

WyoTech
2025/2026 Catalog Addendum to
Volume III, Published August 1, 2025
Effective Date: 11/24/2025

ADDENDUM, Effective 11/01/2025

The information below is updating the current information on page 35 regarding the Notification of Rights Under FERPA.

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

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

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

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

A student who wishes to ask the institution to amend a record should write to the Registrar, clearly 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

WyoTech
2025/2026 Catalog Addendum to
Volume III, Published August 1, 2025
Effective Date: 11/24/2025

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 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

ADDENDUM, Effective 11/24/2025

The information below is updating the current information on page 30 regarding the WyoTech Student Appearance Code.

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.

WyoTech
2025/2026 Catalog Addendum to
Volume III, Published August 1, 2025
Effective Date: 11/24/2025

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.
2. **Applied Service Management students will abide by the following:**
- a. A WyoTech long-sleeved button-down dress shirt must be worn. Shirrtails 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.

WyoTech
2025/2026 Catalog Addendum to
Volume III, Published August 1, 2025
Effective Date: 11/24/2025

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 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.