ADDENDUM, Effective 6/10/2020: Scholarship Listings to add to page 34 of school catalog

The following is a list of institutional scholarships available at the school. Additional information regarding these scholarships, eligibility requirements, and disbursement of aid can be found through the school website or by calling the campus. The combination of institutional scholarships shall not exceed a total award amount of $10,000.

- Merit Scholarship
- SkillsUSA Scholarship
- FFA Scholarship
- Employee Dependent Tuition Discount
- Prior Training/Work Experience Scholarship
- Hope Scholarship – Deadline is June 15, 2020 and only available to students beginning courses on July 1, 2020.

ADDENDUM, Effective 6/10/2020: Updates to the Admissions Requirements on Page 9 of the catalog.

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
- A $100.00 application fee
- If an applicant is under 18 years of age, the Enrollment Agreement must also be signed by the parent or guardian
- Students from the state of Oregon must be 18 years of age or older

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.

WyoTech does not discriminate based on race, color, national origin, sex, religion, age, disability, veteran status, sexual orientation/gender identity or expression, and any other legally protected status in the provision of its courses, programs, services or activities. The school’s policies governing employees will be enforced in situations where instructional staff or other school personnel have been found to have engaged in discriminatory behavior.

All admissions materials, including program disclosures and enrollment agreements are presented in English only, since all programs are taught in English. No English as a second language courses are offered by the campus.
**ADDENDUM, Effective 4/8/2020**: Updated Calendar

Due to COVID-19 our Spring Break had to be extended to May 10, 2020. Below is the updated calendar.

### 2020 Academic Calendar

#### Winter 2020

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheduled Break</td>
<td>Wednesday, March 25, 2020 – Sunday, May 10, 2020</td>
</tr>
<tr>
<td></td>
<td>*Extended break due to COVID-19</td>
</tr>
</tbody>
</table>

#### Spring 2020

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>May Registration</td>
<td>Friday, May 8, 2020</td>
</tr>
<tr>
<td>Course Session</td>
<td>Monday, May 11, 2020 – Friday, June 19, 2020</td>
</tr>
<tr>
<td>Memorial Day Holiday</td>
<td>Monday, May 25, 2020</td>
</tr>
<tr>
<td>Finals and Course End</td>
<td>Friday, June 19, 2020</td>
</tr>
<tr>
<td>Scheduled Break</td>
<td>Saturday, June 20, 2020 – Tuesday, June 30, 2020</td>
</tr>
</tbody>
</table>

#### Summer 2020

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>July Registration</td>
<td>Tuesday, June 30, 2020</td>
</tr>
<tr>
<td>Course Session</td>
<td>Wednesday, July 1, 2020 – Tuesday, August 11, 2020</td>
</tr>
<tr>
<td>Independence Day Holiday</td>
<td>Friday, July 3, 2020</td>
</tr>
<tr>
<td>Finals and Graduation</td>
<td>Tuesday, August 11, 2020</td>
</tr>
<tr>
<td>Course Session</td>
<td>Wednesday, August 12, 2020 – Tuesday, September 22, 2020</td>
</tr>
<tr>
<td>Labor Day Holiday</td>
<td>Monday, September 7, 2020</td>
</tr>
<tr>
<td>Finals and Course End</td>
<td>Tuesday, September 22, 2020</td>
</tr>
<tr>
<td>Scheduled Break</td>
<td>Wednesday, September 23, 2020 – Tuesday, September 29, 2020</td>
</tr>
</tbody>
</table>

#### Fall 2020

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>September Registration</td>
<td>Tuesday, September 29, 2020</td>
</tr>
<tr>
<td>Course Session</td>
<td>Wednesday, September 30, 2020 – Monday, November 9, 2020</td>
</tr>
<tr>
<td>Finals and Graduation</td>
<td>Monday, November 9, 2020</td>
</tr>
<tr>
<td>Course Session</td>
<td>Tuesday, November 10, 2020 – Tuesday, December 22, 2020</td>
</tr>
<tr>
<td>Thanksgiving Holiday Break</td>
<td>Thursday, November 26, 2020 – Friday, November 27, 2020</td>
</tr>
<tr>
<td>Finals and Course End</td>
<td>Tuesday, December 22, 2020</td>
</tr>
<tr>
<td>Scheduled Break</td>
<td>Wednesday, December 23, 2020 – Sunday, January 3, 2021</td>
</tr>
</tbody>
</table>
2021 Academic Calendar

Winter 2021
January Registration and Class Start
Monday, January 4, 2021
Course Session
Monday, January 4, 2021 – Friday, February 12, 2021
Martin Luther King Jr Holiday
Monday, January 18, 2021
Finals and Graduation
Friday, February 12, 2021
Course Session
Monday, February 15, 2021 – Thursday, March 25, 2021
Finals and Graduation
Thursday, March 25, 2021
Scheduled Break
Friday, March 26, 2021 – Sunday, April 4, 2021

Spring 2021
April Registration
Friday, April 2, 2021
Course Session
Monday, April 5, 2021 – Thursday, May 13, 2021
Finals and Course End
Thursday, May 13, 2021
Course Session
Friday, May 14, 2021 – Thursday, June 24, 2021
Memorial Day Holiday
Monday, May 31, 2021
Finals and Graduation
Thursday, June 24, 2021
Scheduled Break
Friday, June 25, 2021 – Wednesday, June 30, 2021

Summer 2021
July Registration
Wednesday, June 30, 2021
Course Session
Thursday, July 1, 2021 – Wednesday, August 11, 2021
Independence Day Holiday
Monday, July 5, 2021
Finals and Course End
Wednesday, August 11, 2021
Course Session
Thursday, August 12, 2021 – Wednesday, September 22, 2021
Labor Day Holiday
Monday, September 6, 2021
Finals and Graduation
Wednesday, September 22, 2021
Scheduled Break
Thursday, September 23, 2021 – Wednesday, September 29, 2021
Fall 2021

September Registration Wednesday, September 29, 2021
Course Session Thursday, September 30, 2021 – Tuesday, November 9, 2021
Finals and Course End Tuesday, November 9, 2021
Course Session Wednesday, November 10, 2021 – Wednesday, December 22, 2021
Thanksgiving Holiday Break Thursday, November 25, 2021 – Friday, November 26, 2021
Finals and Graduation Wednesday, December 22, 2021
Scheduled Break Thursday, December 23, 2021 – Monday, January 3, 2022

ADDENDUM, Effective 4/8/2020: The below course numbering has been updated for the Automotive and Diesel core courses.

<table>
<thead>
<tr>
<th>OLD</th>
<th>NEW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course 100: Basic Engine Management Systems</td>
<td>Course 1010: Basic Engine Management Systems</td>
</tr>
<tr>
<td>Course 200: Drivability Diagnostics</td>
<td>Course 1020: Drivability Diagnostics</td>
</tr>
<tr>
<td>Course 300: Drivetrain Systems</td>
<td>Course 1030: Drivetrain Systems</td>
</tr>
<tr>
<td>Course 400: Chassis</td>
<td>Course 1040: Chassis</td>
</tr>
<tr>
<td>Course 600: Fluid Power and Electrical Systems</td>
<td>Course 1060: Fluid Power and Electrical Systems</td>
</tr>
<tr>
<td>Course 700: Engines</td>
<td>Course 1070: Engines</td>
</tr>
<tr>
<td>Course 800: Engine Management Systems and</td>
<td>Course 1080: Engine Management Systems and</td>
</tr>
<tr>
<td>Refrigeration</td>
<td>Refrigeration</td>
</tr>
<tr>
<td>Course 900: Power Trains</td>
<td>Course 1090: Power Trains</td>
</tr>
</tbody>
</table>
ADDENDUM 4/8/2020: The below is added to Page 7 under Licensure.

- WyoTech is registered with the Iowa College Student Aid Commission, 475 SW Fifth St. Suite D, Des Moines, Iowa 50309-4608; 877-272-4456

ADDENDUM 4/8/2020: The below is added to Page 61 under State Specific Information.

IA: If the student does not feel the school has adequately addressed a complaint or concern, the student may consider contacting the Iowa College Student Aid Commission, 475 SW Fifth St. Suite D, Des Moines, IA 50309-4608; 877-272-4456.

ADDENDUM 4/8/2020: The below is added to Page 56 under State Specific Information.

IOWA

A student who withdraws from the school as a result of the student being deployed as an Iowa national guard member or US military reservist, or the spouse of such a deployed service member with a dependent child will be offered the following:

a) Withdraw from the student’s entire registration and receive a full refund of tuition and mandatory fees.

b) Make arrangements with the student’s instructors for course grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the student’s registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full.

c) Make arrangements with only some of the student’s instructors for grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the registration for those courses shall remain intact and tuition and mandatory fees shall be assessed for those courses. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded.

For a program in which a student’s academic progress is measured only in clock hours, the school shall provide a full refund and mandatory fees to a student who withdraws and who requests that benefit for the payment period in which the student withdrew. The payment period is determined under rules promulgated by the United States department of education for the disbursement of federal Stafford loan funds.

ADDENDUM 4/8/2020: The below instructors are added to Page 4.

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Michael Gibbens</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor</td>
<td>Amber McGowan</td>
</tr>
<tr>
<td>Instructor</td>
<td>Todd Steele</td>
</tr>
</tbody>
</table>
ADDENDUM, Effective 2/3/2020: The below language was added to the Satisfactory Academic Progress (SAP) policy.

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 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).

For Financial Aid purposes students must achieve the following minimum SAP requirements at each evaluation period:

### Satisfactory Academic Progress Chart (All Programs)

<table>
<thead>
<tr>
<th>SAP Evaluation Period</th>
<th>Minimum CGPA</th>
<th>Rate of Progress (ROP)</th>
<th>SAP Not Met Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAP Evaluation Period 1</td>
<td>1.33</td>
<td>67%</td>
<td>Financial Aid (FA) Warning</td>
</tr>
<tr>
<td>Scheduled Completion of 30 Credits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAP Evaluation Period 2</td>
<td>1.33</td>
<td>67%</td>
<td>FA Warning. OR if not meeting SAP for two consecutive SAP Evaluations then status is SAP Not Met–Student must appeal to continue * See SAP Appeal procedure.</td>
</tr>
<tr>
<td>Scheduled Completion of 60 Credits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAP Evaluation Period 3</td>
<td>2.00</td>
<td>67%</td>
<td>Same as above</td>
</tr>
<tr>
<td>At graduation</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Rounding applies, 66.67% rounds to 67%.

FAILURE TO MEET SATISFACTORY ACADEMIC PROGRESS (SAP)

**Financial Aid Warning**

A status assigned to a student who fails to make satisfactory academic progress at the first SAP evaluation period. A student on financial aid warning may continue to receive assistance under the title IV, HEA programs for one payment period or until the next SAP evaluation period despite a determination that the student is not making satisfactory academic progress.
SAP Not Met
Students not meeting SAP standards for two consecutive SAP evaluation periods are placed on “SAP Not Met” status. Students will receive a written SAP Not Met letter indicating their status. Students placed on SAP Not Met status are withdrawn from the program and ineligible for federal financial aid unless an appeal is submitted within 5 days of receiving the SAP Not Met letter.

Financial Aid Probation
Students placed on SAP Not Met status who have successfully appealed their SAP status will be placed on FA Probation. Students will receive a written probation letter indicating their probationary status. Students on FA Probation are eligible for financial aid disbursements if:
   a. An appeal is approved, and it is determined a student can meet SAP standards by the end of the subsequent payment period or evaluation period, the student can be placed on FA Probation.
   b. If an appeal is approved and it is determined a student will require more than 1 payment period or evaluation period to meet SAP standards again, the student will be placed on FA Probation and must follow an Academic Plan developed for the student by the college. At the end of the subsequent evaluation period or Academic Plan period, a review will take place to ensure the student is meeting the requirements of the Academic Plan.

SAP Appeal
Students submitting a SAP Appeal must complete an appeal form and submit a typed, dated and signed letter which includes the following:
   • An acknowledgment and or understanding of why he/she is submitting a SAP Appeal
   • A request to remain actively enrolled in the program
   • Outline the reasons causing the poor academic performance
   • Outline the steps the student has taken to ensure that repeat poor academic performance is not likely to recur

Academic Plan (AP)
Students on FA 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.
At the end of the academic plan period, if student does not meet the requirement(s) of the Plan, the student will receive a suspension letter and will be dropped from the program. Students who have violated their academic plan 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.
ADDENDUM, Effective 2/3/2020: The following language is added to page 56 of the catalog under State Specific Information.

**KENTUCKY**

**Filing a complaint with the Kentucky Commission on Proprietary Education:**

To file a complaint with the Kentucky Commission on Proprietary Education, a complaint shall be in writing and shall be filed on Form PE-24, Form to File a Complaint, accompanied, if applicable, by Form PE-25, Authorization for Release of Student Records.

The form must be mailed to the following address:

Kentucky Commission on Proprietary Education  
500 Mero Street, 4th Floor  
Frankfort, Kentucky 40601

Forms can be located at [www.kcpe.ky.gov](http://www.kcpe.ky.gov)

**Existence of the Kentucky Student Protection Fund:**

Pursuant to KRS 165A.450 all licensed schools, resident and nonresident, shall be required to contribute to a student protection fund. The fund shall be used to reimburse eligible Kentucky students, to pay off debts, including refunds to students enrolled or on leave of absence by not being enrolled for one (1) academic year or less from the school at the time of the closing, incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program.

**Process for Filing a Claim Against the Kentucky Student Protection Fund:**

To file a claim against the Kentucky Student Protection Fund, each person filing must submit a signed and completed Form for Claims Against the Student Protection Fund, Form PE-38 and provide the requested information to the following address:

Kentucky Commission on Proprietary Education  
500 Mero Street, 4th Floor  
Frankfort, Kentucky 40601

Forms can be located at [www.kcpe.ky.gov](http://www.kcpe.ky.gov)

ADDENDUM, Effective 2/3/2020: The following will be added under Licensure on Page 7.

WyoTech is licensed by the Kentucky Commission on Proprietary Education.

ADDENDUM, Effective 2/3/2020: The below language is added to the section of Admissions Requirements and Procedures on Page 9.

The school’s policies governing employees will be enforced in situations where instructional staff or other school personnel have been found to have engaged in discriminatory behavior.
ADDENDUM, Effective 2/3/2020: The below language is added under the State Information section on page 56.

OREGON

Students aggrieved by action of the school should attempt to resolve these problems with appropriate school officials. Should this procedure fail, students may contact: Higher Education Coordinating Commission, Private Career Schools, 255 Capitol St. NE, Salem, OR 97310. After consultation with appropriate Commission staff and if the complaint alleges a violation of Oregon Revised Statutes 345.010 to 345.470 or standards of the Oregon Administrative Rules 715-045-0001 through 745-045-0210, the Commission will begin the complaint investigation process as defined in OAR 715-045-0023 Appeals and Complaints. Any person unlawfully discriminated against, as described in ORS 345.240, may file a complaint under ORS 659A.820 with the Commissioner of the Bureau of Labor and Industries.

ADDENDUM, Effective 2/3/2020: The below language is added to the State Specific Information on page 60.

Workforce Training and Education Coordinating Board
This school is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this private vocational school may be made to the:

Workforce Board, 128-10th Ave. SW, Box 43105, Olympia, WA 98504-3105
Web: wtb.wa.gov
Phone: 360-709-4600
E-Mail Address: pvsa@wtb.wa.gov

ADDENDUM, Effective 2/3/2020: The below content replaces the attendance policy on page 19.

Attendance is a critical component of being a professional and vital to academic success and the acquisition of good work habits. Graduates are screened by prospective employers, not only for academic achievement, but also for their attendance record. Due to the fast-paced learning environment at WyoTech, every hour of attendance is crucial to a student’s education. WyoTech’s Attendance Policy is designed to strongly reinforce the importance of being present every day.

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 day or be withdrawn/dropped from the program.

Course Sessions
Each day consists of 500 scheduled minutes which are divided into eight sessions for attendance-taking purposes (7 sixty-minute sessions and one 80-minute session). Students not present when the instructor takes roll shall be counted absent for the entirety of that session. Partial attendance to a session will not be counted as present. Students present at roll call that leave without permission prior to the end of a given session shall be counted as absent for that particular session.
**Tardiness**  
Students arriving less than 10 minutes late may be counted as present, but points will be deducted from the student’s grade for being tardy per the professionalism grading system. Students may be counted tardy no more than 5 times in an entire 6-week course. Thereafter, instructors may only mark the student absent for the entire session if he/she misses roll call.

**Excused Absences**  
There are no excused absences for all courses at WyoTech. Students will have points deducted from their grade for every hour missed per the professionalism grading system. Exceptions to this rule are limited to the following:

1. A pre-authorized off-campus interview with a prospective employer arranged through the career services department. The employer must be industry related to the program in which the student is enrolled. Students and the employer will be required to complete the appropriate paperwork with the career services department.

2. Required military duty or official appointments with the Veterans Administration. Must be pre-approved through the student services department and the student must provide supporting documentation for validation.

3. Official student business being conducted on-campus. This includes appointments with non-educational departments such as housing, business office, financial aid, career services, or other critical business that otherwise cannot be conducted outside of the normal class schedule.
   – See the **Sign-in/Sign-Out procedure**

4. Extreme or extenuating circumstance authorized by the campus director

Although the above circumstances may allow for students to miss time without a professionalism points deduction, the student’s official attendance record will still reflect the actual time absent.

**Sign-in/Sign-Out Procedure**  
Students needing to temporarily leave class but not leave the campus for an authorized activity are expected to sign-out per the procedure set forth by their current instructor(s). Examples include but are not limited to:

- Authorized appointments with Financial Aid and/or Business Office
- On-Campus interviews or appointments with Career Services
- Authorized meetings with other administrative departments on campus such as Admissions, Education, Housing, and Student Services
- Other activity authorized by the instructor

Students must pre-arrange with their instructors for the planned time away from class/shop. It is the responsibility of the student to seek out any missed assignments or critical lecture material.

Time away from class when a student properly follows the sign-in/sign-out procedure does not count as time absent from class.
Notification Procedure:
Students are required notify their instructor if they are going to be absent. The notification must be made prior to the start of class or anticipated absence. Failure to call in or otherwise notify the instructor of an absence will result in a deduction of professionalism points per the WyoTech professionalism grading system. Students present for partial days that have a need to leave early are expected to notify their instructor prior to leaving. Students who arrive late to school are expected to report to the instructor immediately upon arrival.

Make-Up Work:
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 the term and no makeup work will be accepted after the close of a term.

Violations of Attendance Requirements
A student is considered in violation of the attendance requirements by missing 10% (24) in any given academic term. Students who violate attendance are automatically dropped from the program.

Attendance Warning Procedure:
1. Students missing over 5% of any given academic term (12 hours) will be provided notification warning them of the risk for attendance suspension.
2. Students missing 10% of any given academic term (24 hours) will be suspended from WyoTech and dropped from their program.

Attendance Suspension Appeals Procedure:
Students who have been suspended from WyoTech based on violation of the attendance policy may appeal their suspension in light of special circumstances of an unusual nature which are not likely to recur. In order to appeal an attendance suspension a student must:
1. Immediately follow up and inform the Department Coordinator/Designee and request an appeal form and indicate the intention of appealing
2. Complete the academic appeals form and submit a typed, dated, and signed letter along with any supporting documentation to the department coordinator, Academic Dean, or designee.
3. Maintain perfect attendance while the appeal is pending. Failure to maintain perfect attendance after submitting an appeal will void the attendance appeal and the student’s status shall remain as dropped.

Upon receipt of the required documentation, an attendance appeals committee will be formed and will review the extenuating circumstances set forth by the student. Each individual appeal is evaluated on a case by case basis and strong consideration is given to the particular circumstances causing the students absences, the likelihood that attendance will improve moving forward, and the viability the student has of being successful in his/her current course or program.

Date of Withdrawal - LDA
When a student is withdrawn from the program for any reason, the last date of attendance (LDA) as recorded by faculty shall be used for purposes of calculating a refund.
Perfect Attendance & Outstanding Attendance

Perfect attendance is defined as no absences throughout an entire program of study. **There are no exceptions.** Students who achieve perfect attendance for the entirety of their program will receive a certificate and special recognition at graduation.

Outstanding attendance is defined as no more than 16 attendance infractions during a student’s entire program of study at WyoTech. Or, perfect attendance in 5 out of 6 academic terms. Students who achieve outstanding attendance for their entire program of study will receive a certificate and special recognition at graduation.

Perfect Attendance Pins:

Students should strive for perfect attendance in each course. Although circumstances may arise during the course of nine months causing a student to miss time, students should make every effort to be in class all day, every day.

For each course in which a student achieves perfect attendance, he or she will receive a perfect attendance pin which can be worn as part of the student uniform. The wearing of a perfect attendance pin is an indicator to faculty, classmates, and most importantly to employers that you are committed to your education and ultimately to your career as a technical service professional. Perfect attendance pins are distributed at the end of each course.

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. Reasonable effort to help resolve student concerns so that he/she may continue toward completion of the program without withdrawing will be made. Students who leave their program without notification will be dropped once their absenteeism results in violation of the attendance policy.

ADDENDUM, Effective 2/3/2020: The following language is added to the Student Services section on Page 36.

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, 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 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, and note taker/faculty notes. If the request for an accommodation is denied, the student is informed of their right to appeal the decision and should follow the appeals procedure outlined in the catalog.

**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. 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 Director (or designee). In non-emergency situations, the crime should be reported as soon as possible to the Campus Director (or designee) and the local law enforcement agency. All students are encouraged to report all crimes and public safety incidents to the Campus Director (or designee) in a timely manner. The Campus Director (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.fbi.gov/scams-and-safety/sex-offender-registry) [https://www.nsopw.gov/](https://www.nsopw.gov/)

**Title IX of the Educational Amendments**

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.
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 Director. Please be reminded that this policy applies to students as well as employees.

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.
- 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 Director, Student Services Manager and the Director 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 Act (VAWA)

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.

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 Campus Director 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 designees who shall determine an appropriate response based on the nature of the incident.

Sexual Offences 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.

Disciplinary Action

All allegations of any sexual offences or VAWA Incidents shall be investigated by the appropriate Title IX Coordinator and the Campus Director. Allegations against students shall be investigated pursuant to the Code of Student Conduct.
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 Campus Director 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 1st 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.

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 compliant with local law enforcement.

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.

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1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual’s employment or academic standing; or
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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 Director. Please be reminded that this policy applies to students as well as employees.

**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 Director.

In non-emergency situations, the crime should be reported as soon as possible to the Campus Director and the local law enforcement agency.

All students, employees, and campus guests are encouraged to report all crimes and public safety-related incidents in a timely manner. The Campus Director shall document each incident reported. All incident reports shall be reviewed by the Campus President and supporting management team, 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 Director and the Campus President.

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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.
2019/2020 Catalog
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Published November 1, 2019

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Arlington, VA 22201
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As president of WyoTech, I want to thank you for looking into WyoTech and reading this. If you’re new to WyoTech, I hope this letter inspires you to check us out further and if you’re familiar with WyoTech, I hope this answers some questions you may have.

I go back to 1976 with WyoTech. I graduated in June of 76 and was hired on within five months. I can tell you it’s been quite a career and I have been blessed with working beside the world’s greatest employees. I spent 26 years at WyoTech, starting off as a student and becoming president in 1997. Our parent company sold WyoTech in 2002 and I left shortly thereafter to pursue other opportunities. I loved WyoTech and the culture that our great employees developed throughout the years. WyoTech is different and we are proud to be different than our competitors. WyoTech is not for everyone, but if you like our differences, check us out further. In 2018, I had the opportunity to partner with another family member and buy WyoTech in Laramie. Prior to that, there were several WyoTech campuses that were being taught out and closed. We only wanted the main campus in Laramie and the WyoTech name and were successful in achieving both.

Several younger friends including WyoTech employees asked me; why at my age, would I want to buy and operate WyoTech. It’s a great question that I believe needs to be answered. First off, as a former employee that spent most of my career at WyoTech, I grew to appreciate the culture we developed in training and placing our students. During my 26 years here, WyoTech went through 6 changes of ownership. The first two or three did not affect me much as I was a teacher or lower management, but the last few were challenging as I had to sort through my philosophies in order to have an opinion on culture, integrity/standards and operational beliefs. I count these ownership changes as a privilege to be able to work with some great leaders, that I learned a lot from, both good and bad. With that stated, several of these changes of ownerships did take its toll on WyoTech. My point is, I do not want to see WyoTech go through these types of ownership changes and have the employees fight to keep the culture that we so strongly believe in. As the leader of WyoTech, and working with the employees, we are committed to our students and employers that hire our students, to operate WyoTech as the premiere school it is known for and have no intention to sell to see it go through turmoil again.

As a family owned company, we do not have shareholders or a corporate structure to answer to or produce mandated financial returns, that may have been better spent on operations. Therefore, we can have lower tuition than our competitors. We do not have a large corporate office full of data crunchers to satisfy the shareholders. We are in this for the long term and our number one priority is to train the best students we can to satisfy the industry and not build it and sell it or take it public. Being family owned, we have less expenses, are not profit driven to a point of sacrificing quality for quantity and believe the profits will come with the quality of students we produce for industry.

And you ask, how is WyoTech different than others?

1. Our students attend school over 8 hours a day, 5 days a week.
2. Our programs are 9 months long with over 1400 clock hours of training, more than most schools that extend their training over 2 years.
3. We offer an occupational associate degree in some of our 9-month programs.
4. Our programs consist of hands on and classroom training on very relevant equipment and tools.
5. We have a professional standard that matches industry.
6. There’s a campus setting with housing 100 yards from training facilities.
A NOTE FROM THE PRESIDENT

7. All utilities including TV and internet are provided in the very reasonable housing rent. This is an extremely exciting industry that is in desperate need of you and your skills. We will help you get the technical training that is required. However, you must also learn the process of learning while at school as the industry continues to advance and the learning doesn’t stop at graduation. Also, success isn’t only about nuts, bolts, and technology. Being a professional is as important as the tools in your toolbox. Attendance, appearance, and the way you conduct yourself is also a critical part of your long-term success.

Sincerely,

Jim Mathis
Campus President/CEO

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. The contents of this catalog and policies are subject to change without notice as required by institutional policy or federal, state or accrediting agency regulations.
Welcome to WyoTech

WyoTech is proud of its facilities with over 200,000 square feet of classroom and shop space and welcomes visitors. We are located in Laramie, WY which is home to three colleges: WyoTech, University of Wyoming and Laramie County Community College. Laramie is minutes away from outdoor fun surrounded by Medicine Bow National Forest, Vedauwoo and the Snowy Range Mountains.

The Admissions office welcomes tours Monday through Friday at 9:00am and 1:00pm. Tours can be scheduled by calling 800-521-7158.
Statement of Ownership
WyoTech is owned and operated by DBJJDM Enterprises LLC, a Wyoming for-profit company. Jim Mathis is the President and Chief Executive Officer.

Administration

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<tr>
<th>Administration</th>
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<tbody>
<tr>
<td>Campus President/CEO</td>
<td>Jim Mathis</td>
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<td>Campus Director/Academic Dean</td>
<td>Caleb Perriton</td>
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<td>Director of Operations</td>
<td>Kyle Morris</td>
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<td>VP of Admissions and Marketing</td>
<td>Troy Chaney</td>
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<td>VP of Compliance</td>
<td>Andy Vignone</td>
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<td>Director of Student Finance</td>
<td>Alyson Moyer</td>
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<td>Director of Career Services</td>
<td>Greg Taylor</td>
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<td>Registrar</td>
<td>Rosa Lopez</td>
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<td>Core Department Coordinator</td>
<td>Shawn Nunley</td>
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<td>Specialty Department Coordinator</td>
<td>Gary Puls</td>
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<td>Student Services/Housing Manager</td>
<td>Gabe Lucero</td>
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Faculty

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<td>Instructor</td>
<td>Don Babbitt</td>
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<td>Brian Duncan</td>
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<td>Howard Durfee</td>
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<td>Mike Fischer</td>
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<td>Bryan Steinbock</td>
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<td>Instructor</td>
<td>Randy Svalina</td>
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Note: Instructor credentials and courses taught may be found on the WyoTech website at [www.wyotech.edu](http://www.wyotech.edu) under disclosures, Faculty-Supplement.
History

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). The Off-Road Power programs were discontinued in February 2019. WyoTech continually evaluates its program offerings to meet the needs and technical trends in the industries we serve.

In February 2015 WyoTech underwent a change of ownership from Corinthian Colleges Inc. (CCI) to Zenith Education Group, ECMC. WyoTech had been under CCI ownership from 2002 until February 2015. Zenith Education Group, ECMC owned WyoTech for a shorter period. In November 2017, Zenith Education Group, ECMC announced the closing of 21 of their schools and WyoTech was one of them. WyoTech went into a teach-out plan but was able to remain open. The Laramie community as well as the State of Wyoming rallied to keep WyoTech alive. A sale to DBJJDM Enterprises, LLC was concluded on July 2, 2018 and WyoTech was able to keep the doors open and students enrolled.

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 prosperous and fulfilling careers.
OVERVIEW

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.

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, polices 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.

Teaching Facilities
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 variety of books, service manuals, computers and curriculum based online resources. The technical resource center is open to accommodate class schedules.

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.

All instructors are required to have a combination of field experience and training sufficient to meet the requirements of accreditation and each state the school is licensed in. Instructors stay up-to-date in the industry by attending various seminars, workshops and online training. All instructors provide their contact information at the beginning of a term. Students are encouraged to reach out to their instructor with any questions, concerns, and most importantly if he/she will be absent from class.

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.

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.

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.

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 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.

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.
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.
- A $100.00 application fee.
- 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.

WyoTech does not discriminate based on race, color, national origin, sex, religion, age, disability, veteran status, sexual orientation/gender identity or expression, and any other legally protected status in the provision of its courses, programs, services or activities.

All admissions materials, including program disclosures and enrollment agreements are presented in English only, since all programs are taught in English. No English as a second language courses are offered by the campus.

Readmission

Students wishing to re-enter the school following a withdrawal or suspension may apply for readmission by contacting the campus Admissions Department. The Academic Dean or Designee will evaluate all applications for re-entry. Readmission is granted on a space-available basis. The school reserves the right to refuse re-admittance based upon attendance, academic, financial, and social conduct history of the student during previous enrollment periods.

Students are responsible for meeting the requirements of the catalog in effect at the time of enrollment. 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.

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 request update training prior to two years after graduating from the program. A graduate is 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 or designee. 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. Student is required to pay for all training material.

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 Academic Dean (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 Academic Dean 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 credits will be accepted by another institution of the student’s choice.

Each student is provided access to the school catalog, which sets forth the policies and regulations under which the institution 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. The school also reserves the right to change course curricula, schedules, prerequisites and requirements upon approval by the schools’ accrediting agency and state licensing board.
ACADEMIC POLICIES

Curriculum

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.

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 make-up work will be accepted after the close of a term.

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 Academic Dean 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 program, and meeting graduation requirements.

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.
ACADEMIC POLICIES

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

Transfer Credits

When approved by the Academic Dean/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.

<table>
<thead>
<tr>
<th>WyoTech Grading Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Percentage</strong></td>
</tr>
<tr>
<td>100.0-90.0%</td>
</tr>
<tr>
<td>89.9-80.0%</td>
</tr>
<tr>
<td>79.9-70.0%</td>
</tr>
<tr>
<td>69.9-0.0%</td>
</tr>
<tr>
<td>W</td>
</tr>
<tr>
<td>TR</td>
</tr>
</tbody>
</table>

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.

WyoTech Professionalism Grading System

Professionalism is a key component of education and more importantly the workplace. It is assumed that all WyoTech students will behave in a manner that is consistent with the WyoTech code of conduct, the appearance code, and will abide by safe and appropriate practices during their training. Students who focus on adequately preparing themselves for a career as a technician will find that the WyoTech professionalism grading system can work to their advantage in terms of improving their course grades as well as finding a comfort level within the expectations of the industry.

All courses at WyoTech include the provision that instructors may deduct points from a student’s course grade if the student is in violation of professionalism expectations. In addition, students who are not in compliance with the professionalism or appearance code may be asked to leave class and will be counted absent until they are compliant and have corrected the behavior and/or condition that warranted them being asked to leave.

The amount of points deducted from the student’s grade may vary due to the severity and frequency of the violation. The specific point value for each violation can be found in course syllabi, or general content for each course.
Examples of professionalism deduction points include but are not limited to the following:

A. **Appearance Violations:**
   1. No Shave
   2. Extreme or unprofessional hairstyle, long hair not tied up
   3. Personal hygiene
   4. Out of uniform, uniform improperly worn, unacceptable clothing
   5. Missing student ID or ID not readily visible
   6. Piercings/Jewelry

B. **Cooperation and Attitude:**
   1. Disrupting class
   2. Disrespectful behavior toward staff or fellow students
   3. Profanity
   4. Out of work area
   5. Sleeping
   6. Unauthorized use of cell phone
   7. Tobacco use outside of designated areas
   8. Dishonesty/Cheating
   9. Harassment, hazing or threatening the physical safety of others
   10. Not following directions
   11. Use of computer for unauthorized activities

C. **Attendance:**
   1. Hour absent
   2. No call
   3. Failure to sign in and out properly
   4. Tardy/Leave class early

D. **Safety:**
   1. Improper use of tools, equipment and materials
   2. Not wearing safety glasses or hearing protection when required
   3. Unsafe working practices
   4. Horseplay
   5. Endangering the safety of others or yourself
   6. Wearing of loose or baggy clothing and/or jewelry

E. **Shop Performance:**
   1. Destruction of tools and equipment due to improper use
   2. Improper project assembly
   3. Failure to follow service information
   4. Not staying busy in shop/lab
   5. Abusing vehicles/equipment
   6. Failure to clean tools and equipment
   7. Dirty work area/Improper cleanup
   8. Improper use of work order/unauthorized work
   9. EPA related violations
   10. Failure to meet project deadlines
ACADEMIC POLICIES

Repeat professionalism violations and/or violation of the WyoTech Code of Student Conduct may warrant further disciplinary action by campus administration leading up to and including dismissal from the institution.

Standards of Satisfactory 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%

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.

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 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 within 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)
  o 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.
  o 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.
  o Typically, 3 ASM courses are the equivalent of 1 core course in for calculation of ROP and MTF
  o 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

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Included in GPA calculation?</th>
<th>Counted as attempted credits?</th>
<th>Counted as earned credits?</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>B</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>C</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>F</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
</tbody>
</table>
Failure to Meet Satisfactory Academic Progress (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 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 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 Academic Dean (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.
Evaluation of Progress

At the end of each evaluation period encompassed by the plan, the student will meet with the Academic Dean (or designee) for an evaluation of progress of the plan’s requirements.

- Students who fail to meet the plan requirements must meet with the Academic Dean (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 receive 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 Academic Dean (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 Academic Dean (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.

Academic probation and placement on an academic plan are 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.

**Retaking 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.

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

**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:

<table>
<thead>
<tr>
<th>Hours</th>
<th>Action Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student absent six percent in a term/phase (6%)</td>
<td>Attendance Warning Letter sent</td>
</tr>
<tr>
<td>Student absent ten percent in a term/phase (10%)</td>
<td>Student is suspended</td>
</tr>
</tbody>
</table>

**Violations of Attendance Requirements**

When a student violates the attendance requirements, the faculty must notify the Academic Dean (or designee) who, on the date of violation, must determine whether the student plans to return to school or has withdrawn.
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 or occupational Associate in Specialized Technology degree (AST).

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.

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, opportunities, and welfare of students, faculty, staff, and guests must always be protected. 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 another 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, 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 Student Code of 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.

**Personal Property**

All personal property is the sole responsibility of the student and the school does not assume liability for any loss or damage. It is recommended that clothing and other small items should be marked clearly with the student’s name and address. Vehicles should always be locked to avoid theft. WyoTech is not responsible for vehicles damaged on WyoTech property.

**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 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
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.

**Violation Of Academic, Attendance, and Conduct**

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 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.

**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

Each student is encouraged to discuss and work out any difficulty or misunderstanding with the instructor or academic staff members with whom that situation exists. The student's complaint will be presented verbally to the Department Coordinator who will attempt to resolve the problem. If the Department Coordinator is unable to resolve the problem at his or her level, the student may submit a signed, dated, written statement to the Campus Director/Academic Dean. The Campus Director/Academic Dean will review the complaint and attempt to provide a decision or resolution within 15 business days. If the student is not satisfied with the Campus Director's resolution, they may appeal to the Campus President.

If a student feels 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:


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.

If the student does not feel the school has adequately addressed a complaint or concern, he/she may file a complaint with their home state. See the State Specific Information section of this catalog for guidance on where you can file a grievance based on your home state.

Student Appeals Procedure

A student may appeal any adverse sanction he/she feels was unwarranted to the Campus Director (or designee). Formal appeals must be submitted within five (5) calendar days of the date the student is considered to have received notice of the adverse determination. Appeals must include a completed, dated, and signed Academic Appeal form and a typed, dated and signed letter from the student that includes:

- The specific sanction at issue
- Resolution sought by the student.
- Any additional supporting documentation considered beneficial

Once a formal appeal is filed, the Campus Director (or designee) shall form an appeals committee to review the case at hand and either uphold, reverse, or change the initial sanction imposed. The appeals committee shall generally consist of three or more campus personnel comprised of various departments including education, administration, student services, and other pertinent personnel. The campus director (or designee) shall function as the committee chair and oversee the proceedings of the appeals committee meeting.

The appeals committee meeting is not open to the public and will review all documentation submitted by the student as part of the appeal. Individual members of the appeals committee may request to meet with the student to gain further insight to the situation. The appeals committee shall render a decision no later than five (5) business days from the date the student
formally files the appeal. The decision of the appeals committee is final, and no further appeal is permitted.

**Attendance Violations Appeals**

All students who exceed 10% time absent (24 hours) are subject to suspension and may be dropped from the program. Students who have experienced rare and extenuating circumstances causing time absent may appeal suspension by filing an attendance appeal. Students filing an attendance appeal must consider the following:

- The student may only appeal the adverse sanction (suspension) - the attendance record will not be changed except in the case of error where attendance was recorded incorrectly
- The student must maintain perfect attendance while the appeal is pending
  - Failure to do so will result void the appeal and the suspension is upheld
- The student’s appeal letter and any other supporting documentation must describe:
  - The extenuating circumstances which led to the time absent
  - The corrective actions, if applicable, the student has taken to ensure better attendance moving forward
- All absences are subject to the WyoTech Professionalism Grading System and points deductions may not be appealed
- Consideration is given to the timeliness of filing of an attendance appeal after the student has exceeded 24 hours absent and the total amount of time missed.
- The student is responsible to make up any work or assignments missed due to absenteeism
- Unless otherwise pre-approved by the appeals committee, any additional absenteeism after an approved appeal in the same academic term will result in immediate suspension

A successful attendance suspension appeal will restore the student as an active student in the program for the current academic term.

**Final Course Grade Appeals**

Only final grades may be appealed. Students who dispute individual assignment and/or test grades should discuss the matter with the instructor upon receipt of the grade. Assignment and test grades are reviewed and/or updated at the instructor’s discretion consistent with the grading policy and syllabus guidelines.

If a student disagrees with the final letter grade, he/she is awarded at the end of the term, then an appeal may be filed. As part of the appeal documentation, the student will include the informal steps taken to address the disagreement. A successful appeal of a final grade is rare, but may considered if the student is able to demonstrate the following:

- A clear and substantial mistake in calculating or recording the final grade
- A negative personal bias or arbitrary rationale
- Standards unreasonably different from those that were applied to the other students
- A substantial, unreasonable, or unannounced departure from previously articulated standards
Satisfactory Academic Progress (SAP) Appeals

Academic probation and placement on an academic plan are results of ROP %, cumulative GPA, or a recent course failure and therefore cannot be appealed. Likewise, students being dismissed due to MTF cannot appeal. Students wishing to contest the adverse sanction for poor academic performance such as suspension from the program may do so by filing an appeal. Students submitting an SAP suspension appeal must complete an appeal form and submit a typed, dated and signed letter which includes the following:

- An acknowledgment and or understanding of why he/she is being suspended for poor academic performance
- A request to remain actively enrolled in the program
- Outline the reasons causing the poor academic performance
- Outline the steps the student has taken to ensure that repeat poor academic performance is not likely to recur

Social Conduct Suspensions

Students wishing to contest suspension or dismissal based on violations of WyoTech Student Code of Conduct may do so by submitting a completed appeal form and letter through the process previously outlined. Students who have been suspended/dropped from the program due to code of conduct are **NOT** permitted to attend class while the appeal is pending unless authorized by the Campus Director.

Housing Evictions

If you are evicted from WyoTech housing for disciplinary or other reasons, you will be responsible for paying all outstanding rental charges and pay a $500 eviction fee. Eviction may take place immediately upon notice but will usually be effective no later than 24 hours after the disciplinary procedure. WyoTech reserves the right to impose any level of action regardless of the resident’s previous history.

Students served with an eviction will have 24 hours to vacate the housing unit. If the student would like to appeal the decision, he/she will have 24 hours to do so. The appeal must be in writing and turned in to the Housing Manager and include the following.

- The reason for the eviction
- The resolution sought such as permission to remain as a WyoTech housing resident
- The corrective steps taken by the student tenant so as to prevent further infractions

Unless otherwise instructed by the Campus Director (or designee), the student may remain in housing while the eviction appeal is pending. Violations of WyoTech housing rules and regulations while the appeal is pending will result in the appeal being voided and the eviction upheld. Community service assignments may be considered as an option and/or addition to disciplinary action.
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, e-mail 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.
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 (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 approval 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 (FWS)
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 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 can 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
- Transfer of Post-9/11 GI Bill Benefits to Dependents (TEB) 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
- Montgomery GI Bill – Active Duty (Chapter 30) http://www.benefits.va.gov/gibill/mgib_ad.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
- National Call to Service Program (NCS) 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

*Only applies to existing recipients through 2019

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.
2. 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.

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:

- The school does not accept the applicant;
- 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
- The school cancels the student’s program.
- The school ceases operation

Withdrawal and Refund Policy

Students who want to discontinue their training for any reason are requested to schedule an exit interview with the Academic Dean 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. For all withdrawals, the school follows its refund policy as described below.

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:

1. When the school receives notice of the student’s intention to discontinue the training program;
2. 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.

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.

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, or are dismissed, 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
FINANCIAL AID

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 if 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. Direct PLUS loans
4. Federal Pell Grants for which a return of funds is required
5. 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.

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 few 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

Staffing
The campus director designates specific campus staff to oversee the student services functions of the campus. Although specific staff members including but not limited to the housing manager, director of operations, or academic dean attend to student services, students are encouraged to approach any staff member at any time with concerns either on-campus or off-campus that could affect their education.

Student Activities
The staff at WyoTech is dedicated to making students’ transition 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 may 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.

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.

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

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.

Community Resources
The school maintains a list of community resources available to students in areas such as counseling, healthcare, substance and alcohol abuse, mental health, child care, transportation, and other community or civic services.

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.

Student Achievement 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.

- **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 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.
- **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.

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.

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 most 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:**

1. **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.

2. **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.

3. **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.

4. **On-Campus Employer Visits**
   WyoTech hosts several career fairs and/or employer visits throughout the year. Currently, 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.

5. **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 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.
# Programs and Fees

<table>
<thead>
<tr>
<th>Program</th>
<th>Length</th>
<th>Credit Hours</th>
<th>Program Tuition</th>
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<tbody>
<tr>
<td><strong>Diploma Programs</strong></td>
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</tr>
<tr>
<td>Auto/Diesel Vehicle Technology</td>
<td>9 mo.</td>
<td>60.0</td>
<td>$27,500</td>
</tr>
<tr>
<td>Automotive Technology with High Performance Power Trains</td>
<td>9 mo.</td>
<td>60.0</td>
<td>$27,500</td>
</tr>
<tr>
<td>Automotive Technology with Trim and Upholstery Technology</td>
<td>9 mo.</td>
<td>60.0</td>
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<tr>
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<tr>
<td>Advanced Diesel Technology</td>
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<td>$27,500</td>
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<tr>
<td>Motorsports Chassis Fabrication with Automotive Technology</td>
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<td>60.0</td>
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<tr>
<td>Motorsports Chassis Fabrication with Collision/Refinishing Technology</td>
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<td>60.0</td>
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<tr>
<td>Motorsports Chassis Fabrication with Diesel Technology</td>
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<td>60.0</td>
<td>$27,500</td>
</tr>
<tr>
<td>Street Rod and Custom Fabrication with Automotive Technology</td>
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<td>$27,500</td>
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<tr>
<td>Street Rod and Custom Fabrication with Collision/Refinishing Technology</td>
<td>9 mo.</td>
<td>60.0</td>
<td>$27,500</td>
</tr>
<tr>
<td>Street Rod and Custom Fabrication with Diesel Technology</td>
<td>9 mo.</td>
<td>60.0</td>
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<tr>
<td><strong>Occupational Associate in Specialized Technology Degree Programs</strong></td>
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<td>Collision/Refinishing Technology and Management</td>
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<td>Diesel Technology and Management</td>
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<td>60.0</td>
<td>$27,500</td>
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</tbody>
</table>

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

### Total Costs:

- **Application Fee:** $100
- **Refundable Tool Deposit:** $100 (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.)
- **Refundable Housing Damage Deposit:** $350
- **Monthly Rent – Campus Courtyard double occupancy bedroom:** $300
- **Monthly Rent – Campus Courtyard single occupancy bedroom:** $400
The objective of the Automotive Technology Diploma programs is to provide the student with skills necessary to obtain a broad range of entry-level technician positions in the automotive and specialty fields. Graduates have been hired into positions such as Apprentice Technicians, Lube and Express Lube Technicians, General Service Technicians, Tire Technicians, Apprentice Fabricators, Design Technicians, Welders, and Fabricators, R&R Technicians, Upholstery Apprentices, Trim Technicians, Reconditioning Associates, and Upholsterers, Parts Counter Specialists, Product Development Specialists, Service Advisors, and Service Writers.

The student receives up-to-date training as a modern automotive technician plus specialty training in any of the specialty combination courses. Theory lectures and labs are used.

### AUTO/DIESEL VEHICLE TECHNOLOGY

<table>
<thead>
<tr>
<th>Credential</th>
<th>Clock Hours</th>
<th>Credit Units</th>
<th>Length</th>
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<tbody>
<tr>
<td>Diploma</td>
<td>1440</td>
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<td>9 months</td>
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#### Automotive Technology Core Requirements

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Clock Hours</th>
<th>Semester Credit Hours</th>
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<tbody>
<tr>
<td>100</td>
<td>Basic Engine Management Systems</td>
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<tr>
<td>200</td>
<td>Drivability Diagnostics</td>
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<tr>
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<tr>
<td>400</td>
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**Core Total** 960 40.0

#### Diesel Technology Core Courses (Select any two of the four courses listed below)

<table>
<thead>
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<th>Course Number</th>
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<td>800</td>
<td>Engine Management Systems and Refrigeration</td>
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<td>900</td>
<td>Power Trains</td>
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**Program Total** 1440 60.0

### MOTORSPORTS CHASSIS FABRICATION WITH AUTOMOTIVE TECHNOLOGY

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<th>Credential</th>
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#### Automotive Technology Core Requirements
## PROGRAM INFORMATION

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<th>Course Number</th>
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### Motorsports Chassis Fabrication Courses

<table>
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### STREET ROD AND CUSTOM FABRICATION WITH AUTOMOTIVE TECHNOLOGY

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<td>Diploma</td>
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#### Automotive Technology Core Requirements

<table>
<thead>
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### Street Rod and Custom Fabrication Courses

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### AUTOMOTIVE TECHNOLOGY WITH HIGH PERFORMANCE POWER TRAINS

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<th>Credential</th>
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### High Performance Power Trains Courses

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## AUTOMOTIVE TECHNOLOGY WITH TRIM AND UPHOLSTERY

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<tbody>
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### Automotive Technology Core Requirements

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<tr>
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<td>Drivability Diagnostics</td>
<td>240</td>
<td>10.0</td>
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<tr>
<td>300</td>
<td>Drivetrain Systems</td>
<td>240</td>
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<tr>
<td>400</td>
<td>Chassis</td>
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**Core Total** 960 40.0

### Trim and Upholstery Technology Courses

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Clock Hours</th>
<th>Semester Credit Hours</th>
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<tbody>
<tr>
<td>1700</td>
<td>Trim and Upholstery I</td>
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<tr>
<td>1800</td>
<td>Trim and Upholstery II</td>
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**Program Total** 1440 60.0

## AUTOMOTIVE TECHNOLOGY AND MANAGEMENT

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<th>Length</th>
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<tbody>
<tr>
<td>Occupational Associate in Specialized Technology</td>
<td>1440</td>
<td>60.0</td>
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### Automotive Technology Core Requirements

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<th>Course Title</th>
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<tbody>
<tr>
<td>100</td>
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<td>Drivetrain Systems</td>
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<tr>
<td>400</td>
<td>Chassis</td>
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**Core Total** 960 40.0

### Applied Service Management Courses

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<td>Computers and Business Applications</td>
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<td>2130</td>
<td>Communications</td>
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<td>Management Concepts</td>
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<td>Human Resource Management</td>
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<tr>
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<td>Shop Management</td>
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**Program Total** 1440 60.0
The objective of the Collision/Refinishing Diploma programs 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. Graduates have been hired into positions such as Auto Body Apprentice Technicians, Apprentice Paint Technicians, Auto Body Technicians, Paint Technicians, Paint Preppers, Detailers, Quality Control Paint Technicians, Apprentice Fabricators, Welders, and Fabricators, Detailers, Upholstery Apprentices, Trim Technicians, Reconditioning Associates, Upholsterers, Parts Counter Specialists, Product Development Specialists, Service Advisors, and Service Writers.

The student receives training as a modern collision/refinishing technician plus specialty training in any of the specialty course combinations. Theory lectures and labs are used.

### MOTORSPORTS CHASSIS FABRICATION WITH COLLISION/REFINISHING TECHNOLOGY

<table>
<thead>
<tr>
<th>Credential</th>
<th>Clock Hours</th>
<th>Credit Units</th>
<th>Length</th>
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</thead>
<tbody>
<tr>
<td>Diploma</td>
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#### Collision/Refinishing Technology Core Requirements

<table>
<thead>
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<th>Course Title</th>
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<tr>
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<tr>
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<td>Collision Repair II</td>
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<tr>
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<td>Refinishing I</td>
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**Core Total** 960 40.0

#### Motorsports Chassis Fabrication Courses

<table>
<thead>
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<th>Course Number</th>
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<th>Semester Credit Hours</th>
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<tbody>
<tr>
<td>3200</td>
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<tr>
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**Program Total** 1440 60.0

### STREET ROD AND CUSTOM FABRICATION WITH COLLISION/REFINISHING TECHNOLOGY

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#### Collision/Refinishing Technology Core Requirements

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<td>Collision Repair II</td>
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### PROGRAM INFORMATION

#### Street Rod and Custom Fabrication Courses

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<td>1300</td>
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<tr>
<td>1400</td>
<td>Refinishing II</td>
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#### Trim and Upholstery Courses

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<tr>
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<td>Basic Street Rod</td>
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### COLLISION/REFINISHING AND UPHOLSTERY TECHNOLOGY

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#### Collision/Refinishing Technology Core Requirements

<table>
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<tr>
<td>1200</td>
<td>Collision Repair II</td>
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<td>Refinishing I</td>
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<tr>
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#### Applied Service Management Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td>2110</td>
<td>Accounting and Financial Management</td>
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<td>3.5</td>
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<tr>
<td>2120</td>
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<td>80</td>
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<tr>
<td>2220</td>
<td>Human Resource Management</td>
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<tr>
<td>2230</td>
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<td><strong>1440</strong></td>
<td><strong>60.0</strong></td>
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</table>
The objective of the Diesel Technology Diploma programs is to provide the student with skills necessary to obtain a broad range of entry-level technician positions in the diesel and specialty automotive fields. Graduates have been hired into positions such as Apprentice Technicians, Diesel Service Technicians, Trailer Technicians, Class C and Class D Technicians, Field Technicians, Heavy Equipment Technicians, Fleet Technicians, Tire Technicians, Lube and Express Lube Technicians, General Service Technicians, Apprentice Custom Painters, Design Technicians, Welders, Fabricators, Preventative Maintenance Technicians, Mine Maintenance Mechanics, and Rebuild Technicians, R&R Technicians, Parts Counter Specialists, Product Development Specialists, Service Advisors, and Service Writers.

The student receives up-to-date training as a modern diesel technician plus training in the specialty course combinations. Theory lectures and labs are used.

<table>
<thead>
<tr>
<th>DIESEL/AUTO VEHICLE TECHNOLOGY</th>
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**Diesel Technology Core Requirements**

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<th>Semester Credit Hours</th>
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<tbody>
<tr>
<td>600</td>
<td>Fluid Power and Electrical Systems</td>
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<tr>
<td>700</td>
<td>Engines</td>
<td>240</td>
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<tr>
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<td>Engine Management Systems and Refrigeration</td>
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<tr>
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<td>Power Trains</td>
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**Core Total** 960 40.0

**Automotive Technology Core Courses (Select any two of the four courses listed below)**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Clock Hours</th>
<th>Semester Credit Hours</th>
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<tbody>
<tr>
<td>100</td>
<td>Basic Engine Management Systems</td>
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<tr>
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<td>Drivability Diagnostics</td>
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<td>Drivetrain Systems</td>
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<tr>
<td>400</td>
<td>Chassis</td>
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**Program Total** 1440 60.0
**PROGRAM INFORMATION**

<table>
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<tr>
<th>MOTORSPORTS CHASSIS FABRICATION WITH DIESEL TECHNOLOGY</th>
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**Diesel Technology Core Requirements**

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<th>Course Title</th>
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<td>Fluid Power and Electrical Systems</td>
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**Motorsports Chassis Fabrication Courses**

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<tbody>
<tr>
<td>3200</td>
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<td>3300</td>
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**Program Total** 1440 60.0

<table>
<thead>
<tr>
<th>STREET ROD AND CUSTOM FABRICATION WITH DIESEL TECHNOLOGY</th>
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<td>Diploma</td>
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**Diesel Technology Core Requirements**

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<td>Engine Management Systems and Refrigeration</td>
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<tr>
<td>900</td>
<td>Power Trains</td>
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**Street Rod and Custom Fabrication Courses**

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<tr>
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**Program Total** 1440 60.0

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<th>ADVANCED DIESEL TECHNOLOGY</th>
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**Diesel Technology Core Requirements**

<table>
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<th>Course Title</th>
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<td>700</td>
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## Diesel Technology with High Performance Power Trains

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### Diesel Technology Core Requirements

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<tbody>
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<tr>
<td>800</td>
<td>Engine Management Systems and Refrigeration</td>
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### High Performance Power Trains Courses

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### Diesel Technology and Management

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<tbody>
<tr>
<td>Occupational Associate in Specialized Technology</td>
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<td>9 months</td>
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### Diesel Technology Core Requirements

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### Applied Service Management Courses

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<td>2120</td>
<td>Computers and Business Applications</td>
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<td>Management Concepts</td>
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<td>2230</td>
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<td>Diesel Technology and Management</td>
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<td></td>
</tr>
<tr>
<td>Course 100: Basic Engine Management Systems</td>
<td>10.0 Semester Credit Hours</td>
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<tr>
<td>This course introduces the students to principles of electricity and testing, batteries, starting and charging systems, engine theory, engine component inspection and R &amp; R, under hood noise diagnosis, cooling and lubrication systems, environmental management and service information systems. Didactic Hours: 120. Lab Hours: 120</td>
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<table>
<thead>
<tr>
<th>Course 200: Drivability Diagnostics</th>
<th>10.0 Semester Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>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. Didactic Hours: 120. Lab Hours: 120</td>
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<table>
<thead>
<tr>
<th>Course 300: Drivetrain Systems</th>
<th>10.0 Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>This course introduces students to all aspects of automatic transmissions and transaxles including diagnosis, service, removal &amp; 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. Didactic Hours: 120. Lab Hours: 120</td>
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<table>
<thead>
<tr>
<th>Course 400: Chassis</th>
<th>10.0 Semester Credit Hours</th>
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<tbody>
<tr>
<td>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. Didactic Hours: 120. Lab Hours: 120</td>
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<table>
<thead>
<tr>
<th>Course 600: Fluid Power and Electrical Systems</th>
<th>10.0 Semester Credit Hours</th>
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<tbody>
<tr>
<td>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. Didactic Hours: 120. Lab Hours: 120</td>
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<tr>
<th>Course: 700 Engines</th>
<th>10.0 Semester Credit Hours</th>
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<tbody>
<tr>
<td>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. Didactic Hours: 120. Lab Hours: 120</td>
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<thead>
<tr>
<th>Course 800: Engine Management Systems and Refrigeration</th>
<th>10.0 Semester Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>This course introduces students to diesel engine management systems including common rail fuel systems, electronic engine controls, multiplexing, sensors, processors, actuators,</td>
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</table>
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. Didactic Hours: 120. Lab Hours: 120

<table>
<thead>
<tr>
<th>Course 900: Power Trains</th>
<th>10.0 Semester Credit Hours</th>
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<tbody>
<tr>
<td>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. Didactic Hours: 120. Lab Hours: 120</td>
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<table>
<thead>
<tr>
<th>Course 1100: Collision Repair I</th>
<th>10.0 Semester Credit Hours</th>
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<tbody>
<tr>
<td>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. Lecture Hours: 120. Lab Hours: 120</td>
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<table>
<thead>
<tr>
<th>Course 1200: Collision Repair II</th>
<th>10.0 Semester Credit Hours</th>
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<tbody>
<tr>
<td>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. Lecture Hours: 120. Lab Hours: 120</td>
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<thead>
<tr>
<th>Course 1300: Refinishing I</th>
<th>10.0 Semester Credit Hours</th>
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<tbody>
<tr>
<td>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 Lecture Hours: 120. Lab Hours: 120</td>
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<thead>
<tr>
<th>Course 1400: Refinishing II</th>
<th>10.0 Semester Credit Hours</th>
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<tbody>
<tr>
<td>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.</td>
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# PROGRAM INFORMATION

<table>
<thead>
<tr>
<th>Lecture Hours: 120. Lab Hours: 120</th>
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<tbody>
<tr>
<td><strong>Course 1700: Trim and Upholstery I</strong></td>
<td>10.0 Semester Credit Hours</td>
</tr>
<tr>
<td>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. Didactic Hours: 80. Lab Hours: 160.</td>
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<tr>
<td><strong>Course 1800: Trim and Upholstery II</strong></td>
<td>10.0 Semester Credit Hours</td>
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<tr>
<td>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. Didactic Hours: 80. Lab Hours: 160.</td>
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<tr>
<td><strong>Course 2110: Accounting and Financial Management</strong></td>
<td>3.5 Semester Credit Hours</td>
</tr>
<tr>
<td>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 productions plans, appropriate financial analysis and action as well as financial forecasting. Didactic Hours: 60. Lab Hours: 20</td>
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<tr>
<td><strong>Course 2120: Computers and Business Applications</strong></td>
<td>3.0 Semester Credit Hours</td>
</tr>
<tr>
<td>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. Didactic Hours: 50. Lab hours: 30</td>
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<tr>
<td><strong>Course 2130: Communications</strong></td>
<td>3.5 Semester Credit Hours</td>
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<tr>
<td>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. Didactic Hours: 60. Lab Hours: 20</td>
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<tr>
<td><strong>Course 2210: Management Concepts</strong></td>
<td>3.5 Semester Credit Hours</td>
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<tr>
<td>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. Didactic Hours: 60. Lab Hours: 20</td>
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<tr>
<td>Course 2220: Human Resource Management</td>
<td>3.5 Semester Credit Hours</td>
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<tr>
<td>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. Didactic Hours: 60. Lab Hours: 20</td>
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<tr>
<th>Course 2230: Shop Management</th>
<th>3.0 Semester Credit Hours</th>
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<tr>
<td>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</td>
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<tr>
<th>Course 2700: Performance Mechanical</th>
<th>10.0 Semester Credit Hours</th>
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<tr>
<td>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&amp;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</td>
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<tr>
<th>Course 2800: Performance Electronics</th>
<th>10.0 Semester Credit Hours</th>
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<tr>
<td>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 &amp; chassis dynamometers. Didactic Hours: 80. Lab Hours: 160</td>
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<tr>
<th>Course 3200: Motorsports Chassis Fabrication I</th>
<th>10.0 Semester Credit Hours</th>
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<tr>
<td>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</td>
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</table>
### Course 3300: Motorsports Chassis Fabrication II | 10.0 Semester Credit Hours
---
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

### Course 3500: Basic Street Rod | 10.0 Semester Credit Hours
---
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

### Course 3600: Advanced Street Rod | 10.0 Semester Credit Hours
---
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

### Course 3800: Advanced Diesel I | 10.0 Semester Credit Hours
---
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.

### Course 3900: Advanced Diesel II | 10.0 Semester Credit Hours
---
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
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. Make-up days will be scheduled as necessary to maintain 240 clock hours of training in each course session.

2019 Academic Calendar

**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
- Thanksgiving Holiday Break: Friday, November 8, 2019 – Friday, December 20, 2019
- Finals and Graduation: Friday, December 20, 2019
- Scheduled Break: Saturday, December 21, 2019 – Wednesday, January 1, 2020

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
- 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
- Memorial Day Holiday: Monday, May 11, 2020 – Friday, June 19, 2020
- Finals and Graduation: Monday, May 25, 2020
- Scheduled Break: 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
<table>
<thead>
<tr>
<th>Course Session</th>
<th>Wednesday, September 30, 2020 – Monday, November 9, 2020</th>
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<tbody>
<tr>
<td>Finals and Course End</td>
<td>Monday, November 9, 2020</td>
</tr>
<tr>
<td>Course Session</td>
<td>Tuesday, November 10, 2020 – Tuesday, December 22, 2020</td>
</tr>
<tr>
<td>Thanksgiving Holiday Break</td>
<td>Thursday, November 26, 2020 – Friday, November 27, 2020</td>
</tr>
<tr>
<td>Finals and Graduation</td>
<td>Tuesday, December 22, 2020</td>
</tr>
<tr>
<td>Scheduled Break</td>
<td>Wednesday, December 23, 2020 – Sunday, January 3, 2021</td>
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</tbody>
</table>

### 2021 Academic Calendar

#### Winter 2021
<table>
<thead>
<tr>
<th>January Registration and Class Start</th>
<th>Monday, January 4, 2021</th>
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<tbody>
<tr>
<td>Course Session</td>
<td>Monday, January 4, 2021 – Friday, February 12, 2021</td>
</tr>
<tr>
<td>Martin Luther King Jr Holiday</td>
<td>Monday, January 18, 2021</td>
</tr>
<tr>
<td>Finals and Course End</td>
<td>Friday, February 12, 2021</td>
</tr>
<tr>
<td>Course session</td>
<td>Monday, February 15, 2021 – Thursday, March 25, 2021</td>
</tr>
<tr>
<td>Finals and Graduation</td>
<td>Thursday, March 25, 2021</td>
</tr>
<tr>
<td>Scheduled Break</td>
<td>Friday, March 26, 2021 – Sunday, April 4, 2021</td>
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#### Spring 2021
<table>
<thead>
<tr>
<th>April Registration</th>
<th>Friday, April 2, 2021</th>
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<tbody>
<tr>
<td>Course Session</td>
<td>Monday, April 5, 2021 – Thursday, May 13, 2021</td>
</tr>
<tr>
<td>Finals and Course End</td>
<td>Thursday, May 13, 2021</td>
</tr>
<tr>
<td>Course Session</td>
<td>Friday, May 14, 2021 – Thursday, June 24, 2021</td>
</tr>
<tr>
<td>Memorial Day Holiday</td>
<td>Monday, May 31, 2021</td>
</tr>
<tr>
<td>Finals and Graduation</td>
<td>Thursday, June 24, 2021</td>
</tr>
<tr>
<td>Scheduled Break</td>
<td>Friday, June 25, 2021 – Wednesday, June 30, 2021</td>
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#### Summer 2021
<table>
<thead>
<tr>
<th>July Registration</th>
<th>Wednesday, June 30, 2021</th>
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<tbody>
<tr>
<td>Course Session</td>
<td>Thursday, July 1, 2021 – Wednesday, August 11, 2021</td>
</tr>
<tr>
<td>Independence Day Holiday</td>
<td>Monday, July 5, 2021</td>
</tr>
<tr>
<td>Finals and Course End</td>
<td>Wednesday, August 11, 2021</td>
</tr>
<tr>
<td>Course Session</td>
<td>Thursday, August 12, 2021 – Wednesday, September 22, 2021</td>
</tr>
<tr>
<td>Labor Day Holiday</td>
<td>Monday, September 6, 2021</td>
</tr>
<tr>
<td>Finals and Graduation</td>
<td>Wednesday, September 22, 2021</td>
</tr>
<tr>
<td>Scheduled Break</td>
<td>Thursday, September 23, 2021 – Wednesday, September 29, 2021</td>
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#### Fall 2021
<table>
<thead>
<tr>
<th>September Registration</th>
<th>Wednesday, September 29, 2021</th>
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<tbody>
<tr>
<td>Course Session</td>
<td>Thursday, September 30, 2021 – Tuesday, November 9, 2021</td>
</tr>
<tr>
<td>Finals and Course End</td>
<td>Tuesday, November 9, 2021</td>
</tr>
<tr>
<td>Course Session</td>
<td>Wednesday, November 10, 2021 – Wednesday, December 22, 2021</td>
</tr>
<tr>
<td>Thanksgiving Holiday Break</td>
<td>Thursday, November 25, 2021 – Friday, November 26, 2021</td>
</tr>
<tr>
<td>Finals and Graduation</td>
<td>Wednesday, December 22, 2021</td>
</tr>
<tr>
<td>Scheduled Break</td>
<td>Thursday, December 23, 2021 – Monday, January 3, 2022</td>
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</table>
COLORADO

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.

<table>
<thead>
<tr>
<th>A student terminating training...</th>
<th>Is entitled to a refund of:</th>
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<tbody>
<tr>
<td>Within first 10% of program</td>
<td>90% less cancellation charge</td>
</tr>
<tr>
<td>After 10% but within first 25% of program</td>
<td>75% less cancellation charge</td>
</tr>
<tr>
<td>After 25% but within first 50% of program</td>
<td>50% less cancellation charge</td>
</tr>
<tr>
<td>After 50% but within first 75% of program</td>
<td>25% less cancellation charge</td>
</tr>
<tr>
<td>After 75%</td>
<td>NO Refund</td>
</tr>
</tbody>
</table>

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 highered.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
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/

MINNESOTA
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.

OHIO
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.
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.\footnote{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 if 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
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.

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
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 instructor or academic staff members with whom that situation exists.
2. The student’s 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 submit a signed, dated, written statement to the Campus Director/Academic Dean.
4. The Campus Director/Academic Dean will review the complaint and attempt to provide a decision or resolution within 15 business days.
5. If the student is not satisfied with the Campus Director’s resolution they may appeal the decision to the Campus President.
6. 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.

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

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**

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.

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.
For information and resources about student loan repayment, or to submit a complaint relating to your student loans or student loan servicer, please visit www.wsac.wa.gov/loan-advocacy or contact the Student Loan Advocate at loanadvocate@wsac.wa.gov.

The school is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this private vocational school may be made to the Workforce Board, 128 – 10th Ave. SW, Box 43105, Olympia, Washington 98504. Web: wtb.wa.gov; phone: 360-753-5662; E-Mail Address: wtech@wtb.wa.gov.

**WYOMING**

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, 2nd Floor, Cheyenne, WY 82002-0050; (307) 777-7690; http://edu.wyoming.gov/ContactUs.aspx.
STATE SPECIFIC COMPLAINT INFORMATION

CO: 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, 10th Floor, Denver, CO 80203; (720) 508-6000; http://www.coag.gov/.

KS: 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.

MT: 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; https://dojmt.gov/consumer/.

NE: 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.

OH: 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., 14th Floor, Columbus, OH 43215; (614) 466-1305; www.ohioattorneygeneral.gov.

OR: Any person unlawfully discriminated against, as described in ORS 345.240, may file a complaint under ORS 659A.820 with the Commissioner of the Bureau of Labor and Industries. Students aggrieved by action of the school should attempt to resolve these problems with appropriate school officials. Should this procedure fail students may contact: Higher Education Coordinating Commission, Private Career Schools, 255 Capitol St. NE, Salem, OR 97310. After consultation with appropriate Commission staff and if the complaint alleges a violation of Oregon Revised Statutes 345.010 to 345.470 or standards of the Oregon Administrative Rules 715-045-0001 through 715-045-0210, the Commission will begin the complaint investigation process as defined in OAR 715-045-0023 Appeals and Complaints.

TX: 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.

WA: 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/.

WY: 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. 24th Street, Cheyenne, WY 82002; (307) 777-7841; TDD: (307) 777-5351; http://attorneygeneral.state.wy.us.