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Laramie, WY 82070

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<http://www.wyotech.edu>

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Accrediting Commission of Career Schools and Colleges

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## A NOTE FROM THE CEO

As CEO 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 or 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?

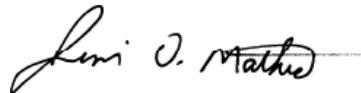
1. Our students attend school over 8 hours a day, 5 days a week.
2. Our Automotive programs are 9 months long with over 1400 clock hours of training, more than most schools that extend their training over 2 years.
3. We offer an occupational associate degree in some of our 9-month programs.
4. Our programs 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.
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

## A NOTE FROM THE CEO

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,

A handwritten signature in black ink that reads "Jim J. Mathis". The signature is fluid and cursive, with "Jim" on the top line and "J. Mathis" on the bottom line.

Jim Mathis

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.*

## OVERVIEW

### Welcome to WyoTech

WyoTech is proud of its facilities with approximately 320,000 square feet of classroom and shop space, we welcome 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 or by visiting <http://wyotech.tfaforms.net/34>



1889 Venture Drive | Laramie, WY 82070

## OVERVIEW

### Statement of Ownership

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

### Administration

<b>Administration</b>	
CEO	Jim Mathis
Campus President	Kyle Morris
VP of Compliance	Andy Vignone
VP of Field Admissions	James Schaefer
VP of Marketing	Ashley Chitwood
VP of Training	Shawn Nunley
Associate VP of Student Experience	Ryan O'Neil
Director of Finance	Rosa Lopez
Director of Career Services	Greg Taylor
Director of Student Life	Eli Miller
Director of Human Resources	Jasmine Parten
Registrar	Amanda Daw
Automotive/Collision/Refinishing Program Coordinator	Mark Muhsman
Chassis Fab/Street Rod Program Coordinator	Brian Duncan
Diesel Program Coordinator	Jay Meek
HPPT/ASM/Trim Program Coordinator	Colin Walters
Welding Technology Program Coordinator	JD Mathis
Faculty Department and Support Coordinator	Randy Svalina
<b>Faculty</b>	
Instructor	Nile Alexander
Instructor	Scott Allen
Instructor	Aaron Bateman
Instructor	Matthew Beatty
Instructor	Richard Bradley
Instructor	Heath Brainard

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Instructor	Shawn Breedlove
Instructor	James Brehm
Instructor	Timothy Burns
Instructor	Brian Cassidy
Instructor	Timothy Caze
Instructor	Jeff Chai
Instructor	Nicholas Chavez
Instructor	Christopher Chesla
Instructor	Thomas Clark
Instructor	Marcus Colca
Instructor	Kenneth Cook
Instructor	Matthew Coulter
Instructor	Gary Cournoyer
Instructor	Matthew Daw
Instructor	Howard Durfee
Instructor	Matthew Dye
Instructor	David Escolas
Instructor	William Faris
Instructor	Levi Gemmill
Instructor	Dave Gorman
Instructor	Francisco Grajeda
Instructor	Zachry Haas
Instructor	Cavin Hall
Instructor	Derek Harris
Instructor	Martin Healy
Instructor	Gordon Heien
Instructor	John Howdeshell
Instructor	John Hultgren
Instructor	Dalton Johnson
Instructor	Blake Knaub

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Instructor	Donnie Kundel
Instructor	Aaron Lescalleet
Instructor	Tyler Lewis
Instructor	Bryan Lorea
Instructor	Nicholas Martinez
Instructor	Barry McCammons
Instructor	Matthew McComb
Instructor	Brandon McCoy
Instructor	Charles "Mac" McDonald
Instructor	Mike McFadden
Instructor	Amber McGowan
Instructor	Tyler Mead
Instructor	Jay Meek
Instructor	James Meuth
Instructor	John Moseley
Instructor	Kyle Neely
Instructor	Brandon Newman
Instructor	Derrick Nipper
Instructor	Dominic Olson
Instructor	Michael Olson
Instructor	Jeff Owens
Instructor	Talon Owens
Instructor	Rory Palmer
Instructor	Nicole Porter
Instructor	Joshua Priest
Instructor	Dylan Rautio
Instructor	Lawrence Reed
Instructor	Jeff Robinson
Instructor	Timothy Rossberg
Instructor	Chase Rosson

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Instructor	Isaac Saldana
Instructor	Daniel Sanchez
Instructor	James Sargent
Instructor	Roland Schauer
Instructor	Bryan Shuster
Instructor	Richard Sizemore
Instructor	Lacey Stanton
Instructor	Todd Steele
Instructor	Bryan Steinbock
Instructor	Larry Stibitz
Instructor	Paul Stone
Instructor	Paul Sweeney
Instructor	Geoffery True
Instructor	Richard Turczi
Instructor	Zakare Turley
Instructor	Eric Welton
Instructor	Jarrod Wheeler
Instructor	Melissa Woodburn
Instructor	Jerome Zimmerman

**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.

## OVERVIEW

### 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, and employer and alumni networks give our students every opportunity necessary to enter prosperous and fulfilling careers.

### 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.

## OVERVIEW

- 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.

### Vision

BEST TRAINING. BEST EXPERIENCE. BEST OUTCOMES

### Values

#### FAMILY

Ride for the Brand. We believe in what we do. We eagerly welcome, share with, and learn from others who choose WyoTech.

*“The only rock I know that stays steady, the only institution I know that works, is family.”*  
– Lee Iacocca

#### PASSION

The fuel that drives us from within. We pursue every scenario from the heart. We strive to make WyoTech a fun and rewarding environment where we all want to be.

*“One person with passion is better than 40 who are merely interested.”* – E.M. Forster

#### RESPECT

Respect Yourself. Respect Others. We believe respect motivates, and by respecting each individual, we aspire to help each other improve and grow.

*“Respect is not imposed nor begged. It is earned and offered.”* – Unknown

#### AUTHENTICITY

Be Genuine. Be real and act with integrity with everyone, all the time, every time.

*“The privilege of a lifetime is to become who you truly are.”* – Carl Jung

#### BE EXCEPTIONAL

Effort and attitude are 100% in an individual's control. Minimum standards and expectations set by others are not the beacon by which we set our course.

*“Excellence is the gradual result of always striving to do better.”* – Pat Riley

### 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 specialized tools. Well-supplied equipment and tool rooms provide additional equipment needed to complete the students' training.

### Technical Resource Center

The technical resource center is designated to support the programs offered at the campus. Students and faculty have access to computers across campus with a variety of online resources including databases, service manuals, and curriculum resources. The technical resource center is open to accommodate students' class schedules and provides an area to students for studying and group discussions. The School focuses on providing Wi-Fi access to students from anywhere within the campus to access research materials and/or gather information to assist with outside classroom learning. The School subscribes to online resources such as AllData, ShopKey, and

## **OVERVIEW**

other OEM service information, accessible by instructors and students, as it pertains to the respective program.

### **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 program. 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](http://www.accsc.org).

### **Licensure**

- WyoTech is licensed as a private career school with the state of Wyoming Department of Education. Copies of licensure, approval and membership documentation is available for inspection at the campus. Please contact the Campus President to review this material.
- WyoTech is exempt from being licensed in Alaska because there is no physical presence in the state of Alaska.
- Agents licensed by the Colorado Department of Higher Education, Private Occupational School Board.
- WyoTech is licensed under the Georgia Nonpublic Postsecondary Education Commission.
- WyoTech is authorized under registration, Iowa Code Chapter 261B.
- WyoTech is licensed by the Kentucky Commission on Proprietary Education.
- WyoTech is licensed by the State of Missouri Coordinating Board for Higher Education
- 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

## OVERVIEW

other institutions. 1450 Energy Park Drive, Suite 350, Saint Paul, MN 55108-5227

- 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.
- WyoTech is licenced as an Out-of-State Proprietary Institution by the New Mexico Higher Education Department
- Registered with the Ohio State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, OH 43215.
- WyoTech is licensed by the Oklahoma Board of Private Vocational Schools (OBPVS), 3700 N Classen Blvd., Oklahoma City, Oklahoma 73118. Licensure does not constitute an endorsement or guarantee of the quality of education or future employment outcomes by the OBPVS.
- WyoTech is licensed by the Oregon Higher Education Coordinating Commission, 3225 25<sup>th</sup> St SE, Salem OR 97302.
- Licensed by the South Carolina Commission on Higher Education, 1122 Lady Street, Suite 400, Columbia, SC 29201, Telephone (803) 737-2260, www.che.sc.gov. Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education.
- 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.
- WyoTech is licensed as a Private Vocational School by the Washington Workforce Training and Education Coordinating Board.
- Licensed by state of Wisconsin Education Approval Program P.O. Box 8366, Madison, WI 53708-8366.

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

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### 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.

## **Admissions**

### **Requirements and Procedures**

- High school diploma, transcript clearly stating student's graduation date is prior to start of program, or a recognized equivalent such as the GED or HiSET is required for admittance,
- Applicants must interview with an Admissions Representative,
- Complete an online application
- A non-refundable application fee,
- Complete and sign required Enrollment Agreement
- If an applicant is under 18 years of age, the Enrollment Agreement must also be signed by the parent or guardian,
- Applicants from the state of Oregon please review the state specific information on page 89.

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 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.

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.

### **Readmission**

Students wishing to re-enter the School following a withdrawal or suspension may apply for readmission within seven (7) years of withdrawal date by contacting the Registrar's office. Readmission is granted on a space-available basis. The School reserves the right to refuse readmittance 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 or degree 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, if successfully completed courses are transferable into different/new program.

## **Admissions**

Students re-entering diploma or degree students who have withdrawn and are re-entering outside of 180 days, the following tuition charges apply:

- Same/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, if successfully completed courses are transferable into same/new program.

## **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 updated training course must be addressed to the Registrar and approved by the VP of Training 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. The student is required to pay a \$100 fee for all training materials, per course repeated. The student is expected to adhere to all school policies and requirements such as attendance, professionalism and the Good Neighbor Policy).

## **Transfer of Credit**

WyoTech will consider transfer of credit for any student who attended and successfully completed courses at our previous branch campuses in Blairsville, PA and Sacramento, CA. WyoTech will also review transcripts for the possibility of transfer credits for any student receiving Veterans Assistance benefits. The following criteria will be taken into consideration 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.
- Credits must have been completed no more than 7 years prior to be considered for credit.

Requests for credit for previous education must be made to the Training Department. 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 to receive a diploma from WyoTech. The transfer of incoming credit is given at the sole discretion of the Training Department 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 (800)521-7158.

### Previous Credit for Veterans Affairs Beneficiaries

All Veterans Affairs beneficiaries are required to disclose prior post-secondary school attendance and provide copies of transcripts for all postsecondary education and training, including military transcripts/training to the School. Upon enrollment, the School will request written record 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.

## **Admissions**

### **Prior Training Scholarship**

Students who do not fall into the above categories but have prior training can be considered for the Prior Training Scholarship. The purpose of the Prior Training Scholarship is to provide additional financial assistance to those applicants who have successfully completed post-secondary education courses related to WyoTech's training programs, but do not meet the school's requirements under the Transfer Credit Policy.

The scholarship would be available to all first-time students scheduled to begin classroom attendance at WyoTech and who meet the WyoTech admissions requirements. Any questions regarding the Prior Training Scholarship should be directed to the VP of Training at (800)521-7158.

### **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.

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### **Curriculum**

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.

#### 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 25 students to one instructor in lecture and 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.

### **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 Training Department.

Academic advising is coordinated by the VP of Training and includes satisfactory academic progress and attendance. The Registrar and Program Coordinators 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 student has access to review their course grade through the school's learning management system called Canvas. 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. The final course grade is stored in the school's official

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student database system called Anthology Student. A student can submit a request for his/her transcript by completing a Transcript Request form through the school's website or by contacting the Registrar's office at (800)521-7158.

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

### Transfer Credits

When approved by the VP of Training and/or Director of Education, 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 Rate of Progress (ROP) and Maximum Time Frame (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 Satisfactory Academic Progress (SAP) calculations of the new program. Courses not in the new program, including grades of W or F, are excluded from all SAP calculations.

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

### Course Drops

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 drops 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 dropped 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 as important in 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

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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 number 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. Violation of the Shave Policy,
2. Extreme or unprofessional hairstyle, women's 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 available,
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, Failure to sign in and out,
11. Wearing hat in classroom,
12. Food or drink in the classroom or shop,
13. Out of phase work
14. Improper parking,
15. Use of electronic devices 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 loose or baggy clothing and/or jewelry,
7. Poor driving habits on or off campus (good neighbor policy pg. 28).

**E. Shop Performance:**

1. Destruction of tools and equipment due to improper use,

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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.

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 Academic Progress (SAP)

All students must maintain Satisfactory Academic Progress (SAP), whether a Title IV or Non-Title IV receipt and regardless of program of study, in order to successfully progress towards graduation. SAP does impact 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 (9 Month Programs)

SAP Evaluation Period	Minimum CGPA	Rate of Progress (ROP)	SAP Not Met Action
<b>SAP Evaluation Period 1</b> - Scheduled Completion of 30 units	1.33	67%	Financial Aid (FA) Warning
<b>SAP Evaluation Period 2</b> - Scheduled Completion of 60 units	1.67	67%	FA Warning if student met SAP during the prior evaluation point; if not, see Appeal Procedure.
<b>SAP Evaluation Period 3</b> - At graduation (150%)	2.00	67%	Same as above

\*Rounding applies, 66.67% rounds to 67%

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### Satisfactory Academic Progress Chart (6 Month Programs)

SAP Evaluation Period	Minimum CGPA	Rate of Progress (ROP)	SAP Not Met Action
<b>SAP Evaluation Period 1</b> - Scheduled Completion of 18 units	1.00	50%	Financial Aid (FA) Warning
<b>SAP Evaluation Period 2</b> - Scheduled Completion of 36 units	1.33	50%	FA Warning if student met SAP during the prior evaluation point; if not, see Appeal Procedure.
<b>SAP Evaluation Period 3</b> - At graduation (150%)	2.00	67%	Same as above

\*Rounding applies, 66.67% rounds to 67%

#### Grade Point Average (GPA) Calculations

- The GPA is calculated for all students at the end of each term on courses taken at WyoTech.
  - A. 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.
  - B. 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 drops (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 each SAP evaluation point.

- 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, drops, and repeated courses.
- Minimum ROP for all programs is 67%.

#### Maximum Time Frame

The maximum time frame (MTF) for completion of all programs 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, drops, 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:

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- All 9-month diploma programs consist of 6 total courses (4 core + 2 elective) totaling 60 credits,
  - A student may only have a maximum of 3 failed or dropped courses.
  - MTF equals 90 credits attempted to complete the program.
- All 6-month diploma programs consist of 4 total courses totaling 36 credits,
  - A student may only have a maximum of 2 failed or dropped courses.
  - MTF equals 54 credits attempted to complete the program.
- Applied Service Management (ASM) degree programs consist of 4 core courses and 6 ASM courses, totaling 60 credits.
  - Students may only have a maximum of 3 failed or dropped core courses, or the equivalent of 3 failed attempts from individual ASM and core courses.
  - 3 ASM courses are the equivalent of 1 core course for calculation of ROP and MTF.
  - Official ROP/MTF will be calculated based on actual credits earned vs credits attempted.
  - MTF equals 90 credits attempted to complete the program.
- 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**

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

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### **Failure to Meet Satisfactory Academic Progress (SAP)**

#### Financial Aid Warning

A status is assigned to a student who fails to make satisfactory academic progress at any 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 five (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.

#### 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.

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 Vice President of Training 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.

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

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readmission to that program if they have exceeded, or may exceed, the maximum time frame of completion.

### SAP Re-entry

All students who are dropped 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 drops, 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.

### Satisfactory Academic Progress (SAP) Appeals

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.

When appealing a Satisfactory Academic Progress (SAP) decision, mitigating circumstances that can typically be evaluated include the following:

- Serious illness or injury,
- Death of a close family member or significant family issues,
- Natural disasters with direct impact to the student's academic performance,
- Military deployment,
- Personal or financial hardships,
- Learning disabilities with proper documentation

### **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**

Classes are scheduled as enrollment necessitates. Students attend class Monday – Friday from 7:00 AM to 4:20 PM. Applied Welding night class Monday – Friday 4:30 PM to 1:50 AM. Students have regularly scheduled breaks throughout each class period. Make-up days will be scheduled as

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necessary to maintain 240 clock hours of training in each course session. 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. Students registered for a class shall attend by the third scheduled class day or be withdrawn 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, Student Accounts, Student Finance, Career Services, or other critical business that otherwise cannot be conducted outside of the normal class schedule.
  - i. -See the **Sign-in/Sign-Out procedure**
4. Extreme or extenuating circumstance authorized by the VP of Training or designee.

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

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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 Student Finance and/or Student Accounts,
- On-Campus interviews or appointments with Career Services,
- Authorized meetings with other administrative departments on campus such as Admissions, Education, Housing, or Student Services,
- Other activity authorized by 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 to 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 hours) 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 Program 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 Program Coordinator/designee.
3. Maintain perfect attendance while the appeal is pending. Failure to maintain perfect

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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 student's 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. For additional information see Student Appeals Procedure on page 33.

### Date of Drop – LDA:

When a student is dropped 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 or tardies 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 8 infractions, whether hours absent, tardies, or a combination, throughout their entire program of study. These students 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 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 student is committed to education and ultimately to career as a technical service professional. Perfect attendance pins are distributed at the end of each course.

### Leave of Absence/Drop

WyoTech does not offer students to take a leave of absence. Students who want to discontinue their training for any reason are requested to schedule an exit interview with the VP of Training or other designated school official. Reasonable effort to help resolve student concerns so that he/she may continue toward completion of the program without dropping will be made. Students who leave their program without notification will be dropped once their absenteeism results in violation of the attendance policy. Students who drop must wait a minimum of 4.5 months before eligible for re-entry, exceptions can be made at the discretion of the Training Department.

Readmission students wishing to re-enter the School following a leave of absence, drop or suspension may apply for readmission by contacting the Registrar Office. 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.

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### 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:

	<b>6-month programs</b>	<b>9-month programs</b>
<b>1st Course Failure</b>	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	
<b>2nd Course Failure</b>	Student is suspended from school and dropped from the program due to poor academic performance*	Student is suspended from school and dropped from the program due to poor academic performance
<b>3rd Course Failure</b>	Student is dismissed from program due to inability to meet MTF requirements	Student is suspended from school and dropped from the program *
<b>4th Course Failure</b>	N/A	Student is dismissed from program due to inability to meet MTF requirements*

*\*Students 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.

### **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

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requirements of the program at WyoTech.

3. Complete 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. 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.

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 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 Training Department consisting of instructors, support staff, coordinators, managers, and a Vice President is primarily responsible for appropriately conducting, recording, and enforcing the outcome of all disciplinary matters. However, all WyoTech employees are allowed to enforce the Student Code of Conduct.

Violations of the Student Code of 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 WyoTech Student Code of Conduct:

1. **Dishonesty:** willfully or knowingly lying, plagiarism, 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:** possession, consumption, distribution, or being under the influence of alcohol while on WyoTech controlled property or at any school sponsored event, regardless of age. Students may also be subject to prosecution by local law enforcement agencies and parent/guardian may be notified. Testing may be required in cases of reasonable suspicion of alcohol use.

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4. **Profanity:** the use of any language or gesture that is offensive and creates an uncomfortable environment.
5. **Theft and Vandalism:** 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:** 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 Student Code of 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. See Violation of Academic, Appearance, Attendance, and Conduct Codes on page

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30 for more information.

### Good Neighbor Policy

Because the WyoTech is located on a main throughway, WyoTech students and staff **MUST** adhere to the practice of a “good neighbor” policy. Our actions reflect directly upon the reputation of WyoTech in the Laramie community. The reputation of your School should be important to you as you develop your own reputation and credentials in the transportation industry – the reputation of your Alma Mater can open many doors to your future, both locally and nationally.

Obvious negative impacts produced by our growing student population concern our community. They include fighting, rowdiness, loud noise, and unsafe driving practices. Students and staff are expected to be respectful of these concerns and represent WyoTech in a positive manner at all times. Behavior detrimental to the qualities of a good neighborhood environment affects the integrity of not only the community but also the School itself. Ultimately, a student’s misconduct could jeopardize completion of his/her program of study.

*Violations of the “Good Neighbor” policy will result in penalties including reduction of a course grade, reprimand, and loss of parking privileges on WyoTech campuses, probation, suspension, or dismissal, depending upon the seriousness of the violation. All violations will be handled according to the disciplinary procedures outlined in the school catalog.*

### 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. Additional shirts, if worn, must be worn underneath the uniform shirt.
  - 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 leather-style work boots 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.
  - f. No visible article of clothing or tattoo shall have pictures, emblems, and/or messages that are lewd, offensive, vulgar, obscene, or might otherwise cause disruption.

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2. **Applied Service Management students will abide by the following:**
  - a. A WyoTech long-sleeved button-down dress shirt must be worn. Shirttails must be tucked into the pants. T-shirts may be worn underneath the shirt provided the sleeves do not extend beyond the sleeve length of the dress shirt.
  - b. A WyoTech Provided tie must be worn each day upon arrival into WyoTech facilities. The Ties must be kept on throughout the day, with the tie knot fully cinched and the collar buttoned.
  - c. Solid-colored pants worn with a belt are required. No holes or frays in the pants allowed.
  - d. Professional work-style boots or shoes must be worn. No athletic style shoes or sandals are permitted.
  - e. Hats or any other headwear are not permitted in ASM facilities.
  - f. Females will follow the same guidelines of shirt, collared shirts must be kept tucked in, and only the top button may be kept unbuttoned; ties are not mandatory for females.
  - g. Coats may not be worn in the classrooms or labs.
  - h. Leatherman style tools, large key chain clips, and chain wallets/belts are also prohibited.
3. **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. Hair must fit into safety equipment necessary for class.
  - 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.
4. **Shaving:** 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.
5. **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. Knit caps are not allowed to be worn in Shops, however, baseball-style caps may be worn in the Shops.
6. **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.
7. **Jewelry:** The wearing of earrings, gauges, posts, spacers, studs, and dangling jewelry is

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not permitted. Facial skin, tongue or body piercing rings, studs, posts, ornaments, and chain wallets/belts are also prohibited.

8. **Hygiene:** Personal cleanliness and hygiene must be observed and maintained at all times.
9. **Student ID:** The WyoTech student ID is required to be available to 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 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 on 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, Appearance, Attendance, and Conduct Codes**

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 drop of the student from WyoTech. Suspension notification will be in writing and will include a date after which the student may apply for readmittance.
4. **Dismissal:** The immediate permanent drop 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 VP of Training

If the VP of Training or designee in his or her sole discretion, has reason to believe that a student has violated the Code of Student Conduct, the VP of Training or designee shall conduct a reasonable inquiry and determine an appropriate course of action. If the VP of Training 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:

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- 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 Program Coordinator who will attempt to resolve the problem.

If the Program Coordinator is unable to resolve the problem at his or her level, the student may submit a signed, dated, written statement to the VP of Training or designee. The VP of Training or designee will review the complaint and attempt to provide a decision or resolution within 15 business days. If the student is not satisfied with the VP of Training'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:

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

A copy of the ACCSC Compliant Form is available at the school and may be obtained by contacting [complaints@accsc.org](mailto:complaints@accsc.org) or at [www.accsc.org/student-corner/complaints.aspx](http://www.accsc.org/student-corner/complaints.aspx)

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 (pg. 84) 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 Vice President of Training 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, and
- Any additional supporting documentation considered beneficial.

Once a formal appeal is filed, the VP of Training 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 Training, Administration, Student Life, and other pertinent personnel. The VP of Training 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

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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 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 for making 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 and must be submitted within seven (7) calendar days of the final grade determination. The Registrar's Office shall review the submitted appeal and provide a determination no later than seven (7) calendar days past the date of the appeal submission. Any changes to a student's final course grade shall be made within that timeframe.

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 be 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.

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Without an appeal, after the fourteenth (14<sup>th</sup>) calendar day following the end of the term/module, the official student information system shall be considered the final record of the course grade.

### **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 a 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 of reasons causing the poor academic performance,
- Outline of steps 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 VP of Training.

### **Housing Evictions**

If a student is evicted from WyoTech housing for disciplinary or other reasons, they 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 into the Director of Student Life 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 to prevent further infractions.

Unless otherwise instructed by the Director of Student Life, 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

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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 identifying the part of the record the student requests to be 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 an 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 is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the institution has contracted as its agent to provide a service instead of using institution employees or officials (such as an attorney, auditor or collection agent); a person serving the institution in an advisory capacity; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their 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. While WyoTech does not externally publish a student directory, the school publishes communications, such as graduation and honor roll lists, that include WyoTech-designated directory information. WyoTech expressly limits its designated directory information to the student's full name, photograph, address (campus or permanent), phone number, email address, campus, major field of study, dates of attendance, enrollment status, participation in activities, degree(s) and date(s) received, honors, awards, and career services related information. A student who wishes not to be included in the campus publications referenced above must obtain a Request to Restrict Directory Information form from the Registrar's Office and submit the completed form to the Registrar, in-person, accompanied by a valid photo ID. Students who wish to restrict directory information should realize that this action could have negative consequences. The names of students who have restricted their directory information will not appear in the Commencement Program or any other institution publications. Also, employers, credit card companies, loan agencies, scholarship committees and the like will be denied any of these students' directory information

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and will be told that the institution has no information available about that person's attendance.

- 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 six years. Additionally, electronic transcripts are maintained permanently.

WyoTech issues diplomas and degrees based on the name provided at the time of enrollment and graduation. All associated documents inclusive of enrollment agreements, exams, homework, grades, attendance, financial aid information, etc. reflect the name of the student at the time of their active enrollment. WyoTech does not amend or reissue diplomas or make any changes to a permanent academic record to reflect name changes after the student has graduated.

### **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. Upon graduation, all students who are current with their financial obligation to the campus will receive their diploma. Diploma's will be held by the institution for all students who are not current with their financial obligations until such time as those obligations are met.

All transcripts will be maintained for the life of the institution. In the event of school closure, transcripts can be requested through the Wyoming Department of Education.

## **FINANCIAL AID**

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 website, Tuition and Aid page. 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 are 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 Federal Student Aid assistance, you must:

1. Have financial need,
2. Be a U.S. citizen or eligible noncitizen,
3. Have a social security number,
4. If currently attending school, be making Satisfactory Academic Progress,
5. Be enrolled as a regular student in any of the school's eligible programs,
6. 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,
7. Have a high school diploma or its equivalent or have completed homeschooling at the secondary level as defined by state law,
8. Not be enrolled in either an elementary or secondary school,
9. Satisfy the title IV program specific loan requirements,
10. 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 WyoTech website, the Student Finance 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.gov/>

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study (FWS)
- Federal Direct 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.

## **FINANCIAL AID**

Please see one of the Student Finance Coordinators for further information.

### **Institutional Payment Plans**

Cash Payment Plan - Under this plan, a student makes 6 equal payments, at the start of each term, 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.

### **Scholarship Listings**

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 by speaking with a Student Readiness Coordinator. The combination of institutional scholarships shall not exceed a total award amount of \$10,000.

- SkillsUSA Scholarship
- FFA Scholarship
- Prior Training Scholarship

### **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 Student Finance Coordinator 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 20 hours per calendar week,
- Students cannot work during periods of non-attendance (e.g., vacations, breaks, etc.),
- 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.

### **Workforce Innovation and Opportunity Act (WIOA)**

WyoTech is approved by the State of Wyoming Department of Workforce Services and the State of Colorado Workforce Development Council to provide opportunities to help youth and adults prepare for a successful career. Please contact your local workforce center for additional information about eligibility and qualifying and how WIOA can help you.

## FINANCIAL AID

### International Students

WyoTech is certified by the Student Exchange and Visitor Program (SEVP) to issue I-20 for use in student visa applications. For more information, contact Student Readiness Services at (800) 521-7158.

### Veteran's Assistance Programs

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

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

- Post-9/11 GI Bill® (Chapter 33) [http://www.benefits.va.gov/gibill/post911\\_gibill.asp](http://www.benefits.va.gov/gibill/post911_gibill.asp)
- Transfer of Post-9/11 GI Bill® Benefits to Dependents (TOE) [http://www.benefits.va.gov/gibill/post911\\_transfer.asp](http://www.benefits.va.gov/gibill/post911_transfer.asp)
- Yellow Ribbon GI Education Enhancement Program (Yellow Ribbon Program) [http://www.benefits.va.gov/gibill/yellow\\_ribbon.asp](http://www.benefits.va.gov/gibill/yellow_ribbon.asp)
- Montgomery GI Bill® – Active Duty (Chapter 30) [http://www.benefits.va.gov/gibill/mgib\\_ad.asp](http://www.benefits.va.gov/gibill/mgib_ad.asp)
- Montgomery GI Bill® – Selected Reserve (MGIB-SR / Chapter 1606) [http://www.benefits.va.gov/gibill/mgib\\_sr.asp](http://www.benefits.va.gov/gibill/mgib_sr.asp)
- Survivors' and Dependents' Educational Assistance Program (DEA / Chapter 35) [http://www.benefits.va.gov/gibill/survivor\\_dependent\\_assistance.asp](http://www.benefits.va.gov/gibill/survivor_dependent_assistance.asp)
- National Call to Service Program (NCS) [http://www.benefits.va.gov/gibill/national\\_call\\_to\\_service.asp](http://www.benefits.va.gov/gibill/national_call_to_service.asp)
- Veteran Readiness and Employment (Chapter 31) [http://www.benefits.va.gov/vocrehab/eligibility\\_and\\_entitlement.asp](http://www.benefits.va.gov/vocrehab/eligibility_and_entitlement.asp)
- Tuition Assistance (TA) Program (<https://www.militaryonesource.mil/benefits/military-tuition-assistance-program/>)
- Tuition Assistance Top-Up (<https://www.va.gov/education/about-gi-bill-benefits/how-to-use-benefits/tuition-assistance-top-up/>)

\* GI Bill® (a registered trademark of the US Department of Veterans Affairs [VA]). More information about education benefits offered by VA is available at the official US government website at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).

### 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 GI Bill® (Ch. 33) or Veteran Readiness 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 late penalty fees,
- 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.

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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 term of enrollment, the Post 9/11 G.I. Bill® (Ch. 33) or Veteran Readiness 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.

### **Veteran Education Benefit Complaints:**

The Federal Trade Commission (FTC), U.S. Department of Defense (DoD) and U.S. Department of Veterans Affairs (VA) have created online reporting forms in collaboration with the U.S. Department of Justice (DOJ) and the Consumer Financial Protection Bureau (CFPB) that Veterans and Service Members can use to file consumer complaints.

Students can directly file complaints with the VA (<https://www.va.gov/education/submit-school-feedback/introduction>) and the DoD through the Postsecondary Education Complaint System (PECS) (<https://www.militaryonesource.mil/resources/gov/postsecondary-education-complaint-system/>) about a variety of topics, including but not limited to: recruiting/marketing practices, accreditation, financial issues, student loans, post-graduation job opportunities, quality of education, release of transcripts, grade policies, transfer of credits, and refund issues. The Department of Education (ED) will also take e-mail complaints on these topics ([Compliancecomplaints@ed.gov](mailto:Compliancecomplaints@ed.gov)).

## **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 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,
- The school cancels the student's program,
- The school ceases operation.

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### Leave of Absence/Drop Refund Policy

Students who want to discontinue their training for any reason are requested to schedule an exit interview with the Program Coordinator 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 drops and leave of absence, the School follows its refund policy as described below.

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

The date of withdrawal/drop, 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 notified of termination 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 or unofficially drops, provides notice of cancellation, or the date the School determines the student has violated an academic standard. For example, when a student is dropped for violating an academic rule, the date of the student's drop 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 drops, 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 Student Aid, Return to Title IV 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 and/or payments made) 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 or on behalf of the student.
6. **TIME FRAME WITHIN WHICH INSTITUTION IS TO ISSUE NON-TITLE IV REFUNDS:** Non-Title IV refunds will be issued within 30 days of either the date of determination or from the date that the applicant was not accepted by the School, whichever is applicable.

Students from CO, GA, IA, KS, KY, MN, OH, OK, OR, SC, TX, WA or WY, please refer to the state specific information regarding specific refund policies on page 85-95. If the School's refund policy

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is more favorable to the student than the state specific policy, the School will abide by the School's refund policy.

### Return to 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. The Return to Title IV Funds (R2T4) calculation:

- A. Percentage of Title IV Funds Earned = number of days completed up to the Last Date of Attendance (LDA) in the payment period divided by the total days in the payment period. (Any break of five days or more is removed from the calculation.)
- B. Total Title IV funds eligible in a payment period = financial aid funds disbursed plus the amount that could have been disbursed.
- C. Total Title IV funds earned = (A) X (B)
- D. R2T4 Amount = financial aid funds disbursed minus Total Title IV funds earned (C.)

When the institution returns unearned federal student aid funds, amount will be rounded to the nearest whole number in compliance with the Higher Education reconciliation Act of 2005.

If the student's portion of the unearned aid includes federal grants, the student is required to return the grant amount: (1) if the grant overpayment is greater than \$50; and (2) only to the extent that the grant amount exceeds 50% of the original amount received for the payment period. (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 School must return the Title IV funds for which it is responsible in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans),
- Subsidized Direct Stafford loans,
- Direct PLUS loans,
- Federal Pell Grants for which a return of funds is required,
- Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required.

If a student withdraws after the 60% point-in-time of the payment period, 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 Institution must still perform a Return calculation.

### Post-withdrawal Disbursement

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, the student (or parent, if a Federal PLUS loan), will be notified in writing within 30 days of the date of termination that the student withdrew, for permission to disburse direct loan funds. The student or parent in the case of a parent PLUS loan, must respond within 14 days of the institution's notification to confirm any post-withdrawal disbursement of loan funds. The student or parent in the case of a parent PLUS loan have the option to decline some or all of the post-withdrawal disbursement funds. If the post withdrawal disbursement is a

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grant, those funds will get disbursed to the student within 45 days of the date of determination. 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.

All post-withdrawal disbursements are applied to the student account first, and any resulting credit balance is resolved according to 34 C.F.R. 668.22 (a)(5) and (6); 34 C.F.R. 668.164(j).

### 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 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.

Upon completion of R2T4 calculation, the institution will follow the Department's guidelines in returning any credit balance that may remain within 14-days of R2T4 calculation being performed.

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.

There are repayment plans that are available to assist the student in meeting repayment obligations. The Student Finance Office may advise the student if 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.

Students who leave school with a balance on their account will be contacted to collect on that balance. After five (5) attempts to reach the student and no response and no payments made, the account will be evaluated for the transfer to a third-party collection agency.

### Tuition Assistance (TA) Refund Policy:

The School is required to determine earned and unearned portions of Tuition Assistance (TA) aid for students who cancel, withdraw, or are dismissed, prior to completing 60% of a payment period or term. The Return of TA Funds calculation (Return calculation) is based on the percentage of earned TA aid using the following calculation: Percentage of payment period or term completed equals the number of days completed up to the last date of attendance divided

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by the total days in the payment period or term. This percentage is also the percentage of earned TA aid. Funds are returned to the appropriate Military Service.

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### Staffing

Student Services consists of the following staff members, including but not limited to, the Director of Student Life, Student Services Coordinator(s), and Resident Life Coordinator(s). 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, part-time employment, and housing.

New students are expected to attend a community orientation which usually takes place in the afternoon of the first day of class. During this orientation, students are told what the expectations are regarding attendance, appearance and conduct. Students are also introduced to members of the community and told of the various resources available throughout Laramie.

### Tutoring

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

### 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 Training Department can provide information regarding the specific awards presented.

- **Outstanding Student:** One student per department is selected by the Program 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 no more than 8 hours missed throughout a student's entire program of study at WyoTech. Students who achieve outstanding attendance for their entire program of study will receive 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 Groups:** Eagle Techs, Peer Tutors, Resident Assistants, Peer Tutors and Federal Work Study Employees are recognized at graduation for their campus leadership and efforts in engaging their fellow students in activities and volunteerism.

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.

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### 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 challenges.

### 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, childcare, transportation, and other community or civic services.

### **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 (located in the Student Life office) 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 WyoTech staff.

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 Security Authority or designee. In non-emergency situations, the crime should be reported as soon as possible to the Campus Security Authority or designee and the local law enforcement agency. All students are encouraged to report all crimes and public safety incidents to the Campus Security Authority or designee in a timely manner. The Campus Security Authority 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

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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.nsopw.gov/>

At WyoTech, the Campus President shall be the primary Campus Security Authority (CSA) and typically designates another campus employee as a CSA Assistant and/or Title IX Officer. In the absence of the Campus President, a management designee will serve as CSA and/or Title IX Officer.

### **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 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, correct, and when necessary, discipline behavior that violates School policy. The preponderance of the evidence standard will be used when determining any action.

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.

Sex-based harassment includes sexual harassment (including sexual violence) and gender-based harassment. The definitions below have been developed by the Office for Civil Rights at the U.S. Department of Education.

- ***Sexual Harassment***

Sexual harassment is unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sex-based harassment can happen to people and be perpetrated by people of any sex.

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

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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.

- ***Sexual Violence***

Sexual violence is a form of sexual harassment. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the victim's age or use of drugs or alcohol, or because an intellectual or other disability prevents the victim from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

- ***Gender-Based Harassment***

Gender-based harassment is unwelcome conduct based on an individual's actual or perceived sex. It includes slurs, taunts, stereotypes, or name-calling as well as gender-motivated physical threats, attacks, or other hateful conduct.

### **Violence Against Woman 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, correct, and when necessary, 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.

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.

#### 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.

All students, employees, and campus guests are encouraged to report all crimes and public safety related incidents to the CSA in a timely manner. The CSA and/or Title IX Officer shall document each incident reported. All incident reports shall be reviewed by the Campus President and/or designees who shall determine an appropriate response based on the nature of the incident.

#### **Sexual Offenses Reporting and Disciplinary Procedures**

Sexual offenses are a violation of the Student Code of Conduct and the Sexual Harassment Policy as stated in the School catalog. Victim(s) of any sexual offenses should immediately seek assistance from local law enforcement authorities, the local rape crisis center, and/or the Campus

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Security Authority and/or Title IX Officer. School personnel shall be available to assist the student/employee 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 offense.

### **Reporting and The Initial Assessment of Report**

#### How to Report Sexual Harassment

Any person may report Sexual Harassment or suspected Sexual Harassment to the Title IX Officer/Coordinator in person, by mail, telephone, or e-mail, using the contact information provided for the Title IX Officer/Coordinator. A report can be made at any time, including during non-business hours. However, responses to reports made outside of business hours, including during weekends and holidays, may be delayed.

#### Initial Assessment of the Report

Upon receiving a report, WyoTech will determine whether the reported allegation(s) fall within the scope of this policy. If the allegation does not fall within the scope of this policy, WyoTech will take appropriate steps according to the general student complaint procedure/Grievance Policy provided in the school catalog or the WyoTech Employee Handbook.

If the allegation does fall within the scope of this policy, the Title IX Officer/Coordinator will promptly (i.e., generally within 48 hours of receipt of initial report) reach out to the Complainant, who may or may not be the person who made the report: (a) discuss any appropriate Supportive Measures, and (b) provide the process for filing a Formal Complaint. If the Complainant declines to file a Formal Complaint, the Title IX Officer/Coordinator may choose to initiate a Formal Complaint. No other person is eligible to file a Formal Complaint under this policy.

Upon the filing of a Formal Complaint, WyoTech will operate from a presumption that the Respondent is not responsible for the alleged conduct until a determination is made regarding violation of this policy at the conclusion of the investigation, hearing, appeal and/or informal resolution process.

#### **Supportive measures**

Supportive measures are individualized services available to ensure equal educational/work access, protect safety or deter Sexual Harassment. Supportive Measures are available, as appropriate to the Complainant and Respondent and are non-punitive, non-disciplinary and not unreasonably burdensome to the other party.

Upon receiving a report of Sexual Harassment, the Title IX Coordinator will promptly contact the Complainant confidentially to discuss the availability of supportive measures. The Title IX Coordinator shall notify the Complainant that supportive measures are available regardless of whether a Formal Complaint is filed and explain to the Complainant the process for filing a Formal Complaint.

Supportive Measures are individualized and appropriate based on the information gathered by the Title IX Coordinator. The Supportive Measures needed by the Complainant and/or Respondent may change over time, and the Title IX Coordinator will communicate with each party to ensure that any Supportive Measures are necessary and effective based on evolving needs.

Supportive measures will be provided without fee or charge and may include:

- Counseling
- Extending deadlines
- Modifying class or work schedules

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- Placing mutual restrictions on contact between the parties
- Providing campus escort services
- Changing work locations
- Providing leaves of absence

### Notice of a Formal Complaint

If a Formal Complaint is filed, WyoTech will issue a written notice to the Complainant and the Respondent within 14 days of the filing of the Formal Complaint containing, at minimum:

- Notice of the investigation and hearing procedure set out in this policy,
- Notice of the allegations of Sexual Harassment, including sufficient details known at the time (including the identities of known Parties involved in the allegations) and with sufficient time to prepare a response before any initial interview,
- A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding violation of this policy is made at the conclusion of the process,
- A statement that the Complainant and Respondent may have an advisor of their choice, who may be, but is not required to be, an attorney,
- A statement that WyoTech will, within a reasonable amount of time after a request from a Complainant or Respondent, provide an advisor to a Complainant or Respondent who does not identify their own advisor, one will also be provided at the hearing if the Complainant or Respondent does not bring their own to the hearing,
- A statement that the Complainant and Respondent may inspect, and review evidence compiled during the investigation, and
- A statement that WyoTech's Business Ethics, Conduct and Compliance policy and WyoTech's Code of Conduct for Students policy prohibit knowingly making false statements or knowingly submitting false information during the process

If, in the course of an investigation, WyoTech determines that it will investigate allegations about the Complainant or Respondent that are not included in the written notice provided at the outset of the investigation, WyoTech will provide written notice of the additional allegations to the Complainant and the Respondent.

In appropriate cases, WyoTech may consolidate Formal Complaints as to allegations of Sexual Harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one Party against the other Party, where the allegations of Sexual Harassment arise out of the same facts or circumstances.

Formal Complaints involving employees will also be referred to the Human Resources Department and simultaneously evaluated under the applicable employee conduct policies and procedures outlined in the Employee Handbook.

### Informal Resolution

Formal Complaints can be resolved by either informal resolution or by the investigation and hearing processes described in this policy. Informal resolution is voluntary and can be facilitated by WyoTech at any point before a determination is reached regarding whether the Respondent violated this policy. Once initiated, an informal resolution process will typically conclude within 45 days. At any point during the informal resolution process prior to reaching an agreement, the Complainant and/or the Respondent are free to withdraw from the informal resolution process and resume the investigation, hearing, and appeal processes. However, once reached and agreed to by both the Complainant and the Respondent, an informal resolution is final and precludes the Complainant and Respondent from pursuing a Formal Complaint arising from the same allegations.

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Before engaging in an informal resolution, WyoTech will provide the Complainant and the Respondent with written notice disclosing the allegations, the requirements of the informal resolution process (including the Parties' right to withdraw during the process and the final nature of any agreement reached), and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared. Both the Complainant and the Respondent must consent in writing to participate in the informal resolution process.

Participation in an informal resolution is not required as a condition of enrollment, continuing enrollment, employment, or continuing employment.

WyoTech does not offer or facilitate informal resolution to resolve allegations that a WyoTech employee Sexually Harassed a WyoTech student; such allegations will be handled through the Formal Complaint process.

### **Dismissal of a Formal Complaint in Certain Circumstances**

If at any point during the investigation or hearing procedures WyoTech discovers that the conduct described in the Formal Complaint does not, even if proven, fall under the scope of this policy or did not occur in the school's education program or activity, WyoTech will dismiss the Formal Complaint or the portions of the Formal Complaint that are out of scope. Such conduct may be evaluated under other WyoTech policies, as applicable.

The Title IX Coordinator may dismiss a Formal Complaint where:

- Complainant notifies the Title IX Coordinator in writing that the Complainant wishes to withdraw the Formal Complaint or allegations
- Respondent is no longer enrolled or employed by the school
- Specific circumstances prevent the school from gathering evidence sufficient to reach a determination regarding responsibility

If the Respondent withdraws from school prior to the completion of the investigation, he/she will not be allowed to return until the Formal Complaint process is complete. If the Respondent graduates prior to the resolution, the student will not be recognized as a graduate until the Formal Complaint process is complete. If Respondent is found guilty sanctions will be imposed. The appeal process will be adhered to regardless of participation by either party.

When WyoTech dismisses a Formal Complaint, it will promptly (generally within seven days of the dismissal) send written notice of the dismissal, whether mandatory or discretionary, and the reason(s) for the dismissal, simultaneously to the Complainant and the Respondent.

Dismissal of the Formal Complaint under this policy does not preclude the institution from investigating the allegations under a different policy such as the Student Complaint/Grievance Procedure Policy outlined in the school catalog.

### **Investigation**

WyoTech will investigate all Formal Complaints that are not resolved through informal resolution or dismissed (as explained in the previous section). The investigation will be completed by an individual trained (as defined in the training section of this document), who will not serve as a decision-maker(s) during the hearing. The investigator's purpose will be to compile relevant information and documentation for consideration at the hearing. In conducting the investigation, WyoTech will:

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- Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding violation of this policy rest on WyoTech and not on the Complainant or Respondent.
- Provide an equal opportunity for the Complainant and the Respondent to present witnesses (including fact and expert witnesses) and other inculpatory and exculpatory evidence.
- Not restrict the ability of either the Complainant or the Respondent to discuss, in the context of the investigation, the allegations under investigation or to gather and present relevant evidence.
- Where a Complainant or Respondent is invited or expected to participate, provide written notice of the date, time, location, participants, and purpose of investigative interviews or other meetings with sufficient time to prepare to participate.
- Allow the Complainant and the Respondent the same opportunity to have an advisor during the investigation. Advisors may attend interviews or meetings to which the Party whom they are advising is invited and may otherwise assist the Party during the investigation, provided that throughout the investigation phase, the advisor may speak only to the Party whom the advisor is assisting (i.e., either the Complainant or the Respondent), whether during interviews, meetings, or otherwise. Advisors may be, but are not required to be, attorneys.
- Provide both the Complainant and the Respondent an equal opportunity to inspect and review evidence obtained as part of the investigation that is directly related to the allegations raised in a Formal Complaint. This includes evidence upon which WyoTech does not intend to rely in reaching a determination regarding violation of this policy so that the Complainant and the Respondent can meaningfully respond to the evidence prior to conclusion of the investigation.
- Not access, consider, disclose, or otherwise use a Complainant's or Respondent's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the Party, unless WyoTech obtains that Party's voluntary, written consent to do so for use in the process described in this policy.

The inspector will compile an investigation report that fairly summarizes the relevant evidence. Prior to completion of the investigative report, and typically within 60 days of the date on which the written notice of allegations was provided to the Complainant and the Respondent, WyoTech will send to the Complainant and the Respondent (and, if applicable, their advisor(s)) the evidence subject to inspection and review in an electronic format or a hard copy.

The Parties will be given 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report.

Upon completion of the report, the investigator will provide the Complainant and the Respondent (and their advisor(s), if applicable) a copy of the report at least 10 days prior to a hearing.

### **Emergency Removal of Respondents from Campus**

WyoTech may temporarily remove an individual from campus on an interim basis during the pendency of a Formal Complaint in limited emergency circumstances where there is an immediate threat to physical health or safety. Before taking this emergency measure, the school will:

- Undertake an individualized safety and risk analysis to determine whether there is an immediate threat to the physical health or safety of any person arising from the allegations of Sexual Harassment

## STUDENT SERVICES

- Make an affirmative determination that such an immediate threat exists based on its individualized safety and risk analysis; and
- Provide the Respondent with notice and an opportunity to challenge the emergency decision immediately following the Respondent's removal

WyoTech's management team will issue timely warnings for incidents reported that pose a substantial threat of bodily harm or danger to other members of the campus community. WyoTech will make every effort to ensure that a victim's name and other identifying information are not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. WyoTech reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status.

Personally identifiable information for victims of Sexual Assault, Dating Violence, Domestic Violence and Stalking will not be included in any publicly available recordkeeping, including Clery Act Reporting and disclosures.

### **Hearing and Deliberation**

No earlier than 10 days after the investigation report is completed and provided to the Complainant and Respondent, WyoTech will conduct a live hearing at which the Complainant, Respondent, and the decision-maker(s) for WyoTech will have the opportunity to ask questions of the Parties and witnesses. The Complainant and Respondent will be given written notice of the date, time, location, participants, and purpose of hearing with sufficient time to prepare to participate. Each party will be permitted to bring an advisor and has the option to bring one (1) other person to the hearing. Only the identified advisor will be permitted to speak during the hearing. The parties will be asked to give WyoTech notice as to whether they plan to bring any additional people to the hearing.

Hearings will typically be held within 120 days of receipt of a Formal Complaint, subject to availability of the Parties, witnesses, and decision-maker(s), and barring legitimate circumstances that give rise to delay in the process. Neither the Title IX Coordinator nor the investigator who completed the investigation that is the subject of the hearing may participate as a decision-maker(s).

All hearings will be conducted live with all parties present, however, either party may choose to participate via video conference in a separate room. The hearing will be conducted in a manner that allows the participants to simultaneously see and hear each other. The decision- maker(s) is responsible for conducting the hearing. The decision-maker(s) will ensure that:

- WyoTech makes all evidence to be considered available at the hearing and gives each Party equal opportunity to refer to such evidence during the hearing (this includes the original report submitted by the investigator).
- The advisors for the Complainant and Respondent (but not the Complainant and Respondent themselves) are permitted to ask the other Party and any witnesses appearing at the hearing relevant questions and follow-up questions, including those challenging credibility. This questioning is permitted to occur directly, orally, and in real time.
- *(Note: If a Party does not have an advisor present at the hearing, WyoTech will provide an advisor of WyoTech's choosing to conduct cross-examination on behalf of that Party. Such an advisor will be provided without fee or charge to that Party and may be, but is not required to be, an attorney.)*
- Only relevant cross-examination and other questions are asked of a Party or witness. The decision-maker(s) will first determine whether a question is relevant before a Complainant, Respondent, or witness answers a question posed by someone other than

## STUDENT SERVICES

the decision-maker(s). If the decision-maker(s) excludes a question, an explanation will be provided as to why the question is not relevant.

- Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.
- The decision-maker(s) will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
- If a Party or witness does not submit to cross-examination at the live hearing, the decision-maker(s) does not rely on any statement intended to be a factual assertion offered to prove or disprove Sexual Harassment of that Party or witness in reaching a determination regarding violation of this policy. The decision-maker(s) also may not draw an inference about violation of this policy based solely on a Party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.
- Credibility determinations are not based solely on a person's status as a Complainant, Respondent, or witness.

WyoTech will create an audio or audio-visual recording or transcript of any live hearing and make it available to the Complainant and Respondent for inspection and review. Recordings are the property of WyoTech and will be retained for seven years.

After the hearing, the decision-maker(s) will deliberate in private and determine (by majority vote) whether the Respondent has violated this policy. The decision-maker(s)'s determination will be made based on a preponderance of the evidence standard (i.e., whether it is more likely than not that the Respondent violated the policy). No Respondent may be found to have violated this policy solely because the Respondent failed to appear at a hearing; if the Respondent does not participate, the available evidence will be considered. Likewise, a Respondent may be found to have violated this policy even in instances where the Complainant has not participated in the hearing.

### **Written Notice of Determination**

Based on all relevant evidence obtained during the investigation and hearing, the decision-maker(s) shall issue a written determination. The written determination will include a determination of responsibility as well as a written finding of facts. The determination will include a description of the procedure from filing the Formal Complaint through the hearing and clearly state a conclusion regarding whether the alleged conduct occurred as alleged or at all and support each conclusion with the rationale relied upon. The written determination will also indicate the sanctions imposed on the Respondent and whether remedies will be provided to the Complainant. Refer to Sanctions and Remedies section for possible sanctions.

WyoTech will provide the written determination to the Complainant and the Respondent simultaneously and within 14 days of the hearing. The determination regarding violation of this policy becomes final either on the date that WyoTech provides the Complainant and the Respondent with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

## STUDENT SERVICES

### Appeals

The Complainant and Respondent may appeal a determination regarding whether the Respondent violated this policy, and may also appeal WyoTech's dismissal of a Formal Complaint or any allegations therein, on the following grounds:

- Procedural irregularity that affected the outcome
- New evidence that was not reasonably available when the determination of responsibility was made that could affect the outcome
- The Title IX personnel had a general or specific conflict of interest or bias that affected the outcome

The decision-maker for the appeal will be unbiased and appropriately trained and will not be the same person as the investigator, the Title IX Coordinator, or any decision-maker from the hearing for the same matter.

All appeal procedures will apply equally to both Parties. Appeals must be filed with the Title IX Coordinator within ten (10) calendar days of receipt of the written determination or notice of dismissal, as applicable. The written appeal must be limited to 10 pages, double spaced, 12-point font.

If either the Complainant or the Respondent files an appeal, WyoTech will notify the other Party in writing. Both the Complainant and the Respondent will have a reasonable, equal opportunity to submit a written statement in support of or challenging the outcome, which must be received by the decision-maker for the appeal within 14 days of receipt of the notice that an appeal has been filed.

Within 30 days of the deadline for Parties to submit written statements in support of or challenging the outcome, the appeal decision-maker will issue a written decision describing the result of the appeal and the rationale for the result, which will be provided simultaneously to the Complainant and the Respondent. The decision of the decisionmaker for any appeal is final.

### Sanctions and Remedies

Sanctions will not be imposed on a Respondent unless the investigation and hearing procedures or the informal resolution procedure in this policy have been followed. Sanctions will be determined on a case-by-case basis. The sanctions that may be imposed on a Respondent for violation of this policy may include, but are not limited to following:

For WyoTech Employee:

- Warning – A verbal or written notice that an employee has not met WyoTech's conduct expectations.
- Training – One or more sessions that an employee is required to complete to WyoTech's satisfaction on a required topic.
- Probation – A written reprimand with stated conditions in effect for a designated period of time, including the probability of more severe disciplinary sanctions if the employee does not comply with WyoTech policies or otherwise does not meet WyoTech's conduct expectations during the probationary period.
- Unpaid leave – Unpaid leave from employment with WyoTech for a defined period of time, after which the employee may be eligible to return to active employment.
- Limiting order – Restriction on an employee's permission to be in the same proximity as another team employee and/or others, with the parameters of the restriction to be defined by WyoTech.

## STUDENT SERVICES

- Termination of employment – Separation of an employee's employment with WyoTech.

For students:

- Warning – A verbal, written, or final notice that the student has not met WyoTech's conduct expectations.
- Training – One or more sessions that the student is required to complete to WyoTech's satisfaction on a required topic.
- Probation – A written reprimand with stated conditions in effect for a designated period, including the probability of more severe disciplinary sanctions if the student does not comply with WyoTech policies or otherwise does not meet WyoTech's conduct expectations during the probationary period.
- Suspension – Separation of the student from WyoTech for a defined period, after which the student may be eligible to return. Conditions for readmission may be specified.
- Suspension of Services – Ineligibility to receive specified services or all WyoTech services for a specified period, after which the student may regain eligibility. Conditions to regain access to services may be specified.
- Dismissal – Separation of the student from all WyoTech locations and eligibility to return at a specified date.
- Expulsion – Permanent separation of the student from all WyoTech locations and ineligibility to receive specified or all WyoTech services.
- Ineligibility for Services – Permanent ineligibility to receive specified or all WyoTech services.
- Limiting Order – Restriction on a student's permission to be in the same proximity as the Complainant and/or others, with the parameters of the restriction to be defined by WyoTech.
- Other: Other sanctions may be imposed instead of, or in addition to, those specified here.

If a Respondent is not an employee or a student of WyoTech, WyoTech may impose variations of the sanctions listed above that correspond to WyoTech's relationship with the Respondent, e.g., termination of contract, ineligibility for future contracting or services.

More than one sanction may be applied to the same Respondent as a result of a single violation. The listing of the sanctions should not be construed to imply that Respondents are entitled to progressive discipline, or that the employment relationship between WyoTech and its employee is anything other than at-will. The sanctions may be used in any order and/or combination that WyoTech deems appropriate for the conduct in question.

The Title IX Coordinator may also implement remedies designed to restore or preserve equal access to WyoTech's Educational Programs or Activities. Remedies include efforts similar to Supportive Measures, but when imposed as a remedy, a measure need not be non-disciplinary or non-punitive and need not avoid burdening the Respondent.

Remedies will not be granted to a Complainant unless the investigation and hearing procedures or the informal resolution procedure in this policy have been followed.

### **Retaliation**

Retaliation against any individual for exercising rights under Title IX, including participating in or refusing to participate in the filing of a Formal Complaint, the investigation, or any proceeding or hearing is prohibited. Examples of prohibited retaliation include intimidation, threats, coercion, or discrimination, and specifically include bringing charges against an individual for student code of conduct violations that do not involve sex discrimination or Sexual Harassment

## STUDENT SERVICES

but arise out of the same fact or circumstances as a report or complaint of sex discrimination or Sexual Harassment.

Exercising rights protected under the First Amendment does not constitute retaliation. In addition, charging an individual with a Code of Conduct or other policy violation for making a materially false statement in bad faith in the course of a Formal Complaint, investigation, or hearing proceeding under this policy does not constitute retaliation; provided, however, that a finding that a Respondent did or did not violate this policy, alone, is insufficient to conclude that any Party made a materially false statement in bad faith.

A report of retaliation related to an investigation of Sexual Harassment will be treated as a report under this policy, which may be consolidated with the other report(s) or Formal Complaint(s) to which it is related.

### **Time Frame for Completion of Entire Grievance Process**

The timeframes stated in this policy estimate adequate time to resolve a Formal Complaint where the Parties, witnesses, and evidence is readily available, and interviews, meetings, and hearings are able to be scheduled without delay. Circumstances in individual cases may cause temporary delays, necessitating limited extension of stated time frames for good cause, including but not limited to the absence or unavailability of a Party, a Party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

Any delay or extension of the grievance process will be temporary, limited and for good cause and WyoTech shall notify the parties of the circumstances giving rise to the need for any short-term delay or extension.

### **Recordkeeping**

WyoTech shall maintain records of Title IX activities as required by law, including records of:

- Documentation of outreach to Complainants in response to a report within scope for this policy
- Formal Complaints
- Written notices of allegations
- Investigation reports (including any appended evidence)
- Notices regarding informal resolution, if appropriate
- Informal resolution agreements and/or other documentation evidencing the terms of an informal resolution, if appropriate
- Written notices of determination
- Appeals
- Written notices of appeal
- Written notices of appeal determination
- Hearing transcripts or recordings
- Documentation of Supportive Measures provided or offered (to the extent not contained in other listed documentation)
- Documentation of sanctions imposed on a Respondent (to the extent not contained in other listed documentation)
- Documentation of remedies provided to a Complainant (to the extent not contained in other listed documentation)
- Materials used to train Title IX Coordinators, investigators, decision-makers, and individuals who facilitate an informal resolution process.

## STUDENT SERVICES

### Training

The Title IX Coordinator and all personnel involved in the facilitation of the Title IX process outlined in this policy shall be trained on the following topics:

- The definition of Sexual Harassment under Title IX and this policy,
- The scope of the school's education program or activity
- How to conduct an investigation and grievance process, including hearings, appeals, and informal resolution process, as applicable; that comply with Title IX and the requirements of this policy,
- How to serve impartially, including by avoiding pre-judgment of the facts at issue, conflicts of interest, bias and sex stereotypes

Investigators and decision-makers will receive training on issues of relevance of questions and evidence, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant. In addition, investigators and decision-makers will be trained on how to apply any technology to conduct live hearing and how to create an investigative report that fairly summarizes relevant evidence.

All training can be viewed at:

<https://www.accsctraining.org/course/compliance/CM140/title+ix+and+vawa+training%3A+building+safer+campuses>

### Additional Information

Students and employees may contact the Title IX Coordinator with any questions related to this policy. In addition, the U.S. Department of Education Office for Civil Rights ("OCR") investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at <http://www.hhs.gov/ocr/>. To the extent that an employee or contract worker is not satisfied with WyoTech's handling of a complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

### 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 Security Authority and/or VP of Training. Violation of 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

### Drug Abuse Prevention

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

## **STUDENT SERVICES**

### **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 reported to 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 VP of Training or designee may conduct an inquiry and/or proceed with disciplinary action under this code independent of any criminal proceeding.

### **Reporting of Crimes**

In emergency situations, the person reporting the crime should call 9-1-1 for an immediate response from the local law enforcement agency. Thereafter, the crime should be reported to the Campus Security Authority.

In non-emergency situations, the crime should be reported as soon as possible to the Campus Security Authority 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 Security Authority or designee 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 crimes 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.

### **Temporary Campus Closing Information**

To provide continued services to students, it is WyoTech's policy that the 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

## **STUDENT SERVICES**

outreach messages to communicate with students. The Campus President or designee 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 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 Student Life Department.

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

### **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 assisting most of its graduates in obtaining employment 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 (College Central Network). The staff then assists in proofreading and final approval of 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 (College Central Network) to send resumes to employers that have posted job opportunities.

## **STUDENT SERVICES**

### **3. Professional Development Workshops**

WyoTech offers professional development resources within the College Central Network platform. The resources are designed to assist students and graduates in bridging the gap between the educational and working worlds. The Career Services department will organize and promote mock interview workshops with a focus on interviewing techniques in a peer-to-peer setting. The resources available for career readiness will allow students to have a better understanding of the industry and the role they play within it.

### **4. Employer Visits**

WyoTech hosts several career fairs and/or employer visits throughout the year. 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, through College Central Network, 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 (for the duration of WyoTech's existence). Graduates will maintain access to the College Central Network system with full access to job listings and resume development tools as well as career development resources. 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.

## PROGRAM INFORMATION

Programs and Fees	Program Length	Credit Hours	Program Tuition*	Program Tuition**
<b>Diploma Programs</b>				
Automotive Technology with High Performance Powertrains	9 mo.	60.0	\$34,750	\$36,000
Automotive Technology with Trim and Upholstery Technology	9 mo.	60.0	\$34,750	\$36,000
Collision/Refinishing and Upholstery Technology	9 mo.	60.0	\$34,750	\$36,000
Diesel Technology with High Performance Powertrains	9 mo.	60.0	\$34,750	\$36,000
Advanced Diesel Technology	9 mo.	60.0	\$34,750	\$36,000
Motorsports Chassis Fabrication with Automotive Technology	9 mo.	60.0	\$34,750	\$36,000
Motorsports Chassis Fabrication with Collision/Refinishing Technology	9 mo.	60.0	\$34,750	\$36,000
Motorsports Chassis Fabrication with Diesel Technology	9 mo.	60.0	\$34,750	\$36,000
Street Rod and Custom Fabrication with Automotive Technology	9 mo.	60.0	\$34,750	\$36,000
Street Rod and Custom Fabrication with Collision/Refinishing Technology	9 mo.	60.0	\$34,750	\$36,000
Street Rod and Custom Fabrication with Diesel Technology	9 mo.	60.0	\$34,750	\$36,000
Applied Welding Technology	6 mo.	36.0	\$27,500	\$27,500
<b>Occupational Associate in Specialized Technology Degree Programs</b>			\$34,750	\$36,000
Automotive Technology and Management	9 mo.	60.0	\$34,750	\$36,000
Collision/Refinishing Technology and Management	9 mo.	60.0	\$34,750	\$36,000
Diesel Technology and Management	9 mo.	60.0	\$34,750	\$36,000

\*Tuition includes all books and supplies needed to meet graduation requirements.

\*\*Tuition rate will be effective with all new Enrollment Agreements signed on or after August 1, 2025 for all Students beginning with the July 2026 start.

Tuition, fees, rent, and deposits are the same for in-state and out-of-state students. Students must pay an application fee upon enrollment. Reference materials and required tools will be provided (loaned) to students and require a \$100 deposit prior to class start. Total required textbook cost to the student for all program courses the student plans to take is included in the tuition at a discounted rate. Students have the choice to opt-out on their enrollment agreement and purchase the required textbooks at their own expense from a source other than WyoTech. Students must have all required books by the first day of class. The following link is to the Textbook Information Sheet: <https://www.wyotech.edu/wp-content/uploads/2024/09/Book-list-4-combined-compressed.pdf>

## PROGRAM INFORMATION

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.

### Other Required Fees:

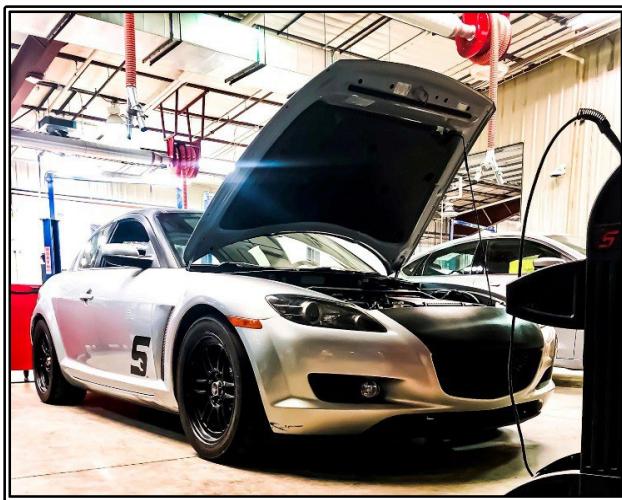
- Application Fee: (Non-refundable)
- Refundable Tool Deposit\*: \$100 (The cost of lost or damaged tools will be deducted from the deposit. If the losses or damages exceed the deposit the student must pay the difference prior to separation from the school.)
- Refundable Housing Damage Deposit\*: \$350
- Rent\*\* –  
Beginning 06/30/2025 \$450 to \$600 a month based on unit type

\* Upon leaving WyoTech, refundable deposit(s) will be applied towards any balance due on the student account. Any remaining deposit(s) will then be refunded to the student.

\*\*New housing rates will be effective with housing being secured (application and deposit submitted) on or after August 1, 2025 for all students beginning with the July 2026 start.

Rent – \$550 to \$660 a month based on unit type

## PROGRAM INFORMATION



### AUTOMOTIVE TECHNOLOGY PROGRAMS

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.

#### MOTORSPORTS CHASSIS FABRICATION WITH AUTOMOTIVE TECHNOLOGY

Credential	Clock Hours	Credit Units	Length
Diploma	1440	60.0	9 months*

#### Automotive Technology Core Requirements

Course Number	Course Title	Clock Hours	Semester Credit Hours
1010	Basic Engine Management Systems	240	10.0
1020	Drivability Diagnostics	240	10.0
1030	Drivetrain Systems	240	10.0
1040	Chassis	240	10.0
	Core Total	960	40.0

#### Motorsports Chassis Fabrication Courses

3200Z	Motorsports Chassis Fabrication I	240	10.0
3300Z	Motorsports Chassis Fabrication II	240	10.0
	Program Total	1440	60.0

#### STREET ROD AND CUSTOM FABRICATION WITH AUTOMOTIVE TECHNOLOGY

Credential	Clock Hours	Credit Units	Length
Diploma	1440	60.0	9 months*

#### Automotive Technology Core Requirements

Course Number	Course Title	Clock Hours	Semester Credit Hours
1010	Basic Engine Management Systems	240	10.0
1020	Drivability Diagnostics	240	10.0
1030	Drivetrain Systems	240	10.0
1040	Chassis	240	10.0
	Core Total	960	40.0

## PROGRAM INFORMATION

<b>Street Rod and Custom Fabrication Courses</b>				
3500Z	Basic Street Rod	240	10.0	
3600Z	Advanced Street Rod	240	10.0	
	Program Total	1440	60.0	

### **AUTOMOTIVE TECHNOLOGY WITH HIGH PERFORMANCE POWERTRAINS**

Credential	Clock Hours	Credit Units	Length
Diploma	1440	60.0	9 months*

### **Automotive Technology Core Requirements**

Course Number	Course Title	Clock Hours	Semester Credit Hours
1010	Basic Engine Management Systems	240	10.0
1020	Drivability Diagnostics	240	10.0
1030	Drivetrain Systems	240	10.0
1040	Chassis	240	10.0
	Core Total	960	40.0

### **High Performance Powertrains Courses**

2700Z	Performance Mechanical	240	10.0
2800Z	Performance Electronics	240	10.0
	Program Total	1440	60.0

### **AUTOMOTIVE TECHNOLOGY WITH TRIM AND UPHOLSTERY**

Credential	Clock Hours	Credit Units	Length
Diploma	1440	60.0	9 months*

### **Automotive Technology Core Requirements**

Course Number	Course Title	Clock Hours	Semester Credit Hours
1010	Basic Engine Management Systems	240	10.0
1020	Drivability Diagnostics	240	10.0
1030	Drivetrain Systems	240	10.0
1040	Chassis	240	10.0
	Core Total	960	40.0

### **Trim and Upholstery Technology Courses**

1700Z	Trim and Upholstery I	240	10.0
1800Z	Trim and Upholstery II	240	10.0
	Program Total	1440	60.0

### **AUTOMOTIVE TECHNOLOGY AND MANAGEMENT**

Credential	Clock Hours	Credit Units	Length
Occupational Associate in Specialized Technology	1440	60.0	9 months*

### **Automotive Technology Core Requirements**

Course Number	Course Title	Clock Hours	Semester Credit Hours
1010	Basic Engine Management Systems	240	10.0

## PROGRAM INFORMATION

1020	Drivability Diagnostics	240	10.0
1030	Drivetrain Systems	240	10.0
1040	Chassis	240	10.0
	Core Total	960	40.0

### Applied Service Management Courses

2110W	Accounting and Financial Management	80	3.5
2120W	Computers and Business Applications	80	3.0
2130W	Communications	80	3.5
2210W	Management Concepts	80	3.5
2220W	Human Resource Management	80	3.5
2230W	Shop Management	80	3.0
	Program Total	1440	60.0

\*Normal time to complete program is 38 to 40 weeks

## PROGRAM INFORMATION



### COLLISION/REFINISHING TECHNOLOGY PROGRAMS

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.

<b>MOTORSPORTS CHASSIS FABRICATION WITH COLLISION/REFINISHING TECHNOLOGY</b>			
Credential	Clock Hours	Credit Units	Length
Diploma	1440	60.0	9 months*
<b>Collision/Refinishing Technology Core Requirements</b>			
Course Number	Course Title	Clock Hours	Semester Credit Hours
1100W	Collision Repair I	240	10.0
1200W	Collision Repair II	240	10.0
1300W	Refinishing I	240	10.0
1400W	Refinishing II	240	10.0
	Core Total	960	40.0
<b>Motorsports Chassis Fabrication Courses</b>			
3200Z	Motorsports Chassis Fabrication I	240	10.0
3300Z	Motorsports Chassis Fabrication II	240	10.0
	Program Total	1440	60.0
<b>STREET ROD AND CUSTOM FABRICATION WITH COLLISION/REFINISHING TECHNOLOGY</b>			
Credential	Clock Hours	Credit Units	Length
Diploma	1440	60.0	9 months*
<b>Collision/Refinishing Technology Core Requirements</b>			
Course Number	Course Title	Clock Hours	Semester Credit Hours
1100W	Collision Repair I	240	10.0
1200W	Collision Repair II	240	10.0

## PROGRAM INFORMATION

1300W	Refinishing I	240	10.0
1400W	Refinishing II	240	10.0
	Core Total	960	40.0

### Street Rod and Custom Fabrication Courses

3500Z	Basic Street Rod	240	10.0
3600Z	Advanced Street Rod	240	10.0
	Program Total	1440	60.0

### COLLISION/REFINISHING AND UPHOLSTERY TECHNOLOGY

Credential	Clock Hours	Credit Units	Length
Diploma	1440	60.0	9 months*

### Collision/Refinishing Technology Core Requirements

Course Number	Course Title	Clock Hours	Semester Credit Hours
1100W	Collision Repair I	240	10.0
1200W	Collision Repair II	240	10.0
1300W	Refinishing I	240	10.0
1400W	Refinishing II	240	10.0
	Core Total	960	40.0

### Trim and Upholstery Courses

1700Z	Trim and Upholstery I	240	10.0
1800Z	Trim and Upholstery II	240	10.0
	Program Total	1440	60.0

### COLLISION/REFINISHING TECHNOLOGY AND MANAGEMENT

Credential	Clock Hours	Credit Units	Length
Occupational Associate in Specialized Technology	1440	60.0	9 months*

### Collision/Refinishing Technology Core Requirements

Course Number	Course Title	Clock Hours	Semester Credit Hours
1100W	Collision Repair I	240	10.0
1200W	Collision Repair II	240	10.0
1300W	Refinishing I	240	10.0
1400W	Refinishing II	240	10.0
	Core Total	960	40.0

### Applied Service Management Courses

2110W	Accounting and Financial Management	80	3.5
2120W	Computers and Business Applications	80	3.0
2130W	Communications	80	3.5
2210W	Management Concepts	80	3.5
2220W	Human Resource Management	80	3.5
2230W	Shop Management	80	3.0
	Program Total	1440	60.0

\*Normal time to complete program is 38 to 40 weeks

## PROGRAM INFORMATION



### DIESEL TECHNOLOGY PROGRAMS

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.

#### MOTORSPORTS CHASSIS FABRICATION WITH DIESEL TECHNOLOGY

Credential	Clock Hours	Credit Units	Length
Diploma	1440	60.0	9 months*

#### Diesel Technology Core Requirements

Course Number	Course Title	Clock Hours	Semester Credit Hours
1060w	Fluid Power and Refrigeration	240	10.0
1070	Engines	240	10.0
1080w	Engine Management Systems	240	10.0
1090	Powertrains	240	10.0
	Core Total	960	40.0

#### Motorsports Chassis Fabrication Courses

3200Z	Motorsports Chassis Fabrication I	240	10.0
3300Z	Motorsports Chassis Fabrication II	240	10.0
	Program Total	1440	60.0

#### STREET ROD AND CUSTOM FABRICATION WITH DIESEL TECHNOLOGY

Credential	Clock Hours	Credit Units	Length
Diploma	1440	60.0	9 months*

## PROGRAM INFORMATION

### Diesel Technology Core Requirements

Course Number	Course Title	Clock Hours	Semester Credit Hours
1060W	Fluid Power and Refrigeration	240	10.0
1070	Engines	240	10.0
1080W	Engine Management Systems	240	10.0
1090	Powertrains	240	10.0
	Core Total	960	40.0

### Street Rod and Custom Fabrication Courses

3500Z	Basic Street Rod	240	10.0
3600Z	Advanced Street Rod	240	10.0
	Program Total	1440	60.0

### ADVANCED DIESEL TECHNOLOGY

Credential	Clock Hours	Credit Units	Length
Diploma	1440	60.0	9 months*

### Diesel Technology Core Requirements

Course Number	Course Title	Clock Hours	Semester Credit Hours
1060W	Fluid Power and Refrigeration	240	10.0
1070	Engines	240	10.0
1080W	Engine Management Systems	240	10.0
1090	Powertrains	240	10.0
	Core Total	960	40.0

### Advanced Diesel Courses

3800Z	Advanced Diesel I	240	10.0
3900Z	Advanced Diesel II	240	10.0
	Program Total	1440	60.0

### DIESEL TECHNOLOGY AND MANAGEMENT

Credential	Clock Hours	Credit Units	Length
Occupational Associate in Specialized Technology	1440	60.0	9 months*

### Diesel Technology Core Requirements

Course Number	Course Title	Clock Hours	Semester Credit Hours
1060W	Fluid Power and Refrigeration	240	10.0
1070	Engines	240	10.0
1080W	Engine Management Systems	240	10.0
1090	Powertrains	240	10.0
	Core Total	960	40.0

### Applied Service Management Courses

2110W	Accounting and Financial Management	80	3.5
2120W	Computers and Business Applications	80	3.0

## PROGRAM INFORMATION

2130W	Communications	80	3.5
2210W	Management Concepts	80	3.5
2220W	Human Resource Management	80	3.5
2230W	Shop Management	80	3.0
	Program Total	1440	60.0

<b>DIESEL TECHNOLOGY WITH HIGH PERFORMANCE POWERTRAINS</b>			
Credential	Clock Hours	Credit Units	Length
Diploma	1440	60.0	9 months*

### **Diesel Technology Core Requirements**

Course Number	Course Title	Clock Hours	Semester Credit Hours
1060W	Fluid Power and Refrigeration	240	10.0
1070	Engines	240	10.0
1080W	Engine Management Systems	240	10.0
1090	Powertrains	240	10.0
	Core Total	960	40.0

### **High Performance Powertrains Courses**

2700Z	Performance Mechanical	240	10.0
2800Z	Performance Electronics	240	10.0
	Program Total	1440	60.0

\*Normal time to complete program is 38 to 40 weeks

## PROGRAM INFORMATION



### APPLIED WELDING TECHNOLOGY PROGRAM

The objective of the Applied Welding Technology program is to provide students with skills necessary to obtain a broad range of entry-level welder positions in the workplace. The Applied Welding Program will teach students to be well versed in all the major arc welding processes, welding in multiple positions on various types of metal.

Coupled with the welding skills, our students will be taught proper safety measures, blueprint reading, various metal cutting techniques, and fabrication skills that will give them the training for future success. This program will not only teach all the skills needed to be successful in the welding industry but will also reinforce the life skills needed to obtain and retain quality jobs. Through our high standards, strict attendance policies, and professionalism code, our students graduate knowing their future is theirs to build.

Graduates are expected to be hired into positions such as Welders, Cutters, Solderers, Brazers, Machine Setter, Operators, Tenders, Etc. Examples of work include reading and interpreting blueprints, sketches, and specifications; calculate and measure the dimensions of parts to be welded; inspect structures or materials to be welded; weld materials according to blueprint specifications; monitor the welding process and adjust heat as necessary; Weld various types of metal plate or pipe components in flat, horizontal, vertical, or overhead positions; Monitor the fitting, burning, and welding processes to avoid overheating of parts or warping, shrinking, distortion, or expansion of materials; Develop templates and models for welding projects, using mathematical calculations based on blueprint information; maintain equipment and machinery.

The student receives up-to-date training as a modern welder specializing in the areas of Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Core Arc Welding (FCAW), and Gas Tungsten Arc Welding (GTAW), along with various metal cutting techniques, blue print reading, metallurgy, and metal preparation on various metals including mild steel, stainless steel and aluminum.

## PROGRAM INFORMATION

<b>APPLIED WELDING TECHNOLOGY PROGRAM</b>			
Credential	Clock Hours	Semester Credit Hours	Length
Diploma	960	36.0	6 months*
<b>Welding Program Course Requirements</b>			
Course Number	Course Title	Clock Hours	Semester Credit Hours
1050	Weld I	240	9.0
1051	Weld II	240	9.0
1052	Weld III	240	9.0
1053	Weld IV	240	9.0

\*Normal time to complete program is 25 to 26 weeks

Maximum # of students in classroom: 29      Maximum # of students in lab: 29

## PROGRAM INFORMATION

### COURSE DESCRIPTIONS

<b>Course 1010: Basic Engine Management Systems</b>	<b>10.0 Semester Credit Hours</b>
This course introduces students to principles of electricity and testing, batteries, starting and charging systems, light duty diesel starting aids, engine theory to include gas and light duty diesels, engine component inspection and R&R, under hood noise diagnosis, cooling and lubrication systems, environmental management, and service information systems.	
Didactic Hours: 120 Lab Hours: 120	
<b>Course 1020: Drivability Diagnostics</b>	<b>10.0 Semester Credit Hours</b>
This course introduces students to electronic powertrain control systems, ignition and fuel injection systems, light duty diesel low/high pressure fuel systems, on-board diagnostics, electronic accessories, exhaust and emission control systems, light duty diesel exhaust and aftertreatments systems, light duty diesel forced air induction systems, alternative fuel systems including electric and hybrid electric vehicles, and soft skills relating to customers in the industry.	
Didactic Hours: 120 Lab Hours: 120	
<b>Course 1030: Drivetrain Systems</b>	<b>10.0 Semester Credit Hours</b>
This course introduces students to all aspects of automatic transmissions and transaxles including diagnosis, service, removal & installation, rebuilding and transmission component identification, operation, and service including torque converters, planetary gears, hydraulics, and clutches. This course also covers manual transmissions and transaxles, manual clutches, AWD and 4WD systems, drivelines, U-joints and axle shafts, and precision measuring components including light duty diesel.	
Didactic Hours: 120 Lab Hours: 120	
<b>Course 1040: Chassis</b>	<b>10.0 Semester Credit Hours</b>
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, computerized four-wheel alignment, and differentials. This course also covers heating and air conditioning systems (HVAC), airbags and safety restraining systems, and proper use and application of automotive fasteners.	
Didactic Hours: 120 Lab Hours: 120	
<b>Course 1060W: Fluid Power and Refrigeration</b>	<b>10.0 Semester Credit Hours</b>
This course introduces students to the principles of hydraulics and refrigeration systems in a heavy-duty diesel application including off-highway equipment. Hydraulic and mechanical systems covered include hydraulic schematics, hydrostats, skid steers. Track drive systems, gearing basics and final drives. Heating ventilation and Transportation refrigeration. Also covered is shop and machine safety and machine/hydraulic preventative maintenance inspections.	
Didactic Hours: 120 Lab Hours: 120	
<b>Course: 1070 Engines</b>	<b>10.0 Semester Credit Hours</b>
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 a variety of heavy duty platforms and their associated induction, exhaust systems, lubrication, and fuel cooling systems. Also covered are precision measuring, on-board diagnostics, and engine failure analysis.	
Didactic Hours: 120 Lab Hours: 120	

## PROGRAM INFORMATION

<b>Course 1080W: Engine Management Systems</b>	<b>10.0 Semester Credit Hours</b>
<p>This course introduces students to reading and understanding electricity (amps/volts/resistance), electrical circuits, electrical test instruments, commercial batteries, and heavy-duty starting and charging systems. Diesel engine management systems including electronic engine controls, multiplexing, sensors, processors, actuators, on-board diagnostics, use of service information, multi-meters, and wire repair. Also covered Automated Machines, Telematics, Autonomous Machine Operation, and environmental considerations.</p> <p>Didactic Hours: 120 Lab Hours: 120</p>	
<b>Course 1090: Powertrains</b>	
<b>Course 1100W: Collision Repair I</b>	<b>10.0 Semester Credit Hours</b>
<p>This course introduces students to the fundamentals of collision repair and appropriate workplace behavior. Topics covered include acceptable industry practices surrounding safety, service, and repair of trim and hardware, moveable glass, bolt-on exterior panels, cosmetic repair, external sheet metal straightening including metal finishing, and the use of plastic fillers and abrasives. Students will also learn proper MIG welding and metal cutting procedures as well as principles of aluminum repair and welding. Also covered are the topics of electrical and electronics systems, air conditioning, and occupational restraint systems as it pertains to the collision repair industry.</p> <p>Didactic Hours: 120 Lab Hours: 120</p>	
<b>Course 1200W: Collision Repair II</b>	<b>10.0 Semester Credit Hours</b>
<p>This course introduces students to structural automotive repair including computerized measuring systems, straightening structural steel, adhesive bonding, welded and adhesively bonded panels, and stationary glass. Students will also learn about frame sectioning, steel unitized technologies and repair, and squeeze-type resistance spot welding. Also covered are steering, suspension, wheel alignment, brakes, ABS and traction control systems as well as new vehicle technology and trends as they pertain to the collision repair industry.</p> <p>Didactic Hours: 120 Lab Hours: 120</p>	
<b>Course 1300W: Refinishing I</b>	<b>10.0 Semester Credit Hours</b>
<p>This course introduces students to practices surrounding the proper use of paint and refinishing products in an automotive application. Topics covered include hazardous materials considerations and personal safety, proper surface preparation, familiarization with refinishing equipment, and use of waterborne products and systems and the proper application techniques of primers, base coats, and clear coats. Students will also learn about paint code identification, paint problems, detailing, and corrosion protection.</p> <p>Didactic Hours: 120 Lab Hours: 120</p>	

## PROGRAM INFORMATION

<b>Course 1400W: Refinishing II</b>	<b>10.0 Semester Credit Hours</b>
<p>This course covers advanced techniques used in the automotive collision and refinishing area such as color tinting, blending and application as well as damage analysis and estimating and use of estimating systems. Also covered is plastic and composite repair, automotive foams, stripe and decal application, and final polishing and detailing techniques. In addition, students will study appropriate customer relations and new technologies and trends as it pertains to the automotive refinishing industry.</p>	
Didactic Hours: 120 Lab Hours: 120	
<b>Course 1700Z: Trim and Upholstery I</b>	<b>10.0 Semester Credit Hours</b>
<p>This course introduces students to workplace behavior, trim and upholstery tools and terminology, headrests and armrests, shop organization and customer relations, supplies of the trade, operation, safety, and maintenance of sewing machines, analysis of seam types, layout with existing patterns and constructing patterns where none exist, sewing various insert designs, seat construction and reconstruction, interior trim identification, and estimating labor and material for repairs.</p>	
Didactic Hours: 80 Lab Hours: 160.	
<b>Course 1800Z: Trim and Upholstery II</b>	<b>10.0 Semester Credit Hours</b>
<p>This course introduces students to vinyl top removal and replacement, carpeting, convertible top removal and replacement, plastic parts repair and coloring, electronic systems and supplemental restraints, custom fabrication techniques, trim panels, headliners, and sun visors. Students will be required to participate in project work that correlates with the scope of the trim and upholstery courses.</p>	
Didactic Hours: 80 Lab Hours: 160.	
<b>Course 2110W: Accounting and Financial Management</b>	<b>3.5 Semester Credit Hours</b>
<p>This course introduces students to general accounting concepts and basic measurements that are used to track and measure financial success in an automotive service department including income, expenses, and profit. The course also covers common production plans, appropriate financial analysis, and action as well as financial forecasting.</p>	
Didactic Hours: 60 Lab Hours: 20	
<b>Course 2120W: Computers and Business Applications</b>	<b>3.0 Semester Credit Hours</b>
<p>This course introduces students to computer hardware and software applications commonly used in the modern workplace including operating systems, spreadsheet applications, word processing applications, graphic presentation applications, electronic communication, and time management software. The course also covers common industry service information software used in bidding and tracking repair jobs.</p>	
Didactic Hours: 50 Lab hours: 30	
<b>Course 2130W: Communications</b>	<b>3.5 Semester Credit Hours</b>
<p>This course explores interpersonal communications skills that are critical in an automotive service environment. The course covers time management, organization, and professional communication with the public and introduces concepts surrounding the value of satisfied customers and resolving customer disputes through written, verbal, and non-verbal communication.</p>	
Didactic Hours: 60 Lab Hours: 20	

## PROGRAM INFORMATION

<b>Course 2210W: Management Concepts</b>	<b>3.5 Semester Credit Hours</b>
This course introduces students to 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	
<b>Course 2220W: Human Resource Management</b>	<b>3.5 Semester Credit Hours</b>
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	
<b>Course 2230W: Shop Management</b>	<b>3.0 Semester Credit Hours</b>
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	
<b>Course 2700Z: Performance Mechanical</b>	<b>10.0 Semester Credit Hours</b>
This course introduces students to aspects of mechanical performance upgrades in an automotive gas engine application. Topics covered include advanced engine performance technology as designed by OE manufacturers and proper service techniques surrounding engine R&R procedures, engine disassembly, inspection, proper engine assembly and break-in, ignition systems, mechanical fuel systems, cooling and oiling systems, cylinder head porting, and flow bench testing. In addition, students will learn about the variety of performance upgrades that can be attained through the automotive performance aftermarket and the proper selection, application, and installation of components. Didactic Hours: 80 Lab Hours: 160	
<b>Course 2800Z: Performance Electronics</b>	<b>10.0 Semester Credit Hours</b>
This course introduces students to OEM and aftermarket computer-controlled engine management systems, fuel and timing mapping, engine component upgrades, and exhaust systems. Students will engage in an active learning environment to apply the principles of computer-controlled performance diagnostics and modifications associated with the application of aftermarket performance equipment as well as the proper service of OEM equipment through the use of diagnostic scan tools, performance tuners, and engine & chassis dynamometers. Didactic Hours: 80 Lab Hours: 160	
<b>Course 3200Z: Motorsports Chassis Fabrication I</b>	<b>10.0 Semester Credit Hours</b>
This course introduces students 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,	

## PROGRAM INFORMATION

roll cages, tube chassis construction, or another instructor approved project that correlates with the scope of the course.

Didactic Hours: 80 Lab Hours: 160

<b>Course 3300Z: Motorsports Chassis Fabrication II</b>	<b>10.0 Semester Credit Hours</b>
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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 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

<b>Course 3500Z: Basic Street Rod</b>	<b>10.0 Semester Credit Hours</b>
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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

<b>Course 3600Z: Advanced Street Rod</b>	<b>10.0 Semester Credit Hours</b>
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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

<b>Course 3800Z: Advanced Diesel I</b>	<b>10.0 Semester Credit Hours</b>
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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

<b>Course 3900Z: Advanced Diesel II</b>	<b>10.0 Semester Credit Hours</b>
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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

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<b>Course 1050: Weld I</b>	<b>9.0 Semester Credit Hours</b>
This course introduces students to the concepts of the value of the welding industry and how to get started. Students will learn the common welds, shop practices, personal protective equipment (PPE), and welding safety used in the industry. Students will cover metal and joint design and set-up, then learn the proper techniques to produce fillet and groove welds in the flat, horizontal, vertical, and overhead positions. We will also teach the different types of welds, weld joints, basic metallurgy, fixturing, and inspection methods. Students will learn an introduction to the economical side of welding, including proper weld sizes, cost saving procedures, and other shop applications to maximize production value.	
This course introduces students to theoretical and practical knowledge of Gas Metal Arc Welding, Flux Cored Arc Welding, and Shielded Metal Arc Welding. Students will learn the principles of wire fed process (GMAW and FCAW) and the proper setup of equipment, shielding gases, and various consumables. Coursework will cover constant voltage power sources associated with GMAW and FCAW, correct polarity, and proper welding techniques. Additionally, students will practice for, and complete, a D1.1 Structural Welding Code 3G and 4G plate test in both the GMAW and FCAW courses. FCAW coverage will include both self-shielded and gas shielded welding wire, and the associated difference between them, on steel and stainless steel. GMAW will include an overview of mild steel, Stainless Steel, and Aluminum welding.	
Introduction to the basics of Shielded metal Arc Welding will be taught, showing students the difference between it and Wire Fed processes. Students will also learn the basics of the OxyFuel processes using manual cutting and straight-line machine cutting on mild steel materials.	
Didactic Hours: 75 Lab Hours: 165	
<b>Course 1051: Weld II</b>	<b>9.0 Semester Credit Hours</b>
This course introduces students to advance methods of out-of-position welding using Shielded Metal Arc Welding (SMAW). Students will have the opportunity to weld in the flat, horizontal, vertical, and overhead positions on steel plate utilizing both groove and fillet weld joint designs. Students will practice for, and have the opportunity to complete a D1.1 Structural Welding Code 3G and 4G plate test utilizing the SMAW weld process.	
In this course, we will also start into the theoretical and practical knowledge of Gas Tungsten Arc Welding. Students will learn the principles of GTAW and the proper setup of equipment, shielding gases, and various consumables. Coursework will cover power sources associated with GTAW and correct polarity, and proper welding techniques. Coverage includes the use of environmental atmosphere controls, such as Purge Blocks, Purge Chambers, and Chill Blocks. Advanced heat controls will be covered in the course, requiring students to master amperage inputs to successfully complete the assignment. The course will cover the various consumables, shielding gases, and equipment necessary to set-up a GTAW welder.	
Coursework will culminate in a 3F and 4F GTAW weld test on Stainless Steel and Aluminum. Included in the course will be various opportunities for Project Based Learning, including fabricating a weldment using supplied shop drawings and weld procedure specifications.	
Didactic Hours: 75 Lab Hours: 165	

## PROGRAM INFORMATION

<b>Course 1052: Weld III</b>	<b>9.0 Semester Credit Hours</b>
In Weld III, students will finish up advancing their skill sets in the Gas Tungsten Arc Welding Process (TIG) then advance on to utilizing Shielded Metal Arc Welding and Gas Tungsten Arc Welding while welding pipe. This course introduces students to the American Society of Mechanical Engineers (ASME) Section IX, American Petroleum Institute (API) 1104, and American Welding Society (AWS) pipe welding standards. Students will focus on either ASME or API standards coursework, learning the applied standard and techniques required to complete successful welds in the 1G, 2G, 5G, 6G, and 6GR positions. Students will begin with open-root plate welding using SMAW, then transition to welding on 6" pipe. Instruction will include bevel quality, gap distance, Hi/Lo and other related concepts related to proper fit-up.	
Laboratory sessions will provide hands-on time to develop skills to produce quality weldments on pipe. Students are required to understand the 6 variables that control keyholing in welding pipe, in addition to the necessary weld size, structural requirements, and internal reinforcement of a good pipe weld.	
<b>Course 1053: Weld IV</b>	<b>9.0 Semester Credit Hours</b>
Weld IV will start off by finishing out the pipe welding process allowing students the opportunity to advance their pipe welding skills into welding in more challenging weld positions, welding on more difficult smaller diameter pipe, or learning the advanced skills of pipe offsets and Branch T's. This course then flows into the introduction of the basic knowledge and skills of metal fabrication. Students will be provided hands-on instruction in the shop equipment, safety, and fabrication concepts to successfully build a class based, capstone project. The capstone project is a definitive demonstration of the student's ability to use the skills and techniques learned in the prior course(s) to fabricate a project that meets acceptable industry standards. Coursework will include a thorough presentation of reading and understanding shop drawings and the techniques required to fabricate the weldment.	
Topics include safety and health concerns; print reading and sketching; welding symbols and weld gauges; measuring devices and instruments; lay-outs; metal fabricating processes; operation of metal fabricating machines and related material handling equipment; and the design, building, and use of jigs and fixtures. Coursework includes more learning on welding economics. Students will learn the variables that impact work operation costs, welding process selection for maximum productivity, and the variables that contribute to increasing efficiency.	
Didactic Hours: 75 Lab Hours: 165	

## ACADEMIC CALENDAR

Classes are scheduled as enrollment necessitates. Students attend class Monday – Friday from 7:00 AM to 4:20 PM. Applied Welding night class Monday – Friday 4:30 PM to 1:50 AM. 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.

### 2025-2028 Academic Calendar

#### 2025 Academic Calendar

##### Winter 2025

January Registration  
Course Session  
New Year's Day Holiday  
Finals and Course End

Course Session  
President's Day Holiday  
Finals and Graduation  
Scheduled Break

##### Spring 2025

April Registration  
Course Session  
Finals and Course End

Course Session  
Memorial Day Holiday  
Finals and Graduation  
Scheduled Break

##### Summer 2025

July Registration  
Course Session\*  
Independence Day Holiday  
Finals and Course End  
\* Must have one Saturday Class

Course Session  
Labor Day Holiday  
Finals and Graduation  
Scheduled Break

##### Fall 2025

October Registration  
Course Session  
Finals and Course End

Course Session  
Thanksgiving Holiday Break  
Finals and Graduation  
Scheduled Break

Monday, December 30, 2024

Monday, December 30, 2024 – Friday, February 7, 2025

Wednesday, January 1, 2025

Friday, February 7, 2025

Monday, February 10, 2025 – Friday, March 21, 2025

Monday, February 17, 2025

Friday, March 21, 2025

Saturday, March 22, 2025 – Monday, March 31, 2025

Monday, March 31, 2025

Tuesday, April 1, 2025 – Friday, May 9, 2025

Friday, May 9, 2025

Monday, May 12, 2025 – Friday, June 20, 2025

Monday, May 26, 2025

Friday, June 20, 2025

Saturday, June 21, 2025 – Monday, June 30, 2025

Monday, June 30, 2025

Tuesday, July 1, 2025 – Friday, August 8, 2025

Friday, July 4, 2025

Friday, August 8, 2025

Monday, August 11, 2025 – Friday, September 19, 2025

Monday, September 1, 2025

Friday, September 19, 2025

Saturday, September 20, 2025–Sunday, September 28, 2025

Friday, September 26, 2025

Monday, September 29, 2025– Thursday, November 6, 2025  
Thursday, November 6, 2025

Friday, November 7, 2025 – Friday, December 19, 2025

Thursday, November 27, 2025 – Friday, November 28, 2025

Friday, December 19, 2025

Saturday, December 20, 2025 – Sunday, December 28, 2025

## ACADEMIC CALENDAR

### 2026 Academic Calendar

#### Winter 2026

January Registration  
Course Session  
New Years Day Holiday  
Finals and Course End  
Course Session  
President's Day Holiday  
Finals and Graduation  
Scheduled Break

Monday, December 29, 2025  
Monday, December 29, 2025 – Friday, February 6, 2026  
Thursday, January 1, 2026  
Friday, February 6, 2026  
Monday, February 9, 2026 – Friday, March 20, 2026  
Monday, February 16, 2026  
Friday, March 20, 2026  
Saturday, March 21, 2026 – Monday, March 30, 2026

#### Spring 2026

April Registration  
Course Session  
Finals and Course End  
Course Session  
Memorial Day Holiday  
Finals and Graduation  
Scheduled Break

Monday, March 30, 2026  
Tuesday, March 31, 2026 – Friday, May 8, 2026  
Friday, May 8, 2026  
Monday, May 11, 2026 – Friday, June 19, 2026  
Monday, May 25, 2026  
Friday, June 19, 2026  
Saturday, June 20, 2026 – Tuesday, June 30, 2026

#### Summer 2026

July Registration  
Course Session  
Finals and Course End  
Course Session\*  
Labor Day Holiday  
Finals and Graduation  
Scheduled Break

Tuesday, June 30, 2026  
Wednesday, July 1, 2026 – Monday, August 10, 2026  
Monday, August 10, 2026  
Tuesday, August 11, 2026 – Friday, September 18, 2026  
Monday, September 7, 2026  
Friday, September 18, 2026  
Saturday, September 19, 2026 – Monday, September 28, 2026

\*Must have one Saturday class

#### Fall 2026

October Registration  
Course Session  
Finals and Course End  
  
Course Session\*  
Thanksgiving Holiday Break  
  
Finals and Graduation  
Scheduled Break

Monday, September 28, 2026  
Tuesday, September 29, 2026 – Friday, November 6, 2026  
Friday, November 6, 2026  
  
Monday, November 9, 2026 – Friday, December 18, 2026  
Thursday, November 26, 2026 – Friday, November 27, 2026  
Friday, December 18, 2026  
Saturday, December 19, 2026 – Sunday, January 3, 2027

\*Must have one Saturday class

## ACADEMIC CALENDAR

### 2027 Academic Calendar

#### Winter 2027

January Registration	Monday, January 4, 2027
Course Session	Monday, January 4, 2027 – Thursday, February 11, 2027
Finals and Course End	Thursday, February 11, 2027
President's Day Holiday	Monday, February 15, 2027
Course Session	Tuesday, February 16, 2027 – Friday, March 26, 2027
Finals and Graduation	Friday, March 26, 2027
Scheduled Break	Saturday, March 27, 2027 – Monday, April 5, 2027

#### Spring 2027

April Registration	Monday, April 5, 2027
Course Session	Tuesday, April 6, 2027 – Friday, May 14, 2027
Finals and Course End	Friday, May 14, 2027
Course Session	Monday, May 17, 2027 – Friday, June 25, 2027
Memorial Day Holiday	Monday, May 31, 2027
Finals and Graduation	Friday, June 25, 2027
Scheduled Break	Saturday, June 26, 2027 – Monday, July 05, 2027

#### Summer 2027

July Registration	Monday, July 5, 2027
Course Session	Tuesday, July 6, 2027 – Friday, August 13, 2027
Finals and Course End	Friday, August 13, 2027
Course Session	Monday, August 16, 2027 – Friday, September 24, 2027
Labor Day Holiday	Monday, September 6, 2027
Finals and Graduation	Friday, September 24, 2027
Scheduled Break	Saturday, September 25, 2027 – Monday, October 4, 2027

#### Fall 2027

October Registration	Monday, October 4, 2027
Course Session*	Tuesday, October 5, 2027 – Thursday, November 11, 2027
Finals and Course End	Thursday, November 11, 2027
Course Session*	Friday, November 12, 2027 – Thursday, December 23, 2027
Thanksgiving Holiday Break	Thursday, November 25, 2027 – Friday, November 26, 2027
Finals and Graduation	Thursday, December 23, 2027
Scheduled Break	Friday, December 24, 2027 – Sunday, January 2, 2028

\*Must have one Saturday class

## ACADEMIC CALENDAR

### 2028 Academic Calendar

#### Winter 2028

January Registration  
Course Session  
Finals and Course End  
President's Day Holiday  
Course Session  
Finals and Graduation  
Scheduled Break

Monday, January 3, 2028  
Tuesday, January 4, 2028 – Friday, February 11, 2028  
Friday, February 11, 2028  
Monday, February 21, 2028  
Monday, February 14, 2028 – Friday, March 24, 2028  
Friday, March 24, 2028  
Saturday, March 25, 2028 – Tuesday, April 3, 2028

#### Spring 2028

April Registration  
Course Session  
Finals and Course End  
Course Session  
Memorial Day Holiday  
Finals and Graduation  
Scheduled Break

Monday, April 3, 2028  
Tuesday, April 4, 2028 – Friday, May 12, 2028  
Friday, May 12, 2028  
Monday, May 15, 2028 – Friday, June 23, 2028  
Monday, May 29, 2028  
Friday, June 23, 2028  
Saturday, June 24, 2028 – Wednesday, July 04, 2028

#### Summer 2028

July Registration  
Course Session\*  
Finals and Course End  
Course Session  
Labor Day Holiday  
Finals and Graduation  
Scheduled Break  
\*Must have one Saturday class

Monday, July 3, 2028  
Wednesday, July 5, 2028 – Friday, August 11, 2028  
Friday, August 11, 2028  
Monday, August 14, 2028 – Friday, September 22, 2028  
Monday, September 4, 2028  
Friday, September 22, 2028  
Saturday, September 23, 2028 – Monday, October 1, 2028

#### Fall 2028

October Registration  
Course Session  
Finals and Course End  
Course Session  
  
Thanksgiving Holiday Break  
  
Finals and Graduation  
Scheduled Break

Saturday, September 30, 2028  
Monday, October 2, 2028 – Thursday, November 9, 2028  
Thursday, November 9, 2028  
Friday, November 10, 2028 – Friday, December 22, 2028  
Thursday, November 23, 2028 – Friday, November 24, 2028  
Friday, December 22, 2028  
Saturday, December 23, 2028 – Tuesday, January 1, 2029

## STATE SPECIFIC INFORMATION

### **COLORADO**

Students not accepted to the school are entitled to all money 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.

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

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
2. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
  - a. The date on which the school receives written notice of the student's intention to discontinue the training program; or
  - b. The date on which the student violates published school policy, which provides for termination.

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.

## STATE SPECIFIC INFORMATION

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](http://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.

### **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:

1. Withdraw from the student's entire registration and receive a full refund of tuition and mandatory fees.
2. 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.
3. 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.

Tuition will be charged to the student account on the first day of class.

All tuition charges will be refunded to an Iowa student who withdraws within the first two weeks of classes. A pro rata refund of tuition charges will apply to a student who terminates from any of the school's programs or courses after the first two calendar weeks in an amount that is not less than ninety-five percent of the amount of tuition charged to the student multiplied by the ratio of the number of calendar days remaining in the school period to the total number of calendar days in the school period. If a terminating student has completed sixty percent or more of a school period, the student is not entitled to a refund of tuition charges.

## STATE SPECIFIC INFORMATION

If an Iowa student terminates a program after the first two calendar weeks due to the student's physical incapacity or, for a program that requires classroom instruction, due to the transfer of the student's spouse's employment to another city, the terminating student shall receive a refund of the tuition charges in an amount that equals the amount of tuition charged to the student multiplied by the ratio of the remaining number of calendar days in the school period to the total number of calendar days in the school period.

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.

### 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/>

### 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, 4<sup>th</sup> 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, 4<sup>th</sup> Floor  
Frankfort, Kentucky 40601

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

### MINNESOTA

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 canceling your contract within 5 business days after the contract or enrollment agreement is considered effective. A contract or enrollment agreement will be presumed to be effective on the date that the school notifies you that you have been accepted into the school and you have signed the contract or enrollment agreement. If the notification of acceptance into the school is sent by mail, then the effective day of being accepted is the postmark on the acceptance letter.

This five-day refund policy applies regardless of when the program starts. If you give notice more

## STATE SPECIFIC INFORMATION

than 5 days after you signed the contract, but before the start of the program (or first lesson for an on-line 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. If you withdraw after the start of your program and it has been more than 5 days after you signed the contract, you will receive a pro-rated refund of the entire cost of your program based on your last day of attendance. You will be provided a pro-rated tuition, fees, and other charges refund minus your initial application fees, up to \$50, and minus the less or 25% of the total tuition or \$100. Pro-ration is based on whether your program is term-based or clock hours and how much of the program you have completed.

If your program is term-based, the completion rate is the number of calendar days from the first date of the program through your last documented date of attendance divided by the length of the program. The completion rate is calculated to the second decimal point (.XX).

If your program is clock-hour based, the completion rate is the number of clock hours you actually attended divided by the number of clock hours in the program. The completion rate is calculated to the second decimal point (.XX) If you withdraw from your program after 75.00% 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. Any mailed notice is effective as of the date of the postmark if sent by mail or the day it has been hand-delivered to the school. Notice to withdraw may also be given by email or verbally, including a voicemail, to a school official to phone number (800)521-7158(defined by school's Student Right to Cancel policy).

If you do not withdraw in writing or contact the school about your absence and you have not attended your program or contact the school about your absence for 14 consecutive days, you will be considered to have withdrawn from the school as of your last date of attendance. Your school is responsible for sending you a written notice of cancellation if you are withdrawn for failing to attend to your last known address. The confirmation from the school must state that the school has withdrawn your enrollment, and if this action was not the student's intent, the student must contact the school.

### **MISSOURI**

Missouri residents may receive a full refund of the application fee if they cancel their agreement during the cancellation period. The cancellation period for Missouri students is defined as the three-day period after the student and the school sign the enrollment agreement (excluding Saturdays, Sundays, and holidays).

### **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.

### **OKLAHOMA**

#### **Refund Policy**

(a) **Termination date.** The termination date for refund computation purposes is the last date of actual attendance by the student. The school may require notice of cancellation or withdrawal to be given by certified mail provided this requirement is stated in the Enrollment Agreement. The school may require that notice be made by parent or guardian if the student is below legal age. If a penalty is charged for failure to notify the school in writing such penalty may not exceed \$25.00.

## STATE SPECIFIC INFORMATION

(b) **Refund policy.** Details of the school's own definite and established refund policy for cancellations and terminations shall be documented in both the catalog and the enrollment agreement and shall, at a minimum, comply with the following requirements:

(1) **Rejection.** An applicant rejected by the school shall be entitled to a refund of all monies paid minus any stated application fee, not to exceed \$25.00.

(2) **Three day cancellation.** All monies paid by an applicant shall be refunded if requested within three days after signing an enrollment agreement and making an initial payment.

(3) **Other cancellation.** An applicant subsequently requesting cancellation shall be entitled to a refund of all monies paid minus a registration fee of 15% of the contract price of the course, but in no event may the school retain more than \$150.00.

(4) **First week.** For a student terminating training after entering school and starting the course of training but within the first week, the tuition retained by the school shall not exceed 10% of the contract price of the course plus \$150.00 but in no event more than \$350.00. The Board may waive this requirement upon written request by the school if it feels the request is justified.

(5) **After first week.** For a student terminating training after one week but within the first 25% of the course, the tuition retained by the school shall not exceed 25% of the contract price of the course plus \$150.00.

(6) **After 25%.** For a student terminating training after completing over 25% but within 50% of the course, the tuition retained by the school shall not exceed 50% of the contract price of the course plus \$150.00.

(7) **After 50%.** A student completing more than 50% of the course is not entitled to a refund of any tuition.

(8) **Special cases.** In case of student prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the course, the school shall make a settlement which is reasonable and fair to both.

(9) **Discontinued class.** If a class is discontinued by a school while students are still enrolled in that class, and the school is still offering training in other areas, all monies (student loan, grant, and etc.) paid the school for students enrolled in the class at the time it is discontinued shall be refunded to the entity legally entitled to the refund. A school shall have thirty (30) days to restart the class or pay the refund.

(c) **Application of policy.** A period of enrollment shall not exceed 12 months. Tuition includes application or registration fees. Refunds are to be calculated for the period(s) of enrollment.

(1) For courses longer than one period of enrollment in length, the cancellation and settlement policy shall apply to the stated course price attributable to each period of enrollment.

(2) Percentage of course completion shall be computed on the basis of the amount of time in the course as expressed in contact, quarter or semester hours as listed in the catalog. If the catalog and enrollment agreement also show the course length in weeks, the refund may be computed using the number of weeks completed in lieu of contact, quarter, or semester hours.

(3) Any refund due shall be paid within 60 days after cancellation or termination, unless the refund is payable directly to the applicant or student, in which case it shall be paid within 30 days after cancellation or termination.

(4) Students shall not be liable for periods of enrollment which they did not attend.

(d) **Extra expenses.** Items of extra expense to the student such as housing, board,

## STATE SPECIFIC INFORMATION

instructional supplies or equipment, tools, student activities, laboratory fees, service charges, rentals, deposits and all other extra charges need not be considered in tuition refund computations provided they are separately shown in the enrollment agreement and catalog. When items of major expense are separately shown for this purpose, the school must also state its policy for reasonable settlement of such charges in the event of early termination.

(e) **Refund policy for accredited Schools.** If a school is accredited by a national or regional accrediting agency that is recognized by the U.S. Secretary of Education, or the Veteran's Administration, the Board may approve the school to use that accrediting agency's refund policy a refund policy issued by the U.S. Department of Education (USDE) or the Veteran's Administration in lieu of the policy in this section. If a school requests approval under this provision, it must provide evidence that its policy has been accepted by or is in compliance with the accrediting agency or USDE.

(f) **Application.** A school's refund policy shall state its applicability to both school-determined and student driven enrollment terminations, unless good faith rationale is provided to the OBPVS to permit handling by the school in a different manner.

(g) **Severability of refund policy.** The provisions of this section are severable and the invalidity of one shall not impair the enforceability of the remaining provisions.

(1) **Refund policy for individual courses of an approved program.** A student enrolling in a course which is part of a program approved by the Board and is less than 100 contact hours in length shall be subject to the following refund policy: The School shall issue a 100% refund minus \$10.00 if the student withdrawal is made prior to second class meeting.

(2) The School is not required to issue any refund:

- (A) If the student withdrawal is made after the beginning of second class meeting, or
- (B) on books or supplies issued.

Notice will be given to any Oklahoma students as well as the OBPVS prior to any changes being made to tuition, program content, or program length.

### **OREGON**

Students from the state of Oregon must be 18 years of age or older. The Application Fee for Oregon residents will be \$50.

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 3225 25<sup>th</sup> St SE, Salem, OR 97302.

After consultation with appropriate 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's executive director will begin the complaint investigation process as defined in OAR 715-045-0023, Appeals and Complaints.

#### **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 Program Coordinator and the Program Coordinator shall attempt to resolve the problem.

## STATE SPECIFIC INFORMATION

3. If the Program 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. The school's determination is final.
7. Should this procedure fail, and the student has exhausted the school's internal grievance policy, the student may contact.

### **Student Cancellation and Refund Policy**

A student may cancel enrollment by giving written notice to the school. Unless the school has discontinued the program of instruction, the student is financially obligated to the school according to:

1. If cancellation occurs within five (5) business days of the date of enrollment, and before the commencement of classes, all monies specific to the enrollment agreement shall be refunded.
2. If withdrawal or termination occurs after the commencement of classes and before completion of 50 percent of the contracted instruction program, the student shall be charged according to the published class schedule. The student shall be entitled to a pro rata refund of the tuition when the amount paid exceeds the charges owed to the school. In addition to the pro-rated tuition, the school may retain the registration fee, book and supply fees, and other legitimate charges owed by the student.

## **PENNSYLVANIA**

### **Period of Refund**

Refunds shall be made within 30-calender days of the date the student fails to enter, leaves the program or fails to return from a leave of absence.

### **Refund In the Event of Rejection**

An applicant rejected by the school is entitled to a refund of monies paid.

### **Refund and Withdrawal Policies**

- 1) Refund and withdrawal policy—resident programs of 6 weeks or longer duration.
  - a) For a student cancelling after the fifth calendar day following the date of enrollment as defined in § 73.132 (relating to application or registration fee) but prior to the beginning of classes, monies paid to the school shall be refunded except the nonrefundable amount of the application or registration fee as calculated in § 73.132.
  - b) If a student enrolls and withdraws or discontinues after the term, semester or quarter has begun but prior to completion of the term, semester or quarter, the following minimum refunds apply:
    - c) For a student withdrawing from or discontinuing the program during the first 7 calendar days of the term, semester or quarter, the tuition charges refunded by the school shall be at least 75% of the tuition for the term, semester or quarter.
    - d) For a student withdrawing from or discontinuing the program after the first 7 calendar days, but within the first 25% of the term, semester or quarter, the tuition charges refunded by the school shall be at least 55% of the tuition for the term, semester or quarter.
    - e) For a student withdrawing or discontinuing after 25% but within 50% of the term, semester or quarter, the tuition charges refunded by the school shall be at least 30% of the tuition.

## STATE SPECIFIC INFORMATION

- f) For a student withdrawing from or discontinuing the program after 50% of the term, semester or quarter, the student is entitled to no refund.
- g) For refund computations, a term, semester or quarter may not exceed 18 weeks.
- 2) Refund and withdrawal policy—resident programs of less than 6 weeks duration. For programs of less than 6 weeks' duration, a formula for tuition refunds shall be based on the total clock hours of the program using the following percentages:
  - a) For a student completing up to and including 10% of the total clock hours, the school shall refund 90% of the total cost of the program.
  - b) For a student withdrawing from or discontinuing the program within the first 25% of the program, the tuition charges refunded by the school shall be at least 55% of the total cost of the program.
  - c) For a student withdrawing or discontinuing after 25% but within 50% of the program, the tuition charges refunded by the school shall be at least 30% of the total cost of the program.
  - d) For a student withdrawing or discontinuing after 50% of the program, the student is entitled to no refund.
- 3) Refund and withdrawal policy—nonresident programs.
  - a) For a student cancelling after the 5th calendar day following the date of enrollment as defined in § 73.132 but prior to receipt by the school of the first completed home study lesson, monies paid to the school shall be refunded except the non-refundable amount of the application/registration fee as calculated in § 73.132.
  - b) If a student enrolls and withdraws or is discontinued after submission of the first completed lesson, but prior to completion of the program, minimum refunds shall be calculated as follows:
    - c) Up to and including completion of the first 10% of the program, the school shall refund 90% of the total tuition.
    - d) Beyond completion of 10% of the program and up to and including completion of 25% of the program, the school shall refund 75% of the total tuition.
    - e) Beyond completion of 25% of the program and up to and including completion of 50% of the program, the school shall refund 50% of the total tuition.
    - f) Beyond completion of 50% of the program, a student is entitled to no refund.
    - g) The percentage of the program completed shall be determined by comparing the number of completed lessons received for services by the school to the total number of lessons in the program.
- 4) Refund and withdrawal policy—combined nonresident and resident program. For cancellation and settlement of the student's account with a school offering combined nonresident training and voluntary resident training, this section and § 73.132 and § 73.133 (relating to application or registration fee; and refund in the event of rejection) apply.
  - a) For a program which includes voluntary resident training, the tuition for the nonresident training and the tuition for the resident training shall be separately stated on each enrollment agreement. The total of the two is the total program price and shall appear in both agreements.
  - b) Refund policies for both nonresident and resident training in a combination program shall be separately stated in the school's student information publication and on the enrollment agreements.

### **SOUTH CAROLINA** **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.

## STATE SPECIFIC INFORMATION

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 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,
- The school cancels the student's program,
- The school ceases operation.

### Refund Policy

South Carolina Student who withdraws from school have the option to choose WyoTech's refund policy in this Catalog under the Cancellation and Refund Policies section, OR under the guidelines provided by the South Carolina Commission on Higher Education, Regulation 62-18, as stated below:

The institutional refund policy shall provide for a pro rata refund calculation, except it will not apply for any student whose date of withdrawal is after the sixty percent point (in time) in the period of enrollment for which the student has been charged.

(1) Pro rata refund is a refund for a student attending the institution for the first time of not less than that portion of the tuition, fees, room, and board, and other charges assessed the student equal to the portion of the period of enrollment for which the student has been charged that remains on the last day of attendance by the student, round downward for the nearest ten percent of that period, less any unpaid charges owed for the period of enrollment for which the student has been charged, and less an administrative fee not to exceed one hundred dollars.

(2) The portion of the period of enrollment for which the institution charged that remains shall be determined:

(a) In the case of a program that is measured in credit hours, by dividing the total number of weeks comprising the period of enrollment for which the student has been charged into the number of weeks remaining in that period as of the last recorded day of attendance by the student.

### TEXAS

#### Texas Workforce Commission – Career Schools and Colleges

##### **Cancellation Policy**

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

##### **Refund Policy**

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.

## STATE SPECIFIC INFORMATION

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

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

5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required.
6. 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.
7. 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.
8. 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:

## STATE SPECIFIC INFORMATION

- 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.
- D) 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 4:20 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 Program Coordinator and the Program Coordinator shall attempt to resolve the problem.
3. If the Program 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 number: **SO346**

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.

## STATE SPECIFIC INFORMATION

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 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 to offer specific degree programs. The Council may be contacted for a list of currently authorized programs. Authorization by the Council does not carry with it an endorsement by the Council of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the Council at P.O. Box 43430, Olympia, WA 98504-3430 or by email at [degreeauthorization@wsac.wa.gov](mailto:degreeauthorization@wsac.wa.gov).

The transferability of credits earned at WyoTech 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 will be accepted by the receiving institution. Similarly, the ability of a degree, certificate, diploma, or other academic credential earned at WyoTech 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 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 Washington State residents seeking information and resources about student loan repayment or seeking to submit a complaint relating to your student loans or student loan servicer, please visit [www.wsac.wa.gov/loan-advocacy](http://www.wsac.wa.gov/loan-advocacy) or contact the Student Loan Advocate at [loanadvocate@wsac.wa.gov](mailto:loanadvocate@wsac.wa.gov).

### **Workforce Training and Education Coordinating Board**

Nothing in this policy prevents the student from contacting the Workforce Board (the state licensing Agency at 360-709-4600 at any time with a concern or complaint, [workforce@wtb.wa.gov](mailto:workforce@wtb.wa.gov)). WyoTech school is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this private vocational school may be made to the:

Workforce Board, 128-10<sup>th</sup> Ave. SW, Box 43105, Olympia, WA 98504-3105  
Web: [wtb.wa.gov](http://wtb.wa.gov)  
Phone: 360-709-4600  
E-Mail Address: [workforce@wtb.wa.gov](mailto:workforce@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,

## STATE SPECIFIC INFORMATION

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/>.

**GA:** If the student does not feel the school has adequately addressed a complaint or concern, the student may consider contacting the Georgia Nonpublic Postsecondary Education Commission (GNPEC) 2082 East Exchange Place, Suite 220, Tucker, GA 30084 97700 414-3300

<https://gnpec.georgia.gov/student-resources/complaints-against-institution>

**IA:** If the student does not feel the school has adequately addressed a complaint or concern, the student may consider contacting the Bureau of Iowa Aid, Department of Education, 400 E 14<sup>th</sup> St, Des Moines, IA 50319 877-272-4456. Iowa Department of Education website: <https://educate.iowa.gov/>  
Student Complaints Webpage - <https://educate.iowa.gov/higher-ed/student-complaints>

**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](http://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](mailto: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](http://www.ohioattorneygeneral.gov).

**OK:** If the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Oklahoma Board of Private Vocational Schools. Students should complete Form 1250CM (<https://oklahoma.gov/obpvs/forms-and-resources.html>)

**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, 3225 25th Street SE, Salem, OR 97302. 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.

## STATE SPECIFIC INFORMATION

**PA:** The school is licensed or registered – as applicable- by the Pennsylvania State Board of Private Licensed Schools. Questions or concerns that are not satisfactorily resolved by the school may be brought to the attention of the Pennsylvania State Board of Private Licensed schools, Division of Postsecondary Proprietary Training, Pennsylvania Department of Education 607 South Drive, Harrisburg, PA 17120.

**SC:** 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 Program Coordinator who will attempt to resolve the problem. If the Program Coordinator is unable to resolve the problem at his or her level, the student may submit a signed, dated, written statement to the VP of Training or designee. The VP of Training or designee will review the complaint and attempt to provide a decision or resolution within 15 business days. If the student is not satisfied with the VP of Training'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 South Carolina Commission on Higher Education, Postsecondary Institution Licensing, 1122 Lady Street, Suite 400, Columbia, SC 29201, (803) 737- 2260, [www.che.sc.gov](http://www.che.sc.gov)

**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/>.

The Washington Student Achievement Council (WSAC) has authority to investigate student complaints against specific schools. WSAC may not be able to investigate every student complaint. Visit <http://www.wsac.wa.gov/student-complaints> for information regarding the WSAC complaint process.

**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>.