



**WyoTech**

**2016 – 2018 CATALOG**

1889 Venture Drive  
Laramie, WY 82070  
(800) 521-7158  
(888) 234-6097 (fax)

**Main campus for the following WyoTech location:**

Blairsville, PA

[www.wyotech.edu](http://www.wyotech.edu)

Accredited by the Accrediting Commission of Career Schools and  
Colleges (ACCSC), [www.accsc.org](http://www.accsc.org).

**2016 Catalog Volume I, Version V**

Effective October 5, 2016 – May 31, 2018

Copyright © 2016 Zenith Education Group, Inc., Minneapolis, Minnesota 55401.

Publishing Date: October 5, 2016

Names and qualifications of faculty members can be located at  
<http://wyotech.edu/campus/laramie/faculty-supplement>

The contents of this catalog and any addendum to this catalog, as well as other school bulletins, or announcement are subject to change without notice and such changes will not negatively affect currently enrolled students.

As of the date of the publication of this catalog, the information in this catalog is true and correct in content and policy to the best of my knowledge.

A handwritten signature in black ink, appearing to read "George Roedler". The signature is stylized and cursive.

George Roedler  
Director of Regulatory Affairs

## TABLE OF CONTENTS

<p><b>ABOUT WYOTECH..... 1</b></p> <p>ZENITH EDUCATION GROUP ..... 1</p> <p>THE ZENITH COMMITMENT TO STUDENTS ..... 1</p> <p>MESSAGE TO OUR STUDENTS ..... 1</p> <p>MISSION ..... 2</p> <p>SCHOOL HISTORY AND DESCRIPTION ..... 2</p> <p>ACCREDITATIONS, APPROVALS AND MEMBERSHIPS ..... 2</p> <p style="padding-left: 20px;">Institutional Accreditation ..... 2</p> <p style="padding-left: 20px;">Entitlement Agencies ..... 2</p> <p style="padding-left: 20px;">Veterans ..... 3</p> <p style="padding-left: 20px;">Memberships ..... 3</p> <p>GAINFUL EMPLOYMENT DISCLOSURES ..... 3</p> <p>TEACHING FACILITIES AND EQUIPMENT ..... 4</p> <p style="padding-left: 20px;">Technical Resource Center ..... 4</p> <p style="padding-left: 20px;">Automotive Technology Department ..... 4</p> <p style="padding-left: 20px;">Diesel Technology Department ..... 4</p> <p style="padding-left: 20px;">Collision/Refinishing Technology Department ..... 4</p> <p style="padding-left: 20px;">Advanced Diesel Department ..... 4</p> <p style="padding-left: 20px;">Diesel Advanced Technology Education for Mack Trucks and Volvo Trucks (DATE) ..... 4</p> <p style="padding-left: 20px;">Trim &amp; Upholstery Department ..... 4</p> <p style="padding-left: 20px;">Motorsports Chassis Fabrication Department ..... 5</p> <p style="padding-left: 20px;">Applied Service Management Department ..... 5</p> <p style="padding-left: 20px;">Street Rod and Custom Fabrication Department ..... 5</p> <p style="padding-left: 20px;">Off Road Power Department ..... 5</p> <p style="padding-left: 20px;">High Performance Powertrains ..... 5</p> <p>SCHOOL TOURS ..... 5</p> <p>INTERNATIONAL STUDENTS/ESL INSTRUCTION ..... 5</p> <p>INSTRUCTIONAL SUPPORT ..... 5</p> <p>ADVISORY COMMITTEES ..... 5</p> <p>AUTOMOTIVE SERVICE EXCELLENCE CERTIFICATION (ASE) ..... 6</p> <p>INTER-INDUSTRY CONFERENCE ON AUTO COLLISION REPAIR (I-CAR) ..... 6</p> <p><b>ADMISSIONS INFORMATION..... 7</b></p> <p>REQUIREMENTS AND PROCEDURES ..... 7</p> <p>CRIMINAL BACKGROUND SCREENING ..... 7</p> <p>COURSEWORK COMPLETED AT FOREIGN INSTITUTIONS ..... 7</p> <p>ADVANCED STANDING/TRANSFERRING CREDIT INTO WYOTECH ..... 7</p> <p>TRANSFERABILITY OF CREDITS TO OTHER INSTITUTIONS ..... 7</p> <p><b>ACADEMIC READINESS ..... 8</b></p> <p><b>ACADEMIC STANDARDS..... 9</b></p> <p>DEFINITION OF CLOCK AND CREDIT HOUR ..... 9</p> <p>MAXIMUM CLASS SIZE ..... 9</p> <p>OUT OF CLASS ASSIGNMENTS ..... 9</p> <p>GRADING SYSTEM AND PROGRESS REPORTS ..... 9</p> <p>GRADING PERIODS ..... 9</p> <p>WITHDRAWAL ..... 9</p> <p>DATE OF WITHDRAWAL VERSUS DATE OF DETERMINATION (DOD) ..... 9</p> <p>MAKE-UP WORK ..... 10</p> <p>REMEDIAL COURSES AND PASS/FAIL GRADES ..... 10</p> <p>GRADUATION REQUIREMENTS ..... 10</p> <p>ATTENDANCE REQUIREMENTS ..... 10</p> <p>VIOLATIONS OF PERCENTAGE ABSENCE RULES ..... 10</p> <p>READMISSION ..... 10</p> <p>CANCELLATION OF CLASSES/COURSES ..... 10</p> <p style="padding-left: 20px;">Inclement Weather ..... 10</p>	<p>LEAVE OF ABSENCE POLICY ..... 10</p> <p style="padding-left: 20px;">Extension of LOA ..... 11</p> <p style="padding-left: 20px;">Return from a Leave of Absence ..... 11</p> <p style="padding-left: 20px;">Failure to Return From a Leave of Absence ..... 11</p> <p style="padding-left: 20px;">Possible Effects of Leave of Absence ..... 11</p> <p style="padding-left: 20px;">Effects of Leave of Absence on Satisfactory Academic Progress ..... 11</p> <p style="padding-left: 20px;">Retaking Passed Coursework ..... 12</p> <p style="padding-left: 20px;">Retaking Failed Coursework ..... 12</p> <p>UPDATE TRAINING ..... 12</p> <p><b>STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP) ..... 12</b></p> <p style="padding-left: 20px;">Evaluation Periods for Satisfactory Academic Progress ..... 12</p> <p style="padding-left: 20px;">GPA and CGPA Calculations ..... 12</p> <p style="padding-left: 20px;">Rate of Progress toward Completion ..... 12</p> <p style="padding-left: 20px;">Maximum Time Frame to Complete ..... 13</p> <p style="padding-left: 20px;">Satisfactory Academic Progress Tables ..... 13</p> <p style="padding-left: 20px;">SAP Advising ..... 13</p> <p style="padding-left: 20px;">Academic Progress Plan (APP) ..... 14</p> <p style="padding-left: 20px;">SAP Advising or SAP Met Status ..... 14</p> <p style="padding-left: 20px;">SAP Not Met Status and/or Dismissal ..... 14</p> <p style="padding-left: 20px;">Academic and Financial Aid Warning ..... 14</p> <p style="padding-left: 20px;">Notification of Financial Aid Warning ..... 14</p> <p style="padding-left: 20px;">Financial Aid Probation ..... 15</p> <p style="padding-left: 20px;">Notification of Academic and Financial Aid Probation ..... 15</p> <p style="padding-left: 20px;">Academic Appeals Policy ..... 15</p> <p style="padding-left: 20px;">Evaluation of Progress ..... 15</p> <p style="padding-left: 20px;">Reinstatement Following Suspension ..... 15</p> <p style="padding-left: 20px;">Dismissal ..... 15</p> <p style="padding-left: 20px;">Application of Grades and Credits ..... 15</p> <p style="padding-left: 20px;">Transfer Credit ..... 16</p> <p><b>SATISFACTORY ACADEMIC PROGRESS FOR STUDENTS RECEIVING VETERANS AFFAIRS BENEFITS ..... 16</b></p> <p style="padding-left: 20px;">Previous Credit for Veterans Affairs Beneficiaries ..... 16</p> <p style="padding-left: 20px;">Attendance Requirements for Students Receiving Veterans Administration Benefits ..... 16</p> <p style="padding-left: 20px;">Make Up Assignments ..... 17</p> <p style="padding-left: 20px;">Maximum Time Frame for Veteran Students ..... 17</p> <p style="padding-left: 20px;">Veterans Academic Probation ..... 17</p> <p style="padding-left: 20px;">Veterans Reinstatement after Successful Appeal of Termination ..... 17</p> <p><b>STUDENT ACADEMIC APPEALS POLICY ..... 17</b></p> <p style="padding-left: 20px;">Assignment/Test Grades ..... 17</p> <p style="padding-left: 20px;">Final Course Grades ..... 18</p> <p style="padding-left: 20px;">Attendance Violations Appeals Policy ..... 18</p> <p style="padding-left: 20px;">Satisfactory Academic Progress (SAP) Violation Appeals ..... 18</p> <p>COMPARATIVE INFORMATION ..... 18</p> <p>SUCCESS OF THE STUDENT ..... 18</p> <p><b>CANCELLATION OF CLASSES/COURSES &amp; PROGRAM CHANGES ..... 19</b></p> <p style="padding-left: 20px;">Insufficient Enrollment ..... 19</p> <p style="padding-left: 20px;">Alterations ..... 19</p> <p>STUDENT ACHIEVEMENTS/AWARDS ..... 19</p> <p>GRADUATION CEREMONIES ..... 19</p> <p><b>ADMINISTRATIVE POLICIES ..... 20</b></p> <p>CODE OF STUDENT CONDUCT ..... 20</p> <p style="padding-left: 20px;">Conduct Affecting the Safety of the Campus Community ..... 20</p>
---	--

Copyright Policy.....	20	<b>STUDENT SERVICES.....</b>	<b>42</b>
Conduct Affecting Student Learning .....	20	CAREER SERVICES .....	42
Violations of Local, State, Provincial, or Federal Law .....	20	Resume Development.....	42
Limitations on Students with Pending Disciplinary Matters .....	21	Resume Distribution.....	42
Inquiry by the Campus Director.....	21	Professional Development Workshops .....	42
Conduct Which Does Not Warrant a Suspension or Dismissal.....	21	On-Campus Employer Visits.....	42
Conduct Which Warrants a Suspension or Dismissal.....	21	Continuing Services .....	42
Sanctions .....	21	Career Opportunities .....	42
Academic Dishonesty.....	21	CARE STUDENT ASSISTANCE PROGRAM .....	42
CODE OF STUDENT CONDUCT – WYOTECH.....	22	STUDENT ACTIVITIES .....	42
APPEAL PROCESS.....	24	TUTORING.....	43
RECORD OF DISCIPLINARY MATTER.....	24	STUDENT LOUNGE .....	43
STATEMENT OF NON-DISCRIMINATION .....	24	STUDENT HOUSING .....	43
CIVIL RIGHTS COMPLIANCE.....	24	<b>PROGRAM OFFERINGS.....</b>	<b>44</b>
DISABILITY .....	25	<b>AUTOMOTIVE TECHNOLOGY PROGRAMS .....</b>	<b>45</b>
DISABILITY ACCOMMODATION PROCEDURE .....	25	MOTORSPORTS CHASSIS FABRICATION WITH AUTOMOTIVE TECHNOLOGY .....	45
DISCRIMINATION GRIEVANCE PROCEDURES .....	25	STREET ROD AND CUSTOM FABRICATION WITH AUTOMOTIVE TECHNOLOGY .....	45
STUDENT GRIEVANCE PROCEDURE .....	25	AUTO/DIESEL VEHICLE TECHNOLOGY.....	46
ALCOHOL AND SUBSTANCE ABUSE STATEMENT .....	26	AUTOMOTIVE TECHNOLOGY WITH HIGH PERFORMANCE POWER TRAINS.....	46
SEXUAL HARASSMENT .....	26	AUTOMOTIVE TECHNOLOGY WITH TRIM AND UPHOLSTERY TECHNOLOGY .....	46
CAMPUS SECURITY AND CRIME AWARENESS POLICIES .....	26	AUTOMOTIVE TECHNOLOGY WITH OFF-ROAD POWER .....	47
STATISTICAL INFORMATION .....	27	AUTOMOTIVE TECHNOLOGY AND MANAGEMENT .....	47
DRUG AWARENESS .....	27	<b>COLLISION/REFINISHING TECHNOLOGY PROGRAMS .....</b>	<b>49</b>
WEAPONS POLICY .....	27	MOTORSPORTS CHASSIS FABRICATION WITH COLLISION/REFINISHING TECHNOLOGY .....	49
CAMPUS COMPLETION RATE REPORTS .....	27	STREET ROD AND CUSTOM FABRICATION WITH COLLISION/REFINISHING TECHNOLOGY .....	49
CLOTHING AND PERSONAL PROPERTY .....	27	COLLISION/REFINISHING AND UPHOLSTERY TECHNOLOGY .....	50
TRANSCRIPTS AND DIPLOMAS RELEASE.....	27	COLLISION/REFINISHING TECHNOLOGY WITH OFF-ROAD POWER .....	50
NOTIFICATION OF RIGHTS UNDER FERPA .....	28	COLLISION/REFINISHING TECHNOLOGY AND MANAGEMENT .....	50
STUDENT RECORDS.....	28	<b>DIESEL TECHNOLOGY PROGRAMS .....</b>	<b>52</b>
<b>FINANCIAL INFORMATION.....</b>	<b>30</b>	MOTORSPORTS CHASSIS FABRICATION WITH DIESEL TECHNOLOGY .....	52
TUITION AND FEES .....	30	STREET ROD AND CUSTOM FABRICATION WITH DIESEL TECHNOLOGY .....	52
ESTIMATED LOCAL TRANSPORTATION COSTS .....	30	ADVANCED DIESEL TECHNOLOGY .....	53
CANCELLATION AND REFUND POLICIES .....	30	DIESEL/AUTO VEHICLE TECHNOLOGY.....	53
FEDERAL RETURN OF TITLE IV FUNDS POLICY .....	34	DIESEL TECHNOLOGY WITH HIGH PERFORMANCE POWER TRAINS.....	54
Student Financial Aid (SFA) .....	34	DIESEL ADVANCED TECHNOLOGY EDUCATION FOR MACK TRUCKS AND VOLVO TRUCKS .....	54
Return of Title IV Funds Calculation and Policy .....	34	DIESEL TECHNOLOGY WITH OFF-ROAD POWER .....	55
Timeframe within which Institution is to Return Unearned Title IV Funds .....	35	DIESEL TECHNOLOGY AND MANAGEMENT .....	55
Institutional Pro Rata Refund Calculation and Policy .....	35	<b>COURSE DESCRIPTIONS .....</b>	<b>56</b>
Return of Unearned SFA Program Funds .....	35	<b>ZENITH EDUCATION GROUP.....</b>	<b>60</b>
<b>FINANCIAL AID.....</b>	<b>36</b>	<b>STATEMENT OF OWNERSHIP .....</b>	<b>61</b>
STUDENT FINANCING OPTIONS.....	36	<b>ADMINISTRATION.....</b>	<b>61</b>
FINANCIAL GOOD STANDING .....	36	<b>STATE SPECIFIC INFORMATION.....</b>	<b>62</b>
FINANCIAL ASSISTANCE.....	36	<b>STATE SPECIFIC ATTORNEY GENERAL COMPLAINT INFORMATION.....</b>	<b>75</b>
STUDENT ELIGIBILITY .....	36	<b>ACADEMIC CALENDAR .....</b>	<b>78</b>
FEDERAL FINANCIAL AID PROGRAMS.....	37	<b>TUITION AND FEES .....</b>	<b>80</b>
ALTERNATIVE FINANCING OPTIONS.....	37	<b>APPENDIX A.....</b>	<b>82</b>
FEDERAL WORK STUDY .....	37		
SCHOLARSHIPS .....	38		
ZENITH STUDENT GRANT .....	38		
<b>WYOTECH ZENITH HOUSING GRANT .....</b>	<b>38</b>		
ZENITH AMERICAN DREAM SCHOLARSHIP.....	38		
WYOTECH ZENITH STUDENT GRANT.....	39		
SKILLS USA SCHOLARSHIP .....	40		
U.S. ARMED FORCES SCHOLARSHIP .....	40		
TMC SCHOLARSHIP.....	40		
WYOTECH EAGLE SCHOLARSHIP .....	40		
WYOTECH SPONSORED SCHOLARSHIP PROGRAMS .....	41		

## ABOUT WYOTECH

### ZENITH EDUCATION GROUP

WyoTech is part of the Zenith Education Group, a nonprofit provider of career school training. Above all, we are driven to promote the long-term success of our graduates—measured in strong program completion and job placement rates. As the largest nonprofit career college system in America, we are working to help our students access the high-quality education necessary to enter into prosperous and fulfilling careers.

### THE ZENITH COMMITMENT TO STUDENTS

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

We commit to:

- Tell the truth about:
  - Educational program content
  - Instructor qualifications
  - Program enrollment requirements
  - Cost of education
  - Educational program financing options and obligations
  - Program completion rates
  - Verifiable and accessible job placement and salary information
  - Projected lifetime earnings versus the cost of the student's education
- Be transparent with our students, each other, our regulators and the public regarding our:
  - Ethical standards
  - Commitment to students
  - Program objectives and outcomes
  - Marketing and student recruiting initiatives and materials
  - Ongoing support for students' educational goals
  - Accreditation and regulatory compliance
- Provide marketing and recruiting information and materials that are:
  - Clearly written and understandable
  - Focused on the prospective student's career goals
  - Presented to suitable student prospects
  - Honest about the student's responsibilities that lead to completion and placement
  - Respectful of competing schools' programs
- Be innovative through:
  - Fostering an environment that supports creative educational approaches in support of program objectives and outcomes
  - Engaging our students and faculty in creating "learning laboratories" to test dynamic career education concepts
  - Continually learning and improving upon our innovative approaches
  - Reinvesting materially in enhancing student programs
  - Providing the student with an affordable education
- Develop transformative education models based on meaningful collaboration with:
  - Students
  - Employees
  - Employers
  - Educators
  - Program Advisory Committees
  - Thought Leaders, Foundations and other Engaged Communities

### MESSAGE TO OUR STUDENTS

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

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

We accomplish our goals by keeping our academic curriculum, equipment, and tools up-to-date and, just as importantly, adhering to a "We Care" philosophy. In short, we care about our students as students and as people. We

will do everything within reason to assist our students in fulfilling their career dreams. It is not enough to provide an opportunity for a quality education; students also need support services that are both competent and caring.

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

## **MISSION**

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

- The utilization of effective technology and teaching methods
- The presentation of relevant career focused educational programs
- Ongoing collaboration with businesses, employers and professional associations in the design, delivery and evaluation of effective programs
- The provision of career development support services to students and graduates which assists them in securing employment in their chosen field

## **SCHOOL HISTORY AND DESCRIPTION**

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

In 1969, WyoTech’s Laramie campus became accredited by the Accrediting Commission of Career Schools and Colleges, (ACCSC), formerly known as NATTS. Through the years WyoTech has received approval from multiple state governing authorities and offers admission to students nationwide.

Growth has been a byword at WyoTech. 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: Motorsports Chassis Fabrication and Street Rod & Custom Fabrication. This expansion of curriculum allows 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 for the new Diesel Advanced Technology Education for Mack Trucks and Volvo Trucks (DATE) program. This program provides students the foundation in general heavy-duty diesel repair in the core courses and specialized training on Mack Trucks and Volvo Trucks.

A significant milestone was reached when WyoTech opened its doors in the spring of 2002 for training in the automotive and collision/refinishing industries and specialty courses in Street Rod, Motorsports Chassis Fabrication, Automotive Trim and Upholstery, and Management at a branch campus located in Blairsville, Pennsylvania. The school moved into brand-new, expanded facilities located at 500 Innovation Drive in Blairsville in December 2003. Courses in Diesel Technology began in 2006 and the Blairsville campus added Light Duty Diesel and High Performance Power Trains advanced courses in 2007.

In February 2015, Zenith Education Group purchased the school from Corinthian Colleges, Inc., and transitioned it from a for-profit college into a dynamic nonprofit learning institution.

Throughout its history, WyoTech has kept its instructors abreast of the latest techniques, added new equipment as needed, and updated curriculum as changes occurred in the industry. “Moving into the Future” is not simply a slogan at WyoTech – it’s a commitment.

## **ACCREDITATIONS, APPROVALS AND MEMBERSHIPS**

This School voluntarily undergoes periodic accrediting evaluations by teams of qualified examiners, including subject experts and specialists in occupational education and private school administration.

### **Institutional Accreditation**

WyoTech is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). This school is one of multiple campuses owned by Zenith Education Group. 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).

### **Entitlement Agencies**

Eligible students may apply to the following agencies for determination of benefits while attending WyoTech: Veterans Administration, Bureau of Indian Affairs, and Vocational Rehabilitation.

- Agents licensed by the Colorado Department of Higher Education, Private Occupational School Board.
- Authorized by the Georgia Nonpublic Postsecondary Education Commission
- All Automotive, Diesel and Collision programs are programmatically accredited by the National Automotive Technician Education Foundation (NATEF)
- This institution is authorized by Indiana Board for Proprietary Education, 101 West Ohio Street, Suite 670, Indianapolis, IN 46204.
- Certified by the Kansas Board of Regents, 1000 SW Jackson Street, Suite 500, Topeka KS 66612-1368, Tel (785) 296-3421, Fax (785) 296-0983.
- Licensed by the Louisiana Board of Regents and adheres to the rules and regulations of the Louisiana Proprietary Schools Advisory Commission
- WyoTech is licensed as a private career school with the Minnesota Office of Higher Education pursuant to Minnesota Statutes sections 136A.821 to 136A.832. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.
- Licensed by the Mississippi Commission on Proprietary School and College Registration, 3825 Ridgewood Road, Jackson, MS 39211, License No. C-620.
- Registered with the Ohio State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481; Columbus, OH 43215; Registration Number 02-07-1649T.
- Licensed and regulated by the Oklahoma Board of Private Schools, 3700 North Classen Blvd., Suite 250, Oklahoma City, OK 73118.
- Licensed as a private career school by the Oregon Higher Coordinating Commission and is renewed each year.
- WyoTech is licensed by the South Carolina Commission on Higher Education, 1122 Lady Street, Suite 300, Columbia, SC 29201, Telephone (803) 737-2260. 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.
- WyoTech is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.
- Approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.
- Licensed by the Washington Workforce Training and Education Coordinating Board under Chapter 28C.10 RCW. Washington residents: Inquires or complaints regarding this or any other private vocational school may be made to the Workforce Board, 128 10<sup>th</sup> Avenue, SW, Box 43105, Olympia, WA 98504; Web: [wtb.wa.gov](http://wtb.wa.gov); telephone: (360) 753-5662; Email address: [wtech@wtb.wa.gov](mailto:wtech@wtb.wa.gov).
- Registered by the State of Wyoming under W.S. 21-2-4401 through 21-2-407
- WyoTech is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). This school is one of multiple campuses owned by Zenith Education Group. For further information on ACCSC, write 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).

### **Veterans**

All training programs are currently approved by the Wyoming State Approving Agency for Department of Veterans Affairs education benefits for veterans and other eligible persons.

### **Memberships**

- Automotive Service Excellence
- Laramie Chamber of Commerce
- National Association of Student Financial Aid Administrators
- National Automotive Service Technicians Education Foundation
- National Technical Honor Society
- Rocky Mountain Association of Student Financial Aid Administrators
- Specialty Equipment Marketing Association
- Technology Maintenance Council
- Wyoming Association of Student Financial Aid Administrators

Copies of accreditation, approval and membership documentation is available for inspection at each campus. Please contact the campus director to review this material.

### **GAINFUL EMPLOYMENT DISCLOSURES**

For more information about our graduation rates, the median debt of students who completed the program and other important information, please visit our website at [www.wyotech.edu/disclosures](http://www.wyotech.edu/disclosures).

## **TEACHING FACILITIES AND EQUIPMENT**

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

### **Technical Resource Center**

The Technical Resource Center at WyoTech fills a unique niche on campus by providing a quiet and comfortable environment in which students work independently on a wide variety of projects. Reference assistance is provided to aid students in learning basic research skills.

The Technical Resource Center contains collections including shop, service, crash, and troubleshooting manuals and computer and electronics manuals. Computer work areas available for student use provide internet access and are equipped with curriculum-related programs.

The Technical Resource Center staff provides research assistance, offer classes in Resource Center usage and assist in special ordering requests as needed. The Technical Resource Center’s hours allow for ample access to accommodate class schedules.

### **Automotive Technology Department**

The Automotive Technology Department has classrooms for audio-visual demonstrations and lectures. The 36,000 square foot shop contains stalls, workbenches, lifts, a transmission dynamometer test center, mustang dynamometer, drivability diagnostic equipment, and wheel alignment equipment.

### **Diesel Technology Department**

The Diesel Technology Department has over 48,000 square feet of space that includes classrooms for audio-visual demonstrations and lectures. There is a computer lab for Windows-based training; computer stations for the testing of electronic engine systems and dedicated space for training on natural gas spark ignition systems. The department has approximately 35,000 square feet of dedicated shop space containing stalls, workbenches, and mock-ups for the rebuild and diagnostics of common off-highway and over-the-road vehicle components.

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

The Collision/Refinishing Technology Department has approximately 25,000 square feet of shop and classroom space for audio-visual demonstrations and lectures. Major equipment includes three down-draft paint booths and one booth set up for plastic media and sandblasting, powder coating oven, frame racks, mechanical and computerized measuring systems, 20 MIG welding stations, four squeeze type resistant spot welders, car lifts and a pressure washer. Additionally, each shop has two computer work stations for collision software systems and computerized paint mixing systems. Our refinish department is also spraying the latest in water base technology with the highest quality HVLP spray guns.

### **Advanced Diesel Department**

The Advanced Diesel Department has an 18,000 square foot facility that includes classrooms for audio-visual demonstrations and lectures and a shop space containing leased late model Class 8 trucks on which students can perform their training. The students will learn to work with the latest shop tools, Computer diagnostics and equipment needed in a truck shop/dealership environment.

### **Diesel Advanced Technology Education for Mack Trucks and Volvo Trucks (DATE)**

The DATE department has approximately 9,000 square feet of space that includes a dedicated area for lecture and audio visual demonstrations in the shop. The shop area is equipped with sufficient bandwidth on the student network for DATE students to complete the E-learning portion of their training through the Trucks Dealer Portal, which is operated by Volvo Trucks and Mack Trucks. The shop space contains training aids such as engines, transmissions, differentials, exhaust systems and fully functional trucks with supporting OEM software designed to diagnose and help their electrical and drivability malfunctions.

### **Trim & Upholstery Department**

The Trim and Upholstery Department has approximately 9,800 square foot of classroom and lab space for audio-visual demonstrations and lectures, cutout and glue tables for fabric preparation and assembly. Major equipment includes industrial sewing machines, embroidery machine, carpet serger, and various woodworking equipment for building custom components. A water based dye system is also used for coloring and matching leather and vinyl.



### **Motorsports Chassis Fabrication Department**

The Motorsports Chassis Fabrication Department has 9,750 square feet, available for each class, for audio-visual demonstrations and lectures which includes 8,200 square feet of shop space. The shop space holds major equipment including MIG and TIG welders, plasma cutters, band saws, tubing benders, frame setup tables, car lifts, a pressure washer, jet washing parts cleaner, axle housing narrowing fixture, mill, lathe, and basic hand and power tools for competencies and live work.

### **Applied Service Management Department**

The Applied Service Management Department has 1500 square feet dedicated to its classroom for audio-visual demonstrations, lectures and lab. Students are issued a lap-top computer for completing assignments, engaging in research projects and completing homework. Students use lap-tops to utilize repair shop management software and Microsoft Office Suite.

### **Street Rod and Custom Fabrication Department**

The Street Rod and Custom Fabrication Department has 9,750 square feet of classroom and shop space equipped for audio-visual demonstrations and lectures which includes 8,200 square feet of shop space. The shop space includes 12 work stalls and workbenches, one down-draft paint booth and a mixing room in addition to one large room for sheet metal fabrication and another for tool storage. Major equipment includes English wheels, power hammers, sheet metal brakes, louver press, bead rollers, slip roller, MIG, TIG, Oxy-acetylene welding equipment, plasma cutters and automotive lifts.

### **Off Road Power Department**

The Off Road Power department has 9,750 square feet of classroom and shop space equipped for audio-visual demonstrations and lectures which includes 8,200 square feet of shop space. The shop space includes 15 work stalls with include one Motorcycle/ATV lift, a workbench and tool box. Also in the shop are a wash bay and a room for tool storage. Major equipment includes various specialty OEM Tools, tire mounting and balancing equipment, parts washer, hydraulic press and various snowmobile/ATV/ Personal Water craft lifting devices. There are also various units such as ATV's, Snowmobiles, Personal Watercraft and Side by Sides from multiple manufacturers.

### **High Performance Powertrains**

The High Performance Powertrains department 9,750 square feet of classroom and shop space equipped for audio-visual demonstrations and lectures which includes 8,200 square feet of shop space. The shop space includes 12 work stalls with 5 hand tool boards and workbenches. There is a part washing bay and a room for tool and component storage. Major equipment includes an engine dyno meter test cell, two chassis dyno meters, various parts washers, automotive lifts, cylinder head flow benches, a lathe and milling machine and various examples of running vehicles plus removed engines and systems on test stands.

### **SCHOOL TOURS**

WyoTech invites all interested students, friends, and family members to visit the school. Tours of the facilities are conducted Monday through Friday at 9:00 a.m. and 1:00 p.m. at the campus. Advance notice of your intent to visit the school is appreciated; please call (877) 523-5112.

### **INTERNATIONAL STUDENTS/ESL INSTRUCTION**

WyoTech is authorized by the U.S. Department of Immigration and Naturalization (INS) to enroll foreign students. The school does not offer English as a Second Language instruction and all instruction is in the English language.

### **INSTRUCTIONAL SUPPORT**

Instructional support at WyoTech is comprised of curriculum production, in-house training programs, industry-based advisory committees, and training aids. Collectively, they enhance each training program.

WyoTech has a competency-based approach to training. This curriculum method is designed to accomplish the goal of imparting specific knowledge and skills to each student. Technical instructors hold certification in their areas of expertise, ASE and/or I-CAR, and are real industry specialists delivering high-quality and up-to-date training.

### **ADVISORY COMMITTEES**

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

### **AUTOMOTIVE SERVICE EXCELLENCE CERTIFICATION (ASE)**

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

ASE-certified technicians have earned the right to be proud of their skills and knowledge. The ASE Certification Program offers a practical way to provide qualified technicians the recognition and status they deserve. By participating in the program, WyoTech students help professionalize the occupation, increase career opportunities, improve income potential, and gain recognition for automotive, collision/refinishing, and diesel service excellence.

WyoTech graduates are given partial credit toward the two-year experience requirement for certification and WyoTech encourages all of their students to work toward ASE Certification. ASE Certification fees are not included in tuition fees. Further details about ASE testing can be found at [www.asecert.org](http://www.asecert.org).

WyoTech is an ASE center. Once a student registers online he/she may contact the school at (307) 742-3776 to schedule their test date.

### **INTER-INDUSTRY CONFERENCE ON AUTO COLLISION REPAIR (I-CAR)**

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

I-CAR ProLevel recognition may help students during their job search after graduation as many collision repair facilities promote I-CAR training.

## ADMISSIONS INFORMATION

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

### REQUIREMENTS AND PROCEDURES

- High school diploma or a recognized equivalent such as the GED is required for admittance.
- Applicants are informed of their acceptance status within 15 days after all required information is received and the applicants' qualifications are reviewed.
- Upon acceptance into the school, applicants who are enrolling will complete an enrollment agreement.
- Students may apply for entry at any time. Students are responsible for meeting the requirements of the catalog in effect at the time of enrollment.
- Re-entry students are subject to all program requirements, policies, and procedures as stated in the school catalog in effect at the time of re-entry. All re-entering students must sign a new enrollment agreement.

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

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

### CRIMINAL BACKGROUND SCREENING

- Students enrolled in certain programs will be subject to a criminal background check prior to enrollment to ensure they are qualified to meet occupational or employment requirements, clinical or internship/externship placement requirements or licensure standards for many programs, including but not limited to those in the allied health or criminal justice fields.
- Enrollment for students may not be granted when the background check identifies a conviction, pending case, or unresolved deferral/diversion for any felonies or misdemeanors.
- A student's inability to obtain criminal background clearance may prohibit opportunities for program completion and job placement. It is the student's responsibility to contact the agency to verify conditions. The school cannot contact the background check agency.
- All students re-entering students are subject to the same background check requirements as a new student.

### COURSEWORK COMPLETED AT FOREIGN INSTITUTIONS

All coursework completed at a foreign institution must be evaluated by a member of the National Association of Credential Evaluation Services (NACES) or a member of the Association of International Credentials Evaluators (AICE). An exception to this may be allowed for students transferring from Canada with prior approval from the Transfer Center.

### ADVANCED STANDING/TRANSFERRING CREDIT INTO WYOTECH

A petition for credit for prior training will be evaluated by the Academic Dean. Official transcripts and course descriptions are needed to determine applicable credit. A minimum grade of "C" from an accredited school (recognized by the U.S. Department of Education) must be achieved in order for a course to be considered for transfer credit. A student must complete at least 25% of the course requirements of a program at WyoTech in order to receive a diploma or a degree from WyoTech. The transfer of incoming credit is given at the discretion of the Academic Dean. If the school accepts credit for prior training, the current tuition will be reduced proportionally by the number of hours of transfer credit accepted. Requests for credit transfer must be made prior to beginning classroom attendance at WyoTech.

**For active-duty service members and their adult family members (spouse and college age children)** WyoTech will limit academic residency to no more than 25% of the degree requirement for all diplomas or degrees. In addition, there are no "final year" or "final semester" residency requirements for active-duty service members and their family members. Academic residency can be completed at any time while active-duty service members and their family members are enrolled. Reservist and National Guardsmen on active-duty are covered in the same manner.

### TRANSFERABILITY OF CREDITS TO OTHER INSTITUTIONS

WyoTech does not guarantee credit transfer into or out of the school. Transferability is always at the discretion of the receiving school. The degree and diploma programs of the school are terminal in nature and are designed for the graduate's employment upon graduation.

## ACADEMIC READINESS

All incoming undergraduate students are required to demonstrate academic readiness for program-level coursework at the time of enrollment. This can be done through any of the following means: SAT, ACT, ACUPLACER or COMPASS scores; recent (five years or less) high school grade point average of 2.5 or higher; or grades of C or higher in college-level English Composition and college-level mathematics. If none of these measures are available, the student is expected to demonstrate readiness by completion of an online assessment. A student may be allowed to enroll and start his or her first term or module of classes prior to demonstrating academic readiness as described herein, but a student who fails to meet this requirement may be prevented from enrolling in the next quarter or module. Note this is a one-time requirement and may not apply to re-admissions, depending upon academic evaluation at the time of re-enrollment.

### **Recent high school academic performance within the past five years**

A high school cumulative grade point average (GPA) of 2.5 or higher on a 4 point scale is accepted for assessment if the date of high school graduation is 5 years or less from date of admission. High school seniors who have not yet graduated may use cumulative GPA at the end of 7 high school semesters.

### **SAT, ACT, or PSAT scores completed within the past five years**

Scores of 460 or higher on each section of the SAT, 46 or higher on each section of the PSAT, or scores of 17 or higher in English, Reading, & Math on the ACT are accepted for assessment.

### **Previous college experience – no time limit**

General education college-level mathematics and college-level English courses taken from a national or regionally accredited institution, with a grade of C or higher may be used for assessment. Developmental courses (generally noted as remedial or pre-college on a transcript and not calculated into a college GPA) do not qualify. Prior success in a writing-intensive English class demonstrates readiness for writing and reading, while success in a previous math or quantitative reasoning class demonstrates readiness for math. Review and approval of previous college experience to be completed by office of the Registrar.

### **College placement scores from another institution within past five years**

COMPASS, ACCUPLACER, or other standardized test scores demonstrating college readiness in each of the three areas of math, writing, or reading are accepted for assessment.

## ACADEMIC STANDARDS

### 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; however, class size shall not exceed 100 students at the campus. A student-to-instructor ratio is maintained that is appropriate to the educational requirements of a particular classroom/laboratory setting. In order to maintain an appropriate ratio, multiple instructors may be assigned to each classroom/laboratory to allow for additional instructor support. Typical ratios are 50 students to one instructor in lecture and 25 students to one instructor in lab and shop.

### OUT OF CLASS ASSIGNMENTS

In addition to scheduled classes, 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.

### GRADING SYSTEM AND PROGRESS REPORTS

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

Percentage	Letter	GPA
100-90%	A	4.0
89-80%	B	3.0
79-70%	C	2.0
69-0%	F	0
	L	Leave of Absence
	PE	Pass by Proficiency Exam
	W	Withdrawal
	WZ	Military Withdrawal
	TR	Transfer Credit

### GRADING PERIODS

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

### WITHDRAWAL

Notification of intent to officially withdraw from WyoTech should be made to the Administrative Office at the campus. Notification can be sent to the Registrar, 1889 Venture Drive, Laramie, WY 82072.

### DATE OF WITHDRAWAL VERSUS DATE OF DETERMINATION (DOD)

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

1. When the school receives notice of the student's intention to discontinue the training program;
2. When the student is terminated for a violation of a published school policy which provides for termination;
3. When a student, without notice, fails to attend classes for fourteen consecutive calendar days.

The date of determination is the earlier of the date the student officially withdraws, provides notice of cancellation, or the date The School determines the student has violated an academic standard. For example, when a student is withdrawn for violating an academic rule, the date of the student's withdrawal shall be the student's last date of attendance. The date of determination shall be the date The School determines the student has violated the academic rule, if the student has not filed an appeal. If the student files an appeal and the appeal is denied, the date of determination is the date the appeal is denied.

## MAKE-UP WORK

Make-up tests are allowed for an approved absence. Make-up work **will not** remove an absence from a student's record. Make-up tests are not allowed for final exams.

## REMEDIAL COURSES AND PASS/FAIL GRADES

WyoTech does not offer remedial courses on a pass/fail basis.

## GRADUATION REQUIREMENTS

1. Complete each course in the program with a minimum grade of 2.0 GPA.
2. If admitted as a transfer or advanced standing student, complete at least 25% of the course requirements of the program at WyoTech.
3. Complete their program within the maximum timeframe (150%) allowed for the program.

Upon graduation, all students who are current with their financial obligation to the school shall receive their diploma.

## ATTENDANCE REQUIREMENTS

Attendance is vital to academic achievement and the acquisition of good work habits. Graduates are screened by prospective employers, not only for academic achievement, but also for their attendance record. Attendance is recorded on each student's file.

Each day consists of 500 scheduled minutes and is divided into eight sessions for attendance-taking purposes. Students missing 30 minutes or more of a session will be counted as one hour absent. See the charts below for the action to be taken when a student's attendance falls below a specified level:

### Transportation Programs

Hours	Action Taken
Student absent six percent in a term/phase (6%)	Attendance Warning Letter sent
Student absent ten percent in a term/phase (10%)	Student dismissed with right of appeal

## VIOLATIONS OF PERCENTAGE ABSENCE RULES

When a student violates the applicable percentage absence rule, the faculty will notify the Academic Dean who, on the date of violation, must determine whether the student plans to return to school or has withdrawn. This determination must follow these guidelines:

- All students who state they will not return to school shall be promptly withdrawn;
- All students who state they will return must:
  1. Attend class within five (5) calendar days of the violation;
  2. File an appeal within five (5) calendar days of the violation;
  3. Have perfect attendance while the appeal is pending.

Failure to comply with one or more of the three requirements will result in the student being withdrawn from all courses and dismissed from school.

## READMISSION

Students wishing to re-enter the School following a withdrawal may apply for readmission by contacting the Academic Dean. 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.

## CANCELLATION OF CLASSES/COURSES

### Inclement Weather

Should the school be closed due to inclement weather, the announcement will be broadcast on the following local radio stations: KLDI AM 1210, KOWB AM 1290, KCGY FM 95.1, and KMIX FM 96.7.

## LEAVE OF ABSENCE POLICY

WyoTech permits students to request a leave of absence (LOA) as long as the leave does not exceed a total of 180 days during any 12-month period, starting from the first day of the first leave, that there is a reasonable expectation that the student will return, and as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education, including pregnancy (including childbirth, false pregnancy, termination of pregnancy, and recovery therefrom), temporary disability, personal reasons, or other reasons such that the campus determines that an LOA is in the student's best interest. However, an LOA will not be granted for any of the following reasons:

- a) The courses that the student needs are not available;

- b) The courses that the student needs are available, but the student declines to take them;
- c) An externship/internship site is not available for the student;
- d) A student is unable to pay tuition;
- e) The student is failing a course(s); or
- f) To delay the return of unearned federal funds.

Students requesting an LOA must submit a completed Leave of Absence Request Form prior to the beginning date of the leave. If circumstances of an unusual nature that are not likely to recur prevent the student from submitting the request in advance, the leave may still be granted, but only if:

- a) the school documents the unforeseen circumstances and the Academic Dean determines that these circumstances meet the exception requirements (i.e., "of an unusual nature and not likely to recur"), and
- b) the student submits a completed Leave of Absence Request Form by the tenth (10th) calendar day of the leave.

### **Extension of LOA**

A student on an approved LOA may submit a request to extend the LOA without returning to class. Such a request may be approved by the Academic Dean provided:

- The student submits a completed LOA Extension Request Form before the end date of the current leave;
- There is a reasonable expectation the student will return;
- The number of days in the leave as extended, when added to all other approved leaves, does not exceed 180 calendar days in any twelve (12) month period calculated from the first day of the student's first leave;
- Appropriate modules required for completion of the program will be available to the student on the date of return.

If the extension request is approved, the end date of the student's current leave will be changed in the official student information system to reflect the new end date. If the request is denied, the student will be withdrawn and the withdrawal date will be the student's last date of attendance (LDA).

### **Return from a Leave of Absence**

A student must return from a LOA on the first day of any appropriate module or prior to the scheduled date of return. A student who goes on leave prior to the end of a module/term will receive a grade of "L" (leave). The course(s) with a grade of "L" will not be included in the calculation of Rate of Progress (ROP), Maximum Time Frame (MTF) or attendance.

**NOTE:** WyoTech does not permit leaves of absence for students enrolled in quarter-based programs. Students experiencing circumstances that may make it necessary to interrupt their attendance temporarily should see the Academic Dean.

### **Failure to Return From a Leave of Absence**

If the student does not return from LOA as defined above, the student will be withdrawn. The withdrawal date will be the student's last day of attendance (LDA). The "L" grade in the LOA course(s) will be changed to "W" (withdraw). The course(s) having a grade of "W" will be included as an attempt in the calculation of ROP and MTF. A Title IV refund calculation will be completed and use the last date of attendance prior to the start of the LOA.

### **Possible Effects of Leave of Absence**

Students who are contemplating an LOA should be cautioned that one or more of the following factors may affect the length of time it will take the student to graduate.

- Students returning from a LOA are not guaranteed that the module required to maintain the normal progress in their training program will be available at the time of reentry
- They may have to wait for the appropriate module to be offered
- Financial aid may be affected
- The LOA could also affect the student's:
  - Loan repayment terms including the grace period
  - Rate of progress
  - Maximum time frame for completion

### **Effects of Leave of Absence on Satisfactory Academic Progress**

Students who are contemplating a leave of absence should be cautioned that one or more of the following factors may affect their eligibility to graduate within the maximum program completion time:

- Students returning from a leave of absence are not guaranteed that the course required to maintain the normal progression in their training program will be available at the time of re-entry.
- They may have to wait for the appropriate course to be offered.

- They will be required to repeat the entire course from which they elected to withdraw prior to receiving a final grade.
- Financial aid and/or tuition costs may be affected.

### **Retaking Passed Coursework**

Students in degree programs may repeat a previously passed course one time. Students in diploma programs may not retake previously passed coursework unless the student has successfully passed all classroom modules. Each repeated attempt counts in the calculation of the students' rate of progress and maximum time frame. All repeated courses 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.

### **Retaking Failed Coursework**

Students must repeat all failed courses that are required for graduation from the program. Failed courses may be repeated more than twice, so long as repeating the coursework does not jeopardize the students' maximum time frame of completion. Students may not exceed three attempts of prerequisite modules in diploma programs. Each attempt counts in the calculation of the students' rate of progress and successful completion percentages. All repeated coursework will appear on the student's transcript, but only the highest grade earned will be included in the calculation of their cumulative grade point average.

Veterans Affairs (VA) Students are not eligible for VA funding for repeating passed coursework, or more than one attempt at repeating failed coursework, unless the failed course is a required course. Required course may be retaken and get VA funding as many times as it takes to get a passing grade.

### **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 considered to be in good standing if all school charges have been paid and, if the graduate was a recipient of Federal loans, the graduate is current in all loan obligations. A request for an update training course must be addressed to the Registrar and approved by the Academic Dean. Update training is not valid for grade or certification purposes and the student will not receive a transcript, grade, attendance or financial aid for the portion repeated.

### **STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)**

Students must maintain satisfactory academic progress in order to remain eligible as regularly enrolled students and to continue receiving federal financial assistance. The accreditor and federal regulations require that all students progress at a reasonable rate toward the completion of their academic program. Satisfactory 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 allowed to complete which is 150% of total number of credits in the program of study (MTF)

### **Evaluation Periods for Satisfactory Academic Progress**

Satisfactory academic progress is measured for all students at the end of each grading period (i.e., at the end of each term, module, phase, level, quarter, and payment period).

### **GPA and CGPA Calculations**

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

### **Rate of Progress toward Completion**

The school catalog contains a schedule designating the minimum percentage or amount of work that a student must successfully complete at the end of each evaluation period to complete their educational program within the maximum time frame (150%). The Rate of Progress percentage is determined by dividing the number of credits



earned by the number of credits attempted. Credits attempted include completed credits, transfer credits, withdrawals, and repeated courses. Non-credit remedial courses have no effect on the student's ROP.

### Maximum Time Frame to Complete

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

### Satisfactory Academic Progress Tables

60 Semester Credit Hour Program Total hours that may be attempted: 90 (150% of 60)				
Total Credit Hours Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
0-20	2.0	N/A	66.66%	N/A
21-40	2.0	1.0	66.66%	30.0%
41-60	2.0	1.5	66.66%	45.0%
61-80	2.0	1.85	66.66%	60.0%
81-90	N/A	<2.0 = Dismissal	N/A	<66.66% = Dismissal

65 Semester Credit Hour Program Total hours that may be attempted: 97 (150% of 65)				
Total Credit Hours Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
0-25	2.0	N/A	66.66%	N/A
26-50	2.0	1.0	66.66%	35.0%
51-75	2.0	1.5	66.66%	55.0%
76-87	2.0	1.85	66.66%	60.0%
88-97	N/A	<2.0 = Dismissal	N/A	<66.66% = Dismissal

70 Semester Credit Hour Program Total hours that may be attempted: 105 (150% of 70)				
Total Credit Hours Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
0-25	2.0	N/A	66.66%	N/A
26-50	2.0	1.0	66.66%	35.0%
51-75	2.0	1.5	66.66%	50.0%
76-95	2.0	1.85	66.66%	65.0%
96-105	N/A	<2.0 = Dismissal	N/A	<66.66% = Dismissal

### SAP Advising

SAP Advising is the period of time during which a student is advised and monitored for progress for the remainder of the term, if the student is at risk of falling below the required academic standards (CGPA, ROP, or MTF) for his or her program. During the SAP advising period, the student is eligible for financial aid. Academic advising will be documented using the **Academic Advising Form**. The form shall be kept in the student's academic file.

The Academic Dean (or designee) must provide a written notice of SAP Advising status. The following timelines apply for all students placed on SAP Advising status:

- Students must receive the notification by the third (3) business day of the subsequent module; and for linear programs, notifications must be received by the first day of the term.
- Must be advised within ten (10) calendar days after the module start. The (10) calendar days should exclude schedule breaks and Holidays.

### **Academic Progress Plan (APP)**

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

The APP may extend over one (1) or multiple terms, as defined at the initiation of the APP. At the end of the first evaluation period on the APP, the student will meet with the Academic Dean (or designee) for an evaluation of progress of the plan's requirements. If on a single-term plan and the student has met the requirement(s) of the plan, the student must be in SAP Advising or SAP Met status, and the student's APP shall be considered fulfilled and closed. If on a multi-term plan and the student has met the requirement(s) of the first evaluation period, then new requirement will be set and the student will be placed manually into SAP Meeting APP Status and will adhere to the subsequent term requirements of the APP.

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

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

### **SAP Advising or SAP Met Status**

If the student has met the requirements of a one-term plan, the student must be in SAP Advising or SAP MET status and the student's APP shall be considered fulfilled and closed. The student will be provided with either a SAP Advising or Return to Academic Good Standing Letter. In the case of SAP Advising, the student will be advised with the Academic Advising form and will be FA eligible.

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

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

### **SAP Not Met Status and/or Dismissal**

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

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

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

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

**NOTE: If the student has make-up work, and the campus is willing to accept it, it must be completed within four (4) calendar days of grades being entered (as long as this doesn't extend beyond ten (10) calendar days after mod- or term-end), or the student must be dropped with the correct DOD.**

### **Academic and Financial Aid Warning**

SAP is evaluated at the end of each term and all students with a cumulative grade point average (CGPA) and/or rate of progress (ROP) below the required academic progress standards as stated above are determined to have not met satisfactory academic progress. Students not meeting SAP and with a previous SAP Met status will be issued a Financial Aid Warning and be advised that unless they improve their CGPA and/or rate of progress toward completion, they may be withdrawn from their program and lose eligibility for federal financial aid.

### **Notification of Financial Aid Warning**

The Academic Dean (or designee) must provide the written notice of FA Warning status to all students not meeting SAP and with a previous SAP Met status. The following timelines apply to all students receiving an FA Warning:

- Students must receive the notification by the third (3<sup>rd</sup>) business day of the next module; and
- Must be advised within ten (10) calendar days after the module start.

### **Financial Aid Probation**

At the end of each term following a SAP evaluation, students with an immediate SAP NOT MET status and who are SAP NOT MET again according to the academic progress standards stated in this catalog, will be notified with a SAP NOT MET letter indicating that they will be withdrawn unless they successfully appeal by written request within five (5) calendar days after the notification for modular programs and within seven (7) calendar days for linear programs in accordance with the Academic Appeals Policy.

### **Notification of Academic and Financial Aid Probation**

The Academic Dean (or designee) must provide written notice of probationary status to all students placed on academic and financial aid probation. The following timelines apply for all students:

- Students must receive the notification by the third (3<sup>rd</sup>) business day of the next module;
- If the student appeals this status and the appeal is approved, the student must receive an Academic Progress Plan within seven (7) calendar days after the appeal's approval.

### **Academic Appeals Policy**

SAP appeals must be made within five (5) calendar days of the date the student was notified of the violation.

Provided that the student can complete the program within the maximum time frame with the required minimum CGPA, a SAP appeal may be granted if the student demonstrates that s/he is sincerely committed to taking the steps required to succeed in their program and that their failure to maintain the required CGPA or ROP was caused by any of the following mitigating circumstances:

1. The death of a family member
2. An illness or injury suffered by the student
3. Special circumstances of an unusual nature which are not likely to recur

Note: Examples of documentation needed to appeal Satisfactory Academic Progress may include the following: death certificate, medical doctor's note, law enforcement report, loss of employment confirmation, etc.

Additionally, appeals must include a detailed statement of the reason why the student failed to make Satisfactory Academic Progress, and what has changed in the student's situation that will allow the student to demonstrate Satisfactory Academic Progress at the next evaluation period.

The Appeal Committee shall, as a condition of granting the appeal, require the student to develop an Academic Progress Plan in conjunction with the advisor and place the student on FA probation.

### **Evaluation of Progress**

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

### **Reinstatement Following Suspension**

Students who successfully appeal a suspension or dismissal may return to school under the following conditions:

- The student must develop an academic advising plan with his/her advisor;
- The student must bring his/her CGPA up to the probation range by the end of the evaluation period following the appeal.

If the student meets the above conditions, s/he may remain in school and is considered to be making SAP so long as the student's CGPA does not fall below the probation range.

### **Dismissal**

If the student does not meet the Academic Progress Plan's requirements at the end of the evaluation period, the student will be dismissed from the program. Students who have violated Academic and Financial Aid Probation and have been dismissed from a program are not eligible for readmission to that program if the student has exceeded or may exceed the maximum time frame of completion until they reestablish appropriate Satisfactory Academic Progress standing. Students who have reached the maximum time frame for their program must be dismissed from the program. There is no appeal for this type of withdrawal.

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

- Grades A through F are included in the calculation of CGPA and are included in the Total Number of Credit Hours Attempted
- Transfer credits (TR) are not included in the calculation of CGPA but are included in the Total Number of Credit Hours Attempted and Earned in order to determine the required levels for CGPA and rate of progress
- For calculating rate of progress, F grades and W grades are counted as hours attempted but are not counted as hours successfully completed

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

### Transfer Credit

Students may receive transfer credit for courses taken at another school. Courses for which a student receives transfer credit are counted as attempted and successfully completed for purposes of satisfactory academic progress. As a result, courses for which a student receives transfer credit provide the student with advanced standing, which is applied to the student's progress in calculation of the percentage of maximum time frame for the program that the student has completed. For instance, if a student enrolled in a 60 credit hours program (with a maximum time frame of 90 credit hours) receives 10 credit hours of transfer credit and completes 10 credit hours in the first term of enrollment, the student will be evaluated as a student who has passed the 25% point of the program ( $20/60 = 33.3\%$ ) at the end of the first term. However, if a student receives 20 credit hours of transfer credit and will complete 10 credit hours at the end of the first term, the student will be evaluated as a student who is at the midpoint (50% point) of the program ( $30/60 = 50\%$ ).

When a student transfers from or completes one program at the school and enrolls in another program, and all courses completed in the original program are acceptable for credit in the new program, all courses attempted and grades received in the original program are counted in the new program for calculation of the student's satisfactory academic progress in the new program. When a student transfers from or completes one program at the school and enrolls in another program at the school and all courses completed in the original program are NOT accepted for credit in the new program, all attempts for courses taken in the original program that are part of the new program will be counted in the calculation of the student's satisfactory academic progress upon entry into the new program and the grades for the courses that are a part of the new program that were taken at the same institution will be used in the student's CGPA calculation.

## SATISFACTORY ACADEMIC PROGRESS FOR STUDENTS RECEIVING VETERANS AFFAIRS BENEFITS

### Previous Credit for Veterans Affairs Beneficiaries

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

### Attendance Requirements for Students Receiving Veterans Administration Benefits

For Veteran students who **have not** previously been dismissed from the program for violating the attendance policy, the following rule shall apply:

#### Transportation Programs:

Hours	Action Taken
Student absent six percent of scheduled classroom hours in a term/phase (6%)	Attendance Warning Letter sent
Student absent ten percent of scheduled classroom hours in a term/phase (10%)	Dismissed from the program

For Veteran students who **have** been dismissed for violating the attendance policy, or would have been dismissed but for a successful appeal, the following rule shall apply:

#### Transportation Programs:

Hours	Action Taken
Student absent six percent of remaining scheduled classroom hours in a term/phase (6%)	Attendance Warning Letter sent
Student absent ten percent of remaining scheduled classroom hours in a term/phase (10%)	Dismissed from the program

The Veterans Administration (VA) requires that students receiving funds based on their enrollment in school complete their course of studies in the standard length of the program. In order to meet this requirement, students must attend class on a regular basis. The VA requires that it be notified when a veteran student's enrollment status changes; such notification may result in the termination of veteran benefits. All dismissals and successful appeals by students funded through the VA shall be reported to the VA by the certifying official for the school.

### **Make Up Assignments**

Make up work and assignments may not be certified for veteran students for Veterans Affairs payment purposes.

### **Maximum Time Frame for Veteran Students**

The maximum time frame for completion of all programs is limited by federal regulation to 150% of the published length of the program. Students funded by Veterans Affairs must complete their program within this 150% of the published length of the program in order to receive veteran's benefits.

### **Veterans Academic Probation**

A veteran student who fails to meet the minimum standards of satisfactory academic progress as stated in the institutional policy is automatically placed on academic probation for one grading period. Any change in enrollment status, including when a veteran is placed on academic probation, changes schedules, terminates, or is dismissed from training, will be reported to the Veterans Administration. The school retains documentation of probation in a student's file. Students on academic probation may be required to participate in tutoring sessions outside class hours as a condition to continued enrollment. At the end of a probationary period, a student's progress is re-evaluated. If the student has met minimum standards for satisfactory academic progress and any written conditions of probation that may have been required, the student is removed from probation and returned to regular student status. A veteran who fails to regain satisfactory academic progress status after one grading period will be treated as all other students under the institutional policy described above, with one exception. A veteran who fails to meet satisfactory academic progress status following one grading period on probation will be reported to the Veterans Administration and their benefits will be terminated.

### **Veterans Reinstatement after Successful Appeal of Termination**

A student who successfully appeals termination from the school due to failure to maintain satisfactory academic progress may be reinstated. A reinstated student enters under an extended probationary period. This probationary period will extend for one grading period after which a student must meet minimum standards of satisfactory progress to remain in school. The Department of Veterans Affairs will determine whether or not to resume payments of Veterans Affairs education benefits to a reinstated student.

## **STUDENT ACADEMIC APPEALS POLICY**

A student may submit an appeal based on one of three adverse determinations:

- Attendance policy violation
- Satisfactory Academic Progress (SAP) violation or
- Final grade(s).

Formal academic appeals must be submitted within five 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 letter from the student that includes the:

- Specific academic decision at issue and
- Resolution sought by the student.

A SAP or Attendance violation appeal must include an explanation of the circumstances that:

- Led to the violation and
- Will improve achievement going forward.

For a final grade appeal, the student will include the informal steps taken to address the disagreement.

Once a formal appeal is filed, the campus will take no action regarding the adverse academic decision, and financial aid disbursements will be suspended until the appeal process is concluded.

The appeal committee decision is final and no further appeals for the same adverse academic decision are permitted. If the appeal is denied, the date of determination is the date of the adverse academic decision after which the student will not be charged for any attendance.

### **Assignment/Test Grades**

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

## **Final Course Grades**

Final grade appeals must be submitted by the:

- Eighth calendar day of the subsequent module for Diploma programs; and
- Sixth calendar day of the subsequent term for Degree programs.

A final grade appeal may be approved, and the grade corrected, if it is determined that the final grade was influenced by any of the following:

- A personal bias or arbitrary rationale
- Standards unreasonably different from those that were applied to other students
- A substantial, unreasonable, or unannounced departure from previously articulated standards or
- The result of a clear and substantial mistake in calculating or recording grades or academic progress.

A student may appeal more than one final grade while active in a program.

Only final grades are eligible for appeal. Assignment/test grades are reviewed at the instructor's discretion, consistent with the grade policy and syllabus guidelines.

## **Attendance Violations Appeals Policy**

Attendance violation appeals must be submitted within five calendar days after the date of violation. For an attendance appeal to be considered the student must maintain perfect attendance while the appeal is pending. Depending on the type of violation, the student must:

- Percentage Absence (program or term) – post positive attendance (“present”) within five calendar days of the date of violation and
- Consecutive Day Absence - post positive attendance the next scheduled class session after the violation (for an online course, post attendance within five calendar days after the date of violation).

Violations occurring at the end of the degree term when there is no opportunity to attend until the next term are not subject to these requirements.

Subject to applicable state requirement, an attendance appeal may be granted if the student demonstrates that the absence was caused by:

- Death of a family member
- Illness or injury suffered by the student or
- Special circumstances which are not likely to recur.

A student may be eligible for more than one attendance violation appeal while active in a program.

The Appeal Committee may, as a condition of granting the appeal, require the student to make up assignments and develop an Academic Advising Plan in conjunction with his or her advisor.

## **Satisfactory Academic Progress (SAP) Violation Appeals**

SAP appeals must be submitted by the:

- Eighth calendar day of the subsequent module for Diploma programs and
- Sixth calendar day of the subsequent term (by the fourteenth calendar day if there is no break week) for Degree programs.

A SAP appeal may be granted if the student is able to complete the program within the maximum time frame allowed and with the required minimum cumulative grade point average (CGPA). The student must also demonstrate that the failure to maintain the required CGPA or rate of progress (ROP) was caused by:

- Death of a family member
- Illness or injury suffered by the student or
- Special circumstances which are not likely to recur.

If the SAP appeal is approved, the student must agree to meet the requirements of an Academic Progress Plan (see *Satisfactory Academic Progress and Retaking Coursework Policy*).

The Appeal Committee shall, as a condition of granting the appeal, require the student to develop an Academic Progress Plan in conjunction with the student's advisor and place the student on FA probation.

## **COMPARATIVE INFORMATION**

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

## **SUCCESS OF THE STUDENT**

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

## CANCELLATION OF CLASSES/COURSES & PROGRAM CHANGES

### Insufficient Enrollment

The school reserves the right to cancel any course or program for which there is insufficient enrollment.

### Alterations

The school reserves the right to change course curricula, schedules, prerequisites, and requirements.

## STUDENT ACHIEVEMENTS/AWARDS

- **Outstanding Student:** One student per department is selected by the Department Coordinator and instructors to be the Outstanding Student. Selection is based on his/her academic achievement, leadership ability, cooperation, dedication, motivation, and professionalism. The recipient will receive a personal plaque and have his/her name engraved on an outstanding student plaque located permanently at the school. The Outstanding Student award is considered the top award for a WyoTech graduate.
- **Perfect Attendance:** Students who have not been absent throughout their program of study have perfect attendance. These students will receive a certificate and special recognition at graduation.
- **Outstanding Attendance:** Students who have a maximum of eight absences throughout their program of study have outstanding attendance. These students will receive a certificate and special recognition at graduation.
- **Honor Graduates:** Students graduating with a 4.0 overall grade average for their program of study will receive special recognition at graduation and a certificate indicating they graduated with Honors.
- **Class Leader:** Students selected by their instructors to be class leaders will receive a certificate indicating the student was a class leader.
- **Student Activities Council:** A Student Activities Council award is given to students who are selected to work with the Student Services Department to plan activities and events.
- **Peer Tutor:** Students who attend special training to act as tutors to other students are honored with a certificate at graduation.
- **National Technical Honor Society:** The National Technical Honor Society is a non-profit educational organization established to honor excellence in vocational and technical education. Only those students who are recommended by the faculty and exhibit the qualities of skilled workmanship, honesty, responsibility, leadership, citizenship, and scholastic achievement are selected into membership. Members are recognized with a special certificate from the NTHS organization in addition to the professional benefits gained by being a member of the NTHS in their recognition of outstanding student achievement.
- **Eagle Tech:** An Eagle Tech is selected by the Education and Student Services departments to serve as a mentor to new and current students. This student displays a dedication to professionalism, leadership qualities, a positive attitude, and record of integrity. Students serving in this role are recognized at graduation.

## GRADUATION CEREMONIES

Parents, relatives, and friends from all over the United States are invited to attend the WyoTech graduation ceremonies. These ceremonies represent the culmination of your training at WyoTech. This is a formal commencement and awards ceremony in which graduates are honored for their hard work and academic achievement.

# ADMINISTRATIVE POLICIES

## CODE OF STUDENT CONDUCT

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

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

The Campus Director (or designee) is responsible for appropriately recording and enforcing the outcome of all disciplinary matters.

### Conduct Affecting the Safety of the Campus Community

WyoTech will take all appropriate actions to protect the safety and security of our campus community. Every student has the right to fair and reasonable treatment. No one may be excluded on the basis of disability, race, ethnicity, national origin, creed, gender, age, sexual orientation, economic status, or other protected status. A student whose conduct threatens property or the health/safety of any person may be immediately suspended. Examples of such conduct may include:

- Possessing alcohol or other intoxicants, drugs, firearms or other weapons, explosives, dangerous devices, or dangerous chemicals on school premises
- Theft
- Vandalism or misuse of the school's or another's property
- Harassment or intimidation of others, including bullying or cyberbullying
- Endangering yourself or others, infliction of physical harm
- Any other behavior deemed inappropriate by the school

### Copyright Policy

It is the intention of WyoTech to strictly enforce a policy of zero tolerance for copyright violations and to comply with all applicable laws and regulations. Any student who engages in the unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, is subject to sanctions under the Code of Student Conduct. Additionally, a person found to have committed a copyright violation may be liable for up to \$150,000 for each separate act of infringement, and may be subject to criminal prosecution. A person may be held liable even if he or she was unaware that they were violating the law.

### Conduct Affecting Student Learning

Disciplinary action, including suspension/dismissal, may be initiated against any student based upon reasonable suspicion of involvement to commit any of the following:

- Cheating, plagiarism, fabrication or other forms of academic dishonesty
- Falsifying, or altering documents; misusing documents, funds, or school property
- Disruptive actions, including:
  - Use of cell phones or other electronic devices for voice or text communication in the classroom, unless permitted by the instructor
  - Use of any device to make an audio, video, or photographic record of any person while in class, on campus, at off-campus sponsored activities or events, and housing without that person's prior permission
- Failure to comply with school policies or directives
- Any action that interferes with the learning environment or the rights of others

While students have the right to freedom of expression, including the right to dissent, protest, or articulate exception to the material and assessments offered in any course, this expression cannot interfere with the rights of others, hinder instruction, or disrupt the process of the school. Students have a responsibility to express ideas in a safe and respectful manner.

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

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



### **Limitations on Students with Pending Disciplinary Matters**

Any student with a pending disciplinary matter shall not be allowed to:

- Graduate or participate in graduation ceremonies; or
- Engage in any other school-related activities determined by the school

Additionally, if a student withdraws from school at any point during the disciplinary process, the student is not eligible for readmission or transfer to another campus prior to resolving the outstanding disciplinary issue. Disciplinary matters are addressed in accordance with written policies and procedures and follow accreditor standards and expectations.

### **Inquiry by the Campus Director**

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

### **Conduct Which Does Not Warrant a 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 Which Warrants a Suspension or Dismissal**

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

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

The student's right to submit a written appeal within five calendar days following the date of the school's suspension or dismissal determination

### **Sanctions**

Sanctions should commensurate with the nature of the student's conduct. All sanctions imposed should be designed to discourage the student from engaging in future misconduct and whenever possible should draw upon educational resources to bring about a lasting and reasoned change in behavior.

**Suspension** – A sanction by which the student is not allowed to attend class for a specific period of time. Satisfactory completion of certain conditions may be required prior to the student's return at the end of the suspension period. During a period of suspension, a student shall not be admitted to any other WyoTech school.

**Note: Student absences resulting from suspension shall remain in the attendance record regardless of the outcome of any disciplinary investigation or the decision of the Student Conduct Committee.**

**Dismissal** – A sanction by which the student is withdrawn from school. Such students may only reapply for admission with the approval of the Campus Director.

**Note: Students dismissed for violations of this code remain responsible for any outstanding balance owed to the school.**

Examples of conditions the school may require a student to complete prior to returning from a suspension or dismissal:

- Community Service and/or participation in education program
- Research assignments or special projects
- Behavioral contracts
- The loss of specific privileges (e.g., loss of automobile privileges on school premises, restricted access to computer lab or automotive machinery)
- Reimbursement or restitution for property damage
- Referral to receive outside counseling services
- Removal from school sponsored housing.

### **Academic Dishonesty**

Any form of deception in the completion of assigned work is considered a form of academic dishonesty. This includes, but is not limited to:

- Copying another's work from any source
- Allowing another to copy one's own work whether during a test or on an assignment
- Any attempt to pass off the work, data, or creative efforts of another as one's own
- Knowingly furnishing false information about one's academic performance to the school

One or more of the sanctions listed below may be imposed for academic dishonesty:

- A reduction in grade on the assignment on which the violation occurred
- No credit on the assignment, paper, test, or exam on which the violation occurred
- A failing grade for the course
- Suspension or Dismissal from the school

## CODE OF STUDENT CONDUCT – WYOTECH

As a prerequisite for admission, each WyoTech applicant must sign and agree to abide by certain academic and social standards indicated in our Code of Student Conduct. These standards are important in the career work place and are given point value under the heading “Professional Grading System” in the Student Handbook.

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

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

1. **Dishonesty:** willfully or knowingly lying, cheating academically, claiming the work of others, or giving any type of false information to the campus.
2. **Controlled Substances and Associated Paraphernalia:** the possession, use, sale or distribution of controlled substances and/or paraphernalia while on WyoTech property or at any school-sponsored event. The student may be subject to prosecution by local law enforcement agencies and parent/guardian may be notified. Drug testing may be required in cases of reasonable suspicion of drug use, as per the student’s consent upon enrollment.
3. **Alcohol:** the possession, consumption, distribution, or being under the influence of alcohol while on WyoTech-controlled property or at any school sponsored event. Students may also be subject to prosecution by local law enforcement agencies and your parent/guardian may be notified. Testing may be required in cases of reasonable suspicion of alcohol use.
4. **Profanity:** the use of any language or gesture that is offensive and creates an uncomfortable environment.
5. **Theft and Vandalism:** the theft, possession of stolen property, or vandalism of property to include school, housing, customer, staff, resident or other students’ property.
6. **Unsafe Conduct:** students will observe all EPA/DEQ safety regulations, eye and hearing/ear protection in designated areas, the safety of others, and adhere to the proper use of tools, equipment and motorized vehicles.
7. **Threatening Behavior/Physical Assault:** involvement in hazing or threatening the physical safety and comfort of others, or display violence that 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, knives, or weapons of any kind on WyoTech-controlled property.
10. **Disorderly Conduct:** behaving in a manner which disturbs the peace of others or disrupts, interferes, or prevents a staff member from performing their duties.
11. **Aiding and Abetting:** assisting, encouraging, or inciting others in any violation of regulations. This includes the withholding of information.
12. **Sexual Harassment:** any unwelcome action whether physical, verbal, or nonverbal, that is intimidating, hostile, or creates an offensive environment.
13. **Sexual Assault:** the use of force or threat of force to engage a person in sexual activities without person’s willing consent.
14. **Tobacco Use:** allowed in designated areas only.
15. **Unauthorized Entry:** entering or attempting to break and enter into any locked or unauthorized room, building, storage area, vehicle, computer, or data storage device.
16. **Student Electronic Equipment:** unauthorized use of non-educational electronic equipment (cell phones, cameras, pagers, iPods, etc.) is not allowed in WyoTech training areas.
17. **Public displays of affection:** are not allowed on campus, WyoTech training areas or facilities.
18. **Discrimination:** any verbal or nonverbal discrimination towards any individual or group.
19. **Computer, Internet and Network Use:** use of school computers, internet, and networks in a manner that constitutes a violation of the WyoTech Code of Student Conduct or local, state, and federal law, endangers system integrity, or accesses sites containing inappropriate content.
20. **Recreational activities:** are not allowed on campus property, except with express permission of the Academic Dean.
21. **Violations of the WyoTech Appearance Code:** students must abide by the specific appearance policy for the student’s program.

22. **Punctuality:** students missing 29 minutes or less of a class period will incur a punctuality infraction. Students receiving 10 punctuality infractions may be suspended.

**The Student:**

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

**Appearance Code** - The WyoTech Student Appearance Code is established to provide an atmosphere that enhances the professional development of our students, prevents disruption to the learning process and avoids safety hazards. The following are the minimum standards while on WyoTech facilities:

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

1. The school uniform shall be properly worn on campus during school operating hours. Pants shall be worn in an appropriate manner at the natural waistline (above the hips). Shirts shall be tucked in to avoid injury and project professionalism. Clothing must be clean with no holes, tears, or frayed edges. No article of clothing shall have pictures, emblems, and/or messages that are lewd, offensive, vulgar or obscene, or might otherwise cause disruption.
2. Hair shall be kept clean and provide a neat, well-groomed appearance. All students should have regular, above-the-collar hairstyles or if hair is longer than collar-length, it must be safely tied-up above the collar in all WyoTech training facilities. Hair must be a natural color. No unnatural hair color is allowed. Any hair style that does not conform to the above or is otherwise a potential safety hazard is prohibited.
3. Male students shall be clean-shaven. Mustaches are permitted provided they do not extend below or beyond the corners of the mouth. Sideburns are permitted provided they extend no lower than the bottom of the ear and the sides extend straight down the face. Sideburns must be trimmed so they are not bushy.
4. The wearing of earrings, posts, spacers, studs, and dangling jewelry is not permitted. Facial skin, tongue or body piercing rings, studs, posts, ornaments and chain wallets/belts are also prohibited.
5. Personal cleanliness must be observed and maintained at all times.
6. WyoTech student ID is required to be visible at all times and must be surrendered to authorized personnel upon request.
7. Animals such as dogs, cats and other pets are not allowed on campus, except for trained service animals as defined in the Americans with Disabilities Act of 1990.

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

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

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

1. A WyoTech uniform shirt and solid color work pants with professional work-style boots must be worn. The shirt is to be worn buttoned with the exception of the top button/snap. Shirrtails must be tucked into the pants. Sweaters or other shirts, if worn, must be worn underneath the uniform shirt. Exposed hoods are not permitted in the classroom or shop areas. Coats may not be worn in the class room unless specifically approved by the instructor.
2. A baseball-style cap, with the bill facing forward, may be worn in WyoTech facilities with the exception of in the classroom, TRC, or computer lab.

## **APPEAL PROCESS**

Students are entitled to appeal any sanction which results in suspension or dismissal. The appeal must be in writing and filed within five (5) calendar days of the date of the written notice. If the student files a timely appeal, the Campus Director (or designee) shall convene a Student Conduct Committee to conduct the hearing. The Committee shall generally include the Campus Director, Academic Dean, a Program Coordinator, Director of Student Services, or a faculty member. The members of the Committee shall select a Chair. If the alleged violation involves allegations of sexual misconduct committed against faculty or staff, the Committee must include a representative from Corporate or Division Human Resources.

The Committee Chair shall timely schedule a hearing date and provide written notice to the student. The notice must be mailed or otherwise delivered to the student at least two (2) calendar days prior to the scheduled hearing date and include notice that the student may:

- Appear in person, but is not required to appear
- Submit a written statement
- Respond to evidence and question the statements of others
- Invite relevant witnesses to testify on his/her behalf
- Submit written statements signed by relevant witnesses.

Attendance at the hearing is limited to those directly involved or those requested to appear. Hearings are not open to the public and are not recorded.

The Student Conduct Committee shall:

- Provide the student a full and reasonable opportunity to explain his/her conduct
- Invite relevant witnesses to testify or submit signed statements
- Reach a decision based upon the information submitted prior to the hearing and the testimony and information of the student and witnesses at the hearing
- If the student does not appear, or elects not to appear, the Committee may proceed in the student's absence and the decision will have the same force and effect as if the student had been present

The Student Conduct Committee shall issue a written decision to the student within five (5) calendar days of the date of the hearing which may:

- Affirm the finding and sanction imposed by the Campus Director (or designee)
- Affirm the finding and modify the sanction
  - Sanctions may only be reduced if found to be grossly disproportionate to the offense
- Disagree with the previous finding and sanction and dismiss the matter
  - A matter may be dismissed only if the original finding is found to be arbitrary and capricious

The decision of the Student Conduct Committee is final and no further appeal is permitted.

## **RECORD OF DISCIPLINARY MATTER**

All disciplinary files shall be kept separate from the student academic files until resolved.

Disciplinary files for students who have violated the Code of Student Conduct shall be retained as part of the student's academic file and considered "education records" as appropriate, pursuant to the Family Educational Rights and Privacy Act (FERPA) and PIPEDA. Disciplinary records shall be retained in the student's academic file permanently and a note shall be included in the official student information system indicating the date of the disciplinary decision and the sanction imposed.

When circumstances warrant, disciplinary matters shall be referred to the appropriate law enforcement authorities for investigation and prosecution. Additionally, disciplinary records shall be reported to third parties as applicable (e.g. Veterans Affairs).

## **STATEMENT OF NON-DISCRIMINATION**

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

## **CIVIL RIGHTS COMPLIANCE**

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

## **DISABILITY**

WyoTech complies with federal laws including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended. The Campus Director (or Designee) has been designated the Section 504/ADA Coordinator and will coordinate the efforts of WyoTech to comply with all relevant disability laws. Inquiries should be directed to this person at the campus contact information located in this catalog.

### **DISABILITY ACCOMMODATION PROCEDURE**

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

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

### **DISCRIMINATION GRIEVANCE PROCEDURES**

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

When a complaint is filed, the Civil Rights Coordinator or Campus Director or his/her designee begins an investigation within 14 days. The student, the accused, and any witnesses they identify are interviewed. Any relevant documents identified by these persons are reviewed. Within 45 days of the complaint, the Civil Rights Coordinator or Campus Director or his/her designee will inform the student and accused in writing of sufficient or insufficient evidence to confirm the student's allegations, state the key facts, reasons why that conclusion was reached, and outline any proposed resolution or corrective action if applicable, subject to any applicable privacy constraints. The student is also notified of the right to appeal the investigation conclusion. An appeal must be made in writing to the Director of Academic Services, who may be reached at the Student Help Line number or email address below within 15 days of receiving notice about the investigation conclusion. Within 15 days of receiving the appeal, the Director of Academic Services will review the matter and provide a decision in writing.

Complaints are investigated in a manner that protects the privacy and confidentiality of the parties to the extent possible. No employee or agent of the School may intimidate, threaten, coerce or otherwise discriminate or retaliate against any individual because he or she has filed a complaint or participated in the complaint resolution process. If a student believes any such retaliation has occurred, a complaint of retaliation should be filed according to the procedure described above. WyoTech makes every effort to prevent recurrence of any finding of discrimination and corrects any discriminatory effects on the grievant and others, if appropriate.

If the Civil Rights Coordinator or Campus Director is the subject of the grievance, the student should contact the Student Services Manager at the Student Help Line at (800) 874-0255 or via email at [StudentServices@zenith.org](mailto:StudentServices@zenith.org). The Student Helpline in consultation with the appropriate Academic Services team member(s) will provide guidance to the student for initiating and submitting their grievance in writing to [StudentServices@zenith.org](mailto:StudentServices@zenith.org).

### **STUDENT GRIEVANCE PROCEDURE**

You may bring a complaint against the School and initiate the School's Internal Dispute Resolution procedure by filing a written complaint with your academic advisor. The academic advisor will attempt to provide a decision or

resolution within 15 days. If you are not satisfied with your academic advisor's resolution of your complaint, you may appeal his/her decision to the Campus Director. You may then appeal the President's decision to the Provost of Zenith Education Group. If you are not satisfied with the outcome of the internal dispute procedure, you have the option of submitting your claim to arbitration pursuant to the School's Dispute Resolution Policy that was provided at the time of enrollment. You may also obtain a copy of the Internal Dispute Resolution Policy from your academic advisor. You may also, or alternatively, contact the Student Helpline at any time, at (800) 874-0255 or email at [studentservices@zenith.org](mailto:studentservices@zenith.org). A student filing a grievance will not be subject to adverse or unfair actions by any school official as the result of initiating the grievance.

If a student feels that the School has not adequately addressed a complaint or concern, the student may also consider contacting the Accrediting Commission of Career Schools and Colleges. All complaints considered by the Council must be in written form, with permission from the complainant(s) for the Council 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 Council. 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)

Students may also contact and file a complaint with the state's agency from the following mailing address.

Wyoming Attorney General at Attorney's General Office  
Consumer Protection Unit  
123 Capital Building  
200 West 24<sup>th</sup> Street  
Cheyenne WY 82002  
p: (307) 777-7841  
F: (307) 777-6869  
<http://ag.wyo.gov/>

**NOTE:** Anonymous complaints will not be accepted. Complaints must be filed using the Student Complaint form available on the Council's web site.

### **ALCOHOL AND SUBSTANCE ABUSE STATEMENT**

WyoTech does not permit or condone the use or possession of marijuana, alcohol, or any other illegal drug, narcotic, or controlled substance and associated paraphernalia by students or employees. Possession or being under the influence of these substances on campus, including WyoTech controlled housing, is cause for dismissal.

### **SEXUAL HARASSMENT**

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

Refer to Appendix A for further information.

### **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.

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

The school encourages all students and employees to report criminal incidents or other emergencies that occur on the campus directly to the Campus Director, student advisor, or instructor. It is important that school personnel are aware of any such problems on school campuses. The Campus Director is responsible for investigating such reports and taking legal or other action deemed necessary by the situation. In extreme emergencies, the Campus Director may immediately contact law enforcement officers or other agency personnel, such as paramedics. The school will

work with local and state law enforcement personnel if such involvement is necessary. A copy of the student's report and any resultant police report will be maintained by the school for a minimum of three years after the incident.

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

On May 17, 1996, the President of the United States signed Megan's Law into federal law. As a result, local law enforcement agencies in all 50 states must notify schools, day care centers, and parents about the presence of dangerous offenders in their area. Students and staff 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: <http://www.nsopw.gov/Core/PublicRegistrySites.aspx>.

### **STATISTICAL INFORMATION**

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

### **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 Academic Dean. 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.

### **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 compliance with local law enforcement.

### **CAMPUS COMPLETION RATE REPORTS**

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

### **CLOTHING AND PERSONAL PROPERTY**

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

### **TRANSCRIPTS AND DIPLOMAS RELEASE**

Requests for transcripts must be submitted to the Office of the Registrar via the school electronic transcript service provider. 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.

Everest is working with Parchment to provide electronic delivery of official transcripts to students. Students can request their transcript by going to <http://www.everest.edu/transcripts> or by contacting the Registrar office for assistance. Transcripts will be delivered electronically to the student's destination of choice if:

- Student has a record in the current student information system
- Student is current with their financial obligation to the campus, and student owes the campus an outstanding balance of \$1,500 or less

Upon graduation, all students who are current with their financial obligation to the campus will receive their diploma.

**Note:** Students who have outstanding balances above \$1,500 may receive an unofficial copy of their transcript.

### **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 from the day the institution receives a request for access.

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

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

A student who wishes to ask the institution to amend a record should write to the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the institution decides not to amend the record as requested, the institution will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

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

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

WyoTech is committed to the protection of student education information. While Everest does not publish a student directory, from time to time 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 students' names, addresses, phone numbers, graduation dates, programs of study, degrees, diplomas, certificates, dates of attendance and honors/awards received. A student who wishes not to be included in the campus publications referenced above must obtain an Opt-Out form from the Registrar's Office and submit the completed form to the Registrar.

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

### **STUDENT RECORDS**

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



**FACULTY ACCESSIBILITY**

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

## FINANCIAL INFORMATION

### TUITION AND FEES

Current tuition, fees, rent, and deposit prices can be found in Appendix C in this catalog. Tuition, fees, rent, and deposits are the same for in-state and out-of-state students.

### ESTIMATED LOCAL TRANSPORTATION COSTS

Estimated transportation charges are \$26.00 per week.

### CANCELLATION AND REFUND POLICIES

**CANCELLATION POLICY:** you may withdraw this agreement at any time within five business days from the date you sign this 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 at your school to withdraw, depositing a withdrawal letter in the mail to your school at the address provided on the first page of this agreement (in which case, the withdrawal will be considered effective as of the postmark date), sending an electronic message to [withdrawals@zenith.org](mailto:withdrawals@zenith.org), or providing an oral withdrawal notice to phone number (888)-236-9614. In event of dispute over timely notice, the burden to prove service rests on the applicant.

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

1. The school rejects the applicant;
2. The enrollment of the student was procured as the result of any misrepresentation through advertising, promotional materials of the school, or representations by the owner or representative of the school;
3. The school cancels the student's program.
4. School ceases operation

**WITHDRAWAL AND REFUND POLICY:** Notification of intent to withdraw should be made to the Registrar's Office located at your campus. Note: For Indiana students, the school will prepare the Indiana Refund Policy, as found below in the State Information Section, and the Institutional Refund Policy and administer the most beneficial refund for the student. All refunds are to be provided within 30 days of termination.

**Texas Students:** *Refund policy for students called to active military service:* A student of the school who withdraws from the school 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 the program in which the student is enrolled: (a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal; (b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

(c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor(s) of the program determine that the student has:

- (1) satisfactorily completed at least 90% of the required coursework for the program; and (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

**SPECIAL REFUND CIRCUMSTANCES:** In case of student prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete an academic year, the school will make a settlement that is reasonable and fair to all parties.

**PAYMENT OF REFUNDS:** Refunds due to the student will be paid within 30 days from the date of determination of withdrawal or from the date the applicant was not accepted by the school, whichever is applicable. If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid funds.

**FEDERAL RETURN OF TITLE IV FUNDS POLICY:** Please refer to the catalog section titled "Federal Return of Title IV Funds Policy" for further detail that may affect the return of federal funds.

**STUDENTS CALLED TO ACTIVE MILITARY DUTY:** Continuing students who have completed 50% or less of their program are entitled to a full refund of tuition, fees, and other charges paid. Such students who have completed more than 50% of their program are entitled to a strict pro rata refund.

## **COLORADO STUDENTS:**

(1) Agents licensed by the Colorado Department of Higher Education, Private Occupational School Board. Inquiry or complaints may be made to the Colorado Division of Private Occupational School Board, Department of Higher Education at (303) 862-3001. Students may file complaints online with the Board at [highered.colorado.gov/dpos](http://highered.colorado.gov/dpos). There is a two-year limitation (from student's last date of attendance) on the Board taking action on student complaints.

(2) For purposes of the refund policy the official date of termination or withdrawal shall be: (1) the date on which the school is notified that it is the student's last date of actual attendance; (2) the date on which the student violates published school policy which provides for termination; or (3) should the student fail to return from an excused leave of absence, the earlier of the date the school determines the student is not returning or the day following the expected return date.

## **COLORADO REFUND POLICY**

The School will make refund determinations for all tuition and fees paid for the charging period in accordance with the following schedule. If the education program for which the student has enrolled is discontinued prior to the student's expected graduation date, the student is entitled to a full refund. The granting of credit for previous training shall not impact the refund policy.

<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

## **INDIANA STUDENT INFORMATION**

In addition to 7. CANCELLATION POLICY (a) (1), (2), (3), (5) and (6), on page 2 of 5, Indiana students may cancel at any time after signing this Agreement and within six business days following the day of the first class of the first academic year. See the attached Notice of Cancellation form for an explanation of this right. **This institution is authorized by: THE INDIANA COMMISSION FOR HIGHER EDUCATION/THE INDIANA BOARD FOR PROPRIETARY EDUCATION, 101 WEST OHIO STREET, SUITE 670, INDIANAPOLIS, IN 46204-1984 TELEPHONE: (317) 464-4400 EXT. 138.**

## **MINNESOTA STUDENT INFORMATION**

**BUYER'S RIGHT TO CANCEL:** All notices of cancellation should be in writing, signed and dated, and mailed or delivered to the Admissions Office located at your campus. Written notice of cancellation shall take place on the date the letter of cancellation is postmarked or, in the case where the notice is hand carried, it shall occur on the date the notice is delivered to the school. The date of execution of the enrollment agreement shall be presumed to be the date of delivery of the notice of acceptance, and if delivered by mail, the postmarked date of the letter of acceptance from the school. All notices of cancellation shall be acknowledged in writing within 10 business days of receipt of such notice and all refunds shall be forwarded to the student within 30 business days of receipt of such notice. Notification of a student's cancellation will be made within 30 days to any agency known to the school to be providing financial aid. Minnesota students will be notified of acceptance or rejection in writing. In the event a student is rejected, the student will receive a full refund of all tuition, fees, and other charges. The student will be entitled to a full refund of tuition, fees and other charges if he/she gives written notice that they are cancelling their contract within five 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 institution notifies the student that he/she has been accepted into the institution and the student has signed the contract or enrollment agreement. If the notification of acceptance into the institution 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 the student gives written notice more than five days after he/she signed the contract, but before the start of the program (or first lesson for an online distance education program), the student will receive a refund of all tuition, fees, and other charges minus 15%, up to \$50, of the total cost of the program. The student will be provided a prorated tuition, fees and other charges refund minus a 25%, up to \$100 administrative fee if he/she provides written notice of their withdrawal after their program has begun, but before 75% program has completed. If the student withdraws from their program after the 75% of the program has been completed, he/she is not entitled to a refund of tuition, fees, and other charges.

## **MISSISSIPPI STUDENT INFORMATION**

Licensed by the Mississippi Commission on Proprietary Schools and College Registration, 3825 Ridgewood Road, Jackson, MS 39211; <http://www.mccb.edu/program/psDefault.aspx>; (601) 432-6185. *Mississippi Refund Policy:*

1. A student who withdraws after five business days of scheduled class attendance of the first period of enrollment will receive a refund in accordance with the following Mississippi Refund Policy:

<b>Time Attended</b>	<b>Percent of Refund</b>
After first week; up to 10%	90%
After 10%; up to 25%	50%
More than 25%; up to 50%	25%
More than 50%	0%

The percent of time attended is based on the number of days of attendance compared to the number of days in the period of enrollment.

2. A student who withdraws during a subsequent period of enrollment will receive a refund applicable to the subsequent period of enrollment in accordance with the following schedule:

<b>Time Attended</b>	<b>Percent of Refund</b>
After first week; up to 10%	90%
After 10%; up to 25%	50%
More than 25%; up to 50%	25%
More than 50%	0%

The percent of time attended is based on the number of days of attendance compared to the number of days in the subsequent academic year. Official withdrawal, for refund computation purposes, is the last day of recorded attendance.

#### **NEW JERSEY STUDENT INFORMATION**

1. A student who withdraws after five business days of scheduled class attendance of the first period of enrollment will receive a refund in accordance with the following New Jersey Refund Policy:

<b>Time Attended</b>	<b>Percent of Refund</b>
Within first week	90%
After first week; through the third week	80%
After third week; up to 25%	55%
More than 25%; up to 50%	30%
More than 50%	0%

The percent of time attended is based on the number of days of attendance compared to the number of days in the period of enrollment.

2. A student who withdraws during a subsequent period of enrollment will receive a refund applicable to the subsequent period of enrollment in accordance with the following schedule:

<b>Time Attended</b>	<b>Percent of Refund</b>
Within first week	90%
After first week; through the third week	80%
After third week; up to 25%	55%
More than 25%; up to 50%	30%
More than 50%	0%

3. A part time student who withdraw from a course over 300 hours in length will receive a refund as follows:

Time Attended	Percent of Refund
If withdrawal occurs in first 25 hours of scheduled attendance	90%
If withdrawal occurs between 26 and 75 hours of the scheduled attendance	80%
If withdrawal occurs after third week, but prior to completion of 25% of the course	55%
If withdrawal occurs after 25 hours but prior to completion of 50% of the course	25%
If withdrawal occurs after completion of 50% of the course	0%

**Oregon Students:** Refund Policy – A student that withdraws from a course or programs during a period of enrollment will receive a refund as follows:

1. If cancellation occurs within five business days of the date of enrollment and lesson materials have not been delivered, all monies shall be refunded;

2. If cancellation occurs within five business days of the date of enrollment and lesson materials have been delivered, all monies related to the enrollment shall be refunded with the exception of the cost of unreturned lesson materials or the cost of replacement for returned materials that are damaged or marked;

3. If cancellation occurs after five business days of the date of enrollment and the lesson materials have been shipped but not delivered to the student:

i The school may charge an amount equal to 15 percent of the tuition, or \$150, whichever is less; that being established as its registration fee;

ii If the student returns the unopened books and supplies to the school within five days of receipt, the school will refund the total cost of lesson materials;

4. If cancellation occurs after five business days of the date of enrollment and the lesson materials have been delivered to the student but not returned within five days of receipt, and before the completion of the first lesson assignment, the school may charge:

i The school may charge an amount equal to 15 percent of the tuition, or \$150, whichever is less; that being established as its registration fee; and

ii The total cost of books and supplies.

5. If withdrawal or termination occurs after the completion of the first less assignment and before assignment and before 50 percent of the total lesson assignments are completed, the student shall be entitled to a pro rata refund of the tuition when the amount paid for the instructional program exceeds the charges owed to the school. In addition to the pro rata tuition charge, the school may retain the registration fee, book and supply fees, and any other legitimate charges owed by the student;

6. If withdrawal or termination occurs after completion of 50 percent or more of the total lesson assignments, the student shall be obligated for the tuition charged for the entire instructional program and shall not be entitled to any refund;

7. When a program is measured in lesson assignments, the portion of tuition cost for which the student will be charged is determined by dividing the number of lesson assignments completed by the total number of lesson assignments for the program; and

8. Defined terms for purposes of this refund policy:

The “date of enrollment” shall be (1) when enrollment occurs by a document exchanged through a mail delivery service, the date the enrollment agreement is signed by both the student and the authorized school official, whichever is later; or (2) when enrollment occurs online, the date the school receives (a) a copy of the enrollment agreement signed by the student and the student is granted access to the program, or (b) submission of student enrollment information through a secured website.

The term “tuition cost” means the charges for instruction including any lab fees. Tuition cost does not include application fees, registration fees, or other identified program fees and costs.

The term “pro rata refund” means a refund of tuition paid for that portion of the program not completed by the student.

Any inquiry a student may have regarding this contract may be made in writing to the Director of Admissions at the respective campus indicated on the front of this agreement. Inquiries can also be addressed to the Oregon Higher Education Coordinating Commission, 755 Court Street NE, Salem Oregon, 97301. (503) 947-5751.

The date of execution of this transaction for Wisconsin students is the date the student applicant receives the letter of acceptance from the school. In addition to the CANCELLATION POLICY: If you cancel, any property traded in, any payments made by you under the contract or sale, and any negotiable instruments executed by you will be returned within 10 business days following receipt by the seller of your cancellation notice, and any security interest arising out of the transaction will be cancelled. In addition to the CANCELLATION POLICY, Wisconsin students may

cancel this agreement within five business days after receipt of a notice of acceptance, by certified mail, from the school. **Career Services Assistance:** The school provides employment assistance to graduates in good standing at no additional charge. This service is not given as an inducement to enroll, and no guarantee or representation of employment is made or implied. Services offered by the Career Services office include resume development and distribution, on-campus employer visits, and computerized referral systems. **Notice: Any holder of a 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.** In addition to general cancellation provisions above, Wisconsin students wishing to cancel enrollment may print, fill out and sign the Wisconsin Student's Right to Cancel Form (Wisconsin State Form EAB:1.07). Once completed, please fax or email directly to your school official (i.e. Student Services Advisor).

## FEDERAL RETURN OF TITLE IV FUNDS POLICY

### Student Financial Aid (SFA)

The school is certified by the U.S. Department of Education as an eligible participant in the Federal Student Financial Aid (SFA) programs established under the Higher Education Act of 1965 (HEA), as amended (Title IV programs). The school is required to determine earned and unearned portions of Title IV aid for students who cancel, withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term.

### Return of Title IV Funds Calculation and Policy

The Return of Title IV Funds calculation (Return calculation) is based on the percentage of earned aid using the following calculation: Percentage of payment period or term completed equals the number of scheduled hours (clock-hour programs) or days (credit-hour programs) completed up to the withdrawal date divided by the total number of hours (clock-hour programs) or days in the payment period or term. For credit-hour programs, any scheduled break of five days or more is not counted as part of the days in the term. This percentage is also the percentage of earned aid.

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

The School must return the lesser of:

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

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

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

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

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

### **Title IV Credit Balances**

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

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

### **Effect of Leaves of Absence on Returns**

If a student does not return from an approved leave of absence on the date indicated on the written request, the withdrawal date is the student's last day of attendance. For more information, see the Leave of Absence section in The School catalog.

### **Timeframe 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.

### **Institutional Pro Rata Refund Calculation and Policy**

The following Cancellation period and Institutional Pro Rata Refund Calculation and Policy sections shall apply to all student unless a state Cancellation Period and/or Refund Policy for the state of the student's residence is set forth in this Enrollment Agreement. When a student withdraws, the school must determine how much of the tuition and fees he/she is eligible to retain. The Pro Rata Refund Calculation and Policy is an institutional policy and is different from the Federal Financial Aid Return Policy and Return calculation; therefore, after both calculations are applied, a student may owe a debit balance (i.e., the student incurred more charges than he/she earned Title IV funds) to the school.

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

- (1) Determine the total charges for the period of enrollment.
- (2) Divide this figure by the total number of calendar days in the period of enrollment.
- (3) The answer to the calculation in step 2 is the daily charge for instruction.
- (4) The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total calendar days in the period as of the student's last date of attendance by the daily charge for instruction and adding in any book or equipment charges.
- (5) The refund shall be any amount in excess of the figure derived in step 4 that was paid by the student.

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

The institution must return the lesser of the amount of:

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

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

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

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

## FINANCIAL AID

### STUDENT FINANCING OPTIONS

A variety of student financing options are available to help students finance their educational costs. Detailed information regarding financing options available and the Financial Aid process can be obtained from the school's Student Financial Planning Brochure. 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 GOOD STANDING

Students meeting their financial obligations and remaining in good financial standing throughout their course of instruction and after graduation contributes to their success.

For a student to be considered in good financial standing the student must:

- Complete required financial aid applications to assist in satisfying all anticipated direct costs of the selected program including tuition, books and required fees for each of the academic and award years within time frames required
- Have an outstanding earned Accounts Receivable balance less than:
  - \$2,500 or one term of instruction (whichever is greater) if enrolled full time in a degree program,
  - \$5,000 or one module of instruction (whichever is greater) if enrolled in a diploma program

Students who were actively attending as of February 1, 2016, and who have an outstanding balance from a previously completed academic year, may qualify for continued enrollment if the student meets the following criteria:

- Within 30 days of the policy notification completes all financial aid documentation requirements for the current academic year
- Maintains good financial standing status as outlined above for each subsequent term

Failure to remain in good financial standing may result in:

- A hold on registration for subsequent terms for degree students, or
- Dismissal from the program of study.

If a student is unable to remain in good financial standing, the student may be dropped from his or her course of instruction and not be allowed to reenroll in any Zenith program until the student account is back in good financial standing.

Students have the right to request reconsideration and exception to the dismissal decision for failure to maintain good financial standing by contacting the Academic Dean/Education Director.

### FINANCIAL ASSISTANCE

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

### STUDENT ELIGIBILITY

To receive financial assistance you must:

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



## FEDERAL FINANCIAL AID PROGRAMS

The following is a description 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 school's Student Financial Planning Brochure, the school's Student Finance Office, and the US Department of Education's Guide to Federal Student Aid, which provides a detailed description of these programs. The guide is available online at: [http://studentaid.ed.gov/students/publications/student\\_guide/index.html](http://studentaid.ed.gov/students/publications/student_guide/index.html).

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

## ALTERNATIVE FINANCING OPTIONS

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

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

## Institutional Payment Plans

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

## FEDERAL WORK STUDY

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

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

### Requirements for FWS Students

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

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

Additional requirements include:

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

## **SCHOLARSHIPS**

### **ZENITH STUDENT GRANT**

The Zenith Student Grant is a multimillion-dollar institutional grant program awarded on an annual basis to students of Everest and WyoTech schools owned by Zenith Education Group who demonstrate financial need. This institutional grant is available for new and continuing students enrolled on or after February 2, 2015 for current and future academic periods. The amount and source of the grant, which can be up to \$10,000 per academic year, may vary by student based on the demonstrated financial assistance needed, and institutional grant funding availability.

The grant may be used to cover any confirmed remaining unmet financial need once Title IV and all other available funding sources have been exhausted up to the direct cost of attendance for the program in which the student is enrolled. Successful and unsuccessful applicants will be notified within 45 days of the grant application submission date by the Campus Director or other campus official.

#### **Eligibility**

To be eligible, the student must:

- Apply each academic year
- Meet all application deadlines
- Maintain satisfactory academic progress throughout his/her course of study
- Be eligible to receive federal Title IV financial aid.

#### **Obtaining grant funds**

The grant will automatically be credited to your account upon completion of the financial aid application processes and award confirmation. The grant is non-transferable and cannot be exchanged for cash.

#### **Renewing the grant**

Students must reapply each academic year by the institutional deadline and meet eligibility requirements in order to be considered for the Zenith Education Grant. The grant amount may change each year based on the student's:

- Determined financial need
  - Enrollment
- Timeliness of his/her financial aid application

### **WYOTECH ZENITH HOUSING GRANT**

The WyoTech Zenith Housing Grant is a multimillion-dollar institutional grant program awarded on an annual basis, for the purpose of providing on campus housing assistance to students of WyoTech campuses who demonstrate financial need. This institutional grant is available for new students enrolled on or after June 1, 2015 and prior to October 1, 2017 for current and future academic periods. The amount of the grant may vary by student based on:

The Expected Family Contribution (EFC) as calculated by the Free Application for Federal Student Aid (FAFSA) and reported to the student via the Student Aid Report (SAR)

The demonstrated financial assistance needed

Institutional grant funding availability

The WyoTech Zenith Housing grant may be used in order to cover any confirmed unmet financial need for on-campus housing in excess of the student's EFC once Title IV and all other available funding sources have been exhausted, up to the direct cost of attendance for the program in which the student is enrolled and the institutional cost of housing for students residing in on-campus housing facilities.

### **ZENITH AMERICAN DREAM SCHOLARSHIP**

The Zenith American Dream Scholarship is a multimillion-dollar institutional scholarship program for students who attend an Everest or WyoTech institution. New students who first enroll in an Everest or WyoTech institution on or after **August 24, 2015** and were referred by a leader in the local community are eligible to apply for the **Zenith American Dream Scholarship of \$5,000 per academic year.**

#### **To be eligible a student must:**

- Obtain a written reference from a leader in the student's community
- Complete an essay or video answering the question "How will WyoTech Help Me Fulfill My American Dream" – see guidelines
- Meet application guidelines and deadlines

The Zenith American Dream Scholarship may be used in order to cover the direct cost of attendance for the program in which the student is enrolled (tuition, books and fees).

### **Scholarship winners**

The Zenith American Dream Scholarship winners will be selected based on quality of the recommendation, originality, creativity, adherence to the theme and overall quality of the essay submission as noted below. Scholarships will be awarded based on selection criteria outlined in the guidelines on a monthly basis. Student scholarship winners will be notified within 45 days of the scholarship application submission date by the Campus Director or other campus official.

Selection criteria will include:

- Written reference from a leader in the community
  - Examples of leaders of the community include but are not limited to: coaches, teachers, principals, counselors, advisors, pastors, doctors, employers, support service professionals, law enforcement officer etc.
- Review of the Written or Video Essay submitted
  - Logical interpretation of the subject and adherence to topic
  - Originality, Innovation and Creativity
  - Adherence to overall guidelines and deadlines applicable

### **Obtaining scholarship funds**

The scholarship will be credited on a student's account upon award of the scholarship. The scholarship is non-transferable and cannot be exchanged for cash. The scholarship can only be used to reduce the institutional direct cost of the program (tuition, books and fees) and cannot be utilized for indirect costs or living expenses.

### **Renewing the scholarship**

Students may be eligible to retain the scholarship award in subsequent academic years. In order to remain eligible the student must **maintain satisfactory progress and a grade point average of 2.0 or above.**

### **WYOTECH ZENITH STUDENT GRANT**

The WyoTech Zenith Housing Grant is a multimillion-dollar institutional grant program awarded on an annual basis, for the purpose of providing on campus housing assistance to students of WyoTech campuses who demonstrate financial need. This institutional grant is available for new students enrolled on or after July 25, 2016 for current and future academic periods. The amount and source of the grant, which can be up to \$10,000 per academic year, may vary by student based on the demonstrated financial assistance needed, and institutional grant funding availability.

The WyoTech Zenith Housing grant may be used in order to cover any confirmed unmet financial need for on-campus housing in excess once Title IV and all other available funding sources have been exhausted up to the direct cost of attendance for the program in which the student is enrolled and the institutional cost of housing for students residing in on-campus housing facilities.

### **Eligibility**

To be eligible, the student must:

- Apply each academic year
- Meet all application deadlines
- Maintain satisfactory academic progress throughout his/her course of study

### **Obtaining grant funds**

The grant will automatically be credited on a student's account upon completion of the financial aid application processes, on campus housing application process, and award confirmation. The grant is non-transferable and cannot be exchanged for cash. The grant can only be used to cover the institutional cost of housing for students residing in on-campus facilities, and students shall be eligible for grant funds only up to the amount of the on-campus housing expenses actually incurred.

### **Renewing the grant**

Students must reapply each academic year by the institutional deadline and meet eligibility requirements in order to be considered for the WyoTech Zenith Housing Grant. The grant amount may change each year based on the student's:

- Determined financial need
- Enrollment
- Timeliness of his/her financial aid application
- Institutional grant funding availability

## **SKILLS USA SCHOLARSHIP**

### **State Competitions**

Individuals placing 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> at any State Skills USA Competition in the Automotive Service Technology, Automotive Refinishing Technology, Collision Repair Technology, or Diesel Equipment Technology program will be eligible for a scholarship.

### **National Competition**

Individuals placing 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> at the National Automotive Service Technology, Automotive Refinishing Technology, Collision Repair Technology, or Diesel Equipment Technology Skills USA Competition will be eligible for a scholarship. This scholarship cannot be combined with the state scholarship offered by WyoTech.

### **Skills USA Scholarship Requirements**

Scholarship recipients must maintain satisfactory academic progress and meet all attendance and graduation requirements without interruption of attendance with the exception in the case of an approved Leave of Absence.

Students must enter a program at WyoTech which coincides with the competition area that the student won (i.e., an Automotive competition winner would need to take a program which includes the Automotive core courses).

Recipients may begin training immediately after high school graduation as soon as their chosen program is available. Recipients must commit to use scholarship within sixty (60) days of high school graduation and start classroom attendance at WyoTech within one (1) year of high school graduation.

## **U.S. ARMED FORCES SCHOLARSHIP**

With deep gratitude to the men and women who serve our country, all WyoTech schools, with the exception of the Blairsville campus, are pleased to provide all members of the U.S. Armed Forces, National Guard and Reserves, as well as all honorably discharged veterans, who do not qualify for the Post 9/11 GI Bill Yellow Ribbon program, a scholarship equal to the 15% of tuition for their initial program of study. For additional information regarding the U.S. Armed Forces Scholarship please contact your respective Admissions Representative.

If the Veteran meets the following criteria he or she will qualify for WyoTech Armed Forces Scholarship:

### **Active Duty or Veteran**

- Be a high school graduate or equivalency;
- Provide proof of DD Form 214 or required documents prior to beginning classroom attendance;
- Discharge must state "Honorable." The discharge must be fully honorable: Discharges listed as "Under Honorable Conditions" and "General" are not eligible for the WyoTech Armed Forces Scholarship;
- Be released from the Armed Forces with service characterized as honorable and placed on the retired list, temporary disability retired list, or transferred to the Fleet Reserve or the Fleet Marine Corps Reserve; or be released from the Armed Forces with service characterized as honorable for further service in a reserve component; or be discharged or released from Armed Forces for:
  - EPTS (Existed Prior to Service)
  - HDSP (Hardship) or
  - CIWD (Condition Interfered with Duty)

To be eligible for the **WyoTech Armed Forces Scholarship**, you must have completed your initial tour of active duty service or have been discharged due to a service-connected disability.

### **National Guard or Reserves**

- Be a high school graduate or equivalency;
- Complete your initial active duty for training (IADT);
- Army, Navy, Air Force and Marine Reservists must provide proof of DD Form 214 or required documents prior to the beginning classroom attendance;
- National Guard and Air Guard members must provide proof of NGB Form 22;
- Active guard members in a drilling selected National Guard or Reserve unit must remain in good standing and provide a letter from the unit commander stating active drilling member of the unit.

## **TMC SCHOLARSHIP**

The Laramie Campus participates in a scholarship program through the Technology and Maintenance Council. Scholarships vary in amounts and are awarded by the organization based upon skill or other requirements as set forth by the organization.

## **WYOTECH EAGLE SCHOLARSHIP**

Within one year of graduation, a graduate of Wyoming High School, upon recommendation of his/her counselor or automotive instructor, may receive a WyoTech Eagle Scholarship in the amount of \$3,000. The recipient is a student that is a leader among his/her classmates, is a positive example for other students to follow, and assist the student services department in variety of activities including monitoring at risk students, leading extracurricular activities, and mentoring new and current students.

**WYOTECH SPONSORED SCHOLARSHIP PROGRAMS**

The American Dream Scholarship and Skills USA scholarship cannot be combined with any other scholarship or proficiency credit tuition credits.

## **STUDENT SERVICES**

### **CAREER SERVICES**

From the time a student enrolls at WyoTech, the primary emphasis is on employability and success in the professional world. The success of our graduates is vital to WyoTech. Placement success is greatly influenced by the student's attendance, overall attitude, academic performance, and use of self-directed job search skills acquired through working with the Career Services staff.

WyoTech offers students/graduates the following employment assistance services:

#### **Resume Development**

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

#### **Resume Distribution**

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

#### **Professional Development Workshops**

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

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

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

#### **Continuing Services**

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

#### **Career Opportunities**

The following is a list of just a few of the occupations and work settings available in the automotive industry: Automotive Technician, Diesel Technician, Trim and Upholstery Technician, Service Station Proprietor, Agricultural Technician, Service Manager, Fabricator, Restoration Technician, Custom Paint Technician, Industrial Equipment Specialist, Salvage Operations, Shop and Technical School Instructor, Transmission Specialist, Mine Equipment Specialist, and Fleet Supervisor.

### **CARE STUDENT ASSISTANCE PROGRAM**

The WyoTech CARE Student Assistance Program is a free personal-support program for our students and their families. This program provides students direct and confidential access to professional counseling. For more information, please visit the website <http://www.wyotechcares.com> or call (888) 852-6238.

### **STUDENT ACTIVITIES**

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

**TUTORING**

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

**STUDENT LOUNGE**

The WyoTech Student Lounge serves as a gathering place for morning, lunch and breaks. A selection of sandwiches and snacks are available in the Lounge. A relaxing atmosphere provides students the opportunity to unwind, have a snack, hang out with friends, or do some last minute studying. A complete selection of school supplies, WyoTech jackets, shirts, hats, and other specialty items are available in the lounge. These make great gifts for the student and graduate.

**STUDENT HOUSING**

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

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

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

## PROGRAM OFFERINGS

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





## AUTOMOTIVE TECHNOLOGY PROGRAMS

MOTORSPORTS CHASSIS FABRICATION WITH AUTOMOTIVE TECHNOLOGY			
	Credential	Clock Hours	Length
	Diploma	1,500	9 months

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

Course Number	Course Title	Clock Hours	Semester Credit Hours
<b>Automotive Technology Core Requirements</b>			
100	Basic Engine Management Systems	250	10.0
200	Drivability Diagnostics	250	10.0
300	Drivetrain Systems	250	10.0
400	Chassis	250	10.0
<b>Core Total</b>		<b>1,000</b>	<b>40.0</b>
<b>Motorsports Chassis Fabrication Courses</b>			
3200	Motorsports Chassis Fabrication I	250	10.0
3300	Motorsports Chassis Fabrication II	250	10.0
<b>Program Total</b>		<b>1,500</b>	<b>60.0</b>

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

STREET ROD AND CUSTOM FABRICATION WITH AUTOMOTIVE TECHNOLOGY			
	Credential	Clock Hours	Length
	Diploma	1,500	9 months

The objective of this diploma program is to provide the student with skills necessary to obtain a broad range of entry-level technician positions in the automotive or street rod and custom automotive field. The student receives training as a modern automotive technician plus specialty training in street rod and custom fabrication. Theory lectures and labs are used. The program consists of approximately 42% theory and 58% lab.

Course Number	Course Title	Clock Hours	Semester Credit Hours
<b>Automotive Technology Core Requirements</b>			
100	Basic Engine Management Systems	250	10.0
200	Drivability Diagnostics	250	10.0
300	Drivetrain Systems	250	10.0
400	Chassis	250	10.0
<b>Core Total</b>		<b>1,000</b>	<b>40.0</b>
<b>Street Rod and Custom Fabrication Courses</b>			
3500	Basic Street Rod	250	10.0
3600	Advanced Street Rod	250	10.0
<b>Program Total</b>		<b>1,500</b>	<b>60.0</b>

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

<b>AUTO/DIESEL VEHICLE TECHNOLOGY</b>			
<b>Credential</b>	<b>Clock Hours</b>	<b>Credit Units</b>	<b>Length</b>
Diploma	1,500	60.0	9 months

The objective of this diploma program is to provide the student with skills necessary to obtain a broad range of entry-level technician positions in the automotive/diesel fields. The student receives up-to-date training as a modern automotive technician plus specialty training in any two of the four Diesel core courses. Theory lectures and labs are used. The program consists of approximately 49% theory and 51% lab.

<b>Course Number</b>	<b>Course Title</b>	<b>Clock Hours</b>	<b>Semester Credit Hours</b>
<b>Automotive Technology Core Requirements</b>			
100	Basic Engine Management Systems	250	10.0
200	Drivability Diagnostics	250	10.0
300	Drivetrain Systems	250	10.0
400	Chassis	250	10.0
<b>Core Total</b>		<b>1,000</b>	<b>40.0</b>
<b>Diesel Technology Core Courses</b>			
<b>Select any two of the four courses listed below</b>			
600	Fluid Power and Electrical Systems	250	10.0
700	Engines	250	10.0
800	Engine Management Systems and Refrigeration	250	10.0
900	Power Trains	250	10.0
<b>Program Total</b>		<b>1,500</b>	<b>60.0</b>

<b>AUTOMOTIVE TECHNOLOGY WITH HIGH PERFORMANCE POWER TRAINS</b>			
<b>Credential</b>	<b>Clock Hours</b>	<b>Credit Units</b>	<b>Length</b>
Diploma	1,500	60.0	9 months

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

<b>Course Number</b>	<b>Course Title</b>	<b>Clock Hours</b>	<b>Semester Credit Hours</b>
<b>Automotive Technology Core Requirements</b>			
100	Basic Engine Management Systems	250	10.0
200	Drivability Diagnostics	250	10.0
300	Drivetrain Systems	250	10.0
400	Chassis	250	10.0
<b>Core Total</b>		<b>1,000</b>	<b>40.0</b>
<b>High Performance Power Trains Courses</b>			
2700	Performance Mechanical	250	10.0
2800	Performance Electronics	250	10.0
<b>Program Total</b>		<b>1,500</b>	<b>60.0</b>

<b>AUTOMOTIVE TECHNOLOGY WITH TRIM AND UPHOLSTERY TECHNOLOGY</b>			
<b>Credential</b>	<b>Clock Hours</b>	<b>Credit Units</b>	<b>Length</b>
Diploma	1,500	60.0	9 months

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

Course Number	Course Title	Clock Hours	Semester Credit Hours
<b>Automotive Technology Core Requirements</b>			
100	Basic Engine Management Systems	250	10.0
200	Drivability Diagnostics	250	10.0
300	Drivetrain Systems	250	10.0
400	Chassis	250	10.0
<b>Core Total</b>		<b>1,000</b>	<b>40.0</b>
<b>Trim and Upholstery Technology Courses</b>			
1700	Trim and Upholstery I	250	10.0
1800	Trim and Upholstery II	250	10.0
<b>Program Total</b>		<b>1,500</b>	<b>60.0</b>

<b>AUTOMOTIVE TECHNOLOGY WITH OFF-ROAD POWER</b>			
Credential	Clock Hours	Credit Units	Length
Diploma	1,500	60.0	9 months

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

Course Number	Course Title	Clock Hours	Semester Credit Hours
<b>Automotive Technology Core Requirements</b>			
100	Basic Engine Management Systems	250	10.0
200	Drivability Diagnostics	250	10.0
300	Drivetrain Systems	250	10.0
400	Chassis	250	10.0
<b>Core Total</b>		<b>1,000</b>	<b>40.0</b>
<b>Off-Road Power Courses</b>			
4800	ATV Mechanical Systems and PWC	250	10.0
4900	ATV Electrical Systems and Snowmobiles	250	10.0
<b>Program Total</b>		<b>1,500</b>	<b>60.0</b>

<b>AUTOMOTIVE TECHNOLOGY AND MANAGEMENT</b>			
Credential	Clock Hours	Credit Units	Length
Associate in Specialized Technology	1,500	65.0	9 months

The objective of this occupational Associate Degree program is to provide the student with skills necessary to obtain entry-level technician or management positions in the automotive field. The student receives training in both diagnostics and repair and advanced personnel, shop and business management techniques, specifically designed for service management. These combined studies provide for rapid professional advancement after employment. Theory lectures and labs are used, and the program consists of approximately 54% theory and 46% lab.

Course Number	Course Title	Clock Hours	Semester Credit Hours
<b>Automotive Technology Core Requirements</b>			
100	Basic Engine Management Systems	250	10.0
200	Drivability Diagnostics	250	10.0
300	Drivetrain Systems	250	10.0
400	Chassis	250	10.0
<b>Core Total</b>		<b>1,000</b>	<b>40.0</b>
<b>Applied Service Management Courses</b>			
2110	Accounting and Financial Management	84	4.5
2120	Computers and Business Applications	83	4.0
2130	Communications	83	4.5
2210	Management Concepts	83	4.0

2220	Human Resource Management	83	4.0
2230	Shop Management	84	4.0
<b>Program Total</b>		<b>1,500</b>	<b>65.0</b>



## COLLISION/REFINISHING TECHNOLOGY PROGRAMS

<b>MOTORSPORTS CHASSIS FABRICATION WITH COLLISION/REFINISHING TECHNOLOGY</b>			
<b>Credential</b>	<b>Clock Hours</b>	<b>Credit Units</b>	<b>Length</b>
Diploma	1,500	65.0	9 months

The objective of this diploma program is to provide the student with skills necessary to obtain a broad range of entry-level technician positions in the collision/refinishing or specialty automotive fields. The student receives training as a modern collision/refinishing technician plus specialty training in motorsports chassis fabrication. Theory lectures and labs are used. The program consists of approximately 36% theory and 64% lab.

<b>Course Number</b>	<b>Course Title</b>	<b>Clock Hours</b>	<b>Semester Credit Hours</b>
<b>Collision/Refinishing Technology Core Requirements</b>			
1100	Collision Repair I	250	12.0
1200	Collision Repair II	250	12.0
1300	Refinishing I	250	11.0
1400	Refinishing II	250	10.0
<b>Core Total</b>		<b>1,000</b>	<b>45.0</b>
<b>Motorsports Chassis Fabrication Courses</b>			
3200	Motorsports Chassis Fabrication I	250	10.0
3300	Motorsports Chassis Fabrication II	250	10.0
<b>Program Total</b>		<b>1,500</b>	<b>65.0</b>

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

<b>STREET ROD AND CUSTOM FABRICATION WITH COLLISION/REFINISHING TECHNOLOGY</b>			
<b>Credential</b>	<b>Clock Hours</b>	<b>Credit Units</b>	<b>Length</b>
Diploma	1,500	65.0	9 months

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

<b>Course Number</b>	<b>Course Title</b>	<b>Clock Hours</b>	<b>Semester Credit Hours</b>
<b>Collision/Refinishing Technology Core Requirements</b>			
1100	Collision Repair I	250	12.0
1200	Collision Repair II	250	12.0
1300	Refinishing I	250	11.0
1400	Refinishing II	250	10.0
<b>Core Total</b>		<b>1,000</b>	<b>45.0</b>
<b>Street Rod and Custom Fabrication Courses</b>			
3500	Basic Street Rod	250	10.0
3600	Advanced Street Rod	250	10.0
<b>Program Total</b>		<b>1,500</b>	<b>65.0</b>

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

<b>COLLISION/REFINISHING AND UPHOLSTERY TECHNOLOGY</b>			
<b>Credential</b>	<b>Clock Hours</b>	<b>Credit Units</b>	<b>Length</b>
Diploma	1,500	65.0	9 months

The objective of this diploma program is to provide the student with skills necessary to obtain a broad range of entry-level positions in the collision/refinishing or trim fields. The student receives up-to-date training as a modern collision/refinishing technician, plus specialty training in automotive trim and upholstery. Theory lectures and labs are used. The program consists of approximately 32% theory and 68% lab.

<b>Course Number</b>	<b>Course Title</b>	<b>Clock Hours</b>	<b>Semester Credit Hours</b>
<b>Collision/Refinishing Technology Core Requirements</b>			
1100	Collision Repair I	250	12.0
1200	Collision Repair II	250	12.0
1300	Refinishing I	250	11.0
1400	Refinishing II	250	10.0
<b>Core Total</b>		<b>1,000</b>	<b>45.0</b>
<b>Trim and Upholstery Technology Courses</b>			
1700	Trim and Upholstery I	250	10.0
1800	Trim and Upholstery II	250	10.0
<b>Program Total</b>		<b>1,500</b>	<b>65.0</b>

<b>COLLISION/REFINISHING TECHNOLOGY WITH OFF-ROAD POWER</b>			
<b>Credential</b>	<b>Clock Hours</b>	<b>Credit Units</b>	<b>Length</b>
Diploma	1,500	65.0	9 months

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

<b>Course Number</b>	<b>Course Title</b>	<b>Clock Hours</b>	<b>Semester Credit Hours</b>
<b>Collision/Refinishing Technology Core Requirements</b>			
1100	Collision Repair I	250	12.0
1200	Collision Repair II	250	12.0
1300	Refinishing I	250	11.0
1400	Refinishing II	250	10.0
<b>Core Total</b>		<b>1,000</b>	<b>45.0</b>
<b>Off-Road Power Courses</b>			
4800	ATV Mechanical Systems and PWC	250	10.0
4900	ATV Electrical Systems and Snowmobiles	250	10.0
<b>Program Total</b>		<b>1,500</b>	<b>65.0</b>

<b>COLLISION/REFINISHING TECHNOLOGY AND MANAGEMENT</b>			
<b>Credential</b>	<b>Clock Hours</b>	<b>Credit Units</b>	<b>Length</b>
Associate in Specialized Technology	1,500	70.0	9 months

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

<b>Course Number</b>	<b>Course Title</b>	<b>Clock Hours</b>	<b>Semester Credit Hours</b>
<b>Collision/Refinishing Technology Core Requirements</b>			
1100	Collision Repair I	250	12.0
1200	Collision Repair II	250	12.0
1300	Refinishing I	250	11.0
1400	Refinishing II	250	10.0
<b>Core Total</b>		<b>1,000</b>	<b>45.0</b>
<b>Applied Service Management Courses</b>			
2110	Accounting and Financial Management	84	4.5
2120	Computers and Business Applications	83	4.0
2130	Communications	83	4.5
2210	Management Concepts	83	4.0
2220	Human Resource Management	83	4.0
2230	Shop Management	84	4.0
<b>Program Total</b>		<b>1,500</b>	<b>70.0</b>



## DIESEL TECHNOLOGY PROGRAMS

<b>MOTORSPORTS CHASSIS FABRICATION WITH DIESEL TECHNOLOGY</b>			
Credential	Clock Hours	Credit Units	Length
Diploma	1,500	60.0	9 months

The objective of this diploma program is to provide the student with skills necessary to obtain a broad range of entry-level technician positions in the diesel or specialty automotive fields. The student receives training as a modern diesel technician plus specialty training in motorsports chassis fabrication. Theory lectures and labs are used. The program consists of approximately 42% theory and 58% lab.

Course Number	Course Title	Clock Hours	Semester Credit Hours
<b>Diesel Technology Core Requirements</b>			
600	Fluid Power and Electrical Systems	250	10.0
700	Engines	250	10.0
800	Engine Management Systems and Refrigeration	250	10.0
900	Power Trains	250	10.0
<b>Core Total</b>		<b>1,000</b>	<b>40.0</b>
<b>Motorsports Chassis Fabrication Courses</b>			
3200	Motorsports Chassis Fabrication I	250	10.0
3300	Motorsports Chassis Fabrication II	250	10.0
<b>Program Total</b>		<b>1,500</b>	<b>60.0</b>

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

<b>STREET ROD AND CUSTOM FABRICATION WITH DIESEL TECHNOLOGY</b>			
Credential	Clock Hours	Credit Units	Length
Diploma	1,500	60.0	9 months

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

Course Number	Course Title	Clock Hours	Semester Credit Hours
<b>Diesel Technology Core Requirements</b>			
600	Fluid Power and Electrical Systems	250	10.0
700	Engines	250	10.0
800	Engine Management Systems and Refrigeration	250	10.0
900	Power Trains	250	10.0
<b>Core Total</b>		<b>1,000</b>	<b>40.0</b>
<b>Street Rod and Custom Fabrication Courses</b>			
3500	Basic Street Rod	250	10.0
3600	Advanced Street Rod	250	10.0
<b>Program Total</b>		<b>1,500</b>	<b>60.0</b>

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



<b>ADVANCED DIESEL TECHNOLOGY</b>			
<b>Credential</b>	<b>Clock Hours</b>	<b>Credit Units</b>	<b>Length</b>
Diploma	1,500	60.0	9 months

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

<b>Course Number</b>	<b>Course Title</b>	<b>Clock Hours</b>	<b>Semester Credit Hours</b>
<b>Diesel Technology Core Requirements</b>			
600	Fluid Power and Electrical Systems	250	10.0
700	Engines	250	10.0
800	Engine Management Systems and Refrigeration	250	10.0
900	Power Trains	250	10.0
<b>Core Total</b>		<b>1,000</b>	<b>40.0</b>
<b>Advanced Diesel Courses</b>			
3800	Advanced Diesel I	250	10.0
3900	Advanced Diesel II	250	10.0
<b>Program Total</b>		<b>1,500</b>	<b>60.0</b>

<b>DIESEL/AUTO VEHICLE TECHNOLOGY</b>			
<b>Credential</b>	<b>Clock Hours</b>	<b>Credit Units</b>	<b>Length</b>
Diploma	1,500	60.0	9 months

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

<b>Course Number</b>	<b>Course Title</b>	<b>Clock Hours</b>	<b>Semester Credit Hours</b>
<b>Diesel Technology Core Requirements</b>			
600	Fluid Power and Electrical Systems	250	10.0
700	Engines	250	10.0
800	Engine Management Systems and Refrigeration	250	10.0
900	Power Trains	250	10.0
<b>Core Total</b>		<b>1,000</b>	<b>40.0</b>
<b>Automotive Technology Core Courses</b>			
<b>Select any two of the four courses listed below</b>			
100	Basic Engine Management Systems	250	10.0
200	Drivability Diagnostics	250	10.0
300	Drivetrain Systems	250	10.0
400	Chassis	250	10.0
<b>Program Total</b>		<b>1,500</b>	<b>60.0</b>

<b>DIESEL TECHNOLOGY WITH HIGH PERFORMANCE POWER TRAINS</b>			
<b>Credential</b>	<b>Clock Hours</b>	<b>Credit Units</b>	<b>Length</b>
Diploma	1,500	60.0	9 months

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

<b>Course Number</b>	<b>Course Title</b>	<b>Clock Hours</b>	<b>Semester Credit Hours</b>
<b>Automotive Technology Core Requirements</b>			
600	Fluid Power and Electrical Systems	250	10.0
700	Engines	250	10.0
800	Engine Management Systems and Refrigeration	250	10.0
900	Power Trains	250	10.0
<b>Core Total</b>		<b>1,000</b>	<b>40.0</b>
<b>High Performance Power Trains Courses</b>			
2700	Performance Mechanical	250	10.0
2800	Performance Electronics	250	10.0
<b>Program Total</b>		<b>1,500</b>	<b>60.0</b>

<b>DIESEL ADVANCED TECHNOLOGY EDUCATION FOR MACK TRUCKS AND VOLVO TRUCKS</b>				
<b>Credential</b>	<b>Clock Hours</b>	<b>Credit Units</b>	<b>Length</b>	<b>Program Tuition</b>
Diploma	1,500	60.0	9 months	\$29,250

The objective of this diploma program is to provide the student with skills necessary to obtain a broad range of entry-level diesel technician positions. The student receives up-to-date training as a modern diesel technician plus specialty training for Mack Trucks and Volvo Trucks. The student will receive product specific training, theory, hands on repair and diagnosis of Mack Trucks and Volvo Trucks. Most employers will require drug testing and most will require a driving record that will allow the employee to obtain a Commercial Driver's License (CDL). Theory lectures and labs are used, and the program consists of approximately 43% theory and 57% lab.

**Additional Program Requirements:**

To be eligible for this program students are required to sustain the following:

1. 97% attendance or higher;
2. A 3.0 CGPA or higher;
3. Possession of a driver's license or the ability to obtain a driver's license.
4. Students must also be interviewed and recommended by the Academic Dean (or designee) for continuation into the Diesel Advanced Technology Education I course.

If a student's performance within the Diesel Technology core courses falls below the above criteria, the student may choose to enroll or transfer into any other program currently offered at the campus. Should a student not meet or fail to sustain the aforementioned requirements, the Academic Dean (or designee) will consider extenuating circumstances.

<b>MODULE ID AND TITLE</b>	<b>TOTAL HOURS</b>	<b>TOTAL CREDITS</b>
600 Fluid Power and Electrical Systems	250	10
700 Engines	250	10
800 Engine Management Systems and Refrigeration	250	10
900 Power Trains	250	10
<b>Diesel Technology Core Total</b>	<b>1000</b>	<b>40</b>
DATE 4300 Diesel Advanced Technology Education for Mack Trucks and Volvo Trucks I	250	10

DATE 4400 Diesel Advanced Technology Education for Mack Trucks and Volvo Trucks II	250	10
<b>Diesel Advanced Technology Education for Mack Trucks and Volvo Trucks</b>	<b>500</b>	<b>20</b>
<b>Total Hours</b>	<b>1500</b>	<b>60</b>

<b>DIESEL TECHNOLOGY WITH OFF-ROAD POWER</b>			
<b>Credential</b>	<b>Clock Hours</b>	<b>Credit Units</b>	<b>Length</b>
Diploma	1,500	60.0	9 months

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

<b>Course Number</b>	<b>Course Title</b>	<b>Clock Hours</b>	<b>Semester Credit Hours</b>
<b>Diesel Technology Core Requirements</b>			
600	Fluid Power and Electrical Systems	250	10.0
700	Engines	250	10.0
800	Engine Management Systems and Refrigeration	250	10.0
900	Power Trains	250	10.0
<b>Core Total</b>		<b>1,000</b>	<b>40.0</b>
<b>Off-Road Power Courses</b>			
4800	ATV Mechanical Systems and PWC	250	10.0
4900	ATV Electrical Systems and Snowmobiles	250	10.0
<b>Program Total</b>		<b>1,500</b>	<b>60.0</b>

<b>DIESEL TECHNOLOGY AND MANAGEMENT</b>			
<b>Credential</b>	<b>Clock Hours</b>	<b>Credit Units</b>	<b>Length</b>
Associate in Specialized Technology	1,500	65.0	9 months

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

<b>Course Number</b>	<b>Course Title</b>	<b>Clock Hours</b>	<b>Semester Credit Hours</b>
<b>Diesel Technology Core Requirements</b>			
600	Fluid Power and Electrical Systems	250	10.0
700	Engines	250	10.0
800	Engine Management Systems and Refrigeration	250	10.0
900	Power Trains	250	10.0
<b>Core Total</b>		<b>1,000</b>	<b>40.0</b>
<b>Applied Service Management Courses</b>			
2110	Accounting and Financial Management	84	4.5
2120	Computers and Business Applications	83	4.0
2130	Communications	83	4.5
2210	Management Concepts	83	4.0
2220	Human Resource Management	83	4.0
2230	Shop Management	84	4.0
<b>Program Total</b>		<b>1,500</b>	<b>65.0</b>

## COURSE DESCRIPTIONS

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

power buffing and hand rubbing, and care of finished surfaces. Prerequisite: None. Lecture Hours: 85.5. Lab Hours: 164.5.	
<b>Course 1400: Refinishing II</b> This course introduces students to damage analysis and estimating, application of stripes and decals, color matching and blending, collision/refinishing shop setup guidelines, identifying, repairing and refinishing of the different types of plastic components, factory special coatings improving cycle time and customer relations. Prerequisite: Refinishing I. Lecture Hours: 57.5. Lab Hours: 192.5.	<b>10.0 Semester Credit Hours</b>
<b>Course 1700: Trim and Upholstery I</b> This course introduces students to workplace behavior, trim and upholstery tools and terminology, headrests and armrests, shop organization and customer relations, supplies of the trade, operation, safety and maintenance of sewing machines, analysis of seam types, layout with existing patterns and constructing patterns where none exist, sewing various insert designs, seat construction and reconstruction, interior trim identification and estimating labor and material for repairs. Prerequisite: None. Lecture Hours: 51. Lab Hours: 199.	<b>10.0 Semester Credit Hours</b>
<b>Course 1800: Trim and Upholstery II</b> This course introduces students to vinyl top removal and replacement, carpeting, convertible top removal and replacement, plastic parts repair and coloring, electronic systems and supplemental restraints, custom fabrication techniques, trim panels, headliners and sun visors. Prerequisite: Trim and Upholstery I. Lecture Hours: 54. Lab Hours: 196.	<b>10.0 Semester Credit Hours</b>
<b>Course 2110: Accounting and Financial Management</b> This course introduces students to general accounting, general ledgers, journals, adjustments and closing, bank reconciliation, payroll, inventory control, credit and collections, general bookkeeping, analyzing various financial reports to determine where problems may exist in a business and how to improve profits such as labor, materials, inventory issues, parts, and various other problem areas. Prerequisite: None. Lecture Hours: 63.5. Lab Hours: 20.5.	<b>4.5 Semester Credit Hours</b>
<b>Course 2120: Computers and Business Applications</b> This course introduces students to computer hardware and software, spreadsheet applications, word processing applications, graphic presentation applications, and electronic communication, and time management software. Prerequisite: None. Lecture Hours: 50.5. Lab Hours: 32.5.	<b>4.0 Semester Credit Hours</b>
<b>Course 2130: Communications</b> This course introduces students to word processing applications, graphic presentation applications, writing professional business letters and reports, resume and job search portfolio construction and handling customer complaints and objections through written, verbal, and non-verbal communication. Prerequisite: None. Lecture Hours: 55. Lab Hours: 28.	<b>4.5 Semester Credit Hours</b>
<b>Course 2210: Management Concepts</b> This course introduces the students to basic concepts of owning or managing a business including business structure, marketing strategies, quality issues, and business ethics. Prerequisite: None. Lecture Hours: 45.5. Lab Hours: 37.5.	<b>4.0 Semester Credit Hours</b>
<b>Course 2220: Human Resource Management</b> This course introduces student to management and supervision, writing employee handbooks, interviewing techniques, policies, procedures, and governmental regulations regarding business. Prerequisite: None. Lecture Hours: 44. Lab Hours: 39.	<b>4.0 Semester Credit Hours</b>
<b>Course 2230: Shop Management</b> This course introduces students to service writing, work orders, shop layout, job costing, pricing, introduction to electronic shop management software, equipment requirements and usage equipment, managing a production process, scheduling work flow through the shop, working with the technicians to achieve maximum profitability, managing the safety and environmental aspects of a transportation business. Prerequisite: None. Lecture Hours: 44.5. Lab Hours: 39.5.	<b>4.0 Semester Credit Hours</b>
<b>Course 2700 Performance Mechanical</b> This course introduces students to the mechanical aspects of gas and diesel performance upgrades, including engines, exhaust, transmission, suspension, cylinder heads, lubrication, filtration, cooling, and braking systems. Prerequisites: Automotive Technology core courses #100 – 400 or Diesel Technology core courses #600 – 900. Lecture Hours: 95. Lab Hours: 155.	<b>10 Semester Credit Hours</b>
<b>Course 2800 Performance Electronics</b> This course introduces students to computer-controlled management of performance system upgrades for gas and diesel vehicles, including engines, induction, exhaust, transmission, suspensions, fuel management, ignition, engine management, emission, interactive-display monitors, scanning tools, automatic transmission control, and body and chassis control systems. Prerequisites: Automotive Technology core courses #100 – 400 or Diesel Technology core courses #600 – 900. Lecture Hours: 95. Lab Hours: 155.	<b>10 Semester Credit Hours</b>
<b>Course 3200: Motorsports Chassis Fabrication I</b> This course introduces student to metal working techniques that apply to specialty automotive chassis fabrication work including metal types and configurations, measuring, pattern and outline development, attachment methods, metal finishing, cutting, MIG and TIG welding; frame design and modifications including boxing, tubular cross-	<b>10.0 Semester Credit Hours</b>

members, c-notching, pro-street frame setup, roll cage construction, and complete tube chassis fabrication, mechanical drawing, reading, and development, and precision measuring. Prerequisites: None. Lecture Hours: 102. Lab Hours: 148.
<p><b>Course 3300: Motorsports Chassis Fabrication II</b> <span style="float: right;"><b>10.0 Semester Credit Hours</b></span></p> <p>This course introduces students to drive axle setup including rear axle selection and modification; front and rear suspension design, selection and set up for street, drag race, road race, off road, and air springs; engine mounting, steering setup, brake system setup, plumbing wiring, electrical meter usage and troubleshooting. Lab work varies depending upon project, but may include front and rear suspension setup, roll cage construction, tubular chassis fabrication, chassis tuning, rear axle narrowing, and engine mounting. Prerequisite: Motorsports Chassis Fabrication I, 3200. Lecture Hours: 83. Lab Hours: 167.</p>
<p><b>Course 3500: Basic Street Rod</b> <span style="float: right;"><b>10.0 Semester Credit Hours</b></span></p> <p>This course introduces students to theory in terminology of specialty vehicles, planning the theme of a project and understanding the basics of restoration, customizing and sheet metal fabrication that will be put to use on project vehicle in Advanced Street Rod. Theory and lab work consists of: tools of the trade, basic panel restoration which includes basic dent repair, metal finishing, using fillers, (body solder, (leading or polyester), proper preparation and application of undercoats and topcoats. Introduction to composites and fiberglass repair as it applies to the specialty vehicle industry, TIG, MIG, and oxy-acetylene welding techniques for steel, TIG welding procedures for aluminum, basic sheet metal forming techniques involving simple curves and bends to include frenching or recessing of license plates, headlights, taillights, antennas, roll pan fabrication. Prerequisite: None. Lecture Hours: 63. Lab Hours: 187.</p>
<p><b>Course 3600: Advanced Street Rod</b> <span style="float: right;"><b>10.0 Semester Credit Hours</b></span></p> <p>This course introduces students to advanced sheet metal shaping using steel and aluminum, custom body modifications, body construction and custom painting. Advanced sheet metal shaping emphasizing compound shapes and complex panel fabrication using hand tools and specialty equipment like the power hammer, planishing hammer, english wheel, bead roller, and louver press. Determining the correct contours in a compound using body sweeps and contour gauges, proper pattern development and construction of bucks, and fabrication and use of hammer forms and press forms. Body modification emphasizes chopping tops, pancaking and sectioning existing vehicles. Body construction emphasizes fabricating panels like floorboards, firewalls, wheel tubs, and fuel tanks. Suicide doors, fabricating and installation of hidden pin and suicide door hinges and hinging of other custom opening panels. Custom painting techniques including trick colors, special effects, graphics, pin striping, and air brushing. Lab work varies depending upon projects, but may include body modification, construction and/or sheet metal shaping skills incorporated on a project vehicle. Prerequisite: Basic Street Rod, 3500. Lecture Hours: 60. Lab Hours: 190.</p>
<p><b>Course 3800: Advanced Diesel I</b> <span style="float: right;"><b>10.0 Semester Credit Hours</b></span></p> <p>This course introduces students to history, safety, model identification, time management, warranty, product specific truck theory, repair and diagnosis, computer usage, air systems, cab and door adjustments, electrical, starting systems, charging systems, air conditioning, front-ends, brakes, Rockwell and Eaton ABS, Peterbilt suspensions, batteries, wheel seals, suspensions, Caterpillar electronics, Caterpillar tune-up, Detroit DDEC III/IV, Detroit Series 60 tune-up, Cummins CELECT/CELECT Plus, Cummins N-14 and ISX tune-up and door locks. Prerequisite: Successful completion of two of the four Diesel Technology core courses 600 – 900. Lecture Hours: 69. Lab Hours: 181.</p>
<p><b>Course 3800: Advanced Diesel I</b> <span style="float: right;"><b>10.0 Semester Credit Hours</b></span></p> <p>This course introduces students to history, safety, model identification, time management, warranty, product specific truck theory, repair and diagnosis, computer usage, air systems, cab and door adjustments, electrical, starting systems, charging systems, air conditioning, front-ends, brakes, Rockwell and Eaton ABS, Peterbilt suspensions, batteries, wheel seals, suspensions, Caterpillar electronics, Caterpillar tune-up, Detroit DDEC III/IV, Detroit Series 60 tune-up, Cummins CELECT/CELECT Plus, Cummins N-14 and ISX tune-up and door locks. Prerequisite: Successful completion of two of the four Diesel Technology core courses 600 – 900. Lecture Hours: 69. Lab Hours: 181.</p>
<p><b>Course 3900: Advanced Diesel II</b> <span style="float: right;"><b>10.0 Semester Credit Hours</b></span></p> <p>This course introduces students to product specific truck theory, repair and diagnosis on: tilt cab, front ends, brakes, ABS, Federal Brake Inspection, clutch, cooling systems, 5<sup>th</sup> wheels, drivelines, differential R &amp; R, fuel systems, steering, windshield R &amp; R, fan clutch, Kenworth and Peterbilt suspensions, preventative maintenance, door locks, pre-delivery inspections, electrical, engine electronics, computer usage, air conditioning, and engine tune-up. Prerequisite: Advanced Diesel I, 3800. Lecture Hours: 51. Lab Hours: 199.</p>
<p><b>DATE 4300 Diesel Advanced Technology Education for Mack Trucks and Volvo Trucks I</b> <span style="float: right;"><b>10.0 Semester Credit Hours</b></span></p> <p>This course introduces students to industry and OEM history, time management, warranty, safety, model identification, product specific truck theory, Volvo/Mack OEM program support tools and software, engine repair and diagnosis, fuel delivery, ignition, turbo, exhaust, engine management systems, drivability, electronics, overhaul, cooling, lubrication computer based diagnostics, and component locations. Prerequisite: Successful completion of two of the four Diesel Technology courses 600, 700, 800, 900. Lecture Hrs 99. Lab Hrs: 151.</p>
<p><b>DATE 4400 Diesel Advanced Technology Education for Mack Trucks and Volvo Trucks II</b> <span style="float: right;"><b>10.0 Semester Credit Hours</b></span></p> <p>This course introduces students to product specific truck theory, repair and diagnosis on emission systems operations, catalytic reduction converter, Diesel Particulate Filter, Preventive Maintenance Inspection, cab and</p>

chassis heating and air conditioning, airbags and driver safety, wiring harnesses, ergonomics, power trains to include transmission systems, clutches, brakes, ABS, Federal Brake Inspection, axles and differentials and suspensions and engine tune-up. Prerequisite: Successful completion of DATE 4300. Lecture Hrs 91. Lab Hrs: 159. Outside Hrs: 62.5.

**Course 4800: ATV Mechanical Systems and PWC**

**10.0 Semester Credit Hours**

This course introduces students to information resources, sophisticated test equipment, manufacturer approved diagnostics, and repair procedures for both the mechanical aspects of all-terrain vehicles (ATV) and all aspects of personal watercraft. Prerequisite: None. Lecture Hours: 125. Lab Hours: 125.

**Course 4900: ATV Electrical Systems and Snowmobiles**

**10.0 Semester Credit Hours**

This course introduces students to information resources, sophisticated test equipment, manufacturer approved diagnostics, and repair procedures for fuel and electrical related issues on all-terrain vehicles (ATV) and all aspects of snowmobile repair. Prerequisite: None. Lecture Hours: 125. Lab Hours: 125.

## ZENITH EDUCATION GROUP

The following schools are owned by Zenith Education Group:	
<p><b>Everest College</b></p> <ul style="list-style-type: none"> <li>• Arlington (Mid Cities), TX</li> <li>• Atlanta West, GA</li> <li>• Chesapeake, VA</li> <li>• Colorado Springs, CO</li> <li>• Dallas, TX</li> <li>• Everett, WA</li> <li>• Fort Worth South, TX</li> <li>• Henderson, NV</li> <li>• Newport News, VA</li> <li>• Springfield, MO</li> <li>• Tacoma, WA</li> <li>• Thornton, CO</li> <li>• Woodbridge, VA</li> </ul> <p><b>Everest Institute</b></p> <ul style="list-style-type: none"> <li>• Austin, TX</li> <li>• Dearborn, MI</li> <li>• Detroit, MI</li> <li>• Gahanna, OH</li> <li>• Houston (Bissonnet), TX</li> <li>• Houston (Greenspoint), TX</li> </ul>	<ul style="list-style-type: none"> <li>• Houston (Hobby), TX</li> <li>• Marietta, GA</li> <li>• Norcross, GA</li> <li>• Portland (Tigard), OR</li> <li>• San Antonio, TX</li> <li>• Southfield, MI</li> <li>• South Plainfield, NJ</li> </ul> <p><b>Everest University</b></p> <ul style="list-style-type: none"> <li>• Tampa (Brandon), FL</li> <li>• Lakeland, FL</li> <li>• Largo, FL</li> <li>• Melbourne, FL</li> <li>• Orange Park, FL</li> <li>• Pompano Beach, FL</li> <li>• South Orlando, FL</li> <li>• Tampa, FL</li> </ul> <p><b>WyoTech</b></p> <ul style="list-style-type: none"> <li>• Blairsville, PA</li> <li>• Daytona Beach, FL</li> <li>• Laramie, WY</li> </ul>



## STATEMENT OF OWNERSHIP

This campus is owned and operated by Zenith Education Group, Inc. (Zenith), a Delaware nonprofit corporation. Zenith's sole member is ECMC Group, Inc., a Delaware nonprofit corporation. Corporate offices for Zenith and ECMC Group are located at:

111 Washington Avenue South  
Minneapolis, MN 55401

<b>ECMC Group</b>	
<b>Directors</b>	<b>Officers</b>
John DePodesta, Chair	
Gary Cook	Greg Van Guilder, Chief Financial Officer and Treasurer
Roberta Cooper Ramo	Dan Fisher, General Counsel and Corporate Secretary
I. King Jordan	
James McKeon	
Jack O'Connell	
Maurice Salter	
Julia Gouw	
James Murray (Emeritus Dir.)	
Robert Stein (Emeritus Dir.)	
<b>Zenith Education Group</b>	
<b>Directors</b>	<b>Officers</b>
John DePodesta, Chair	Peter Taylor, President and CEO
Gary Cook	Jim Gilbertson, Chief Financial Officer
Roberta Cooper Ramo	Dan Fisher, Secretary
I. King Jordan	
James McKeon	
Jack O'Connell	
Maurice Salter	
Julia Gouw	
James Murray (Emeritus Dir.)	
Robert Stein (Emeritus Dir.)	

## ADMINISTRATION

<b>Administration</b>	
Campus Director & Academic Dean	Caleb Perriton
Director of Career Services	Martin Axlund
Manager of Student Finance	Brenda Cossitt
Director of Student Success	Kyle Morris
Enrollment Manager	Glenn Halsey

## STATE SPECIFIC INFORMATION

### ALABAMA STUDENT INFORMATION

If the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Alabama Department of Postsecondary Education at: 135 South Union Street, Montgomery, AL 36104-43400; (334) 293-4500; <http://www.accs.cc/complaintform.aspx>.

### ARKANSAS STUDENT INFORMATION

The Arkansas State Board of Private Career Education will be notified prior to any changes in this catalog. Information contained in the catalog is expected to remain effective for the forthcoming licensing year.

If a complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arkansas State Board of Private Career Education. The student must contact the State Board for further details: 501 Woodlane, Suite 312 South, Little Rock, AR 72201; (501) 683-8000; [http://sbpce@arkansas.gov](mailto:sbpce@arkansas.gov).

A full refund to any student who cancels the enrollment contract within seventy-two (72) hours (until midnight of the third day excluding Saturdays, Sundays, or legal holidays) after the enrollment contract is executed.

(2) If an applicant is not accepted for enrollment by a school the applicant is entitled to a full refund of monies paid less an application fee not to exceed twenty-five dollars (\$25).

(3) If the student has contracted with a school to pursue a distance education program, or combination program, the student is considered as having entered training when the student has completed and submitted to the school the first lesson or has attended one regular class period of instruction whichever comes first.

(4) If the student has contracted with a school to pursue a resident program, the student is considered as having entered training when the student has attended one regular class period of instruction at the resident school.

(5) All refunds shall be made by the school to the student or lender no later than thirty (30) calendar days after the student withdraws, is terminated from or completes the program. Proof of refund(s) shall be placed in the student's file. If refunds are made by check, proof shall be a photocopy of the refund check and proof that it has cleared the bank such as the bank statement. If refunds are made by electronic funds transfer, the refund shall be recorded on the student's account record and proof of refund shall be provided to Board staff upon request. If refunds are made to a credit card the credit receipt shall serve as proof of the refund.

(7) The effective date of the termination, for refund purposes, shall be the last day of attendance.

(8) The student shall not be required to purchase instructional supplies, books, payfees, etc. until such time as these materials are needed.

(9) In the event a school discontinues a program in which students are enrolled, a full refund of all tuition, tools, textbooks, etc. and fees are due. Refunds shall be made within 15 days of the last class meeting date. This statement does not apply to a closed school; however, it does apply to a school that closes only one location.

(10) Schools shall publish and adhere to a refund policy:

(A) The registration fee not to exceed one hundred dollars (\$100) paid to the school by the student may be retained as an enrollment or application fee.

(B) All tuition paid in excess of the registration fee of not more than one hundred dollars (\$100) shall be refundable.

(C) The refund shall be based on the cost and length-of the program. All tuition beyond the current enrollment period shall be refunded when a student terminates.

(i) At completion of less than twenty five percent (25%) of the program the refund shall be made on a pro rata basis.

(i) At completion of 25% but less than 50% of the program the student shall be refunded not less than 50% of the tuition.

(ii) At completion of 50% but less than 75% of the program the student shall be refunded not less than 25% of the tuition.

(iv) At completion of 75% or more of the program no refund is due the student.

(11) Students shall be refunded immediately when a course is cancelled and there is not a course required for their program of study available.

### ARIZONA STUDENT INFORMATION

If a complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details: 1400 W. Washington, Room 260, Phoenix, AZ 85007; (602) 542-5709; <http://azppse.state.az.us>.

### COLORADO STUDENT INFORMATION

#### SPECIAL REFUND CIRCUMSTANCES

In case of student prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete an academic year, the school will make a settlement that is reasonable and fair to all parties. The policy for the granting of credit for previous training shall not impact the refund policy.

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

#### **POSTPONEMENT**

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

1. Whether the postponement is for the convenience of The School or the student, and;
2. A deadline for the new start date, beyond which the start date will not be postponed. If the course is not commenced, or if 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 within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with The School's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

In the event a class start date is postponed, a student reserves the right to cancel or receive a refund based on the revised start date.

#### **TRANSFERABILITY OF CREDITS TO OTHER INSTITUTIONS**

WyoTech does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution.

A person claiming pecuniary loss as a result of a deceptive trade or sales practice, pursuant to section 12-59-117, C.R.S., by a school or agent shall first exhaust all complaint and appeals processes available at the school. If the person's complaint is not resolved to the person's satisfaction, the person may file with the Colorado Private Occupational School Board a written complaint against the school or agent.

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

- A. Whether the postponement is for the convenience of The School or the student, and;
- B. A deadline for the new start date, beyond which the start date will not be postponed. If the course is not commenced, or if 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 within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with The School's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

In the event a class start date is postponed, a student reserves the right to cancel or receive a refund based on the revised start date. The student has a two-year limitation of Board action on student complaints. Agents are licensed by the Colorado Department of Higher Education, Private Occupational School Board.

Inquiry or complaints may be made to the Colorado Department of Higher Education, Private Occupational School Board at (303) 862-3001. Students may file complaints online with the Division at <http://highered.colorado.gov/dpos>. A complaint shall be filed within two years after the student discontinues his or her training at the school or at any time prior to the commencement of training.

#### **DELAWARE STUDENT INFORMATION**

If the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Education Associate for Professional Accountability of the State of Delaware Board of Education or the Accrediting Commission. All complaints considered by the State Board of Education or Accrediting Commission must be in written form, with permission for a copy of the complaint to forward the school for its response. The complainant(s) will be kept informed as to the status of the complaint as well as to the final resolution. All inquiries should be addressed to:

Education Associate, Professional Accountability  
Delaware Board of Education,  
Townsend Building, 401 Federal Street, Suite 2  
Dover, DE 19901-3639

#### **GEORGIA STUDENT INFORMATION**

##### **SPECIAL REFUND CIRCUMSTANCES**

In case of student prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete an academic year, the school will make a settlement that is reasonable and fair to all parties.

If the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Georgia Nonpublic Postsecondary Education Commission at: 2082 East Exchange Place, Suite 220, Tucker, GA 30084-5305; (770) 414-3300; <http://www.gnpec.org>.

All monies paid by a prospective student, including any nonrefundable fees are refunded if the student requests a refund within five (5) business days after signing an Enrollment Agreement or if no contract is signed and prior to classes beginning the student requests a refund within five (5) business days after making a payment.

All payments or deposits are credited as tuition payments unless clearly identified on the Enrollment Agreement or other receipt as application or other fees or costs.

Fees and costs will be refunded pursuant to the pro rata refund policy. If a student withdraws before completing fifty (50) percent of the period of enrollment except for items that were special ordered for a particular student and cannot be used or sold to another student; items returned in a condition that prevents them from being used or sold to another student; and non-refundable fees for goods and/or services provided by third party vendors.

The refund calculation shall be based on one of the following:

- The state the student began the official withdrawal process
- The last day of attendance by the student
- The last day of academically significant interaction for asynchronous program of study.

The institution does not assess an administrative and/or withdrawal fee for a withdrawal.

If the institutional refund policy is more favorable to the student than the NPEC policy the institution will refund the greater amount. Refunds will be based on the proration of the tuition and percentage of program completed at withdrawal, up until 50% of the program. If a student withdraws after completing 50% of the program there is no refund. This policy applies only to full withdrawals.

If a program of student is cancelled or changed (time or location) in such a way that a student who has started the program or course is unable to continue:

- The institution will accommodate the needs of each student enrolled in the program or course in a timely manner, or
- Refund all money paid by the student for the program of study or course in alternative arrangements determined by NPEC to be equitable to both the institution and the student.

### **KANSAS STUDENT INFORMATION**

Kansas students may calculate their tuition charges using the Net Price Calculator at [www.wyotech.edu/npc](http://www.wyotech.edu/npc). 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 at: 1000 SW Jackson, Suite 520, Topeka, KS 66612-1368; (785) 296-4917; <http://www.kansasregents.org/resources/PDF/524-ComplaintProcedureandForm.pdf>.

### **LOUISIANA STUDENT INFORMATION**

Currently the Louisiana State Board of Regents has jurisdiction only over the diploma programs offered by the WyoTech Laramie campus.

Student complaints relative to actions of school officials shall be addressed to the Louisiana State Board of Regents, Proprietary Schools Section, P.O. Box 3677, Baton Rouge, LA 70821-3677, Phone (225) 342-4253, only after the student has unsuccessfully attempted to resolve the matter with the school after having first filed a written and signed complaint with the school's officials.

### **MAINE STUDENT INFORMATION**

If the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Maine Department of Education at: 23 State House Station, Augusta, ME 04333-0023; (207) 624-6600; [http://www.maine.gov/tools/whatsnew/index.php?topic=edu\\_letters&id=71240&v=article](http://www.maine.gov/tools/whatsnew/index.php?topic=edu_letters&id=71240&v=article).

### **MARYLAND STUDENT INFORMATION**

Maryland students have the right to contact the Maryland Higher Education Commission at 839 Bestgate Road, Suite 400, Annapolis, MD 21401 regarding grievances against the solicitor or the school the solicitor represents.

### **MICHIGAN STUDENT INFORMATION**

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

### **MISSISSIPPI STUDENT INFORMATION**

#### **RECRUITMENT OF MISSISSIPPI STUDENTS:**

Admissions Representatives may contact Mississippi students after the student requests further information or requests an Admissions Representative to conduct an in-home presentation based on information the student received from a high school presentation by the representative or based on an advertisement seen on television.

In-home presentations are normally conducted with the student and parent or guardian. The representative will inform the student of programs offered at WyoTech and discuss the WyoTech School Catalog, Mississippi Enrollment Agreement, Institution Disclosure of Information Form, and Student Conduct Code. When the student receives and acknowledges all responsibilities and requirements for attendance at WyoTech and the representative answers questions that occurred during the presentation, the student may then make an informed decision to attend WyoTech.

Upon this decision, the Admissions Representative completes the Mississippi Enrollment Agreement and obtains the registration fee.

If the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Mississippi State Board for Community & Junior Colleges at: 3825 Ridgewood Road, Jackson, MS 39211; (601) 432-6518; [http://www.mde.k12.ms.us/SBE\\_policymanual/7801.htm](http://www.mde.k12.ms.us/SBE_policymanual/7801.htm).

### **MISSOURI STUDENT INFORMATION**

If a copy of the grade and attendance transcript is desired, the Registrar must receive a written request, signed and dated by the student. There is no fee for sending transcripts. An official transcript will be sent to employers, schools, military, etc. A student requesting a transcript for him/herself will be given an unofficial "issued to student" copy.

### **INSTRUCTOR QUALIFICATIONS:**

At a minimum each faculty member shall possess at least one of the following qualifications:

1. Graduation from a state approved, four-year degree granting school with satisfactory completion of no less than twenty-four (24) semester hours in the academic or vocational/skill subject area in which the applicant will be assigned to teach. Included in the twenty-four hours must be evidence of satisfactory completion of at least one three (3) semester hour college level course in each subject to which the faculty member is to be assigned; or
2. Hold an associate degree from an accredited college or university and a minimum of four years of practical experience within the last ten years in the field to be taught; or
3. Hold a diploma from a course of at least 900 clock hours from an accredited college or university and a minimum of six years of practical work experience within the last ten years in the field to be taught; or
4. Hold a high school diploma, GED, or satisfy completely the relevant course(s) from a recognized postsecondary institution. In addition, the instructor must have no less than seven calendar years of practical experience in the appropriate field within the last ten years.

Any complaint against an institution should begin by going through your institution's complaint process. Contact your institution to determine how to begin this process. If the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Missouri Department of Higher Education at: 205 Jefferson Street, Jefferson City, MO 65102-1469; (573) 751-2361; <http://highered.mo.gov/ProgramInventory/viewFullList.do>.

### **NEW HAMPSHIRE STUDENT INFORMATION**

If the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the New Hampshire Postsecondary Education Commission at: 3 Barrell Court, Suite 300, Concord, NH 03301; (603) 271-2555; <http://www.nh.gov/postsecondary/complaints/index.html>.

### **NEW JERSEY STUDENT INFORMATION**

If the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the New Jersey Department of Labor and Workforce Development at: 1 John Fitch Plaza, Trenton, NJ 08625-0110; (877) 900-6960; [Constituent.Relations@dol.state.nj.us](mailto:Constituent.Relations@dol.state.nj.us); <http://www.state.nj.us/education/nonpublic/192193complaintpolicy.pdf>.

In the event of an unannounced school closure, students enrolled at the time of the closure must contact the Department of Labor and Workforce Development's Training Evaluation Unit within ninety (90) calendar days of the closure. Failure to do so within the ninety (90) days may exclude the student from any available form of assistance. The contact number to call is (609) 292-4287.

### **NEW MEXICO STUDENT INFORMATION**

If the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the New Mexico Higher Education Department at: 2048 Galisteo, Santa Fe, NM 87505; (505) 476-8400; <http://www.hed.state.nm.us/Complaints.aspx>.

### **OHIO STUDENT INFORMATION**

Any comments or complaints may be directed to the State of Ohio Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, OH 43215-3414; (614) 466-2752, Fax (614) 466-2219 Toll Free (877) 275-4219.

### **OKLAHOMA STUDENT INFORMATION**

The school reserves the right to change class schedules, change or eliminate sessions, revise or withdraw programs, and make other changes in training-related matters at any time, with approval from the Oklahoma Board of Private Vocational Schools. NOTICE: Any holder of a 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.

#### **SPECIAL REFUND CIRCUMSTANCES**

In case of student prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete an academic year, the school will make a settlement that is reasonable and fair to all parties.

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 (OBPVS) at: 3700 Classen Boulevard, Suite 250, Oklahoma City, OK 73118-2864; (405) 528-3370; <http://www.okdhs.org/library/policy/oac340/002/03/0026000.htm>.

#### **BOOKS AND TOOLS**

Books are provided to students, and tools are provided (loaned) to students at no additional charge after payment of the refundable deposit.

A refundable tool deposit must be paid at or before the date of registration and the balance maintained throughout enrollment. This deposit will be returned within 30 days of student separation from the school, provided all tools are returned in the same condition as received, less normal wear.

#### **OREGON STUDENT INFORMATION**

Catalogs effective dates for Oregon students will not exceed 12 months regardless of published dates.

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.

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

1. Each student is encouraged to discuss and work out any difficulty or misunderstanding with the particular instructor or academic staff members with whom that situation exists.
2. The student's concern/problem/complaint will be presented verbally to the Department Coordinator and the Department Coordinator shall attempt to resolve the problem.
3. If the Department Coordinator is unable to resolve the problem at his or her level, the student may prepare a written statement of the problem or situation.
4. The Department Coordinator who was unable to resolve the problem/complaint or to otherwise satisfy the student will sign and date the written complaint indicating that he or she was aware of the situation and remained unable to resolve it. The student will also sign and date the complaint and then forward it to the Academic Dean.
5. The Academic Dean will review the complaint, set a timely date for a meeting with the student, collect any pertinent files and records for examination, and notify appropriate personnel, if any, of the meeting.
6. All facts and relevant information, testimony, and records will be presented at the meeting.
7. The Academic Dean, after considering all pertinent facts, will arrive at a final decision which will be communicated to the student, instructor or staff member and Department Coordinator in a timely fashion.
8. If the decision is disputed by the student, all relevant information will be forwarded within one working day to the President of WyoTech. The President will review the complaint and render a binding decision within two days of hearing the complaint. The student will receive a written response.

Students aggrieved by action of the school should attempt to resolve these problems with appropriate school officials. Should this procedure fail students may contact: Oregon Higher Education Coordinating Commission. After consultation with appropriate Department staff and if the complaint alleges a violation of Oregon Revised Statutes 345.010 to 345.470 or standards of the Oregon Administrative Rules 581-045-0001 through 581-045-0210, the Department will begin the complaint investigation process as defined in OAR 581-045-0023 Appeals and Complaints.

Any person unlawfully discriminated against, as described in ORS 345.240, may file a complaint under ORS 659A.820 with the Commissioner of the Bureau of Labor and Industries.

Any inquiry a student may have regarding this contract may be made in writing to the Director of Admissions at the respective campus indicated on the front of this agreement. Inquiries can also be addressed to the Oregon Higher Education Coordinating Commission, 775 Court Street NE, Salem, Oregon, 97301, (503) 947-5751.

#### **CANCELLATION AND REFUND POLICY FOR OREGON STUDENTS**

(1) 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 the following:

- (a) If cancellation occurs within five business days of the date of enrollment, and before the commencement of classes, all monies specific to the enrollment agreement shall be refunded;
- (b) If cancellation occurs after five business days of the date of enrollment, and before the commencement of classes, the school may retain only the published registration fee. Such fee shall not exceed 15 percent of the tuition cost, or \$150, whichever is less;
- (c) 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;

(d) If withdrawal or termination occurs after completion of 50 percent or more of the program, the student shall be obligated for the tuition charged for the entire program and shall not be entitled to any refund;

(e) The enrollment agreement shall be signed and dated by both the student and the authorized school official. For cancellation of the enrollment agreement referenced in subsections (1)(a) and (b) of this rule, the "date of enrollment" will be the date that the enrollment agreement is signed by both the student and the school official, whichever is later.

(2) Published Class Schedule (for the purpose of calculating tuition charges) means the period of time between the commencement of classes and the student's last date of attendance as offered by the school and scheduled by the student.

(3) The term "Pro rata Refund" means a refund of tuition that has been paid for a portion of the program beyond the last recorded date of attendance.

(4) When a program is measured in clock hours, the portion of the program for which the student will be charged is determined by dividing the total clock hours into the number of clock hours accrued according to the published class schedule as of the last date of attendance.

(5) When a program is measured in credit hours, the portion of the program for which the student will be charged is determined by dividing the total number of weeks into the number of weeks accrued according to the published class schedule as of the last date of attendance.

(6) For other measurements of time such as days or weeks, the portion of the enrollment period for which the student will be charged is determined by dividing the total number of days or weeks into the number of days or weeks, accrued according to the published class schedule as of the last date of attendance.

(7) The term "tuition cost" means the charges for instruction including any lab fees. "Tuition cost" does not include application fees, registration fees, or other identified program fees and costs. The school shall adopt and publish policies regarding the return of resalable books and supplies and/or the prorating of user fees, other than lab fees.

(8) The school shall not charge a withdrawal fee of more than \$25.

(9) The school may adopt and apply refund calculations more favorable to the student than those described under this policy.

(10) When a cancellation, withdrawal, termination, or completion occurs, a calculation of all allowable charges under this rule shall be made. If such calculations evidence that the school received total payments greater than its allowable charges:

(a) Within 40 days after notification of such cancellation, withdrawal, termination, or completion, a written statement showing allowable charges and total payments received shall be delivered to the student by the school, together with a refund equal in amount to monies paid to the school in excess of those allowable charges;

(b) In the event payments to a student account are derived from federal and/or state tuition assistance program(s), including student loan programs, regulations governing refund notification and awarding within respective program(s) shall prevail in lieu of paragraph (a) of this subsection, but only with respect to the covered portions thereof; and

(c) In the event payments to a student account are derived from a sponsoring public agency, private agency, or any source other than the student, the statement of charges and payments received together with an appropriate refund described under paragraph (a) of this subsection may be delivered instead to such party(ies) in interest, but only with respect to the covered portions thereof.

(11) In case of disabling illness or accident, death in the immediate family, or other circumstances beyond the control of the student that causes the student to leave school, the school shall arrange a prorated tuition settlement that is reasonable and fair to both parties.

(12) A school shall be considered in default of the enrollment agreement when a course or program is discontinued or canceled or the school closes prior to completion of contracted services. When a school is in default, student tuition may be refunded by the school on a pro rata basis. The pro rata refund shall be allowed only if the Superintendent determines that the school has made provision for students enrolled at the time of default to complete a comparable program at another institution. The provision for program completion shall be at no additional cost to the student in excess of the original contract with the defaulting school. If the school does not make such provision, a refund of all tuition and fees shall be made by the school to the students.

## **PENNSYLVANIA STUDENT INFORMATION**

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

1. For a student withdrawing from or discontinuing the program during the first 7 calendar days of the term, semester or quarter, the tuition charges refunded by The School shall be at least 75% of the tuition for the term, semester or quarter.

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

Any inquiry a student may have regarding the terms of this contract may be made to the Director of Admissions at WyoTech, 500 Innovation Drive, Blairsville, PA 15717. The school is licensed by the State Board of Private Licensed Schools, Pennsylvania Department of Education, 333 Market Street, Harrisburg, PA 17126-0333. Any questions or concerns not satisfactorily resolved by a school official may be brought to the attention of the Board.

### **SOUTH CAROLINA STUDENT INFORMATION**

Students aggrieved by action of the school should attempt to resolve these problems with appropriate school officials. If the complaint cannot be resolved at the school level through its complaint procedure, students may file a complaint with the South Carolina Commission on Higher Education. The complaint form is available at the following link: [http://www.che.sc.gov/CHE\\_Docs/AcademicAffairs/License/Complaint\\_procedures\\_and\\_form.pdf](http://www.che.sc.gov/CHE_Docs/AcademicAffairs/License/Complaint_procedures_and_form.pdf)

### **INSTRUCTOR QUALIFICATIONS**

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

### **TENNESSEE STUDENT INFORMATION**

Students received a Disclosure on Transferability of Credits and information concerning job placement, graduation, and tuition for each program before signing this enrollment agreement. Inquiries or grievances not resolved on the institutional level may be forwarded to Tennessee Higher Education Commission, Parkway Towers Suite 1900, 404 James Robertson Parkway, Nashville, TN 37243-0830; (615) 741-5293.

The WyoTech pro rata institutional refund policy shall apply to all Tennessee students. The student understands what "transferability of credits" means and acknowledges having received the Disclosure about Transferability of Credits pursuant to Tenn. Code Ann. §49-7-144 and the Summary of Job Placement, completion, and graduation rates for Tennessee graduates, which are incorporated herein by reference and considered a part of this EA.

Students received a Disclosure on Transferability of Credits and information concerning job placement, graduation, and tuition for each program before signing this enrollment agreement. Inquiries or grievances not resolved on the institutional level may be forwarded to Tennessee Higher Education Commission, Parkway Towers Suite 1900, 404 James Robertson Parkway, Nashville, TN 37243-0830; (615) 741-5293.

### **INSTRUCTOR QUALIFICATIONS**

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

### **TRANSFERRING CREDITS**

The disclosure on the transferability of credits shall be as follows: Credits earned at WyoTech College may not transfer to another educational institution. Credit earned at another educational institution may not be accepted by WyoTech College. You should obtain confirmation that WyoTech College will accept any credits you have earned at another educational institution before you execute an enrollment contract or agreement. You should also contact educational institutions that you may want to transfer credits earned at WyoTech College to determine if such institution will accept credits earned at WyoTech College prior to executing an enrollment contract or agreement. The ability to transfer from WyoTech College to another educational institution may be very limited. Your credits may not transfer and you may have to repeat courses previously taken at WyoTech College if you enroll in another educational institution. You should never assume that credits will transfer to or from any educational institution. It is



highly recommended and you are advised to make certain that you know that the transfer of credit policy WyoTech College and of any other educational institution you may in the future want to transfer the credits earned at WyoTech before you execute an enrollment contract or agreement in.

Students received a Disclosure on Transferability of Credits and information concerning job placement, graduation, and tuition for each program before signing the enrollment agreement. Inquiries or grievances not resolved on the institutional level may be forwarded to Tennessee Higher Education Commission, Parkway Towers Suite 1900, 404 James Robertson Parkway, Nashville, TN 37243-0830; (615) 741-5293.

#### **JOB PLACEMENT AND GRADUATION INFORMATION**

Job placement and graduation information for WyoTech College can be found at the Tennessee Higher Education Commission website located at <http://www.state.tn.us/the/c/>.

#### **TEXAS STUDENT INFORMATION SPECIAL REFUND CIRCUMSTANCES**

In case of student prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete an academic year, the school will make a settlement that is reasonable and fair to all parties.

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

A student of the school who withdraws from the school 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 the program in which the student is enrolled: (1) 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 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; (2) 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 (3) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor(s) of the program determine that the student has: (A) satisfactorily completed at least 90 percent of the required coursework for the program; and (B) demonstrated sufficient mastery of the program material to receive credit for completing the program.

#### **CLASS SCHEDULE**

Morning and evening classes are scheduled as enrollment necessitates. Students attend class Monday – Friday. Morning classes are from 7:00 AM to 4:15 PM and night classes are from 4:30 PM – 1:40 AM. Students have regularly scheduled breaks throughout each class period.

#### **OCCUPATIONAL OPPORTUNITIES**

In addition to the broader entry-level position as an Automotive Technician, Diesel Technician, or Collision/Refinishing Technician, a graduate of one of these core programs and Motorsports Chassis Fabrication might be interested in a more specialized area of employment, for example: Speed Shop Technician, Modification Specialist, MIG & TIG Welder, Customizing Technician, or a Chassis Fabricator. Also, a graduate of one of the above named core programs and Street Rod & Custom Fabrication might be interested in employment as a Street Rod Builder, Custom Fabricator, Customizing Technician, Metal Shaping Specialist, or an Auto Restorer. A graduate of one of the above named core programs and Trim & Upholstery may be interested in employment as Upholsterer, Trimmer, Installer, Upholstery Cutter, and Upholstery Sewers. Advanced Diesel graduates may be interested in positions such as Diesel Mechanic, Medium Truck Technician, Heavy Duty Truck Technician, and Diesel Service Technician.

#### **MAIN JOB SKILLS**

To successfully complete training students must demonstrate competency in the following areas (this is a small sample and is not meant to be all-inclusive):

**Motorsports Chassis Fabrication with Automotive Technology:** Automotive: Using hand-held meters along with various wiring schematics, correctly diagnose and solve basic automotive electrical system malfunctions. Use various electronic diagnostic equipment to correctly diagnose and repair automotive ignition systems, fuel delivery systems, emission systems, and OBD computer systems. Removal, disassembly, inspection, component replacement, reassembly, and dyno testing of electronic controlled transaxles. Using various equipment, demonstrate proper diagnostic and repair procedures on a vehicle's brake system, suspension system, supplemental restraint system, and air-conditioning system. **Motorsports Chassis Fabrication:** Perform various MIG & TIG welds on 1/8" thick mild steel to the instructor's satisfaction. Measure various chassis layout dimensions on a simulator provided to within 1/16" of specifications. Fabricate an advanced metal working shop project to a skill level demonstrated by the

examples provided by the instructors. (This requires a high degree of competence in pattern development, layout, cutting, fitting, welding, and metal finishing.)

**Motorsports Chassis Fabrication with Collision/Refinishing Technology:** Collision: Cosmetic dent repair, sheet metal / structural welding, bolt-on panel replacement, frame / unibody measuring, door glass replacement, body panel alignment and mechanical / electrical / advanced vehicle systems. Refinishing: media paint stripping, paint surface preparation, paint mixing / reducing, vehicle detailing, damage estimating, plastic parts repair and refinishing, and spot paint repair. **Motorsports Chassis Fabrication:** Perform various MIG & TIG welds on 1/8" thick mild steel to the instructor's satisfaction. Measure various chassis layout dimensions on a simulator provided to within 1/16" of specifications. Fabricate an advanced metal working shop project to a skill level demonstrated by the examples provided by the instructors. (This requires a high degree of competence in pattern development, layout, cutting, fitting, welding, and metal finishing.)

**Motorsports Chassis Fabrication with Diesel Technology:** Diesel: Service and troubleshoot 3 skidsteer loaders using the service manuals, tools, and lab sheets. Identify Cummins CELECT fuel system components. Explain the operation of both manual and electronic Cummins fuel systems and troubleshoot the systems, using the proper manuals and test equipment. Perform tune-up procedures on Caterpillar, Cummins, Detroit, John Deere, Deutz, Navistar, Mack, and Perkins diesel engines. Identify and properly rebuild a Fuller transmission to industry standards using handouts, proper service manuals and special tools. **Motorsports Chassis Fabrication:** Perform various MIG & TIG welds on 1/8" thick mild steel to the instructor's satisfaction. Measure various chassis layout dimensions on a simulator provided to within 1/16" of specifications. Fabricate an advanced metal working shop project to a skill level demonstrated by the examples provided by the instructors. (This requires a high degree of competence in pattern development, layout, cutting, fitting, welding, and metal finishing.)

**Street Rod & Custom Fabrication with Automotive Technology:** Automotive: Using hand-held analog and digital meters along with various wiring schematics, correctly diagnose and solve basic automotive electrical system malfunctions. Use various electronic diagnostic equipment to correctly diagnose and repair automotive ignition systems, fuel delivery systems, emission systems, and OBD computer systems. Removal, disassembly, inspection, component replacement, reassembly, and dyno testing of electronic controlled transaxles. Using various equipment, demonstrate proper diagnostic and repair procedures on a vehicle's brake system, suspension system, supplemental restraint system, and air-conditioning system. **Street Rod & Custom Fabrication:** Perform various MIG & TIG welds. Sheet metal restoration and shaping executed by using basic hand tools and large equipment. Custom paint and application techniques are also required.

**Street Rod & Custom Fabrication with Collision/Refinishing Technology:** Collision: Cosmetic dent repair, sheet metal / structural welding, bolt-on panel replacement, frame / unibody measuring, plastic parts repair, door glass replacement, body panel alignment and mechanical / electrical / advanced vehicle systems. Refinishing: media paint stripping, paint surface preparation, paint mixing / reducing, vehicle detailing, damage estimating, plastic parts refinishing, spot paint repair. **Street Rod & Custom Fabrication:** Perform various MIG & TIG welds. Sheet metal restoration and shaping executed by using basic hand tools and large equipment. Custom paint and application techniques are also required.

**Street Rod & Custom Fabrication with Diesel Technology:** Diesel: Service and troubleshoot 3 skidsteer loaders using the service manuals, tools, and lab sheets. Identify Cummins CELECT fuel system components. Explain the operation of both manual and electronic Cummins fuel systems and troubleshoot the systems, using the proper manuals and test equipment. Perform tune-up procedures on Caterpillar, Cummins, Detroit, John Deere, Deutz, Navistar, Mack, and Perkins diesel engines. Identify and properly rebuild a Fuller transmission to industry standards using handouts, proper service manuals and special tools. **Street Rod & Custom Fabrication:** Perform various MIG & TIG welds. Sheet metal restoration and shaping executed by using basic hand tools and large equipment. Custom paint and application techniques are also required.

**Advanced Diesel Technology:** Diesel: Service and troubleshoot 3 skidsteer loaders using the service manuals, tools, and lab sheets. Identify Cummins CELECT fuel system components. Explain the operation of both manual and electronic Cummins fuel systems and troubleshoot the systems, using the proper manuals and test equipment. Perform tune-up procedures on Caterpillar, Cummins, Detroit, John Deere, Deutz, Navistar, Mack, and Perkins diesel engines. Identify and properly rebuild a Fuller transmission to industry standards using handouts, proper service manuals and special tools. **Advanced Diesel:** troubleshoot and repair electrical systems using vehicle computer program and test equipment, troubleshoot, repair and adjust vehicle brakes and wheel seals, air systems, suspension, wheel bearings, fan clutches, front ends, cab and sleeper, gauges and a/c recovery/recycling equipment, repair and adjust valves, remove and replace windshields, adjust doors and locks, adjust clutch and drivelines, adjust coolant systems and repair vehicle fuel systems.

**Collision/Refinishing & Upholstery Technology:** Collision: Cosmetic dent repair, sheet metal / structural welding, bolt-on panel replacement, frame / unibody measuring, door glass replacement, body panel alignment and mechanical / electrical / advanced vehicle systems. Refinishing: media paint stripping, paint surface preparation, paint mixing / reducing, vehicle detailing, damage estimating, plastic parts repair and refinishing, spot paint repair. **Trim and Upholstery:** calculate, layout, and sew all insert designs, construct seat covers, repair seat foam, cushion and frame, operate a machine button and produce buttons, recover headrests and armrests, construct pillow design seat covers,

auto glass replacements, install headliners, cover sun visors, cover trim panels, install carpet and padding, MIG welding, chemical repair, upholstery estimates, vinyl repair, window tinting, tire and tonneau covering.

**Auto/Diesel Vehicle Technology: Automotive:** Using hand-held meters along with various wiring schematics, correctly diagnose and solve basic automotive electrical system malfunctions. Use various electronic diagnostic equipment to correctly diagnose and repair automotive ignition systems, fuel delivery systems, emission systems, and OBD computer systems. Removal, disassembly, inspection, component replacement, reassembly, and dyno testing of electronic controlled transaxles. Using various equipment, demonstrate proper diagnostic and repair procedures on a vehicle's brake system, suspension system, supplemental restraint system, and air-conditioning system. **Diesel:** Service and troubleshoot 3 skidsteer loaders using the service manuals, tools, and lab sheets. Identify Cummins CELECT fuel system components. Explain the operation of both manual and electronic Cummins fuel systems and troubleshoot the systems, using the proper manuals and test equipment. Perform tune-up procedures on Caterpillar, Cummins, Detroit, John Deere, Deutz, Navistar, Mack, and Perkins diesel engines. Identify and properly rebuild a Fuller transmission to industry standards using handouts, proper service manuals and special tools.

**Diesel/Auto Vehicle Technology: Diesel:** Service and troubleshoot 3 skidsteer loaders using the service manuals, tools, and lab sheets. Identify Cummins CELECT fuel system components. Explain the operation of both manual and electronic Cummins fuel systems and troubleshoot the systems, using the proper manuals and test equipment. Perform tune-up procedures on Caterpillar, Cummins, Detroit, John Deere, Deutz, Navistar, Mack, and Perkins diesel engines. Identify and properly rebuild a Fuller transmission to industry standards using handouts, proper service manuals and special tools. **Automotive:** Using hand-held meters along with various wiring schematics, correctly diagnose and solve basic automotive electrical system malfunctions. Use various electronic diagnostic equipment to correctly diagnose and repair automotive ignition systems, fuel delivery systems, emission systems, and OBD computer systems. Removal, disassembly, inspection, component replacement, reassembly, and dyno testing of electronic controlled transaxles. Using various equipment, demonstrate proper diagnostic and repair procedures on a vehicle's brake system, suspension system, supplemental restraint system, and air-conditioning system.

**Automotive Technology with Trim and Upholstery Technology: Automotive:** Using hand-held meters along with various wiring schematics, correctly diagnose and solve basic automotive electrical system malfunctions. Use various electronic diagnostic equipment to correctly diagnose and repair automotive ignition systems, fuel delivery systems, emission systems, and OBD computer systems. Removal, disassembly, inspection, component replacement, reassembly, and dyno testing of electronic controlled transaxles. Using various equipment, demonstrate proper diagnostic and repair procedures on a vehicle's brake system, suspension system, supplemental restraint system, and air-conditioning system. **Trim and Upholstery:** calculate, layout, and sew all insert designs, construct seat covers, repair seat foam, cushion and frame, operate a machine button and produce buttons, recover headrests and armrests, construct pillow design seat covers, auto glass replacements, install headliners, cover sun visors, cover trim panels, install carpet and padding, MIG welding, chemical repair, upholstery estimates, vinyl repair, window tinting, tire and tonneau covering.

#### STUDENT ACADEMIC GRIEVANCE PROCEDURE

1. Each student is encouraged to discuss and work out any difficulty or misunderstanding with the particular instructor or academic staff members with whom that situation exists.
2. The student's concern/problem/complaint will be presented verbally to the Department Coordinator and the Department Coordinator shall attempt to resolve the problem.
3. If the Department Coordinator is unable to resolve the problem at his or her level, the student may prepare a written statement of the problem or situation.
4. The Department Coordinator who was unable to resolve the problem/complaint or to otherwise satisfy the student will sign and date the written complaint indicating that he or she was aware of the situation and remained unable to resolve it. The student will also sign and date the complaint and then forward it to the Academic Dean.
5. The Academic Dean will review the complaint, set a timely date for a meeting with the student, collect any pertinent files and records for examination, and notify appropriate personnel, if any, of the meeting. The student will have the right to invite an appropriate representative of his or her choice to attend the meeting.
6. All facts and relevant information, testimony, and records will be presented at the meeting.
7. The Academic Dean, after considering all pertinent facts, will arrive at a final decision which will be communicated to the student, instructor or staff member and Department Coordinator in a timely fashion.
8. If the decision is disputed, all relevant information will be forwarded within one working day to the President of WyoTech. The President will review the complaint and render a binding decision within two days of hearing the complaint. The student will receive a written response.
9. Any grievances not resolved by the school may be forwarded to the Texas Workforce Commission, Career Schools and Colleges, Room 226T, 101 East 15<sup>th</sup> Street, Austin, Texas 78778-0001, Phone: (512) 936-3100, <http://csc.twc.state.tx.us>.

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

Approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas. WyoTech's Associate in Specialized Technology degree programs are not certified by the Texas Higher Education Coordinating Board or the Texas Workforce Commission. WyoTech cannot guarantee that credits earned from the degree programs or the degrees themselves will be transferable in the state of Texas. Notice: Any holder of a 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.

Following are credit hour earnings by course of all the courses offered at WyoTech, as defined by the TWC:

Basic Engine Management Systems .....	(Theory: 130, Lab: 110, Credit: 12.0)
Drivability Diagnostics .....	(Theory: 110, Lab: 130, Credit: 11.0)
Drivetrain Systems.....	(Theory: 121, Lab: 119, Credit: 12.0)
Chassis.....	(Theory: 127, Lab: 113, Credit: 12.0)
Collision Repair I.....	(Theory: 111, Lab: 129, Credit: 11.0)
Collision Repair II.....	(Theory: 111, Lab: 129, Credit: 11.0)
Refinishing I.....	(Theory: 85.5, Lab: 154.5, Credit: 10.0)
Refinishing II.....	(Theory: 57.5, Lab: 182.5, Credit: 9.0)
Engine Maintenance Systems & Refrigeration.....	(Theory: 137.5, Lab: 102.5, Credit: 12.0)
Fluid Power & Electrical Systems.....	(Theory: 111.5, Lab: 128.5, Credit: 11.0.)
Engines.....	(Theory: 92, Lab: 148, Credit: 11.0)
Power Trains.....	(Theory: 117, Lab: 123, Credit: 11.0)
Advanced Diesel I.....	(Theory: 69, Lab: 171, Credit: 10.0)
Advanced Diesel II.....	(Theory: 51, Lab: 189, Credit: 9.0)
Motorsports Chassis Fabrication I.....	(Theory: 102, Lab: 138, Credit: 11.0)
Motorsports Chassis Fabrication II.....	(Theory: 83, Lab: 157, Credit: 10.0)
Basic Street Rod.....	(Theory: 63, Lab: 177, Credit: 10.0)
Advanced Street Rod.....	(Theory: 60, Lab: 180, Credit: 10.0)
Trim and Upholstery I.....	(Theory: 54, Lab: 186, Credit: 9.0)
Trim and Upholstery II.....	(Theory: 51, Lab: 189, Credit: 9.0)
Accounting and Financial Management.....	(Theory: 63.5, Lab: 16.5, Credit: 4.5)
Computers and Business Applications.....	(Theory: 50.5, Lab: 29.5, Credit: 4.0)
Communications.....	(Theory: 55, Lab: 25, Credit: 4.5)
Management Concepts.....	(Theory: 45.5, Lab: 34.5, Credit: 4.0)
Human Resource Management.....	(Theory: 44.0, Lab: 36, Credit: 4.0)
Shop Management.....	(Theory: 44.5, Lab: 35.5, Credit: 4.0)

## WASHINGTON STUDENT INFORMATION

**INSTRUCTOR QUALIFICATIONS:** At a minimum each faculty member shall possess at least one of the following qualifications:

1. Graduation from a state approved, four-year degree granting school with satisfactory completion of no less than twenty-four (24) semester hours in the academic or vocational/skill subject area in which the applicant will be assigned to teach. Included in the twenty-four hours must be evidence of satisfactory completion of at least one three (3) semester hour college level course in each subject to which the faculty member is to be assigned; or
2. Hold an associate degree from an accredited college or university and a minimum of four years of practical experience within the last ten years in the field to be taught; or
3. Hold a diploma from a course of at least 900 clock hours from an accredited college or university and a minimum of six years of practical work experience within the last ten years in the field to be taught; or
4. Hold a high school diploma, GED, or satisfy completely the relevant course(s) from a recognized postsecondary institution. In addition, the instructor must have no less than seven calendar years of practical experience in the appropriate field within the last ten years.

A detailed listing of names, titles, education and experience for all instructors and instructional supervisors is displayed in the Career Services Department at WyoTech.

If the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Workforce Training and Education Coordinating Board at: 128 10<sup>th</sup> Avenue SW, Olympia, WA 98504-3105; (360) 753-5662; [workforce@wtb.wa.gov](mailto:workforce@wtb.wa.gov); [http://www.wtb.wa.gov/PCS\\_ComplaintForm.asp](http://www.wtb.wa.gov/PCS_ComplaintForm.asp).

THIS SCHOOL IS LICENSED UNDER CHAPTER 28C.10 RCW; INQUIRIES OR COMPLAINTS REGARDING THIS OR ANY OTHER PRIVATE VOCATIONAL SCHOOL MAY BE MADE TO THE WORKFORCE TRAINING AND EDUCATION COORDINATING BOARD, 128 TENTH AVENUE SW, BOX 43105, OLYMPIA, WASHINGTON 98504; Web: [wtb.wa.gov](http://wtb.wa.gov); (360) 753-5662; Email address: [wtecb@wtb.wa.gov](mailto:wtecb@wtb.wa.gov).

### **WISCONSIN STUDENT INFORMATION**

**CAREER SERVICES ASSISTANCE:** The school provides employment assistance to graduates in good standing at no additional charge. This service is not given as an inducement to enroll, and no guarantee or representation of employment is made or implied. Services offered by the Career Services office include resume development and distribution, on-campus employer visits, and computerized referral systems. Student referrals to prospective employers are not based on direct contact with the employer regarding current job openings.

**SPECIAL REFUND CIRCUMSTANCES:** In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete an academic year, the school will make a settlement that is reasonable and fair to all parties.

**PAYMENT OF REFUNDS:** Refunds due to the student will be paid within 30 days of the date of determination of withdrawal.

Unexplained absences from school for a period of 10 consecutive school days constitute constructive notice of withdrawal. Refunds due to the student will be paid within 30 calendar days from the date of withdrawal.

**PROGRESS REPORTS:** Progress reports/academic transcripts are defined as a single page report containing, at a minimum, the student's name, ID number, dates of attendance, course of instruction, amount of credit attempted, credit awarded, grade and attendance by subject, status (enrolled, completed, graduated, or withdrawn), date of status, and designation of degree or diploma conferred. These same transcripts are maintained at the school indefinitely.

**INSTALLMENT PAYMENTS:** If circumstances require a student to make installment payments, payments may be made in no more than three installments.

**DEFINITION OF A CLOCK HOUR/CONTACT HOUR:** The WEAB defines "clock hour" as a 60 minute period, and a "contact hour" as 50 minutes of supervised or directed instruction in a 60 minute period.

**TRANSFERABILITY OF CREDITS:** The admissions office of the receiving school should be consulted regarding transferability of credits from WyoTech.

**APPLICATION DEADLINE:** Registration day of each class start is the latest a student can apply for that particular start date. It is recommended that application be made as early as possible to ensure acceptance and space availability.

**ATTENDANCE POLICY:** The attendance policy does not distinguish between excused or unexcused absences. A student is late if not in attendance at the scheduled class start time. Tardies do not impact absences.

Students aggrieved by action of the school should attempt to resolve these problems with appropriate school officials. Should this procedure fail, students may contact: Wisconsin Educational Approval Board, 201 West Washington Avenue 3<sup>rd</sup> Floor, Madison Wisconsin 53708, (608) 266-1996.

In addition to paragraph 7 on page 2 of this enrollment agreement (**CANCELLATION PERIOD**): (1) If you cancel, any property traded in, any payments made by you under the contract or sale, and any negotiable instruments executed by you will be returned within 10 business days following receipt by the seller of your cancellation notice, and any security interest arising out of the transaction will be cancelled, and (2) Wisconsin students may cancel this agreement within five business days after receipt of a notice of acceptance, by certified mail, from the school. **Career Services Assistance:** The school provides employment assistance to graduates in good standing at no additional charge. This service is not given as an inducement to enroll, and no guarantee or representation of employment is made or implied. Services offered by the Career Services office include resume development and distribution, on-campus employer visits, and computerized referral systems. **NOTICE: Any holder of this consumer credit agreement 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.**

A student that withdraws from a course or programs during a period of enrollment will receive a refund as follows:

- i. If a student withdraws after the cancellation period but before completing 60% of the potential units of instruction in the current enrollment period, the student shall be entitled to a pro rata refund, as calculated

below, less any amounts owed by the student for the current enrollment period, less a one-time application fee of \$100;

- ii. Pro rata refund shall be determined as the number of units remaining after the last unit completed by the student, divided by the total number of units in the enrollment period, rounded downward to the nearest ten percent. Pro rata refund is the resulting percent applied to the total tuition and other required costs paid by the student for the current enrollment period;
- iii. No refund is required for any student who withdraws or is dismissed after completing 60% of the potential units of instruction in the current enrollment period unless a student withdraws due to mitigating circumstances, which are those that directly prohibit pursuit of a program and which are beyond the student's control; and
- iv. Notice of withdrawal maybe in any form, does not need to be in writing, and does not need to be delivered in any specific manner.

#### **WYOMING STUDENT INFORMATION**

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



## STATE SPECIFIC ATTORNEY GENERAL COMPLAINT INFORMATION

If the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Alabama Attorney General at Consumer Affairs Section, Office of the Attorney General, 501 Washington Avenue, Montgomery, Alabama 36130-0152; (334) 242-7335; <http://www.ago.state.al.us/>.

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, 200 Tower Building, 323 Center Street, Little Rock, AR 72201-2610; (501) 682-2341; [consumer@arkansasag.gov](mailto:consumer@arkansasag.gov); <http://www.ag.arkansas.gov>.

If the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Public Inquiry Unit, Office of the Attorney General, P.O. Box 944255, Sacramento, CA 94244-2550; (916) 322-3360; TTY/TDD: (800) 735-2929; <http://www.ag.ca.gov>.

If the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Attorney General, 1525 Sherman St., Denver, CO 80203; (800) 222-4444; [attorney.general@state.co.us](mailto:attorney.general@state.co.us); <http://www.coloradoattorneygeneral.gov>.

If the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Consumer Protection Unit, Department Of Justice, State Of Delaware, 820 N. French Street, 5<sup>th</sup> Floor, Wilmington, De 19801; (800) 220-5424; [consumer.protection@state.de.us](mailto:consumer.protection@state.de.us); <http://attorneygeneral.delaware.gov>.

If the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Office of the Attorney General, PL-01 The Capitol, Tallahassee, FL 32399-1050; (850) 414-3990; <http://myfloridalegal.com>.

If the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Georgia Attorney General at Governor's Office of Consumer Protection; 2 Martin Luther King, Jr. Drive, Ste. 356; Atlanta, GA 30334; (404) 651-8600; <http://consumer.georgia.gov>.

If the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Illinois Attorney General, Consumer Fraud Bureau, 500 South Second Street, Springfield, IL 62706; (217) 782-1090; [www.IllinoisAttorneyGeneral.gov](http://www.IllinoisAttorneyGeneral.gov).

If the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Indiana Commission on Proprietary Education at: 302 West Washington Street, Room E201, Indianapolis, IN 46204; (317) 232-1320; <http://www.in.gov/cpe/2329.htm>.

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) 296-1529, Fax (888) 975-8313.

If the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Kentucky Attorney General at Office of Attorney General, Consumer Protection Division, 1024 Capital Center Drive, Frankfort, KY 40601; (888) 432-9257; [consumer.protection@ag.ky.gov](mailto:consumer.protection@ag.ky.gov); [www.ag.ky.gov/cp](http://www.ag.ky.gov/cp).

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 Section, P.O. Box 94005, Baton Rouge, LA 70804-9005; (800) 351-4889; <http://www.ag.louisiana.gov>.

If the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Office of the Attorney General, Consumer Protection Division, 200 St. Paul Place, Baltimore, MD 21202; (410) 528-8662; [consumer@oag.state.md.us](mailto:consumer@oag.state.md.us); <http://www.oag.state.md.us/index.htm>.

If the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Maine Attorney General at Attorney General's Consumer, Information and Mediation Service, 6 State House Station, Augusta, Maine 04333; (207) 626-8849; [consumer.mediation@maine.gov](mailto:consumer.mediation@maine.gov); <http://www.maine.gov/ag/>.

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

If the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Office of Minnesota Attorney General, 1400 Bremer Tower, 445 Minnesota Street, St. Paul, MN 55101; (651) 296-3353; TTY: (651) 297-7206; <http://www.ag.state.mn.us/>.

If the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Mississippi Attorney General at Consumer Protection Division, Office of the Attorney General, P.O. Box 22947, Jackson, Mississippi 39225-2947; (601) 359-4230; <http://www.ago.state.ms.us>.

If the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Missouri Attorney General at Attorney General's Office, Consumer Protection Unit, P.O. Box 899, Jefferson City, MO 65102; (573) 781-3321; <http://ago.mo.gov>.

If the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Office of Consumer Protection, 2225 11th Avenue, P.O. Box 200151, Helena, MT 59620-0151; (800) 481-6896; [contactocp@mt.gov](mailto:contactocp@mt.gov).

If the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the New Hampshire Attorney General at Office of the Attorney General, Consumer Protection And Antitrust Bureau, 33 Capitol Street, Concord, New Hampshire 03301; (603) 271-3641; <http://doj.nh.gov/>.

If the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the New Jersey Attorney General at New Jersey Office of the Attorney General, Division of Consumer Affairs, P.O. Box 45025, Newark, New Jersey 07101; (800) 242-5846; [AskConsumerAffairs@lps.state.nj.us](mailto:AskConsumerAffairs@lps.state.nj.us); <http://www.njconsumeraffairs.gov/>.

If the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the New Mexico Attorney General at New Mexico Attorney General, 408 Galisteo Street, Villagra Building, Santa Fe, New Mexico 87501; (505) 827-6000.

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

If the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Oklahoma Attorney General at Office of Attorney General, Consumer Protection Unit, Attn: Investigative Analyst, 313 N.E. 21<sup>st</sup> Street, Oklahoma City, Oklahoma 73105; (405) 521-2029; [www.oag.ok.gov](http://www.oag.ok.gov).

If the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Financial Fraud/Consumer Protection Section, 1162 Court St. NE, Salem, OR 97301-4096; (503) 378-4320; [consumer.hotline@doj.state.or.us](mailto:consumer.hotline@doj.state.or.us); <http://www.doj.state.or.us>.

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

If the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the South Carolina Department of Consumer Affairs, 3600 Forest Drive, Third Floor, Post Office Box 5757, Columbia, South Carolina 29250-5757; (803) 734-4200; <http://www.scconsumer.gov>.

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

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



If the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Department of Agriculture, Trade and Consumer Protection, Bureau of Consumer Protection, P.O. Box 8911, Madison, WI 53708-8911; (608) 224-5012; <http://datcp.wi.gov>.

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

# ACADEMIC CALENDAR

## 8.30 HOUR PROGRAM SCHEDULE

### 2016 Academic Calendar

#### Spring Schedule 2016

\*April Registration..... Monday, March 28, 2016  
Course Session..... Tuesday, March 29, 2016 - Monday, May 9, 2016  
Finals and Course End..... Monday, May 9, 2016  
\*May Registration..... Tuesday, May 10, 2016  
Course Session..... Tuesday, May 10, 2016 - Tuesday, June 21, 2016  
Memorial Day Holiday..... Monday, May 30, 2016  
Finals and Graduation..... Tuesday, June 21, 2016  
Scheduled Break..... Wednesday, June 22, 2016 - Sunday, June 26, 2016

#### Summer Schedule 2016

\*June Registration..... Friday, June 24, 2016  
Course Session..... Monday, June 27, 2016 - Monday, August 8, 2016  
Independence Day Holiday..... Monday, July 4, 2016  
Finals and Course End..... Monday, August 8, 2016  
\*August Registration..... Tuesday, August 9, 2016  
Course Session..... Tuesday, August 9, 2016 - Tuesday, September 20, 2016  
Labor Day Holiday..... Monday, September 5, 2016  
Finals and Graduation..... Tuesday, September 20, 2016  
Scheduled Break..... Wednesday, September 21, 2016 - Sunday, September 25, 2016

#### Fall Schedule 2016

\*September Registration..... Friday, September 23, 2016  
Course Session..... Monday, September 26, 2016 - Friday, November 4, 2016  
Finals and Course End..... Friday, November 4, 2016  
\*November Registration..... Monday, November 7, 2016  
Course Session..... Monday, November 7, 2016 - Tuesday, December 20, 2016  
Thanksgiving Holiday Break..... Thursday, November 24, 2016 - Sunday, November 27, 2016  
Finals and Graduation..... Tuesday, December 20, 2016  
Scheduled Break..... Wednesday, December 21, 2016 - Sunday, January 2, 2016

### 2017 Academic Calendar

#### Winter Schedule 2017

\*January Registration..... Monday, January 2, 2017  
Course Session..... Monday, January 2, 2017 - Friday, February 10, 2017  
Finals and Course End..... Friday, February 10, 2017  
\*February Registration..... Monday, February 13, 2017  
Course Session..... Monday, February 13, 2017 - Friday, March 24, 2017  
Finals and Graduation..... Friday, March 24, 2017  
Scheduled Break..... Saturday, March 25, 2017 – Wednesday, March 29, 2017

#### Spring Schedule 2017

\*April Registration..... Thursday, March 30, 2017  
Course Session..... Thursday, March 30, 2017 - Wednesday, May 10, 2017  
Finals and Course End..... Wednesday, May 10, 2017  
\*May Registration..... Thursday, May 11, 2017  
Course Session..... Thursday, May 11, 2017 - Thursday, June 22, 2017  
Memorial Day Holiday..... Monday, May 29, 2017  
Finals and Graduation..... Thursday, June 22, 2017  
Scheduled Break..... Friday, June 23, 2017 - Monday, June 26, 2017

#### Summer Schedule 2017

\*June Registration..... Tuesday, June 27, 2017  
Course Session..... Wednesday, June 28, 2017 - Thursday, August 10, 2017  
Independence Day Holiday..... Monday, July 3, 2017 – Tuesday July 4, 2017  
Finals and Course End..... Thursday, August 10, 2017  
\*August Registration..... Friday, August 11, 2017

Course Session..... Friday, August 11, 2017 - Friday, September 22, 2017  
 Labor Day Holiday..... Monday, September 4, 2017  
 Finals and Graduation ..... Friday, September 22, 2017  
 Scheduled Break..... Saturday, September 23, 2017 - Tuesday, September 26, 2017

**Fall Schedule 2017**

\*September Registration..... Wednesday, September 27, 2017  
 Course Session..... Thursday, September 28, 2017 - Wednesday, November 8, 2017  
 Finals and Course End..... Wednesday, November 8, 2017  
 \*November Registration..... Thursday, November 9, 2017  
 Course Session..... Thursday, November 9, 2017 - Friday, December 22, 2017  
 Thanksgiving Holiday Break ..... Thursday, November 23, 2017 - Friday, November 24, 2017  
 Finals and Graduation ..... Friday, December 22, 2017  
 Scheduled Break..... Saturday, December 23, 2017 - Tuesday, January 2, 2018

Make-up days will be scheduled as necessary to maintain 250 clock hours of training in each course session

## TUITION AND FEES

Program Offerings	Program Length	Credit Hours	Program Tuition
<b>Diploma Programs</b>			
Auto/Diesel Vehicle Technology	9 mo.	60.0	\$30,127
Automotive Technology with High Performance Power Trains	9 mo.	60.0	\$30,127
Automotive Technology with Trim and Upholstery Technology	9 mo.	60.0	\$30,127
Collision/Refinishing and Upholstery Technology	9 mo.	65.0	\$30,127
Diesel/Auto Vehicle Technology	9 mo.	60.0	\$30,127
Diesel Technology with High Performance Power Trains	9 mo.	60.0	\$30,127
Diesel Technology with Trim and Upholstery Technology	9 mo.	60.0	\$30,127
Diesel Advanced Technology Education for Mack Trucks and Volvo Trucks	9 mo.	60.0	\$30,127
Advanced Diesel Technology	9 mo.	60.0	\$30,127
Motorsports Chassis Fabrication with Automotive Technology	9 mo.	60.0	\$30,127
Motorsports Chassis Fabrication with Collision/Refinishing Technology	9 mo.	65.0	\$30,127
Motorsports Chassis Fabrication with Diesel Technology	9 mo.	60.0	\$30,127
Street Rod and Custom Fabrication with Automotive Technology	9 mo.	60.0	\$30,127
Street Rod and Custom Fabrication with Collision/Refinishing Technology	9 mo.	65.0	\$30,127
Street Rod and Custom Fabrication with Diesel Technology	9 mo.	60.0	\$30,127
<b>Associate in Specialized Technology Degree Programs</b>			
Automotive Technology and Management	9 mo.	65.0	\$30,127
Collision/Refinishing Technology and Management	9 mo.	70.0	\$30,127
Diesel Technology and Management	9 mo.	65.0	\$30,127

### Book Costs and Opt-Out Policy

The School has an arrangement with a third-party textbook provider that enables the School to make required books available to students below competitive market rates. These book costs are included in tuition, and the School provides these books to students, without additional charges, by the seventh day of the financial aid payment period.

Opting out of the included book fees, and automatic delivery of required print/electronic books and materials, is NOT recommended. However, students wishing to opt-out of receiving their books from the School and the associated amount of tuition, may obtain a Opt-Out and Waiver of Supplied Books Request form by requesting one from a student finance planner or student services advisor, and complete and return the form to the student finance planner at least 10 days before the beginning of the term. Students who register late and wish to opt-out may receive books automatically delivered, and must return such automatically delivered books in new, unused condition in order to receive an opt-out refund.

### Tool Costs:

Students must pay a \$100 refundable tool deposit upon registration for the first academic year. The deposit will be returned within 30 days of a student's separation from the school provided all tools are returned in the same condition as received, less normal wear. The cost of lost or damaged tools will be deducted from the deposit. If the losses or damages exceed the deposit the student must pay the difference prior to separation from the school. (This policy will be effective starting on June 1, 2016 for the starts after September 1, 2016 at the Daytona Beach campus).

### Housing Fees, Deposits, and Rent

Non-refundable housing application fee: \$50

Refundable damage deposit: \$150

Rent per month - Campus Courtyard double occupancy bedroom: \$425

Rent per month - Campus Courtyard single occupancy bedroom: \$525

Estimated Local transportation costs for student driving to classes can be up to about \$40-\$50 per week. (\$.55 x about 81 miles per week) Transportation costs for students using public transportation will vary by location and type.

Dependent students with no post-secondary credit must live in the dormitory. Dependent students with less than 2 years post-secondary credit may be required to live in the dormitory depending upon space available. Exceptions may be granted on an individual case-by-case basis after an exception submission to the school. Notwithstanding the

above; WyoTech reserves the right to require certain students to live in the dormitory based upon their individual circumstances.

**These modular and Quarter Based tuition tier flat-rate tuition tables only apply to:**

**1. New enrolling students.** A new student is defined as a student who has never attended a Zenith Education Group school or has graduated and enrolled in a new program; or

**2. Re-entering students who have withdrawn and are re-entering greater than 180 days from their withdrawal date** (The withdrawn time period is calculated from the student's withdrawal date to the new module or term start date.); or

**3. Re-entering degree students who are re-entering within 180 days**

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

Same Program (Same / New Program Version):

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).

Same Program (New Program Version of Different Credits / Length of Program):

Will be charged tuition at the current catalog rate for the program of enrollment less the amount charged on the prior period of enrollment (Charges plus or minus any tuition adjustments).

Different / New Program (Program Change)

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.

## APPENDIX A

### Statement on Sexual Misconduct Response and Prevention

#### **Scope**

This policy applies to all members of the campus community and includes, but is not exclusive to, faculty, staff, students, campus visitors, volunteers, vendors, and persons related to, receiving or seeking to receive services from the School, or otherwise pursuing diploma, undergraduate, graduate or refresher studies at the School. It also covers alleged acts of sexual misconduct that adversely affect the campus community, whether those acts occur on or off campus.

#### **Definitions**

**Campus Security Authority** - The Campus Security Authority (CSA) is defined as any individual or an entity to which students and employees should report criminal offenses:

**Clery Act** - is the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. Section 1092(f); 34 C.F.R. Part 668.46

**Consent** - Is a freely given agreement to engage in a specific sexual act. While the explicit definition of consent varies by jurisdiction, the following general rules apply when assessing whether consent was given. The lack of explicit refusal does not imply consent. When there is use of threat or force by the accused, the lack of verbal or physical resistance or the submission by the victim does not constitute consent. The manner of dress of the victim at the time of the offense does not constitute consent. Past consent to sexual contact and/or a sexual history with the accused does not imply consent to future sexual contact. A person who initially consents to sexual contact or penetration may withdraw continued consent at any time during the course of that interaction. Intoxication due to use of alcohol or drugs may impair an individual's capacity to consent freely and may render an individual incapable of giving consent.

**Domestic Violence** – is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; a person with whom the victim shares a child in common; a person who is cohabitating or has cohabited with the victim as a spouse or intimate partner; a person similarly situated to a spouse of the victim under the jurisdictional domestic or family violence laws; or any other person against a victim who is protected from that person's acts under the jurisdictional domestic or family violence laws.

**Dating violence** - Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

**Rape** - is defined as sexual intercourse or penetration by a body part or object, through use of coercion or force, with someone who has not given or is incapable of giving consent.

**Sexual contact** - is the deliberate touching of a person's intimate body parts (including lips, genitalia, groin, breast or buttocks, or clothing covering any of those areas), or using force to cause a person to touch his or her own or another person's intimate body parts.

**Sexual assault** - is defined as physical contact of a sexual nature against the victim's will or without the victim's consent.

**Sexual harassment** - is unwelcomed sexual advances, requests for sexual favors or other conduct of a sexual nature. Sexual harassment occurs when a student or colleague is the recipient of conduct of a sexual nature where:

(1) Submission to, or toleration of, such conduct is made either explicitly or implicitly a term or condition of the student's education or colleague's employment; or (2) Submission to or rejection of such conduct by an individual is used as the basis for academic decisions about the student or professional decisions about the colleague; or (3) Such conduct has the purpose or effect of unreasonably interfering with the colleague/student's welfare or professional/academic performance, or creates an intimidating, hostile, offensive or demeaning work/academic environment.

**Sexual misconduct** - is a broad term encompassing sexual harassment, dating violence, domestic violence, rape, sexual assault, and stalking. Sexual misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual misconduct can be committed by men or by women, and it can occur between people of the same or different sex.

**Stalking** - is a pattern of behavior directed at a specific person that would cause a reasonable person to feel fear for his/her safety. A person commits stalking by knowingly engaging in a course of conduct directed at a specific person when the person engaging in the conduct knows or should know that this course of conduct would cause a reasonable person to fear for his/her safety or the safety of a third person or suffer other emotional distress.

**Code of Student Conduct**- standards of behavior expected of all accepted or enrolled students.

**Title IX Coordinator** - The Title IX Coordinator's purpose is to ensure that an institution maintains an environment for a student that is free from unlawful sex and gender discrimination in all aspects of the educational experience, including academics and extracurricular activities.

**Title IX** - refers to the U.S. Department of Education regulation that governs the efforts of educational institutions to maintain a campus free from sex and gender discrimination, including investigating and remediating sexual misconduct by students, colleagues, or third parties.

**VAWA Incident** – an incident in relation to domestic violence, dating violence, and stalking

### **Reporting of Crimes**

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

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

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

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

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

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

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

- Some may be required to maintain near complete confidentiality; talking to them is sometimes called a "privileged communication." These people would include any Professional or Pastoral Counselors, as described below.
- Some employees are required to report all the details of an incident (including the identities of both the victim and alleged perpetrator) to the Title IX<sup>1</sup> Coordinator. A report to these employees (called "responsible employees") constitutes a report to the School – and generally obligates the School to investigate the incident and take appropriate steps to address the situation. These employees include the Campus Director and the Regional Vice President of Operations.

<sup>1</sup> Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in education programs and activities in federally funded schools at all levels. The Title IX Coordinator's purpose is to ensure that an institution maintains an environment for students that is free from unlawful sex discrimination in all aspects of the educational experience, including academics and extracurricular activities. The Title IX Coordinator for all ZEG institutions is Dr. Robert Boggs or Tinamarie Aguilar, send your concerns to [TitleIXquestions@zenith.org](mailto:TitleIXquestions@zenith.org). You may also call the Title IX Coordinators directly at 714-825-7385 or 714-825-7249.

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

## The Options

### A. Privileged and Confidential Communications

- *Professional and Pastoral Counselors* Professional, licensed counselors and pastoral counselors who provide mental-health counseling to members of the school community (and including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX Coordinator without a victim's permission.

A victim who speaks to a professional counselor or advocate must understand that, if the victim wants to maintain confidentiality, the School will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator.

Even so, these counselors and advocates will still assist the victim in receiving other necessary protection and support, such as victim advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working or course schedules. A victim who at first requests confidentiality may later decide to file a complaint with the School or report the incident to local law enforcement, and thus have the incident fully investigated. These counselors and advocates will provide the victim with assistance if the victim wishes to do so.

NOTE: While these professional counselors and advocates may maintain a victim's confidentiality vis -à-vis the School, they may have reporting or other obligations under state law, such as mandatory reporting to law enforcement in case of minors; imminent harm to self or others; or the requirement to testify if subpoenaed in a criminal case.

ALSO NOTE: If the School determines that the alleged perpetrator(s) pose a serious and immediate threat to the campus community, the CSA may be called upon to issue a timely warning to the community. Any such warning should not include any information that identifies the victim.

### B. Reporting to Responsible Employees

A "responsible employee" is a School employee who has the authority to address sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or who a student could reasonably believe has this authority or duty.

When a victim tells a responsible employee about an incident of sexual violence, the victim has the right to expect the School to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

A responsible employee must report to the Title IX Coordinator and Corporate Security Department all relevant details about the alleged sexual violence shared by the victim and that the School will need to determine what happened – including the names of the victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the School's response to the report. A responsible employee should not share information with law enforcement without the victim's consent or unless the victim has also reported the incident to law enforcement.

The Campus Director is the School's responsible employee.

Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee's reporting obligations – and, if the victim wants to maintain confidentiality, direct the victim to confidential resources.

If the victim wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the victim that the School will consider the request, but cannot guarantee that the School will be able to honor it. In reporting the details of the incident to the Title IX Coordinator and Security department, the responsible employee will also inform the Title IX Coordinator and Security department of the victim's request for confidentiality.

Responsible employees will not pressure a victim to request confidentiality, but will honor and support the victim's wishes, including for the School to fully investigate an incident. By the same token, responsible employees will not pressure a victim to make a full report if the victim is not ready to do so.

## **Requesting Confidentiality From the School: How the School Will Weigh the Request and Respond**



If a victim discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the School must weigh that request against the School's obligation to provide a safe, non-discriminatory environment for all students, including the victim.

If the School honors the request for confidentiality, a victim must understand that the School's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited.

Although rare, there are times when the School may not be able to honor a victim's request in order to provide a safe, non-discriminatory environment for all students.

The School has designated the Title IX Coordinator to evaluate requests for confidentiality once a responsible employee is on notice of alleged sexual violence.

When weighing a victim's request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator will work with the Corporate Security department to consider a range of factors, including the following:

- The increased risk that the alleged perpetrator will commit additional acts of sexual or other violence, such as:
  - whether there have been other sexual violence complaints about the same alleged perpetrator;
  - whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
  - whether the alleged perpetrator threatened further sexual violence or other violence against the victim or others;
  - whether the sexual violence was committed by multiple perpetrators;
- whether the sexual violence was perpetrated with a weapon;
- whether the victim is a minor;
- whether the School possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence);
- whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the School to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the School will likely respect the victim's request for confidentiality.

**If the School determines that it cannot maintain a victim's confidentiality**, the School will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the School's response.

The School will remain ever mindful of the victim's well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Retaliation against the victim, whether by students or School employees, will not be tolerated. The School will also:

- assist the victim in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus;
- provide other security and support, which could include issuing a no-contact order, helping arrange a change of living or working arrangements or course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests; and
- inform the victim of the right to report a crime to campus or local law enforcement – and provide the victim with assistance if the victim wishes to do so.

The School may not require a victim to participate in any investigation or disciplinary proceeding.

Because the School is under a continuing obligation to address the issue of sexual violence campus-wide, reports of sexual violence (including non-identifying reports) will also prompt the School to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.

If the School determines that it can respect a victim's request for confidentiality, the School will also take immediate action as necessary to protect and assist the victim.

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

At Zenith schools, the Campus Director shall be the primary Campus Security Authority, and typically designates another campus employee as a CSA Assistant. In the absence of the Campus Director the Regional Vice President of Operations will act as the Campus Security Authority.

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

### **Take Back the Night and other public awareness events**

Public awareness events such as "Take Back the Night," the Clothesline Project, candlelight vigils, protests, "survivor speak outs" or other forums in which students disclose incidents of sexual violence, are not considered notice to the School or Zenith of sexual violence for purposes of triggering its obligation to investigate any particular incident(s).

### **Off-campus Counselors and Advocates**

Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with the School unless the victim requests the disclosure and signs a consent or waiver form.

NOTE: While these off-campus counselors and advocates may maintain a victim's confidentiality vis-à-vis the School, they may have reporting or other obligations under state law, such as mandatory reporting to law enforcement in case of minors; imminent harm to self or others; or the requirement to testify if subpoenaed in a criminal case.

### **Campus Security Authority**

The Campus Security Authority shall have the authority to ask persons for identification and to determine whether individuals have lawful business at the school. The Campus Security Authority shall cooperate with law enforcement agencies that have jurisdiction over the campus as necessary to ensure campus safety. The Campus Security Authority does not have arrest power. All crime victims and witnesses are strongly encouraged to immediately report alleged crimes to the Campus Security Authority and to the appropriate law enforcement agency, but victims are not required to notify such authorities.

The Campus Security Authority (CSA) is defined as any individual or an entity to which students and employees should report criminal offenses, including:

- A campus police department or a campus security department;
- An individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property);
- Any individual or organization specified in an institutional statement of campus security policy as an individual or organization to which students and employees should report criminal offenses (e.g., Campus Director, etc.);
- An official of who has the authority and the duty to take action or respond to particular issues on behalf of the institution and who has significant responsibility for student and campus activities, including but not limited to, student housing, student discipline and campus judicial proceedings.

Where applicable, the institution shall uphold orders of protection, "no-contact" orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribunal court.

### **Sexual Offences Reporting and Disciplinary Procedures**

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

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

### **Disciplinary Action**

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

Disciplinary procedures in cases of alleged sexual offences or VAWA Incidents shall: (1) provide prompt, fair, and impartial investigation and resolution; (2) be conducted by officials who are trained annually on how to investigate and conduct hearings on domestic violence, sexual assault, and stalking; (3) give the accused and the accuser the same opportunities to have an advisor or others (e.g., witness or advocate) present during the proceeding and related meetings; (4) be conducted under a “preponderance of the evidence” standard, and (5) simultaneously notify the accused and accuser of the outcome, appeal procedures, and final results.

Students who are determined to have violated the School’s prohibitions against sexual offences are subject to disciplinary action up to and including dismissal from the School. Detailed information regarding the disciplinary procedure for sexual offences and VAWA Incidents can be found in the Code of Student Conduct. As appropriate, the matter shall be referred to the appropriate law enforcement authorities for investigation and prosecution.

The school shall change a victim’s academic situation after a sex offense or alleged sex offense if those changes are requested by the victim, and are reasonably available. The student may seek assistance in requesting a change from the Campus Security Authority. Changes offered to student victims include the following:

- Transfer into the same program at another Zenith school;
- Transfer into a different academic program at the same school;
- Change in academic schedule;
- Change in externship location/assignment;
- Leave of absence/withdrawal from School; and
- Change in living situation (on campuses that offer housing).

### **Violence against Women**

Zenith 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 any Zenith campus and are prohibited both by law and School policy. The School will respond promptly to reports of sexual harassment and sexual violence and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates School policy.

#### **Campus Community Safety is Primary**

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

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

#### **Victim Confidentiality**

The School will use its best efforts to ensure that:

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

## **State-Specific Statements**

### **Virginia**

#### **Child Abuse and Neglect Reporting**

Individuals 18 years and older who are associated with, employed by or volunteer with a private institution of higher learning are required to report, as soon as possible, but no later than 24 hours after having a suspicion of child abuse or neglect. No report is required if the individual has actual knowledge that the same matter has already been reported to Child Protective Services.

The Department of Social Service's toll-free child abuse and neglect hotline is 1-800-552-7096.

Most States have also enacted requirements for Child Abuse and Neglect Reporting. Information on these requirements is available at: <http://www.ncsl.org/research/human-services/redirect-mandatory-rprtq-of-child-abuse-and-neglect-2013.aspx>

Campuses may print and post informational posters which have been made available by the state. Those posters may be found on the Department of Social Service's website at: <http://www.dss.virginia.gov/family/cps/index2.cgi>.

### **Pennsylvania**

#### **Sexual Offences<sup>3</sup> Reporting and Disciplinary Procedures**

In addition to the Sexual Offences Reporting and Disciplinary Procedures, schools located in Pennsylvania shall operate in compliance with the Public School Code, "Sexual Violence Education at Institutions of Higher Education" by providing a sexual violence awareness education program which provides:

- A discussion of sexual violence;
- A discussion of consent, including an explanation that the victim is not at fault;
- A discussion of drug and alcohol-facilitated sexual violence;
- Information relating to risk education and personal protection;
- Information on where and how to get assistance, including the importance of medical treatment and evidence collection, and how to report sexual violence to campus authorities and local law enforcement;
- The possibility of pregnancy and sexually transmitted diseases;
- Introduction of members of the educational community from:
  - Campus policy or security and local law enforcement;
  - Campus health center, women's center and rape crisis center;
  - Campus counseling service or any service responsible for psychological counseling and student affairs;
- A promise of discretion and dignity;
- A promise of confidentiality for victims of sexual offences.

The campus is to provide a follow-up program, such as lectures, institutional activities and videos and other educational materials related to sexual violence prevention and awareness for the duration of the school year for new students.

<sup>3</sup> "Sexual Offences" as defined by the 2013 Violence Against Women Reauthorization Act include: Sexual Assault (Rape, Fondling, Incest, or Statutory Rape), Domestic Violence, Dating Violence, and Stalking.