subject area(s) taught."

## Grading System and Progress Reports

The student's final grade for each course or module is determined by the average of the tests, homework, class participation, special assignments and any other criteria indicated in the grading section of the syllabus for the course or module. Final grades are reported at the completion of each grading term and are provided to each student. If mailed, they are sent to the student's home address. Failed courses must be repeated and are calculated as an attempt in Satisfactory Academic Progress calculations.

Percentage	Letter	GPA
100-90%	A	4.0
89-80%	B	3.0
79-70%	C	2.0
69-0%	F	0
	W	Withdrawal
	WZ	Military Withdrawal
	TR	Transfer Credit

### Treatment of Grades in the Satisfactory Academic Progress/Rate of Progress Calculation

Grade	Included in GPA calculation?	Counted as attempted credits?	Counted as earned credits?
A	Y	Y	Y
B	Y	Y	Y
C	Y	Y	Y
F	Y	Y	N
Fail	N	Y	N
Pass	N	Y	Y
W	N	Y	N
WZ	N	N	N
TR	N	Y	Y

### Grading Periods

The final grade for each course is comprised of lecture, laboratory, out of class assignments and professionalism grades. Failure of any required laboratory competency will result in a failing grade for that course. Students must achieve a minimum grade of "C" in each course or the course must be repeated.

### GPA and CGPA Calculations

- The Grade Point Average (GPA) is calculated for all students. The GPA for each term and Cumulative Grade Point Average (CGPA) are calculated on courses taken in residence at WyoTech.
- The Grade Point Average (GPA) is calculated at the end of each evaluation period by dividing quality points earned by the total credits attempted for that evaluation period.
- The Cumulative Grade Point Average (CGPA) is calculated by dividing the total cumulative quality points earned by the total cumulative credits attempted for cumulative evaluation periods.
- The number of quality points awarded for each course is determined by multiplying the points listed for each letter grade by the number of credits of the course.

## STANDARDS OF SATISFACTORY AND ACADEMIC PROGRESS (SAP/AP)

Students must maintain Satisfactory Academic Progress (SAP) and adequate academic progress (AP) in order to remain eligible as regularly enrolled students and to continue receiving federal financial assistance. The accreditor, federal, and state regulations require that all students progress at a reasonable rate toward the completion of their academic program. Satisfactory and adequate Academic Progress is measured by:

- The student's cumulative grade point average (CGPA).
- The student's rate of progress toward completion (ROP).
- The maximum time frame (MTF) allowed to complete the academic program (150% for all programs).

### Evaluation Periods for Satisfactory and Academic Progress

Satisfactory academic progress is measured for all students at the end of each payment period. Adequate academic progress is measured every six weeks. Students who fail two consecutive courses will be suspended for a minimum of six months. A student who fails the same course twice may be dismissed from the program.

### Satisfactory Academic Progress Tables

60 Semester Credit Hour Program. Total credits that may be attempted: 90 (150% of 60)				
Total Credits Attempted	Academic Progress Not Met if CGPA is below	Academic Progress Not Met if Rate of Progress is Below	SAP Not met if CGPA is below	SAP Not Met if Rate of Progress is Below
10-20	2.0	66.67%	N/A	N/A
25-30	N/A	N/A	2.0	66.67%
31-49	2.0	66.67%	N/A	N/A
50-90	N/A	N/A	2.0	66.67%

65 Semester Credit Hour Program. Total credits that may be attempted: 97.5 (150% of 65)				
Total Credits Attempted	Academic Progress Not Met if CGPA is below	Academic Progress Not Met if Rate of Progress is Below	SAP Not met if CGPA is below	SAP Not Met if Rate of Progress is Below
10-24	2.0	66.67%	N/A	N/A
25-35	N/A	N/A	2.0	66.67%
36-45	2.0	66.67%	N/A	N/A
46-97.5	N/A	N/A	2.0	66.67%

<b>70 Semester Credit Hour Program. Total credits that may be attempted: 105 (150% of 70)</b>				
<b>Total Credits Attempted</b>	<b>Academic Progress Not Met if CGPA is below</b>	<b>Academic Progress Not Met if Rate of Progress is Below</b>	<b>SAP Not met if CGPA is below</b>	<b>SAP Not Met if Rate of Progress is Below</b>
04-25	2.0	66.67%	N/A	N/A
26-37	N/A	N/A	2.0	66.67%
38-49	2.0	66.67%	N/A	N/A
50-105	N/A	N/A	2.0	66.67%

### **Application of Grades and Credits**

- Grades A through F are included in the calculation of CGPA and are included in the Total Number of Credit Hours Attempted.
- Transfer credits (TR) are not included in the calculation of CGPA but are included in the Total Number of Credit Hours Attempted and Earned in order to determine the required levels for CGPA and rate of progress.
- For calculating rate of progress, F grades and W grades are counted as hours attempted but are not counted as hours successfully completed.
- When a course is repeated, the higher of the two grades is used in the calculation of CGPA, and the total credit hours for the original course and the repeated course are included in the Total Credit Hours Attempted (in the SAP charts) in order to determine the required rate of progress level. The credit hours for the original attempt are considered as not successfully completed.
- When a student transfers between programs, all attempts of courses common to both programs are included in the CGPA and ROP of the new program.
- Students graduating from one program and continuing on to another will have all successfully completed courses common to both programs included in the SAP calculations of the new program. Courses not in the new program, including grades of W or F, are excluded from all SAP calculations.

### **Academic Guidance**

A non-SAP status identifying students with a CGPA of a 2.5 to 2.0 and providing a student with information or guidance that can lead to improvement of the student's Cumulative Grade Point Average (CGPA) and Rate of Progress (ROP) toward program completion, including informing that failure to improve may result in unsatisfactory academic progress, a dismissal from the program and potential loss of Financial Aid (FA) eligibility. Students will receive notification of their status after final grades post and will be contacted by the students' academic team to discuss appropriate Academic Guidance.

### **Academic Probation**

For students, at the end of each Academic Progress evaluation period the student's AP status is calculated. Academic Progress Not Met is assigned to a student who falls below the required academic progress standards (CGPA, ROP, or MTF) for the program. Students will be notified with an AP NOT MET letter indicating that they will be placed on an academic plan.

### **Rate of Progress Toward Completion**

The school catalog contains a schedule designating the minimum percentage or amount of work that a student must successfully complete at the end of each evaluation period to complete their educational program within the maximum time frame (150%). The Rate of Progress percentage is determined by dividing the number of credits earned by the number of credits attempted. Credits attempted include completed credits, transfer credits, withdrawals, and repeated courses. Non-credit remedial courses have no effect on the student's ROP.

### **Maximum Time Frame to Complete**

The maximum time frame for completion of all programs below the master's level is limited by federal regulation to 150% of the published length of the program. For a program measured in credits, MTF is 150% of the published length of the program, measured in credits. For a program measured in clock hours, MTF is 150% of the published length of the program, measured by the total number of clock hours in the program. All credit hours attempted, which include completed credits, transfer credits, withdrawals, and repeated classes, count toward the maximum number of credits allowed to complete the program. Non-credit remedial courses have no effect on the student's maximum time frame.

## **Academic Plan**

Students on AP Probation or FA Probation must agree to the requirements of an Academic Plan as a condition of their FA probation. Each student shall receive a copy of his or her APP. A copy of each student's APP shall be kept in the student's permanent academic file.

The Plan may extend over one (1) or multiple phases not to exceed three (3), as defined at the initiation of the Plan. At the end of the first evaluation period on the Plan, the student will meet with the Director of Education (or designee) for an evaluation of progress of the plan's requirements. If on a single-term plan and the student has met the requirement(s) of the plan, the student must be in SAP Met status, and the student's Plan shall be considered fulfilled and closed. If on a multi-term plan and the student has met the requirement(s) of the first evaluation period, then new requirement will be set and the student will be placed manually into (S)AP Meeting Plan Status and will adhere to the subsequent term requirements of the Plan.

If at the end of any SAP or AP evaluation period on the plan the student does not meet the plan's requirement(s), the student will receive a dismissal letter and will be dismissed from the program. Additionally, a student is deemed to have not met the plan's requirements by earning a failing grade ("F") in any course while on the Plan.

Students who have violated their AP Probation or FA Probation and have been dismissed from a program are not eligible for readmission to that program if they have exceeded, or may exceed, the maximum time frame of completion until they re-establish appropriate Satisfactory Academic Progress standing.

## **Evaluation of Progress**

At the end of each evaluation period encompassed by the Plan, the student will meet with the Director of Education (or designee) for an evaluation of progress of the plan's requirements. Determination of the student's success at meeting Plan requirement(s) must be completed no later than the first (1<sup>st</sup>) calendar day of the module or term.

## **SAP MET Status**

If the student has met the requirements of a one-term plan, the student must be in SAP MET status and the student's Academic Plan shall be considered fulfilled and closed. The student will be provided with a Return to Academic Good Standing Letter.

The Director of Education (or designee) must provide a written notice of Return to Academic Good Standing status. The following timelines apply for all students placed on SAP Met status:

- Students must receive the notification by the third (3) business day of the subsequent module; and
- Must complete the Evaluation of Progress form within seven (7) calendar days after the notification.

## **AP/SAP NOT MET Status and/or Dismissal**

If on a multi-term plan, it is likely the student will remain AP or SAP NOT MET for the second (and ensuing) evaluation periods. At the end of each evaluation period, the student will be notified, evaluated for progress, and if the Plan requirements are met, will be manually assigned SAP Meeting Plan status and continue on the Plan. New requirements for the second (or ensuing) evaluation period will be defined using the Evaluation of Progress form.

The Director of Education (or designee) must provide a written notice of SAP NOT MET status. The following timelines apply for all students placed on SAP NOT MET status:

- Students must receive the notification by the third (3) business day of the subsequent module; and
- Must complete the Evaluation of Progress form within seven (7) calendar days after the notification.

If the student does not meet the Plan's requirements at the end of an evaluation period, the student will be dismissed from the program. If the student has not met the benchmark, the student must be dropped with the correct DOD (no later than second calendar day of module or term). The student must be notified of dismissal no later than the second calendar day of module or term.

## **SAP Re-Entry**

Students who have violated FA Probation and have been dismissed shall not be readmitted if they cannot complete the program within the maximum time frame or re-establish appropriate Satisfactory and Academic Progress (SAP/AP) standing.

## **Retaking Failed Coursework**

Students must repeat all failed courses that are required for graduation from the program. Students may not exceed two attempts of prerequisite courses in a diploma program. Each attempt counts in the calculation of the students' rate of progress and successful completion percentages. All repeated coursework will appear on the student's transcript, but only the highest grade earned will be included in the calculation of their cumulative grade point average.

Veterans Affairs (VA) students are not eligible for VA funding for repeating passed coursework.

## Addendum on September 11, 2018 – Update MakeUp Work Policy

### ATTENDANCE POLICY

Attendance in class is critical to student academic success. This policy sets standards that provide for the withdrawal and dismissal of students whose absences exceed a set rate. Normally, a student is considered present if he or she is in the assigned classroom for the scheduled amount of time, i.e., neither late for class (tardy) nor leaving before the end of class (leave early). CampusVue is the official record of attendance database.

#### Establishing Attendance/Verifying Enrollment

Campus Faculty must take attendance each class session beginning with the first day of scheduled classes. New students registered for a class shall attend by the second scheduled class session or be withdrawn.

#### Attendance Requirements

Each day consists of eight hours and twenty minutes and is divided into eight sessions for attendance-taking purposes. Students missing 30 minutes or more of a session will be counted as one hour absent. See the charts below for the action to be taken when a student's attendance falls below a specified level:

Hours	Action Taken
Student absent six percent in a term/phase (6%)	Attendance Warning Letter sent
Student absent ten percent in a term/phase (10%)	Student is suspended

**Make Up Work Policy** – All course work must be completed in conjunction with timelines set forth by the course instructor. All course work must be completed by the end of a term and no makeup work will be accepted after the close of a term.

#### Violations of Attendance Requirements

When a student violates the attendance requirements, the faculty must notify the Director of Education (or designee) who, on the date of violation, must determine whether the student plans to return to school or has withdrawn.

#### Date of Withdrawal

- When a student is withdrawn for percentage absences within the term or module, the date of the student's withdrawal shall be the student's last date of attendance (LDA).

#### Date of Withdrawal versus Date of Determination (DOD)

The date of withdrawal, for purposes of calculating a refund, is the last date of recorded attendance:

- When the school receives notice of the student's intention to discontinue the training program;
- When the student is terminated for a violation of a published school policy which provides for termination;

The date of determination is the earlier of the date the student officially withdraws, provides notice of cancellation, or the date the School determines the student has violated an academic standard. For example, when a student is withdrawn for violating an academic rule, the date of the student's withdrawal shall be the student's last date of attendance. The date of determination shall be the date the School determines the student has violated the academic rule.

#### Readmission

Students wishing to re-enter the school following a withdrawal or suspension may apply for readmission by contacting the Director of Education. Readmission is granted on a space-available basis. The school reserves the right to refuse re-admittance based upon the attendance, academic, financial, and social conduct history of the student during previous enrollment periods.

#### Withdrawal

Students who want to discontinue their training for any reason are requested to schedule an exit interview with the Director of Education or other designated School official. This meeting can help the school correct any problems and may assist students with their plans. In many cases, the problem hindering successful completion of the educational objective can be resolved during an exit interview.

## **Graduation Requirements**

1. Complete each course in the program with a minimum grade of 2.0 GPA.
2. If admitted as a transfer or advanced standing student, complete at least 25% of the course requirements of the program at WyoTech.
3. Complete their program within the maximum timeframe (150%) allowed for the program.
4. All students who are current with their financial obligation to the school shall receive their diploma.

## **Graduation Ceremonies**

Parents, relatives, and friends are invited to attend the WyoTech graduation ceremonies. This is a formal commencement and awards ceremony in which graduates are honored for their hard work and academic achievement.

## **Student Appeals Procedure**

A student may appeal an adverse action he/she feels was unwarranted to the program Department Coordinator. If the student feels the action was not resolved he/she can appeal to the Director of Education.

## **Assignment/Test Grades**

Students who disagree with an assignment/test grade should discuss it with the instructor upon receipt of the grade. Assignments/test grades are reviewed at the instructor's discretion. If the instructor is not available, the matter should be discussed with the Department Coordinator. Only final course grades are eligible for appeal.

## **Update Training**

On a space-available basis, a WyoTech graduate in good standing may return for an update training course in the program from which the student graduated at no additional tuition charge, provided the course or program is still offered. A graduate may not require update training prior to two years after graduating from the program. A graduate is considered to be in good standing if all school charges have been paid and, if the graduate was a recipient of Federal loans, the graduate is current in all loan obligations. A request for an update training course must be addressed to the Registrar and approved by the Campus President. Update training is not valid for grade or certification purposes, and the student will not receive a transcript, grade, or attendance for the portion repeated.

## **Comparative Information**

Comparable program information relating to tuition charges and program length may be obtained by contacting the Accrediting Commission of Career Schools and Colleges, 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, (703) 247-4212.

## **Success of the Student**

The student's individual success or satisfaction is not guaranteed and is dependent upon the student's individual efforts, abilities, and application to the requirements of the school.

## **Student Awards**

Awards for outstanding achievement are presented to deserving students based on performance and faculty recommendations. Graduates find that these awards can be assets when they seek future employment. The Education Department can provide information regarding the specific awards presented.

## **Student Achievement Awards**

- **Outstanding Student:** One student per department is selected by the Department Coordinator and instructors to be the Outstanding Student. Selection is based on his/her academic achievement, leadership ability, cooperation, dedication, motivation, and professionalism. The recipient will receive a personal plaque and have his/her name engraved on an outstanding student plaque located permanently at the school. The Outstanding Student award is considered the top award for a WyoTech graduate.
- **Perfect Attendance:** Students who have not been absent throughout their program of study have perfect attendance. These students will receive a certificate and special recognition at graduation.
- **Outstanding Attendance:** Students who have a maximum of eight absences throughout their program of study have outstanding attendance. These students will receive a certificate and special recognition at graduation.
- **Honor Graduates:** Students graduating with a 4.0 overall grade average for their program of study will receive special recognition at graduation and a certificate indicating they graduated with Honors.
- **Class Leader:** Students selected by their instructors to be class leaders will receive a certificate indicating the student was a class leader.
- **Student Leadership Council:** Eagle Techs, Peer Tutors, Resident Assistants, and Federal Work Study Employees are recognized for their campus leadership and efforts in engaging their fellow students in activities and volunteerism.

- **Peer Tutor:** Students who attend special training to act as tutors to other students are honored with a certificate at graduation.
- **Eagle Tech:** An Eagle Tech is selected by the Education and Student Services departments to serve as a mentor to new and current students. This student displays a dedication to professionalism, leadership qualities, a positive attitude, and record of integrity. Students serving in this role are recognized at graduation.

## **ADMINISTRATIVE POLICIES**

### **Statement of Non-Discrimination**

WyoTech does not and will not discriminate on the basis of race, color, religion, age, disability, sex, pregnancy (including childbirth, false pregnancy, termination of pregnancy, and recovery therefrom), sexual orientation, national origin, citizenship status, gender identity or status, veteran status, actual or potential parental, family or marital status in the administration of its educational and admissions policies, scholarship and loan programs, or other school-administered programs. For information on discrimination-related grievances, please see the Discrimination Grievance Procedures section.

### **Civil Rights Compliance**

WyoTech complies with federal laws including Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, Title IX of the Educational Amendments of 1972, the Age Discrimination Act of 1975, and Title VI of the Civil Rights Act of 1964, all as amended from time to time. The Campus President (or designee) has been designated as the Civil Rights Coordinator and will coordinate the efforts of WyoTech to comply with all relevant civil rights laws. Inquiries should be directed to this person at the campus contact information located in this catalog.

### **Disability Accommodation Procedure**

WyoTech's disability accommodation procedure is a collaborative and interactive process between the student and the Civil Rights Coordinator. The student will meet with the Civil Rights Coordinator on campus to request and submit an Accommodation Request form and discuss disability related needs. The Civil Rights Coordinator is available to the student to assist with questions and provide assistance in filling out the Accommodations Request form. The student will provide a completed Accommodations Request form and documentation of their medical condition to the Civil Rights Coordinator for review. The documentation of a medical condition may be from a licensed medical doctor, psychologist, audiologist, speech pathologist, registered nurse, licensed clinical social worker, marriage and family therapist, rehabilitation counselor, physical therapist, learning disability specialist, or other appropriate health professional. This documentation should verify the medical condition and suggest appropriate accommodations for the student. Once the student has self-disclosed a disability and it has been verified and appropriate accommodation(s) suggested, the Campus President (the Civil Rights Coordinator) will work with the student to determine how the accommodation(s) can be provided. The accommodation(s) will depend on the needs of the particular student and the accommodation(s) suggested or recommended, and can include but are not limited to the following examples: extended time on exams, quiet environment for testing, a reader for exams, oral exams, note taker/faculty notes, eBooks/Software reader, and ASL interpreter.

If the request for an accommodation is denied, the student is informed of their right to appeal the decision and the necessary steps to file an appeal. To file an appeal the student should supply documentation and/or other evidence to substantiate the need for the denied accommodation(s). The evidence is submitted to the Civil Rights Coordinator with a new accommodation form marked appeal.

### **Discrimination Grievance Procedures**

A student initiates the Discrimination Grievance Procedure by contacting the Civil Rights Coordinator for all disability-related complaints and all other complaints alleging discrimination carried out by employees, other students, or third parties. The Civil Rights Coordinator and Campus President can be reached at the campus contact information located in this catalog. A student's participation in any informal resolution procedures is voluntary and he/she may pursue this formal grievance procedure at any time. The Civil Rights Coordinator or Campus President or his/her designee will explain the complaint procedures and assist the student in filing a complaint. The complaint need only be a written letter containing allegations that specifically identify the discriminatory conduct, the person(s) who did it, and all witnesses the student believes can support the allegations. A complaint should be made as soon as the student believes he/she has been discriminated against, but no later than within 180 days of the date that the alleged discrimination occurred, or the date on which the student could reasonably have learned of the discrimination.

When a complaint is filed, the Civil Rights Coordinator or Campus President or his/her designee begins an investigation within 14 days. The student, the accused, and any witnesses they identify are interviewed. Any relevant documents identified by these persons are reviewed. Within 45 days of the complaint, the Civil Rights Coordinator or Campus President or his/her designee will inform the student and accused in writing of sufficient or insufficient evidence to confirm the student's allegations, state the key facts, reasons why that conclusion was reached, and outline any proposed resolution or corrective action if applicable, subject to any applicable privacy constraints. The student is also notified of the right to appeal the investigation conclusion. An appeal must be made in writing to the Director of Education



who may be reached at the Student Help Line number below within 15 days of receiving notice about the investigation conclusion. Within 15 days of receiving the appeal, the Director of Academic Services will review the matter and provide a decision in writing.

Complaints are investigated in a manner that protects the privacy and confidentiality of the parties to the extent possible. No employee or agent of the School may intimidate, threaten, coerce or otherwise discriminate or retaliate against any individual because he or she has filed a complaint or participated in the complaint resolution process. If a student believes any such retaliation has occurred, a complaint of retaliation should be filed according to the procedure described above. WyoTech makes every effort to prevent recurrence of any finding of discrimination and corrects any discriminatory effects on the grievant and others, if appropriate. If the Civil Rights Coordinator or Campus President is the subject of the grievance, the student should contact the Student Services Manager at 800-521-7158. The Student Helpline in consultation with the appropriate Academic Services team member(s) will provide guidance to the student.

## Student Code of Conduct

WyoTech seeks to create an environment that promotes integrity, academic achievement, and personal responsibility. All WyoTech schools should be free from violence, threats and intimidation, and the rights, opportunities, and welfare of students, faculty, staff, and guests must be protected at all times.

To this end, WyoTech Code of Student Conduct sets forth the standards of behavior expected of students as well as the process that must be followed when a student is accused of violating those standards. Reasonable deviations from the procedures contained herein will not invalidate a decision or proceeding unless, in the sole discretion of the School, the deviation(s) significantly prejudice the student.

The instructors are responsible for appropriately conducting, recording and enforcing the outcome of all disciplinary matters. The Department Coordinator is responsible for notifying the student of the alleged violation in writing, any sanction to be imposed, provide the student with available information about the violation and notify the student of his/her right to appeal. As a prerequisite for admission, each WyoTech applicant must sign and agree to abide by certain academic and social standards indicated in our Code of Student Conduct. These standards are important in the career work place and are given point value under the heading "Professional Grading System" in the Student Handbook.

Violations of the Code of Student Conduct will result in penalties, including a grade reduction, reprimand, probation, suspension, or dismissal – depending upon the seriousness or frequency of the violation. School officials will determine the appropriate penalty on all conduct violations. If suspended as a result of a conduct code violation, a student may apply for readmission in accordance with the school's readmission policy.

Each student, while in attendance at WyoTech, is expected to display the highest degree of ethical and professional conduct. All WyoTech employees are allowed to enforce the Code of Student Conduct.

The following actions are violations of the Code of Student Conduct:

1. **Dishonesty:** willfully or knowingly lying, cheating academically, claiming the work of others, or giving any type of false information to the campus.
2. **Controlled Substances and Associated Paraphernalia:** the possession, use, sale or distribution of controlled substances and/or paraphernalia while on WyoTech property or at any school-sponsored event. The student may be subject to prosecution by local law enforcement agencies and parent/guardian may be notified. Drug testing may be required in cases of reasonable suspicion of drug use, as per the student's consent upon enrollment.
3. **Alcohol:** the possession, consumption, distribution, or being under the influence of alcohol while on WyoTech-controlled property or at any school sponsored event. Students may also be subject to prosecution by local law enforcement agencies and your parent/guardian may be notified. Testing may be required in cases of reasonable suspicion of alcohol use.
4. **Profanity:** the use of any language or gesture that is offensive and creates an uncomfortable environment.
5. **Theft and Vandalism:** the theft, possession of stolen property, or vandalism of property to include school, housing, customer, staff, resident or other students' property.
6. **Unsafe Conduct:** students will observe all EPA/DEQ safety regulations, eye and hearing/ear protection in designated areas, the safety of others, and adhere to the proper use of tools, equipment and motorized vehicles.
7. **Threatening Behavior/Physical Assault:** involvement in hazing, or threatening the physical safety and comfort of others, or display of violence which results in physical contact.
8. **Inappropriate Electronic Communication:** abusive, threatening, or otherwise inappropriate behavior via email, texting or any other social media communication.
9. **Weapons:** students will not possess, or have in vehicles, firearms, ammunition, explosives, , or weapons of any kind on WyoTech-controlled property.
10. **Disorderly Conduct:** behaving in a manner which disturbs the peace of others or disrupts, interferes, or prevents a staff member from performing their duties.
11. **Aiding and Abetting:** assisting, encouraging, or inciting others in any violation of regulations. This includes the withholding of information.

12. **Sexual Harassment:** any unwelcome action whether physical, verbal, or nonverbal, that is intimidating, hostile or creates an offensive environment.
13. **Sexual Assault:** the use of force or threat of force to engage a person in sexual activities without person's willing consent.
14. **Tobacco Use:** allowed in designated areas only.
15. **Unauthorized Entry:** entering or attempting to break and enter into any locked or unauthorized room, building, storage area, vehicle, computer, or data storage device.
16. **Student Electronic Equipment:** non-educational electronic equipment (cell phones, cameras, pagers, etc.) is not allowed in WyoTech training areas.
17. **Public displays of affection:** are not allowed on campus, WyoTech training areas or facilities.
18. **Discrimination:** any verbal or nonverbal discrimination towards any individual or group.
19. **Computer, Internet and Network Use:** use of school computers, internet, and networks in a manner that constitutes a violation of the WyoTech Code of Student Conduct or local, state, and federal law, endangers system integrity, or accesses sites containing inappropriate content.
20. **Recreational activities:** are not allowed on campus property, except with express permission of the Campus President .
21. **Violations of the WyoTech Appearance Code:** students must abide by the specific appearance policy for the student's program.
22. **Punctuality:** students missing 29 minutes or less of a class period will incur a punctuality infraction. Students receiving 10 punctuality infractions may be suspended.

#### **The Student:**

1. Will abide by all school policies, rules, and regulations.
2. Will abide by all local, state, and federal laws.
3. Will assist other students with clean-up of shop, lab, classroom, and all other areas.
4. Will abide by all conditions of school warnings, probation, evictions, or suspensions/dismissals.

### **Appearance Code**

The WyoTech Student Appearance Code works to provide an atmosphere to enhance the professional development of our students, to prevent disruption of the learning process, and to prevent safety hazards.

The following are the minimum standards while on the WyoTech campus:

#### **All WyoTech students will abide by the following:**

1. The school uniform shall be properly worn on campus during school operating hours. Pants shall be worn in an appropriate manner at the natural waistline (above the hips). Shirts shall be tucked in to avoid injury and project professionalism. Clothing must be clean with no holes, tears, or frayed edges. No article of clothing shall have pictures, emblems, and/or messages that are lewd, offensive, vulgar or obscene, or might otherwise cause disruption.
2. Hair shall be kept clean and provide a neat, well-groomed appearance. Hairstyle must conform to the shape of the head in a professional manner with no abrupt changes in length or style. Hair shall not extend beyond the eyebrow, middle of the ear, and top of the shirt collar. Hair must be a natural color. No unnatural hair color is allowed. Any hair style that does not conform to the above or is otherwise a potential safety hazard is prohibited. Females must pin their hair-up to be above the shirt collar while training in the shop.
3. Male students shall be clean-shaven. Mustaches are permitted provided they do not extend below or beyond the corners of the mouth. Sideburns are permitted provided they extend no lower than the bottom of the ear and the sides extend straight down the face. Sideburns must be trimmed so they are not bushy.
4. The wearing of earrings, posts, spacers, studs, and dangling jewelry is not permitted. Facial skin, tongue or body piercing rings, studs, posts, ornaments and chain wallets/belts are also prohibited.
5. Personal cleanliness must be observed and maintained at all times.
6. WyoTech student ID is required to be visible at all times and must be surrendered to a staff or faculty member upon request.
7. Animals such as dogs, cats and other pets are not allowed on campus.
8. A campus-approved WyoTech baseball-style cap or knit cap (beanie) may be worn. Bills must remain facing forward.

**Applied Service Management students will abide by the following:**

1. An ASM uniform shirt or a plain white button-down dress shirt must be worn (either long-sleeved or short-sleeved). Shirrtails must be tucked into the pants. T-shirts may be worn underneath the white shirt provided the sleeves do not extend past the sleeve length of the white dress shirt and the t-shirt is plain white, with no writing or pictures of any kind on the t-shirt.
2. Solid color work pants worn with a belt are required. Dress pants, Dockers-style pants, and khaki pants are recommended. Cargo-style pants or pants with side pockets, denim, canvas duck and Levi style pants are all prohibited.
3. Professional work-style boots or shoes must be worn. No athletic style shoes or sandals are permitted.
4. Hats or any other headwear are not permitted in ASM facilities.
5. Females will follow the same guidelines of white shirt and khaki or dress pants or knee length skirt or dress. White collared shirts must be kept tucked in, and only the top button may be kept unbuttoned; ties are not mandatory for females.
6. Coats may not be worn in the classrooms or labs. Sweaters, vests, or fleece pullovers may be worn as long as the knot of the tie can still be seen. Hooded sweatshirts, athletic wear or logos (other than "WyoTech" logo) are prohibited in the classrooms and computer labs.
7. Hooded sweatshirts, athletic wear or logos (other than "WyoTech" logo) are prohibited in the classrooms and computer labs.
8. Leatherman style tools, large key chain clips, and chain wallets/belts are also prohibited.

**Students attending all other courses will abide by the following:**

1. A WyoTech uniform shirt and solid color work pants with professional work-style boots must be worn. The shirt is to be worn buttoned with the exception of the top button/snap. Shirrtails must be tucked into the pants. Sweaters or other shirts, if worn, must be worn underneath the uniform shirt. Hooded sweatshirts or hooded jackets shall not be worn in the classroom or shop. Coats may not be worn in the classroom unless specifically approved by the instructor.
2. A baseball-style cap, with the bill facing forward, may be worn in WyoTech facilities with the exception of in the classroom, TRC, or computer lab. No other headwear may be worn while in WyoTech training facilities.

**Academic, Attendance and Conduct Penalties**

1. **Reprimand:** A verbal warning, which implies that further violations will result in probation or suspension.
2. **Probation:** A written warning which implies that further violations may result in suspension. Further, the student must abide by any specific stipulations prescribed by the probationary action.
3. **Suspension:** The immediate withdrawal of the student from WyoTech. Suspension notification will be in writing and will include a date after which the student may apply for re-admittance.
4. **Dismissal:** The immediate permanent withdrawal of the student from WyoTech. Dismissal notification will be in writing and will indicate that the student will not be considered for readmission.

**Inquiry by the Campus President**

If the Campus President (or designee), in his or her sole discretion, has reason to believe that a student has violated the Code of Student Conduct, the Campus President (or designee) shall conduct a reasonable inquiry and determine an appropriate course of action. If the Campus President (or designee) determines that a violation has not occurred, no further action shall be taken.

**Conduct That Does not Result in Suspension or Dismissal**

If the school determines that the student's behavior may have violated this Code, but does not warrant a suspension or dismissal, the school will promptly provide the student with a written warning. Multiple written warnings may result in a suspension or dismissal.

**Conduct Resulting in Suspension or Dismissal**

If the school determines that a student's behavior should result in a suspension or dismissal, the school will promptly provide the student with a written notice of:

- The conduct resulting in the suspension or dismissal;
- The specific penalty being imposed;

## **Student Grievance Procedure**

You may bring a complaint against the School by filing a written complaint with the Director of Education. The Director of Education will attempt to provide a decision or resolution within 15 days. If you are not satisfied with the Director of Education's resolution of your complaint you may appeal his/her decision to the Campus President. If a student feels that the School has not adequately addressed a complaint or concern, the student may also consider contacting the Accrediting Commission of Career Schools and Colleges. All complaints reviewed by the Commission must be in written form and should grant permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges,  
2101 Wilson Boulevard, Suite 302,  
Arlington, VA 22201, (703) 247-4212,  
[www.accsc.org](http://www.accsc.org).

A copy of the ACCSC Compliant Form is available at the school and may be obtained by contacting the Administration Office or online at [www.accsc.org](http://www.accsc.org).

## **Wyoming Student Information**

If the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Wyoming Department of Education at: 2300 Capitol Avenue, Hathaway Building, 2<sup>nd</sup> Floor, Cheyenne, WY 82002-0050; (307) 777-7690; <http://edu.wyoming.gov/ContactUs.aspx>.

## **Notification of Rights Under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access.

A student should submit to the Registrar's Office a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and will notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the Registrar shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the institution to amend a record should write to the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the institution decides not to amend the record as requested, the institution will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the institution discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The institution discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the institution in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the institution who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the institution.

Upon request, the institution also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

WyoTech is committed to the protection of student education information. WyoTech does not publish a student

directory at this time. WyoTech expressly limits its designated directory information to students' names, addresses, phone numbers, graduation dates, programs of study, degrees, diplomas, certificates, dates of attendance and honors/awards received. A student who wishes to opt-out of the disclosure of this information must obtain a Directory Information Opt-out Form from the Registrar's Office and submit the completed form to the Registrar.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202

## **Student Records**

All student academic records are retained, secured, and disposed of in accordance with local, state, and federal regulations. WyoTech maintains complete records for each student, including grades, attendance, prior education and training, placement, financial aid and awards received. Student records are maintained on campus for five years. Additionally, electronic transcripts are maintained permanently on campus.

## **Transcripts and Diploma Release**

Requests for transcripts must be submitted to the Office of the Registrar by completing a Transcript Request form. Student records may be released only to the student or his/her designee as directed by the Family Educational Rights and Privacy Act of 1974. Transcripts will be delivered to the student's destination of choice as long as student is current with their financial obligation to the campus. Upon graduation, all students who are current with their financial obligation to the campus will receive their diploma.

**Note:** Students who have outstanding balances may receive an unofficial copy of their transcript.

## **Campus Security and Crime Awareness Policies**

As required by Public Law 101-542, as amended by Public Law 102-325, Title II, Crime Awareness and Campus Security Act of 1990, Section 294, Policy and Statistical Disclosures, WyoTech has established policies regarding campus security.

WyoTech strives to provide its students with a secure and safe environment. Classrooms and laboratories comply with the requirements of the various federal, state and local building codes, with the Board of Health and Fire Marshal regulations. Most campuses are equipped with alarm systems to prevent unauthorized entry. Facilities are opened each morning and closed each evening by administrative personnel.

In emergency situations, students should call 911 for an immediate response from the local law enforcement agency. Thereafter, the crime should be reported to the Campus President (or designee). In non-emergency situations, the crime should be reported as soon as possible to the Campus President (or designee) and the local law enforcement agency. All students are encouraged to report all crimes and public safety incidents to the Campus President (or designee) in a timely manner. The Campus President (or designee) shall document each incident reported and determine an appropriate response based on the nature of the incident. All victims of crime that occur on campus shall be provided with the opportunity to report the incidents to the local law enforcement authority.

Students are responsible for their own security and safety both on-campus and off-campus and must be considerate of the security and safety of others. The school has no responsibility or obligation for any personal belongings that are lost, stolen or damaged, whether on or off school premises or during any school activities.

On May 17, 1996, the President of the United States signed Megan's Law into federal law. As a result, local law enforcement agencies in all 50 states must notify schools, day care centers, and parents about the presence of dangerous offenders in their area. Students are advised that the best source of information on the registered sex offenders in the community is the local sheriff's office or police department. The following link will provide you with a list of the most recent updated online information regarding registered sex offenders by state and county: <https://www.fbi.gov/scams-and-safety/sex-offender-registry>.  
<https://www.nsopw.gov/>

## **Drug Awareness**

The Drug-Free Schools and Communities Act of 1989, Public Law 101-226, requires institutions receiving financial assistance to implement and enforce drug prevention programs and policies. The information and referral line that directs callers to treatment centers in the local community is available through Student Services.

WyoTech prohibits the manufacture and unlawful possession, use or distribution of illicit drugs or alcohol by students on its property and at any school activity. If a student suspects someone to be under the influence of any drug or alcohol, they should immediately bring this concern to the attention of the Director of Education or Campus President. Violation of the WyoTech's anti-drug policy will result in appropriate disciplinary actions and may include dismissal of the student. The appropriate law enforcement authorities may also be notified.

In certain cases, students may be referred to counseling sources or substance abuse centers. If such a referral is made, continued enrollment or employment is subject to successful completion of any prescribed counseling or treatment program.

## **Statistical Information**

The public law referenced herein requires the school to report to students and employees the occurrence of various criminal offenses on an annual basis. Prior to October 1<sup>st</sup> of each year, the school will distribute a security report to students and staff containing the required statistical information on any campus crimes committed during the previous three years. A copy of this report is available to students, employees, and prospective students and employees upon request.

## **Campus Completion Rate Reports**

Under the Student Right to Know Act (20 U.S.C. § 1092(a)), WyoTech is required to annually prepare completion or graduation rate data respecting the institution's first-time, full-time undergraduate students (34 CFR 668.45(a)(1)). WyoTech is required to make this completion or graduation rate data readily available to students approximately 10 months after the 150% point for program completion or graduation for a particular cohort of students. This completion rate report is available to students and prospective students upon request.

## **Weapons Policy**

No weapons of any type are allowed on campus. This includes, but is not limited to handguns, rifles, knives, and any other devices used to harm or intimidate staff or students. WyoTech maintains a threat-free learning environment. Violation of this policy may result in immediate dismissal from the school and a complaint with local law enforcement.

## **Clothing and Personal Property**

All personal property is the sole responsibility of the student and the school does not assume liability for any loss or damage. Clothing and other small items should be marked clearly with the student's name and address. Vehicles should always be locked to avoid theft.

## **Violations of Local, State, Provincial, or Federal Law**

WyoTech students are expected to comply with all local, state, provincial, and federal laws and violations of those laws may also constitute a violation of this code. While a criminal charge does not mean that the student is guilty of an offense, such a charge does mean that civil authorities have determined that there is at least probable cause to believe that an offense was committed and that the student committed it. In such instances, the Campus President (or designee) may conduct an inquiry and/or proceed with disciplinary action under this code independent of any criminal proceeding.

## **Sexual Harassment Policy**

WyoTech is required by Title IX of the Educational Amendments of 1972 and 34 C.F.R. Part Sec. 106.9 not to discriminate on the basis of sex in the educational programs and activities which it operates. WyoTech strives to provide a safe working and learning environment at all its schools and is committed to creating and sustaining a positive learning environment, free of discrimination, including sexual violence, dating violence, domestic violence and stalking. Such behaviors are prohibited both by law and School policy, and will not be tolerated on any WyoTech campus. The School will respond promptly to reports of sexual harassment and sexual violence and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates School policy.

Refer to Appendix A for further information.

Federal law provides that it shall be unlawful discriminatory practice for any employer, because of the sex of any person, to discharge without cause, to refuse to hire, or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment or academic standing. Harassment of an employee on the basis of sex violates this federal law.

Sexual harassment of employees or students at the school is prohibited and shall subject the offender to dismissal or other sanctions following compliance with the procedural due process requirements.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing; or
2. Submission or a rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or
3. Such control unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or academic environment.

**Any individual who feels he/she has a complaint or matter he/she wishes to discuss may report the problem directly to the Campus President. Please be reminded that this policy applies to students as well as employees**

## **Student Advising**

Students' educational objectives, grades, attendance, and conduct are reviewed on a regular basis. Students will be notified if their academic standing or conduct is unacceptable. Failure to improve academic standing or behavior may result in further action. Academic advising is provided for students who are experiencing difficulties with their coursework. Students are encouraged to seek academic assistance through the Education Department.

Academic advising is coordinated by the Director of Education and includes satisfactory academic progress and attendance. The Registrar and Department Coordinator serve as advisors and assist students in course selection and registration, dropping and adding courses, change of major, and meeting graduation requirements.

## **Termination Procedures**

Students may be terminated by the school for cause. Examples include, but are not limited to, the following:

- Violation of the school's attendance policy;
- Failure to maintain satisfactory academic progress;
- Violation of personal conduct standards;
- Inability to meet financial obligations to the school.

Students to be terminated are notified in writing.

## **Health/Medical Care**

Students must take proper care of their health so that they can do their best in school. This means regular hours, plenty of sleep, sufficient exercise, and nutritious food. Students who become seriously ill or contract a communicable disease should stay home and recover, but remember to notify the school immediately. All medical and dental appointments should be made after school hours.

The school will not be responsible for rendering any medical assistance, but will refer students to the proper medical facility upon request.

## **Faculty Accessibility**

The student and instructor can set up a time to meet before or after and through any sort of technology such as email, text or phone call throughout the period during which the course is offered. All instructors distribute their email and phone number contact information on the first day of every module or term to all students.

## FINANCIAL INFORMATION

### Student Financing Options

WyoTech offers a variety of student financing options to help students finance their educational costs. Detailed information regarding financing options availability and the Financial Aid process can be obtained from the school's Student Financial Planning Literature. Information regarding other sources of financial assistance such as benefits available through the Bureau of Indian Affairs, Division of Vocational Rehabilitation, Veterans Assistance and State Programs can be obtained through those agencies.

### Financial Assistance

Financial assistance (aid) in the form of grants and loans is available to eligible applicants who have the ability and desire to benefit from the specialized program/training offered at the school.

### Student Eligibility

To receive financial assistance you must:

1. Usually, have financial need;
2. Be a U.S. citizen or eligible noncitizen;
3. Have a social security number;
4. If male, be registered with the Selective Service (if applicable);
5. If currently attending school, be making Satisfactory Academic Progress;
6. Be enrolled as a regular student in any of the school's eligible programs;
7. Not be in default on any loan made under any title IV program, not have obtained loan amounts that exceed annual or aggregate loan limits made under any title IV loan program, not have property subject to a judgment lien for a debt owed to the United States, and not be liable for a grant or Federal Perkins loan overpayment.;
8. Have a high school diploma or its equivalent or have completed homeschooling at the secondary level as defined by state law.
9. Not be enrolled in either an elementary or secondary school;
10. Satisfy the title IV program specific loan requirements
11. Have not been convicted of an offense under any Federal or State law involving the possession or sale of illegal drugs for conduct that occurred during a period of enrollment for which the student was receiving title IV program funds, unless eligibility has been regained.
12. If previously convicted of, or pled nolo contendere or guilty to, a crime involving fraud in obtaining title IV program funds, has completed repayment of such assistance.

### Federal Financial Aid Programs

The following is a list of the Federal Financial Aid Programs available at the school. Additional information regarding these programs, eligibility requirements, the financial aid process and disbursement of aid can be obtained through the Student Financial Planning Literature, the Financial Aid Office, and the U.S. Department of Education's Guide to Federal Student Aid, which provides a detailed description of these programs. The guide is available online at: <https://studentaid.ed.gov/sa/>

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study (FWS)
- Federal Direct Stafford Loan (DL)
- Federal Direct Parent Loan for Undergraduate Students (PLUS)

### Alternative Financing Options

If your primary financing option does not fully cover your program costs, alternative financing options may be obtained to help bridge that financial gap.

- There are alternative loans provided by private lenders.
- The rate may be variable and the loan approved and origination fees may be based on credit.
- Repayment terms may vary based on lender programs.
- Student may apply on their own or with a co-borrower.

Please see one of the Financial Aid Planners for further information.

### Institutional Payment Plans

**Cash Payment Plan** - Under this plan, a student makes a maximum of 9 equal monthly payments over the length of the program. All payments are interest free and the first payment is due on or before the first day of class and the last payment is due prior to graduation.



## Federal Work Study

The Federal Work Study (FWS) Program is a federally subsidized, self-help financial aid program that allows students with financial need to earn FWS funds through employment with authorized FWS employers. FWS encourages students to earn their funds while performing work in community, public interest or student services and work related to their course of study.

FWS jobs may be on or off-campus. Off-campus FWS jobs with federal, state, or local public agencies or private nonprofit organizations must be in the public interest. Off-campus FWS jobs with private, for-profit organizations must be academically relevant to the maximum extent possible. **Please contact your Financial Aid representative for more information.**

## Requirements for FWS Students

Students must meet all eligibility criteria required for receipt of federal aid, including:

- Maintaining satisfactory academic progress (SAP)
- Maintaining at least half-time enrollment

Additional requirements include:

- Students may hold only one FWS position at any time.
- FWS earnings are not considered income when calculating financial aid (FA) eligibility.
- FWS earnings are taxable income as reported on federal and state tax returns.
- FWS students are paid only for hours actually worked and are not paid for lunch, sick days, or other hours not actually worked.
- Students may not earn FWS funds in excess of their FWS award.
- Students may work no more than 25 hours per calendar week.
- Students are allowed to work during periods of non-attendance (e.g., vacations, breaks, etc.) provided sufficient work-study allocations exist.
- Any student who falsified a time sheet will be referred to the appropriate campus authority for investigation and may be referred to law enforcement authorities.

## Veteran's Assistance Programs

The VA administers education programs for veterans and their eligible dependents. The VA determines student eligibility and assists students with utilizing these benefits.

For information about U.S. Department of Veterans Affairs (VA) education benefits for veterans and their families, call (888)-GI-BILL-1 (888-442-4551) or visit <http://www.gibill.va.gov>. VA education benefits include but are not limited to the following:

- Post-9/11 GI Bill (Chapter 33)  
[http://www.benefits.va.gov/gibill/post911\\_gibill.asp](http://www.benefits.va.gov/gibill/post911_gibill.asp)
- Transfer of Post-9/11 GI Bill Benefits to Dependents (TEB)  
[http://www.benefits.va.gov/gibill/post911\\_transfer.asp](http://www.benefits.va.gov/gibill/post911_transfer.asp)
- Yellow Ribbon GI Education Enhancement Program (Yellow Ribbon Program)  
[http://www.benefits.va.gov/gibill/yellow\\_ribbon.asp](http://www.benefits.va.gov/gibill/yellow_ribbon.asp)
- Montgomery GI Bill – Active Duty (Chapter 30)  
[http://www.benefits.va.gov/gibill/mgib\\_ad.asp](http://www.benefits.va.gov/gibill/mgib_ad.asp)
- Montgomery GI Bill – Selected Reserve (MGIB-SR / Chapter 1606)  
[http://www.benefits.va.gov/gibill/mgib\\_sr.asp](http://www.benefits.va.gov/gibill/mgib_sr.asp)
- Veterans Educational Assistance Program (VEAP / Chapter 32)  
<http://www.benefits.va.gov/gibill/veap.asp>
- Reserve Educational Assistance Program (REAP / Chapter 1607)\*  
<http://www.benefits.va.gov/gibill/reap.asp>
- Survivors' and Dependents' Educational Assistance Program (DEA / Chapter 35)  
[http://www.benefits.va.gov/gibill/survivor\\_dependent\\_assistance.asp](http://www.benefits.va.gov/gibill/survivor_dependent_assistance.asp)
- National Call to Service Program (NCS)  
[http://www.benefits.va.gov/gibill/national\\_call\\_to\\_service.asp](http://www.benefits.va.gov/gibill/national_call_to_service.asp)
- Vocational Rehabilitation (Chapter 31)  
[http://www.benefits.va.gov/vocrehab/eligibility\\_and\\_entitlement.asp](http://www.benefits.va.gov/vocrehab/eligibility_and_entitlement.asp)

\*Only applies to existing recipients through 2019

## **Cancellation and Refund Policies**

**CANCELLATION POLICY:** You may withdraw your enrollment agreement at any time within three business days from the date you sign the agreement, make an initial payment, or first visit the school, whichever is later. If you do so, all payments made by you or on your behalf will be refunded. Withdrawal can be effectuated by personally appearing to withdraw, depositing a withdrawal letter in the mail to your school at the address provided in the agreement (in which case, the withdrawal will be considered effective as of the postmark date) or providing an oral withdrawal notice to phone number (800)521-7158. In event of dispute over timely notice, the burden to prove service rests on the applicant.

The student applicant will also be returned all monies paid if:

1. The school does not accept the applicant;
2. The enrollment of the student was procured as the result of any misrepresentation through advertising, promotional materials of the school, or representations by the owner or representative of the school; or
3. The school cancels the student's program.
4. The school ceases operation

**WITHDRAWAL AND REFUND POLICY:** Notification of intent to withdraw should be made to the Registrar's Office.

Note: WyoTech will follow its refund policy unless the state the student enrolled from is more beneficial.

**Pennsylvania Refund Policy:** If a student enrolls and withdraws or discontinues after the term, semester or quarter has begun prior to completion of the term, semester or quarter, the following minimum refunds apply:

1. For a student withdrawing from or discontinuing the program during the first 7 calendar days of the term, semester or quarter, the tuition charges refunded by The School shall be at least 75% of the tuition for the term, semester or quarter.
2. For a student withdrawing from or discontinuing from the program after the first 7 calendar days, but within the first 25% of the term, semester or quarter, the tuition charges refunded by The School shall be at least 55% of the tuition for the term, semester or quarter.
3. For a student withdrawing or discontinuing after 25% but within 50% of the term, semester or quarter, the tuition charges refunded by The School shall be at least 30% of the tuition.
4. For a student withdrawing from or discontinuing the program after 50% of the term, semester or quarter, the student is entitled to no refund.

## **Date of Withdrawal Versus Date of Determination (DOD)**

The date of withdrawal for students who officially withdraw is the same date as determined under official withdrawals above. If the student officially rescinds his or her official notification of withdrawal and then withdraws within the same quarter, the withdrawal date is the student's original withdrawal date from the previous official notification.

If the student ceases attendance without providing official notification due to circumstances beyond the student's control, the withdrawal date is as follows: If the withdrawal is due to circumstances beyond the student's control, the date of withdrawal is the date the school determines is related to the circumstance beyond the student's control; otherwise, the withdrawal date is the midpoint of the quarter or the last documented date of attendance at an academic activity, whichever is later.

For a student who officially withdraws, the DOD is the student's withdrawal date or date of notification, whichever is later. For a student who withdraws without notification, the DOD is the date that the school becomes aware that the student has ceased attendance. For a student who withdraws after rescinding an official withdrawal, the DOD is the date the school becomes aware that the student did not, or will not, complete the period of enrollment.

## **Institutional (NON-TITLE IV) Pro Rata Refund Policy**

When a student withdraws, the school must determine how much of the tuition and fees he/she is eligible to retain. The Pro Rata Refund Calculation and Policy is an institutional policy and is different from the Federal Financial Aid Return Policy and Return calculation; therefore, after both calculations are applied, a student may owe a debit balance (i.e., the student incurred more charges than he/she earned Title IV funds) to the school.

The school will perform the Pro Rata Refund Calculation for those students who terminate their training before completing the period of enrollment (i.e., students who receive a final grade of "W" or "WZ"). Under the Pro Rata Refund Calculation, The school is entitled to retain only the percentage of charges (tuition, room, board, etc.) proportional to the period of enrollment completed by the student. The period of enrollment for students enrolled in modular programs is the academic year. The refund is calculated using the following steps:

1. Determine the total charges for the period of enrollment.
2. Divide this figure by the total number of calendar days in the period of enrollment.
3. The answer to the calculation in step 2 is the daily charge for instruction.
4. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total calendar days in the period as of the student's last date of attendance by the daily charge for instruction and adding in any book or equipment charges.
5. The refund shall be any amount in excess of the figure derived in step 4 that was paid by the student.
6. **TIME FRAME WITHIN WHICH INSTITUTION IS TO ISSUE NON-TITLE IV REFUNDS**

Non-Title IV refunds will be issued within 30 days of either the date of determination or from the date that the applicant was not accepted by the School, whichever is applicable.

## **Return of Title IV Funds Calculation Policy**

The School is required to determine earned and unearned portions of Title IV aid for students who cancel, withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The Return of Title IV Funds calculation (Return calculation) is based on the percentage of earned aid using the following calculation: Percentage of payment period or term completed equals the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula: Aid to be returned equals (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total dollar amount of aid that could have been disbursed during the payment period or term.

The School must return the lesser of:

1. The amount of Title IV program funds that the student did not earn; or
2. The amount of institutional charges that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that were not earned.

The student (or parent, if a federal PLUS loan) is required to repay the difference between the amount of unearned aid and the amount returned by the School. If the student's portion of the unearned aid includes federal grants, the student is required to return the grant amount: (1) if the grant overpayment is greater than \$50; and (2) only to the extent that the grant amount exceeds 50% of the original amount received for the payment period or period of enrollment. (Note: If the student cannot repay the grant overpayment in full, the student must make satisfactory arrangements with the U.S. Department of Education to repay any outstanding grant balances. The Student Financial Aid Department will be available to advise the student in the event that a student repayment obligation exists. The individual will be ineligible to receive additional student financial assistance in the future if the financial obligation(s) is not satisfied).

The School must return the Title IV funds for which it is responsible in the following order:

1. Unsubsidized Direct Stafford loans (other than PLUS loans)
2. Subsidized Direct Stafford loans
3. Federal Perkins loans
4. Direct PLUS loans
5. Federal Pell Grants for which a return of funds is required
6. Academic Competitiveness Grants for which a return of funds is required
7. National Smart Grants for which a return of funds is required
8. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required

If a student withdraws after the 60% point-in-time, the student has earned all Title IV funds that he/she was scheduled to receive during the period and, thus, has no unearned funds; however, the school must still perform a Return calculation. If the student earned more aid than was disbursed to him/her, the student may be due a post withdrawal disbursement. If the Return calculation determines that the student is due a post-withdrawal disbursement, upon the permission of the student (or parent, if a Federal PLUS loan), the institution may seek to disburse the corresponding loan funds. Any post withdrawal disbursement must be paid within 180 days of the DOD. If a student earned less aid than was disbursed, The School would be required to return a portion of the funds, and the student may be required to return a portion of the funds. Any outstanding student loans that remain are to be repaid by the student according to the terms of the student's promissory notes.

## **Title IV Credit Balances**

After a Return calculation has been made and a state/institutional refund policy, if applicable, has been applied, any resulting credit balance (i.e. earned Title IV funds exceed institutional charges) must be paid within 14 days from the date that The School performs the Return calculation and will be paid in one of the following manners:

1. With the student's (or parents, if a Federal PLUS loan) permission, reduce the student's Title IV loan debt (not limited to the student's loan debt for the period of enrollment).
2. Return to the student.

## **Time Frame within which Institution is to Return Unearned Title IV Funds**

The School must return the amount of unearned Title IV funds for which it is responsible within 45 days after the DOD.

## **Return of Unearned SFA Program Funds**

The institution must return the lesser of the amount of:

- The amount of SFA program funds that the student did not earn, or
- The amount of institutional costs that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that were not earned.

The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate:

- Any SFA loan funds in accordance with the terms of the loan; and
- The remaining unearned SFA program grant (not to exceed 50% of a grant) as an overpayment of the grant.

Note: The student (parent) must make satisfactory arrangements with the U.S. Department of Education and/or the institution to repay any outstanding balances owed by the student. However, there are a number of repayment plans that are available to assist the student in meeting repayment obligations. The Financial Aid Office will advise the student in the event that a student repayment obligation exists. The individual might be ineligible to receive additional student financial assistance in the future if the financial obligation(s) are not satisfied.

## **STUDENT SERVICES**

### **Career Services**

From the time a student enrolls at WyoTech, the primary emphasis is on employability and success in the professional world.

The school encourages students to maintain satisfactory attendance, conduct, and academic progress so they may be viewed favorably by prospective employers. While the school cannot guarantee employment, it has been successful in placing the majority of its graduates in their field of training. All graduating students participate in the following career services activities:

- Preparation of resumes and letters of introduction - an important step in a well-planned job search.
- Interviewing techniques. Students acquire effective interviewing skills through workshops.
- Job referral by the Career Services Department. The Career Services Department compiles job openings from employers in the area.

All students are expected to participate in the career services program and failure to do so may jeopardize these privileges. Graduates may continue to utilize the school's career services program at no additional cost.

### **WyoTech offers students/graduates the following employment assistance services:**

#### **Resume Development**

Proper resume development is the initial step in conducting a well-planned job search. Each student is asked to create an account within WyoTech's electronic resume development system. The staff then assists in the design and preparation to produce a professional resume.

#### **Resume Distribution**

The Career Services department assists students in identifying employment opportunities throughout the nation. Along with various forms of electronic communication, students are also able to utilize WyoTech's online resume development system to send resumes to employers that have posted job opportunities.

#### **Professional Development Workshops**

WyoTech offers professional development workshops designed to assist students and graduates in bridging the gap between the educational and working worlds. Workshops focus on interviewing techniques, job searching skills, as well as being able to identify and promote individual strengths and weaknesses. The skills gained within these workshops will allow students to have a better understanding of the industry, and the role they play within it.

#### **On-Campus Employer Visits**

WyoTech hosts several career fairs and/or employer visits throughout the year. At this time, students have the opportunity to visit with company representatives. In addition, upcoming graduates have the opportunity to participate in formal interviews with prospective employers, thus increasing the possibility of obtaining employment prior to graduation. Aside from career fairs, employers are encouraged to visit WyoTech to conduct informational presentations and interviews. This provides students with current industry knowledge to assist them in making career decisions.

#### **Continuing Services**

WyoTech offers job referrals and resume updating to graduates in good standing as part of our continuing service. Our job referral system is geared to matching graduates with current job openings in their geographic area. These services are offered to graduates throughout their careers upon request and at no additional cost. A graduate is considered to be in good standing if all school charges have been paid and, if the graduate is a recipient of institutional and/or Federal loans, the student is current in all loan obligations.

## **Student Activities**

The staff at WyoTech is dedicated to making students' transition from high school to a postsecondary institution as easy and enjoyable as possible. Professional development programs, tutoring, resource fairs, and extra-curricular activities are planned year-round, in addition to the support and guidance our staff offers. Students who participate in the professional development program not only gain valuable information and experience, but also earn extra credit. Staff members are available to assist with roommate conflicts, financial budgeting, and housing.

## **Tutoring**

Tutoring is available to students as needed; a student needing tutoring should talk to their instructor or program director to set it up.

## **Drug Abuse Prevention**

Information on drug abuse prevention is available at the school for all students and employees.

## **Personal Advising**

The school provides advising to students on issues involving education and academics. For personal problems that may require professional advising or counseling, the school has information available on community resources that address these types of problems.

## **Student Housing**

WyoTech provides school-managed and supervised housing for single students. Housing units are designed to house between two and four students and have cooking and bathroom facilities. The housing handbook includes detailed information on the units available.

Although WyoTech does not offer housing for married students, our housing staff will provide information on available apartments in the area. Additional information on WyoTech housing can be obtained by contacting the Housing Manager.

School transportation is not available. WyoTech students are encouraged to car-pool to assist those without transportation.

## **Temporary Campus Closing Information**

To provide continued services to students, it is WyoTech's policy that school remains open according to the regular hours of operation. However, certain situations, such as holidays, special events, inclement weather, and emergencies, may arise that necessitate the temporary closure of the campus. In the event it becomes necessary for the school to temporarily close students will be notified using a notification system. WyoTech will communicate site closures, delayed start, and early close. Campus leadership may also send notices about special events and other general reach out messages to communicate with students. The Campus President reserves the right to schedule make up hours and/or assignments for hours missed due to any school closures. The students will be notified of these make up hours and be required to attend or be marked absent.

## PROGRAMS

LARAMIE CAMPUS		
Diploma Program	Program Length	Semester Credit Hours
Auto/Diesel Vehicle Technology	9 mo.	60.0
Automotive Technology with High Performance Power Trains	9 mo.	60.0
Automotive Technology with Trim and Upholstery Technology	9 mo.	60.0
Collision/Refinishing and Upholstery Technology	9 mo.	65.0
Diesel/ Auto Vehicle Technology	9 mo.	60.0
Advanced Diesel Technology	9 mo.	60.0
Automotive Technology with Off Road Power	9 mo.	60.0
Collision/Refinishing Technology with Off Road Power	9 mo.	65.0
Diesel Technology with Off Road Power	9 mo.	60.0
Diesel Technology with High Performance Power Trains	9 mo.	60.0
Motorsports Chassis Fabrication with Automotive Technology	9 mo.	60.0
Motorsports Chassis Fabrication with Collision/Refinishing Technology	9 mo.	65.0
Motorsports Chassis Fabrication with Diesel Technology	9 mo.	60.0
Street Rod and Custom Fabrication with Automotive Technology	9 mo.	60.0
Street Rod and Custom Fabrication with Collision/Refinishing Technology	9 mo.	65.0
Street Rod and Custom Fabrication with Diesel Technology	9 mo.	60.0
<b>Associate in Specialized Technology Degree Programs</b>		
Automotive Technology and Management	9 mo.	65.0
Collision/Refinishing Technology and Management	9 mo.	70.0
Diesel Technology and Management	9 mo.	65.0



## AUTOMOTIVE TECHNOLOGY PROGRAMS

Laramie			
AUTO/DIESEL VEHICLE TECHNOLOGY			
Credential	Clock Hours	Credit Units	Length
Diploma	1440	60.0	9 months

The objective of this Diploma program is to provide the student with skills necessary to obtain a broad range of entry-level technician positions in the automotive/diesel fields. The student receives up-to-date training as a modern automotive technician plus specialty training in any two of the four Diesel core courses. Theory lectures and labs are used. The program consists of approximately 48% theory and 52% lab.

Course Number	Course Title	Clock Hours	Semester Credit Hours
<b>Automotive Technology Core Requirements</b>			
100	Basic Engine Management Systems	240	10.0
200	Drivability Diagnostics	240	10.0
300	Drivetrain Systems	240	10.0
400	Chassis	240	10.0
<b>Core Total</b>		<b>960</b>	<b>40.0</b>
<b>Diesel Technology Core Courses</b>			
<b>Select any two of the four courses listed below</b>			
600	Fluid Power and Electrical Systems	240	10.0
700	Engines	240	10.0
800	Engine Management Systems and Refrigeration	240	10.0
900	Power Trains	240	10.0
<b>Program Total</b>		<b>1440</b>	<b>60.0</b>

Laramie			
MOTORSPORTS CHASSIS FABRICATION WITH AUTOMOTIVE TECHNOLOGY			
Credential	Clock Hours	Credit Units	Length
Diploma	1440	60.0	9 months

The objective of this diploma program is to provide the student with skills necessary to obtain a broad range of entry-level technician positions in the automotive or specialty automotive fields. The student receives training as a modern automotive technician plus specialty training in motorsports chassis fabrication. Theory lectures and labs are used. The program consists of approximately 45% theory and 55% lab.

Course Number	Course Title	Clock Hours	Semester Credit Hours
<b>Automotive Technology Core Requirements</b>			
100	Basic Engine Management Systems	240	10.0
200	Drivability Diagnostics	240	10.0
300	Drivetrain Systems	240	10.0
400	Chassis	240	10.0
<b>Core Total</b>		<b>960</b>	<b>40.0</b>
<b>Motorsports Chassis Fabrication Courses</b>			
3200	Motorsports Chassis Fabrication I	240	10.0
3300	Motorsports Chassis Fabrication II	240	10.0
<b>Program Total</b>		<b>1440</b>	<b>60.0</b>

Students may work on their own vehicles during Motorsports Chassis Fabrication II if the work is educational and is related to the course content. If students do not have a project of their own, WyoTech will provide a metal fabrication project. All projects must receive approval from the Department Coordinator.

Laramie			
STREET ROD AND CUSTOM FABRICATION WITH AUTOMOTIVE TECHNOLOGY			
Credential	Clock Hours	Credit Units	Length
Diploma	1440	60.0	9 months

The objective of this diploma program is to provide the student with skills necessary to obtain a broad range of entry-level technician positions in the automotive or street rod and custom automotive field. The student receives training as a modern automotive technician plus specialty training in street rod and custom fabrication. Theory lectures and labs are used. The program consists of approximately 41% theory and 59% lab.

Course Number	Course Title	Clock Hours	Semester Credit Hours
<b>Automotive Technology Core Requirements</b>			
100	Basic Engine Management Systems	240	10.0
200	Drivability Diagnostics	240	10.0
300	Drivetrain Systems	240	10.0
400	Chassis	240	10.0
<b>Core Total</b>		<b>960</b>	<b>40.0</b>
<b>Street Rod and Custom Fabrication Courses</b>			
3500	Basic Street Rod	240	10.0
3600	Advanced Street Rod	240	10.0
<b>Program Total</b>		<b>1440</b>	<b>60.0</b>

Students may work on their own vehicles during Advanced Street Rod if the work is educational and is related to the course content. If students do not have a project of their own, WyoTech will provide a metal fabrication project. All projects must receive approval from the Department Coordinator.

Laramie			
AUTOMOTIVE TECHNOLOGY WITH HIGH PERFORMANCE POWER TRAINS			
Credential	Clock Hours	Credit Units	Length
Diploma	1440	60.0	9 months

The objective of this diploma program is to provide the student with core skills necessary to obtain a broad range of entry-level technician positions in the automotive or specialty automotive fields. The student receives up-to-date training as a modern automotive technician plus specialty training in many high performance applications of diesel and automotive upgrades. The student will receive training in theory, hands-on repair and diagnosis of modern hi-tech diesel vehicles and gasoline powered vehicles with an emphasis on performance. The program consists of approximately 45% theory and 55% lab.

Course Number	Course Title	Clock Hours	Semester Credit Hours
<b>Automotive Technology Core Requirements</b>			
100	Basic Engine Management Systems	240	10.0
200	Drivability Diagnostics	240	10.0
300	Drivetrain Systems	240	10.0
400	Chassis	240	10.0
<b>Core Total</b>		<b>960</b>	<b>40.0</b>
<b>High Performance Power Trains Courses</b>			
2700	Performance Mechanical	240	10.0
2800	Performance Electronics	240	10.0
<b>Program Total</b>		<b>1440</b>	<b>60.0</b>



Laramie			
AUTOMOTIVE TECHNOLOGY WITH TRIM AND UPHOLSTERY TECHNOLOGY			
Credential	Clock Hours	Credit Units	Length
Diploma	1440	60.0	9 months

The objective of this diploma program is to provide the student with skills necessary to obtain a broad range of entry-level positions in the automotive or trim fields. The student receives up-to-date training as a modern automotive technician, plus specialty training in automotive trim and upholstery. Theory lectures and labs are used. The program consists of approximately 40% theory and 60% lab.

Course Number	Course Title	Clock Hours	Semester Credit Hours
<b>Automotive Technology Core Requirements</b>			
100	Basic Engine Management Systems	240	10.0
200	Drivability Diagnostics	240	10.0
300	Drivetrain Systems	240	10.0
400	Chassis	240	10.0
<b>Core Total</b>		<b>960</b>	<b>40.0</b>
<b>Trim and Upholstery Technology Courses</b>			
1700	Trim and Upholstery I	240	10.0
1800	Trim and Upholstery II	240	10.0
<b>Program Total</b>		<b>1440</b>	<b>60.0</b>

Laramie			
AUTOMOTIVE TECHNOLOGY WITH OFF-ROAD POWER			
Credential	Clock Hours	Credit Units	Length
Diploma	1440	60.0	9 months

This diploma program is designed as a bumper-to-bumper, sand-to-surf-to-snow education in the automotive repair and Off-Road Power industry; this program prepares individuals for entry-level positions as a modern automotive, ATV, PWC, and snowmobile technician. The program consists of approximately 49% theory and 51% lab.

Course Number	Course Title	Clock Hours	Semester Credit Hours
<b>Automotive Technology Core Requirements</b>			
100	Basic Engine Management Systems	240	10.0
200	Drivability Diagnostics	240	10.0
300	Drivetrain Systems	240	10.0
400	Chassis	250	10.0
<b>Core Total</b>		<b>960</b>	<b>40.0</b>
<b>Off-Road Power Courses</b>			
4800	ATV Mechanical Systems and PWC	240	10.0
4900	ATV Electrical Systems and Snowmobiles	240	10.0
<b>Program Total</b>		<b>1440</b>	<b>60.0</b>

Laramie			
AUTOMOTIVE TECHNOLOGY AND MANAGEMENT			
Credential	Clock Hours	Credit Units	Length
Associate in Specialized Technology	1440	65.0	9 months

The objective of this occupational Associate Degree program is to provide the student with skills necessary to obtain entry-level technician or management positions in the automotive field. The student receives training in both diagnostics and repair and shop and business management techniques, specifically designed for service management. These combined studies provide for rapid professional advancement after employment. Theory lectures and labs are used, and the program consists of approximately 53% theory and 47% lab.

Course Number	Course Title	Clock Hours	Semester Credit Hours
<b>Automotive Technology Core Requirements</b>			
100	Basic Engine Management Systems	240	10.0
200	Drivability Diagnostics	240	10.0
300	Drivetrain Systems	240	10.0
400	Chassis	240	10.0
<b>Core Total</b>		<b>960</b>	<b>40.0</b>
<b>Applied Service Management Courses</b>			
2110	Accounting and Financial Management	80	4.5
2120	Computers and Business Applications	80	4.0
2130	Communications	80	4.5
2210	Management Concepts	80	4.0
2220	Human Resource Management	80	4.0
2230	Shop Management	80	4.0
<b>Program Total</b>		<b>1440</b>	<b>65.0</b>



## COLLISION/REFINISHING TECHNOLOGY PROGRAMS

Laramie			
MOTORSPORTS CHASSIS FABRICATION WITH COLLISION/REFINISHING TECHNOLOGY			
Credential	Clock Hours	Credit Units	Length
Diploma	1440	65.0	9 months

The objective of this Diploma program is to provide the student with skills necessary to obtain a broad range of entry-level technician positions in the collision/refinishing or specialty automotive fields. The student receives training as a modern collision/refinishing technician plus specialty training in motorsports chassis fabrication. Theory, lectures and labs are used. The program consists of approximately 37% theory and 63% lab.

Course Number	Course Title	Clock Hours	Semester Credit Hours
<b>Collision/Refinishing Technology Core Requirements</b>			
1100	Collision Repair I	240	12.0
1200	Collision Repair II	240	12.0
1300	Refinishing I	240	11.0
1400	Refinishing II	240	10.0
<b>Core Total</b>		<b>960</b>	<b>45.0</b>
<b>Motorsports Chassis Fabrication Courses</b>			
3200	Motorsports Chassis Fabrication I	240	10.0
3300	Motorsports Chassis Fabrication II	240	10.0
<b>Program Total</b>		<b>1440</b>	<b>65.0</b>

Students may work on their own vehicles during Motorsports Chassis Fabrication II if the work is educational and is related to the course content. If students do not have a project of their own, WyoTech will provide a metal fabrication project. All projects must receive approval from the Department Coordinator.

Laramie			
STREET ROD AND CUSTOM FABRICATION WITH COLLISION/REFINISHING TECHNOLOGY			
Credential	Clock Hours	Credit Units	Length
Diploma	1440	65.0	9 months

The objective of this Diploma program is to provide the student with skills necessary to obtain a broad range of entry-level technician positions in the collision/refinishing or street rod and custom automotive field. The student receives training as a modern collision/refinishing technician plus specialty training in street rod and custom fabrication. Theory lectures and labs are used. The program consists of approximately 33% theory and 67% lab.

Course Number	Course Title	Clock Hours	Semester Credit Hours
<b>Collision/Refinishing Technology Core Requirements</b>			
1100	Collision Repair I	240	12.0
1200	Collision Repair II	240	12.0
1300	Refinishing I	240	11.0
1400	Refinishing II	250	10.0
<b>Core Total</b>		<b>960</b>	<b>45.0</b>
<b>Street Rod and Custom Fabrication Courses</b>			
3500	Basic Street Rod	240	10.0
3600	Advanced Street Rod	240	10.0
<b>Program Total</b>		<b>1440</b>	<b>65.0</b>

Students may work on their own vehicles during Advanced Street Rod if the work is educational and is related to the course content. If students do not have a project of their own, WyoTech will provide a metal fabrication project. All projects must receive approval from the Department Coordinator.

Laramie			
COLLISION/REFINISHING AND UPHOLSTERY TECHNOLOGY			
Credential	Clock Hours	Credit Units	Length
Diploma	1440	65.0	9 months

The objective of this Diploma program is to provide the student with skills necessary to obtain a broad range of entry-level positions in the collision/refinishing or trim fields. The student receives up-to-date training as a modern collision/refinishing technician, plus specialty training in automotive trim and upholstery. Theory lectures and labs are used. The program consists of approximately 31% theory and 69% lab.

Course Number	Course Title	Clock Hours	Semester Credit Hours
<b>Collision/Refinishing Technology Core Requirements</b>			
1100	Collision Repair I	240	12.0
1200	Collision Repair II	240	12.0
1300	Refinishing I	240	11.0
1400	Refinishing II	250	10.0
<b>Core Total</b>		<b>960</b>	<b>45.0</b>
<b>Trim and Upholstery Technology Courses</b>			
1700	Trim and Upholstery I	240	10.0
1800	Trim and Upholstery II	240	10.0
<b>Program Total</b>		<b>1440</b>	<b>65.0</b>

Laramie			
COLLISION/REFINISHING TECHNOLOGY WITH OFF-ROAD POWER			
Credential	Clock Hours	Credit Units	Length
Diploma	1440	65.0	9 months

This diploma program is designed as a bumper-to-bumper, sand-to-surf-to-snow education in the collision and refinishing repair and Off-Road Power industry. This program prepares individuals for entry-level positions as a modern collision, refinishing, ATV, PWC, and snowmobile technician. The program consists of approximately 41% theory and 59% lab.

Course Number	Course Title	Clock Hours	Semester Credit Hours
<b>Collision/Refinishing Technology Core Requirements</b>			
1100	Collision Repair I	240	12.0
1200	Collision Repair II	240	12.0
1300	Refinishing I	240	11.0
1400	Refinishing II	240	10.0
<b>Core Total</b>		<b>960</b>	<b>45.0</b>
<b>Off-Road Power Courses</b>			
4800	ATV Mechanical Systems and PWC	240	10.0
4900	ATV Electrical Systems and Snowmobiles	240	10.0
<b>Program Total</b>		<b>1440</b>	<b>65.0</b>

Laramie			
COLLISION/REFINISHING TECHNOLOGY AND MANAGEMENT			
Credential	Clock Hours	Credit Units	Length
Associate in Specialized Technology	1440	70.0	9 months

The objective of this occupational Associate Degree program is to provide the student with skills necessary to obtain entry-level technician or management positions in the collision/refinishing field. The student receives training in both estimating and repair and shop and business management techniques, specifically designed for service management. These combined studies provide for rapid professional advancement after employment. Theory lectures and labs are used, and the program consists of approximately 45% theory and 55% lab.

Course Number	Course Title	Clock Hours	Semester Credit Hours
<b>Collision/Refinishing Technology Core Requirements</b>			
1100	Collision Repair I	240	12.0
1200	Collision Repair II	240	12.0
1300	Refinishing I	240	11.0
1400	Refinishing II	240	10.0
<b>Core Total</b>		<b>960</b>	<b>45.0</b>
<b>Applied Service Management Courses</b>			
2110	Accounting and Financial Management	80	4.5
2120	Computers and Business Applications	80	4.0
2130	Communications	80	4.5
2210	Management Concepts	80	4.0
2220	Human Resource Management	80	4.0
2230	Shop Management	80	4.0
<b>Program Total</b>		<b>1440</b>	<b>70.0</b>



## DIESEL TECHNOLOGY PROGRAMS

Laramie			
MOTORSPORTS CHASSIS FABRICATION WITH DIESEL TECHNOLOGY			
Credential	Clock Hours	Credit Units	Length
Diploma	1440	60.0	9 months

The objective of this Diploma program is to provide the student with skills necessary to obtain a broad range of entry-level technician positions in the diesel or specialty automotive fields. The student receives training as a modern diesel technician plus specialty training in motorsports chassis fabrication. Theory lectures and labs are used. The program consists of approximately 43% theory and 57% lab.

Course Number	Course Title	Clock Hours	Semester Credit Hours
<b>Diesel Technology Core Requirements</b>			
600	Fluid Power and Electrical Systems	240	10.0
700	Engines	240	10.0
800	Engine Management Systems and Refrigeration	240	10.0
900	Power Trains	240	10.0
<b>Core Total</b>		<b>960</b>	<b>40.0</b>
<b>Motorsports Chassis Fabrication Courses</b>			
3200	Motorsports Chassis Fabrication I	240	10.0
3300	Motorsports Chassis Fabrication II	240	10.0
<b>Program Total</b>		<b>1440</b>	<b>60.0</b>

Students may work on their own vehicles during Motorsports Chassis Fabrication II if the work is educational and is related to the course content. If students do not have a project of their own, WyoTech will provide a metal fabrication project. All projects must receive approval from the Department Coordinator.

Laramie			
STREET ROD AND CUSTOM FABRICATION WITH DIESEL TECHNOLOGY			
Credential	Clock Hours	Credit Units	Length
Diploma	1440	60.0	9 months

The objective of this Diploma program is to provide the student with skills necessary to obtain a broad range of entry level technician positions in the diesel or street rod and custom automotive field. The student receives training as a modern diesel technician plus specialty training in street rod and custom fabrication. Theory lectures and labs are used. The program consists of approximately 39% theory and 61% lab.

Course Number	Course Title	Clock Hours	Semester Credit Hours
<b>Diesel Technology Core Requirements</b>			
600	Fluid Power and Electrical Systems	240	10.0
700	Engines	240	10.0
800	Engine Management Systems and Refrigeration	240	10.0
900	Power Trains	240	10.0
<b>Core Total</b>		<b>960</b>	<b>40.0</b>
<b>Street Rod and Custom Fabrication Courses</b>			
3500	Basic Street Rod	240	10.0
3600	Advanced Street Rod	240	10.0
<b>Program Total</b>		<b>1440</b>	<b>60.0</b>

Students may work on their own vehicles during Advanced Street Rod if the work is educational and is related to the course content. If students do not have a project of their own, WyoTech will provide a metal fabrication project. All projects must receive approval from the Department Coordinator.

Laramie			
ADVANCED DIESEL TECHNOLOGY			
Credential	Clock Hours	Credit Units	Length
Diploma	1440	60.0	9 months

The objective of this diploma program is to provide the student with skills necessary to obtain a broad range of entry-level diesel technician positions. The student receives up-to-date training as a modern diesel technician plus specialty training in Advanced Diesel. The student will receive product specific training, theory, hands on repair and diagnosis of Peterbilt and Kenworth heavy-duty trucks. Most employers will require drug testing and most will require a driving record that will allow the employee to obtain a Commercial Driver's License (CDL). Theory lectures and labs are used. The program consists of approximately 39% theory and 61% lab.

Course Number	Course Title	Clock Hours	Semester Credit Hours
<b>Diesel Technology Core Requirements</b>			
600	Fluid Power and Electrical Systems	240	10.0
700	Engines	240	10.0
800	Engine Management Systems and Refrigeration	240	10.0
900	Power Trains	240	10.0
<b>Core Total</b>		<b>960</b>	<b>40.0</b>
<b>Advanced Diesel Courses</b>			
3800	Advanced Diesel I	240	10.0
3900	Advanced Diesel II	240	10.0
<b>Program Total</b>		<b>1440</b>	<b>60.0</b>

Laramie			
DIESEL/AUTO VEHICLE TECHNOLOGY			
Credential	Clock Hours	Credit Units	Length
Diploma	1440	60.0	9 months

The objective of this Diploma program is to provide the student with skills necessary to obtain a broad range of entry-level technician positions in the diesel/automotive fields. The student receives up-to-date training as a modern diesel technician plus specialty training in any two of the four Automotive core courses. Theory lectures and labs are used. The program consists of approximately 47% theory and 53% lab.

Course Number	Course Title	Clock Hours	Semester Credit Hours
<b>Diesel Technology Core Requirements</b>			
600	Fluid Power and Electrical Systems	240	10.0
700	Engines	240	10.0
800	Engine Management Systems and Refrigeration	240	10.0
900	Power Trains	240	10.0
<b>Core Total</b>		<b>960</b>	<b>40.0</b>
<b>Automotive Technology Core Courses</b>			
<b>Select any two of the four courses listed below</b>			
100	Basic Engine Management Systems	240	10.0
200	Drivability Diagnostics	240	10.0
300	Drivetrain Systems	240	10.0
400	Chassis	240	10.0
<b>Program Total</b>		<b>1440</b>	<b>60.0</b>

Laramie			
DIESEL TECHNOLOGY WITH HIGH PERFORMANCE POWER TRAINS			
Credential	Clock Hours	Credit Units	Length
Diploma	1440	60.0	9 months

The objective of this Diploma program is to provide the student with core skills necessary to obtain a broad range of entry-level technician positions in the diesel or specialty automotive fields. The student receives up-to-date training as a modern diesel technician plus specialty training in many high performance applications of diesel and automotive upgrades. The student will receive training in theory, hands-on repair and diagnosis of modern hi-tech diesel vehicles and gasoline powered vehicles with an emphasis on performance. The program consists of approximately 43% theory and 57% lab.

Course Number	Course Title	Clock Hours	Semester Credit Hours
<b>Automotive Technology Core Requirements</b>			
600	Fluid Power and Electrical Systems	240	10.0
700	Engines	240	10.0
800	Engine Management Systems and Refrigeration	240	10.0
900	Power Trains	240	10.0
<b>Core Total</b>		<b>960</b>	<b>40.0</b>
<b>High Performance Power Trains Courses</b>			
2700	Performance Mechanical	240	10.0
2800	Performance Electronics	240	10.0
<b>Program Total</b>		<b>1440</b>	<b>60.0</b>

Laramie			
DIESEL TECHNOLOGY WITH OFF-ROAD POWER			
Credential	Clock Hours	Credit Units	Length
Diploma	1440	60.0	9 months

This diploma program is designed as a bumper-to-bumper, sand-to-surf-to-snow education in the diesel repair and Off-Road Power industry. This program prepares individuals for entry-level positions as a modern diesel, ATV, PWC, and snowmobile technician. The program consists of approximately 47% theory and 53% lab.

Course Number	Course Title	Clock Hours	Semester Credit Hours
<b>Diesel Technology Core Requirements</b>			
600	Fluid Power and Electrical Systems	240	10.0
700	Engines	240	10.0
800	Engine Management Systems and Refrigeration	240	10.0
900	Power Trains	240	10.0
<b>Core Total</b>		<b>960</b>	<b>40.0</b>
<b>Off-Road Power Courses</b>			
4800	ATV Mechanical Systems and PWC	240	10.0
4900	ATV Electrical Systems and Snowmobiles	240	10.0
<b>Program Total</b>		<b>1440</b>	<b>60.0</b>



Laramie			
DIESEL TECHNOLOGY AND MANAGEMENT			
Credential	Clock Hours	Credit Units	Length
Associate in Specialized Technology	1440	65.0	9 months

The objective of this occupational Associate Degree program is to provide the student with skills necessary to obtain entry-level technician or management positions in the diesel field. The student receives training in both diagnostics and repair and shop and business management techniques, specifically designed for service management. These combined studies provide for rapid professional advancement after employment. Theory lectures and labs are used, and the program consists of approximately 51% theory and 49% lab.

Course Number	Course Title	Clock Hours	Semester Credit Hours
<b>Diesel Technology Core Requirements</b>			
600	Fluid Power and Electrical Systems	240	10.0
700	Engines	240	10.0
800	Engine Management Systems and Refrigeration	240	10.0
900	Power Trains	240	10.0
<b>Core Total</b>		<b>960</b>	<b>40.0</b>
<b>Applied Service Management Courses</b>			
2110	Accounting and Financial Management	80	4.5
2120	Computers and Business Applications	80	4.0
2130	Communications	80	4.5
2210	Management Concepts	80	4.0
2220	Human Resource Management	80	4.0
2230	Shop Management	80	4.0
<b>Program Total</b>		<b>1440</b>	<b>65.0</b>

## COURSE DESCRIPTIONS

<b>Course 100: Basic Engine Management Systems</b>	<b>10.0 Semester Credit Hours</b>
This course introduces the students to principles of electricity and testing, batteries, starting and charging systems, engine theory, engine component inspection and R & R, under hood noise diagnosis, cooling and lubrication systems, environmental management and service information systems. Prerequisite: None. Lecture Hours: 130. Lab Hours: 120.	
<b>Course 200: Drivability Diagnostics</b>	<b>10.0 Semester Credit Hours</b>
This course introduces students to alternative fuel systems, powertrain control systems, on board diagnostics, distributor and electronic ignition systems, fuel injection systems, electric and hybrid electric vehicles, exhaust emission systems, customer relation techniques, and electronic accessories. Prerequisite: Course 100: Basic Engine Management Systems. Lecture Hours: 110. Lab Hours: 140.	
<b>Course 300: Drivetrain Systems</b>	<b>10.0 Semester Credit Hours</b>
This course introduces students to torque converters, planetary gears, transmission hydraulics and clutches, manual transmission and transaxles, four wheel drive and all-wheel drive, differentials, precision measuring instruments, removal and replacement of transaxles, electronic transmission diagnostics, manual clutches and differentials. Prerequisite: None. Lecture Hours: 121. Lab Hours: 129.	
<b>Course 400: Chassis</b>	<b>10.0 Semester Credit Hours</b>
This course introduces students to heating and air conditioning systems (HVAC), wheel bearings, brake systems, anti-lock brake systems, traction control systems, supplemental inflatable restraint systems (SIR), steering and suspension systems, tires, wheel balancing, computerized four-wheel alignment, and fasteners. Prerequisite: None. Lecture Hours: 127. Lab Hours: 123.	
<b>Course 600: Fluid Power and Electrical Systems</b>	<b>10.0 Semester Credit Hours</b>
Theory and lab in principles of hydraulics, hydrostatic drive transmissions, use of freestanding engines and skid steer loaders, heavy duty torque converters, Allison transmissions, basic DC electricity and electrical systems, repair and troubleshooting of hydraulic systems, pumps and cylinders, and mobile electrical systems. Reading of hydraulic and electrical diagrams. Use of flow meters, pressure gauges, multi-meters and charging/starting/battery test equipment. Prerequisite: None. Lecture Hours: 111.5. Lab Hours: 138.5.	
<b>Course 700: Engines</b>	<b>10.0 Semester Credit Hours</b>
Theory and lab practices in diesel engine theory and rebuild, identification, service information, induction systems, failure analysis, measuring, diagnostic troubleshooting, engine brakes and tune-up. The engines covered are Caterpillar, Detroit, and Cummins. The use of engine dynamometers to evaluate engine performance is also demonstrated. Prerequisite: None. Lecture Hours: 92. Lab Hours: 158.	
<b>Course 800: Engine Management Systems and Refrigeration</b>	<b>10.0 Semester Credit Hours</b>
Theory in low and high-pressure pumps and injectors. Theory and lab in tanks, filters, transfer pumps, nozzles, and operation of fuel systems such as Caterpillar, Cummins, and Detroit Diesel. Practices include the use of diagnostic tools on electronic engines such as Caterpillar, Cummins, Detroit DDEC, RCRA, EPA Sec 608, 609. Also covered in this area are the operation testing and servicing of cab air conditioning and transport refrigeration, basic hand tools and fasteners. Prerequisite: None. Lecture Hours: 137.5. Lab Hours: 112.5.	
<b>Course 900: Power Trains</b>	<b>10.0 Semester Credit Hours</b>
Theory in antilock brake systems. Theory and lab in operation, failure analysis, troubleshooting, repair and adjustments of the following components: manual transmissions, single reduction, through drive, and double reduction differentials, manual clutches and flywheels, 121 air brake systems, axle and driveline alignment, power take off units and wheel bearings. Prerequisite: None. Lecture Hours: 117. Lab Hours: 133.	
<b>Course 1100: Collision Repair I</b>	<b>12.0 Semester Credit Hours</b>
This course introduces students to workplace behavior, external sheet metal straightening including metal finishing and the use of plastic fillers, abrasive selection and usage, MIG welding and metal cutting procedures, moveable glass replacement, and bolt-on panel replacement and alignment, aluminum repair and welding, body construction, electrical systems, computers, air conditioning, and restraint system. Safe and proper use of tools and equipment are covered in each area. Prerequisite: None. Lecture Hours: 111. Lab Hours: 139.	
<b>Course 1200: Collision Repair II</b>	<b>12.0 Semester Credit Hours</b>
This course introduces student to frame sectioning, steering and suspension systems, wheel alignment, dimensioning procedures for analyzing structural damage, adhesive bonding, anchoring procedures, structural dimensioning using mechanical and computer measuring systems, stationary glass replacement, welded panel replacement procedures including resistance spot welding and unibody sectioning. Prerequisite: Collision Repair I, 1100. Lecture Hours: 111. Lab Hours: 139.	
<b>Course 1300: Refinishing I</b>	<b>11.0 Semester Credit Hours</b>
This course introduces students to workplace behavior, personal and environmental protection, refinishing equipment operation and maintenance, surface preparation, removing existing finishes, primer selection and application, paint chemistry, masking, using various products for surface prep and painting, ordering and mixing	

<p>paint on a computerized scale, corrosion protection issues, refinishing problems and corrections, final surface detailing using power buffing and hand rubbing, and care of finished surfaces. Prerequisite: None. Lecture Hours: 85.5. Lab Hours: 164.5.</p>	
<p><b>Course 1400: Refinishing II</b></p> <p>This course introduces students to damage analysis and estimating, application of stripes and decals, color matching and blending, collision/refinishing shop setup guidelines, identifying, repairing and refinishing of the different types of plastic components, factory special coatings improving cycle time and customer relations. Prerequisite: Refinishing I. Lecture Hours: 57.5. Lab Hours: 192.5.</p>	<p><b>10.0 Semester Credit Hours</b></p>
<p><b>Course 1700: Trim and Upholstery I</b></p> <p>This course introduces students to workplace behavior, trim and upholstery tools and terminology, headrests and armrests, shop organization and customer relations, supplies of the trade, operation, safety and maintenance of sewing machines, analysis of seam types, layout with existing patterns and constructing patterns where none exist, sewing various insert designs, seat construction and reconstruction, interior trim identification and estimating labor and material for repairs. Prerequisite: None. Lecture Hours: 51. Lab Hours: 199.</p>	<p><b>10.0 Semester Credit Hours</b></p>
<p><b>Course 1800: Trim and Upholstery II</b></p> <p>This course introduces students to vinyl top removal and replacement, carpeting, convertible top removal and replacement, plastic parts repair and coloring, electronic systems and supplemental restraints, custom fabrication techniques, trim panels, headliners and sun visors. Prerequisite: Trim and Upholstery I. Lecture Hours: 54. Lab Hours: 196.</p>	<p><b>10.0 Semester Credit Hours</b></p>
<p><b>Course 2110: Accounting and Financial Management</b></p> <p>This course introduces students to general accounting, general ledgers, journals, adjustments and closing, bank reconciliation, payroll, inventory control, credit and collections, general bookkeeping, analyzing various financial reports to determine where problems may exist in a business and how to improve profits such as labor, materials, inventory issues, parts, and various other problem areas. Prerequisite: None. Lecture Hours: 63.5. Lab Hours: 20.5.</p>	<p><b>4.5 Semester Credit Hours</b></p>
<p><b>Course 2120: Computers and Business Applications</b></p> <p>This course introduces students to computer hardware and software, spreadsheet applications, word processing applications, graphic presentation applications, and electronic communication, and time management software. Prerequisite: None. Lecture Hours: 50.5. Lab Hours: 32.5.</p>	<p><b>4.0 Semester Credit Hours</b></p>
<p><b>Course 2130: Communications</b></p> <p>This course introduces students to word processing applications, graphic presentation applications, writing professional business letters and reports, resume and job search portfolio construction and handling customer complaints and objections through written, verbal, and non-verbal communication. Prerequisite: None. Lecture Hours: 55. Lab Hours: 28.</p>	<p><b>4.5 Semester Credit Hours</b></p>
<p><b>Course 2210: Management Concepts</b></p> <p>This course introduces the students to basic concepts of owning or managing a business including business structure, marketing strategies, quality issues, and business ethics. Prerequisite: None. Lecture Hours: 45.5. Lab Hours: 37.5.</p>	<p><b>4.0 Semester Credit Hours</b></p>
<p><b>Course 2220: Human Resource Management</b></p> <p>This course introduces student to management and supervision, writing employee handbooks, interviewing techniques, policies, procedures, and governmental regulations regarding business. Prerequisite: None. Lecture Hours: 44. Lab Hours: 39.</p>	<p><b>4.0 Semester Credit Hours</b></p>
<p><b>Course 2230: Shop Management</b></p> <p>This course introduces students to service writing, work orders, shop layout, job costing, pricing, introduction to electronic shop management software, equipment requirements and usage equipment, managing a production process, scheduling work flow through the shop, working with the technicians to achieve maximum profitability, managing the safety and environmental aspects of a transportation business. Prerequisite: None. Lecture Hours: 44.5. Lab Hours: 39.5.</p>	<p><b>4.0 Semester Credit Hours</b></p>
<p><b>Course 2700: Performance Mechanical</b></p> <p>This course introduces students to the mechanical aspects of gas and diesel performance upgrades, including engines, exhaust, transmission, suspension, cylinder heads, lubrication, filtration, cooling, and braking systems. Prerequisites: Automotive Technology core courses #100 – 400 or Diesel Technology core courses #600 – 900. Lecture Hours: 95. Lab Hours: 155.</p>	<p><b>10.0 Semester Credit Hours</b></p>
<p><b>Course 2800: Performance Electronics</b></p> <p>This course introduces students to computer-controlled management of performance system upgrades for gas and diesel vehicles, including engines, induction, exhaust, transmission, suspensions, fuel management, ignition, engine management, emission, interactive-display monitors, scanning tools, automatic transmission control, and body and chassis control systems. Prerequisites: Automotive Technology core courses #100 – 400 or Diesel Technology core courses #600 – 900, and Course 2700: Performance Mechanical. Lecture Hours: 95. Lab Hours: 155.</p>	<p><b>10.0 Semester Credit Hours</b></p>
<p><b>Course 3200: Motorsports Chassis Fabrication I</b></p> <p>This course introduces student to metal working techniques that apply to specialty automotive chassis fabrication work including metal types and configurations, measuring, pattern and outline development, attachment methods,</p>	<p><b>10.0 Semester Credit Hours</b></p>

metal finishing, cutting, MIG and TIG welding; frame design and modifications including boxing, tubular cross-members, c-notching, pro-street frame setup, roll cage construction, and complete tube chassis fabrication, mechanical drawing, reading, and development, and precision measuring. Prerequisites: None. Lecture Hours: 102. Lab Hours: 148.	
<b>Course 3300: Motorsports Chassis Fabrication II</b>	<b>10.0 Semester Credit Hours</b>
This course introduces students to drive axle setup including rear axle selection and modification; front and rear suspension design, selection and set up for street, drag race, road race, off road, and air springs; engine mounting, steering setup, brake system setup, plumbing wiring, electrical meter usage and troubleshooting. Lab work varies depending upon project, but may include front and rear suspension setup, roll cage construction, tubular chassis fabrication, chassis tuning, rear axle narrowing, and engine mounting. Prerequisite: Motorsports Chassis Fabrication I, 3200. Lecture Hours: 83. Lab Hours: 167.	
<b>Course 3500: Basic Street Rod</b>	<b>10.0 Semester Credit Hours</b>
This course introduces students to theory in terminology of specialty vehicles, planning the theme of a project and understanding the basics of restoration, customizing and sheet metal fabrication that will be put to use on project vehicle in Advanced Street Rod. Theory and lab work consists of: tools of the trade, basic panel restoration which includes basic dent repair, metal finishing, using fillers, (body solder, (leading or polyester), proper preparation and application of undercoats and topcoats. Introduction to composites and fiberglass repair as it applies to the specialty vehicle industry, TIG, MIG, and oxy-acetylene welding techniques for steel, TIG welding procedures for aluminum, basic sheet metal forming techniques involving simple curves and bends to include frenching or recessing of license plates, headlights, taillights, antennas, roll pan fabrication. Prerequisite: None. Lecture Hours: 63. Lab Hours: 187.	
<b>Course 3600: Advanced Street Rod</b>	<b>10.0 Semester Credit Hours</b>
This course introduces students to advanced sheet metal shaping using steel and aluminum, custom body modifications, body construction and custom painting. Advanced sheet metal shaping emphasizing compound shapes and complex panel fabrication using hand tools and specialty equipment like the power hammer, planishing hammer, English wheel, bead roller, and louver press. Determining the correct contours in a compound using body sweeps and contour gauges, proper pattern development and construction of bucks, and fabrication and use of hammer forms and press forms. Body modification emphasizes chopping tops, pancaking and sectioning existing vehicles. Body construction emphasizes fabricating panels like floorboards, firewalls, wheel tubs, and fuel tanks. Suicide doors, fabricating and installation of hidden pin and suicide door hinges and hinging of other custom opening panels. Custom painting techniques including trick colors, special effects, graphics, pin striping, and air brushing. Lab work varies depending upon projects, but may include body modification, construction and/or sheet metal shaping skills incorporated on a project vehicle. Prerequisite: Basic Street Rod, 3500. Lecture Hours: 60. Lab Hours: 190.	
<b>Course 3800: Advanced Diesel I</b>	<b>10.0 Semester Credit Hours</b>
This course introduces students to history, safety, model identification, time management, warranty, product specific truck theory, repair and diagnosis, computer usage, air systems, cab and door adjustments, electrical, starting systems, charging systems, air conditioning, front-ends, brakes, Rockwell and Eaton ABS, Peterbilt suspensions, batteries, wheel seals, suspensions, Caterpillar electronics, Caterpillar tune-up, Detroit DDEC III/IV, Detroit Series 60 tune-up, Cummins CELECT/CELECT Plus, Cummins N-14 and ISX tune-up and door locks. Prerequisite: Successful completion of two of the four Diesel Technology core courses 600 – 900. Lecture Hours: 69. Lab Hours: 181.	
<b>Course 3900: Advanced Diesel II</b>	<b>10.0 Semester Credit Hours</b>
This course introduces students to product specific truck theory, repair and diagnosis on: tilt cab, front ends, brakes, ABS, Federal Brake Inspection, clutch, cooling systems, 5 <sup>th</sup> wheels, drivelines, differential R & R, fuel systems, steering, windshield R & R, fan clutch, Kenworth and Peterbilt suspensions, preventative maintenance, door locks, pre-delivery inspections, electrical, engine electronics, computer usage, air conditioning, and engine tune-up. Prerequisite: Advanced Diesel I, 3800. Lecture Hours: 51. Lab Hours: 199.	
<b>Course 4800: ATV Mechanical Systems and PWC</b>	<b>10.0 Semester Credit Hours</b>
This course introduces students to information resources, sophisticated test equipment, manufacturer approved diagnostics, and repair procedures for both the mechanical aspects of all-terrain vehicles (ATV) and all aspects of personal watercraft. Prerequisite: None. Lecture Hours: 125. Lab Hours: 125.	
<b>Course 4900: ATV Electrical Systems and Snowmobiles</b>	<b>10.0 Semester Credit Hours</b>
This course introduces students to information resources, sophisticated test equipment, manufacturer approved diagnostics, and repair procedures for fuel and electrical related issues on all-terrain vehicles (ATV) and all aspects of snowmobile repair. Prerequisite: Course 4800: ATV Mechanical Systems and PWC. Lecture Hours: 125. Lab Hours: 125.	

Addendum on October 19, 2018 – Update to Administration List

Addendum January 11, 2019 – Update to Administration List

## STATEMENT OF OWNERSHIP

WyoTech is owned and operated by DBJJDM Enterprises LLC, a Wyoming for-profit company, Jim Mathis President and Chief Executive Officer

## ADMINISTRATION

Laramie Campus	
Campus President	Jim Mathis
Campus Director/Academic Dean	Caleb Perriton
Director of Finance	Kyle Morris
Manager of Financial Aid	Brenda Cossitt
VP of Admissions	Troy Chaney
Registrar	Rosa Lopez
Director of Career Services	Alyson Moyer
Department Coordinator	Shawn Nunley
Department Coordinator	Gary Puls
Student Services	Gabe Lucero
Faculty	
Instructor	Bryan Steinbock
Instructor	Mike Fisher
Instructor	Charles McDonald
Instructor	Derek Harris
Instructor	Randy Svalina
Instructor	Mark Muhsman
Instructor	Don Babbitt
Instructor	Bryan Shuster
Instructor	Howard Durfee
Instructor	Eric Paul

## Addendum on January 11, 2019 – Updated Academic Calendar

### ACADEMIC CALENDAR

#### 2019 Academic Calendar

##### Winter Schedule 2019

*January Registration.....	Wednesday, January 2, 2019
Course Session.....	Wednesday, January 2, 2019 - Tuesday, February 12, 2019
Martin Luther King Jr Holiday.....	Monday, January 21, 2019
Finals and Course End.....	Tuesday, February 12, 2019
*February Registration.....	Wednesday, February 13, 2019
Course Session.....	Wednesday, February 13, 2019 - Tuesday, March 26, 2019
Presidents Day Holiday.....	Monday, February 18, 2019
Finals.....	Tuesday, March 26, 2019
Scheduled Break.....	Wednesday, March 27, 2019 – Monday, April 1, 2019

##### Spring Schedule 2019

*April Registration.....	Monday April 1, 2019
Course Session.....	Tuesday, April 2, 2019 - Friday, May 10, 2019
Finals and Course End.....	Friday, May 10, 2019
*May Registration.....	Monday, May 13, 2019
Course Session.....	Monday, May 13, 2019 - Friday, June 21, 2019
Memorial Day Holiday.....	Monday, May 27, 2019
Finals and Graduation.....	Friday, June 21, 2019
Scheduled Break.....	Saturday, June 22, 2019 - Sunday, June 30, 2019

##### Summer Schedule 2019

*June Registration.....	Friday, June 28 2019
Course Session.....	Monday, July 1, 2019 - Friday, August 9, 2019
Independence Day Holiday.....	Thursday July 4, 2019
Finals and Course End.....	Friday, August 9, 2019
*August Registration.....	Monday, August 12, 2019
Course Session.....	Monday, August 12, 2019 - Friday, September 20, 2019
Labor Day Holiday.....	Monday, September 2, 2019
Finals and Graduation.....	Friday, September 20, 2019
Scheduled Break.....	Saturday, September 21, 2019 - Sunday, September 29, 2019

##### Fall Schedule 2019

*October Registration.....	Friday, September 27, 2019
Course Session.....	Monday, September 30, 2019 - Thursday, November 7, 2019
Finals and Course End.....	Thursday, November 7, 2019
*November Registration.....	Friday, November 8, 2019
Course Session.....	Friday, November 8, 2019 - Friday, December 20, 2019
Thanksgiving Holiday Break.....	Thursday, November 28, 2019 - Friday, November 29, 2019
Finals and Graduation.....	Friday, December 20, 2019
Scheduled Break.....	Saturday, December 21, 2019 - Wednesday, January 1, 2020

Make-up days will be scheduled as necessary to maintain 240 clock hours of training in each course session

**Addendum January 11, 2019 – Added new Tuition Rate Table**

**TUITION AND FEES**

<b>LARAMIE</b>			
<b>Program Offerings</b>	<b>Program Length</b>	<b>Credit Hours</b>	<b>Program Tuition</b>
<b>Diploma Programs</b>			
Auto/Diesel Vehicle Technology	9 mo.	60.0	\$25,000
Automotive Technology with High Performance Power Trains	9 mo.	60.0	\$25,000
Automotive Technology with Trim and Upholstery Technology	9 mo.	60.0	\$25,000
Automotive Technology with Off Road Power	9 mo.	60.0	\$25,000
Collision/Refinishing and Upholstery Technology	9 mo.	65.0	\$25,000
Collision/Refinishing with Off Road Power	9 mo.	65.0	\$25,000
Diesel/Auto Vehicle Technology	9 mo.	60.0	\$25,000
Diesel Technology with High Performance Power Trains	9 mo.	60.0	\$25,000
Diesel Technology with Off Road Power	9 mo.	60.0	\$25,000
Advanced Diesel Technology	9 mo.	60.0	\$25,000
Motorsports Chassis Fabrication with Automotive Technology	9 mo.	60.0	\$25,000
Motorsports Chassis Fabrication with Collision/Refinishing Technology	9 mo.	65.0	\$25,000
Motorsports Chassis Fabrication with Diesel Technology	9 mo.	60.0	\$25,000
Street Rod and Custom Fabrication with Automotive Technology	9 mo.	60.0	\$25,000
Street Rod and Custom Fabrication with Collision/Refinishing Technology	9 mo.	65.0	\$25,000
Street Rod and Custom Fabrication with Diesel Technology	9 mo.	60.0	\$25,000
<b>Associate in Specialized Technology Degree Programs</b>			
Automotive Technology and Management	9 mo.	65.0	\$25,000
Collision/Refinishing Technology and Management	9 mo.	70.0	\$25,000
Diesel Technology and Management	9 mo.	65.0	\$25,000

**\*Effective January 1, 2019 for students enrolling for the October 2019 class start and beyond will have the below tuition rate.**

<b>LARAMIE</b>			
<b>Program Offerings</b>	<b>Program Length</b>	<b>Credit Hours</b>	<b>Program Tuition</b>
<b>Diploma Programs</b>			
Auto/Diesel Vehicle Technology	9 mo.	60.0	\$27,500
Automotive Technology with High Performance Power Trains	9 mo.	60.0	\$27,500
Automotive Technology with Trim and Upholstery Technology	9 mo.	60.0	\$27,500
Automotive Technology with Off Road Power	9 mo.	60.0	\$27,500
Collision/Refinishing and Upholstery Technology	9 mo.	65.0	\$27,500
Collision/Refinishing with Off Road Power	9 mo.	65.0	\$27,500
Diesel/Auto Vehicle Technology	9 mo.	60.0	\$27,500
Diesel Technology with High Performance Power Trains	9 mo.	60.0	\$27,500
Diesel Technology with Off Road Power	9 mo.	60.0	\$27,500
Advanced Diesel Technology	9 mo.	60.0	\$27,500
Motorsports Chassis Fabrication with Automotive Technology	9 mo.	60.0	\$27,500
Motorsports Chassis Fabrication with Collision/Refinishing Technology	9 mo.	65.0	\$27,500
Motorsports Chassis Fabrication with Diesel Technology	9 mo.	60.0	\$27,500
Street Rod and Custom Fabrication with Automotive Technology	9 mo.	60.0	\$27,500
Street Rod and Custom Fabrication with Collision/Refinishing Technology	9 mo.	65.0	\$27,500
Street Rod and Custom Fabrication with Diesel Technology	9 mo.	60.0	\$27,500
<b>Associate in Specialized Technology Degree Programs</b>			
Automotive Technology and Management	9 mo.	65.0	\$27,500
Collision/Refinishing Technology and Management	9 mo.	70.0	\$27,500
Diesel Technology and Management	9 mo.	65.0	\$27,500

Textbooks are included with tuition and a set of tools are provided (loaned) to students at no additional charge during the time of their attendance.

**Note:** Tuition, fees, rent, and deposits are the same for in-state and out-of-state students.

#### **Tool Costs**

Students must pay a \$100 refundable tool deposit upon registration for the first academic year. The deposit will be returned within 30 days of a student's separation from the school provided all tools are returned in the same condition as received, less normal wear. The cost of lost or damaged tools will be deducted from the deposit. If the losses or damages exceed the deposit the student must pay the difference prior to separation from the school.

Tool Deposit: Refundable tool deposit of \$100.

#### **For re-entering diploma students who have withdrawn and are re-entering within 180 days, the following tuition charges apply:**

- Same Program: Will be charged tuition at the original tuition rate reflected on the original enrollment agreement less the amount charged on the prior period of enrollment (Charges plus or minus any tuition adjustments).
- Different / New Program: Will be charged tuition at the current catalog rate for the program of enrollment. A tuition credit will be determined for the student's prior period of enrollment.

**Note:** The Enrollment Agreement obligates the student and the school for the entire program of instruction. Students' financial obligations will be calculated in accordance with the refund policy in the contract and this School catalog.

#### **Fees, Deposits, and Rent**

Application fee: \$100

Refundable damage deposit: \$350

Rent per month - Campus Courtyard double occupancy bedroom: \$300

Rent per month - Campus Courtyard single occupancy bedroom: \$400

WyoTech encourages students to take advantage of the on campus housing option due to easy access to the campus and student life.



## Addendum on November 1 & November 13 2018 – Update to Colorado Student Information

### STATE SPECIFIC INFORMATION

#### COLORADO STUDENT INFORMATION

Students not accepted to the school are entitled to all moneys paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students, who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150.00 or 25% of the contract price, whichever is less. In the case of students withdrawing after commencement of classes, the school will retain a cancellation charge plus a percentage of tuition and fees, which is described in the table below. The refund is based on the official date of termination or withdrawal.

A student terminating training...	Is entitled to a refund of:
Within first 10% of program	90% less cancellation charge
After 10% but within first 25% of program	75% less cancellation charge
After 25% but within first 50% of program	50% less cancellation charge
After 50% but within first 75% of program	25% less cancellation charge
After 75%	NO Refund

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
2. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
  - a. The date on which the school receives written notice of the student's intention to discontinue the training program; or
  - b. The date on which the student violates published school policy, which provides for termination.
  - c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.
3. The student will receive a full refund of tuition and fees paid if the school discontinues a Program/Stand Alone course within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. The policy for granting credit for previous training shall not impact the refund policy.

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a) Whether the postponement is for the convenience of the school or the student; and,
- b) A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline in accordance with the school's refund policy and all applicable laws and Rules concerning the Private Occupational Education Act of 1981. "

Student Complaints should be brought to the attention of the School Director to attempt resolution. The Director and student are to follow the grievance procedures according to school policy printed in the school catalog. Complaints or claims pursuant to §§ 23-64-121(4)(a) or 23-64-124, C.R.S. may be filed in writing with the Board within two years after the student discontinues his or her training at the school, or at any time prior to the commencement of training. Other complaints may be filed in writing with the Board within two years of the date the alleged injury and its cause were known or should have been known. The student must file all complaints in writing. No action regarding third party complaints is required, except as required by § 23-64-121(4)(a), C.R.S. The student may file a written complaint online with the Colorado Division of Private Occupational Schools at [higher.ed.colorado.gov/dpos](http://higher.ed.colorado.gov/dpos) or by calling (303) 862-3001.

**DISCLAIMER:** Potential students are advised to check with all appropriate Colorado regulatory agencies to confirm completion of the program/coursework offered by WyoTech will satisfy initial or renewal licensing or certification requirements of that agency.

#### KANSAS STUDENT INFORMATION

If the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Kansas Board of Regents, Private Postsecondary Education Division, 1000 S.W. Jackson St., Suite 520, Topeka, Kansas 66612-1368, (785) 430-4240.

<http://www.kansasregents.org/>

## **MICHIGAN STUDENT INFORMATION**

If the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Michigan Department of Energy, Labor & Economic Growth at: P.O. Box 30004, Lansing, MI 48909; (517) 373-1820; [http://www.michigan.gov/documents/mde/Complaint\\_Resolution\\_Process\\_188428\\_7.pdf](http://www.michigan.gov/documents/mde/Complaint_Resolution_Process_188428_7.pdf). Students may access a complaint form at [www.michiganps.net](http://www.michiganps.net).

## **OHIO STUDENT INFORMATION**

Any comments or complaints may be directed to the State of Ohio Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, OH 43215; (614) 466-2752, Fax (614) 466-2219, Toll Free (877) 275-4219.

## **PENNSYLVANIA STUDENT INFORMATION**

If a student enrolls and withdraws or discontinues after the term, semester or quarter has begun prior to completion of the term, semester or quarter, the following minimum refunds apply:

1. For a student withdrawing from or discontinuing the program during the first 7 calendar days of the term, semester or quarter, the tuition charges refunded by The School shall be at least 75% of the tuition for the term, semester or quarter.
2. For a student withdrawing from or discontinuing from the program after the first 7 calendar days, but within the first 25% of the term, semester or quarter, the tuition charges refunded by The School shall be at least 55% of the tuition for the term, semester or quarter.
3. For a student withdrawing or discontinuing after 25% but within 50% of the term, semester or quarter, the tuition charges refunded by The School shall be at least 30% of the tuition.
4. For a student withdrawing from or discontinuing the program after 50% of the term, semester or quarter, the student is entitled to no refund.

## **TEXAS WORKFORCE COMMISSION – CAREER SCHOOLS AND COLLEGES**

### **CANCELLATION POLICY**

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

### **REFUND POLICY**

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
  - (a) The last day of attendance, if the student is terminated by the school;
  - (b) The date of receipt of written notice from the student; or
  - (c) Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than \$100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.<sup>1</sup>

<sup>1</sup> *More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due. Form CSC-1040R provides the precise calculation.*

5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.

6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in

the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.

7. A full refund of all tuition and fees is due and refundable in each of the following cases:

- (a) An enrollee is not accepted by the school;
- (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
- (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

*A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.*

#### **REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE**

8. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- (a) If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
- (b) A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- (c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
  - (1) satisfactorily completed at least 90 percent of the required coursework for the program; and
  - (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

#### **CLASS SCHEDULE**

Morning and evening classes are scheduled as enrollment necessitates. Students attend class Monday – Friday from 7:00 AM to 4:15 PM. Students have regularly scheduled breaks throughout each class period.

#### **STUDENT ACADEMIC GRIEVANCE PROCEDURE**

1. Each student is encouraged to discuss and work out any difficulty or misunderstanding with the particular instructor or academic staff members with whom that situation exists.
2. The student's concern/problem/complaint will be presented verbally to the Department Coordinator and the Department Coordinator shall attempt to resolve the problem.
3. If the Department Coordinator is unable to resolve the problem at his or her level, the student may prepare a written statement of the problem or situation.
4. The Department Coordinator who was unable to resolve the problem/complaint or to otherwise satisfy the student will sign and date the written complaint indicating that he or she was aware of the situation and remained unable to resolve it. The student will also sign and date the complaint and then forward it to the Director of Education.
5. The Director of Education will review the complaint, set a timely date for a meeting with the student, collect any pertinent files and records for examination, and notify appropriate personnel, if any, of the meeting. The student will have the right to invite an appropriate representative of his or her choice to attend the meeting.
6. All facts and relevant information, testimony, and records will be presented at the meeting.
7. The Director of Education, after considering all pertinent facts, will arrive at a final decision which will be communicated to the student, instructor or staff member and Department Coordinator in a timely fashion.
8. If the decision is disputed, all relevant information will be forwarded within one working day to the President of WyoTech. The President will review the complaint and render a binding decision within two days of hearing the complaint. The student will receive a written response.
9. Students dissatisfied with this school's response to their complaint or who are not able to file a complaint with the school, can file a formal complaint with TWC as well as with other relevant agencies or accreditors, if applicable.

**Addendum October 19, 2018 – Updated Minnesota Refund Policy**  
**Addendum December 14, 2018 – Addition to Minnesota Office of Higher Education**  
**Addendum January 11, 2019 – Updated Washington Student Information**

The TWC assigned school numbers:

- **Laramie – S0346**

Information on filing a complaint with TWC can be found on TWC's Career Schools and Colleges Website at [www.texasworkforce.org/careerschoolstudents](http://www.texasworkforce.org/careerschoolstudents)

Texas Workforce Commission Career Schools and Colleges Room 226T  
101 East 15<sup>th</sup> St Austin, Texas 78778-0001  
Phone: 512-936-3100

[www.texasworkforce.org/careerschoolstudents](http://www.texasworkforce.org/careerschoolstudents)

WyoTech's associate degrees are not certified by the Texas Higher Education Coordinating Board or the TWC; these agencies do not offer certification of degree programs to institutions located outside of Texas. WyoTech cannot guarantee that credits earned from the degree programs or the degrees themselves will be transferable in the state of Texas.

**Approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas. WyoTech's Associate in Specialized Technology degree programs are not certified by the Texas Higher Education Coordinating Board or the Texas Workforce Commission. WyoTech cannot guarantee that credits earned from the degree programs or the degrees themselves will be transferable in the state of Texas. Notice: Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor hereunder.**

#### **WASHINGTON STUDENT INFORMATION**

WyoTech Laramie is authorized by the Washington Student Achievement Council and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes WyoTech Laramie to offer specific degree programs. The Council may be contacted for a list of currently authorized programs. Authorization by the Council does not carry with it an endorsement by the Council of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the Council at P.O. Box 43430, Olympia, WA 98504-3430 or by email at [degreeauthorization@wsac.wa.gov](mailto:degreeauthorization@wsac.wa.gov).

The transferability of credits earned at WyoTech Laramie is at the discretion of the receiving college, university, or other educational institution. Students considering transferring to any institution should not assume that credits earned in any program of study at WyoTech Laramie will be accepted by the receiving institution. Similarly, the ability of a degree, certificate, diploma, or other academic credential earned at WyoTech Laramie to satisfy an admission requirement of another institution is at the discretion of the receiving institution. Accreditation does not guarantee credentials or credits earned at WyoTech Laramie will be accepted by or transferred to another institution. To minimize the risk of having to repeat coursework, students should contact the receiving institution in advance for evaluation and determination of transferability of credits and/or acceptability of degrees, diplomas, or certificates earned.

#### **MINNESOTA OFFICE OF HIGHER EDUCATION**

**BUYER'S RIGHT TO CANCEL:** If your application is rejected, you will receive a full refund of all tuition, fees, and other charges. You will be entitled to a full refund of tuition, fees, and other charges if you give notice that you are cancelling your enrollment within five days of being accepted into the school or program. This five-day refund policy applies regardless of when the program starts. If you give notice more than five days after you have been accepted into the school or program (or first lesson for an online distance education program), you will receive a refund of all tuition, fees, and other charges minus 15%, up to \$50, of the total cost of the program. You will be provided a prorated tuition, fees, and other charges refund minus a 25%, up to \$100 administrative if you give notice of your withdrawal after your program has begun, but before 75% program has completed. If you withdraw from your program after 75% of the program has completed, you are not entitled to a refund of tuition, fees, and other charges. You will receive written notice acknowledging your withdraw request within 10 business days after receipt of the notice and you will receive a refund of any tuition, fees, and other charges within 30 business days of receipt of your withdrawal. Written notice is effective of the date of the postmark if sent by mail or the day it has been hand-delivered to the institution. If you do not withdraw in writing or contact the institution about your absence, and you have not attended your program for 21 consecutive days, you will be considered to have withdrawn from the school as of your last date of attendance.

WyoTech is licensed as a private career school with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections 136A.821 to 136A.832. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

#### **WYOMING STUDENT INFORMATION**

If the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Wyoming Department of Education at: 2300 Capitol Avenue, Hathaway Building, 2<sup>nd</sup> Floor, Cheyenne, WY 82002-0050; (307) 777-7690; <http://edu.wyoming.gov/ContactUs.aspx>.

## Addendum October 19, 2018 – Updated Nebraska information

### STATE SPECIFIC COMPLAINT INFORMATION

If the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Attorney General, 1300 Broadway, 10<sup>th</sup> Floor, Denver, CO 80203; (720) 508-6000; <http://www.coag.gov/>.

If the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Illinois Attorney General, Consumer Fraud Bureau, 500 South Second Street, Springfield, IL 62701; (217) 782-1090; [www.IllinoisAttorneyGeneral.gov](http://www.IllinoisAttorneyGeneral.gov).

If the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Kansas Board of Regents, Private Postsecondary Education Division, 1000 S.W. Jackson St., Suite 520, Topeka, Kansas 66612-1368, (785) 430-4240, [www.kansasregents.org](http://www.kansasregents.org).

If the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Michigan Attorney General at Office of the Attorney General, Consumer Protection Division, P.O. Box 30213, Lansing, MI 48909-7713; (517) 373-1140; [www.michigan.gov/ag](http://www.michigan.gov/ag).

If the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Office of Consumer Protection, P.O. Box 200151, Helena, MT 59620-0151; (800) 481-6896; (406) 444-4500; [contactocp@mt.gov](mailto:contactocp@mt.gov); <https://dojmt.gov/consumer/>.

If the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Office of Ohio Attorney General, Consumer Protection Section, 30 E. Broad St., 14<sup>th</sup> Floor, Columbus, OH 43215; (614) 466-1305; [www.ohioattorneygeneral.gov](http://www.ohioattorneygeneral.gov).

If the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Bureau of Consumer Protection, Administrative Office, 14<sup>th</sup> Floor, Strawberry Square Harrisburg, PA 17120; (717) 787-9707; <http://www.attorneygeneral.gov/>.

If the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Office of the Attorney General, Consumer Protection Division, P.O. Box 12548, Austin, Texas 78711-2548; (512) 463-2100; <https://www.oag.state.tx.us>.

If the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Washington Attorney General at Office of the Attorney General, 1220 Main Street, Ste. 549, Vancouver, WA 98660-2964; (360) 759-2150; TTY: (800) 833-6384; <http://www.atg.wa.gov/>.

If the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Wyoming Attorney General at Attorney General's Office, Consumer Protection Unit, 123 Capitol Building, 200 W. 24<sup>th</sup> Street, Cheyenne, WY 82002; (307) 777-7841; TDD: (307) 777-5351; <http://attorneygeneral.state.wy.us>.

The student may contact the Program Director of Private Postsecondary Career Schools at the Nebraska Department of Education, 301 Centennial Mall South, Lincoln, NE 68509-4987.

## **APPENDIX A**

### **Reporting of Crimes**

In emergency situations, the person reporting the crime should call 9-1-1 for an immediate response from the local law enforcement agency. Thereafter, the crime should be reported to the Campus Security Authority and the appropriate managers indicated on the Emergency Security Escalation Procedures.

In non-emergency situations, the crime should be reported as soon as possible to the Campus Security Authority, the local law enforcement agency and the appropriate management. All students, employees, and campus guests are encouraged to report all crimes and public safety-related incidents to the Campus Security Authority in a timely manner. The Campus Security Authority shall document each incident reported. All incident reports shall be reviewed by the Campus President and Corporate Security department, who shall determine an appropriate response based on the nature of the incident.

Bystanders and witnesses are encouraged to not remain silent, and to take an active role in promoting a positive school environment. Bystanders can help in several different ways, particularly in situations involving dating violence, domestic violence, sexual assault, or stalking, including direct intervention, seeking assistance from an authority figure, notifying campus security, or calling state or local law enforcement.

All victims of crime that occur on campus shall be provided with the opportunity to report the incidents to the local law enforcement authority. WyoTech reserves the right to treat an offense as a disciplinary matter whether or not it is reported to the local law enforcement agency.

### **Options for Reporting and Confidentially Disclosing Sexual Violence**

WyoTech encourages victims of sexual violence to talk to somebody about what happened, so victims can get the support they need, and so the School can respond appropriately. Different employees on each campus have different abilities to maintain a victim's confidentiality.

- Some may be required to maintain near complete confidentiality; talking to them is sometimes called a "privileged communication." These people would include any Professional or Pastoral Counselors, as described below.
- Some employees are required to report all the details of an incident (including the identities of both the victim and alleged perpetrator) to the Title IX Coordinator. A report to these employees (called "responsible employees") constitutes a report to the School – and generally obligates the School to investigate the incident and take appropriate steps to address the situation. These employees include the Campus President and the Regional Vice President of Operations.

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in education programs and activities in federally funded schools at all levels. The Title IX Coordinator's purpose is to ensure that an institution maintains an environment for students that is free from unlawful sex discrimination in all aspects of the educational experience, including academics and extracurricular activities. The Title IX Coordinator may be reached by calling 800-521-7158.

This policy is intended to make students aware of the various reporting and confidential disclosure options available to them – so they can make informed choices about where to turn should they become a victim of sexual violence. The School encourages victims to talk to someone identified in one or more of these groups.

### **Violence against Women**

WyoTech is committed to creating and sustaining a positive learning and working environment, free of discrimination, including sexual violence, dating violence, domestic violence and stalking. Such behaviors are not tolerated on the WyoTech campus and is prohibited both by law and School policy. The School will respond promptly to reports of sexual harassment and sexual violence and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates School policy.

The School's primary concern is the safety of its campus community members. The use of alcohol or drugs never makes the victim at fault for sexual discrimination, harassment or violence; therefore, victims should not be deterred from reporting incidents of sexual violence out of a concern that they might be disciplined for related violations of drug, alcohol or other School policies. Except in extreme circumstances, victims of sexual violence shall not be subject to discipline for related violations of the Code of Student Conduct.

As required by the 2013 Violence Against Women Reauthorization Act, WyoTech shall include subcategories for all Sexual Offences reported to the Campus Security Authority. Sexual Offences include: Sexual Assault (Rape, Fondling, Incest, or Statutory Rape), Domestic Violence, Dating Violence, and Stalking.

## **Victim Confidentiality**

The School will use its best efforts to ensure that:

- All publicly available safety and security records, reports, and disclosures shall not include any personally identifying information about the victim; and
- It will maintain as confidential any accommodation or protective measures to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodation or protective measures.

At WyoTech, the Campus President shall be the primary Campus Security Authority, and typically designates another campus employee as a CSA Assistant. In the absence of the Campus President the Director of Education or manager designee will serve as Campus Security Authority.

All students, employees, and campus guests are encouraged to report all crimes and public safety-related incidents to the Campus Security Authority in a timely manner. The Campus Security Authority shall document each incident reported. All incident reports shall be reviewed by the Campus President and the Corporate Security Department who shall determine an appropriate response based on the nature of the incident.

## **Sexual Offences<sup>2</sup> Reporting and Disciplinary Procedures**

Sexual offences are a violation of the Code of Student Conduct and the Sexual Harassment Policy as stated in the School catalog. Victim(s) of any sexual offences should immediately seek assistance from local law enforcement authorities, the local rape crisis center, and/or the Campus Security Authority. School personnel shall be available to assist the student in notifying these authorities if the victim chooses, as well as counsel the victim of the importance of preserving evidence for the proof of a criminal offence.

2 "Sexual Offences" as defined by the 2013 Violence Against Women Reauthorization Act include: Sexual Assault (Rape, Fondling, Incest, or Statutory Rape), Domestic Violence, Dating Violence, and Stalking.

## **Disciplinary Action**

All allegations of any sexual offences or VAWA Incidents shall be investigated by the appropriate Title IX Coordinator and the Corporate Security Department. Allegations against students shall be investigated pursuant to the Code of Student Conduct.