



**Fremont Catalog**  
2014 - 2016

200 Whitney Place  
Fremont, California 94539  
510.490.6900  
800.248.8585 (toll free)  
510.490.8599 (fax)

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

**WyoTech** 2014-2016 Catalog

CC-412-WYO

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Effective June 30, 2014, through July 31, 2016

Prospective students are encouraged to review this catalog prior to signing an enrollment agreement. Students are also encouraged to review the School Performance Fact Sheet, which must be provided prior to signing an enrollment agreement.

Any question a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), (Phone) 916-431-6959, (Fax) 916-263-1897.

WyoTech does not have any pending petitions in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, nor has it had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

#### **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).

## **PRESIDENT'S MESSAGE**

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, our equipment, and our 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 is to make a quality education and the "We Care" philosophy a reality for each and every student, every day, and every month that student is with us. We have made this pledge to our WyoTech graduates and will continue to make this pledge to all who follow!

The information contained in this catalog, supplements and addenda (if applicable) is true and correct to the best of my knowledge. Any addenda become an integral part of this catalog as of their effective date.

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## ABOUT WYOTECH

### CORINTHIAN COLLEGES, INC.

WyoTech is a part of Corinthian Colleges, Inc. (CCi). CCi was formed in 1995 to own and operate colleges across the nation that focus on high-demand, specialized curricula. CCi is continually seeking to provide the kind of educational programs that will best serve the changing needs of students, business and industry.

With headquarters in Santa Ana, California, and colleges in various states, CCi provides job-oriented education and training in high-growth, high-technology areas of business and industry. The curricular focus is on allied health, business, and other programs that have been developed based on local employer needs. Students use modern equipment and facilities, similar to the type they can expect to find on the job. CCi provides people entering or reentering today's competitive market with practical, skill-specific education vital to their success.

Corinthian Colleges, Inc. is dedicated to providing education and training that meets the current needs of business and industry. Under CCi ownership, the College maintains its long-standing reputation for innovation and high-quality private education.

### HISTORY

WyoTech began operations under the name Sequoia Institute in 1962 with a handful of students in an automotive class located in Sunnyvale, California. For more than forty years, the school has grown into a sophisticated training center with approximately 130,000 square feet of facilities at its present site in Fremont, California. On August 1, 2003, Corinthian Colleges, Inc. purchased the former Sequoia Institute. On July 1, 2004, Corinthian Colleges, Inc. officially changed Sequoia Institute's name to WyoTech.

WyoTech is committed to quality education and industry accountability. Extensive equipment, excellent faculty and constantly updated curricula prepare students for the high-tech, industry-specific jobs of the 21st century. WyoTech looks forward to continuing its tradition of delivering high-quality programs designed to address high-demand career tracks with the support of Corinthian Colleges' vast resources.

### PHILOSOPHY AND PURPOSE

WyoTech is uncompromisingly dedicated to superior-quality, college-level, career-oriented education in the automotive, motorcycle, HVAC, electrical, and plumbing industries. WyoTech's programs meet industry specifications and standards. Through the use of industry-based advisory committees, employed graduate contacts, and faculty/industry interactions, WyoTech continually upgrades and modifies programs to enhance each graduate's employability.

WyoTech's primary objectives are to impart specific knowledge and skills, to graduate each and every student who begins training, and to place them in their chosen fields. In order to achieve these objectives, the curriculum, the faculty and staff, and the facilities and learning environment become equally important.

WyoTech's curricula allow students to concentrate exclusively on learning technical skills in diploma programs or to expand their education with occupational degree programs.

The faculty and staff respect the professional decision students have made to enter career training. We believe professionalism is as important an aspect of training as technical and business skills. For that reason, WyoTech has established rules and regulations concerning attendance, behavior and academic performance in classrooms, labs and shops. These rules are enforced on campus and each student's grades are adjusted weekly to reflect "professionalism points." Professionalism develops a positive attitude, personal motivation, and career pride. These elements, combined with technical expertise, produce a WyoTech graduate--a skilled professional technician.

WyoTech receives input through a Program Advisory Committee before changing course content, training equipment or teaching procedures. We also seek input from employers as we upgrade our educational delivery systems to ensure the right combination of relevant theory and hands-on, practical experience. WyoTech students learn by doing and our goal is to provide the best employees in each industry we serve. We know that the right combination provides a systematic approach to preparing graduates who know what to do and how to do it. Technical courses are approximately 50% lecture/demonstration and 50% lab/shop. Applied general education courses for the occupational degree programs are conducted primarily on-line with an on-site component.

### OBJECTIVES

The primary educational objective of each program is to provide a solid base of knowledge and skills that will enable students to gain employment. Throughout the technical courses of study, emphasis is placed on the practical, "hands-on" skills necessary for daily diagnostic, repair and maintenance work. Competency-based and performance-tested curricula ensure that students not only understand the technical information but are able to perform the related skills as well.

In addition to the educational objectives, WyoTech endeavors to:

- Engage a faculty and staff with diverse educational and experiential credentials;
- Encourage and evaluate student professionalism and responsibility;
- Provide safe facilities and educational equipment conducive to learning;

- Match motivated, confident and success-oriented students and graduates with understanding, supportive and progressive employers; and
- Continually evaluate all aspects of the school, utilizing input from industry advisory committees, employers, students and staff.

## **FACILITIES AND EQUIPMENT**

The campus is part of a high-tech industrial park, surrounded by cutting-edge Silicon Valley businesses. Three buildings comprise WyoTech's eight-acre campus. The Plumbing Technology and Heating, Ventilation and Air Conditioning programs, Admissions, Career Services and Student Finance offices are located in the 34,000-square-foot building at 200 Whitney Place. A 30,000-square-foot facility at 51 Whitney Place accommodates the Electrician and Motorcycle Technology programs. The Automotive Technology program, Student Services, and Administrative offices are located in the 66,000-square-foot facility at 420 Whitney Place. Two-plus acres of student parking separate the buildings.

Classrooms are equipped with audio-visual aids, classroom computers, digital projectors, videotape machines, and overhead projectors. Program-specific computer labs and a learning resources lab are also available for students. Industrial shop equipment simulates current field conditions in contemporary repair facilities, as recommended by our Program Advisory Committees. Safety glasses and uniforms are furnished to the students. Tools are loaned to students during their enrollment period. WyoTech's average student population is 1200. Our facilities meet or exceed federal requirements for handicapped accessibility.



## **LEARNING RESOURCE CENTER / LIBRARY**

The school's Learning Resource Center (LRC) is conveniently located within the school facility and is available to students during normal school hours. The LRC supports the school's programs of study by providing an organized collection of materials (both paper and videotape) and equipment to access electronic resources. Computer workstations provide access to the Internet and software appropriate to the Electrician, Plumbing, HVAC and Automotive programs including AllData, ShopKey, Delamar Student Exercise Software for both Automotive and HVAC as well as training software used in each program. Additional computer workstations are located in the shop areas; students have access to specific software used in conjunction with instructional projects and assignments. These materials aid many of our students in the learning process, as they are able to view specific instructional materials covering their course content. Resource materials are continually added to the Resource center, in order to keep abreast of ever-changing industry technology. The resource center also provides a productive educational atmosphere for individual and small group study.

## **ACCREDITATION**

WyoTech is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The Accrediting Commission of Career Schools and Colleges is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

## **LICENSURE, APPROVALS AND CERTIFICATIONS**

- 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 Washington Workforce Training and Education Coordinating Board, 128 10th Avenue, SW, Box 43105, Olympia, WA 98504; Web: [wtb.wa.gov](http://wtb.wa.gov); telephone: (360) 753-5662; E-mail address: [wtecb@wtb.wa.gov](mailto:wtecb@wtb.wa.gov).
- WyoTech-Fremont, CA is authorized by the Washington Student Achievement Council and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes WyoTech-Fremont, CA to offer specific degree programs. The Council may be contacted for a list of currently authorized programs. Authorization by the Council does not carry with it an endorsement by the Council of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the Council at P.O. Box 43430, Olympia, WA 98504-3430.
- Agents licensed by the Colorado Department of Higher Education, Private Occupational School Board

- WyoTech, Fremont campus, is a private institution approved to operate by the California Bureau of Private Postsecondary Education. (Approved to operate means compliance with state standards as set forth in this statement)
- Approved for the training of Veterans and eligible persons under the provisions of Title 38, United States Code.
- Pay the non-refundable SEVIS processing fee, directly to SEVIS.
- Effective, November 2011, we are no longer an Official ASE Test Center.
- Official EPA Refrigerant Technician Certification Test Center.
- All Automotive programs are programmatically accredited by the National Automotive Technician Education Foundation (NATEF).

## **MEMBERSHIPS**

- California Automotive Teachers (CAT)
- North American Council of Automotive Instructors (NACAT)
- American Motorcycle Association (AMA)
- IAMPO
- NATEF

## **AFFILIATIONS**

- Ducati Motorcycles
- Triumph Motorcycles
- Pep Boys
- Auto Zone
- O'Reilly
- California State BAR
- Miele

## **ALLIANCES**

- Snap-On
- Ideal
- Bell Electrical
- Platt
- Syserco

Copies of accreditation, approval and membership documentation are available for inspection at the campus. Please contact the Campus President to review this material.

## **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. If English is not the prospective enrollee's primary language, they have the right to obtain a clear explanation of the terms and conditions of all cancellation and refund policies in his or her primary language.

## **REQUIREMENTS AND PROCEDURES**

Applicants should apply for admission as soon as possible in order to be officially accepted for a specific program and start date. To begin the application process, the applicant should write, telephone, or visit the school. Admission into any program of study requires satisfaction of the following requirements.

- High school diploma or a recognized equivalent such as the GED.
- Students must submit proof of high school graduation or a recognized equivalency certificate (GED) to the institution by providing the institution with the diploma, transcript confirming graduation, GED certificate or other equivalent documentation, a copy of which will be placed in the student file.
- Applicants are informed of their acceptance status shortly 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.
- If applicable, an assessment to evaluate readiness of students enrolling in programs with on-line instruction.

### **ACADEMIC SKILLS ASSESSMENT**

All students are required to go through the institution's assessment process. Students may be exempt from the assessment test if they provide official composite score of at least 15 on the ACT, a combined score on reading and math of at least 700 on the SAT, or proof of successful completion of a minimum of 36.0 quarter hours or 24.0 semester hours of earned college credit at an accredited postsecondary institution. As part of the enrollment process, assessment testing is required for students entering degree programs. Enrollees take the SLE assessment. If a student scores 12 or more, the student will proceed with standard coursework. If a student scores 9 to 11, it is recommended that the student attends math tutoring. If the score is 8 or below, it is recommended that the student attends tutoring to strengthen his/her skills in both English and Math.

### **ABILITY TO BENEFIT GRANDFATHERING POLICY**

Ability to Benefit students who were enrolled in an eligible educational program of study any time before July 1, 2012, may continue to be considered Title IV eligible under either the ATB test or credit hour standards if they meet the following two-part test set forth below:

1. The student attended, or was registered and scheduled to attend, a Title IV eligible program at an eligible institution prior to July 1, 2012; and
2. The student established qualification as an ATB student by documenting one of the two following ATB alternatives:
  - a. Passing an independently administered, Department of Education (DOE) approved ATB test; or
  - b. Successful completion of at least six credit hours, or the equivalent coursework (225 clock hours) that are applicable toward a certificate offered by the school.

**NOTE:** The number of students enrolled under the Ability to Benefit Provision is limited to only certain diploma programs offered. Please check with your admission representative regarding the programs that accept ATB students. The school reserves the right to reject applicants based on test scores and ability to benefit limitations, or as necessary to comply with any applicable local, state or federal laws, statutes or regulations.

### **Ability to Benefit Passing Test Scores**

ATB students must achieve or exceed the minimum passing scores in all subtests at one administration. Minimum ATB qualifying scores for CPAt, COMPASS, ASSET, CPT/Accuplacer and the Wonderlic Basic Skills Test as defined in the table below.

<b>ATB Test</b>	<b>CPAt</b>	<b>COMPASS</b>	<b>ASSET</b>	<b>CPT/Accuplacer</b>	<b>Wonderlic</b>
<b>Required Passing Scores:</b>	Language: 42 Reading: 43 Numerical: 41	Reading: 62 Writing: 32 Numerical: 25	Reading: 35 Writing: 35 Numerical: 33	Reading: 55 Sentence Skills: 60 Arithmetic: 34	Verbal: 200 Quantitative: 210

Former CCI ATB students re-entering on or after July 1, 2012, under the limited circumstances outlined above will not be required to retake and pass the ATB test if the official score sheet from the test publisher is in the student's academic file.

Students transferring from a non-CCI institution that previously qualified for Title IV eligibility via successfully passing an approved ATB exam at another institution will be required to re-take and pass an approved ATB-exam through CCI subject to Test Publisher's retest policies.

### **Ability to Benefit Advising**

The school will provide academic support services necessary for the success of each student in the ATB program and to ensure that following completion of the program the student is ready for placement. All ATB students shall receive academic and career advising after each grading/evaluation period (i.e. term, module, phase, level, or quarter).

### **INTERNATIONAL STUDENTS**

WyoTech is authorized by the U.S. Department of Homeland Security to issue the Form I-20 to international students. A Form I-20 will be sent to the applicant upon acceptance, receipt of evidence of financial support, and payment of appropriate tuition deposits and/or fees.

### **Admissions Requirements for International Students**

- Provide a certified secondary school transcript or high school diploma as defined by the student's country of origin.

- Proof of financial ability to meet expenses. Such evidence may be one of the following:
  - a) Bank letter verifying student's available funds (self-sponsoring).
  - b) Bank letter verifying sponsor's available funds if sponsor is not a citizen or a legal permanent resident of the U.S.
  - c) Form I-134 if sponsor is a citizen or legal permanent resident of the U.S.
  - d) If the applicant is sponsored by his/her home country, a statement of sponsorship.
- Be eligible for a student visa (F-1 or M-1).
- Enroll as a full time student (for undergraduates, at least 12 quarter credit hours).
- Pay the minimum tuition deposit.
- Pay the non-refundable SEVIS processing fee, directly to SEVIS.
- Evidence of English Proficiency if the student's first language is not English. Such evidence may be one of the following:
  - a) TOEFL score of 450 (paper-based) or 133 (computer-based) or 45 (Internet-based);
  - b) Completion of Level 107 from a designated English Language School Center (ELS);
  - c) Score of 5.0 on the International English Language Testing System exam (IELTS);
  - d) Score of 60 on Michigan English Language Assessment Battery (MELAB);
  - e) Graduation from a high school in the United States as an exchange student;
  - f) Graduation from a high school in a country where English is the official language.
  - g) Graduation from an American/International high school program where the curriculum is taught in English.
- Evidence of medical insurance coverage for the duration of the enrollment period.

### **Refresher Privilege**

Graduates of WyoTech are eligible to refresh any part of their prior program, provided the course of instruction continues to be offered and space is available. Refresher training is not valid for grade or certification purposes, and the student will not receive a transcript of grades or attendance for the portion repeated.

### **On-line Refresher Fees**

There is a \$100.00 on-line user fee.

### **Campus Program Refresher Fees**

Unless the graduate has the latest edition of the textbooks used for the class, he/she will be charged a \$275 training materials cost. Entrance into specific classes is subject to space availability in an offered course. All refresher fees are paid prior to admittance and scheduling by the Academic Dean/Director of Education. Listed fees do not include safety glasses or uniforms that the student must obtain. Students enrolling in a refresher course may not be enrolled concurrently in another program.

## **ACADEMIC POLICIES**

### **WYOTECH REGULATIONS**

Each student is given the school catalog, which sets forth the policies and regulations under which the institution operates. It is the responsibility of the student to become familiar with these policies and regulations and to comply accordingly. Ignorance of or lack of familiarity with this information does not serve as an excuse for noncompliance or infractions.

WyoTech reserves the right to modify its tuition and fees; to add or withdraw members from its faculty and staff; to revise its academic programs; and to withdraw subject courses, and programs if registration falls below the required number. The total hours specify in each area of the program total is the minimum requirements for completion.

### **DEFINITION OF CREDIT**

Each program at WyoTech is stated in clock hours, weeks of attendance, and credits earned on a quarter credit basis. Each clock hour consists of a minimum of 50 minutes of instruction within a 60-minute period. For occupational subjects in any program, one quarter credit hour is equal to 10 clock hours of classroom instruction. Lab/shop instruction is assigned one quarter credit hour for every 20 clock hours.

For applied general education subjects, one quarter credit hour is equal to 10 clock hours of classroom instruction or its equivalent in lecture and assignments. Lab/shop instruction is assigned one quarter credit hour for every 20 clock hours.

## **OUT OF CLASS ASSIGNMENTS**

- Students in degree programs should expect to spend approximately two hours outside of class completing homework for every hour of in class lecture
- Students in diploma 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

## **MAXIMUM CLASS SIZE**

Class size varies during the academic year; however, class size shall not exceed 48 students for Automotive and 24 for all other programs 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.

## **TRANSFER OF CREDIT INTO WYOTECH**

WyoTech has constructed its transfer credit policy to recognize both traditional college credit and non-traditional learning. In general, WyoTech considers the following criteria when determining if transfer credit should be awarded:

- Accreditation of the institution;
- The comparability of the scope, depth, and breadth of the course to be transferred; and
- The applicability of the course to be transferred to the student's desired program. This includes the grade and age of the previously earned credit.

If the learning was obtained outside a formal academic setting, through a nationally administered proficiency exam, an IT certificate exam, or military training, WyoTech will evaluate and award transfer credit using professional judgment and the recommendations for credit issued by the American Council on Education (ACE).

## **Academic Time Limits**

The following time limits apply to a course being considered for transfer credit:

- College Core and General Education course – indefinite;
- Major Core course (except health science course – within ten (10) years of completion; and
- Military training, Proficiency exams (e.g. DANTES, AP, CLEP, Excelsior, etc.) and IT certificate exams – the same academic time limits as College Core, General Education, and Major Core courses.

**Note:** Due to certain programmatic accreditation criteria, health science courses must be transferred within five (5) years of completion.

## **Required Grades**

For diploma, associate, and bachelor degree programs, a letter grade of C (70%) or better is required for transfer credit to be awarded.

## **Maximum Transfer Credits Accepted**

Students enrolled in a diploma or degree program must complete at least 25% of the program in residency at the institution awarding the degree or diploma. The remaining 75% of the program may be any combination of transfer credit, national proficiency credit, WyoTech developed proficiency credit, or prior learning credit.

## **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.

## **Transfer Credit for Learning Assessment**

WyoTech accepts appropriate credits transferred from the College Level Examination Program (CLEP), DANTES subject testing, and certain other professional certification examination programs. Contact the campus Academic Dean/Director of Education for the current list of approved exams and minimum scores required for transfer.

## **Transfer Credit for Proficiency Examination**

Undergraduate students may attempt to challenge the requirement to certain selected courses by demonstrating a proficiency level based on special qualifications, skills, or knowledge obtained through work or other experience that is sufficient to warrant the granting of academic credit for a course through a Proficiency Examination. Similarly, WyoTech may award some credits toward undergraduate, associate, and diploma level courses for achievement of professional certifications such as CNE, MCSE, etc. For more information, please contact the Academic Dean or Director of Education.

## **Experiential Learning Portfolio**

Students may earn credit for experiential learning through the Prior Learning Assessment program. This program is designed to translate personal and professional experiences into academic credit. Procedures for applying for credit through experiential learning are available in the Academic Dean's/Director of Education's office.

## **Notice Concerning Transferability of Credits and Credentials Earned at our Institution**

The transferability of credits you earn at WyoTech is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in the program in which you are enrolling is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending WyoTech to determine if your credits or degree, diploma or certificate will transfer.

## **Transfer from WyoTech to Other Institutions**

WyoTech neither implies nor guarantees that credits completed at the school will be accepted by other institutions. Transfer of credit is a privilege granted by the institution to which a student may seek admission. The student must independently determine whether or not the program, course, or courses of study will be accepted by those other institutions into which future enrollment is intended.

## **Transfer to Other WyoTech Locations**

Students in good standing may transfer to another WyoTech campus location. Transfer students are advised that they will be subject to the minimum residency requirements at the new campus for the program in which they are enrolled. Students may transfer applicable credits from WyoTech coursework in which a C or higher was earned; however, those credits will be treated as transfer credits and will not count toward fulfilling residency requirements at the new location.

## **WyoTech Consortium Agreement**

The WyoTech Consortium Agreement enables students to attend a limited number of classes (a maximum of 49% of credit hours) at a WyoTech campus location other than their home campus. In addition, students nearing completion of their program of study may finish their degree at another WyoTech campus location through the Consortium Agreement (a minimum of 51% of credit hours must be completed at the Home campus). Complete details on the WyoTech Consortium Agreement are available in the Academic Dean's/Director of Education's office.

## **Transfer Center Assistance**

Any questions regarding the transfer of credit into or from WyoTech should be directed to the Transfer Center at 877-727-0058 or email [transfercenter@cci.edu](mailto:transfercenter@cci.edu).

## **Articulation Agreement**

WyoTech, Fremont campus, has entered into an articulation or transfer agreement with Despark Auto Academy, Malaysia.

## **ONLINE COURSE REQUIREMENTS**

Online courses are offered at the campus through the Online Division of CCI using the eCollege platform via the Internet. Online courses have the same course objectives and outcomes as courses taught on-ground, although more individual focus and initiative is required to successfully master the material. Online courses are designated on the class schedule so students register during the normal registration period. To maximize success within the online courses, students must have available to them a computer with a system profile that meets or exceeds the following:

### **Windows Systems**

Windows 7, XP, or Vista  
56K modem or higher  
Sound Card & Speakers  
Firefox, Chrome, or Microsoft Internet Explorer

### **Mac Systems**

Mac OS X or higher (in classic mode)  
56K modem or higher  
Sound Card & Speakers  
Apple Safari

In addition, students taking online courses must:

- Check quarterly to make sure they are maintaining the correct systems profile;
- Have Internet access and an established email account;
- Verify email account/address with Online Coordinator at the time of registration each quarter;
- Commence online coursework as soon as students have access to the courses;
- Participate in classes and complete learning and graded activities weekly throughout the course.

### ON-LINE STUDENT SUPPORT

In order to assist students who are pursuing the applied general education component of the AOS degree programs through on-line coursework, there is on-line computer orientation offered during each phase to help on-line students familiarize themselves with computers and the on-line vendor format they will be using in the AOS On-line Program.

In addition, eCollege.com has been contracted to offer technical assistance. Students needing customer support may call the eCollege.com Support Center at 1-303-873-0005 or e-mail [helpdesk@ecollege.com](mailto:helpdesk@ecollege.com). The eCollege.com Support Center is open 24 hours a day, 7 days a week.

### 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.

**Note:** Students must meet Bureau of Automotive Repair (BAR) grade and attendance requirements in Applied Automotive Technology & AAS 504 to qualify to take the California Smog Technician License Exam. As BAR requirements frequently change, please see the Director of Education or his/her designee for current criteria.

Grade	Point Value	Meaning	Percentage Scale
A	4.0	Excellent	90% - 100%
B	3.0	Very Good	80% - 89%
C	2.0	Good	70% - 79%
F	0.0	Failing	0% - 69%
Fail	Not Calculated	Fail (for externship/internship)	
Pass	Not Calculated	Pass (externship)	
L	Not Calculated	Leave of Absence (allowed in modular programs only)	
PE	Not Calculated	Proficiency Exam	
W	Not Calculated	Withdrawal	
WZ	Not Calculated	Withdrawal for those students called to immediate active military duty. This grade indicates that the course will not be calculated for purposes of determining rate of progress	
TR	Not Calculated	Transfer Credit	

Treatment of Grades in the Satisfactory Academic Progress/Rate of Progress Calculation			
Grade	Included in GPA calculation?	Counted as attempted credits?	Counted as earned credits?
A	Y	Y	Y
B	Y	Y	Y
C	Y	Y	Y
F	Y	Y	N
Fail	N	Y	N
Pass	N	Y	Y
L	N	N	N
PE	N	Y	Y
W	N	Y	N
WZ	N	N	N
TR	N	Y	Y

## 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 Grade Point Average (GPA) is calculated at the end of each evaluation period by dividing the quality points earned by the total credits attempted for that evaluation period.
- The Cumulative Grade Point Average (CGPA) is calculated by dividing the total cumulative quality points earned by the total cumulative credits attempted for cumulative evaluation periods.
- 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.

## 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 (MTF) allowed to complete the academic program (150% for all programs).

## Evaluation Periods for SAP

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).

## 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%). Quantitative progress is determined by dividing the number of credit hours earned by the number of credit hours attempted. Credit hours attempted include completed hours, transfer credits, withdrawals, and repeated courses.

## Maximum Time Frame to Complete

The maximum time frame for completion of any program is limited by federal regulation to 150% of the published length of the program. The school shall calculate maximum time frame using credit hours attempted. 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

55 Quarter Credit Hour Modular Program. Total credit hours that may be attempted: 82 (150% of 55).				
Total Credits 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
1 - 12	2.0	N/A	66.66%	N/A
13 - 24	2.0	1.0	66.66%	25.00%
25 - 54	2.0	1.5	66.66%	55.00%
55 - 66	2.0	1.8	66.66%	64.00%
67 - 82	N/A	2.0	N/A	66.66%

59 Quarter Credit Hour Modular Program. Total credit hours that may be attempted: 88 (150% of 59).				
Total Credits 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
1 - 12	2.0	N/A	66.66%	N/A
13 - 24	2.0	1.0	66.66%	30.00%
25 - 54	2.0	1.5	66.66%	60.00%
55 - 66	2.0	1.7	66.66%	64.00%
67 - 88	N/A	2.0	N/A	66.66%

<b>67 Quarter Credit Hour Modular Program</b> Total credits that may be attempted: 100 (150% of 67)				
Total Credits 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
1 - 12	2.0	NA	66.66%	NA
13 - 24	2.0	1.0	66.66%	25%
25 - 54	2.0	1.5	66.66%	55%
55 - 66	2.0	1.8	66.66%	64%
67 - 82	2.0	2.0	66.66%	66.66%
83 - 100	2.0	2.0	NA	66.66%

<b>71 Quarter Credit Hour Modular Program</b> Total credits that may be attempted: 106 (150% of 71)				
Total Credits 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
1 - 12	2.0	NA	66.66%	NA
13 - 24	2.0	1.0	66.66%	25%
25 - 54	2.0	1.5	66.66%	55%
55 - 66	2.0	1.8	66.66%	64%
67 - 82	2.0	2.0	66.66%	66.66%
83 - 106	2.0	2.0	NA	66.66%

<b>72 Quarter Credit Hour Modular Program.</b> Total credit hours that may be attempted: 108 (150% of 72).				
Total Credits 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
1 - 36	2.0	N/A	66.66%	N/A
37 - 45	2.0	1.25	66.66%	20.00%
46 - 63	2.0	1.5	66.66%	45.00%
64 - 81	2.0	1.75	66.66%	55.00%
82 - 99	2.0	1.85	66.66%	65.00%
100 - 108	N/A	2.0	N/A	66.66%

<b>90 Quarter Credit Hour Modular Program.</b> Total credit hours that may be attempted: 135 (150% of 90).				
Total Credits 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
1 - 45	2.0	N/A	66.66%	N/A
46 - 54	2.0	1.25	66.66%	16.67%
55 - 72	2.0	1.5	66.66%	37.50%
73 - 90	2.0	1.75	66.66%	50.00%
91 - 108	2.0	1.85	66.66%	58.33%
109 - 126	2.0	1.9	66.66%	64.29%
127 - 135	N/A	2.0	N/A	66.66%

<b>91 Quarter Credit Hour Modular Program.</b> Total credit hours that may be attempted: 136 (150% of 91).				
Total Credits 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
1 - 45	2.0	N/A	66.66%	N/A
46 - 54	2.0	1.25	66.66%	16.67%
55 - 72	2.0	1.5	66.66%	37.50%
73 - 90	2.0	1.75	66.66%	50.00%
91 - 108	2.0	1.85	66.66%	58.33%
109 - 126	2.0	1.9	66.66%	64.29%
127 - 136	N/A	2.0	N/A	66.66%

<b>108 Quarter Credit Hour Modular Program.</b> Total credit hours that may be attempted: 162 (150% of 108).				
Total Credits 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
1 - 36	2.0	N/A	66.66%	N/A
37 - 72	2.0	1.25	66.66%	25.00%
73 - 108	2.0	1.5	66.66%	50.00%
109 - 144	2.0	1.75	66.66%	65.00%
145 - 162	N/A	2.0	N/A	66.66%

117 Quarter Credit Hour Modular Program. Total credit hours that may be attempted: 175 (150% of 117).				
Total Credits 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
1 - 54	2.0	N/A	66.66%	N/A
55 - 72	2.0	1.0	66.66%	25.00%
73 - 90	2.0	1.25	66.66%	40.00%
91 - 108	2.0	1.5	66.66%	50.00%
109 - 126	2.0	1.75	66.66%	57.14%
127 - 144	2.0	1.85	66.66%	62.50%
145 - 175	N/A	2.0	N/A	66.66%

118 Quarter Credit Hour Modular Program. Total credit hours that may be attempted: 177 (150% of 118).				
Total Credits 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
1 - 54	2.0	N/A	66.66%	N/A
55 - 72	2.0	1.0	66.66%	25.00%
73 - 90	2.0	1.25	66.66%	40.00%
91 - 108	2.0	1.5	66.66%	50.00%
109 - 126	2.0	1.75	66.66%	57.14%
127 - 144	2.0	1.85	66.66%	62.50%
145 - 177	N/A	2.0	N/A	66.66%

77 Quarter Credit Hour Program. Total credits that may be attempted: 115 (150% of 77).				
Total Credits 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
1-16	2.0	N/A	66.66%	N/A
17-28	2.0	1.0	66.66%	N/A
29-40	2.0	1.25	66.66%	50%
41-52	2.0	1.5	66.66%	60%
53-64	2.0	1.75	66.66%	65%
65-115	N/A	2.0	N/A	66.66%

### Application of Grades and Credits to SAP

- 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.
- Courses with grades of Pass and PE are not included in the CGPA calculation but do count as credit hours successfully completed for the rate of progress calculation.
- For calculating rate of progress, F grades and W grades are counted as hours attempted but are not counted as hours successfully completed. Grades of IP will also be counted as hours attempted but not 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 returns from a leave of absence and completes the course from which the student withdrew, the hours for which the student receives a passing grade are counted as earned; the grade, hours, and attendance for the original attempt prior to the official leave of absence are not counted for purpose of the rate of progress toward completion calculation and the original grade is not counted in the CGPA calculation.
- When a student transfers between programs, all attempts of courses common to both programs are included in the CGPA and 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.
- Non-punitive grades are not used and non-credit and remedial courses do not factor into CGPA or ROP.



## 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. During the SAP advising period, the student is eligible for financial aid. Academic advising shall be documented using the **Academic Advising Form**. The form shall be kept in the student's academic file.

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

- For linear programs with an Add/Drop period:
  - Students must receive the notification by the first day of the term; and
  - Must be advised within fourteen (14) calendar days after the term start.

**NOTE: For terms without a break week, students must receive the notification within seven (7) calendar days after the term start and be advised within twenty-one (21) calendar days after the term start.**

- For modular programs:
  - Students must receive the notification by the third (3) calendar day of the subsequent module; and
  - Must be advised within ten (10) calendar days after the module start.

## 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 in the school's catalog will move into SAP NOT MET status. Students not meeting SAP and with a previous SAP status: SAP MET or SAP ADVISING will be issued FA Warning letter 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/Director of Education (or designee) must provide the written notice of FA Warning status to all students with a previous SAP status: SAP Advising or SAP Met. The following timelines apply to all students receiving an FA Warning:

- For linear programs with an Add/Drop period:
  - Students must receive the notification by the first day of the term; and
  - Must be advised within fourteen (14) calendar days after the term start.

**NOTE: For terms without a break week, students must receive the notification within seven (7) calendar days after the term start and be advised within twenty-one (21) calendar days after the term start.**

- For modular programs:
  - Students must receive the notification by the third (3) calendar 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 the school's 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 in accordance with the Academic Appeals Policy. Appeals shall only be granted for the following reasons: the death of a family member; an illness or injury suffered by the student; special circumstances of an unusual nature which are not likely to recur.

The Academic Dean/Director of Education (or designee) must provide written notice of all students placed on SAP NOT MET status:

- For linear programs with an Add/Drop period:
  - Students must receive the notification by the first day of the term;
  - If the student appeals this status and the appeal is approved, the student must receive an Academic Progress Plan within ten (10) calendar days after the appeal's approval.

**NOTE: For terms without a break week, students must receive the notification within seven (7) calendar days after the term start.**

- For modular programs:
  - Students must receive the notification by the third (3) calendar 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.

## Notification of Financial Aid Probation

FA Probation is the term for which the student's appeal has been accepted and progress is monitored under an Academic Progress Plan. Students must be notified in writing of their probationary status within three (3) calendar day of the change in status in the student information system. During the period of FA probation students will continue to be eligible for financial aid.

While on FA probation, unless students improve their CGPA and /or rate of progress toward completion, in accordance with their Academic Progress Plan, they will be withdrawn from their program and become ineligible for

further financial aid. All students on FA probation must be placed on an Academic Progress Plan. A student will remain on FA probation as long as he or she is meeting the requirements of his or her Academic Progress Plan when evaluated at the end of each evaluation period on the Plan.

### **Academic Progress Plan**

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/Director of Education (or designee)/Online 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.

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.

### **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 second (2<sup>nd</sup>) calendar day of the module or term.

### **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/Director of Education (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:

- For linear programs with an Add/Drop period:
  - Students must receive the notification by the first day of the term; and
  - Must complete the Evaluation of Progress form within fourteen (14) calendar days after the notification.

**NOTE: For terms without a break week, students must receive the notification within seven (7) calendar days after the term start and must complete the Evaluation of Progress form within twenty-one (21) calendar days after the notification.**

- For modular programs:
  - Students must receive the notification by the third (3) calendar 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/Director of Education (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:

- For linear programs with an Add/Drop period:
  - Students must receive the notification by the first day of the term; and
  - Must complete the Evaluation of Progress form within fourteen (14) calendar days after the notification.

**NOTE: For terms without a break week, students must receive the notification within seven (7) calendar days after the term start and must complete the Evaluation of Progress form within twenty-one (21) calendar days after the notification.**

- For modular programs:
  - Students must receive the notification by the third (3) calendar 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.**

### **SAP Re-Entry**

Students who have violated FA Probation and have been dismissed shall not be readmitted if they cannot complete the program within the maximum time frame or re-establish appropriate Satisfactory Academic Progress (SAP) standing.

### **Retaking Passed Coursework**

Students may repeat coursework as long as such coursework does not include more than a single repetition of a previously passed course. Each attempt counts in the calculation of the students' rate of progress and successful completion percentages. 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**

For the purpose of improving academic standing and establishing institutional grade point average, students must repeat any failed coursework. Failed courses may be repeated more than twice, so long as repeating the coursework does not jeopardize the students' maximum time frame of completion. Pre-requisite modules in diploma programs may not be repeated more than three (3) attempts. 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. Attendance in successfully repeated classes/modules will also replace attendance in prior unsuccessful attempts.

### **ADD/DROP POLICY (LINEAR PROGRAMS ONLY)**

Students may add or drop courses during the add/drop period without academic penalty. However, they must first obtain the permission of the Academic Dean/Director of Education (or designee) and the Director of Student Finance (or designee). Students are not permitted to add a course after the end of the add/drop period. Students who attend a course after the add/drop period shall be charged for the course pursuant to the refund policy as stated in this catalog. Students who drop a course after the add/drop period shall receive a grade of "W" (Withdraw) and be charged for the course pursuant to the refund policy as stated in this catalog.

### **Full Term Courses**

The add/drop period for full term courses is the first fourteen (14) calendar days of the term, excluding holidays and regularly scheduled breaks. The taking of attendance of students who enroll during the add/drop period shall begin the first scheduled class session following the student's enrollment. Therefore, students who enroll in a full-term course during the add/drop period must attend class by the earlier of the 21<sup>st</sup> calendar day of the term or the 14<sup>th</sup> calendar day after enrollment, or be dropped from the course.

### **Mini-Term Courses**

The registration period for second mini-term courses occurs well in advance prior to the start of the second mini-term. Continuing students, who are already enrolled in full term courses, should complete registration for upcoming second mini-term courses by the close of business on day twenty (20) of the full-term. Additionally, students must sign a Mini-Term Consent Form when registering for the upcoming second mini-term courses.

Once the mini-term has begun, the add/drop period for mini-term courses is the first seven (7) calendar days of the term, excluding holidays and regularly scheduled breaks. The taking of attendance of students who enroll during the add/drop period shall begin the first scheduled class session following the student's enrollment. Students who enroll in mini-term courses during the add/drop period must attend class by the 14<sup>th</sup> calendar day of the mini-term, or be dropped from the course.

### **Effects of Add/Drop on Financial Aid Calculation**

Adding or dropping a course may affect a student's enrollment status, and therefore the amount of financial aid for which the student is eligible. The Director of Student Finance (or Designee) is responsible for advising a student of the financial consequences of a change in registration.

In order for second mini-term courses to be considered in the determination of a student's enrollment status for Pell grant purposes only, a student must register for the second mini-term courses by the close of business on day twenty (20) of the start of the full term, i.e. prior to the Census date.

## WYOTECH ATTENDANCE POLICY

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. This policy sets standards that are critical to the student academic success. An instructor may consider a student present who does not attend the entire class session if a) the criteria used to make the determination are stated in the course syllabus and b) the amount of time missed does not exceed 50% of the class session.

### Punctuality (Tardy)

Any student missing 29 minutes or less of a class period will incur a punctuality infraction.

### Establishing Attendance/Verifying Enrollment

In programs without an add/drop period, students registered for a class shall attend by the second scheduled class session, or be withdrawn.

### Monitoring Student Attendance

Faculty shall monitor student attendance on the basis of both consecutive absences (the "Consecutive Absence Rule") and absences as a percentage of the hours (minus externship hours) in the term/program (the "Percentage Absence Rule"). A student may appeal an attendance dismissal pursuant to the Student Academic Appeals Policy.

Should an appeal be granted, the student is not dismissed, but shall be placed on probation and monitored with an advising plan. Should an appeal not be granted, the student shall be withdrawn from all courses and dismissed from school, and shall not be charged for attending while the appeal was pending. Students dismissed due to an attendance violation must reapply for admission to the school.

### Consecutive Absence Rule

When a student is absent from school for fourteen (14) consecutive calendar days excluding holidays and scheduled breaks, the faculty shall notify the Academic Dean/Director of Education. The following guidelines shall be followed:

- All students who state they will not return to school shall be promptly withdrawn;
- All students who state they will return must:
  1. Attend their next scheduled class session;
  2. File an appeal within five (5) calendar days of the violation;
  3. Have perfect attendance while the appeal is pending; and
- Any student who has promised to return to school, but does not attend the next scheduled class session shall be withdrawn from all courses and dismissed from school.

**NOTE:** For linear programs, the consecutive absence rule is applied to days missed in a single term. For modular programs, the consecutive absence rule is applied to days missed in the total program.

### Percentage Absence Rule (Modular Programs Only)

For students who **have not** previously violated the attendance policy, the following rule shall apply:

Percentage	Action Taken
15% of the total classroom hours missed	Attendance warning letter sent
20% of the total classroom hours missed	Withdrawn from the module and dismissed from school

For 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:

Percentage	Action Taken
15% of the remaining classroom hours missed	Attendance warning letter sent
20% of the remaining classroom hours missed	Withdrawn from the module and dismissed from school

**Note:** Students must meet BAR grade and attendance requirements to qualify to take the California Smog Technician License Exam. As BAR requirements frequently change, please see the Director of Education or his/her designee for current criteria.

### Percentage Absence Rule (Linear Programs)

For students who **have not** previously violated the attendance policy:

Percentage	Action Taken
25% of the total hours for all courses in a term	Attendance warning letter sent
40% of the total hours for all courses in a term	Withdrawn from all courses and dismissed from school

For 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:

Percentage	Action Taken
25% of the total remaining hours for all courses in a term	Attendance warning letter sent
40% of the total remaining hours for all courses in a term	Withdrawn from all courses and dismissed from school

Should a student violate the applicable Percentage Absence Rule, the following guidelines shall be followed:

- 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; and
- Any student who has promised to return to school, but who does not return within five (5) calendar days of the violation shall be withdrawn from all courses and dismissed from school.

#### **Date of Withdrawal**

- When a student is withdrawn for consecutive absences within the term or module, the date of the student's withdrawal shall be the student's last date of attendance (LDA).
- When a student is withdrawn for violating the applicable percentage absence rule, the Date of Withdrawal shall be the date of the violation.

**NOTE:** The Date of Withdrawal shall be the earlier of a violation of the Consecutive Absence Rule or the Percentage Absence Rule.

#### **Date of Determination (DOD)**

The Date of Determination (DOD) shall be the date the school determined the student would not return to class. This is the date used to determine the timeliness of the refund. The DOD is the **earliest** of the following three (3) dates:

- The date the student notifies the school (verbally or in writing) that s/he is not returning to class;
- The date the student violates the published attendance policy; or
- No later than the 14<sup>th</sup> calendar day after the LDA; scheduled breaks are excluded when calculating the DOD.

#### **Attendance Records**

The computer attendance database is the official record of attendance. The official record may be challenged by filing an attendance appeal according to the Student Academic Appeal Policy. Without an appeal, after the 14th calendar day following the end of the term/module, the computer attendance database shall be considered final.

#### **ATTENDANCE POLICY FOR ONLINE EDUCATION**

For a student to be counted "Present" (P) in a given week, s/he needs to complete at least one of the following three activities\*:

1. Complete a quiz , or
2. Complete an Individual Work assignment, or
3. Post at least once to a relevant class discussion board (either Discussion or Teamwork)

\*If a student fails to complete at least one of these activities, s/he will be marked "Absent" (A).

#### **Tardies**

There are no tardies for online students.

#### **Absence**

If a student fails to complete at least one of these activities, s/he will be marked "Absent" (A).

#### **Coursework**

All coursework must be completed within ten calendar days from the end of the phase of instruction.

#### **LEAVE OF ABSENCE POLICY (MODULAR PROGRAMS ONLY)**

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, 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) or temporary disability. Students requesting an LOA must submit a completed Leave of Absence Request Form prior to the

beginning date of the leave. If unforeseen circumstances 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
- b) the student submits a completed **Leave of Absence Request Form** by the tenth (10<sup>th</sup>) calendar day of the leave.

A student must return from a LOA on the first day of any appropriate module or prior to the expiration of his or her leave. A student who goes on leave prior to the end of a module shall receive a grade of "L" (leave) which shall remain on his or her transcript until the student returns from an LOA, retakes the entire module and earns a grade. The module with a grade of "L" shall 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/Director of Education.

### **Re-admission Following a LOA**

- Upon return from leave, the student will be required to repeat the module, if it had been interrupted, and receive final grades.
- The student will not be charged any fee for the repeat of any module from which the student took leave or for students returning from a leave of absence.
- The date the student returns to class is normally scheduled for the beginning of a module.
- When a student is enrolled in a modular program, the student may return at any appropriate module, not only the module from which the student withdrew.

### **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/Director of Education 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).

### **Failure to Return from a LOA**

A student who fails to return from an LOA on or before the date indicated in the written request will be terminated from the program, and the institution will invoke the refund policy. As required by federal statute and regulations, the student's last date of attendance prior to the approved LOA will be used in order to determine the amount of funds the institution earned and make any refunds that may be required under federal, state, or institutional policy.

The "L" grade in the LOA beginning module shall be changed to "W" (withdraw). The module with a grade of "W" shall be included as an attempt in the calculation of Rate of Progress and Maximum Time Frame.

### **Possible Effects of LOA**

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

### **WITHDRAWAL PROCEDURES**

- Students who intend to withdraw from school are requested to notify the Academic Dean/Director of Education in person, by email or in writing to provide official notification of their intent to withdraw and the date of withdrawal.
- Timely notification by the student will result in the student being charged tuition and fees for only the portion of the payment period or period of enrollment that he/she attended as well as ensuring a timely return of federal funds and any other refunds that may be due.
- Students requesting a withdrawal from school must complete a financial aid exit interview.
- Students who have withdrawn from school may contact the school's Education Department about re-entry.

## MAKE-UP WORK

At the instructor's discretion, make-up work may be provided to students who have missed class assignments or tests. Make-up work must be completed within 10 calendar days after the end of the term/module.

## REQUIREMENTS FOR GRADUATION

- Successfully complete all courses in the program with a 2.0 (70%) cumulative grade point average within the maximum time frame for completion as stated in the school catalog.
- Successfully complete all externship requirements (if applicable).
- Meet any additional program specific requirements as stated in the catalog.

Commencement exercises are held at least once a year. Upon graduation, all students who are current with their financial obligation to the school shall receive their diploma.

## VETERANS' EDUCATION BENEFITS

### Prior Credit for Education and Training

All VA beneficiaries are required to disclose prior postsecondary school attendance, military education and training, and provide official transcripts for such education and training. The student is responsible for ensuring that all transcripts are submitted to the school. The school is responsible for evaluating official written transcripts of previous education and experience, granting credit where appropriate, notifying the student, and shortening the program certified accordingly.

Prior credit must be evaluated within the first two terms of the enrollment period. The VA will not pay VA education benefits past the third term of enrollment, if prior credit has not been evaluated.

### Benefit Overpayments

Schools are required to promptly report changes in the enrollment status of all students receiving VA education benefits in order to minimize overpayments. Generally overpayments of VA benefits are the responsibility of the student. However, there are instances under the Post 9/11 GI Bill when an overpayment is created on a school and funds need to be returned to the VA.

### Academic Standards for Students Receiving VA Benefits

Students receiving Veterans education benefits are subject to the same academic standards applicable to all students at the school. To receive VA education benefits, a student must maintain Satisfactory Academic Progress, attendance standards and adhere to the Code of Student Conduct.

### Additional Requirements for Veteran Students (Modular Programs Only)

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

Percentage	Action Taken
15% of the cumulative hours attempted	Attendance warning letter sent
20% of the cumulative hours attempted	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:

Percentage	Action Taken
15% of the remaining cumulative hours attempted	Attendance warning letter sent
20% of the remaining cumulative hours attempted	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.

## APPEALS POLICIES

### Student Academic Appeals Policy

Academic appeals include those appeals related to Satisfactory Academic Progress violations, final grades, attendance violations, and academic or financial aid eligibility. In all instances, with the exception of SAP, WyoTech expects that initially every attempt will be made to resolve such disputes informally through discussions by all relevant parties prior to initiating formal appeals.

All formal academic appeals must be submitted in writing (or electronically via email for students enrolled in an online course) on an Academic Appeal Form to the Academic Dean/Director of Education within five (5) calendar days of the date the student has notice of the adverse academic decision:

- Notice of final grades:
  - Modular - the date the grade(s) are mailed from the school
  - Linear - first day of the subsequent term
- Notice of Attendance violation is the date of the violation
- Notice of SAP violation (FA probation – SAP Not Met 2<sup>nd</sup> consecutive term):
  - Modular – third calendar day of the subsequent module
  - Linear - first day of the subsequent term

**NOTE:** In the case of terms without a break week, the student must receive the notification within seven (7) calendar days of the term start.

The appeal must include:

- The specific academic decision at issue
- The date of the decision
- The reason(s) the student believes the decision was incorrect
- The informal steps taken to resolve the disagreement over the decision
- The resolution sought

The written appeal may be accompanied by any additional documentation (e.g., papers, doctor notes, tests, syllabi) the student believes supports the conclusion that the academic decision was incorrect.

**NOTE:** Once a formal appeal is filed, no action based on the adverse academic decision may be taken until the appeal process is complete. However, in cases involving financial aid eligibility, all financial aid disbursements shall be suspended until the matter is resolved.

Upon receipt of the Academic Appeal Form, the Academic Dean/Director of Education/Online Designee shall convene an Appeal Committee, which should at a minimum include the Department Chair, a member of the Student Services Staff, and a faculty member from another program. The Appeal Committee shall investigate the facts of the matter to the extent deemed appropriate under the circumstances. The Appeal Committee shall render a written decision within five (5) calendar days of the date the appeal was received, and shall forward the decision to the student and the instructor within five (5) calendar days thereafter. Copies of all documents relating to the appeal shall be placed in the student's academic file, and the decision of the Appeal Committee shall be noted in the official student information system within one (1) calendar day of the date of the decision. The decision of the Appeal Committee is final, and no further appeals are permitted.

**NOTE:** When an appeal is denied, the date of any suspension of financial aid or dismissal from the program shall be the date of the adverse academic decision. The student will not be charged for any attendance after the date of the adverse academic decision.

### Assignments/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 Director/Department Chair. Only final course grades are eligible for appeal.

### Final Course Grades

In modular programs, appeals of final course grades must be made by the fifth (5<sup>th</sup>) calendar day after the date the grades are mailed from the school. In linear programs, appeals of final course grades must be made by the sixth (6<sup>th</sup>) calendar day of the subsequent term. The Academic Dean/Director of Education/Online Academic Designee may direct a grade to be changed when it is determined by an Appeal Committee that a final grade was influenced by any of the following:

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



### **Attendance Violation Appeals Policy**

Appeals of attendance violations must be made within five calendar days of the violation. In order for an attendance appeal to be considered, the student must:

1. Attend school:
  - The next scheduled class period (Consecutive Absence Rule violations)
  - Within five (5) calendar days of the violation (Percentage Absence Rule violations)
2. Have perfect attendance while the appeal is pending
3. Submit a written plan to improve attendance with the Appeal Form

Provided that no applicable state requirement would be violated by doing so, an attendance appeal may be granted if the student demonstrates that the absence was caused by:

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

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) Appeals Policy**

In modular programs, SAP appeals must be made within five (5) calendar days of the notification, i.e., eight (8) calendar days of the subsequent module start. In linear programs, SAP appeals must be made by the sixth (6<sup>th</sup>) calendar day of the subsequent term.

Provided that the student can complete their 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 his/her program and that his or her 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

SAP violation/FA Probation appeals must include a detailed statement written by the student explaining the reason why he or she failed to make SAP, and what has changed in the student's situation that will allow him or her to demonstrate SAP at the next evaluation period. An appeal will be strengthened if supporting documentation is included (e.g., medical doctor's note, law enforcement report, etc.)

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.

## **FINANCIAL INFORMATION**

### **STATEMENT OF FINANCIAL OBLIGATION**

A student who has applied, is accepted, and has begun classes at WyoTech assumes a definite financial obligation. Each student is legally responsible for his or her own educational expenses for the period of enrollment. A student who is enrolled and has made payments in full or completed other financial arrangements and is current with those obligations, is entitled to all the privileges of attending classes, taking examinations, receiving grade reports, securing course credit, being graduated, and using the Career Services Office.

Any student who is delinquent in a financial obligation to the school, or any educational financial obligation to any third party, including damage to school property, library fines, and payment of tuition and fees, is subject to exclusion from any or all of the usual privileges of the school. WyoTech may, in its sole discretion, take disciplinary action on this basis, including suspension or termination of enrollment.

### **TUITION AND FEES**

Tuition and fee information can be found in "Tuition and Fees" section of the catalog. Modular programs are offered throughout the year on a schedule independent of the standard quarter calendar. When a student begins enrollment in a modular program, tuition will be charged in the full tuition amount, or in increments based on state policy, for each academic year.

Quarter-based programs will be charged for the student's first quarter (or mini-term quarter start) in attendance. Tuition and fees for subsequent quarters will be charged at the published rate in effect at the beginning of that quarter. The minimum full-time course load is 12 credits per quarter for undergraduate programs. Textbook costs per quarter are dependent upon the classes for which the student is registered. All credits for which a student is registered are charged at the current rate, including any courses being repeated. The student's total tuition for a given quarter is determined by multiplying the number of credit hours for which the student is registered at the end of the Add/Drop period by the then current tuition rate for that number of credit hours.

Students' financial obligations will be calculated in accordance with the refund policy in the Enrollment Agreement and this school catalog. For modular programs, the Enrollment Agreement obligates the student and the school for the entire program of instruction. For quarter-based programs, the Enrollment Agreement obligates the student and the school for tuition by quarter.

Student may make payments by cash or by the following accepted credit cards: Visa, MasterCard Discover or AMEX.

### **TUITION CHARGES FOR RE-ENTRY**

- Students re-entering a linear program will be charged tuition at the cost per credit/ quarter provided in the applicable school catalog/addenda.
- **Students re-entering a modular program within 180 days:**
  - 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
- **Students re-entering greater than 180 days less than 365 days:**
  - Same Program (Same/New Program Version): 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)
  - 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 tuition credit from the prior period of enrollment. Determine which re-entry credit for the prior period of enrollment is in the student's best interest by referring to the Enrollment Agreement Guidelines
  - 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.

**NOTE:** Any student who has a prior unpaid balance or account that has been referred to a collection agency will not be eligible for re-entry until the unpaid balance has been resolved.

### **TEXTBOOKS AND EQUIPMENT**

Textbooks and workbooks are sold through the bookstore in accordance with WyoTech policies. At the time of issuance, textbooks become the responsibility of the students. WyoTech is not responsible for replacing lost textbooks; however, students may purchase replacements from the campus bookstore. Students are responsible for the cost of their textbooks and the cost of any shipping charges. In certain programs requiring specialized equipment, that equipment may be loaned to students for use during their enrollment. Students failing to return loaned equipment will be charged for its replacement. Official transcripts will be withheld from any student who has not returned school property or who has not made restitution.

### **ADDITIONAL FEES AND EXPENSES**

Charges for textbooks and equipment are separate from tuition. The institution does not charge for books, uniforms and equipment until the student purchases and receives the items. Incidental supplies, such as paper and pencils, are to be furnished by students.

### **VOLUNTARY PREPAYMENT PLAN**

The school provides a voluntary prepayment plan to students and their families to help reduce the balance due upon entry. Details are available upon request from the Student Finance Office.

### **STUDENT'S RIGHT TO CANCEL**

The applicant's signature on this Enrollment Agreement (Agreement) does not constitute admission into the school until the student has been accepted for admission by an official of the school. If the applicant is not accepted, all monies paid will be refunded.

A student has the right to cancel the Agreement and receive a full refund of all monies paid if notice of cancellation is made through attendance at the first class session, through receipt of the first lesson when materials are received for distance education classes, or by midnight of the seventh day after enrollment, whichever is later. Applicants who have signed the Agreement but have not yet visited the school may also cancel within three business days following either the school's regularly scheduled orientation procedures or a tour of the school's facilities and inspection of equipment, where training and services are provided.

Cancellation will occur when the student gives a signed and dated written notice of cancellation to the Director of Admissions or President at the address of the campus shown on top of page 1 of the enrollment agreement. The written notice of cancellation need not take any particular form, and, however expressed, is effective if signed and dated by the student and states that the student no longer wishes to be bound by the Agreement. A notice of cancellation may be given by mail or hand delivery. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed, with postage prepaid.

Student understands that cancellation must take place on or prior to \_\_\_/\_\_\_/20\_\_\_. The date indicated is either the date of the student's first day of attendance, or the seventh day after enrollment, whichever is later.  
\_\_\_\_\_ (Student's Initials)

## OFFICIAL WITHDRAWALS

A student has the right to withdraw at any time. An official withdrawal may be documented in writing or may also be effectuated by the student's conduct, including, but not limited to, a student's lack of attendance. An official withdrawal is considered to have occurred on the earlier of a) the date that the student provides to the school official notification of his or her intent to withdraw, or b) the date that the student begins the withdrawal process. Students who must withdraw from the school are requested to notify the office of the Academic Dean/Director of Education by telephone, in person, or in writing, to provide official notification of their intent to withdraw. Students will be asked to provide the official date of withdrawal and the reason for withdrawal in writing at the time of official notification. When the student begins the process of withdrawal, the student or the office of the Academic Dean/Director of Education will complete the necessary form(s).

**Quarter-based Programs:** After the cancellation period, students in quarter-based programs who officially withdraw from the school prior to the end of the school's official add/drop period will be dropped from enrollment, and all monies paid will be refunded.

**Modular Programs:** Although there is no add/drop period in modular programs, for students who officially withdraw within the first five class days (or for weekend classes within seven calendar days from the date they started class, including the day they started class), all monies paid will be refunded. For students who enroll and start on the same day, please see the cancellation policy above.

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

The date of withdrawal, for purposes of calculating a refund is the student's last date of attendance. 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. If the student ceases attendance without providing official notification, the DOD shall be no more than 14 days from the student's last date of attendance.

## REFUND POLICIES

### INSTITUTIONAL PRO RATA REFUND CALCULATION AND POLICY

When a student withdraws, the school must determine how much of the tuition and fees he/she is eligible to retain. The Pro Rata Refund Calculation and Policy is an institutional policy and is different from the Federal Financial Aid Return Policy and Return calculation; therefore, after both calculations are applied, a student may owe a debit balance (i.e. the student incurred more charges than he/she earned Title IV funds) to the school.

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

## **TEXTBOOK AND EQUIPMENT RETURN/REFUND POLICY**

A student who was charged for and paid for textbooks, uniforms, or equipment may return the unmarked textbooks, unworn uniforms, or new equipment within 30 days following the date of the student's cancellation, termination, or withdrawal. The school shall then refund the charges paid by the student. Uniforms that have been worn cannot be returned because of health and sanitary reasons. If the student fails to return unmarked textbooks, unworn uniforms, or new equipment within 30 days, the school may retain the cost of the items that has been paid by the student. The student may then retain the equipment without further obligation to the school.

## **BOOKS AND TOOLS**

Tuition includes books, uniforms, training materials and supplies. A set of tools will be provided (loaned) to the student at no additional charge. A missing-tools charge will be assessed at fair market value to replace any missing tools/equipment.

## **EFFECT OF LEAVE OF ABSENCE ON REFUNDS**

If a student does not return from an approved leave of absence (where applicable) on the date indicated on the written request, monies will be refunded. The refund calculation will be based on the student's last date of attendance. The DOD is the date the student was scheduled to return.

## **TIMEFRAME WITHIN WHICH INSTITUTION IS TO ISSUE REFUNDS**

Institutional policy is to issue refunds no later than 30 days after the DOD, unless federal or state requirements provide for a shorter time period that is more favorable to the student.

## **FEDERAL FINANCIAL AID RETURN 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 of term completed equals the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

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

The school must return the 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. If the student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 180 days of the DOD.

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. Pay authorized charges at the institution;
2. With the student's permission, reduce the student's Title IV loan debt (not limited to the student's loan debt for the period of enrollment);
3. Return to the student.

Any outstanding student loans that remain are to be repaid by the student according to the terms of the student's promissory notes. If a student earned less aid than was disbursed, the school would be required to return a portion of the funds and the student would be required to return a portion of the funds.

### **RETURN OF UNEARNED TITLE IV FUNDS**

The school must return the lesser of:

- The amount of Title IV program funds that the student did not earn; or
- 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) must return or repay by which the original overpayment amount exceeds 50% of the total grant funds received by the student for the payment period or period of enrollment, if the grant overpayment is greater than \$50.

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.

### **EFFECTS 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 date 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.

### **CALIFORNIA LOAN DISCLOSURES**

1. If the student obtains a loan to pay for the educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.
2. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:
  - a. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
  - b. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

### **STUDENTS CALLED TO ACTIVE MILITARY DUTY**

#### **NEWLY ADMITTED STUDENTS**

Students who are newly admitted to the school and are called to active military duty prior to the first day of class in their first term/module shall receive a full refund of all tuition and fees paid. Textbook and equipment charges shall be refunded to the student upon return of the textbooks/unused equipment to the school.

#### **CONTINUING STUDENTS**

Continuing students called to active military duty are entitled to the following:

- If tuition and fees are collected in advance of the withdrawal, a strict 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 for active military service ("WZ").

#### **CONTINUING MODULAR DIPLOMA STUDENTS**

Continuing modular diploma 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.

#### **STUDENT TUITION RECOVERY FUND**

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

For students wishing to file a claim against this institution please complete the Application for Student Tuition Recovery Fund found on BPPE's website: <http://www.bppe.ca.gov/applications/strf.pdf>.

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

For students wishing to file a claim against this institution please complete the Application for Student Tuition Recovery Fund found on BPPE's website: <http://www.bppe.ca.gov/applications/strf.pdf>.

**STRF Calculation:** An assessment of fifty cents (\$0.50) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars will be collected. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is fifty cents (\$0.50).

### **THIRD PARTY/AGENCY REFUNDS/RETURN OF FUNDS**

Information regarding any applicable third party funding agency refund or return of funds policies is obtainable in the Business Office.

### **STUDENT FINANCING OPTIONS**

The school offers a variety of student financing options 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 Literature. Information regarding other sources of financial assistance such as benefits available through the Bureau of Indian Affairs, Division of Vocational Rehabilitation, Veterans Assistance and State Programs can be obtained through those agencies.

### **Financial Assistance**

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

### **Student Eligibility**

To receive financial assistance you must:

1. Usually, have financial need;
2. Be a U.S. citizen or eligible noncitizen;
3. Have a social security number;
4. If male, be registered with the Selective Service (if applicable);
5. If currently attending school, be making Satisfactory Academic Progress;

6. Be enrolled as a regular student in any of the school's eligible programs;
7. Not be in default on any federally-guaranteed loan;
8. Have a high school diploma or its equivalent, have completed homeschooling at the secondary level as defined by state law or qualify for admissions under the Ability to Benefit Grandfathering Policy.

### **Federal Financial Aid Programs**

The following is a list of the Federal Financial Aid Programs available at the school. Additional information regarding these programs, eligibility requirements, the financial aid process and disbursement of aid can be obtained through the Student Financial Planning Literature, the Student Finance Office, and the U.S. Department of Education's Guide to Federal Student Aid, which provides a detailed description of these programs. The guide is available online at:

[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 Loan (DL)
- Federal Direct Parent Loan for Undergraduate Students (PLUS)

### **Alternative Financing Options**

If your primary financing option does not fully cover your program costs, alternative financing options can help bridge that financial gap. Private loan programs are convenient, affordable and easy to use.

- 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.

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

### **Institutional Payment Options**

**Cash Payment Plan** - Under this plan, a student makes equal 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 one month prior to graduation. A student may elect to pay tuition and fees in full at any time after the student's enrollment agreement has been fully executed and accepted by all parties, and the student has been enrolled for classes.

**Genesis** - A student may qualify for the program. The interest rate is fixed throughout the term of the note, interest payments are due while the student is in school, with the first full principal and interest payment being due three months after the student graduates or leaves school.

## **GRANTS AND SCHOLARSHIPS**

### **Cal Grants**

Students who attended a Cal Grant eligible WyoTech school in 2010-2011 and will be returning for the 2011-2012 academic year, and are eligible to receive a Renewal Cal Grant Award, will be eligible to receive the WyoTech Cal Grant Replacement Grant in an amount equal to the 20% reduction in their Renewal Cal Grant. This is a one-time award and does not have any cash value.

### **Dream Award Program and Scholarships**

Graduates of any Corinthian Colleges, Inc. (CCi) school may be nominated for the CCi-sponsored Dream Award program. Scholarship awards must be used within two years of the award and they are not transferrable nor can they be exchanged for cash.

**Campus Dream Award:** Each campus will nominate one recent graduate from the campus to represent the campus in the award competition. Nominations are accepted from April 1 to June 30 each year. Selection of the nominee is based on a review of recent graduates within the past three years by the Campus Selection Committee. The selected nominee should be a graduate whose life story could have gone in any direction, but whose decision to attend a CCi school was a turning point for them. The selected nominee should be an inspiration and motivation to other students. Each Campus Dream Award recipient will receive:

1. A scholarship worth \$2,500 that may be used at any CCi campus for training that is more advanced than the one from which the nominee has graduated, and
2. A plaque
3. \$100 Visa gift card

**Regional & National Dream Award:** Following the close of the nomination period for the Campus Dream Award, the regional and national recipients will be selected from the campus nominees by the divisional leadership and the executive management team.

The regional winners will be selected from the pool of campus winners and will receive:

1. A regional trophy
2. \$1,000 Visa gift card

The national award will be given to the nominee with the most compelling story and highest level of achievement. The award will be announced to the winner by the end of August and will be presented at the Fall CCI Presidents' Meeting. The award will include:

1. A full scholarship that may be used at any CCI campus for training that is more advanced than the program from which the recipient has graduated,
2. An all-expense paid trip to the Fall Presidents' Meeting,
3. \$2,500 Visa gift card,
4. A trophy,
5. A letter of recognition, and
6. A nomination to the Association of Private Sector Colleges and Universities (APSCU) Great Award.

Additional information regarding this award and scholarship program may be requested from the Campus President.

### **Imagine America Scholarship**

The campus participates in the Imagine America scholarship program administered by the Imagine America Foundation. The Imagine America scholarships are valued at \$1,000 each and may be awarded to graduating seniors from participating high schools. Applicants must graduate high school with a GPA of 2.5 or above and may be requested to demonstrate commitment to community service and/or demonstrate financial need. The high school guidance counselor and the high school principal select the students of their choice to receive the award. Certificates have to be signed by the counselor and principal to be valid.

Applicants may apply for this scholarship online at [www.imagine-america.org](http://www.imagine-america.org). Applicants may apply for this scholarship beginning January 1<sup>st</sup> of the year in which they graduate and scholarship certificates will be accepted until December 31<sup>st</sup> of the year in which they are awarded.

Imagine America scholarship certificates are to be given to the Student Finance Office prior to class commencement and are non-transferable and cannot be exchanged for cash. The scholarship cannot be used in conjunction with any of the other scholarships offered at the campus.

### **Ford AAA Scholarship**

**National Competition** - Members of the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place winning teams at the National Competition will be eligible for a \$10,000 scholarship.

**Ford/AAA 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.

These scholarships cannot be combined with any other scholarship from WyoTech. Scholarships must be accepted within sixty (60) days of high school graduation. Acceptance is made through the signing of an enrollment agreement. The student must begin classroom attendance within one (1) year of high school graduation.

### **Skills USA**

**National Competition** - Individuals placing 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> at the National Automotive Service Technology or Motorcycle Service Technology SkillsUSA competition will be eligible for a \$10,000 scholarship. This scholarship cannot be combined with the state scholarship offered at WyoTech.

**State Competitions** - Individuals placing 1<sup>st</sup> at any State SkillsUSA Competition in the Automotive Service Technology or Motorcycle Service Technology program will be eligible for an \$8,500 scholarship.

#### **SkillsUSA 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.
- These scholarships cannot be combined with any other scholarship from WyoTech.
- 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 that 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 the 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 \$100 Application Fee and 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:
  1. EPTS (Existed Prior to Service)
  2. HDSP (Hardship) or
  3. 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.

## **Tamalpias Fund**

WyoTech Fremont awards one full tuition scholarship annually to an eligible Commercial HVAC Student. Applications are accepted April 1<sup>st</sup> through May 31<sup>st</sup> of each year. Students must maintain satisfactory academic progress and attendance standards outlined in the school catalog and a financial need. Eligible students must complete an application and write an essay addressing the topics listed on the application, showing intent to complete the program, and expressing a motivation for self-improvement and an interest in improving the lives of those around him or her. Students are also required to obtain a recommendation from an HVAC faculty member.

## **ADMINISTRATIVE INFORMATION**

### **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.

### **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 President 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 Section 504/ADA Coordinator. The student will meet with the Section 504/ADA Coordinator on campus to request and submit an Accommodation Request form and discuss disability related needs. The Section 504/ADA 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 Section 504/ADA 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. If the 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 Section 504/ADA Coordinator with a new accommodation form marked appeal.

## **DISCRIMINATION GRIEVANCE PROCEDURES**

A student initiates the Discrimination Grievance Procedure by contacting the Section 504/ADA Coordinator for disability-related complaints, or the Campus President for all other complaints alleging discrimination carried out by employees, other students, or third parties. The Section 504/ADA Coordinator and Campus President 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 Section 504/ADA Coordinator or Campus President 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 Section 504/ADA Coordinator or Campus President 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 Section 504/ADA Coordinator or Campus President 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 CCI 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 CCI 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 504/ADA Coordinator or Campus President 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@cci.edu](mailto:StudentServices@cci.edu). 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@cci.edu](mailto:StudentServices@cci.edu).

## **CODE OF STUDENT CONDUCT**

The Code of Student Conduct applies at all times to all students. As used in this Code, a student is any individual who has been accepted or is enrolled in school. Student status lasts until an individual graduates, is withdrawn, or is otherwise not in attendance for more than 180 consecutive calendar days.

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

To this end, the following 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 Campus President, the deviation(s) significantly prejudice the student. The Campus President (or Designee) is responsible for appropriately recording and enforcing the outcome of all disciplinary matters.

### **Conduct Affecting the Safety of the Campus Community**

WyoTech reserves the right to take all necessary and appropriate action to protect the safety and well-being of the campus community. The Campus President (or designee) may immediately suspend any student whose conduct threatens the health and/or safety of any person(s) or property. The suspension shall remain in effect until the matter is resolved through the disciplinary process. Such conduct includes, but is not limited to:

- Possessing alcohol or other intoxicants, drugs, firearms, explosives, weapons, dangerous devices, or dangerous chemicals on school premises
- Theft
- Vandalism or misuse of school or another's property
- Harassment or intimidation of others
- Endangerment, assault, or infliction of physical harm

### **Other Prohibited Conduct**

Additionally, disciplinary action may be initiated against any student(s) based upon reasonable suspicion of attempting to commit, or assisting in the commission of any of the following prohibited forms of conduct:

- Cheating, plagiarism, or other forms of academic dishonesty
- Forgery, falsification, alteration or misuse of documents, funds, or property
- Any disruptive or obstructive actions, including:
  - The use of cell phones or other electronic devices for voice or text communication in the classroom, unless permitted by the instructor
  - The inappropriate use of electronic or other devices to make an audio, video, or photographic record of any person while on school premises without his/her prior knowledge or effective consent
- Skateboarding, bicycling is not permitted on campus and parking lots.
- Playing sports is prohibited on campus i.e. football, soccer, hackie sack etc.
- Failure to comply with school policies or directives
- Any other action(s) that interfere with the learning environment or the rights of others
- Violations of local, state, provincial, or federal law
- Smoking will be in compliance with state and federal laws
  - Smoking / chewing tobacco products and the use of electronic cigarettes are only allowed in designated smoking areas.

**NOTE:** This list is not exhaustive, but rather offers examples of unacceptable behavior which may result in disciplinary action. Further examples are presented each phase during the orientation presentations and on posted code of conduct and other posted placards

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

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

- Enroll or attend classes at another Corinthian Colleges Inc. (CCi) school
- Graduate or participate in graduation ceremonies; or
- Engage in any other activities proscribed by the Campus President

Additionally, if a student withdraws from school at any point during the disciplinary process, the student is not eligible for readmission to any CCi school prior to resolving the outstanding disciplinary issue.

### **Inquiry by the Campus President**

If the Campus President (or designee), in his or her sole discretion, has reason to believe that a student has violated the Code of Student Conduct, the Campus President (or designee) shall conduct a reasonable inquiry and determine an appropriate course of action. If the Campus President (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 Campus President (or designee), in his or her sole discretion, determines that the student's behavior may have violated this Code but does not warrant a suspension or dismissal, the Campus President (or designee) shall 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 Campus President (or designee), in his or her sole discretion, determines that the student's behavior warrants a suspension or dismissal, the Campus President (or designee) shall promptly provide the student with a written notice of the following:

- The conduct for which the sanction is being imposed;
- The specific sanction being imposed;
- The right to appeal if a written request is filed by the student within (5) calendar days of the date of the written notice.

## **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 by students. Possession of these substances on campus is cause for dismissal.

## **STUDENT USE OF INFORMATION TECHNOLOGY RESOURCES POLICY**

IT resources may only be used for legitimate purposes, and may not be used for any other purpose which is illegal, unethical, dishonest, damaging to the reputation of the school, or likely to subject the school to liability. Impermissible uses include, but are not limited to:

- Harassment;
- Libel or slander;
- Fraud or misrepresentation;
- Any use that violates local, state/provincial, or federal law and regulation;
- Disruption or unauthorized monitoring of electronic communications;
- Disruption or unauthorized changes to the configuration of antivirus software or any other security monitoring software;
- Unauthorized copying, downloading, file sharing, or transmission of copyright-protected material, including music;
- Violations of licensing agreements;
- Accessing another person's account without permission;
- Introducing computer viruses, worms, Trojan Horses, or other programs that are harmful to computer systems, computers, or software;
- The use of restricted access computer resources or electronic information without or beyond a user's level of authorization;
- Providing information about or lists of CCI users or students to parties outside CCI without expressed written permission;
- Downloading or storing company or student private information on portable computers or mobile storage devices;
- Making computing resources available to any person or entity not affiliated with the school;
- Posting, downloading, viewing, or sending obscene, pornographic, sexually explicit, hate related, or other offensive material;
- Academic dishonesty as defined in the Code of Student Conduct;
- Use of CCI logos, trademarks, or copyrights without prior approval;
- Use for private business or commercial purposes.

## **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 disciplinary actions by the school, or any applicable actions in conjunction with federal and state law.

## **SEXUAL HARASSMENT POLICY**

WyoTech strives to provide and maintain an environment free of all forms of harassment. Behavior toward any student by a member of the staff, faculty or student body that constitutes unwelcome sexual advances will be dealt with quickly and vigorously and will result in disciplinary action up to and including dismissal. Any student who believes that he or she is a victim of sexual harassment should immediately notify the office of the Campus President. The Campus President will conduct an investigation of all allegations. Information surrounding all complaints will be documented and kept strictly confidential.

## **SANCTIONS**

Sanctions should be 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 CCI school.

**NOTE:** Student absences resulting from a 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 President. Students dismissed from the school remain responsible for any outstanding balance owed to the school.

## **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 President (or designee) shall convene a Student Conduct Committee to conduct the hearing. The Committee shall generally include the Campus President the Academic Dean/Director of Education, a Program or Department Chair, the Student Services Coordinator, 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 President (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). 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. Additionally, disciplinary records shall be reported to third parties as applicable (e.g. Veteran's Administration).

## **STUDENT COMPLAINT PROCEDURE**

Complaints are defined as any student concern regarding school programs, services, or staff not addressed by other school policies. Students have the right to file a complaint with the school at any time. Students are encouraged to first attempt to informally resolve their complaint with the instructor or staff member in the department most directly connected with their complaint. Students who are unable to resolve their complaint informally should submit their complaint in writing to the Campus President. The President will meet with the student to discuss the complaint and provide the student with a written response within seven (7) calendar days of the meeting. Students who are not satisfied with the response of the President may contact the Student Help Line at (800) 874-0255 or email at [studentservices@cci.edu](mailto:studentservices@cci.edu).

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

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

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting the Campus President or online at [www.accsc.org](http://www.accsc.org).

Students may also contact and file a complaint with the state's agency and the state's Attorney General's office at the following mailing addresses:

Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833

Public Inquiry Unit  
Office of the Attorney General  
P.O. Box 944255  
Sacramento, CA 94244-2550  
Ph: 916-322-3360  
Toll Free in California: 800-952-5225  
TTY/TDD: 800-735-2929  
<http://www.ag.ca.gov/>

**Note:** A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 1-888-370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov)

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

Workforce Board  
128 10<sup>th</sup> Ave. SW  
Box 43105  
Olympia, Washington 98504  
Web: [wtb.wa.gov](http://wtb.wa.gov)  
Phone: (360) 753-5662  
E-Mail Address: [wtecb@wtb.wa.gov](mailto:wtecb@wtb.wa.gov)

## DRESS CODE

A clean and neat appearance helps develop appropriate dress habits for new careers. Employers may visit the campus to interview students for jobs and to give guest lectures, so it is important that the student body convey a professional image at all times, by complying with the following appearance standards:

- Full-length trousers and WyoTech uniform shirt must be worn while on campus. Pants should be worn at the waist and affixed with a belt, drawstring or suspenders.
- Shirts must be buttoned-up and tucked in at all times.
- WyoTech jacket may be worn over the uniform shirt, but the shirt must be worn at all times.
- Black, Navy Blue or grey sweatshirts and sweaters may be worn under the WyoTech shirt for added warmth.
- Sweatpants or athletic pants are not authorized.
- Clothing must be clean and in good repair.
- No open-toe shoes, shower shoes or sandals can be worn while on campus.
- Facial hair, including mustaches, must be trimmed and neat.
- Hair must be clean and neat. All students should have regular, above-the-collar hair styles or if hair is longer than collar-length, it must be safely tied-up or netted while in the shop.
- Dangling jewelry cannot be worn in the lab or open shop areas.
- Only WyoTech baseball caps Black or Navy blue with bill facing forward or WyoTech Black or Navy blue stocking caps can be worn on campus.
- Hats are not permitted to be worn in classrooms. Hoodies are not permitted to be worn on campus.
- Bandanas will not be worn or displayed.
- Regular, personal cleanliness must be observed at all times.
- Cell phone use is not permitted in class.

These rules will be provided by your instructor in the course orientation or the syllabus.

## **IDENTIFICATION BADGE**

Each student is provided a photo identification badge, at no charge, upon admission to the school. Students are required to wear the student identification badge while on campus. A fee will be charge for a replacement badge.

## **NOTIFICATION OF RIGHTS UNDER FERPA**

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

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

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

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

A student who wishes to ask the institution to amend a record should write to the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the institution decides not to amend the record as requested, the institution will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

The institution discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the institution has contracted as its agent to provide a service instead of using institution employees or officials (such as an attorney, auditor, collection agent, campus security personnel and a health provider); a person serving the institution in an advisory capacity; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks, or an accreditor or an official of the state's department of education. Please note that in certain circumstances, such as with an infectious disease health threat or security threat, the school may disclose individually identifiable information without notice.

A school official 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 WyoTech 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, graduation dates, programs of study, degrees, diplomas, certificates 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 should be maintained on campus for five years.

## **TRANSCRIPT AND DIPLOMA RELEASE**

Student academic transcripts are available upon written request by the student. 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.

Transcript and diploma requests must be made in writing to the Office of the Registrar. Official transcripts will be released to students who are current with their financial obligation to the school. Diplomas will be released to students who are current with their financial obligation upon completion of their school program.

## **CAMPUS SECURITY AND CRIME AWARENESS POLICIES**

As required by Public Law 101-542, as amended by Public Law 102-325, Title II, Crime Awareness and Campus Security Act of 1990, Section 294, Policy and Statistical Disclosures, WyoTech has established policies regarding campus security.

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

In emergency situations, students should call 911 for an immediate response from the local law enforcement agency. Thereafter, the crime should be reported to the Campus President (or designee). In non-emergency situations, the crime should be reported as soon as possible to the Campus President (or designee) and the local law enforcement agency. All students are encouraged to report all crimes and public safety incidents to the Campus President (or designee) in a timely manner. The Campus President (or designee) shall document each incident reported and determine an appropriate response based on the nature of the incident. All victims of crime that occur on campus shall be provided with the opportunity to report the incidents to the local law enforcement authority.

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

On May 17, 1996, the President of the United States signed Megan's Law into federal law. As a result, local law enforcement agencies in all 50 states must notify schools, day care centers, and parents about the presence of dangerous offenders in their area. Students are advised that the best source of information on the registered sex offenders in the community is the local sheriff's office or police department. The following link will provide you with a list of the most recent updated online information regarding registered sex offenders by state and county: <http://www.fbi.gov/hq/cid/cac/registry.htm>.

## **DRUG-FREE SCHOOLS POLICY**

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. Students shall receive a copy of the Drug-Free Schools/Drug-Free Workplace Annual Disclosure upon enrollment, and thereafter no later than January 31<sup>st</sup> of each calendar year they are enrolled. 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 students suspect someone to be under the influence of any drug or alcohol, they should immediately bring this concern to the attention of the Academic Dean/Director of Education or Campus President. Students who violate the school's prohibitions against alcohol, controlled substances, and drugs are subject to disciplinary action up to and including dismissal from the school. Information on the disciplinary process may be found in the school catalog. When circumstances warrant, a violation of this policy may also be referred to the appropriate law enforcement authorities.

In certain cases, students may be referred to counseling sources or substance abuse centers. If such a referral is made, continued enrollment is subject to successful completion of any prescribed counseling or treatment program.

## **STATISTICAL INFORMATION**

WyoTech is required to report to students the occurrence of various criminal offenses on an annual basis. On or before October 1<sup>st</sup> of each year, the school will distribute a security report to students containing the required statistical information on campus crimes committed during the previous three years. A copy of this report is available to prospective students upon request.

## **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 12 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.



## **STUDENT SERVICES**

### **ORIENTATION**

New students participate in an orientation program prior to beginning classes. This program is designed to acquaint students with the policies of the school and introduce them to staff and faculty members who will play an important part in the students' academic progress.

### **HEALTH SERVICES**

WyoTech does not provide health services.

### **TRANSPORTATION**

WyoTech is located in Fremont, California, 10 miles north of San Jose and 30 miles south of Oakland. The school is accessible by public transportation, including the Bay Area Rapid Transit system (BART). Carpools are coordinated through Student Services department.

### **HOUSING**

WyoTech does not provide on-campus housing; however, it does assist students in locating suitable housing off campus. For a list of available housing, students should contact the Student Services Department.

### **STUDENT ADVISING**

Academic advising is coordinated by the Academic Dean/Director of Education and includes satisfactory academic progress, attendance, and personal matters. The Registrar and Academic Program Directors serve as advisors and assist students in course selection and registration, dropping and adding courses, change of major, and meeting graduation requirements.

### **TUTORING**

Tutoring is available, at no charge, upon the recommendation of the faculty for those students experiencing difficulty with their coursework.

### **WYOTECH CARE PROGRAM**

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

### **PLACEMENT ASSISTANCE**

WyoTech maintains an active Career Services Office to assist graduates in locating entry-level, educationally related career opportunities. The Career Services Office works directly with business, industry, and advisory board members to assist all students with access to the marketplace. WyoTech does not, in any way, guarantee employment. It is the goal of the Career Services Office to help all students realize a high degree of personal and professional development and successful employment. Specific information on job opportunities and basic criteria applicable to all students and graduates utilizing placement services is available in the Career Services Offices.

### **STUDENT AWARDS**

Throughout the training programs and at graduation, students are recognized for outstanding performance. These awards include: Perfect Attendance, Honor Grade, Honor Graduate, Academic Achievement, and Professionalism Award. A Certificate of Completion, Diploma or Occupational Associate Degree is awarded upon satisfactory completion of all required coursework and after all financial obligations to the school have been satisfied.

## PROGRAMS OFFERED

Program of Study	Credential	Contact Hours	Quarter Credits	Weeks
<b>Automotive Technology</b>				
Applied Automotive Technology	Diploma	1200	90	60
Applied Automotive Technology – Advanced Diagnostics Concentration	Diploma	1560	118	78
Automotive Technology with a Concentration in Automotive Diagnostics	AOS Degree	1500	118	78
Automotive Technology with a Concentration in Service Management	AOS Degree	1500	117	78
<b>Motorcycle Technology</b>				
Motorcycle Technician	Diploma	1000	72	48
Motorcycle Technology	Diploma	1500	108	72
<b>HVAC</b>				
Heating, Ventilation and Air Conditioning (HVAC)	Diploma	720	55	36
Commercial Heating, Ventilation and Air Conditioning (CHVAC)	Diploma	1200	91	60
HVAC with Renewable Energy and Photovoltaics Concentration	Diploma	880	67	44
<b>Plumbing</b>				
Plumbing Technology	Diploma	720	55	36
<b>Electrical</b>				
Electrician	Diploma	720	59	36
Electrician with Industrial Electrical Technology Concentration	Diploma	936	77	48
Electrician with Renewable Energy and Photovoltaics Concentration	Diploma	880	71	44

# **AUTOMOTIVE TECHNOLOGY**

## **Career Opportunities - Automotive**

### **Applied Automotive Technology**

Graduates of this bumper-to-bumper training are prepared for entry-level employment as an automotive service technician in each of the content areas.

### **Applied Automotive Technology - Advanced Diagnostics Concentration**

The diploma in Applied Automotive Technology - Advanced Diagnostics Concentration program is designed to provide students with a technical skill set and an applied logical diagnostics approach to repair sophisticated late model vehicles. Graduates of this program are prepared for entry-level employment such as automotive diagnostic technician and service technician. This program includes preparation for the California Smog Technician License Exam.

## **Occupational Degree Program Career Opportunities - Automotive**

The automobile is a major economic and transportation mainstay of the American society, and consumer demand for well-qualified, professional technicians committed to lifelong learning continues to escalate. Career preparation for servicing today's technologically advanced vehicles requires preparation in an academic arena embracing technical change, advanced problem solving and communication skills.

### **Associate of Occupational Studies Degree in Automotive Technology with a Concentration in Automotive Diagnostics**

The Associate of Occupational Studies degree in Automotive Diagnostics is designed to provide students with a technical skill set and an applied logical diagnostics approach to repairing sophisticated late model vehicles. This program includes the content of Applied Automotive Technology along with related business communications, customer service, performance analysis and strategic diagnostics. Graduates are prepared for entry-level employment as an automotive service technician in each of the content areas. This program includes preparation for the California Smog Technician License Exam.

### **Associate of Occupational Studies Degree in Automotive Technology with a Concentration in Service Management**

The Associate of Occupational Studies degree in Service Management provides students with a technical skill set and the applied knowledge necessary to act as liaison between customers and service personnel to facilitate appropriate service and repairs. The technology and information processing required in today's automotive service industry is requiring a new breed of technician with a more complete education than in the past. This occupational degree program provides the graduate with a comprehensive, skills-tested technical background articulated with a core of business-oriented applied general education courses. Individuals who successfully complete this program may seek positions offering growth into the management aspects of the service industry. Graduates are prepared for entry-level employment positions such as automotive service technician, automotive service advisor/customer representative, automotive technical writer, and automotive service manager.



## APPLIED AUTOMOTIVE TECHNOLOGY

*Diploma Program*

1200 hours – 60 weeks – 90 credit units

### Diploma Program

This diploma program is designed as a bumper-to-bumper education in the automotive repair industry; this program prepares individuals for entry-level positions as a modern automotive technician.

### Length of Program

The Applied Automotive Technology program consists of ten phases of instruction. Each phase provides six weeks of training and includes 120 clock hours of instruction, 4.0 hours per day, Monday through Friday. Morning, afternoon and evening schedules are available.

Phase Title	Contact Hours	Quarter Credits	Weeks
AT 101 Steering, Suspension & Computerized 4-Wheel Alignment	120	9	6
AT 102 Hydraulic & Anti-Lock Braking Systems	120	9	6
AT 103 Engine Principles, Service & Repair	120	9	6
AT 104 Manual Transmissions & Powertrains	120	9	6
AT 105 Automatic Transmissions & Transaxles	120	9	6
AT 106 Chassis Electrical & Accessories*	120	9	6
AT 107 Engine Performance Systems	120	9	6
AT 108 Fuel Management Systems	120	9	6
AT 109 Computerized Engine Controls	120	9	6
AT 110 Emissions Diagnostics	120	9	6
<b>Totals</b>	<b>1200</b>	<b>90</b>	<b>60</b>

Refer to the Course Descriptions sections for information on all courses.



## APPLIED AUTOMOTIVE TECHNOLOGY – ADVANCED DIAGNOSTIC CONCENTRATION

*Diploma Program*

1560 clock hours – 78 weeks – 118 credit units

### Diploma Program

WyoTech offers a diploma program with a concentration in advanced automotive diagnostics. Qualified faculty takes pride in educating students for successful careers in the industry.

Demand for well-qualified, professional technicians committed to life-long learning continues to escalate. Career preparation for servicing today's technologically advanced vehicles requires academic preparation that embraces technical knowledge, advanced problem solving and communication skills. The Applied Automotive Technology - Advanced Diagnostics Concentration program is designed to provide students with the entry-level technical skill set and an applied logical diagnostics approach to repair sophisticated, late model vehicles and includes preparation for the California Smog Technician License Exam.

In preparation for the California Smog Technician License Exam, students must meet BAR grade and attendance requirements. As BAR requirements frequently change, please see the Director of Education or his/her designee for current criteria.

### Length of Program

The Applied Automotive Technology - Advanced Diagnostics Concentration program is thirteen phases in duration. Each phase provides six weeks of training and includes 120 clock hours of instruction, 4.0 hours per day, Monday through Friday. Morning, afternoon and evening schedules are available. The curriculum follows the ten NATEF-based technical phases of Automotive Technology.

Phase Title	Contact Hours	Quarter Credits	Weeks
AT 101 Steering, Suspension & Computerized 4-Wheel Alignment	120	9	6
AT 102 Hydraulic & Anti-Lock Braking Systems	120	9	6
AT 103 Engine Principles, Service & Repair	120	9	6
AT 104 Manual Transmissions & Powertrains	120	9	6
AT 105 Automatic Transmissions & Transaxles	120	9	6
AT 106 Chassis Electrical & Accessories	120	9	6
AT 107 Engine Performance Systems	120	9	6
AT 108 Fuel Management Systems	120	9	6
AT 109 Computerized Engine Controls	120	9	6
AT 110 Emissions Diagnostics	120	9	6
AT 111 Vehicle Electronics and Technical Systems	120	9	6
AT 112 Chassis and Engine Electronics	120	9	6
AAS 504 Performance Analysis & Strategic Diagnostics***	120	10	6
<b>Totals</b>	<b>1560</b>	<b>118</b>	<b>78</b>

Refer to the Course Descriptions sections for information on all courses.



## **AUTOMOTIVE TECHNOLOGY WITH A CONCENTRATION IN AUTOMOTIVE DIAGNOSTICS**

*Associate of Occupational Studies degree*

1500 clock hours – 78 weeks – 118 credit units

WyoTech offers an Associate of Occupational Studies degree with a Concentration in Automotive Diagnostics. Qualified faculty take pride in educating students for successful careers in the industry. The applied general education component of the Occupational Associate degree is described below.

The automobile is a major economic and transportation mainstay of American society, and the demand for well-qualified, professional technicians committed to life-long learning continues to escalate. Career preparation for servicing today's technologically advanced vehicles requires academic preparation that embraces technical knowledge, advanced problem solving and communication skills. The Associate of Occupational Studies in Automotive Technology with a Concentration in Automotive Diagnostics is designed to provide students with the entry-level technical skill set and an applied logical diagnostics approach to repair sophisticated, late model vehicles and includes preparation for the California Smog Technician License Exam.

In preparation for the California Smog Technician License Exam students must meet BAR grade and attendance requirements. As BAR requirements frequently change, please see the Director of Education or his/her designee for current criteria.

### **Course Delivery**

WyoTech provides the opportunity to complete this occupational degree program through a combination of on-line and on campus instruction. Students complete the applied general education courses, AAS 501 and AAS 502, through on-line instruction. Students are required to complete on-line computer orientation one or two phases prior to beginning the on-line courses. AAS 504 is taught 5 days per week on campus due to new California State Bureau of Automotive Repair (BAR) regulations.

### **Length of Program**

The Associate of Occupational Studies in Automotive Technology with a Concentration in Automotive Diagnostics program is thirteen phases in duration. Each phase of the occupational degree program provides six weeks of training. AAS 501, AAS 502 are the applied general education curriculum components of the occupational degree program.

<b>Phase Title</b>	<b>Contact Hours</b>	<b>Quarter Credits</b>	<b>Weeks</b>
AT 101 Steering, Suspension & Computerized 4-Wheel Alignment	120	9	6
AT 102 Hydraulic & Anti-Lock Braking Systems	120	9	6
AT 103 Engine Principles, Service & Repair	120	9	6
AT 104 Manual Transmissions & Powertrains	120	9	6
AT 105 Automatic Transmissions & Transaxles	120	9	6
AT 106 Chassis Electrical & Accessories	120	9	6
AT 107 Engine Performance Systems	120	9	6
AT 108 Fuel Management Systems	120	9	6
AT 109 Computerized Engine Controls	120	9	6
AT 110 Emissions Diagnostics	120	9	6
AAS 501 Business English and Communication (0501 eCollege course code)	90	9	6
AAS 502 Business Principles and Customer Service Concepts (0502 eCollege course code)	90	9	6
AAS 504 Performance Analysis & Strategic Diagnostics***	120	10	6
<b>Totals</b>	<b>1500</b>	<b>118</b>	<b>78</b>

Note: AAS 501, AAS 502 are each 6 Lessons through the on-line delivery of instruction

Refer to the Course Descriptions sections for information on all courses.



## **AUTOMOTIVE TECHNOLOGY WITH A CONCENTRATION IN SERVICE MANAGEMENT**

*Associate of Occupational Studies degree*

1500 clock hours – 78 weeks – 117 credit units

WyoTech offers an Associate of Occupational Studies degree with a Concentration in Service Management. Qualified faculty takes pride in educating students for successful careers in the industry. The applied general education component of the Occupational Associate degree is described below.

The Associate of Occupational Studies degree with a Concentration in Service Management provides students with an entry-level technical skill set and the applied knowledge necessary to act as liaison between customers and service personnel to facilitate appropriate service and repairs. The technology and information processing required in today's automotive service industry is requiring a new breed of technician with a more complete education than in the past. This occupational degree program provides the graduate with a comprehensive, skills-tested technical background articulated with a strong core of business-oriented applied general education courses. Individuals who successfully complete this program may seek entry-level positions in the management areas of the service industry.

### **Course Delivery**

WyoTech provides the opportunity to complete this occupational degree program through a combination of on-line and on-campus instruction. Students complete the applied general education courses, AAS 501 and AAS 502, through on-line instruction. Students are required to complete on-line computer orientation one or two phases prior to beginning the on-line courses. AAS 503 is delivered with experiential learning activities on campus, 5 days per week.

### **Length of Program**

The Associate of Occupational Studies in Automotive Technology with a Concentration in Service Management program is thirteen phases in duration. Each phase of the occupational degree program provides six weeks of training. AAS 501, AAS 502 are the applied general education curriculum components of the occupational degree program.

<b>Phase Title</b>	<b>Contact Hours</b>	<b>Quarter Credits</b>	<b>Weeks</b>
AT 101 Steering, Suspension & Computerized 4-Wheel Alignment	120	9	6
AT 102 Hydraulic & Anti-Lock Braking Systems	120	9	6
AT 103 Engine Principles, Service & Repair	120	9	6
AT 104 Manual Transmissions & Powertrains	120	9	6
AT 105 Automatic Transmissions & Transaxles	120	9	6
AT 106 Chassis Electrical & Accessories	120	9	6
AT 107 Engine Performance Systems	120	9	6
AT 108 Fuel Management Systems	120	9	6
AT 109 Computerized Engine Controls	120	9	6
AT 110 Emissions Diagnostics	120	9	6
AAS 501 Business English and Communication (0501 eCollege course code)	90	9	6
AAS 502 Business Principles and Customer Service Concepts (0502 eCollege course code)	90	9	6
AAS 503 Computerized Service Management	120	9	6
<b>Totals</b>	<b>1500</b>	<b>117</b>	<b>78</b>

Note: AAS 501, AAS 502 are each 6 Lessons through the on-line delivery of instruction

Refer to the Course Descriptions sections for information on all courses.

# MOTORCYCLE TECHNOLOGY

## Career Opportunities - Motorcycle

### Motorcycle Technician

The diploma in Motorcycle Technician is designed to provide students with a technical skill set and applied logical diagnostics approach to diagnose, service, and repair modern motorcycles. This program prepares the graduate for entry-level positions as a Motorcycle Technician.

### Motorcycle Technology

The diploma in Motorcycle Technology is designed to provide students with a technical skill set and applied logical diagnostics approach to diagnose, service, and repair modern motorcycles. The core training areas, coupled with a student-selected area of specialty, prepares the graduate for employment as an entry-level motorcycle technician.

### Harley-Davidson Concentration

This specialty area will allow the student to build upon the knowledge and skills of the core and to apply them to the diagnosis, service, and repair of Harley-Davidson motorcycles. Employment opportunities that call for the knowledge presented in this program are entry-level positions with dealerships, specialty shops, and performance-oriented businesses.

### European Concentration

This specialty area will allow the student to build upon the knowledge and skills of the core and to apply them to the diagnosis, service, and repair of Triumph and Ducati motorcycles. Students can achieve manufacture certification in specific areas. Employment opportunities that call for the knowledge presented in this program are entry-level positions with dealerships, specialty shops, and performance-oriented businesses.

### Asian Concentration

This specialty area will allow the student to build upon the knowledge and skills of the core and to apply them to the diagnosis, service, and repair of Honda, Kawasaki, Suzuki, and Yamaha motorcycles. Employment opportunities that call for the knowledge presented in this program are entry-level positions with dealerships, specialty shops, and performance-oriented businesses.





## MOTORCYCLE TECHNICIAN

*Diploma Program*

1000 clock hours – 48 weeks – 72 credit units

The diploma in Motorcycle Technician is designed to provide students with a technical skill set and applied logical diagnostics approach to diagnose, service, and repair modern motorcycles. Motorcycle Technician program prepares the graduate for employment as an entry-level motorcycle technician.

### Length of Program

The Motorcycle Technician program consists of 8 phases of instruction. Each phase provides 6 weeks of training and includes 125 clock hours of instruction, undertaken 4.2, Monday through Friday. Afternoon and evening schedules are available.

Phase Title	Contact Hours	Quarter Credits	Weeks
MT 101 Suspension Systems	125	9	6
MT 102 Brake Systems	125	9	6
MT 103 Four Stroke Engines	125	9	6
MT 104 Two Stroke Engines	125	9	6
MT 105 Fundamentals of Electricity	125	9	6
MT 106 Electrical Systems	125	9	6
MT 107 Fuel Systems	125	9	6
MT 108 Service	125	9	6
<b>Totals</b>	<b>1000</b>	<b>72</b>	<b>48</b>

Refer to the Course Descriptions sections for information on all courses.



## MOTORCYCLE TECHNOLOGY

*Diploma Program*

1500 clock hours – 72 weeks – 108 credit units

The diploma in Motorcycle Technology is designed to provide students with a technical skill set and applied logical diagnostics approach to diagnose, service, and repair modern motorcycles. Students, after completion of their core training, then proceed into their selected area of concentration. The core training areas, coupled with a student-selected area of specialty, prepare the graduate for employment as an entry-level motorcycle technician.

### Length of Program

The Motorcycle Technology program consists of 12 phases of instruction consisting of an eight-phase core and four-phase concentration. Each phase provides 6 weeks of training and includes 125 clock hours of instruction, undertaken 4.2 hours per day, Monday through Friday. Afternoon and evening schedules are available.

### Motorcycle Technology Core Curriculum

Phase Title	Contact Hours	Quarter Credits	Weeks
MT 101 Suspension Systems	125	9	6
MT 102 Brake Systems	125	9	6
MT 103 Four Stroke Engines	125	9	6
MT 104 Two Stroke Engines	125	9	6
MT 105 Fundamentals of Electricity	125	9	6
MT 106 Electrical Systems	125	9	6
MT 107 Fuel Systems	125	9	6
MT 108 Service	125	9	6
<b>Core Totals</b>	<b>1000</b>	<b>72</b>	<b>48</b>

Select one of the following concentrations:

Harley-Davidson Concentration Curriculum			
Phase Title	Contact Hours	Quarter Credits	Weeks
MT 111 Harley-Davidson Engines I	125	9	6
MT 112 Harley-Davidson Engines II	125	9	6
MT 113 Harley-Davidson Chassis	125	9	6
MT 114 Harley-Davidson Engine Controls	125	9	6
<b>Concentration Totals</b>	<b>500</b>	<b>36</b>	<b>24</b>
<b>Core/Concentration Totals</b>	<b>1500</b>	<b>108</b>	<b>72</b>

European Concentration Curriculum			
Phase Title	Contact Hours	Quarter Credits	Weeks
MT 127 European Introduction	125	9	6
MT 128 European-Triumph	125	9	6
MT 129 European-Ducati I	125	9	6
MT 130 European-Ducati II	125	9	6
<b>Concentration Totals</b>	<b>500</b>	<b>36</b>	<b>24</b>
<b>Core/Concentration Totals</b>	<b>1500</b>	<b>108</b>	<b>72</b>

Asian Concentration Curriculum			
Phase Title	Contact Hours	Quarter Credits	Weeks
MT 119 Asian Honda	125	9	6
MT 120 Asian Kawasaki	125	9	6
MT 121 Asian Suzuki	125	9	6
MT 122 Asian Yamaha	125	9	6
<b>Concentration Totals</b>	<b>500</b>	<b>36</b>	<b>24</b>
<b>Core/Concentration Totals</b>	<b>1500</b>	<b>108</b>	<b>72</b>

Refer to the Course Descriptions sections for information on all courses.

# **HVAC, PLUMBING AND ELECTRICIAN**

## **Career Opportunities – HVAC, Plumbing and Electrician**

### **Heating, Ventilation, and Air Conditioning (HVAC)**

Graduates of the Heating, Ventilation and Air Conditioning (HVAC) program can seek employment as entry-level technicians in the heating, ventilation and air conditioning field, including Furnace Install and Repair Apprentice, Furnace Cleaner, A/C Mechanic Apprentice, and A/C Install/Service Apprentice. Intermediate and advanced positions include Electrical Heat Technician, Heating & Air Conditioning Installation/Service, Gas Furnace Installation and Repair, A/C Unit Tester, A/C Technician, and A/C Mechanic.

### **Commercial Heating, Ventilation, and Air Conditioning (CHVAC)**

Commercial Heating, Ventilation and Air Conditioning (CHVAC) graduates can seek employment as entry-level technicians in the commercial heating, ventilation and air conditioning field, including Sheet Metal Fabrication, Furnace Install and Repair, Furnace Cleaner, A/C Mechanic, and A/C Install and Service. Intermediate and advanced positions include Electrical Heat Assembler, Heating & Air Conditioning Installation/Service, Gas Furnace Installation and Repair, Sheet Metal Mechanic, Sheet Metal Lay-Out, Sheet Metal Machine Operator, Sheet Metal Fabricator, Sheet Metal Installer, A/C Unit Tester, A/C Technician, Transport Refrigeration Technician and A/C Mechanic.

### **Plumbing Technology**

The Plumbing Technology diploma program prepares students for entry into the Plumbing field with the following skills and theory: design theory, design plan comprehension, diagnostic skills, installation techniques, reasoning skills and plumbing codes. The plumbing trade offers the option of working in a variety of plumbing situations, repair plumbing, residential remodeling, new construction and commercial construction. Graduates of the program will be prepared to seek employment in entry-level positions as plumbers and plumbing service technicians.

### **Electrician**

Graduates of the Electrician diploma program are qualified for entry-level positions such as commercial and residential electrician, preventive maintenance electrician, production electrician, bench electrician, repair electrician, industrial maintenance electrician, programming electrician, maintenance technician, field service electricians, and installation electricians in any manufacturing industry and market sector that has a need for electricians.



## HEATING, VENTILATION AND AIR CONDITIONING (HVAC)

*Diploma Program*

720 clock hours – 36 weeks – 55 credit units

The Heating, Ventilation and Air Conditioning (HVAC) program provides students the skills required to specialize in the field of residential heating and air conditioning service and repair. Most areas of the world require some residential climate control, therefore basic construction, basic electricity, air conditioning, fuel-heating systems, heat pumps, air distribution, system application and design, system controls, and diagnostics are taught in the program.

The HVAC program consists of nine modules. Upon successful completion of all modules of the program, students will be awarded a diploma.

### Length of Program

The Heating, Ventilation and Air Conditioning (HVAC) program is nine phases or 36 weeks in duration. A phase provides four weeks of training. Each phase includes 80 clock hours of instruction. Students in the Heating, Ventilation and Air Conditioning program attend 4 hours per day, Monday through Friday. Morning, afternoon, and evening schedules are available.

Course Title	Contact Hours	Quarter Credits	Weeks
CON 1010 Basic Construction	80	7	4
ACR 1010 Basic Electricity	80	6	4
ACR 1060 Air Conditioning	80	6	4
ACR 1110 Fuel Heating Systems	80	6	4
ACR 1160 Air Distribution	80	6	4
ACR 2010 Systems Controls	80	6	4
ACR 2060 Heat Pumps	80	6	4
ACR 2110 System Application and Design	80	6	4
ACR 2160 HVAC Diagnostics	80	6	4
<b>Totals</b>	<b>720</b>	<b>55</b>	<b>36</b>

Refer to the Course Descriptions sections for information on all courses.



## COMMERCIAL HEATING, VENTILATION AND AIR CONDITIONING (CHVAC)

*Diploma Program*

1200 clock hours – 60 weeks – 91 credit units

The Commercial Heating, Ventilation and Air Conditioning (CHVAC) program provides students the skills required to specialize in the field of commercial heating and air conditioning service and repair. Most areas of the world require some commercial climate control, therefore basic construction, basic electricity, air conditioning, fuel-heating systems, air distribution, system application and design, system controls, transport refrigeration, and CHVAC diagnostics are taught in the program.

The CHVAC program consists of fifteen modules. Upon successful completion of all modules of the program, students will be awarded a diploma.

### Length of Program

The Commercial Heating, Ventilation and Air Conditioning (CHVAC) program is fifteen phases or 60 weeks in duration. A phase provides four weeks of training. Each phase includes 80 clock hours of instruction. Students in the Commercial Heating, Ventilation and Air Conditioning program attend 4 hours per day, Monday through Friday. Morning, afternoon, and evening schedules are available.

Course Title	Contact Hours	Quarter Credits	Weeks
CON 1010 Basic Construction	80	7	4
ACR 1010 Basic Electricity	80	6	4
ACR 1060 Air Conditioning	80	6	4
ACR 1110 Fuel Heating Systems	80	6	4
ACR 1160 Air Distribution	80	6	4
ACR 2010 Systems Controls	80	6	4
ACR 2060 Heat Pumps	80	6	4
ACR 2110 System Application and Design	80	6	4
ACR 2160 HVAC Diagnostics	80	6	4
ACR 2200 Commercial Refrigeration and Heating	80	6	4
ACR 2250 Chillers, Boilers and Cooling Towers	80	6	4
ACR 2300 Commercial Air Distribution Systems	80	6	4
ACR 2350 Advanced System Controls	80	6	4
ACR 2400 Advanced Diagnostics and Calibration	80	6	4
ACR 2450 Transport Refrigeration	80	6	4
<b>Totals</b>	<b>1200</b>	<b>91</b>	<b>60</b>

Refer to the Course Descriptions sections for information on all courses.



## HVAC WITH RENEWABLE ENERGY AND PHOTOVOLTAICS CONCENTRATION

Diploma Program

880 clock hours - 44 weeks - 67 credit units

The Renewable Energy and Photovoltaics program provides students the skills required to specialize in the field of photovoltaic equipment installation, service, repair and sizing. Many areas of the world utilize solar collection technology through photovoltaics. This program will introduce students to this growing industry and its many applications and resources available within this trade.

The Renewable Energy and Photovoltaics program consists of eleven modules. Upon successful completion of all modules of the program, students will be awarded a diploma.

Graduates of the program can seek employment as entry-level technicians in the photovoltaics industry, including Solar Equipment Installation Apprentice, Solar Equipment Wiring Apprentice. Intermediate and advanced positions include, Solar Equipment Sales, System Sizing and Design Technician, and Solar Jobsite Supervisor.

Course Number	Course Title	Clock Hours	Quarter Credits	Weeks
CON 1010	Basic Construction	80	7	4
ACR 1010	Basic Electricity	80	6	4
ACR 1060	Air Conditioning	80	6	4
ACR 1110	Fuel Heating Systems	80	6	4
ACR 1160	Air Distribution	80	6	4
ACR 2010	System Controls	80	6	4
ACR 2060	Heat Pumps	80	6	4
ACR 2110	System Application and Design	80	6	4
ACR 2160	HVAC Diagnostics	80	6	4
RE 100	Intro to Photovoltaics	80	6	4
RE 200	Advanced Photovoltaics	80	6	4
<b>Totals</b>		<b>880</b>	<b>67</b>	<b>44</b>



## PLUMBING TECHNOLOGY

*Diploma Program*

720 clock hours – 36 weeks – 55 credit units

The plumbing industry is changing as new technologies and techniques are implemented across the occupation. These new methods must be supported by skilled technicians who understand fundamental plumbing principles. The Plumbing Technology program teaches these skills by exploring plumbing history, uniform plumbing code, plumbing piping systems, blueprint reading, and heating systems. Laboratory experiences are an integral part of the program. Graduates are qualified for entry-level positions as plumbers and plumbing service technicians.

Upon successful completion of all program modules, students will be awarded a diploma.

### Length of Program

The Plumbing Technology program is nine phases or 36 weeks in duration. A phase provides four weeks of training. Each phase includes 80 clock hours of instruction. Students in the Plumbing Technology program attend 4 hours per day, Monday through Friday. Evening schedules are available.

Course Title	Contact Hours	Quarter Credits	Weeks
CON 1010 Basic Construction	80	7	4
PLU 1010 Pipe Fitting	80	7	4
PLU 1060 Fixtures	80	7	4
PLU 1100 Installing Drain, Waste, Vent, and Water Supply Systems	80	5	4
PLU 1150 Installing Valves, Fixtures and Water Heaters	80	5	4
PLU 2000 Servicing Vent and Waste Systems	80	6	4
PLU 2050 Sizing Water Supply Systems and Backflow Prevention	80	6	4
PLU 2110 Servicing Plumbing Systems	80	6	4
PLU 2160 Infrastructure and Water Treatment	80	6	4
<b>Totals</b>	<b>720</b>	<b>55</b>	<b>36</b>

Refer to the Course Descriptions sections for information on all courses.



## **ELECTRICIAN**

*Diploma Program*

720 clock hours – 36 weeks – 59 credit units

The commercial and residential electrical industries are constantly evolving as new industry demands require increased skill sets for electricians. Graduates need the necessary core and specialty skills to successfully meet electrician standards and be embraced by the marketplace. The Electrician diploma program teaches these skills by exploring the topics of electrical safety, tools and theory, the National Electrical Code (NEC), conduit bending, residential and commercial wiring, power distribution, advanced code concepts and motors, industrial controls, Programmable Logic Controllers (PLCs), personal development, jobsite management, fire and security alarms, voice, data, TV, signaling systems and fiber optics. Laboratory experience is an integral part of the program.

Graduates of the Electrician diploma program are qualified for entry-level positions such as commercial and residential electrician, preventive maintenance electrician, production electrician, bench electrician, repair electrician, industrial maintenance electrician, programming electrician and maintenance technician. They are also qualified for positions as field service electricians and installation electricians in any manufacturing industry and market sector that has a need for electricians.

### **Length of Program**

The Electrician program is 9 phases, or 36 weeks, in duration. A phase provides 4 weeks of training. Each phase includes 80 clock hours of instruction. Students in the Electrician program attend class 4 hours per day, Monday through Friday. Morning, afternoon, and evening schedules are available.

Upon successful completion of all program modules, students will be awarded a diploma.

<b>Course Title</b>	<b>Contact Hours</b>	<b>Quarter Credits</b>	<b>Weeks</b>
EEV1031 Electrical Theory	80	8	4
EEV1176 NEC/Safety/Hand Tools and Conduit Bending	80	6	4
EEV1174 Residential, Commercial and NEC Requirements	80	6	4
EEV1271 Transformer Principles and Test Equipment	80	6	4
EEV1208 Power Distribution	80	7	4
EEV2193 Hazardous Locations & Renewable Energy	80	7	4
EEV2034 Motor Concepts	80	7	4
EEV2038 Advanced Industrial Controls	80	6	4
EEV2039 Solid State Controls and Industrial Automation	80	6	4
<b>Totals</b>	<b>720</b>	<b>59</b>	<b>36</b>

Refer to the Course Descriptions sections for information on all courses.





## ELECTRICIAN WITH INDUSTRIAL ELECTRICAL TECHNOLOGY CONCENTRATION

Diploma Program

48 weeks ( 20-hour weeks), 936 clock hours – 77 quarter credit units

V1

The Electrician with Industrial Electrical Technology Concentration program focuses on programmable logic controllers (PLC) which provides students the skills required to specialize in the field of PLC equipment installation, service, repair and design. Many areas of the world utilize PLC technology through industrial and commercial applications. This program consists of twelve modules that will introduce students to this expanding industry and its many applications and resources available within this trade.

Graduates of the program can seek employment as entry-level technicians in the PLC industry, including PLC Installation Apprentice and PLC Wiring Apprentice. Intermediate and advanced positions include PLC Sales, System Sizing and Design Technician, and PLC Jobsite Supervisor.

Upon successful completion of all program modules, students will be awarded a diploma.

Phase Title	Clock Hours	Quarter Credits	Weeks
EEV 1031 Electrical Theory	80	8	4
EEV 1176 NEC/Safety/Hand Tools and Conduit Bending	80	6	4
EEV 1174 Residential, Commercial and NEC Requirements	80	6	4
EEV 1271 Transformer Principles and Test Equipment	80	6	4
EEV 1208 Power Distribution	80	7	4
EEV 2193 Hazardous Locations and Renewable Energy	80	7	4
EEV 2034 Motor Concepts	80	7	4
EEV 2038 Advanced Industrial Controls	80	6	4
EEV 2039 Solid State Controls and Industrial Automation	80	6	4
ELC 225 Intro to Computerized and Industrial Controls	72	6	4
ELC 230 PLC I/O Configuration	72	6	4
ELC 250 PLC Data Move Functions	72	6	4
<b>Totals</b>	<b>936</b>	<b>77</b>	<b>48</b>



## **ELECTRICIAN WITH RENEWABLE ENERGY AND PHOTOVOLTAICS CONCENTRATION**

Diploma Program

880 clock hours - 44 weeks - 71 credit units

The Renewable Energy and Photovoltaics program provides students the skills required to specialize in the field of photovoltaic equipment installation, service, repair and sizing. Many areas of the world utilize solar collection technology through photovoltaics. This program will introduce students to this growing industry and its many applications and resources available within this trade.

The Renewable Energy and Photovoltaics program consists of eleven modules. Upon successful completion of all modules of the program, students will be awarded a diploma.

Graduates of the program can seek employment as entry-level technicians in the photovoltaics industry, including Solar Equipment Installation Apprentice, Solar Equipment Wiring Apprentice. Intermediate and advanced positions include, Solar Equipment Sales, System Sizing and Design Technician, and Solar Jobsite Supervisor.

<b>Course Number</b>	<b>Course Title</b>	<b>Clock Hours</b>	<b>Quarter Credits</b>	<b>Weeks</b>
EEV 1031	Electrical Theory	80	8	4
EEV 1176	NEC/Safety/Hand Tools and Conduit Bending	80	6	4
EEV 1174	Residential, Commercial and NEC Requirements	80	6	4
EEV 1271	Transformer Principles and Test Equipment	80	6	4
EEV 1208	Power Distribution	80	7	4
EEV 2193	Hazardous Locations and Renewable Energy	80	7	4
EEV 2034	Motor Concepts	80	7	4
EEV 2038	Advanced Industrial Controls	80	6	4
EEV 2039	Solid State Controls and Industrial Automation	80	6	4
RE 100	Intro to Photovoltaics	80	6	4
RE 200	Advanced Photovoltaics	80	6	4
<b>Totals</b>		<b>880</b>	<b>71</b>	<b>44</b>

## COURSE DESCRIPTIONS

<p><b>AAS 501 Business English and Communication</b></p> <p>This course emphasizes basic business writing skills, including fundamentals of grammar, paragraph development and letter writing. In addition to business writing skills the course will focus on verbal communications skills, with an emphasis on applying these skills to improve customer service. Learning exercises are designed to simulate practical business applications. (0501 ecollege [U1] course code) Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: Completion of the Applied Automotive Technology Core classes AT 101 through AT 110. Contact Hours: 90; Lessons: 6</p>	<p><b>9 Quarter Credits</b></p>
<p><b>AAS 502 Business Principles and Customer Service Concepts</b></p> <p>This course addresses basic business principles and the implications of effective communication, ethics and problem solving methodology related to business performance. Students will learn techniques to effectively handle problems with employees, co-workers and customers. (0502 ecollege course code) Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: Completion of the Applied Automotive Technology Core classes AT 101 through AT 110. Contact Hours: 90; Lessons: 6</p>	<p><b>9 Quarter Credits</b></p>
<p><b>AAS 503 Computerized Service Management</b></p> <p>This course involves practical applications of industry-specific service control systems designed to initiate, monitor, and effectively facilitate repair operations. Students articulate communication skills and customer satisfaction tools with computerized service control systems and practice actual service writing procedures. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: Completion of the Applied Automotive Technology Core classes AT 101 through AT 110. Contact Hours: 120; Lessons: 6</p>	<p><b>9 Quarter Credits</b></p>
<p><b>AAS 504 Performance Analysis &amp; Strategic Diagnostics</b></p> <p>This course is designed to simulate actual hands-on diagnostics conditions found in the automotive industry. Late model vehicles are staged with common problems in a structured shop environment and students use industry established procedures to evaluate vehicle performance under loaded mode (dynamometer testing) conditions. Students articulate communication tools, vehicle specifications and sophisticated test equipment and procedures to solve the three "C's"... complaints, causes and corrections. This course includes BAR Basic Clean Air Car Course, BAR Advanced Clean Air Car Course and the current BAR Update Course [U2] [U3]. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: Completion of the Applied Automotive Technology Core classes AT 101 through AT 110. Contact Hours: 120 Lessons: 6</p>	<p><b>10 Quarter Credits</b></p>
<p><b>ACR 1010 Basic Electricity</b></p> <p>This course of instruction will cover basic job safety concepts, history of electricity, electrical theory, electrical power, electrical measuring, applications and electrical components. Power sources, component operation and circuit diagrams are studied. Students use this theory, integrated with objective specific hands-on lab exercises to practice typical equipment manufacturer's diagnostic techniques. Testing instruments and wiring diagrams are used for systems problem-solving projects. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None Contact Hours: 80</p>	<p><b>6 Quarter Credits</b></p>
<p><b>ACR 1060 Air Conditioning</b></p> <p>This course of instruction will cover basic laws of physics and cooling theory, terms, definitions, air conditioning cycles, component operations, mechanical and electrical diagrams, standard and high efficiency air conditioning systems. Pressure/temperature charts, refrigerant piping specifications and installation will also be covered. Usages of various tools are covered. Structured lab projects allow students to learn industry-approved diagnostics, service and repair procedures. Prerequisite: None. Lecture hours: 40 Lab hours: 40</p>	<p><b>6 Quarter Credits</b></p>
<p><b>ACR 1110 Fuel Heating Systems</b></p> <p>This course of instruction will cover combustion and various hydrocarbon fuels. Appliance heaters and warm air furnaces will be covered. Operation of controls, testing and servicing equipment, installation and operation is also covered. Fuel heating system diagnosis and wiring diagrams are explored. Structured lab projects allow students to learn industry-approved diagnostics, service and repair procedures. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None Contact Hours: 80</p>	<p><b>6 Quarter Credits</b></p>
<p><b>ACR 1160 Air Distribution</b></p> <p>Students in this course of study will learn to read blue prints, use shop math, perform load calculations, indoor air quality, and system air balancing and apply the fundamentals of air distribution to system design. In structured lab projects, students will use the tools and equipment necessary to assemble and disassemble pre-fabricated HVAC air distribution systems. Prerequisite: None. Lecture hours: 40 Lab hours: 40</p>	<p><b>6 Quarter Credits</b></p>
<p><b>ACR 2010 Systems Controls</b></p> <p>This course presents electrical and electronics theory, terms, definitions, symbols, circuits, laws and formulas. Power sources, component operation and circuit diagrams are studied. Students use this theory, integrated with objective specific hands-on lab exercises to practice typical equipment manufacturer's diagnostic techniques. Testing instruments and wiring diagrams are used for systems problem-solving projects. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: ACR 1010 Contact Hours: 80</p>	<p><b>6 Quarter Credits</b></p>

<b>ACR 2060 Heat Pumps</b> Air properties related to HVAC and heat pump systems design are studied in this course. Component operation, systems diagrams and industry approved troubleshooting are discussed and reinforced with structured lab exercises. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: ACR 1010 and ACR 1060 Contact Hours: 80	<b>6 Quarter Credits</b>
<b>ACR 2110 System Application and Design</b> This course introduces students to various HVAC system applications. Various HVAC designs, joining and sizing of various types of piping and tubing, system charging, load calculations, wiring, safety and proper diagnostics procedures, EPA Section 608 and R-410A, refrigerant handling and containment (recovery, recycling and reclaiming) and certification requirements are discussed in this course. Students will participate in structured lab exercises including inspection, diagnostics, service, troubleshooting and repair of residential gas heating systems. Prerequisites: ACR 1010, ACR 1060, ACR 1160 and ACR 2010. Lecture hours: 40 Lab hours: 40	<b>6 Quarter Credits</b>
<b>ACR 2160 HVAC Diagnostics</b> This course introduces students to HVAC diagnostic fundamentals. Emphasis is placed on testing equipment, gas identifiers, wiring diagrams, refrigerant schematics, systems testing, load distribution and controls operation. Mechanical components, gas pipe sizing, wiring, safety and proper diagnostic procedures are taught. Students will participate in structured lab exercises including inspection, diagnostics, service, troubleshooting and repair of HVAC systems. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: ACR 1010, ACR 1060, ACR 1160 and ACR 2010 Contact Hours: 80	<b>6 Quarter Credits</b>
<b>ACR 2200 Commercial Refrigeration and Heating</b> This course develops maintenance and repair skills by applying systematic industry approved troubleshooting and service procedures to residential and commercial refrigeration units. Students participate in industry approved, structured diagnostic and service projects on reach-in, walk-in and residential refrigeration units, ice producing makers and various commercial refrigeration units. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: CON 1010, ACR 1010 – ACR 2160 Contact Hours: 80	<b>6 Quarter Credits</b>
<b>ACR 2250 Chillers, Boilers and Cooling Towers</b> Various types of chiller, boilers, cooling towers and components and controls are studied in this course. Water, electrical circuits and mechanical devices, as well as their service and repair, are studied. Students participate in structured lab exercises designed to reinforce operational theory. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: CON 1010, ACR 1010 – ACR 2160 Contact Hours: 80	<b>6 Quarter Credits</b>
<b>ACR 2300 Commercial Air Distribution Systems</b> Students in this course of study will learn to read blue prints, use shop math, perform load calculations, indoor air quality, and system air balancing and apply the fundamentals of air distribution to system design. In structured lab projects, students will use the tools and equipment necessary to layout and fabricate HVAC air distribution systems. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: CON 1010, ACR 1010 – ACR 2160 Contact Hours: 80	<b>6 Quarter Credits</b>
<b>ACR 2350 Advanced Systems Controls</b> This course utilizes Direct Digital Control systems, which introduces the student to building automation controls. Local operator interface through a stand-alone keypad display and a PC-type computer will teach individual building HVAC automatic functions. Actual operating equipment will be tied into the system for demonstration purposes. Students will operate pre-engineered programs for common equipment such as air conditioning, heating units, heat pumps, and air handling units. Advanced Pneumatic Controls, calibration and control adjustment will be used for diagnosing heating and cooling systems. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: CON 1010, ACR 1010 – ACR 2160 Contact Hours: 80	<b>6 Quarter Credits</b>
<b>ACR 2400 Advanced Diagnostics and Calibration</b> In this course, the basic HVAC troubleshooting will be expanded to cover typical technician service calls through interactive refrigeration cycle diagnostics, electrical control circuit diagnostics, and hands-on repairs on operating AC systems. A computerized program will be used as an interactive refrigeration cycle diagnostics in this course. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: CON 1010, ACR 1010 – ACR 2160 Contact Hours: 80	<b>6 Quarter Credits</b>
<b>ACR 2450 Transport Refrigeration</b> This course will familiarize the student with the theory, operation, testing and servicing of the self-contained, diesel powered transportation refrigeration units (TRU) installed on specially constructed trailers and container units. RCRA and EPA Section 608 rules are also studied. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: CON 1010, ACR 1010 – ACR 2160 Contact Hours: 80	<b>6 Quarter Credits</b>
<b>AT 101 Steering, Suspension &amp; Computerized 4-Wheel Alignment</b> This course presents steering and suspension systems design and operation. Component inspection, service, system measurement and alignment are discussed and reinforced with lab exercises designed to stimulate industry approved repair applications. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None Lecture Hours: 60 Lab Hours: 60	<b>9 Quarter Credits</b>

<p><b>AT 102 Hydraulic &amp; Anti-Lock Braking Systems</b></p> <p>This course prepares students to inspect components and diagnose systems operation. Students participate in lab experiences designed to simulate industry approved service and repair procedures for power assist, drum, disc, and antilock braking systems. California Brake License exam preparation is also presented in this course. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None Lecture Hours: 60 Lab Hours: 60</p>	<p><b>9 Quarter Credits</b></p>
<p><b>AT 103 Engine Principles, Service &amp; Repair</b></p> <p>Fundamentals of engine design, operation and diagnosis, cooling systems, and accessories are presented in this course. Industry approved service and repair procedures are used in the lab exercises for engine removal and reinstallation, disassembly, inspection, measurement, re-assembly, and in-vehicle service and repairs. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None Lecture Hours: 60 Lab Hours: 60</p>	<p><b>9 Quarter Credits</b></p>
<p><b>AT 104 Manual Transmissions &amp; Powertrains</b></p> <p>Manual transmissions, driveline components design, operation and diagnosis are studied in this course. Industry approved procedures are used in lab exercises to service and repair transmissions, transaxles, clutch assemblies, drive shafts, final drives, all-wheel drive, and 4-wheel drive systems. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None Lecture Hours: 60 Lab Hours: 60</p>	<p><b>9 Quarter Credits</b></p>
<p><b>AT 105 Automatic Transmissions &amp; Transaxles</b></p> <p>Conventional and electronically controlled transmissions, hydraulic systems, torque converters, fundamentals and operation are studied in this course. Experiential learning exercises include unit identification, industry approved removal and reinstallation, rebuild, dyno testing, and adjustment procedures. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None Lecture Hours: 60 Lab Hours: 60</p>	<p><b>9 Quarter Credits</b></p>
<p><b>AT 106 Chassis Electrical &amp; Accessories</b></p> <p>This course uses a systematic approach to the electrical systems in a vehicle. Accessories, lighting, gauges and driver feedback, starting, charging and various control systems are studied. Industry approved troubleshooting and diagnostics procedures are practiced in structured lab exercises. California State Lamp License Exam preparation is also presented in this course. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None Lecture Hours: 60 Lab Hours: 60</p>	<p><b>9 Quarter Credits</b></p>
<p><b>AT 107 Engine Performance Systems</b></p> <p>Air conditioning theory, operation, troubleshooting and service are studied in this course; modern applications and climate control systems are an integral part of a vehicle's systems network. Volumetric efficiency and power production are articulated with industry-approved ignition troubleshooting procedures during structured lab exercises. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None Lecture Hours: 60 Lab Hours: 60</p>	<p><b>9 Quarter Credits</b></p>
<p><b>AT 108 Fuel Management Systems</b></p> <p>This course covers fuel injection terminology, theory, operation, and general fuel delivery principles. Electronic management systems troubleshooting and industry approved diagnostic and service procedures are an integral part of students' experiential learning experiences. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None Lecture Hours: 60 Lab Hours: 60</p>	<p><b>9 Quarter Credits</b></p>
<p><b>AT 109 Computerized Engine Controls</b></p> <p>This course emphasizes the use of information resources, sophisticated test equipment and modern industry approved diagnostic procedures. Drivability diagnostics and OBD information retrieval are utilized to performance test engine control systems. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None Lecture Hours: 60 Lab Hours: 60</p>	<p><b>9 Quarter Credits</b></p>
<p><b>AT 110 Emissions Diagnostics</b></p> <p>This course is designed to address emission control devices and systems and their impact on air quality as well as engine performance testing. Diagnostic strategies, tail pipe failure analysis and loaded mode emissions testing are integrated into students' experiential learning exercises. This training includes BAR Specified Diagnostic and Training. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None Lecture Hours: 88 Lab Hours: 32</p>	<p><b>9 Quarter Credits</b></p>
<p><b>AT 111 Vehicle Electronics and Technical Systems</b></p> <p>This course emphasizes the fundamentals of electronics technology, mathematic calculations, physics and their relationships to vehicle control systems. Students learn to use manufacturer acronyms and technical information programs to identify vehicles and their components and articulate this information with sophisticated service and repair procedures. Students research actual manufacturer-specific technical information systems and reinforce theory with industry approved repair projects performed on manufacturer-supplied late model vehicles. Students study information processing and proper repair strategies and their impact on customer satisfaction. Contact Hours: 120</p>	<p><b>9 Quarter Credits</b></p>

<b>AT 112 Chassis and Engine Electronics</b>	<b>9 Quarter Credits</b>
Students in this course study the operation of vehicle performance systems and reinforce theory with experiential learning exercises utilizing actual manufacturer developed onboard diagnostics (OBDII). Manufacturer/dealership approved service and repair procedures are practiced by students, as they use mathematic calculations, physics, manufacturer supplied technical information, diagnostic equipment, and service and repair strategies to perform actual repairs on late model vehicles Contact Hours: 120	
<b>CON 1010 Basic Construction</b>	<b>7 Quarter Credits</b>
This course introduces students to the construction field. The course of instruction will cover basic job safety concepts and regulatory requirements; basic math used in the construction trades; the use of common hand and power tools; an introduction to blueprint reading; basic rigging; communication and employability skills. Students will also learn techniques for studying and test-taking. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None Lecture Hours: 60 Lab Hours: 20	
<b>EEV 1031 Electrical Theory</b>	<b>8 Quarter Credits</b>
This course introduces students to fundamentals of algebra, electrical theory, Ohm's Law, magnetism, voltage, resistance, inductance, capacitance, units of electrical measurement, and basic electrical math. Students will learn concepts of energy, Kirchoff's law, Norton's and Thevenin's theorems, basic trigonometry, inductance, capacitance, series and parallel circuits, power and power factor, electrical efficiency, direct current (DC) and alternating current (AC) circuits, and personal development topics. Students will also learn techniques for studying and test-taking. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None Lecture Hours: 80 Lab Hours: 0	
<b>EEV 1176 NEC/Safety/Hand Tools and Conduit Bending</b>	<b>6 Quarter Credits</b>
This course introduces students to definitions, terms, and organization of the National Electrical Code (NEC), and conduit bending by calculation. Students will learn NEC requirements for residential, raceway types, boxes and fittings, commercial, industrial installations, materials, motorized tools, digging techniques, Material Safety Data Sheets (MSDS), and first aid. Students will develop math and layout techniques required to accurately and efficiently bend conduit. Students will also be introduced to the importance of safety, and common hand and power tools. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None Lecture Hours: 40 Lab Hours 40	
<b>EEV 1174 Residential/Commercial and NEC Requirements</b>	<b>6 Quarter Credits</b>
Students will learn wiring and protection methods, conductor installation, raceway fill, ambient temperature, voltage drops, blueprint reading, electrical installation, connections, markings, enclosures, boxes and fittings, junction boxes, gutters, flexible cord, underground feeder and branch circuits, cables, supported and open wiring, residential/commercial wiring, signaling circuits, smoke detectors, ground fault circuit interrupters (GFCIs), doorbells, and service changes. Prerequisite: None. Lecture hours: 40 Lab hours: 40	
<b>EEV 1271 Transformer Principles and Test Equipment</b>	<b>6 Quarter Credits</b>
Students will learn about meters, test equipment, harmonics, grounding, single-phase, three-phase, auto and specialty transformer principles, cable and generator testing, measuring devices, high-voltage cables, insulators and test equipment. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: <b>EEV 1031</b> . Lecture Hours: 40 Lab Hours: 40	
<b>EEV1208 Power Distribution</b>	<b>7 Quarter Credits</b>
Students will learn about hazardous locations, health care facilities, intermediate and advanced grounding, overcurrent protection, load calculations, balancing phases and neutrals, surge arrestors, transient voltage surge suppression (TVSS), color codes, circuit identification, panel rating, phase converters, capacitors, and single-phase and three-phase power distribution concepts. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: <b>EEV 1176</b> Lecture Hours: 60 Lab Hours: 20	
<b>EEV 2193 Hazardous Locations &amp; Renewable Energy</b>	<b>7 Quarter Credits</b>
Students will learn about power conditioning and emergency systems, generators, battery systems, fan controllers, lighting concepts, uninterruptible power supply (UPS), transfer switches, dimmer systems, voice-data-TV, computer cabling, structured wiring, fiber optics, special equipment, fire alarms, security alarms, signaling, rigging, and renewable energy. Prerequisite: EEVS1174. Lecture hours: 60 Lab hours: 20	
<b>EEV 2034 Motor Concepts</b>	<b>7 Quarter Credits</b>
Students will learn about National Electrical Code (NEC) motor concepts, construction, rotor windings, starting configurations, megohmmeters, insulation testing, squirrel cage motors, single-phase and three-phase motors, AC/DC motor concepts, applications, mechanical clutches, magnetic drives, pulleys, direct drives, offset drives, and jobsite management. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: <b>EEV 1271</b> Lecture Hours: 60 Lab Hours: 20	
<b>EEV 2038 Advanced Industrial Controls</b>	<b>6 Quarter Credits</b>
Students will learn solid state relays, timing relays, variable frequency drives, programmable solid state relays, pneumatic timers, solid state motor control, dynamic braking, NFPA 79, control transformers, HVAC controls, and starting methods. Prerequisite: EEVS1271. Lecture hours: 40 Lab hours: 40	

<b>EEV 2039 Solid State Controls and Industrial Automation</b>	<b>6 Quarter Credits</b>
Students will learn about solid state devices, semiconductors, digital logic, industrial automation, programmable logic controller (PLC), hardware, applications, HMI, binary, octal, hexadecimal, grey code and PLC operation. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: EEV 1271 Lecture Hours: 40 Lab Hours: 40	
<b>ELC 225 Introduction to Computerized Industrial Controls</b>	<b>6 Quarter Credits</b>
Overview of Human Machine Interface (HMI) configuration software, PLC memory allocation, and the tag name dictionary. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: EEV 2039 Lecture Hours: 56 Lab Hours: 16	
<b>ELC 230 PLC I/O Configuration</b>	<b>6 Quarter Credits</b>
This course introduces students to relay functions, normally open and closed contacts, relational functions, bit operation functions, HMI quickscripts, alarms, alarm types, HMI I/O communications tags, and tag functionality. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: ELC 225 Lecture Hours: 56 Lab Hours: 16	
<b>ELC 250 PLC Data Move Functions</b>	<b>6 Quarter Credits</b>
This course introduces students to table functions, conversion functions, control functions, HMI tag addressing, SuperTags, distributed history, Industrial SQL, and Dynamic Data Exchange (DDE). Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: ELC 230 Lecture Hours: 56 Lab Hours: 16	
<b>MT 101 Suspension Systems</b>	<b>9 Quarter Credits</b>
This course presents front and rear suspension systems' design and operation. Component inspection, service, and repairs are discussed and reinforced with lab exercises designed to simulate industry approved repair applications. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None Lecture Hours: 62.5 Lab Hours: 62.5	
<b>MT 102 Brake Systems</b>	<b>9 Quarter Credits</b>
The Brake Systems course prepares students to inspect components and diagnose systems operations. Students participate in lab experiences designed to simulate industry approved service and repair procedures for drum, disc, anti-lock braking systems, and final drive assemblies. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None Lecture Hours: 62.5 Lab Hours: 62.5	
<b>MT 103 Four Stroke Engines</b>	<b>9 Quarter Credits</b>
This course provides fundamentals of 4 stroke engines, including primary drives, of various designs. Operation and diagnosis, as well as cooling systems are presented in this course. Industry approved service and repair procedures are used in the lab disassembly, inspection, measurement, re-assembly, and in-vehicle service and repairs. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None Lecture Hours: 62.5 Lab Hours: 62.5	
<b>MT 104 Two Stroke Engines</b>	<b>9 Quarter Credits</b>
In this course the fundamentals of 2 stroke engines, including primary drives, of various designs. Operation and diagnosis, as well as cooling systems are presented in this course. Industry approved service and repair procedures are used in the lab disassembly, inspection, measurement, re-assembly, and in-vehicle service and repairs. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None Lecture Hours: 62.5 Lab Hours: 62.5	
<b>MT 105 Fundamentals of Electricity</b>	<b>9 Quarter Credits</b>
Students will learn and apply the basic laws and formulas as they relate to electrical systems. Students will utilize wiring diagrams and apply them to component identification, testing, and diagnostics. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None Lecture Hours: 62.5 Lab Hours: 62.5	
<b>MT 106 Electrical Systems</b>	<b>9 Quarter Credits</b>
This course uses a systematic approach to motorcycle electrical systems. Accessories, lighting, ignition, starting, charging and various control systems are studied. Computer controlled electronics are also discussed. Industry approved troubleshooting and diagnostics procedures are practiced in structured lab exercises. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None Lecture Hours: 62.5 Lab Hours: 62.5	
<b>MT 107 Fuel Systems</b>	<b>9 Quarter Credits</b>
This course: covers carburetion, fuel injection, theory, operation, and general fuel delivery principles. Exhaust systems effects on engine operation, and emission control devices will be discussed. Troubleshooting and industry approved diagnostic and service procedures are an integral part of students' experiential learning experiences. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None Lecture Hours: 62.5 Lab Hours: 62.5	
<b>MT 108 Service</b>	<b>9 Quarter Credits</b>
This course prepares students to operate in a service environment. Students will learn customer service and communication skills that are necessary to be successful in a modern service environment. Lab practices will focus on manufacture service and repair procedures. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None Lecture Hours: 62.5 Lab Hours: 62.5	

<b>MT 111 Harley-Davidson Engines I</b>	<b>9 Quarter Credits</b>
The Harley-Davidson course emphasizes the disassembly, inspection, and assembly of the Iron Head and Evolution engines. Students will perform the necessary measurements and adjustments for proper engine operation. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: Motorcycle Technician Program Lecture Hours: 62.5 Lab Hours: 62.5	
<b>MT 112 Harley-Davidson Engines II</b>	<b>9 Quarter Credits</b>
This course: emphasizes the disassembly, inspection, and assembly of the Big Twins, and V-Rod engines. Students will perform the necessary measurements and adjustments for proper engine operation. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: Motorcycle Technician Program Lecture Hours: 62.5 Lab Hours: 62.5	
<b>MT 113 Harley-Davidson Chassis</b>	<b>9 Quarter Credits</b>
This course: emphasizes the manufacture specifics in regards to suspensions, brakes, final drives, and electrical systems used on Harley-Davidson motorcycles. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: Motorcycle Technician Program Lecture Hours: 62.5 Lab Hours: 62.5	
<b>MT 114 Harley-Davidson Engine Controls</b>	<b>9 Quarter Credits</b>
During this course of instruction students will apply learned knowledge and skills in the areas of ignition systems, fuel systems, service processes, and diagnostics. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: Motorcycle Technician Program Lecture Hours: 62.5 Lab Hour: 62.5	
<b>MT 119 Asian Honda</b>	<b>9 Quarter Credits</b>
The Honda concentration course emphasizes the use of information resources, sophisticated test equipment and manufacture approved diagnostic and repair procedures as they relate to Honda motorcycles. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: Motorcycle Technician Program Lecture Hours: 62.5 Lab Hours: 62.5	
<b>MT 120 Asian Kawasaki</b>	<b>9 Quarter Credits</b>
The Kawasaki concentration course emphasizes the use of information resources, sophisticated test equipment and manufacture approved diagnostic and repair procedures as they relate to Honda motorcycles. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: Motorcycle Technician Program Lecture Hour: 62.5 Lab Hours: 62.5	
<b>MT 121 Asian Suzuki</b>	<b>9 Quarter Credits</b>
The Suzuki concentration course emphasizes the use of information resources, sophisticated test equipment and manufacture approved diagnostic and repair procedures as they relate to Honda motorcycles. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: Motorcycle Technician Program Lecture Hours: 62.5 Lab Hours: 62.5	
<b>MT 122 Asian Yamaha</b>	<b>9 Quarter Credits</b>
The Yamaha concentration course emphasizes the use of information resources, sophisticated test equipment and manufacture approved diagnostic and repair procedures as they relate to Honda motorcycles. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: Motorcycle Technician Program Lecture Hours: 62.5 Lab Hours: 62.5	
<b>MT 127 European Introduction</b>	<b>9 Quarter Credits</b>
The European Specialty course emphasizes the use of information resources, sophisticated test equipment and manufacture approved diagnostic and repair procedures as they relate to European motorcycles. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: Motorcycle Technician Program Lecture Hours: 62.5 Lab Hours: 62.5	
<b>MT 128 European-Triumph</b>	<b>9 Quarter Credits</b>
This course covers the use of information resources, sophisticated test equipment and manufacture approved diagnostic and repair procedures as they relate to Triumph motorcycles. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: Motorcycle Technician Program Lecture Hours: 62.5 Lab Hours: 62.5	
<b>MT 129 European-Ducati I</b>	<b>9 Quarter Credits</b>
The basic Ducati specialty course emphasizes the use of information resources, sophisticated test equipment and manufacture approved diagnostic and repair procedures as they relate to Ducati motorcycles. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: Motorcycle Technician Program Lecture Hours: 62.5 Lab Hour: 62.5	
<b>MT 130 European-Ducati II</b>	<b>9 Quarter Credits</b>
The advanced Ducati specialty course emphasizes the use of information resources, sophisticated test equipment and manufacturer approved diagnostic and repair procedures as they relate to Ducati motorcycles. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: Motorcycle Technician Program & European Ducati I Lecture Hours: 62.5 Lab Hours: 62.5	



<b>PLU 1010 Pipe Fitting</b>	<b>7 Quarter Credits</b>
This course introduces the student to the plumbing trade. The course of instruction will cover the history of plumbing from ancient times to present, basic job safety concepts, tools specific to the trade, basic math for plumbers, basic blueprint reading skills and pipe fittings made from the various materials used in the trade such as copper, plastic and steel. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None Lecture Hours: 60 Lab Hours: 20	
<b>PLU 1060 Fixtures</b>	<b>7 Quarter Credits</b>
This module will cover basic job safety concepts, basic installation and servicing of fixtures, faucets and valves. This module will also cover water heater and fuel gas installation. This module will also cover the Uniform Plumbing Code and its application to these systems. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None Lecture Hours: 60 Lab Hours: 20	
<b>PLU 1100 Installing Drain, Waste, Vent and Water Supply Systems</b>	<b>5 Quarter Credits</b>
This module will cover basic job safety concepts, basic Drain Waste and Vent Systems, Storm Drain Systems and basic Water Supply Systems. This module will also cover the Uniform Plumbing Code and its application to these systems. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None Lecture Hours: 20 Lab Hours: 60	
<b>PLU 1150 Installing Valves, Fixtures and Water Heaters</b>	<b>5 Quarter Credits</b>
This module introduces various types of valves and installations. Students learn how to install valves, fixtures including water heaters and fuel-gas systems in a lab environment. Valve and fixture servicing and all applicable code requirements are addressed. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: CON 1010 Lecture Hours: 20 Lab Hours: 60	
<b>PLU 2000 Servicing Vent and Waste Systems</b>	<b>6 Quarter Credits</b>
This module will cover applied math, venting, indirect and special wastes. This module will also cover the Uniform Plumbing Code and its application to these systems. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: CON 1010 and PLU 1010 Lecture Hours: 40 Lab Hours: 40	
<b>PLU 2050 Sizing Water Supply Systems and Backflow Prevention</b>	<b>6 Quarter Credits</b>
This module will cover sewage and sump pumps, sizing water supplies, backflow prevention and water pressure boosters and recirculation systems. This module will also cover the Uniform Plumbing Code and its application to these systems. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: CON 1010 and PLU 1010 Lecture Hours: 40 Lab Hours: 40	
<b>PLU 2110 Servicing Plumbing Systems</b>	<b>6 Quarter Credits</b>
This module will cover servicing piping systems, valves, fixtures, appliances, traps and interceptors. Students will also learn business math for plumbers, drain waste sizing, vent, storm systems sizing, private water supply, private sewage systems and code requirements. This module will also cover estimating job costs and pricing. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: CON 1010 and PLU 1010 Lecture Hours: 40 Lab Hours: 40	
<b>PLU 2160 Infrastructure and Water Treatment</b>	<b>6 Quarter Credits</b>
This module will cover locating buried water and sewer lines, hydronic and solar heating, water supply treatment, swimming pools and hot tubs, compressed air systems and mobile homes and mobile home parks. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: CON 1010 and PLU 1010 Lecture Hours: 40 Lab Hours: 40	
<b>RE 100 Intro to Photovoltaics</b>	<b>6 Quarter Credits</b>
This course develops installation and repair skills by applying systematic industry approved techniques in the field of renewable energy. Students participate in industry approved, structured installation and service projects on renewable energy systems. Intro to Photovoltaics will enable students to gain knowledge in the field of Solar Energy. This course is intended for adult learners, who have been trained as and/or worked in the field as Electricians or HVAC Technicians. The course emphasis is on electricity and thermal energy that is produced by an alternative energy source. The related labs consist of a variety of hands-on demonstrations and practical applications required in the field. Prerequisite: Electrician Program. Lecture hours: 40 Lab hours: 40	
<b>RE 200 Advanced Photovoltaics</b>	<b>6 Quarter Credits</b>
This course builds upon Intro to Photovoltaics to continue the installation and repair skills training by applying systematic industry approved techniques in the field of renewable energy. Students participate in industry approved, structured installation and service projects on renewable energy systems. Advanced Photovoltaics will enable students to gain current technical knowledge in the field of photovoltaics while providing exam preparation and an industry certification exam. This course is intended for adult learners, who have been trained as and/or worked in the field as Electricians or HVAC Technicians. The course emphasis is on system sizing principles, electrical and mechanical design, performance analysis, maintenance and troubleshooting. The related labs consist of a variety of hands-on demonstrations and practical applications required in the field. Prerequisite: RE 100. Lecture hours: 40 Lab hours: 40	

## CORINTHIAN COLLEGES, INC.

<b>The following schools in the United States are owned by Corinthian Colleges, Inc.:</b>	
<p><b>Everest College</b>                      Alhambra, CA (main campus)                      Anaheim, CA (main campus)                      Arlington, TX (additional location of Everest Institute, Rochester, NY)                      Aurora, CO (additional location of Everest College, Thornton, CO)                      Atlanta West, GA (branch of Everest College, Reseda, CA)                      Bedford Park, IL (branch of Everest College, Alhambra, CA)                      Bremerton, WA (main campus)                      Burr Ridge, IL (branch of Everest College, Skokie, IL)                      Chesapeake, VA (additional location of Everest College, Newport News, VA)                      City of Industry, CA (branch of WyoTech, Long Beach, CA)                      Colorado Springs, CO (main campus)                      Dallas, TX (additional location of Everest College, Portland, OR)                      Everett, WA (additional location of Everest College, Bremerton, WA)                      Fort Worth, TX (additional location of Everest College, Salt Lake City, UT)                      Fort Worth South, TX (additional location of Everest College, Colorado Springs, CO)                      Gardena, CA (main campus)                      Henderson, NV (main campus)                      Kansas City, MO (additional location of Everest University, Pompano Beach)                      McLean, VA (additional location of Everest College, Colorado Springs, CO)                      Melrose Park, IL (branch of Everest College, Skokie, IL)                      Merrillville, IN (branch of Everest Institute, Grand Rapids, MI)                      Merrionette Park, IL (additional location of Everest University, Pompano Beach, FL)                      Newport News, VA (main campus)                      North Aurora, IL (branch of Everest Institute, Brighton, MA)                      Ontario, CA (main campus)                      Ontario (Metro), CA (additional location of Everest College, Springfield, MO)                      Portland, OR (main campus)                      Renton, WA (main campus)                      Reseda, CA (main campus)                      Salt Lake City, UT (main campus)                      San Bernardino, CA (main campus)                      Santa Ana, CA (additional location of Everest College, Colorado Springs, CO)                      Seattle, WA (main campus)                      Skokie, IL (main campus)                      Springfield, MO (main campus)                      St. Louis (Earth City), MO (additional location of Everest College, Bremerton, WA)                      Tacoma, WA (additional location of Everest College, Bremerton, WA)                      Thornton, CO (main campus)                      Torrance, CA (main campus)                      Vancouver, WA (additional location of Everest College, Portland, OR)                      West Los Angeles, CA (main campus)                      Woodbridge, VA (additional location of Everest College, Seattle, WA)</p> <p><b>Everest College Phoenix</b>                      Phoenix, AZ (main campus)                      Mesa, AZ (branch of Everest College Phoenix, AZ)</p> <p><b>Everest Institute</b>                      Austin, TX (branch of Everest Institute, Southfield, MI)                      Bensalem, PA (additional location of Everest College, Seattle, WA)                      Brighton, MA (main campus)</p>	<p>Detroit, MI (branch of Everest Institute, Southfield, MI)                      Eagan, MN (branch of Everest Institute, Cross Lanes, WV)                      Gahanna, OH (branch of Everest College, Ontario, CA)                      Grand Rapids, MI (main campus)                      Houston (Bissonnet), TX (branch of Everest College, Renton, WA)                      Houston (Greenspoint), TX (branch of Everest Institute, San Antonio, TX)                      Houston (Hobby), TX (branch of Everest Institute, San Antonio, TX)                      Jonesboro, GA (branch of Everest College, Ontario, CA)                      Kalamazoo, MI (branch of Everest Institute, Grand Rapids, MI)                      Marietta, GA (branch of Everest College, Reseda, CA)                      Miami (Kendall), FL (main campus)                      Miami, FL (main campus)                      Norcross, GA (branch of Everest College, Gardena, CA)                      Pittsburgh, PA (main campus)                      Portland (Tigard), OR (additional location of Everest College, Seattle, WA)                      Rochester, NY (main campus)                      San Antonio, TX (main campus)                      Southfield, MI (main campus)                      South Plainfield, NJ (branch of Everest Institute, Southfield, MI)                      Silver Spring, MD (additional location of Everest College, Portland, OR)</p> <p><b>Everest University</b>                      Tampa (Brandon), FL (additional location of Everest University Tampa, FL)                      Jacksonville, FL (additional location of Everest University, Largo, FL)                      Lakeland, FL (additional location of Everest University, Largo, FL)                      Largo, FL (main campus)                      Melbourne, FL (additional location of Everest University, North Orlando, FL)                      North Orlando, FL (main campus)                      Orange Park, FL (additional location of Everest University, Tampa, FL)                      Pompano Beach, FL (main campus)                      South Orlando, FL (additional location of Everest University, North Orlando, FL)                      Tampa, FL (main campus)</p> <p><b>WyoTech</b>                      Blairsville, PA (branch of WyoTech, Laramie, WY)                      Daytona Beach, FL (main campus)                      Fremont, CA (main campus)                      Laramie, WY (main campus)                      Long Beach, CA (main campus)</p> <p><b>Heald College</b>                      Concord, CA (main campus)                      Fresno, CA (main campus)                      Hayward, CA (main campus)                      Honolulu, HI (branch of Heald College, San Francisco)                      Modesto, CA (branch of Heald College, Hayward)                      Portland, OR (branch of Heald College, San Francisco)                      Rancho Cordova, CA (main campus)                      Roseville, CA (main campus)                      Salinas, CA (main campus)                      San Francisco, CA (main campus)                      San Jose, CA (Milpitas) (main campus)                      Stockton, CA (main campus)</p>

Chelsea, MA (branch of Everest College, Alhambra, CA) Cross Lanes, WV (main campus) Dearborn, MI (branch of Everest Institute, Southfield, MI)	
<b>The following schools in Canada are owned by Corinthian Colleges, Inc.:</b>	
<b>Everest College of Business, Technology, and Healthcare</b> All Canadian locations listed below are branches of Everest College Canada, Inc. Barrie, Ontario Brampton, Ontario Hamilton City Centre, Ontario Hamilton Mountain, Ontario Kitchener, Ontario London, Ontario Mississauga, Ontario	Nepean, Ontario New Market, Ontario North York, Ontario Ottawa-East, Ontario Scarborough, Ontario Sudbury, Ontario Thunder Bay, Ontario Toronto College Park (South), Ontario Windsor, Ontario

## STATEMENT OF OWNERSHIP

Sequoia Education Inc. dba WyoTech in Fremont, California, is owned by Career Choices Inc., which is a wholly owned subsidiary of Corinthian Colleges, Inc., a publicly traded corporation. All corporate offices are located at 6 Hutton Centre Drive, Suite 400, Santa Ana, California 92707.

<b>CORINTHIAN COLLEGES, INC.</b>		
<b>DIRECTORS</b>	<b>OFFICERS</b>	<b>TITLE</b>
Jack D. Massimino	Jack D. Massimino	Chairman and Chief Executive Officer
Terry O. Hartshorn	Kenneth S. Ord	Executive Vice President and Chief Administrative Officer
Paul R. St. Pierre	Robert Botic	Executive Vice President and Chief Operating Officer
Linda Arey Skladany	Beth A. Wilson	Executive Vice President
Hank Adler	William Buchanan	Executive Vice President, Marketing and Admissions
Alice T. Kane	Stan Mortensen	Executive Vice President, General Counsel and Corporate Secretary
Robert Lee	Robert C. Owen	Executive Vice President and Chief Financial Officer
Tim Sullivan	Anthony Guida	Executive Vice President, External Affairs
John Dionisio	Anna Marie Dunlap	Senior Vice President, Investor and Public Relations
Sharon Robinson	Jim Wade	Senior Vice President, Human Resources
Marc H. Morial	Richard Simpson	Senior Vice President and Chief Academic Officer
	Roger Van Duinen	Senior Vice President, Marketing
	Kim Dean	Senior Vice President, Student Financial Services
	Andrew Berezky	Senior Vice President and Chief Information Officer
	Carmella Cassetta	President of Corinthian Online Services
	Nikee Carnagey	Division President, Everest West
	Darren Gold	Division President, Heald
	Rupert Altschuler	Division President, Everest Canada
	Michael Stiglich	Division President, Everest East
<b>CAREER CHOICES INC.</b>		
<b>DIRECTORS</b>	<b>OFFICERS</b>	<b>TITLE</b>
Jack D. Massimino	Jack D. Massimino	Chairman of the Board, President and Chief Executive Officer
Kenneth S. Ord	Kenneth S. Ord	Executive Vice President and Chief Administrative Officer
Beth A. Wilson	Beth A. Wilson	Executive Vice President
	Stan A. Mortensen	Executive Vice President, General Counsel and Corporate Secretary
	Robert C. Owen	Executive Vice President, Chief Financial Officer, Treasurer and Assistant Secretary

## ADMINISTRATION

<b>Administration Staff</b>	
President	John Hurd
Vice President	Vacant
Director of Student Services	Vacant
Director of Admissions	Hope Arroyo
Director of Career Services	Joe Goitiandia
Director of Education	Stephen Kay
Associate Director of Education	Vacant
Associate Director of Education	Vacant
Automotive Department Chair	Ali Emadi
Motorcycle Department Chair	Carl Blevins
HVAC/Plumbing Department Chair	Mohsen Biria
Electrician Department Chair	Mohsen Biria
Director of Student Accounts	Jen Le
Director of Financial Aid	Lorena Anaya
Financial Aid Manager	Vacant
Director of Compliance and Administrative Services	Vacant
Student Advisor/Success Coordinator	Vacant
Retention/Re-entry Specialist	Dhaisha Hernandez
Registrar	Popo Aumua
Registrar	Liz Gustafson
Registrar	Vacant
Student Accounts Manager	Priscilla Pagtakhan
Human Resources Designee	Leslie Morrell

## CATALOG SUPPLEMENT

See the catalog supplement for information related to the faculty listing.

## TUITION AND FEES

Program	Program Length	Credit Units	Tuition	STRF Fee (Non-Refundable)	Total Charges for Period of Attendance	Estimated Total Charges for Entire Educational Program
Applied Automotive Technology	60 weeks	90	\$28,140.00	\$14.00	\$28,154.00	\$28,154.00
Applied Automotive Technology – Advanced Diagnostics Concentration	78 weeks	118	\$36,425.00	\$18.00	\$36,443.00	\$36,443.00
AOS Automotive Technology with a Concentration in Automotive Diagnostics	78 Weeks	118	\$36,625.00	\$18.50	\$36,643.50	\$36,643.50
AOS Automotive Technology with a Concentration in Service Management	78 Weeks	117	\$36,625.00	\$18.50	\$36,643.50	\$36,643.50
Motorcycle Technician	48 Weeks	72	\$20,257.00	\$10.00	\$20,267.00	\$20,267.00
Motorcycle Technology	72 Weeks	108	\$30,107.00	\$15.00	\$30,122.00	\$30,122.00
Commercial Heating, Ventilation and Air Conditioning (CHVAC)	60 Weeks	91	\$30,210.00	\$15.00	\$30,225.00	\$30,225.00
Heating, Ventilation and Air Conditioning (HVAC)	36 Weeks	55	\$17,490.00	\$8.50	\$17,498.50	\$17,498.50
HVAC with Renewable Energy and Photovoltaics Concentration	44 Weeks	67	\$21,071	\$10.50	\$21,081.50	\$21,081.50
Plumbing Technology	36 Weeks	55	\$19,080.00	\$9.50	\$19,089.50	\$19,089.50
Electrician	36 weeks	59	\$20,169.00	\$10.00	\$20,179.00	\$20,179.00
Electrician with Industrial Electrical Technology Concentration	48 Weeks	77	\$24,979.00	\$12.50	\$24,991.50	\$24,991.50
Electrician with Renewable Energy and Photovoltaics Concentration	44 Weeks	71	\$23,750.00	\$12.00	\$23,762.00	\$23,762.00
Any Single Phase of Instruction	-	-	\$3,140.00	\$1.50	\$ 3,141.50	\$ 3,141.50

Other Tuition & Fees	Training Materials Cost**	Online User Fee***	Total Charge
Refresher Course	\$275		\$275
On-line Refresher Course	\$275	\$100	\$375
Official Academic Transcript			3 free Additional \$5 each
Replacement Diploma			\$10 each
Badge Replacement Fee			\$5 each

Tuition includes books, uniforms, training materials, and supplies. A set of tools will be provided (loaned) to the student at no additional charge. A missing tools charge will be assessed at fair market value to replace any missing tools/equipment.

**\*\*Cost is non-refundable.**

**\*\*\*Non-refundable On-line service and maintenance fee.**

*AOS Program Charges include instruction for both on-line and resident program completion.*

*Due to BAR requirements, all training in AAS 504 is on campus and subject to BAR attendance requirement.*

## ACADEMIC CALENDARS

<b>Electrician with Industrial Electrical Technology Concentration Morning, Afternoon and Night Shifts 2014 - 2016</b>	
<b>Start Dates</b>	<b>End Dates</b>
6/30/14	7/24/14
7/30/14	8/22/14
8/27/14	9/22/14
9/29/14	10/22/14
10/27/14	11/19/14
11/24/14	12/19/14
1/5/15	1/29/15
2/4/15	3/2/15
3/5/15	4/1/15
4/6/15	4/29/15
5/4/15	5/28/15
6/2/15	7/1/15
7/7/15	7/30/15
8/5/15	8/28/15
9/2/15	9/28/15
10/1/15	10/26/15
10/30/15	11/24/15
12/1/15	1/5/16
1/8/16	2/3/16
2/8/16	3/3/16
3/8/16	4/4/16
4/7/16	5/2/16
5/6/16	6/1/16
6/6/16	7/1/16
7/7/16	8/1/16
8/5/16	8/30/16
9/2/16	9/30/16
10/5/16	10/28/16
11/3/16	11/30/16
12/5/16	1/5/17

<b>Applied Automotive Technology, Automotive Technology with Applied Service Management (AOS), Automotive Technology with Concentration in Automotive Diagnostics, Applied Automotive Technology – Advanced Diagnostics, Motorcycle Technician, Motorcycle Technology Morning, Afternoon and Night Shifts 2014 - 2016</b>	
<b>Start Date</b>	<b>End Date</b>
6/16/14	7/28/14
7/30/14	9/10/14
9/11/14	10/24/14
10/27/14	12/9/14
12/10/14	2/2/15
5/4/15	6/15/15
6/22/15	8/3/15
8/5/15	9/16/15
9/17/15	10/28/15
10/30/15	12/14/15
12/15/15	2/5/16
2/8/16	3/21/16
3/22/16	5/4/16
5/6/16	6/17/16
6/22/16	8/3/16
8/5/16	9/16/16
9/21/16	11/1/16
11/3/16	12/16/16

<b>Commercial Heating Ventilation &amp; Air Conditioning,            Electrician, Electrician with Renewable Energy            and Photovoltaics Concentration, Heating,            Ventilation and Air Conditioning, Heating Ventilation            and Air Conditioning with Renewable Energy and            Photovoltaics, Plumbing Technology            Morning, Afternoon and Night Shifts            2014 - 2016</b>	
<b>Start Date</b>	<b>End Date</b>
6/30/14	7/28/14
7/30/14	8/26/14
8/27/14	9/24/14
9/29/14	10/24/14
10/27/14	11/21/14
11/24/14	12/23/14
1/5/15	2/2/15
2/4/15	3/4/15
3/5/15	4/3/15
4/6/15	5/1/15
5/4/15	6/1/15
6/2/15	7/6/15
7/7/15	8/3/15
8/5/15	9/1/15
9/2/15	9/30/15
10/1/15	10/28/15
10/30/15	11/30/15
12/1/15	1/7/16
1/8/16	2/5/16
2/8/16	3/7/16
3/8/16	4/6/16
4/7/16	5/4/16
5/6/16	6/3/16
6/6/16	7/6/16
7/7/16	8/3/16
8/5/16	9/1/16
9/2/16	10/4/16
10/5/16	11/1/16
11/3/16	12/2/16
12/5/16	1/9/17

<b>Holiday/Break            All Programs            2014 - 2016</b>		
<b>Holiday/Student Breaks</b>	<b>Start Date</b>	<b>End Date</b>
Independence Day	7/4/14	7/4/14
Student Break	7/29/14	7/29/14
Labor Day	9/1/14	9/1/14
Student Break	9/25/14	9/26/14
Thanksgiving Holiday	11/27/14	11/28/14
Christmas Break	12/24/14	1/2/15
Martin Luther King Day	1/19/15	1/19/15
Presidents Day	2/16/15	2/16/15
Student Break	3/19/15	3/20/15
Memorial Day	5/25/15	5/25/15
Student Break	6/16/15	6/19/15
Independence Day	7/3/15	7/3/15
Labor Day	9/7/15	9/7/15
Student Break	9/23/15	9/25/15
Thanksgiving Holiday	11/26/15	11/27/15
Christmas Break	12/23/15	1/1/16
Martin Luther King Day	1/18/16	1/18/16
Presidents Day	2/15/16	2/15/16
Student Break	3/24/16	3/25/16
Memorial Day	5/30/16	5/30/16
Student Break	6/20/16	6/21/16
Independence Day	7/4/16	7/4/16
Labor Day	9/5/16	9/5/16
Student Break	9/19/16	9/20/16
Thanksgiving Holiday	11/24/16	11/25/16
Christmas Break	12/24/16	1/2/17



## CLASS HOURS

<b>Automotive</b>
Monday - Friday
Morning: 8:00 am - 12:00 pm
Afternoon: 1:00 pm - 5:00 pm
Evening: 6:00 pm - 10:00 pm

<b>Motorcycle</b>
Monday - Friday
Afternoon: 1:00 pm - 5:10 pm
Evening: 6:00 pm - 10:10 pm

<b>HVAC/CHVAC</b>
Monday - Friday
Morning: 8:00 am - 12:00 pm
Afternoon: 1:00 pm - 5:00 pm
Evening: 6:00 pm - 10:00 pm

<b>Plumbing</b>
Monday - Friday
Evening: 6:00 pm - 10:00 pm

<b>Electrician</b>
Monday - Friday
Morning: 8:00 am - 12:00 pm
Afternoon: 1:00 pm - 5:00 pm
Evening: 6:00 pm - 10:00 pm

## APPENDIX A: COLORADO STUDENT INFORMATION

### Inquire or Complaint

Inquiry or complaints may be made to the Colorado Division of Private Occupational Schools, Department of Higher Education at (303) 866-2723. Students may file complaints online with the Division 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 Division taking action on student complaints.

**CANCELLATION POLICY:** All notices of cancellation should be in writing, signed and dated, and mailed or delivered to the Admissions Office located at your campus.

- (a) The student applicant will 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. The student applicant will be returned all monies paid the latter of:
  - (4) The student applicant cancels this agreement within five business days after signing the agreement and making an initial payment;
  - (5) The student applicant cancels this agreement within five business days following a tour of the school and inspection of school equipment;
  - (6) The student applicant cancels this agreement within the first five days of attendance following the first scheduled class of the first academic year.
  - (7) California students enrolling for the Sacramento, CA campus may cancel at any time after signing this agreement and within five business days following the day of the first class of the first academic year, or following receipt of the Notice of Cancellation.
- (b) The student applicant will be returned all monies paid, less the application fee (if applicable), if this agreement is cancelled more than five business days after signing the agreement and (a)(5), (a)(6), or (a)(7) above do not apply.

**REFUND POLICY:** Notification of intent to withdraw should be made to the Registrar's Office located at your campus. The school will perform a pro rata refund calculation for students who terminate their training before completing the period of enrollment. Under a pro rata refund calculation, the school is entitled to retain only the percentage of charges (tuition, fees, room, board, etc.) proportional to the period of enrollment completed by the student. The period of enrollment completed by the student is calculated by dividing the total number of days in the period of enrollment into the days scheduled to be completed as of the student's last date of attendance. The period of enrollment for students enrolled in modular programs is the academic year. The refund is calculated using the following steps:

- (1) Determine the total charges for the period of enrollment.
- (2) Divide this figure by the total number of 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 days that the student was scheduled to attend as of the student's last date of attendance by the daily charge for instruction.
- (5) The refund shall be any amount in excess of the figure derived in step (4) that was paid by the student.

**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. Refunds due to students attending the Blairsville, PA campus will be paid within 30 days from the last date of attendance.

**REFUND EXAMPLE:** If a student enrolls in a 1,500 clock hour program, paid \$25,700 for tuition + \$750 for Materials Fee, and completed 1000 clock hours, their refund would be calculated as follows: (1) Total program cost of \$25,700 + \$750 Materials Fee, divided by 1,500 clock hours = \$17.63 per clock hour cost for the program. (2) \$17.63 multiplied by the 1000 clock hours attended = \$17,630 owed by the student. (3) Total of \$25,700 + \$750 - \$17,630 owed = \$8,820 refunded to the student.

**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.

#### **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. The policy for the granting of credit for previous training shall not impact the refund policy. Inquiry or complaint may be made to the Colorado Division of Private Occupational Schools, Department of Higher Education. The student has a two-year limitations of Division action on student complaints.

**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 the agency.

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

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.

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 Board of Private Occupational Schools a written complaint against the school or agent. 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.

## APPENDIX B: WASHINGTON STUDENT INFORMATION

**CANCELLATION POLICY:** All notices of cancellation should be in writing, signed and dated, and mailed or delivered to the Admissions Office located at your campus.

- (a) The student applicant will 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. The student applicant will be returned all monies paid the latter of:
  - (4) The student applicant cancels this agreement within five business days after signing the agreement and making an initial payment;
  - (5) The student applicant cancels this agreement within five business days following a tour of the school and inspection of school equipment;
  - (6) The student applicant cancels this agreement within the first five days of attendance following the first scheduled class of the first academic year.
  - (7) California students enrolling for the Sacramento, CA campus may cancel at any time after signing this agreement and within five business days following the day of the first class of the first academic year, or following receipt of the Notice of Cancellation.
- (b) The student applicant will be returned all monies paid, less the application fee (if applicable), if this agreement is cancelled more than five business days after signing the agreement and (a)(5), (a)(6), or (a)(7) above do not apply.

**REFUND POLICY:** Notification of intent to withdraw should be made to the Registrar's Office located at your campus. The school will perform a pro rata refund calculation for students who terminate their training before completing the period of enrollment. Under a pro rata refund calculation, the school is entitled to retain only the percentage of charges (tuition, fees, room, board, etc.) proportional to the period of enrollment completed by the student. The period of enrollment completed by the student is calculated by dividing the total number of days in the period of enrollment into the days scheduled to be completed as of the student's last date of attendance. The period of enrollment for students enrolled in modular programs is the academic year. The refund is calculated using the following steps:

- (1) Determine the total charges for the period of enrollment.
- (2) Divide this figure by the total number of 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 days that the student was scheduled to attend as of the student's last date of attendance by the daily charge for instruction.
- (5) The refund shall be any amount in excess of the figure derived in step (4) that was paid by the student.

**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. Refunds due to students attending the Blairsville, PA campus will be paid within 30 days from the last date of attendance.

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