

WyoTech Laramie
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ADDENDUM, Effective 7/29/2019: The below language is added under the Financial Aid section with regards to Veteran's Benefits.

VA PENDING PAYMENT COMPLIANCE

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to;
- Require student to secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

To qualify for this provision, such students may be required to:

- Produce the Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

For each semester of enrollment, these Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) student provisions shall terminate on the earlier of the following dates:

1. The date on which the Secretary of Veterans Affairs provides payment for such course to such institution.

The date that is 90 days after the date on which the educational institution certifies for tuition and fees following receipt from the student such certificate of eligibility.

ADDENDUM, Effective 7/1/2019: The below language replaces the Satisfactory Academic Progress language on Pages 7-9.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

Students must maintain Satisfactory Academic Progress (SAP) in order to remain enrolled in WyoTech programs. SAP also impacts a student's ability to receive 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 grade point average (GPA).
- The student's rate of progress toward completion (ROP).
- The maximum time frame (MTF) allowed to complete the academic program (150% for all programs).

SAP will be evaluated for all students at the end of each academic term per the academic calendar. For all WyoTech programs, students must achieve the following minimum requirements at each evaluation point:

- A cumulative GPA of 2.00
- ROP of 67%

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Students who do not meet minimum SAP requirements are subject to disciplinary action including: loss of financial aid, academic probation, suspension, or dismissal from the program.

GRADING SYSTEM AND GRADING PERIOD

A grading period is defined as one term or module (often referred to as “phase”) consistent with the school’s academic calendar. Each academic term is approximately six weeks in length and a student is enrolled in a single course per term for all diploma programs. Students enrolled for the Applied Service Management degree programs will be scheduled to have as many as three different courses per academic term.

The student’s final grade for each course or module is assigned by the course instructor and is determined by a weighted average of scores earned on exams, hands-on tasks, homework, attendance, professionalism, and any other assignments or criteria indicated in the grading section of the syllabus for a given course or module. A final letter grade is reported at the completion of each course and is figured according to the numeric grade earned in the course per the WyoTech grading scale. Students must achieve a minimum grade of “C” in each course or the course must be repeated.

Percentage grades are **NOT** rounded when figuring the final letter grade.

Course Withdrawals

Once a student posts attendance in any course, a record of that course will remain on the student’s permanent transcript. Students are expected to complete the entirety of each course they attend and earn a final letter grade. A “W” grade is assigned if a student voluntarily withdraws from a course, or if the student is suspended from the program due to violation of the attendance policy or student code of conduct. Students who are withdrawn from a course prior to the end of the academic term will be dropped from their program, will no longer be considered as an active student, and a W grade will be recorded for that course. “W” grades earn 0 credits toward program completion for the given course attempted.

Transfer Credits

When approved by the Director of Education/Designee, transfer credits from other institutions will appear on a student transcript as a “TR.” Transfer credits (TR) do not factor in GPA calculation. However, approved TR credits do factor as successful course attempts/attempted credits in terms of ROP and MTF calculations. Students graduating from one WyoTech program and continuing to another WyoTech program 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.

WyoTech Grading Scale		
Percentage	Letter	GPA
100.0-90.0%	A	4.0
89.9-80.0%	B	3.0
79.9-70.0%	C	2.0
69.9-0.0%	F	0
	W	Withdrawal
	TR	Transfer Credit

Grade Point Average (GPA) Calculations

- The GPA is calculated for all students at the end of each term on courses taken in residence at WyoTech.
 1. GPA points associated with the letter grade (see WyoTech Grading Scale) are factored in the GPA

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calculation by multiplying the GPA point value for each letter grade earned times the number of credits in a course

2. The final GPA is calculated by dividing the total number of GPA points earned by the number of credits attempted
- Transfer credits (TR), and course withdrawals (W) do not factor in the GPA calculation
 - If a course is repeated, only the highest grade earned is used in the GPA calculation

Rate of Progress (ROP) Calculations

WyoTech requires that students must maintain a minimum rate of progress (ROP) toward program completion for all programs. Students must complete the entirety of the program within the maximum time frame of 150%. ROP percentage is determined by dividing the number of credits earned by the number of credits attempted at the end of each academic term.

- For example: if 30 credits have been attempted, at least 20 must be successfully completed ($20/30 = 67\%$)
- Credits attempted include completed credits, transfer credits, withdrawals, and repeated courses
- Minimum ROP for all programs is 67%

MAXIMUM TIME FRAME

The maximum time frame (MTF) for completion of all programs below the master's level is limited by federal regulation to 150% of the published length of the program. WyoTech program lengths are measured in semester credits and require all students to complete their programs with a MTF of 150%. 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. Official MTF calculation is made by multiplying the total number of credits in a program by 1.5 and limiting the number of credits attempted to that number. For the sake of simplification, consider the following:

- All diploma programs consist of 6 total courses (4 core + 2 elective)
 - A student may only have a maximum of 3 failed or withdrawn courses
- Applied Service Management (ASM) degree programs consist of 4 core courses and 6 ASM courses.
 - Students may only have a maximum of 3 failed or withdrawn core courses, or the equivalent of 3 failed attempts from individual ASM and core courses.
 - Typically, 3 ASM courses are the equivalent of 1 core course in for calculation of ROP and MTF
 - Official ROP/MTF will be calculated based on actual credits earned vs credits attempted
- Students will be dismissed from their program once it becomes mathematically impossible to complete the program within 150% of program length regardless of how long a student has been on campus.

Course Attempts/Attempted Credits

Once a student posts attendance in any course, that course is considered as an attempt and the student is expected to complete the entire academic term and earn a final letter grade. Course attempts/attempted credits are a primary factor in ROP and MTF.

- Approved transfer credits (see transfer of credit policy) including credit transfers from other WyoTech programs are included as successful course attempts in the ROP and MTF calculation.
- Failed courses must be repeated and are calculated as an attempt in the ROP and MTF calculation
- A "W" grade for any reason counts as an attempt in the ROP and MTF calculation in a given program
- If a course is repeated, both attempts in the course count in the ROP and MTF calculation

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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
W	N	Y	N
TR	N	Y	Y

Failure to Meet (SAP)

Academic Disciplinary Action

While enrolled at WyoTech, students are expected to give their maximum effort to comply with the attendance policy, study the technical theory of the course content, and adequately complete all required tests, assignments, and hands-on tasks to demonstrate a level of competency in each course. The WyoTech faculty and administration are dedicated to assist students at all levels of experience, aptitude, and ability to adequately meet minimum course requirements. However, it is the duty of the campus to maintain academic integrity for all students in order to prepare them for the realistic expectations of the industry in which they are expected to seek employment, and each student is ultimately responsible for his or her own academic performance.

Students who earn a failing grade “F” in any WyoTech course for any reason are subject to the academic disciplinary action as follows:

1. **1st Course failure:** Student is advised of failing grade, placed on academic probation and must agree to the terms of an academic plan as a condition of their probation.
2. **2nd Course failure:** Student is suspended from school and dropped from the program due to poor academic performance
3. ***3rd Course failure:** Student is suspended from school and dropped from the program due to poor academic performance
4. ***4th Course failure:** Student is dismissed from program due to inability to meet MTF requirements

** Students who have already failed 2 or 3 WyoTech courses are only eligible to be active students in their given program if they have successfully been approved for re-entry after a drop or they have successfully appealed their suspension from the program.*

Additional considerations for academic discipline include:

- Course failures are tabulated as a cumulative number of failures throughout the entirety of the program
 - For example: A student may suffer a first course failure in the 3rd term he/she is actually enrolled
- Any “W” grade will be treated as a failed attempt in counting the number of course failures
- Applied Service Management (ASM) course failures will be treated similarly as outlined, but consideration for the number of courses failed and the corresponding credits attempted will be addressed in the student’s academic plan while on probation.
- Failure of a pre-requisite course or course failure that causes a scheduling conflict where a student cannot continue in

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the program due to limited course offerings may result in the student being dropped from the program.

- The student must apply for re-entry for an academic term date when the course(s) becomes available

Financial Aid Impact

A student who has not achieved the required GPA, or who is not successfully completing his or her educational program at the required pace, is no longer eligible to receive assistance under the title IV, Higher Education Assistance (HEA) programs.

Once a student begins to meet SAP again, he or she regains eligibility to receive assistance under the title IV, HEA programs

ACADEMIC PROBATION

At the end of each grading period or academic term, academic progress is evaluated for all students. Active students who fail to progress normally through their program will be placed on academic probation for one or a combination of any of the following reasons:

- A cumulative GPA less than 2.0
- ROP less than 67 %
- A failing grade “F” in the most recent course completed

Students will be notified with a letter indicating that they will be placed on academic probation for a period of one academic term and assigned an academic plan that sets forth guidelines to achieve satisfactory academic progress. At the end of the probationary academic term, the student’s academic progress will be re-evaluated according to the terms of the academic plan and the minimum academic requirements of the school. Students who fail to meet the requirements set forth in their academic plan as a condition of academic probation will be dropped from the program.

ACADEMIC PLAN (AP)

Students on academic probation must agree to the requirements of an academic plan as a condition of their probation, the ability to remain as an actively enrolled student, and if applicable to remain eligible for financial aid. Each student shall receive a copy of his or her academic plan and a copy shall be kept in the student’s permanent academic file.

The plan may extend over one (1) or multiple academic terms 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 will be in SAP met status, and the student’s plan shall be considered fulfilled. If on a multi-term plan and the student has met the requirement(s) of the first evaluation period, then new requirements will be set, and the student will be placed manually into SAP met status and will adhere to the subsequent term requirements of the plan.

If at the end of any evaluation period the student does not meet the academic plan requirement(s), the student will receive a suspension letter and will be dropped from the program. Students who have violated their academic probation and have been dropped from a program are not eligible for readmission to that program if they have exceeded, or may exceed, the maximum time frame of completion.

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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.

- Students who fail to meet the plan requirements must meet with the Director of Education (or designee) and be provided notification prior to the start of the subsequent module or term
- Students who are successful at meeting plan requirement(s) will received a completed evaluation of progress notification no later than the fifth (5th) business day of the subsequent module or term.

AP/SAP NOT MET Status and/or Dismissal

The Director of Education (or designee) must provide a written notice of SAP NOT MET status. If the student does not meet the requirements of an academic plan at the end of an evaluation period, the student will be dropped from the program.

The following timelines apply for all students placed on SAP NOT MET status:

Students being placed on probation and an academic plan for the first time

- Must receive the notification by the fifth (5th) business day of the subsequent module or term

Students on current academic probation not meeting terms of academic plan

- Will receive notification prior to the start of the subsequent module or term
- Student will not be permitted to sit in subsequent scheduled course
- Student will be dropped from the program

SAP MET STATUS

If the student has met the requirements of an academic plan, the student must be placed in SAP MET status and the student's academic plan shall be considered fulfilled. The Director of Education (or designee) will provide a completed evaluation of progress notification no later than the 5th business day of the subsequent module or term.

SAP Re-Entry

All students who are dropped or withdraw from their program for any reason must apply and be approved for re-entry through the campus readmission process. As part of the re-entry approval process, all students are evaluated for SAP. As a condition of re-entry based on poor past academic performance including course failures and withdrawals, students may be required to accept the terms of an academic plan.

Students shall not be readmitted if they cannot complete the program within the MTF or re-establish appropriate SAP standing.

Appeals

Academic probation and placement on an academic plan is a result of ROP %, cumulative GPA, or recent course failure and therefore cannot be appealed. Likewise, students being dismissed due to MTF cannot appeal. Students wishing to contest a final grade may do so through the academic appeal process set forth in the WyoTech Appeals policy and process.

Students wishing to contest adverse action for poor academic performance such as being dropped from the program may do so through the WyoTech appeals policy and process. Students submitting such an appeal must include a request to remain actively enrolled in the program, outline the rare and extenuating circumstances not likely to repeat that caused the initial poor academic performance, and what steps the student has taken to ensure that repeat poor academic performance is not likely to recur.

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RETAKEING COURSEWORK

Students must repeat all failed courses that are required for completion of the 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. Generally, students may not repeat passed coursework.

ADDENDUM, EFFECTIVE 7/1/2019: The below information replaces the Program Chart on Page 26.

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.	60.0
Diesel/ Auto Vehicle Technology	9 mo.	60.0
Advanced Diesel Technology	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.	60.0
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.	60.0
Street Rod and Custom Fabrication with Diesel Technology	9 mo.	60.0
Associate in Specialized Technology Degree Programs		
Automotive Technology and Management	9 mo.	60.0
Collision/Refinishing Technology and Management	9 mo.	60.0
Diesel Technology and Management	9 mo.	60.0

ADDENDUM, EFFECTIVE 7/1/2019: The below information replaces the Program Chart on Page 30.

Laramie			
AUTOMOTIVE TECHNOLOGY AND MANAGEMENT			
Credential	Clock Hours	Credit Units	Length
Associate in Specialized Technology	1440	60.0	9 months

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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.

Course Number	Course Title	Clock Hours	Semester Credit Hours
Automotive Technology Core Requirements			
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
Core Total		960	40.0
Applied Service Management Courses			
2110	Accounting and Financial Management	80	3.5
2120	Computers and Business Applications	80	3.0
2130	Communications	80	3.5
2210	Management Concepts	80	3.5
2220	Human Resource Management	80	3.5
2230	Shop Management	80	3.0
Program Total		1440	60.0

ADDENDUM, EFFECTIVE 7/1/2019: The below information replaces the Program Charts on Pages 31 to 33.



COLLISION/REFINISHING TECHNOLOGY PROGRAMS

Laramie			
MOTORSPORTS CHASSIS FABRICATION WITH COLLISION/REFINISHING 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 collision/refinishing or specialty automotive fields. The student receives training as a modern collision/refinishing technician plus specialty training in motorsports chassis fabrication.

Course Number	Course Title	Clock Hours	Semester Credit Hours
Collision/Refinishing Technology Core Requirements			
1100	Collision Repair I	240	10.0
1200	Collision Repair II	240	10.0
1300	Refinishing I	240	10.0
1400	Refinishing II	240	10.0
Core Total		960	40.0
Motorsports Chassis Fabrication Courses			
3200	Motorsports Chassis Fabrication I	240	10.0
3300	Motorsports Chassis Fabrication II	240	10.0
Program Total		1440	60.0

Students may work on their own vehicles during Motorsports Chassis Fabrication II if the work is educational

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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	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 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.

Course Number	Course Title	Clock Hours	Semester Credit Hours
Collision/Refinishing Technology Core Requirements			
1100	Collision Repair I	240	10.0
1200	Collision Repair II	240	10.0
1300	Refinishing I	240	10.0
1400	Refinishing II	250	10.0
Core Total		960	40.0
Street Rod and Custom Fabrication Courses			
3500	Basic Street Rod	240	10.0
3600	Advanced Street Rod	240	10.0
Program Total		1440	60.0

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	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 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.

Course Number	Course Title	Clock Hours	Semester Credit Hours
Collision/Refinishing Technology Core Requirements			
1100	Collision Repair I	240	10.0
1200	Collision Repair II	240	10.0
1300	Refinishing I	240	10.0
1400	Refinishing II	250	10.0
Core Total		960	40.0
Trim and Upholstery Technology Courses			
1700	Trim and Upholstery I	240	10.0
1800	Trim and Upholstery II	240	10.0
Program Total		1440	60.0

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Laramie			
COLLISION/REFINISHING TECHNOLOGY AND MANAGEMENT			
Credential	Clock Hours	Credit Units	Length
Associate in Specialized Technology	1440	60.0	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.

Course Number	Course Title	Clock Hours	Semester Credit Hours
Collision/Refinishing Technology Core Requirements			
1100	Collision Repair I	240	10.0
1200	Collision Repair II	240	10.0
1300	Refinishing I	240	10.0
1400	Refinishing II	240	10.0
Core Total		960	40.0
Applied Service Management Courses			
2110	Accounting and Financial Management	80	3.5
2120	Computers and Business Applications	80	3.0
2130	Communications	80	3.5
2210	Management Concepts	80	3.5
2220	Human Resource Management	80	3.5
2230	Shop Management	80	3.0
Program Total		1440	60.0

ADDENDUM, EFFECTIVE 7/1/2019: The below information replaces the Program Chart on Page 37.

Laramie			
DIESEL TECHNOLOGY AND MANAGEMENT			
Credential	Clock Hours	Credit Units	Length
Associate in Specialized Technology	1440	60.0	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.

Course Number	Course Title	Clock Hours	Semester Credit Hours
Diesel Technology Core Requirements			
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
Core Total		960	40.0
Applied Service Management Courses			
2110	Accounting and Financial Management	80	3.5
2120	Computers and Business Applications	80	3.0
2130	Communications	80	3.5
2210	Management Concepts	80	3.5

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2220	Human Resource Management	80	3.5
2230	Shop Management	80	3.0
Program Total		1440	60.0

ADDENDUM, EFFECTIVE 7/1/2019: The below Program Chart has been **removed** from Page 29. Program has been discontinued.

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.

Course Number	Course Title	Clock Hours	Semester Credit Hours
Automotive Technology Core Requirements			
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
Core Total		960	40.0
Off-Road Power Courses			
4800	ATV Mechanical Systems and PWC	240	10.0
4900	ATV Electrical Systems and Snowmobiles	240	10.0
Program Total		1440	60.0

ADDENDUM, EFFECTIVE 7/1/2019: The below Program Chart has been **removed** from Page 32. Program has been discontinued.

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.

Course Number	Course Title	Clock Hours	Semester Credit Hours
Collision/Refinishing Technology Core Requirements			
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
Core Total		960	45.0
Off-Road Power Courses			
4800	ATV Mechanical Systems and PWC	240	10.0
4900	ATV Electrical Systems and Snowmobiles	240	10.0

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Program Total	1440	65.0
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ADDENDUM, EFFECTIVE 7/1/2019: The below Program Chart has been **removed** from Page 36. Program has been discontinued.

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.

Course Number	Course Title	Clock Hours	Semester Credit Hours
Diesel Technology Core Requirements			
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
Core Total		960	40.0
Off-Road Power Courses			
4800	ATV Mechanical Systems and PWC	240	10.0
4900	ATV Electrical Systems and Snowmobiles	240	10.0
Program Total		1440	60.0

ADDENDUM, EFFECTIVE 7/1/2019: The below information replaces the Course Descriptions on Pages 38-40.

COURSE DESCRIPTIONS

<p>Course 100: Basic Engine Management Systems</p> <p>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.</p> <p>Didactic Hours: 120. Lab Hours: 120</p>	10.0 Semester Credit Hours
<p>Course 200: Drivability Diagnostics</p> <p>This course introduces students to electronic powertrain control systems, ignition and fuel injection systems, On-board diagnostics, electronic accessories, exhaust and emission control systems, alternative fuel systems including electric and hybrid electric vehicles and soft skills in relating to customers in the industry.</p> <p>Didactic Hours: 120. Lab Hours: 120</p>	10.0 Semester Credit Hours
<p>Course 300: Drivetrain Systems</p> <p>This course introduces students to all aspects of automatic transmissions and transaxles including diagnosis, service, removal & installation, rebuilding and transmission component identification, operation, and service including torque converters, planetary gears, hydraulics and clutches. This course also covers manual transmissions and transaxles, manual clutches, AWD and 4WD systems, differentials, drivelines, U-joints and axle shafts, and precision measuring instruments.</p> <p>Didactic Hours: 120. Lab Hours: 120</p>	10.0 Semester Credit Hours

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Course 400: Chassis	10.0 Semester Credit Hours
<p>This course introduces students to all aspects of automotive chassis systems including: wheel bearings, brakes, anti-lock brake systems and traction control systems, steering, suspension, tires, wheel balancing, and computerized four-wheel alignment. This course also covers heating and air conditioning systems (HVAC), airbags and safety restraint systems, and proper use and application of automotive fasteners.</p> <p>Didactic Hours: 120. Lab Hours: 120</p>	
Course 600: Fluid Power and Electrical Systems	10.0 Semester Credit Hours
<p>This course introduces students to the principles of hydraulics and electrical systems in a heavy-duty diesel application including off-highway equipment. Hydraulic and mechanical systems covered include hydraulic schematics, hydrostats, skid steers, heavy-duty torque converters and planetary gears. This course also covers electrical circuits, electrical test instruments, commercial batteries, and heavy-duty starting and charging systems</p> <p>Didactic Hours: 120. Lab Hours: 120</p>	
Course 700: Engines	10.0 Semester Credit Hours
<p>This course introduces students to diesel engine theory and service including engine fundamentals, construction, and operation. Topics include engine rebuild, service and tune-up on Detroit, Caterpillar, and Cummins engine platforms and their associated induction, exhaust systems, lubrication and cooling systems. Also covered are precision measuring, on-board diagnostics, and engine failure analysis.</p> <p>Didactic Hours: 120. Lab Hours: 120</p>	
Course 800: Engine Management Systems and Refrigeration	10.0 Semester Credit Hours
<p>This course introduces students to diesel engine management systems including common rail fuel systems, electronic engine controls, multiplexing, sensors, processors, actuators, emission systems, on-board diagnostics, use of service information, multi-meters and wire repair. Also covered are principles of cab compartment heating and conditioning (HVAC), transport refrigeration, compressed natural gas (CNG) and environmental considerations.</p> <p>Didactic Hours: 120. Lab Hours: 120</p>	
Course 900: Power Trains	10.0 Semester Credit Hours
<p>This course introduces students to preventative maintenance inspections (PMI), basic gearing principles, operation, service and repair of heavy-duty steering, suspension systems, and foundational and air brake systems including ABS, vehicle stability and collision avoidance. Also covered are heavy-duty clutches, flywheels, standard and automated transmissions, and service and operation of single reduction, through-drive and double reduction differentials, axles and driveline alignment, power take-off (PTO) units, wheel bearings and the associated troubleshooting, failure analysis, service and repair.</p> <p>Didactic Hours: 120. Lab Hours: 120</p>	
Course 1100: Collision Repair I	10.0 Semester Credit Hours
<p>This course introduces students to the fundamentals of collision repair and appropriate workplace behavior. Topics covered include acceptable industry practices surrounding safety, service and repair of trim and hardware, moveable glass, bolt-on exterior panels, cosmetic repair, external sheet metal straightening including metal finishing and the use of plastic fillers and abrasives. Students will also learn proper MIG welding and metal cutting procedures as well as principles of aluminum repair and welding. Also covered are the topics of electrical and electronics systems, air conditioning, and occupational restraint systems as it pertains to the collision repair industry.</p> <p>Lecture Hours: 120. Lab Hours: 120</p>	
Course 1200: Collision Repair II	10.0 Semester Credit Hours
<p>This course introduces students to structural automotive repair including computerized measuring systems, straightening structural steel, adhesive bonding, welded and adhesively bonded panels and stationary glass. Students will also learn about frame sectioning, steel unitized technologies and repair, and squeeze-type resistance spot welding. Also covered are steering, suspension, wheel alignment, brakes, ABS and traction control systems as well as new vehicle technology and trends as they pertain to the collision repair industry.</p> <p>Lecture Hours: 120. Lab Hours: 120</p>	

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Course 1300: Refinishing I	10.0 Semester Credit Hours
<p>This course introduces students to practices surrounding the proper use of paint and refinishing product in an automotive application. Topics covered include hazardous materials considerations and personal safety, proper surface preparation, familiarization with refinishing equipment and use of waterborne products and systems and the proper application techniques of primers, base coats and clear coats. Students will also learn about paint code identification, paint problems, detailing, and corrosion protection</p> <p>Lecture Hours: 120. Lab Hours: 120</p>	
Course 1400: Refinishing II	10.0 Semester Credit Hours
<p>This course builds covers advanced techniques used in the automotive collision and refinishing area such as color tinting, blending and application as well as damage analysis and estimating and use of estimating systems. Also covered is plastic and composite repair, automotive foams, stripe and decal application, and final polishing and detailing techniques. In addition, students will study appropriate customer relations and new technologies and trends as it pertains to the automotive refinishing industry.</p> <p>Lecture Hours: 120. Lab Hours: 120</p>	
Course 1700: Trim and Upholstery I	10.0 Semester Credit Hours
<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.</p> <p>Didactic Hours: 80. Lab Hours: 160.</p>	
Course 1800: Trim and Upholstery II	10.0 Semester Credit Hours
<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. Students will be required to participate in project work that correlates with the scope of the trim and upholstery courses.</p> <p>Didactic Hours: 80. Lab Hours: 160.</p>	
Course 2110: Accounting and Financial Management	3.5 Semester Credit Hours
<p>This course introduces students to general accounting concepts and basic measurements that are used to track and measure financial success in an automotive service department including income, expenses, and profit. The course also covers common production plans, appropriate financial analysis and action as well as financial forecasting. Didactic Hours: 60. Lab Hours: 20</p>	
Course 2120: Computers and Business Applications	3.0 Semester Credit Hours
<p>This course introduces students to computer hardware and software applications commonly used in the modern workplace including operating systems, spreadsheet applications, word processing applications, graphic presentation applications, electronic communication and time management software. The course also covers common industry service information software used in bidding and tracking repair jobs.</p> <p>Didactic Hours: 50. Lab hours: 30</p>	
Course 2130: Communications	3.5 Semester Credit Hours
<p>This course explores interpersonal communications skills that are critical in an automotive service environment. The course covers time management, organization, and professional communication with the public and introduces concepts surrounding the value of satisfied customers and resolving customer disputes through written, verbal, and non-verbal communication.</p> <p>Didactic Hours: 60. Lab Hours: 20</p>	

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<p>Course 2210: Management Concepts</p> <p>This course introduces the students to the basic management concepts behind operating an automotive based business including management styles, leadership, quality, ethics, stewardship and the overall complex role of management. This course covers management strategies surrounding vision, mission and values as well as strategic planning, goal development, and decision making.</p> <p>Didactic Hours: 60. Lab Hours: 20</p>	<p>3.5 Semester Credit Hours</p>
<p>Course 2220: Human Resource Management</p> <p>This course introduces students to the different roles and personnel involved in an automotive/diesel service business, different types of compensation plans and concepts behind recruiting and retaining employees. This course also covers employee motivation, progressive discipline, and workplace health and safety concerns including OSHA, personal protective equipment and hazardous material record keeping.</p> <p>Didactic Hours: 60. Lab Hours: 20</p>	<p>3.5 Semester Credit Hours</p>
<p>Course 2230: Shop Management</p> <p>This course provides a general introduction to the automotive service industry, the physical resources necessary to operate a repair business, the repair system, repair orders, and the importance of following proper processes and appropriate documentation. This course introduces a practical approach to selling service as well as legal guidelines for service operations. Didactic Hours: 60. Lab Hours: 20</p>	<p>3.0 Semester Credit Hours</p>
<p>Course 2700: Performance Mechanical</p> <p>This course introduces students to aspects of mechanical performance upgrades in an automotive gas engine application. Topics covered include advanced engine performance technology as designed by OE manufacturers and proper service techniques surrounding engine R&R procedures, engine disassembly, inspection, proper engine assembly and break-in, ignition systems, mechanical fuel systems, cooling and oiling systems, cylinder head porting and flow bench testing. In addition, students will learn about the variety of performance upgrades that can be attained through the automotive performance aftermarket and the proper selection, application, and installation of components. Didactic Hours: 80. Lab Hours: 160</p>	<p>10.0 Semester Credit Hours</p>
<p>Course 2800: Performance Electronics</p> <p>This course introduces to students to OEM and aftermarket computer-controlled engine management systems, fuel and timing mapping, engine component upgrades, and exhaust systems. Students will engage in an active-learning environment to apply the principles of computer-controlled performance diagnostics and modifications associated with the application of aftermarket performance equipment as well as the proper service of OEM equipment through the use of diagnostic scan tools, performance tuners, and engine & chassis dynamometers.</p> <p>Didactic Hours: 80. Lab Hours: 160</p>	<p>10.0 Semester Credit Hours</p>
<p>Course 3200: Motorsports Chassis Fabrication I</p> <p>This course introduces student to metal working techniques that apply to specialty automotive chassis fabrication and modification in a motorsports application. Topics covered include, frame design and modifications, mechanical drawing and precision measuring instruments. Students will train on proper metalwork techniques with the appropriate tooling that includes cutting, shaping, c-notching, MIG welding, TIG welding, grinding, finishing, and layout. Students will be expected to participate in an initial related project setup such as frame boxing, pro-street frame, roll cages, tube chassis construction or another instructor approved project that correlates with the scope of the course. Didactic Hours: 80. Lab Hours: 160</p>	<p>10.0 Semester Credit Hours</p>
<p>Course 3300: Motorsports Chassis Fabrication II</p> <p>This course introduces drive axle setup including rear axle selection and modification; front and rear suspension design, selection and set up for street, drag race, road race, and off road. Additional topics include steering setup, brake system setup, plumbing, wiring, and chassis tuning. Students will practice advanced MIG and TIG welding techniques and will be required to participate in an approved project that correlates with scope of the Motorsports Chassis Fabrication courses. Didactic Hours: 80. Lab Hours: 160</p>	<p>10.0 Semester Credit Hours</p>

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<p>Course 3500: Basic Street Rod</p> <p>This course introduces students to automotive body restoration and customization by processes used in sheet metal fabrication and welding, as well as basic undercoats, topcoats and painting techniques. Topics include vehicle design and terminology, specialized tools of trade, basic panel restoration, composites, gas welding, MIG welding, TIG welding, plasma cutting, and metal shaping and fabrication as it applies to the automotive restoration and custom vehicle industry. Didactic Hours: 80. Lab Hours: 160</p>	<p>10.0 Semester Credit Hours</p>
<p>Course 3600: Advanced Street Rod</p> <p>This course introduces students to advanced sheet metal shaping using steel and aluminum, custom body modifications, body construction and custom painting. Students will practice advanced TIG welding techniques, as well as advanced sheet metal shaping techniques through the use of hand tools and specialty tooling such as the English wheel, power hammer, planishing hammer, bead roller and louver press. In addition, students will learn common custom painting techniques through the use of special effects, graphics, pin striping, and airbrushing. Students will be required to participate in an approved project or projects that correlate within the scope of the Street Rod courses. Didactic Hours: 80. Lab Hours: 160</p>	<p>10.0 Semester Credit Hours</p>
<p>Course 3800: Advanced Diesel I</p> <p>This course introduces students to advanced concepts in the truck service environment with a practical approach to training through the refurbishment of a class 8 commercial truck in an instructor supervised shop environment. Topics covered include electrical systems, front ends, brakes, ABS, wheel ends, cooling systems, air conditioning, air systems and suspensions, and electronic engine control and tune-ups on Caterpillar, Detroit, Cummins, PACCAR, or MACK/Volvo engine platforms. Didactic Hours: 80. Lab Hours: 160.</p>	<p>10.0 Semester Credit Hours</p>
<p>Course 3900: Advanced Diesel II</p> <p>This course advances the concepts taught in Advanced Diesel I through the continuation of the refurbishment of a Class 8 truck and its various systems. Topics include advanced diagnostic techniques and troubleshooting, manufacturer service information and diagnostic software, fuel systems, emissions systems, 5th wheels, drivelines, clutches, cab systems, chassis systems, differentials, preventative maintenance, and final inspection on all systems covered in Advanced Diesel I. Students will complete reassembly of the project truck, perform a pre-delivery inspection, and will be expected to have the truck restored to a condition to be compliant with federal DOT safety specifications. Didactic Hours: 80. Lab Hours: 160</p>	<p>10.0 Semester Credit Hours</p>

ADDENDUM, EFFECTIVE 7/1/2019: The below replaces the Academic Calendar on Page 42.

2019 ACADEMIC CALENDAR

Summer 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
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 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
Course Session	Friday, November 8, 2019 – Friday, December 20, 2019
Thanksgiving Holiday Break	Thursday, November 28, 2019 – Friday, November 29, 2019

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Finals and Graduation
Scheduled Break

Friday, December 20, 2019
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.

2020 ACADEMIC CALENDAR

Winter 2020

January Registration and Class Start	Thursday, January 2, 2020
Course Session	Thursday, January 2, 2020 – Wednesday, February 12, 2020
Martin Luther King Jr Holiday	Monday, January 20, 2020
Finals and Course End	Wednesday, February 12, 2020
Course session	Thursday, February 13, 2020 – Tuesday, March 24, 2020
Finals and Graduation	Tuesday, March 24, 2020
Scheduled Break	Wednesday, March 25, 2020 – Monday, March 30, 2020

Spring 2020

April Registration and Class Start	Tuesday, March 31, 2020
Course Session	Tuesday, March 31, 2020 – Friday, May 8, 2020
Finals and Course End	Friday, May 8, 2020
Course Session	Monday, May 11, 2020 – Friday, June 19, 2020
Memorial Day Holiday	Monday, May 25, 2020
Finals and Graduation	Friday, June 19, 2020
Scheduled Break	Saturday, June 20, 2020 – Tuesday, June 30, 2020

Summer 2020

July Registration	Tuesday, June 30, 2020
Course Session	Wednesday, July 1, 2020 – Tuesday, August 11, 2020
Independence Day Holiday	Friday, July 3, 2020
Finals and Course End	Tuesday, August 11, 2020
Course Session	Wednesday, August 12, 2020 – Tuesday, September 22, 2020
Labor Day Holiday	Monday, September 7, 2020
Finals and Graduation	Tuesday, September 22, 2020
Scheduled Break	Wednesday, September 23, 2020 – Tuesday, September 29, 2020

Fall 2020

September Registration	Tuesday, September 29, 2020
Course Session	Wednesday, September 30, 2020 – Monday, November 9, 2020
Finals and Course End	Monday, November 9, 2020
Course Session	Tuesday, November 10, 2020 – Tuesday, December 22, 2020
Thanksgiving Holiday Break	Thursday, November 26, 2020 – Friday, November 27, 2020
Finals and Graduation	Tuesday, December 22, 2020
Scheduled Break	Wednesday, December 23, 2020 – Sunday, January 3, 2021

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

ADDENDUM, EFFECTIVE 7/1/2019: The below replaces the Student Code of Conduct on Pages 13-15.

WyoTech Student Code of Conduct

WyoTech seeks to create an environment that promotes integrity, academic achievement, and personal responsibility. Each student, while in attendance at WyoTech, is expected to display the highest degree of ethical and professional conduct. WyoTech students and staff are entitled to a safe learning and working environment respectively. The WyoTech campus should be free from violence, threats and intimidation, and the rights,

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opportunities, and welfare of students, faculty, staff, and guests must be protected at all times. To this end, the WyoTech Student Code of 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.

As a requirement for admission, each WyoTech applicant must sign and agree to abide by certain academic and social standards indicated in the student code of conduct. In addition, students are expected to act and appear as professionals while in school as a preparation for the workplace. Student professionalism is incorporated in the grade of each WyoTech course as a measure of attendance and adherence to the student code of conduct, the appearance code, as well as other expectations set forth in the programs through the professionalism grading system.

The education department consisting of instructors, support staff, coordinators, managers and a Dean/Director is primarily responsible for appropriately conducting, recording and enforcing the outcome of all disciplinary matters. However, all WyoTech employees are allowed to enforce the code of conduct.

Violations of the Code of Student Conduct may 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. Students are to be notified of alleged violations 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.

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. Any tool or item brandished in a threatening manner or perceived as threatening shall be considered as a weapon.
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,

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- 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. **Public displays of affection:** are not allowed on campus, WyoTech training areas or facilities.
 17. **Discrimination:** any verbal or nonverbal discrimination towards any individual or group.
 18. **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.
 19. **Violations of the WyoTech Appearance Code:** students must abide by the specific appearance policy for the student's program.
 20. **Community Citizenship:** Students will abide by all local, state, and federal laws and are expected to act as respectful citizens in their interactions in the community. Arrests, incarceration, and legal citations, or otherwise unacceptable behavior off campus may jeopardize a student's continued enrollment.
 21. **Reckless Driving:** Students will observe safe driving habits in all weather conditions in campus parking lots and adjacent city streets, lots, and property.
 22. **Animals:** Animals such as dogs, cats, and other pets are not permitted on campus except for service animals expressly permitted by the Americans with Disabilities Act (ADA) and pre-authorized by WyoTech administration.

VIOLATIONS OF THE CODE OF STUDENT CONDUCT

VIOLATIONS OF THE CODE OF STUDENT CONDUCT MAY WARRANT DISCIPLINARY ACTION BY WYOTECH FACULTY AND ADMINISTRATION. DEPENDING ON THE SEVERITY OR REGULARITY OF THE VIOLATIONS, A STUDENT IN VIOLATION IS SUBJECT TO THE FOLLOWING:

1. **Warning:** A verbal warning or written warning, which implies that further violations will result in probation or suspension. Where appropriate, an instructor may impose a deduction on a student's professionalism grade for his/her current course per the professionalism grading system. An instructor may also request a student to leave class for a given period of time resulting in absenteeism counting toward an attendance violation.
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. Where appropriate, an instructor may impose a deduction on a student's professionalism grade for his/her current course per the professionalism grading system. An instructor may also request a student to leave class for a given period of time resulting in absenteeism counting toward an attendance violation.
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 DIRECTOR

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

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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:

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

Student Grievance Procedure

You may bring a complaint against the School by filing a written complaint with the Campus Director. The Campus Director will attempt to provide a decision or resolution within 15 days. 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.

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.

ADDENDUM, EFFECTIVE 7/1/19 – The below replaces the Appearance Code on Pages 14 – 15.

WyoTech Student 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. **School Uniform:** The school uniform shall be properly worn on campus during school operating hours.
 - a. **Shirt:** A WyoTech-issued uniform shirt shall be worn completely buttoned with the exception of the top button/snap. Unless specifically designed as a square-cut work shirt and issued by the school, shirttails must be tucked into the pants. Sweaters or other shirts, if worn, must be worn underneath the uniform shirt. For safety reasons no hooded clothing is permitted in the shop or as part of the uniform.
 - b. **Pants:** Solid color work pants shall be worn in an appropriate manner at the natural waistline (above the hips) and may not be excessively baggy or loose.
 - c. **Boots:** Professional work-style boots or shoes must be worn and properly laced. No athletic style shoes or sandals are permitted.
 - d. All clothing must be clean with no holes, tears, or frayed edges.
 - e. Coats may not be worn in the shop or classroom unless permitted by the instructor. Hooded coats

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- or jackets are not permitted in the shop.
- f. No article of clothing or tattoo shall have pictures, emblems, and/or messages that are lewd, offensive, vulgar, obscene, or might otherwise cause disruption.
2. **Hair:** Extreme hairstyles are not permitted, and hair shall be kept clean and provide a neat, well-groomed appearance.
 - a. Hairstyle must conform to the shape of the head in a professional manner with no abrupt changes in length or style.
 - b. Hair shall be cut so as to not extend beyond the eyebrow, middle of the ear, and top of the shirt collar.
 - c. Females may have long hair but must pin their hair-up to be above the shirt collar while training in the shop
 - d. Hair must be a natural color. No unnatural hair color is allowed.
 - e. Any hair style that does not conform to the above, does not project a professional appearance of reasonable expectations in the workplace, or is otherwise a potential safety hazard is prohibited.
 3. **Shaving:** Male students shall be clean-shaven.
 - a. Mustaches are permitted provided they do not extend below or beyond the corners of the mouth.
 - b. Sideburns are permitted provided they extend no lower than the bottom of the ear, extend straight down the face and must be trimmed so they are not bushy.
 4. **Headwear:** A knit cap (beanie) or baseball-style cap with the bill facing forward may be worn in the facilities, but must be removed in the classroom, TRC, or computer lab. No other headwear may be worn while in WyoTech training facilities.
 5. **Safety Equipment:** Appropriate Personal Protective Equipment (PPE) such as safety glasses, face shields, hearing protection, welding helmets, gloves, respirators and other equipment appropriate for specific tasks must be properly worn at all times while performing such tasks. Safety glasses should be worn at all times in the shop unless in designated safe areas.
 6. **Jewelry:** The wearing of earrings, gauges, 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.
 7. **Hygiene:** Personal cleanliness and hygiene must be observed and maintained at all times.
 8. **Student ID:** The WyoTech student ID is required to be visible at all times and must be available to a staff or faculty member upon request.

Violations of the WyoTech Student Appearance Code:

Students are expected to proactively comply with WyoTech Student Appearance Code each day as a condition in their enrollment in the program. In situations where students are in not in compliance with the appearance code they will be respectfully requested to correct the issue immediately or as soon as reasonably possible.

Violations of appearance code may result in the following disciplinary action depending the severity or regularity of the violation:

1. A verbal warning with the expectation to immediately correct the issue
2. A deduction of professionalism points per the WyoTech professionalism grading system

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3. The student may not be permitted to sit in class until the issue is corrected and time absent due to correcting the issue will count as hours absent toward violation of the WyoTech attendance policy.