



**2009-2010 Catalog**

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Certification of Accuracy

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

A handwritten signature in cursive script that reads "Arthur W. Herman".

Arthur W. Herman, President  
Blairsville, PA Campus

# TABLE OF CONTENTS

<b>ABOUT WYOTECH</b> .....	1
<b>CORINTHIAN COLLEGES, INC.</b> .....	1
MESSAGE TO OUR STUDENTS.....	1
PHILOSOPHY AND PURPOSE.....	1
HISTORY.....	1
ACCREDITATION AND AFFILIATIONS.....	2
Institutional Accreditation.....	2
Memberships.....	2
Entitlement Agencies.....	2
TEACHING FACILITIES AND EQUIPMENT.....	3
Technical Resource Center.....	3
VETERANS.....	4
SCHOOL TOURS.....	4
INTERNATIONAL STUDENTS/ESL INSTRUCTION.....	4
INSTRUCTIONAL SUPPORT.....	4
Advisory Committees.....	4
STATEMENT OF NON-DISCRIMINATION.....	4
STUDENT DISABILITY SERVICES/ACCOMMODATIONS.....	4
AUTOMOTIVE SERVICE EXCELLENCE CERTIFICATION (ASE).....	4
INTER-INDUSTRY CONFERENCE ON AUTO COLLISION REPAIR (I-CAR).....	5
<b>ADMISSIONS</b> .....	5
ADMISSION REQUIREMENTS AND PROCEDURES.....	5
ABILITY TO BENEFIT POLICY.....	5
GED PREPARATORY PROGRAM.....	5
ATB Testing – COMPASS.....	6
Retesting Requirements – COMPASS.....	6
Retaking the COMPASS Test.....	6
ATB Testing – CPAt.....	6
Retesting Requirements – CPAt.....	6
Retaking the CPAt.....	6
ATB Testing – Wonderlic Basic Skills Test (WBST).....	6
Retaking the WBST.....	6
ATB Advising.....	7
Pre-Enrollment.....	7
Post-Enrollment.....	7
Denial of Admission.....	7
Delayed Admission.....	7
ADVANCED STANDING/TRANSFERRING CREDIT INTO WYOTECH.....	7
TRANSFERABILITY OF CREDITS TO OTHER INSTITUTIONS.....	7
<b>ACADEMIC STANDARDS</b> .....	7
DEFINITION OF CLOCK AND CREDIT HOUR.....	7
GRADING SYSTEM.....	7
GRADING PERIODS.....	8
WITHDRAWAL.....	8
COURSE INCOMPLETES.....	8
MAKE-UP WORK.....	8
STUDENT PROGRESS REPORTS.....	8
REMEDIAL COURSES AND PASS/FAIL GRADES.....	8
GRADUATION REQUIREMENTS.....	8
CLASS SIZE.....	8
ATTENDANCE/TARDY POLICY.....	8
Readmission.....	8
CANCELLATION OF CLASSES/COURSES.....	8
Inclement Weather.....	8
LEAVES OF ABSENCE.....	9
EFFECT OF LEAVES OF ABSENCE ON FINANCIAL AID ELIGIBILITY.....	9
READMISSION POLICY.....	9
ACADEMIC, ATTENDANCE, AND CONDUCT PENALTIES.....	9
UPDATE TRAINING.....	9
STANDARDS OF SATISFACTORY ACADEMIC PROGRESS.....	9
Evaluation Periods for Satisfactory Academic Progress.....	9

GAP and CGAP Calculations .....	10
Rate of Progress toward Completion (ROP) Requirements .....	10
Maximum Time Frame in Which to Complete (MTF) .....	10
Satisfactory Academic Progress Tables .....	10
Academic Probation .....	10
Suspension .....	11
Academic Appeals .....	11
Satisfactory Academic Progress (SAP) Appeals .....	11
Reinstatement Following Suspension .....	11
Dismissal .....	11
Graduation .....	11
Application of Grades and Credits .....	11
Transfer Credit .....	11
Satisfactory Academic Progress and Financial Aid .....	12
SATISFACTORY ACADEMIC PROGRESS FOR STUDENTS RECEIVING VETERANS ADMINISTRATION BENEFITS .....	12
Previous Credit for Veterans Affairs Beneficiaries .....	12
Make Up Assignments .....	12
Maximum Time Frame for Veteran Students .....	12
Veterans Academic Probation .....	12
Veterans Reinstatement after Successful Appeal of Termination .....	12
STUDENT ACADEMIC APPEALS POLICY .....	13
Assignment/Test Grades .....	13
Final Course Grades .....	13
Attendance Violations .....	13
Satisfactory Academic Progress (SAP) Appeals .....	13
COMPARATIVE INFORMATION .....	14
SUCCESS OF THE STUDENT .....	14
CANCELLATION OF CLASSES/COURSE & PROGRAM CHANGES .....	14
Insufficient Enrollment .....	14
Alterations .....	14
STUDENT ACHIEVEMENTS/AWARDS .....	14
GRADUATION CEREMONIES .....	14
<b>ADMINISTRATIVE POLICIES .....</b>	<b>14</b>
CODE OF STUDENT CONDUCT – GENERAL .....	14
Generally .....	14
Conduct Affecting the Safety of the Campus Community .....	15
Other Prohibited Conduct .....	15
Violations of Local, State, Provincial, or Federal Law .....	15
Limitations on Students with Pending Disciplinary Matters .....	15
Inquiry by the Campus President .....	15
Conduct Which Does Not Warrant a Suspension or Dismissal .....	15
Conduct Which Warrants a Suspension or Dismissal .....	15
Sanctions .....	16
Academic Dishonesty .....	16
CODE OF STUDENT CONDUCT – WYOTECH .....	16
APPEAL PROCESS .....	18
Record of Disciplinary Matter .....	18
STUDENT COMPLAINT/GRIEVANCE PROCEDURE .....	18
ARBITRATION AGREEMENT .....	19
ALCOHOL AND SUBSTANCE ABUSE STATEMENT .....	19
SEXUAL HARASSMENT .....	19
CAMPUS SECURITY AND CRIME AWARENESS POLICIES .....	19
Statistical Information .....	20
DRUG AWARENESS .....	20
WEAPONS POLICY .....	20
CAMPUS COMPLETION RATE REPORTS .....	20
CLOTHING AND PERSONAL PROPERTY .....	20
HEALTH/MEDICAL CARE .....	20
TRANSCRIPTS AND DIPLOMAS .....	20
FAMILY EDUCATIONAL RIGHTS AND PRIVACY .....	21
RETENTION OF STUDENT RECORDS .....	21
<b>FINANCIAL INFORMATION .....</b>	<b>21</b>
TUITION AND FEES .....	21
HOUSING CHARGES .....	21
ESTIMATED LOCAL TRANSPORTATION COSTS .....	22

CANCELLATION AND REFUND POLICIES.....	22
Cancellation Policy.....	22
Refund Policy.....	22
STUDENTS CALLED TO ACTIVE MILITARY DUTY.....	23
Newly Admitted Students.....	23
Continuing Students.....	23
FEDERAL RETURN OF TITLE IV FUNDS POLICY.....	23
Return of Unearned SFA Program Funds.....	23
BOOKS AND TOOLS.....	24
Fees.....	24
<b>FINANCIAL AID .....</b>	<b>24</b>
STUDENT FINANCING OPTIONS.....	24
FINANCIAL ASSISTANCE.....	24
STUDENT ELIGIBILITY.....	24
FEDERAL FINANCIAL AID PROGRAMS.....	24
Federal Pell Grant.....	24
Federal Supplemental Educational Opportunity Grants (FSEOG).....	25
Federal Perkins Loan.....	25
Federal Work Study (FWS).....	25
Federal Stafford Loans (FSL).....	25
Federal Parent Loan for Undergraduate Students (PLUS).....	25
ALTERNATIVE FINANCING OPTIONS.....	25
Alternative Loan Programs.....	25
Private Loan Programs.....	25
Institutional Payment Plans.....	25
SCHOLARSHIPS.....	25
DREAM AWARD PROGRAM AND SCHOLARSHIPS.....	25
FORD AAA SCHOLARSHIP.....	26
SKILLS USA SCHOLARSHIP.....	26
TMC SCHOLARSHIP.....	26
<b>CAREER SERVICES.....</b>	<b>27</b>
RESUME DEVELOPMENT.....	27
RESUME DISTRIBUTION.....	27
ON-CAMPUS EMPLOYER VISITS.....	27
CONTINUING SERVICES.....	27
CAREER OPPORTUNITIES.....	27
<b>STUDENT SERVICES.....</b>	<b>27</b>
DISABLED STUDENT SERVICES.....	28
STUDENT LOUNGE.....	28
STUDENT HOUSING.....	28
<b>FACULTY AND STAFF .....</b>	<b>29</b>
<b>PROGRAM OFFERINGS.....</b>	<b>32</b>
<b>AUTOMOTIVE TECHNOLOGY PROGRAMS.....</b>	<b>33</b>
AUTOMOTIVE TECHNOLOGY PROGRAMS – CORE COURSES.....	33
MOTORSPORTS CHASSIS FABRICATION WITH AUTOMOTIVE TECHNOLOGY.....	33
STREET ROD AND CUSTOM FABRICATION WITH AUTOMOTIVE TECHNOLOGY.....	34
AUTO/DIESEL VEHICLE TECHNOLOGY.....	34
AUTOMOTIVE TECHNOLOGY WITH HIGH PERFORMANCE POWER TRAINS.....	34
AUTOMOTIVE TECHNOLOGY WITH LIGHT DUTY DIESEL.....	35
AUTOMOTIVE TECHNOLOGY WITH TRIM AND UPHOLSTERY TECHNOLOGY.....	35
AUTOMOTIVE TECHNOLOGY AND MANAGEMENT.....	36
<b>COLLISION/REFINISHING TECHNOLOGY PROGRAMS .....</b>	<b>36</b>
COLLISION/REFINISHING TECHNOLOGY PROGRAMS – CORE COURSES.....	36
MOTORSPORTS CHASSIS FABRICATION WITH COLLISION/REFINISHING TECHNOLOGY.....	37
STREET ROD AND CUSTOM FABRICATION WITH COLLISION/REFINISHING TECHNOLOGY.....	37
COLLISION/REFINISHING AND UPHOLSTERY TECHNOLOGY.....	37
COLLISION/REFINISHING TECHNOLOGY AND MANAGEMENT.....	38
<b>DIESEL TECHNOLOGY PROGRAMS .....</b>	<b>38</b>
DIESEL TECHNOLOGY PROGRAMS – CORE COURSES.....	38

MOTORSPORTS CHASSIS FABRICATION WITH DIESEL TECHNOLOGY .....	39
STREET ROD AND CUSTOM FABRICATION WITH DIESEL TECHNOLOGY .....	39
DIESEL/AUTO VEHICLE TECHNOLOGY.....	40
DIESEL TECHNOLOGY WITH HIGH PERFORMANCE POWER TRAINS .....	40
DIESEL TECHNOLOGY WITH LIGHT DUTY DIESEL .....	40
DIESEL TECHNOLOGY WITH TRIM AND UPHOLSTERY TECHNOLOGY.....	41
DIESEL TECHNOLOGY AND MANAGEMENT.....	41
<b>COURSE DESCRIPTIONS.....</b>	<b>43</b>
<b>STATEMENT OF OWNERSHIP .....</b>	<b>46</b>
<b>SCHOOLS OWNED BY CORINTHIAN COLLEGES, INC. ....</b>	<b>47</b>
<b>APPENDIX A.....</b>	<b>48</b>
ARKANSAS STUDENT INFORMATION .....	48
COLORADO STUDENT INFORMATION .....	48
DELAWARE STUDENT INFORMATION .....	49
GEORGIA STUDENT INFORMATION .....	50
ILLINOIS STUDENT INFORMATION .....	50
INDIANA STUDENT INFORMATION .....	51
LOUISIANA STUDENT INFORMATION.....	53
MARYLAND STUDENT INFORMATION .....	53
MASSACHUSETTS STUDENT INFORMATION.....	53
MINNESOTA STUDENT INFORMATION .....	54
MISSISSIPPI STUDENT INFORMATION .....	55
MISSOURI STUDENT INFORMATION .....	55
OHIO STUDENT INFORMATION .....	55
OKLAHOMA STUDENT INFORMATION.....	55
OREGON STUDENT INFORMATION .....	56
TENNESSEE STUDENT INFORMATION .....	58
TEXAS STUDENT INFORMATION .....	58
WASHINGTON STUDENT INFORMATION .....	63
WASHINGTON HIGHER EDUCATION COORDINATING BOARD DEGREE AUTHORIZATION AGENCY .....	64
WISCONSIN STUDENT INFORMATION .....	64
<b>APPENDIX B: TUITION AND FEES .....</b>	<b>66</b>
<b>APPENDIX C: ACADEMIC CALENDAR .....</b>	<b>67</b>

## **ABOUT WYOTECH**

### **CORINTHIAN COLLEGES, INC.**

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

With headquarters in Santa Ana, California, and schools in various states, CCi provides job-oriented 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 what they can expect to find on the job. By emphasizing focused training, CCi provides people entering or re-entering today's competitive market with practical, skill-specific training vital to their success.

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

### **MESSAGE TO OUR STUDENTS**

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

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

We accomplish our goals by keeping our academic curriculum, equipment, and tools up-to-date and, just as importantly, adhering to a "We Care" philosophy. In short, we care about our students as students and as people. We will do everything within reason to assist our students in fulfilling their career dreams. It is not enough to provide an opportunity for a quality education; students also need support services that are both competent and caring.

We gladly acknowledge that our students are also our clients and our most important asset. Our commitment and our pledge is to make a quality education and the "We Care" philosophy a reality for each and every student, every day, and every month that the student is with us. We have made this pledge to over 28,000 WyoTech graduates and will continue to make this pledge to all who follow!

### **PHILOSOPHY AND PURPOSE**

WyoTech is uncompromisingly dedicated to superior-quality, college-level, career-oriented education in the automotive, diesel, and collision/refinishing 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 associate degree programs.

WyoTech prepares students for the post-graduation working world by teaching on a workday, not a school-day schedule. Most students attend classes approximately eight hours a day, five days a week.

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 academic performance, attendance, behavior, and appearance in the classrooms, labs, shops, and campus housing. Professionalism develops a positive attitude, personal motivation, and career pride. These elements, combined with technical expertise, produce a WyoTech graduate – a skilled professional technician.

### **HISTORY**

WyoTech's history began in June 1966 when 22 students from Wyoming and surrounding states started their careers in Automotive Technology in Laramie, Wyoming. Since then, WyoTech has graduated over 28,000 students from across the nation and several foreign countries.

In 1969, WyoTech's Laramie campus became accredited by the Accrediting Commission of Career Schools and Colleges, formerly known as NATTS, and through the years has received approval from 50 state governing authorities. WyoTech originated in a single 9,000 square foot building in 1966 and has since expanded to its current size of 370,000 square feet of modern shop, classroom, and administrative facilities.

Growth has been a byword at WyoTech. After the original Automotive Technology program, WyoTech introduced Diesel Technology in 1967, Collision/Refinishing Technology in 1971, Automotive Trim and Upholstery in 1977, Associate of Applied Science degree programs in 1986, and the Street Rod Building and Auto Customizing course in 1992. In 2000, WyoTech expanded the Street Rod course further by offering two separate, more specialized courses: Motorsports Chassis Fabrication and Street Rod & Custom Fabrication. This expansion of curriculum allows students the opportunity to hone their skills within a specialty automotive industry. And in 2001, WyoTech added the Advanced Diesel course, giving students the chance to further their training in the diesel field.

A significant milestone was reached when WyoTech opened its doors in the spring of 2002 for training in the automotive and collision/refinishing industries and specialty courses in Street Rod, Motorsports Chassis Fabrication, and Management at a branch campus located in Blairsville, Pennsylvania. The school moved into brand-new, expanded facilities located at 500

Innovation Drive in Blairsville in December 2003. Courses in Diesel Technology began in 2006 and the Blairsville campus added Light Duty Diesel and High Performance Power Trains advanced courses in 2007.

In January 2004, WyoTech's third campus opened in West Sacramento, California, with Automotive Technology, Applied Service Management, and Motorsports Chassis Fabrication courses. In addition, a new facility was added in 2005, and course offerings were expanded to include Street Rod & Custom Fabrication and Advanced Automotive Diagnostics. In October 2006, the third facility expansion was added and course offerings were expanded to include Collision/Refinishing Technology, Trim and Upholstery Technology, and High Performance Power Trains. In October 2007, Light Duty Diesel was added to the specialty course offerings utilizing existing classrooms and shop space in the Automotive facility. The Electrician program was also added in August 2009.

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

## **ACCREDITATION AND AFFILIATIONS**

### **Institutional Accreditation**

WyoTech is accredited by the Accrediting Commission of Career Schools and Colleges, 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, telephone (703) 247-4212, [www.accsc.org](http://www.accsc.org).

### **Memberships**

- Alliance of Automotive Service Providers of Pennsylvania
- American Welding Society
- Career Colleges Association
- Indiana County Chamber of Commerce
- Latrobe Area Chamber of Commerce
- National Automotive Service Technicians Education Foundation
- Pennsylvania Association of Private School Administrators
- Technology Maintenance Council

### **Entitlement Agencies**

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

- Agents licensed by the Colorado Department of Higher Education, Division of Private Occupational Schools.
- Certificate of Approval to Operate issued by the Illinois State Superintendent of Education, 100 North First Street, Springfield, Illinois 62777.
- Regulated by the Indiana Commission on Proprietary Education, 302 West Washington Street, Room E201, Indianapolis, IN 46204-2767, (800) 227-5695 or (317) 232-4219, advertising code AC-0249.
- Authorized by the Georgia Nonpublic Postsecondary Education Commission.
- Licensed by the State of Minnesota, Office of Higher Education pursuant to Minnesota Statutes Chapter 141.
- Licensed by the Mississippi Commission on Proprietary School and College Registration, 3825 Ridgewood Road, Jackson, MS 39211, License No. C-620.
- Registered with the Ohio State Board of Career Colleges and Schools, Registration Numbers 02-07-1648T and 02-07-1649T, 35 East Gay Street, Suite 403, Columbus, OH 43215.
- Licensed and regulated by the Oklahoma Board of Private Schools, 3700 North Classen Blvd., Suite 250, Oklahoma City, OK 73118.
- Licensed by the Pennsylvania State Board of Private Licensed Schools
- Licensed by the South Carolina Commission on Higher Education, 1333 Main Street, Suite 200, Columbia, SC 29201, Telephone (803) 737-2260. Licensure indicates that minimum standards have been met; it is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education.
- WyoTech is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.
- Approved and regulated by the Texas Workforce Commission, Career Schools and Veterans Education, Austin, Texas 78778.
- Licensed by the Washington Workforce Training and Education Coordinating Board under chapter 28C.10RCW. 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 10<sup>th</sup> Avenue, SW, Olympia, WA 98504-3105, telephone (360) 753-5673.
- Registered by the State of Wyoming under W.S. 21-2-4401 through 21-2-407.

Upon request, an enrolled or prospective student may review copies of the documents describing the institution's accreditation, approval, and licensing. Request should be addressed to the institution's Department of Accreditation and Licensing.



## **TEACHING FACILITIES AND EQUIPMENT**

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

### **Technical Resource Center**

The Technical Resource Center at WyoTech fills a unique niche on campus by providing a quiet and comfortable environment in which students work independently on a wide variety of projects. Computer work areas available for student use provide internet access and are equipped with curriculum-related programs. The Technical Resource Center staff provides research assistance, offers classes in Resource Center usage, and assists in special ordering requests as needed. The Technical Resource Center’s hours allow for ample access for both day and night students.

The Technical Resource Center contains collections including shop, service, crash, and troubleshooting manuals, textbooks covering vehicles from 1970 into the 21<sup>st</sup> century, and computer and electronics manuals. Textbooks relating to business and management skills are plentiful, as are periodicals, audio-visual holdings, and a variety of other materials, making the Technical Resource Center a valuable resource for everyone working or studying at WyoTech.

### **Automotive Technology Department**

The Automotive Technology Department has a facility with over 42,000 square feet of classroom and shop space, including classrooms for audio-visual demonstrations and lectures and over 35,000 square feet of shop space. The shop contains stalls, workbenches, lifts, a transmission dynamometer test center, portable chassis dynamometers, drivability diagnostic equipment, and wheel alignment equipment.

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

The Collision/Refinishing Technology Department has 27,000 square feet of shop and classroom space that includes classrooms for audio-visual demonstrations and lectures, four cross-flow booths, a cut-in booth and over 23,650 square feet of shop space containing frame benches, mechanical and computerized measuring systems, and 32 welding stations.

### **Diesel Technology Department**

The Diesel Technology Department has approximately 35,200 square feet of space that includes classrooms for audio-visual demonstrations and lectures as well as shop space for lab activities. The shop has over 30,000 square feet of space containing training aids, workbenches, and equipment to facilitate training in engines, fuel systems, refrigeration, manual and automatic transmissions, and electrical and hydraulic diagnosis.

### **Trim & Upholstery Department**

The Trim and Upholstery Department has a 3,200 square foot classroom/lab containing sewing machines and cutout tables for audio-visual demonstrations, lectures, fabric presentation and assembly, plus a 5,500 square foot shop for assembly of projects.

### **High Performance Power Trains Department**

The High Performance Power Trains Department has approximately 17,500 square feet of space that includes classrooms for audio-visual demonstrations and lectures as well as shop space for lab activities. The over 15,000 square feet of shop space contains high performance vehicles, training aids, workbenches, and equipment to facilitate live work and competencies. The shop contains lifts, training aids, and equipment including a chassis dynamometer, an engine dynamometer, a cylinder head flow bench, an engine assembly clean room, engine run stands, valve resurfacing machinery, and a rotary engine degreaser.

### **Light Duty Diesel Department**

The Light Duty Diesel Department has approximately 17,600 square feet of space that includes classrooms for audio-visual demonstrations and lectures as well as shop space for practical application of theories. The over 15,000 square feet of shop space contains Light Duty Diesel equipped vehicles, lifts, training aids, workbenches, and equipment to facilitate training in diesel drivability diagnostics, hydraulic diagnosis, brake service, and wheel alignment.

### **Motorsports Chassis Fabrication Department**

The Motorsports Chassis Fabrication Department has classrooms equipped for audio-visual demonstrations and lectures and over 29,000 square feet of shop and classroom space that includes over 25,500 square feet of shop space for competencies and live work. Major equipment includes a Mustang chassis dynamometer, MIG and TIG welders, plasma cutters, band saws, tubing benders, frame setup tables, car lifts, flow bench, a pressure washer, jet washing parts cleaner, axle housing narrowing fixture, mill, lathe, and basic hand and power tools.

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

The Street Rod and Custom Fabrication Department has classrooms equipped for audio-visual demonstrations and lectures and over 19,000 square feet of shop and classroom space. This facility has over 17,000 square feet of shop space with work stalls and workbenches, two down-draft paint booths, an in-house sand blasting room and a mixing room in addition to rooms for tool storage and sheet metal fabrication. Major equipment includes english wheels, power hammer, sheet metal brakes, louver press, beadrollers, sliproller, car lifts, and welding equipment.

## **Applied Service Management Department**

The Applied Service Management Department has classrooms equipped for audio-visual demonstrations and lectures as well as for computerized shop management training. Laptop computers, equipped with internet access, are provided for individual student use in the classrooms and contain programs such as ADP Dealership Management System.

## **VETERANS**

All training programs are currently approved by the Pennsylvania Department of Education, Division of Veterans/Military Education.

## **SCHOOL TOURS**

WyoTech invites all interested students, friends, and family members to visit the school. Tours of the facilities are conducted Monday through Friday at 9:00a.m. and 2:00p.m. at the campus. Advance notice of your intent to visit the school is appreciated; please call (800) 822-8253 or email [PAatours@wyotechstaff.edu](mailto:PAatours@wyotechstaff.edu).

## **INTERNATIONAL STUDENTS/ESL INSTRUCTION**

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

## **INSTRUCTIONAL SUPPORT**

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

WyoTech has a competency-based approach to training. This curriculum method is designed to accomplish the goal of imparting specific knowledge and skills to each student. Technical instructors hold certification in their areas of expertise, ASE and/or I-CAR, and are real industry specialists delivering high-quality and up-to-date training. Additionally, curriculum writers prepare hundreds of sophisticated drawings, illustrations, and charts to enhance the training materials. Simulators, cutaways, mock-ups, and demonstration devices are developed by the Training Aids Department, which provide support to instructor presentations.

## **Advisory Committees**

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

## **STATEMENT OF NON-DISCRIMINATION**

WyoTech does not discriminate on the basis of race, color, religion, age, disability, sex, sexual orientation, national origin, citizenship status, gender identity or status, or marital status in its admission to or treatment in its programs and activities, including advertising, training, placement, and employment. The Campus President is the coordinator of the Title IX – the Educational Amendments Acts of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. All inquiries or complaints under the sex discrimination provisions of Title IX should be directed to the Campus President. The Campus President must act equitably and promptly to resolve complaints and should provide a response within seven working days. Students who feel that the complaint has not been adequately addressed should contact the Student Help Line, (800) 874-0255 or by email at [studentservices@cci.edu](mailto:studentservices@cci.edu).

## **STUDENT DISABILITY SERVICES/ACCOMMODATIONS**

This institution has an institutional commitment to provide equal educational opportunities for qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. To provide equality of access for students with disabilities, the institution will provide accommodations and auxiliary aids and services to the extent necessary to comply with state and federal laws. For each student, these accommodations and services will specifically address the functional limitations of the disability that adversely affect equal educational opportunity. Applicants or students who would like to request disability services/accommodations must make a request to the Campus President or Campus ADA/504 Caseworker. Students will receive written notification of determination within seven calendar days. Students may appeal an accommodation decision by following the student grievance procedure as stated in the "Student Compliant/Grievance Procedure" section of this catalog.

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

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

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

WyoTech's Blairsville campus is approved as a regional testing center for the administration of ASE Certification tests. WyoTech graduates are given partial credit toward the two-year experience requirement for certification and WyoTech encourages all of their students to work toward ASE Certification. ASE Certification fees are not included in tuition fees.

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

I-CAR was created in 1979 with the goal of providing updated training to the collision industry. Insurance companies, auto makers, and collision repair professionals are involved along with I-CAR in the development of education for updated repair techniques. I-CAR programs are taught in many locations in the United States and abroad to the collision industry. At WyoTech, we use some I-CAR curriculum in our collision/refinishing program. Enrolled students may be eligible for I-CAR points at a reduced price while they are in the collision/refinishing programs. These I-CAR points may help students during their job search after graduation. Many repair shops promote I-CAR training and may welcome an employee coming in that already has some of the training.

## **ADMISSIONS**

### **ADMISSION 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. An applicant must be a high school graduate or its equivalent or demonstrate an ability to benefit from training at WyoTech.

In order to be admitted to WyoTech, an applicant must:

1. Be interviewed and recommended for admission by a school representative.
2. Submit a Student Information Form.
3. Sign Code of Student Conduct Agreement.
4. Sign an Enrollment Agreement and pay an application fee.
5. Receive acceptance notification from the school.
6. In order to begin classroom attendance at WyoTech, an applicant must provide proof of standard-curriculum high school graduation or its equivalent. A transcript may be required in order to determine eligibility, or
7. In order to begin classroom attendance at WyoTech, achieve a passing score for eligibility to enter as an ability to benefit student.

The number of students enrolled under the Ability to Benefit Provision is limited. 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.

Applicants enrolling under the Ability to Benefit provision are required to achieve a passing score on an independently administered, standardized, nationally recognized test that is approved by the U.S. Department of Education.

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

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

A student admitted under the Ability to Benefit Provision may not enroll in the Associate degree programs offered at WyoTech.

This campus does not offer training in English as a Second Language.

### **ABILITY TO BENEFIT POLICY**

Students who do not have a high school diploma or its recognized equivalent may still be admitted into certain diploma programs at the school as noted in the catalog. However, before the school can accept a prospective student who is seeing federal financial aid and who does not have a high school diploma or its recognized equivalent and is beyond the age of compulsory school attendance, federal law requires the school to determine whether the student has the ability to benefit (ATB) from training at the institution. Federal law requires that the school make the ability to benefit determination on the basis of the applicant's score on an ATB exam. The school will admit under the Ability to Benefit policy applicants who provide an official score report that meets or exceeds the passing scores as specified in the federal register on the COMPASS. See ATB Testing section below. Although students may be admitted under the ATB provision, the school recognizes the additional benefits of a high school diploma or its recognized equivalent to the student. For this reason, the school shall make available to all ATB students the opportunity to complete their GED and encourages their utilization of a GED completion program.

### **GED PREPARATORY PROGRAM**

WyoTech provides to all students admitted under the ATB provision information on preparatory programs convenient to the students for completion of their GED, local testing sites and schedules, and tutorial opportunities. WyoTech takes reasonable steps, such as scheduling, to make the program available to its ATB students.

### **ATB Testing – COMPASS**

The computer-based COMPASS test by ACT has been approved by the U.S. Department of Education for the assessment of ATB students. Passing scores of the COMPASS test are Numerical Skills/Prealgebra: 25; Reading: 62; and Writing Skills: 32.

### **Retesting Requirements – COMPASS**

An applicant who has failed the COMPASS test may be offered a chance to retest when one of the following conditions are met:

1. The applicant's performance was influenced by factors other than ability, such as illness, cheating, interruption, improper administration of the exam, failure to time the exam properly, or other factors that may have affected the applicant's performance, or
2. A significant change in the applicant's ability has occurred, such as the student has taken instruction to improve skills, or has participated in tutorial sessions on test taking and basic mathematical and language skills.

A student may not retest, unless the factor that affected performance has been resolved or the action taken to improve the applicant's ability has been completed.

### **Retaking the COMPASS Test**

Students who fail the first administration of this exam and qualify for a retest as outlined above may retake the exam at any time, except for applicants for diploma programs in California schools, who must wait seven (7) calendar days. The student may retake the exam up to three (3) times before being denied admission. Applicants who have been denied admission for failure to pass the entrance exam after three (3) retests (four attempts total) on the COMPASS test must wait until ninety (90) days have passed from the last taking of the exam before reapplying for admission.

### **ATB Testing – CPAt**

Forms B and C of the Careers Program Assessment Test (CPAt) by ACT have been approved by the U.S. Department of Education for use in qualifying non-high school graduates for Title IV Federal financial assistance under the Higher Education Act of 1965. Passing scores on the CPAt are Language Usage 42, Reading 43, and Numerical 41.

### **Retesting Requirements – CPAt**

An Applicant who has failed the CPAt may be offered a chance to retest when one of the following conditions is met:

1. The applicant's performance was influenced by factors other than ability, such as illness, cheating, interruption, improper administration of the exam, failure to time the exam correctly, or other factors that may have affected the applicant's performance; or
2. A significant change in the applicant's ability has occurred, such as the student has taken instruction to improve skills or has participated in tutorial sessions on test taking and basic mathematical and language skills.

A student may not retest, unless the factor that affected performance has been resolved, or the action taken to improve the applicant's ability has been completed.

### **Retaking the CPAt**

Students who fail the first administration of this exam and qualify for a retest as outlined above may retake the exam using the alternative form of the exam with no waiting period. If the retest occurs before a full thirty (30) days have passed since the previous testing, an alternate form (i.e., form on the approved ATB test list other than the one most recently administered) must be used for the retest. If a minimum of thirty (30) days have passed since the administration of a particular form, the examinee may be retested using the same form. However, no form may be administered to a student more than twice in a ninety (90) day period. A student may retake the exam up to three (3) times (4 attempts total) before being denied admission.

### **ATB Testing – Wonderlic Basic Skills Test (WBST)**

Forms VS-1 and QS-1, or VS-2 and QS-2 have been approved by the U.S. Department of Education for use in qualifying non-high school graduates for Title IV Federal financial assistance under the Higher Education Act of 1965. Passing scores on the Wonderlic Basic Skills Test are as follows: Verbal Skills: 200 and Quantitative Skills: 210.

### **Retesting Requirements - WBST**

An Applicant who has failed the Wonderlic Basic Skills Test may be offered a chance to retest when one of the following conditions is met:

1. The applicant's performance was influenced by factors other than ability, such as illness, cheating, interruption, improper administration of the exam, failure to time the exam correctly, or other factors that may have affected the applicant's performance; or
2. An applicant's score falls within one standard error of measurement of the ATB minimum score.

Retests should be conducted on an alternate test form. To qualify for Title IV Federal financial assistance, applicants who are retested with the WBST must achieve the minimum ATB passing scores for both the verbal and quantitative test sections in the same retest administration.

Retest administrations using an alternate WBST form which the applicant has not already taken may be conducted on the same day or anytime thereafter.

### **Retaking the WBST**

Students who fail the first administration of this exam and qualify for a retest as outlined above may retake the exam at any time, except for applicants for diploma programs in California schools, who must wait seven calendar days. Retests should be

conducted on an alternate test form. To qualify for Title IV Federal financial assistance, applicants who are retested with the WBST must achieve the minimum ATB passing scores for both the verbal and quantitative test sections in the same retest administration. Retest administration using an alternate WBST form which the applicant has not already taken may be conducted on the same day or anytime thereafter. The student may retake the exam up to three times before being denied admission. Applicants who have been denied admission for failure to pass the entrance exam after three (3) retests (4 attempts total) on the WBST must wait until 90 days have passed from the last taking of the exam before reapplying for admission.

### **ATB Advising**

By choosing to admit ATB students, the school has an obligation to provide the academic support services necessary for the success of each student in the program and to ensure that following completion of the program the student is ready for placement. Such support can best be provided through structured academic and career advising.

### **Pre-Enrollment**

Prior to enrollment, all ATB students shall:

- Be provided with information on GED preparatory and completion programs;
- Be advised regarding what steps the school is taking to make preparatory programs available;
- Be encouraged to obtain a GED prior to completion of their program;
- Receive career advising to be documented using the **ATB Disclosure Form**.

### **Post-Enrollment**

All ATB students shall receive academic and career advising, at a minimum, during their first and third evaluation period (i.e., term, module, phase, level, or quarter). **Thereafter, ATB students shall receive academic advising at least every other evaluation period unless the student has a CGAP 80% or greater in diploma programs.** These advising sessions shall be documented using the ATB Advising Form.

### **Denial of Admission**

A student will be denied admission after four unsuccessful attempts at taking the ATB test. The individual must wait six months from the date the student first took the exam, or ninety (90) days from the date the student was denied admission, whichever is later, before the student is eligible to reapply for admission.

### **Delayed Admission**

Students who do not enter school following passing the exam will not be required to retake and pass the exam prior to a delayed entry so long as the passing test result is on file at the institution. Similarly, students who have enrolled and then withdrawn and wish to re-enter will not be required to retake and pass the exam prior to re-entry if the original passing test result is in the student's academic file or if the student has earned a high school diploma or the equivalent.

### **ADVANCED STANDING/TRANSFERRING CREDIT INTO WYOTECH**

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

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

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

## **ACADEMIC STANDARDS**

### **DEFINITION OF CLOCK AND CREDIT HOUR**

A clock hour is a period of time consisting of at least 50 minutes of lecture, faculty-supervised laboratory, or faculty-supervised shop training within a 60-minute period.

A semester credit hour consists of 15 clock hours of lecture, 30 clock hours of faculty-supervised laboratory, or 45 clock hours of faculty-supervised shop training.

### **GRADING SYSTEM**

94 – 100%	3.6 – 4.0	Superior grasp of material, excellent performance	TR	Transfer Credit
85 – 93%	3.0 – 3.5	Good level of proficiency, good performance	WI	Withdraw
76 – 84%	2.4 – 2.3	Satisfactory level of proficiency and achievement	I	Incomplete
70 – 85%	2.0 – 2.3	Minimum proficiency and performance to pass	R	Repeated
0 – 69%	0.0 – 1.9	Unsatisfactory or failing		

## **GRADING PERIODS**

The final grade for each course is comprised of a lecture and a laboratory grade. Failure of any required laboratory competency will result in a failing grade for that course. The Applied Service Management courses are divided into three separately graded courses within a six week period (250 clock hours). Students must achieve a minimum grade of 70% in each course or the entire six week period must be repeated.

## **WITHDRAWAL**

Notification of intent to officially withdraw from WyoTech should be made to the Administrative Office at the campus. Notification can be sent to the Registrar, 500 Innovation Drive, Blairsville, PA 15717.

## **COURSE INCOMPLETES**

A student who failed to complete all the required work in the course may, with the Department Coordinator's approval, be given an Incomplete (I). The student then has two weeks from the end of the course in which to complete the required course work. Upon satisfactorily completing the required course work, the incomplete grade will be changed to a final grade. Failure of the student to complete the required course work will result in the grade of Incomplete being changed to the earned grade.

## **MAKE-UP WORK**

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

## **STUDENT PROGRESS REPORTS**

Grades are posted at the end of each course. A progress report is mailed to the student's home address when a student is below 70% at the midway point of a course, subject to the privacy rights contained in the General Education Provisions Act, section 438.

## **REMEDIAL COURSES AND PASS/FAIL GRADES**

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

## **GRADUATION REQUIREMENTS**

1. Complete each course in the program with a minimum grade of 70%.
2. If admitted as a transfer or advanced standing student, complete at least 25% of the course requirements of the program at WyoTech.
3. Be current with all financial obligations to the school.
4. Complete their program within the maximum timeframe (150%) allowed for the program.

## **CLASS SIZE**

Class size varies during the academic year; however, class size shall not exceed 70 students. 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.

## **ATTENDANCE/TARDY 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. Attendance is recorded on each student's file and becomes part of the academic transcript. In regard to the Applied Service Management courses, student absences and tardies will be tracked for the entire six week period (250 clock hours) in applying the attendance/tardy policy.

Each day is divided into eight sessions for attendance and tardy purposes. Students missing 30 minutes or more of a session will be counted as one hour absent. Students arriving late (less than 30 minutes) for a session will be counted tardy for that session. A student missing more than twenty-five (25) hours of a course **for any reason** may be suspended. A student with ten (10) tardy occurrences in any one course may be suspended.

## **Readmission**

Students suspended for attendance/tardy violations may apply for readmission in accordance with the school's readmission policy.

## **CANCELLATION OF CLASSES/COURSES**

### **Inclement Weather**

Should the school be closed due to inclement weather, the announcement will be broadcast on the following local radio and television stations: Radio station KDKA AM 1020 and Television stations WTAE and WJAC.

## **LEAVES OF ABSENCE**

Occasionally situations arise, such as family tragedies or medical emergencies that make it necessary for students to briefly interrupt their education. Recognizing this, WyoTech permits students to request Leaves of Absence under the following conditions:

1. The student must request the leave in writing, in advance whenever possible, and the request must be signed, dated, and include a reason for the request.
2. The leave must not exceed one hundred and eighty (180) calendar days during any 12-month period, excluding scheduled school breaks.

For the Blairsville, Pennsylvania campus, there are two exceptions to the rule limiting a student to one leave of absence in a 12 month period:

- i. One leave of absence subsequent to an approved leave of absence may be permitted if the subsequent leave of absence does not exceed 30 days and the school determines that the subsequent leave of absence is necessary due to unforeseen circumstances; and
  - ii. Subsequent leaves of absence may be approved if the institution documents that the leaves of absence are granted for jury duty, military reasons, or circumstances covered under the Family and Medical Leave Act of 1993.
3. The leave must be approved by the Director of Education.

Failure to return from a Leave of Absence will result in official withdrawal.

## **EFFECT OF LEAVES OF ABSENCE ON FINANCIAL AID ELIGIBILITY**

Students who have received federal student loans must be made aware that failure to return from an approved leave of absence, depending on the length of the LOA may have an adverse effect on the students' repayment schedules. Federal loan programs provide students with a "grace period" that delays the students' obligation to begin repaying their loan for six months (180 days) from the last date of attendance. If a student takes a lengthy LOA and fails to return to school after its conclusion, some or all of the grace period may be exhausted – forcing the borrower to begin making repayments immediately.

## **READMISSION POLICY**

A student who has withdrawn or has been suspended may apply for readmission by contacting the Registrar's Office to complete a request for readmission. Readmission is granted on a space-available basis. WyoTech reserves the right to refuse readmission based upon the attendance, academic, and social conduct history of the student during previous enrollment periods.

## **ACADEMIC, ATTENDANCE, AND CONDUCT PENALTIES**

1. **Reprimand:** A verbal warning, which implies that further violations will result in probation or suspension.
2. **Probation:** A written warning involving a designated period of time, which implies that further violations during such time period may result in suspension. Further, the student must abide by any specific stipulations prescribed by the probationary action.
3. **Suspension:** The immediate withdrawal of the student from WyoTech. Suspension notification will be in writing and will include a date after which the student may apply for re-admittance.
4. **Dismissal:** The immediate permanent withdrawal of the student from WyoTech. Dismissal notification will be in writing and will indicate that the student will not be considered for readmission.

## **UPDATE TRAINING**

On a space-available basis, a WyoTech graduate in good standing may return for an update training course in the program from which the student graduated at no additional tuition charge, provided the course or program is still offered. A graduate may not require update training prior to two years after graduating from the program. A graduate is considered to be in good standing if all school charges have been paid and, if the graduate was a recipient of institutional and/or Federal loans, the graduate is current in all loan obligations. A request for an update training course must be addressed to the Registrar and approved by the Campus President. Update training is not valid for grade or certification purposes, and the student will not receive a transcript, grade, or attendance for the portion repeated.

## **STANDARDS OF SATISFACTORY ACADEMIC PROGRESS**

Students must maintain satisfactory academic progress in order to remain eligible to continue as regularly enrolled students of the School. Additionally, satisfactory academic progress must be maintained in order to remain eligible to continue receiving federal financial assistance.

Accreditor and federal regulations require that all students progress at a reasonable rate (i.e., make satisfactory academic progress) toward the completion of their academic program. Satisfactory academic progress is measured by:

1. The student's cumulative grade average percentage (CGAP)
2. The student's rate of progress toward completion (ROP)
3. The maximum time frame allowed to complete the academic program (150% for all programs)

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

Satisfactory academic progress is measured at the end of each six week course.

### GAP and CGAP Calculations

Students at WyoTech receive percentage grades (see “Grading Scale”). At the end of each six week evaluation period, the student’s cumulative grade average percentage (CGAP) is reviewed to determine the student’s qualitative progress. When a student repeats a course, the student’s CGAP will be recalculated based on the higher of the two grades earned. Grades for withdrawals, transfer credits, incompletes, non-punitive (Pass), and non-credit remedial courses have no effect on the student’s CGAP.

### Rate of Progress toward Completion (ROP) Requirements

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 clock hours earned by the total number of clock hours in courses attempted. Clock hours attempted include completed hours, transfer credits, withdrawals, and repeated courses. Non-credit remedial courses have no effect on the student’s ROP.

Example:  $\frac{250 \text{ clock hours earned}}{500 \text{ clock hours attempted}} = 50\% \text{ ROP}$

### Maximum Time Frame in Which to Complete (MTF)

The maximum time frame for completion of all programs is limited by federal regulation to 150% of the published length of the program. WyoTech schools calculate the maximum time frame using clock hours for courses attempted. The total scheduled clock hours for all courses attempted, which include completed courses, transfer courses, withdrawals, and repeated courses, count toward the maximum number of clock hours allowed to complete the program. Non-credit remedial courses have no effect on the student’s ROP. A student is not allowed to attempt more than 1.5 times, or 150% of, the standard length of the program in which to complete the requirements for graduation.

The requirements for rate of progress are to assure that students are progressing at a rate at which they will be able to complete their programs within the maximum time frame. The maximum allowable attempted clock hours are noted in the following tables.

### Satisfactory Academic Progress Tables

1500 Clock Hour Modular Program Total clock hours that may be attempted: 2250 (150% of 1500)				
Total Clock Hours Attempted	Probation if GCAP is below	Suspension if CGAP is below	Probation if Rate of Progress is below	Suspension if Rate of Progress is below
0 - 250	70%	N/A	66.66%	N/A
251 – 500	70%	N/A	66.66%	N/A
501 – 750	70%	17.5%	66.66%	20.0%
751 – 1000	70%	26.3%	66.66%	30.0%
1001 – 1250	70%	35.0%	66.66%	45.0%
1251 – 1500	70%	43.3%	66.66%	55.0%
1501 – 1750	70%	56.0%	66.66%	60.0%
1751 - 2000	70%	64.8%	66.66%	65.0%
2001 - 2250	N/A	<70.0% = Dismissal	N/A	<66.66% = Dismissal

2000 Clock Hours Modular Program Total clock hours that may be attempted: 3000 (150% of 2000)				
Total Clock Hours Attempted	Probation if GCAP is below	Suspension if CGAP is below	Probation if Rate of Progress is below	Suspension if Rate of Progress is below
0 - 250	70%	N/A	66.66%	N/A
251 – 500	70%	N/A	66.66%	N/A
501 – 750	70%	7.0%	66.66%	10.0%
751 – 1000	70%	14.0%	66.66%	15.0%
1001 – 1250	70%	21.0%	66.66%	25.0%
1251 – 1500	70%	28.0%	66.66%	35.0%
1501 – 1750	70%	35.0%	66.66%	45.0%
1751 - 2000	70%	45.5%	66.66%	55.0%
2001 - 2250	70%	52.5%	66.66%	60.0%
2251 – 2500	70%	59.5%	66.66%	62.0%
2501 – 2750	70%	66.5%	66.66%	65.0%
2751 – 3000	N/A	<70.0% = Dismissal	N/A	<66.66% = Dismissal

### Academic Probation

Probation is the period of time during which a student’s progress is monitored under an advising plan. During the period of probation, students are considered to be making Satisfactory Academic Progress both for academic and financial aid eligibility. Students on probation must participate in academic advising as deemed necessary by the school as a condition of their probation. Academic advising shall be documented on an Academic Advising Plan and shall be kept in the student’s academic file. The Academic Advising Plan will be updated at the end of each evaluation period that the student is on probation.

If, at the end of any evaluation period, a student falls below the required academic progress standards (CGAP, ROP, or other standards) for his/her program as stated in the school catalog, the student shall receive a written warning and be placed on probation. Probation will begin at the start of the next evaluation period. The student will remain on academic probation as



long as his or her CGAP or ROP remains in the probation ranges specified in the school catalog. Additionally, WyoTech students will remain on probation until they successfully complete a failed phase. When both CGAP and ROP are above the probation ranges, the student is removed from probation. In addition, students whose probation status extends over multiple academic terms may be directed to participate in extra tutorial sessions or developmental classes.

### **Suspension**

If, at the end of any evaluation period, a student's CGAP or ROP falls into the suspension ranges specific in the school catalog, the student is considered not to be making SAP. Students not making SAP must be placed on suspension and withdrawn from the program.

### **Academic Appeals**

Any student may submit an appeal of a decision of suspension or dismissal in accordance with the Satisfactory Academic Programs Appeals policy.

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

SAP appeals must be made within five (5) calendar days of the date the student was notified of the violation. The student is deemed to have notice of the pending suspension/dismissal as of the date of the suspension/dismissal letter. Provided that the student can complete their program within the maximum time frame with the required minimum CGAP, a SAP appeal may be granted if the student demonstrates that s/he is sincerely committed to taking the steps required to succeed in their program **and** that their failure to maintain the required CGAP 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.

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

### **Reinstatement Following Suspension**

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

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

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

### **Dismissal**

Students who have been readmitted following academic suspension who fail to improve their CGAP and/or ROP into the applicable probation range by the end of the first evaluation period after readmission must be dismissed from the program. Students who have been dismissed from a program are not eligible for readmission.

### **Graduation**

Students must complete their program within the maximum time frame and with a 70% CGAP as stated in the school catalog in order to graduate.

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

- Grades of 100% through 0% (A through F) are included in the calculation of CGAP and are included in the Total Number of Clock Hours Attempted.
- Transfer credits (T) are not included in the calculation of CGAP, but are included in the Total Number of Clock Hours Attempted (see below) in order to determine the required levels for CGAP and rate of progress. Transfer credits are included as clock hours attempted and successfully completed in calculating the rate of progress.
- Developmental courses, non-credit and remedial courses (PF, PP, CR, NC) are graded on a pass/fail basis and are not included in the calculation of progress toward completion or the student's CGAP.
- For calculating rate of progress, grades below 70% and W (Withdrawn) grades are counted as hours attempted, but are not counted as successfully completed. Grades of I (Incomplete) will also be counted as hours attempted, but not as hours successfully completed; however, when the I is replaced with a grade, the CGAP and satisfactory academic progress determination will be recalculated based on that grade and the credit hours earned.
- When a course is repeated, the higher of the two grades is used in the calculation of CGAP and the total clock hours for the original course and the repeated course are included in the Total Clock Hours Attempted (in the previous Satisfactory Academic Progress Charts) in order to determine the required progress level. The clock hours for the original attempt are considered as not successfully completed.

### **Transfer Credit**

Students may receive transfer credit for courses taken at another school. Courses for which a student receives transfer credit are counted as attempted and successfully completed for purposes of satisfactory academic progress. As a result, courses for which a student receives transfer credit provide the student with advanced standing, which is applied to the student's progress in calculation of the percentage of maximum time frame for the program that the student has completed. For instance,

if a student enrolled in a 1,500 clock hours program (with a maximum time frame of 2,250 clock hours) receives 250 clock hours of transfer credit and completes 250 clock hours in the first term of enrollment, the student will be evaluated as a student who has passed the 25% point of the program ( $500/1500 = 33.3\%$ ) at the end of the first term. However, if a student receives 500 clock hours of transfer credit and will complete 250 clock hours at the end of the first term, the student will be evaluated as a student who is at the midpoint (50% point) of the program ( $750/1500 = 50\%$ ).

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

### **Satisfactory Academic Progress and Financial Aid**

Students must meet the standards of satisfactory academic progress in order to remain eligible to continue receiving financial assistance as well as to remain eligible to continue as a student of the school.

The Financial Aid Office will provide details to all eligible recipients. Students should read these standards carefully and refer any questions to Academic or Financial Aid Office personnel. Satisfactory academic progress for purposes of determining continuing federal financial assistance is determined by applying the CGAP requirements, rate of progress requirements, maximum completion time restrictions, probation provisions, suspensions and dismissal procedures, and appeals procedures as outlined in the satisfactory academic progress section of the catalog.

Students on academic probation are considered to be maintaining satisfactory academic progress and are eligible to continue receiving federal financial assistance. Students who have been academically suspended or dismissed are no longer active students of the School and are ineligible for financial aid. Reinstatement of financial aid eligibility will occur only after readmission following suspension or in the event the student's appeal results in readmission.

## **SATISFACTORY ACADEMIC PROGRESS FOR STUDENTS RECEIVING VETERANS ADMINISTRATION BENEFITS**

### **Previous Credit for Veterans Affairs Beneficiaries**

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

### **Make Up Assignments**

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

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

The maximum time frame for veteran students to receive veteran benefits is the standard length of the program, not time and a half. Students funded by the Veterans Administration must complete their program within the program's standard time frame in order to receive veteran benefits. A veteran student may not be funded for benefits following the standard program length.

### **Veterans Academic Probation**

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

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

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

## **STUDENT ACADEMIC APPEALS POLICY**

Academic appeals include those appeals related to final grades, attendance violations, and academic or financial aid eligibility.

All formal academic appeals must be submitted in writing on an **Academic Appeals Form** to the Director of Education within five (5) calendar days of the date the student has notice of the adverse academic decision. 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.

Within five (5) calendar days of receiving the Academic Appeal Form, the Director of Education shall convene an Appeal Committee, which should normally include the Department Coordinator, 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 by the Director of Education 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. 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.

### **Assignment/Test Grades**

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

### **Final Course Grades**

Appeals of final course grades must be made within five (5) calendar days of the date the grade becomes final. The Director of Education may direct a grade to be changed only when it is determined through the appeal process 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 Violations**

Appeals of attendance violations must be made within five (5) calendar days of the violation. In order for an attendance appeal to be considered, the student must:

1. Have perfect attendance while the appeal is pending;
2. 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 demonstrated 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 missed assignments, place the student on probation, and require the student to develop an Academic Advising Plan in conjunction with his/her advisor.

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

SAP appeals must be made within five (5) calendar days of the date the student was notified of the violation. The student is deemed to have notice of the pending suspension as of the date of the suspension letter. Provided that the student can complete their program within the maximum time frame with the required minimum CGAP, a SAP appeal may be granted if the student demonstrates that s/he is sincerely committed to taking the steps required to succeed in their program **and** that their failure to maintain the required 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.

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

### **COMPARATIVE INFORMATION**

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

### **SUCCESS OF THE STUDENT**

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

### **CANCELLATION OF CLASSES/COURSE & PROGRAM CHANGES**

#### **Insufficient Enrollment**

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

#### **Alterations**

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

### **STUDENT ACHIEVEMENTS/AWARDS**

- **Outstanding Student:** One student per department is selected by the Department Coordinator and instructors to be the Outstanding Student. Selection is based on his/her academic achievement, leadership ability, cooperation, dedication, motivation, and professionalism. The recipient will receive a personal plaque and have his/her name engraved on an outstanding student plaque located permanently at the school. The Outstanding Student award is considered the top award for a WyoTech graduate.
- **Perfect Attendance:** Students who have not been absent or tardy throughout their program of study have perfect attendance. These students will receive a certificate and special recognition at graduation.
- **Outstanding Attendance:** Students who have a maximum of four infractions, whether hours absent, tardies or combination, throughout their program of study have outstanding attendance. These students will receive a certificate and special recognition at graduation.
- **Honor Graduates:** Students graduating with a 95% or above overall grade average for their program of study will receive a special diploma indicating that they graduated with Honors.
- **Class Leader:** Students selected by their instructors to be class leaders will receive a certificate indicating the student was a class leader.
- **Student Activities Council:** A Student Activities Council award is given to students who are selected to work with the Student Services Department to plan activities and events.
- **Peer Tutor:** Students who attend special training to act as tutors to other students are honored with a certificate at graduation.
- **National Technical Honor Society:** The National Technical Honor Society is a non-profit educational organization established to honor excellence in vocational and technical education. Only those students who are recommended by the faculty and exhibit the qualities of skilled workmanship, honesty, responsibility, leadership, citizenship, and scholastic achievement are selected into membership. Members are recognized with a special seal on their diploma in addition to the professional benefits gained by being a member of the NTHS in their recognition of outstanding student achievement. Students must have a CGAP of 95% or higher after completion of four (4) phases.
- **Eagle Tech:** An Eagle Tech is selected by the Education and Student Services departments to serve as a mentor to new and current students. This student displays a dedication to professionalism, leadership qualities, a positive attitude, and record of integrity. Students serving in this role are recognized at graduation.

### **GRADUATION CEREMONIES**

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

## **ADMINISTRATIVE POLICIES**

### **CODE OF STUDENT CONDUCT – GENERAL**

#### **Generally**

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

To this end, this code sets forth the standards of behavior expected of students as well as the process that must be followed when a student is accused of violating those standards. Reasonable deviations from the procedures contained herein will not invalidate a decision or proceeding unless, in the sole discretion of the school, the deviation(s) significantly prejudice the student. The Campus President (or designee) is responsible for appropriately recording and enforcing the outcome of all disciplinary matters.

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

CCI 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 the 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 WyoTech Training Facilities
  - The inappropriate use of electronic or other devices to make an audio, video, or photographic record of any person while on the school premises.
- Failure to comply with school policies or directives
- Any other action(s) that interferes with the learning environment or the rights of others
- Violations of local, state, provincial, or federal laws (See "Violations of Local, State, Provincial, or Federal Law")

**Note: This list is not exhaustive, but rather offers examples of unacceptable behavior which may result in disciplinary action.**

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

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

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

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

- Enroll or attend classes at another CCI location (including Online)
- Graduate or participate in graduation ceremonies
- 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 (including Online) 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 five (5) calendar days of the date of the written notice

### 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 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.

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

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

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

### Academic Dishonesty

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

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

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

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

### CODE OF STUDENT CONDUCT – WYOTECH

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

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

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

1. **Dishonesty:** willfully or knowingly lying, cheating academically, claiming the work of others, or giving any type of false information to the campus.
2. **Controlled Substances and Associated Paraphernalia:** the possession, use, sale or distribution of controlled substances and/or paraphernalia while on WyoTech property or at any school-sponsored event. The student may be subject to prosecution by local law enforcement agencies and parent/guardian may be notified. Drug testing may be required in cases of reasonable suspicion of drug use, as per the student's consent upon enrollment.
3. **Alcohol:** the possession, consumption, distribution, or being under the influence of alcohol while on WyoTech-controlled property or at any school sponsored event. Students may also be subject to prosecution by local law enforcement agencies and your parent/guardian may be notified. Testing may be required in cases of reasonable suspicion of alcohol use.
4. **Profanity:** the use of any language or gesture that is offensive and creates an uncomfortable environment.

5. **Theft and Vandalism:** the theft, possession of stolen property, or vandalism of property to include school, housing, customer, staff, resident or other students' property.
6. **Unsafe Conduct:** students will observe all EPA/DEQ safety regulations, eye and hearing/ear protection in designated areas, the safety of others, and adhere to the proper use of tools, equipment and motorized vehicles.
7. **Threatening Behavior/Physical Assault:** involvement in hazing, or threatening the physical safety and comfort of others, or display of violence that results in physical contact.
8. **Inappropriate E-mail Communications:** abusive, threatening, or otherwise inappropriate e-mail communications.
9. **Weapons:** students will not possess, or have in vehicles, firearms, ammunition, explosives, knives, or weapons of any kind on WyoTech-controlled property.
10. **Disorderly Conduct:** behaving in a manner which disturbs the peace of others or disrupts, interferes, or prevents a staff member from performing their duties.
11. **Aiding and Abetting:** assisting, encouraging, or inciting others in any violation of regulations. This includes the withholding of information.
12. **Sexual Harassment:** any unwelcome action whether physical, verbal, or nonverbal, that is intimidating, hostile or creates an offensive environment.
13. **Sexual Assault:** the use of force or threat of force to engage a person in sexual activities without person's willing consent.
14. **Tobacco Use:** allowed in designated areas only.
15. **Unauthorized Entry:** entering or attempting to break and enter into any locked or unauthorized room, building, storage area, vehicle, computer, or data storage device.
16. **Student Electronic Equipment:** non-educational electronic equipment (cell phones, cameras, pagers, etc.) is not allowed in WyoTech training areas.
17. **Public displays of affection:** are not allowed on campus, WyoTech training areas or facilities.
18. **Discrimination:** any verbal or nonverbal discrimination towards any individual or group.
19. **Computer, Internet and Network Use:** use of school computers, internet, and networks in a manner that constitutes a violation of the WyoTech Code of Student Conduct or local, state, and federal law, endangers system integrity, or accesses sites containing inappropriate content.
20. **Recreational activities:** are not allowed on campus property, except with express permission of the Campus President / Director of Education.
21. **Violations of the WyoTech Appearance Code:** students must abide by the specific appearance policy for the student's program.

**The Student:**

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

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

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

1. The school uniform shall be properly worn on campus during school operating hours. Pants shall be worn in an appropriate manner at the natural waistline (above the hips). Shirts shall be tucked in to avoid injury and project professionalism. Clothing must be clean with no holes, tears, or frayed edges. No article of clothing shall have pictures, emblems, and/or messages that are lewd, offensive, vulgar or obscene, or might otherwise cause disruption.
2. Hair shall be kept clean and provide a neat, well-groomed appearance. Hairstyle must conform to the shape of the head in a professional manner with no abrupt changes in length or style. Hair shall not extend beyond the eyebrow, middle of the ear, and top of the shirt collar. Hair must be a natural color. No unnatural hair color is allowed. Any hair style that does not conform to the above or is otherwise a potential safety hazard is prohibited.
3. Male students shall be clean-shaven. Mustaches are permitted provided they do not extend below or beyond the corners of the mouth. Sideburns are permitted provided they extend no lower than the bottom of the ear and the sides extend straight down the face. Sideburns must be trimmed so they are not bushy.
4. The wearing of earrings, posts, spacers, studs, and dangling jewelry is not permitted. Facial skin, tongue or body piercing rings, studs, posts, ornaments and chain wallets/belts are also prohibited.
5. Personal cleanliness must be observed and maintained at all times.
6. WyoTech student ID is required to be visible at all times and must be surrendered to a staff or faculty member upon request.

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

1. An ASM uniform shirt or a plain white button-down dress shirt must be worn (either long-sleeved or short-sleeved). Shirttails must be tucked into the pants. T-shirts may be worn underneath the white shirt provided the sleeves do not extend past the sleeve length of the white dress shirt and the t-shirt is plain white, with no writing or pictures of any kind on the t-shirt.
2. A professional style tie must be worn each day upon arrival into WyoTech facilities. Ties must be kept on throughout the day, with the tie knot fully cinched and the collar buttoned.
3. Solid color work pants worn with a belt are required. Dress pants, Dockers-style pants, and khaki pants are recommended. Cargo-style pants or pants with side pockets, denim, canvas duck and levi style pants are all prohibited.
4. Professional work-style boots or shoes must be worn. No athletic style shoes or sandals are permitted.
5. Hats or any other headwear are not permitted in ASM facilities.

6. Females will follow the same guidelines of white shirt and khaki or dress pants or knee length skirt or dress. White collared shirts must be kept tucked in, and only the top button may be kept unbuttoned; ties are not mandatory for females.
7. Coats may not be worn in the classrooms or labs. Sweaters, vests, or fleece pullovers may be worn as long as the knot of the tie can still be seen. Hooded sweatshirts, athletic wear or logos (other than "WyoTech" logo) are prohibited in the classrooms and computer labs.
8. Leatherman style tools, large key chain clips, and chain wallets/belts are also prohibited.

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

1. A WyoTech uniform shirt and solid color work pants with professional work-style boots must be worn. The shirt is to be worn buttoned with the exception of the top button/snap. Shirttails must be tucked into the pants. Sweaters or other shirts, if worn, must be worn underneath the uniform shirt. Hooded sweatshirts or hooded jackets shall not be worn in the classroom or shop. Coats may not be worn in the classroom unless specifically approved by the instructor.
2. A baseball-style cap, with the bill facing forward, may be worn in WyoTech facilities with the exception of in the classroom, TRC, or computer lab. No other headwear may be worn while in WyoTech training facilities.

**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, Director of Education, a Program Coordinator, Director of Student Services, or a faculty member. The members of the Committee shall select a Chair. If the alleged violation involves allegations of sexual misconduct committed against faculty or staff, the Committee must include a representative from Corporate or Division Human Resources.

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

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

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

The Student Conduct Committee shall:

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

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

- Affirm the finding and sanction imposed by the Campus 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) and PIPEDA. Disciplinary records shall be retained in the student's academic file permanently and a note shall be included in the official student information system indicating the date of the disciplinary decision and the sanction imposed.

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

**STUDENT COMPLAINT/GRIEVANCE PROCEDURE**

Each student is encouraged to discuss and resolve any difficulty or misunderstanding with the particular faculty or staff member(s) with whom the situation exists. If the student is unable to satisfactorily resolve the grievance, WyoTech has a formal



grievance procedure to follow, which is distributed to each student through the Student Handbook. If the problem remains unresolved, students may contact the Student Help Line at (800) 874-0255 or [studentservices@cci.edu](mailto:studentservices@cci.edu). Additional state-specific information regarding complaint/grievance procedures can be found in Appendix A of this catalog.

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 considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to: Accrediting Commission of Career Schools and Colleges, 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, (703) 247-4212. A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the Director of Education.

## **ARBITRATION AGREEMENT**

The student agrees that any dispute arising from enrollment at the school, no matter how described, pleaded, or styled, shall be resolved by binding arbitration under the Federal Arbitration Act conducted by the American Arbitration Association ("AAA") under its Commercial Rules. The award rendered by the arbitrator may be entered in any court having jurisdiction. Both the student and the school irrevocably agree that any dispute between them shall be submitted to Arbitration. Neither the student nor the school shall file or maintain any lawsuit in any court against the other and agree that any suit filed in violation of this agreement shall be dismissed by the court in favor of an arbitration conducted pursuant to this agreement. The costs of the arbitration filing fee, arbitrator's compensation, and facilities fees will be paid by the school, to the extent these fees are greater than a Superior Court filing fee. The arbitrator's decision shall be set forth in writing and shall set forth the essential findings and conclusions upon which the decision is based. Any remedy available from a court under the law shall be available in arbitration. Nothing in this agreement prohibits the student from filing a complaint with the state regulatory agency. Students are strongly encouraged, but not required, to utilize the Grievance Procedure described in the catalog prior to filing for arbitration. A student desiring to file for arbitration should then contact the AAA which will provide the appropriate forms and detailed instructions. The student should bring this form to the AAA. A student may, but need not, be represented by an attorney at the Arbitration. The student acknowledges that they understand both they and the school are irrevocably waiving rights to a trial by jury, and are selecting instead to submit any and all claims to the decision of an arbitrator instead of a court. The student understands that the award of the arbitrator will be binding and not merely advisory. The student also acknowledges that they may at any time, before or after their admission, obtain a copy of the Rules of the American Arbitration Association, at no cost, from the Campus President.

## **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 or employees. Possession of these substances on campus is cause for dismissal.

## **SEXUAL HARASSMENT**

Federal law provides that it shall be unlawful discriminatory practice for any employer, because of the sex of any person, to discharge without cause, to refuse to hire, or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment or academic standing. Harassment of an employee on the basis of sex violates this federal law.

Sexual harassment of employees or students at the school is prohibited and shall subject the offender to dismissal or other sanctions following compliance with the procedural due process requirements.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing; or
2. Submission or a rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or
3. Such control unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or academic environment.

Any individual who feels he/she has a complaint or matter he/she wishes to discuss may report the problem directly to the Campus President. Please be reminded that this policy applies to students as well as employees.

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

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

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

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

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

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

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

### **Statistical Information**

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

### **DRUG AWARENESS**

The Drug-Free Schools and Communities Act of 1989, Public Law 101-226, requires institutions receiving financial assistance to implement and enforce drug prevention programs and policies. The information and referral line that directs callers to treatment centers in the local community is available through Student Services.

WyoTech prohibits the manufacture and unlawful possession, use or distribution of illicit drugs or alcohol by students on its property and at any school activity. If a student suspects someone to be under the influence of any drug or alcohol, they should immediately bring this concern to the attention of the Director of Education or Campus President. Violation of WyoTech's anti-drug policy will result in appropriate disciplinary actions and may include dismissal of the student. The appropriate law enforcement authorities may also be notified.

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

### **WEAPONS POLICY**

No weapons of any type are allowed on campus. This includes, but is not limited to handguns, rifles, knives, and any other devices used to harm or intimidate staff or students. WyoTech maintains a threat-free learning environment. Violation of this policy may result in immediate dismissal from the school and a complaint with local law enforcement.

### **CAMPUS COMPLETION RATE REPORTS**

Under the Student Right to Know Act (20 U.S.C. § 1092(a)), an institution 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)). Institutions are 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. Notice of the right to request this information is distributed annually.

### **CLOTHING AND PERSONAL PROPERTY**

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

### **HEALTH/MEDICAL CARE**

Students must take proper care of their health so that they can do their best in school. This means regular hours, plenty of sleep, sufficient exercise, and nutritious food. Students who become seriously ill or contract a communicable disease should stay home and recover, but remember to notify the school immediately. All medical and dental appointments should be made after school hours.

The school will not be responsible for rendering any medical assistance, but will refer students to the proper medical facility upon request.

### **TRANSCRIPTS AND DIPLOMAS**

All student academic records are retained, secured, and disposed of in accordance with local, state, and federal regulations. All student record information is maintained on the school computer system. Permanent records are kept in paper form, microfiche, or microfilm. The school maintains complete records for each student, including grades, attendance, prior education and training, and awards received.

Student academic transcripts, which include grades, 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 (i.e., tuition and fees due to the school are paid current per the student's financial agreement). Diplomas will be released to students who are current with their financial obligation upon completion of their school program.

Students are provided an official transcript free of charge upon completing graduation requirements as stated in the previous paragraph. There is a fee of \$5 for each additional official transcript requested.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

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. Students should submit to the Campus President written requests that identify the record(s) they wish to inspect. The institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the institution official to whom the request was submitted, that official 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 educational records that the student believes is inaccurate or misleading. Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write the institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her 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 consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Generally, schools must have written permission from the parents of minor students or eligible students in order to release any information from a student's educational records. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies;
  - State and local authorities, within a juvenile justice system, pursuant to specific State Law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, the school must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

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 the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

Additional FERPA information is available from the institution's Business Office.

## **RETENTION OF STUDENT RECORDS**

Transcripts will be retained for at least 50 years. Other records will be retained for at least 5 years.

## **FINANCIAL INFORMATION**

### **TUITION AND FEES**

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

### **HOUSING CHARGES**

Student applicants at the campus who request school housing are required to pay a non-refundable housing reservation fee at the time the residential rental agreement is signed.

Applicants who are accepted into school housing must pay a refundable damage deposit at or before the date of registration and the balance maintained throughout enrollment. This deposit will be returned within 30 days of student separation from the school, provided housing is vacated in the same condition it was in when the student accepted the rental, less normal wear.

Rent is payable in advance or on a monthly basis. A 5% discount is available for those who pay rent in advance for the length of their program.

## ESTIMATED LOCAL TRANSPORTATION COSTS

Estimated transportation charges are \$24.30 per week.

## CANCELLATION AND REFUND POLICIES

WyoTech adheres to applicable state cancellation and refund requirements. See Appendix A for applicable state cancellation and refund policies.

### Cancellation Policy

All notices of cancellation should be in writing, signed and dated, and mailed or delivered to the Admission's Office located at your campus.

- a) The student applicant will be returned all monies paid if:
  - i) The school rejects the applicant;
  - ii) The enrollment of the student was procured as the result of misrepresentation through advertising promotional materials of the school or representations by the owner or representative of the school;
  - iii) The school cancels the student's program. The student applicant will be returned all monies paid the latter of:
  - iv) The student applicant cancels this agreement within five business days after signing the agreement and making an initial payment;
  - v) The student applicant cancels this agreement within five business days following a tour of the school and inspection of school equipment;
  - vi) The student applicant cancels this agreement within the first five days of attendance following the first scheduled class of the first academic year.
- b) The student applicant will 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) or (a)(6) 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 prepare the Pennsylvania Refund Policy and the Institutional Refund Policy and administer the most beneficial refund for the student.

- (a) (1) A student who withdraws after five days of scheduled class attendance, but before completing 50% of the first academic year will receive a refund of the prorated tuition and fees, less the application fee, if applicable, for the first 50% of the first academic year in accordance with the following *Pennsylvania Policy*. A student who withdraws during the first 7 calendar days will receive a refund of 75%; a student who withdraws after the first 7 calendar days, but before the first 25%, will receive a refund of 55%; a student who withdraws after 25%, but within 50% will receive a refund of 30%; and a student who withdraws after 50% is entitled to 0% refund.

The percent of time attended is based on the number of clock hours of attendance compared to the first 50% of the academic year. Official withdrawal, for refund computation, is the last day of recorded attendance.

- (2) A student who withdraws during the second 50% of the first academic year will receive a refund of the prorated tuition and fees, less the application fee, if applicable, for the second 50% of the first academic year in accordance with the following *Pennsylvania Policy*. A student who withdraws during the first 7 calendar days will receive a refund of 75%; a student who withdraws after the first 7 calendar days, but within the first 25%, will receive a refund of 55%; a student who withdraws after 25%, but within the first 50%, will receive a refund of 30%; and a student who withdraws after 50% is entitled to 0% refund.

The percent of time attended is based on the number of clock hours of attendance compared to the second 50% of the academic year. Official withdrawal, for refund computation, is the last day of recorded attendance.

- (3) A student who withdraws during a subsequent academic year will receive a refund of prorated tuition and fees applicable to the subsequent academic year in accordance with the following *Pennsylvania Policy*. A student who withdraws during the first 7 calendar days will receive a refund of 75%; a student who withdraws after the first 7 calendar days, but within the first 25%, will receive a refund of 55%; a student who withdraws after 25%, but within 50%, will receive a refund of 30%; a student who withdraws after 50% is entitled to 0% refund.

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

- (b) (1) A student who withdraws after five days of scheduled attendance, but before completing 75% of the first academic year will receive a refund in accordance with the following *Institutional Policy*.

A student who withdraws after five days of scheduled attendance, but before completing 75% of the first academic year, will be refunded a prorated amount of tuition and fees, less the application fee, if applicable, rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the first academic year is not entitled to a refund of tuition and fees applicable to the first academic year.

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

- (2) A student who withdraws during a subsequent academic year, and before completing 75% of the subsequent academic year, will be refunded a prorated amount of tuition and fees applicable to the subsequent academic year, rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the subsequent academic year is not entitled to a refund of tuition and fees applicable to the subsequent year.

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

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

### **Newly Admitted Students**

Student 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 shall receive a full refund of all tuition and fees paid

### **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 services ("WZ").

Note: The pro rata will be calculated as follows: The total number of scheduled classroom hours up to and including the student's LDA divided by the total number of classroom hours in the program.

## **FEDERAL RETURN OF TITLE IV FUNDS POLICY**

The Financial Aid Office is required by federal statute to determine how much financial aid was earned by students who withdraw, drop out, or take a leave of absence prior to completing 60% of a payment period or term.

For a student who withdraws after the 60% point in time, there are no unearned funds. However, a school must still complete a return calculation in order to determine whether the student is eligible for a post-withdrawal disbursement.

The calculation is based on the percentage of earned aid using the following Federal Return of Title IV Funds formula:

Percentage of payment period or term completed = the number of calendar days completed up to the withdrawal date divided by the total calendar 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 = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV Funds are returned, the student borrower may owe a debit balance to the institution.

If a 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 student's withdrawal.

The institution must return the amount of Title IV Funds for which it is responsible no later than 30 days after the date of determination of the student's withdrawal.

Refunds are allocated in the following order:

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

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

The institution must return the lesser of the amount of:

- The amount of SFA program funds that the student did not earn, or

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

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

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

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

## **BOOKS AND TOOLS**

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

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

## **Fees**

Students participating in a diploma program will be charged a \$750.00 Materials Fee. A refund of the Materials Fee will be calculated in accordance with federal and state refund policies upon the student's early departure from class with any unearned portion returned.

Students participating in a degree program will be charged a \$1,500.00 Technology Fee. A refund for the Technology Fees will be calculated in accordance with federal and state refund policies upon the student's early departure from class with any unearned portion returned.

# **FINANCIAL AID**

## **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 Brochure. Information regarding other sources of financial assistance such as benefits available through the Bureau of Indian Affairs, Division of Vocational Rehabilitation, Veterans Assistance, and State Programs can be obtained through those agencies.

## **FINANCIAL 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 non-citizen;
3. Have a social security number;
4. If male, be registered with the Selective Service;
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.

## **FEDERAL FINANCIAL AID PROGRAMS**

The following is a description of the Federal Financial Aid Programs available at the school. Additional information regarding these programs, eligibility requirements, the financial aid process, and disbursement of aid can be obtained through the school's Student Financial Planning Brochure, the school's Student Finance Office, and the 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**

The Federal Pell Grant Program is the largest federal student aid program. For many students, these grants provide a foundation of financial assistance that may be supplemented by other resources. Student eligibility for the Federal Pell Grant Program is determined by a standard formula that is revised and approved every year by the federal government. Unlike loans, grants do not have to be repaid.

### **Federal Supplemental Educational Opportunity Grants (FSEOG)**

Undergraduate students who are unable to continue their education without additional assistance may qualify for this program. Grants are based on funds available and do not have to be repaid. Need is determined by the financial resources of the student and parents and the cost of attending school.

### **Federal Perkins Loan**

This low-interest loan is available to qualified students who need financial assistance to pay educational expenses. Repayment of the loan begins nine months after the student graduates, leaves school, or drops below half-time status.

### **Federal Work Study (FWS)**

The need-based program provides part-time employment to students who need income to help meet their costs of postsecondary education. Funds under this program are limited.

### **Federal Stafford Loans (FSL)**

Formerly the Guaranteed Student Loan (GSL), this low-interest loan is available to qualified students through the lending institutions or agencies participating in the program and is guaranteed by the U.S. government. Repayment begins six months after the student graduates, leaves school, or drops below half-time status. There are two types of Federal Stafford Loans available: Subsidized Loans and Unsubsidized Loans.

Federal Subsidized Stafford Loan is a low-interest loan issued by a lender (bank, credit union, or savings and loan association). Student eligibility for a Subsidized Stafford Loan is based on "financial need." The Federal government pays the interest while the student is in school at least half time, during the grace period and during periods of deferment.

Federal Unsubsidized Stafford Loan is a low-interest loan issued by a lender (bank, credit union, or savings and loan association). Students do not have to demonstrate "need" in order to obtain this loan. Interest accrues on this loan while a student attends school.

### **Federal Parent Loan for Undergraduate Students (PLUS)**

The Federal Parent Loan for Undergraduate Students (PLUS) provides additional funds to help parents pay for education expenses. Parents may borrow up to the cost of their dependent student's education minus any other aid the student is eligible for. The interest rate is fixed and interest accrues at the time of disbursement. Repayment typically begins within 60 days after the loan has been fully disbursed.

Note: Federal student loans are insured by state and private non-profit guarantee agencies.

Loan origination fees may be deducted from the loan by the institution making the loan as set forth by federal regulations.

## **ALTERNATIVE FINANCING OPTIONS**

For detailed information regarding all financing options available please refer to the school's Student Financial Planning Brochure.

### **Alternative Loan Programs**

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 interest rate is variable and the loan approved and origination fees are based on credit.
- Repayment begins six months after graduation, leaving school, or dropping below half-time status.
- Students may apply on their own or with a co-borrower.

Please refer to the Student Financial Planning Brochure for further information or please see one of the Student Finance Planners.

### **Private Loan Programs**

Private lenders offer a variety of private loan programs to help students pay for their educational costs. Loan approval, origination fee, interest rate, and terms are based on the applicant's credit and the lenders underwriting criteria. The use of a co-signer on these loans may increase the applicant's chances of loan approval.

### **Institutional Payment Plans**

Please refer to the Student Financial Planning brochure for further information or please see one of our Student Finance Planners.

## **SCHOLARSHIPS**

### **DREAM AWARD PROGRAM AND SCHOLARSHIPS**

Graduates of any Corinthian Colleges, Inc. (CCi) school may be nominated for the CCi-sponsored Dream Award program. This award is given to recognize a graduate, for whom the decision to attend a CCi school was a turning point in the graduate's life.

The Dream Award program is divided into two tiers – the **Campus Dream Award** which is managed by each campus and recognizes one graduate from each campus; and the **Corinthian Dream Award**, which is selected by Corinthian’s executive team and recognizes one “ultimate” winner from the pool of Campus Dream Award winners. Eligible graduates must have graduated from a Corinthian Colleges, Inc. school within the three years prior to the nomination period and be nominated by their campus. Dream Award program scholarships will be awarded annually. They are not transferable nor can they be exchanged for cash. Nominations and awards are determined by an independent panel. Scholarship awards must be used within two years of the award.

**Campus Dream Award:** Each campus will nominate one recent graduate from the campus to represent the campus in the award competition. Nominations are accepted April 1 to August 1 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 (with the exception of the WyoTech – Blairsville, PA campus) that is more advanced than the one from which the nominee has graduated and
2. A trophy.

**Corinthian Dream Award:** Following the close of the nomination period for the Campus Dream Award, the Corinthian Dream Award recipient will be selected from the campus nominees by the Corinthian Colleges Selection Committee, composed of the Executive Management Team of CCI. The 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 October 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 expenses paid trip to the October Presidents Meeting,
3. A trophy,
4. A letter of recognition from the CCI CEO and COO, and
5. A nomination to the Career Colleges Association (CCA) Great Award.

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

## **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**

The requirements below apply to the national competition.

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 SCHOLARSHIP**

### **National Competition**

Individuals placing 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> at the National Automotive Service Technology, Collision Repair Technology, or Diesel Equipment Technology Skills USA Competition will be eligible for a \$10,000 scholarship. This scholarship cannot be combined with the state scholarship offered by WyoTech.

### **State Competitions**

Individuals placing 1<sup>st</sup> at any State Skills USA Competition in the Automotive Service Technology, Collision Repair Technology, or Diesel Equipment Technology program will be eligible for an \$8,500 scholarship.

### **Skills USA Scholarship Requirements**

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

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

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

## **TMC SCHOLARSHIP**

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



## **CAREER SERVICES**

From the time a student enrolls at WyoTech, the primary emphasis is on employability and success in the professional world. The success of our graduates is vital to WyoTech. WyoTech's student body is comprised of students from coast to coast. As a result, placement of WyoTech students has developed into a nationwide network of employers who value the quality of our graduates. While no reputable school can guarantee employment, WyoTech continues to maintain a high percentage of graduates employed in their field of training. Placement success is greatly influenced by the student's attendance, overall attitude, academic performance, and use of self-directed job search skills acquired through working with the Career Services staff.

WyoTech offers students/graduates the following employment assistance services:

### **RESUME DEVELOPMENT**

Proper resume development is the initial step in conducting a well-planned job search. Each student is asked to fill out a personal data packet that contains the information necessary to develop a resume. The staff then assists in the design, preparation, and typing of student information to produce a professional resume.

### **RESUME DISTRIBUTION**

The Career Services department maintains a nationwide employer database that students may utilize on campus. This database is comprised of over 55,000 employers from the automotive, diesel, collision/refinishing, and auto customizing industries. Enrolled students may use this database to select employers with whom to distribute their personal resumes.

### **ON-CAMPUS EMPLOYER VISITS**

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

### **CONTINUING SERVICES**

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

### **CAREER OPPORTUNITIES**

The career opportunities in the automotive, diesel, collision/refinishing, and auto customizing industries are almost unlimited. The use of automobiles and diesel trucks, as well as farming, mining, and industrial applications are a nationwide necessity. Service, maintenance, and technological changes in vehicles have created a dynamic industry. Billions of dollars a year are spent by individuals and industry on automobile and diesel maintenance. This creates tremendous opportunities in a wide range of interesting and profitable careers for capable and well-trained technicians.

A career in the automotive, diesel, collision/refinishing, and auto customizing industries brings the personal satisfaction of performing an important and necessary job. Income in the automotive, collision/refinishing, and diesel fields, as in all vocations, varies by geographical area and particular specialties. Professional technicians have the potential to earn incomes that are well above average.

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

## **STUDENT SERVICES**

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

## **DISABLED STUDENT SERVICES**

Administrative, classroom, and shop areas are accessible to individuals with disabilities. Academic accommodations, tutorial assistance, and testing accommodations are available to students with documented disabilities. Students who have questions or who want to request available disability services should contact the Director of Education or the Campus ADA/504 Caseworker.

## **STUDENT LOUNGE**

The WyoTech Student Lounge serves as a gathering place for morning, lunch, afternoon, and evening breaks. A selection of sandwiches and snacks are available in the Lounge. A relaxing atmosphere provides students the opportunity to unwind, have a snack, hang out with friends, or do some last minute studying.

## **STUDENT HOUSING**

WyoTech offers school-managed and –supervised housing for single students through Prudential Realty. Housing units are designed with four single occupancy rooms. Each unit includes a kitchen and two bathrooms. Units are approximately one mile from campus and bus transportation is available. One student is assigned to each room. The Blairsville campus does not offer housing for married students; however, our Student Services staff will assist these students in finding local housing. Additional information on housing can be obtained by contacting the Student Services Department at the campus.

## FACULTY AND STAFF

<b>Administration</b>	
Campus President	Arthur Herman
Director of Operations	Mark Reynolds
Director of Education	Harry Weimann
Asst. Director of Education	James Thomas
Director of Career Services	Amy Mulligan
Director of Student Finance	Mary Ugoletti
Director of Student Services	Todd Barton
Director of Admissions	Wendy Hauser
Director of Student Accounts	Sheila Head
Housing Manager	Jim Friedline
Registrar	Nancy Elliott

<b>Applied Service Management Department</b>		<b>Status</b>	<b>Degree/ Qualification</b>	<b>Awarding Institution</b>
<b>Department Coordinator</b>	Earl Barber	FT	Masters	St. Vincent College
<b>Instructors</b>	Paul Cross	FT	Masters	Indiana University of Pennsylvania
	Jessica Lenhart	FT	Masters	Seton Hill University
	Henry Kukula	FT	Bachelors	Indiana University of Pennsylvania
	Joshua Muscatello	FT	Bachelors	Indiana University of Pennsylvania

<b>Automotive Department</b>		<b>Status</b>	<b>Degree/ Qualification</b>	<b>Awarding Institution</b>
<b>Department Coordinator</b>	Roy Ramsden, Jr.	FT	Associate	Vale Technical Institute
<b>Asst. Dept. Coordinators</b>	Robert Gaffney	FT	Associate	WyoTech
	John Russell	FT	Associate	Vale Technical Institute
	John Barr, Sr.	FT	Work Experience	
<b>Instructor</b>	James Bauer	FT	Associate	WyoTech
	Richard Bland	FT	Work Experience	
	Matthew Curry	FT	Associate	Vale Technical Institute
	Jack Fetsko, Jr.	FT	Associate	Vale Technical Institute
	David Fish	FT	Work Experience	
	Todd Gillott	FT	Associate	California State University
	Rex Olp, Jr.	FT	Associate	Vale Technical Institute
	Eric Pazer	FT	Associate	Vale Technical Institute
	James Pepler	FT	Associate	Vale Technical Institute
	Kevin Reed	FT	Diploma	Rosedale Technical Institute
	Eric Rising	FT	Diploma	University of Northwestern Ohio
	Adam Smith	FT	Work Experience	
	William Smith	FT	Work Experience	
	James Staats	FT	Work Experience	
	James Taylor	FT	Work Experience	
	Ralph Westerman	FT	Bachelors	Indiana University of Pennsylvania
	Doug Wilson	FT	Work Experience	
Matthew Younkin	FT	Associate	WyoTech	

Collision/Refinishing Department		Status	Degree/ Qualification	Awarding Institution
<b>Department Coordinator</b>	Thomas Mack	FT	Associate	Vale Technical Institute
<b>Asst. Dept. Coordinators</b>	Stephen Toth, Jr.	FT	Associate	Vale Technical Institute
	Brian Pierce	FT	Bachelors	State University of New York, Oswego
<b>Instructors</b>	Timothy Bernabo	FT	Diploma	Vale Technical Institute
	Michael Bertolino	FT	Associate	WyoTech
	Mark Bevec	FT	Associate	Vale Technical Institute
	Michael Borst	FT	Work Experience	
	James Buchanan	FT	Diploma	Vale Technical Institute
	Walter Clawson	FT	Work Experience	
	Frank Dopkowski	FT	Diploma	Vale Technical Institute
	Gary Goss	FT	Associate	Vale Technical Institute
	James Jewart	FT	Associate	Vale Technical Institute
	Louis Leonzio	FT	Work Experience	
	Darl Mumau, Jr.	FT	Diploma	Vale Technical Institute
	Fred Perkey	FT	Work Experience	
	Stacy Rising	FT	Work Experience	
Dennis Schaffer	FT	Work Experience		

Diesel Department		Status	Degree/ Qualification	Awarding Institution
<b>Department Coordinator</b>	Scott Smith	FT	Diploma	Rosedale Technical Institute
<b>Asst. Dept. Coordinator</b>	Duane Tegels	FT	Associate	WyoTech
<b>Instructors</b>	Kenneth Bracken	FT	Diploma	Westmoreland County Community College
	Larry Callen	FT	Diploma	Westmoreland County Community College
	Dominic DeLuca	FT	Bachelor	University of Pittsburgh, Greensburg
	Jeffrey Hayden	FT	Associate	Vale Technical Institute
	Dennis Lohr	FT	Diploma	Ohio Diesel Technical Institute
	James Miller	FT	Work Experience	
	Larry Miller	FT	Diploma	Ohio Technical Institute
	Kirt Pattock	FT	Work Experience	
	Joseph Pavlic	FT	Diploma	Steel Valley Technical
Richard Thompson	FT	Work Experience		

High Performance Power Trains Department		Status	Degree/ Qualification	Awarding Institution
<b>Department Coordinator</b>	Paul Dominick	FT	Associate	Westmoreland County Community College
<b>Asst. Dept. Coordinator</b>	Jody Hall	FT	Diploma	Vale Technical Institute
<b>Instructors</b>	Timothy Bowman	FT	Work Experience	
	Steve Hower	FT	Associate	Vale Technical Institute
	Joel Kirouac	FT	Associate	WyoTech
	Mark Sanderson	FT	Bachelors	West Virginia University
	Nathan Silveri	FT	Bachelors	Indiana University of Pennsylvania

Light Duty Diesel Department		Status	Degree/ Qualification	Awarding Institution
<b>Department Coordinator</b>	Roy Ramsden, Jr.	FT	Associate	Vale Technical Institute
<b>Asst. Dept. Coordinators</b>	Robert Gaffney	FT	Associate	WyoTech
	John Russell	FT	Associate	Vale Technical Institute
<b>Instructors</b>	Kenneth Hoffman	FT	Work Experience	
	Ralph Thompson, Jr.	FT	Associate	WyoTech

<b>Motorsports Chassis Fabrication Department</b>		<b>Status</b>	<b>Degree/ Qualification</b>	<b>Awarding Institution</b>
<b>Department Coordinator</b>	Paul Dominick	FT	Associate	Westmoreland County Community College
<b>Asst. Dept. Coordinator</b>	Jody Hall	FT	Diploma	Vale Technical Institute
<b>Instructors</b>	Douglas Alexander	FT	Work Experience	
	Dennis Bennett	FT	Work Experience	
	Daniel Bracken	FT	Work Experience	
	Brian Haupt	FT	Work Experience	
	Christopher Johnston	FT	Work Experience	
	Ray Kaufman	FT	Bachelors	California State University, Fresno
	Michael Keener	FT	Diploma	Nashville Auto-Diesel College
	Thomas Uss	FT	Work Experience	
Mark Wetzal	FT	Work Experience		

<b>Street Rod and Custom Department</b>		<b>Status</b>	<b>Degree/ Qualification</b>	<b>Awarding Institution</b>
<b>Department Coordinator</b>	Paul Dominick	FT	Associate	Westmoreland County Community College
<b>Asst. Dept. Coordinator</b>	Jody Hall	FT	Diploma	Vale Technical Institute
<b>Instructors</b>	Jay Beinhauer	FT	Bachelors	Penn State University
	Gregory Blystone	FT	Work Experience	
	Gary Klotz	FT	Work Experience	
	Brian Pierce	FT	Bachelors	State University of New York, Oswego
	Brian Siwula	FT	Associate	Remington Education Center
	Richard Smerkar	FT	Work Experience	

<b>Trim and Upholstery Department</b>		<b>Status</b>	<b>Degree/ Qualification</b>	<b>Awarding Institution</b>
<b>Department Coordinator</b>	Thomas Mack	FT	Associate	Vale Technical Institute
<b>Asst. Dept. Coordinators</b>	Stephen Toth, Jr.	FT	Associate	Vale Technical Institute
	Duane Tegels	FT	Associate	WyoTech
<b>Instructors</b>	Barbara Adkins	FT	Work Experience	
	Regis Frankovich	FT	Work Experience	
	Melissa Grayson	FT	Work Experience	

## PROGRAM OFFERINGS

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

This list is current as of March 3, 2010.



## AUTOMOTIVE TECHNOLOGY PROGRAMS

### AUTOMOTIVE TECHNOLOGY PROGRAMS – CORE COURSES

The Automotive Technology core courses are the foundation for several programs offered at WyoTech. These four courses offer 1,000 clock hours of training in the classroom and lab over a six month period and would be taken in addition to a 3 month, 500 hour advanced course, or two additional 3 month elective courses resulting in an additional 1,000 hours of advanced courses.

Course Number	Course Title	Clock Hours	Semester Credit Hours
<b>Automotive Technology Core Requirements</b>			
100	Basic Engine Management Systems	250	10.0
200	Drivability Diagnostics	250	10.0
300	Drivetrain Systems	250	10.0
400	Chassis	250	10.0
<b>Core Total</b>		<b>1,000</b>	<b>40.0</b>

The Automotive Technology core courses may be taken with the following specialty courses: Motorsports Chassis Fabrication, Street Rod and Custom Fabrication, High Performance Power Trains, Light Duty Diesel, Trim and Upholstery Technology, any two Diesel electives, or Applied Service Management.

The following Automotive programs are offered:

- Motorsports Chassis Fabrication with Automotive Technology
- Street Rod and Custom Fabrication with Automotive Technology
- Auto/Diesel Vehicle Technology
- Automotive Technology with High Performance Power Trains
- Automotive Technology with Light Duty Diesel
- Automotive Technology with Trim and Upholstery Technology
- Automotive Technology and Management

### MOTORSPORTS CHASSIS FABRICATION WITH AUTOMOTIVE TECHNOLOGY

Credential	Clock Hours	Credit Units	Length
Diploma	1,500	60.0	9 months

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

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

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

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

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

The objective of this Diploma program is to provide the student with skills necessary to obtain a broad range of entry-level technician positions in the automotive or street rod and custom automotive field. The student receives training as a modern automotive technician plus specialty training in street rod and custom fabrication. Theory lectures and labs are used. The program consists of approximately 41% theory and 59% lab.

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

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

**AUTO/DIESEL VEHICLE TECHNOLOGY**

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

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

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

**AUTOMOTIVE TECHNOLOGY WITH HIGH PERFORMANCE POWER TRAINS**

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

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



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

<b>AUTOMOTIVE TECHNOLOGY WITH LIGHT DUTY DIESEL</b>			
Credential	Clock Hours	Credit Units	Length
Diploma	1,500	60.0	9 months

The objective of this Diploma program is to provide the student with core skills necessary to obtain a broad range of entry-level technician positions in the automotive and light duty diesel fields. The student receives up-to-date training as a modern automotive and light duty diesel technician. The student will receive training in theory, hands-on repair and diagnosis of automotive-powered equipment with an emphasis on light diesel applications. The program consists of approximately 45% theory and 55% lab.

Course Number	Course Title	Clock Hours	Semester Credit Hours
<b>Automotive Technology Core Requirements</b>			
100	Basic Engine Management Systems	250	10.0
200	Drivability Diagnostics	250	10.0
300	Drivetrain Systems	250	10.0
400	Chassis	250	10.0
<b>Core Total</b>		<b>1,000</b>	<b>40.0</b>
<b>Light Duty Diesel Courses</b>			
4100	Drive Train, Cab and Chassis	250	10.0
4200	Powerplants and Electrical	250	10.0
<b>Program Total</b>		<b>1,500</b>	<b>60.0</b>

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

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

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

The aforementioned new program will not be available to students until the respective state education departments grant approval.

- Illinois State Board of Education
- Missouri Board for Higher Education
- Texas Workforce Commission

## AUTOMOTIVE TECHNOLOGY AND MANAGEMENT

Credential	Clock Hours	Credit Units	Length
Associate in Specialized Technology	1,500	65.0	9 months

The objective of this occupational Associate Degree program is to provide the student with skills necessary to obtain entry-level technician or business management positions in the automotive field. The student receives training in both diagnostics and repair and shop and business management techniques, specifically designed for service management. These combined studies provide for rapid professional advancement after employment. Theory lectures and labs are used, and the program consists of approximately 53% theory and 47% lab.

Course Number	Course Title	Clock Hours	Semester Credit Hours
<b>Automotive Technology Core Requirements</b>			
100	Basic Engine Management Systems	250	10.0
200	Drivability Diagnostics	250	10.0
300	Drivetrain Systems	250	10.0
400	Chassis	250	10.0
<b>Core Total</b>		<b>1,000</b>	<b>40.0</b>
<b>Applied Service Management Courses</b>			
2110	Accounting and Financial Management	84	4.5
2120	Computers and Business Applications	83	4.0
2130	Communications	83	4.5
2210	Management Concepts	83	4.0
2220	Human Resource Management	83	4.0
2230	Shop Management	84	4.0
<b>Program Total</b>		<b>1,500</b>	<b>65.0</b>



## COLLISION/REFINISHING TECHNOLOGY PROGRAMS

### COLLISION/REFINISHING TECHNOLOGY PROGRAMS – CORE COURSES

The Collision/Refinishing Technology core courses are the foundation for several programs offered at WyoTech. These four courses offer 1,000 clock hours of training in the classroom and lab over a six month period and would be taken in addition to a 3 month, 500 hour advanced course, or two additional 3 month elective courses resulting in an additional 1,000 hours of advanced courses.

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

The Collision/Refinishing Technology core courses may be taken with the following specialty courses: Motorsports Chassis Fabrication, Street Rod and Custom Fabrication, Trim and Upholstery Technology, or Applied Service Management.

The following Collision/Refinishing programs are offered:

- Motorsports Chassis Fabrication with Collision/Refinishing Technology
- Street Rod and Custom Fabrication with Collision/Refinishing Technology
- Collision/Refinishing and Upholstery Technology
- Collision/Refinishing Technology and Management

**MOTORSPORTS CHASSIS FABRICATION WITH COLLISION/REFINISHING TECHNOLOGY**

<b>Credential</b>	<b>Clock Hours</b>	<b>Credit Units</b>	<b>Length</b>
Diploma	1,500	65.0	9 months

The objective of this Diploma program is to provide the student with skills necessary to obtain a broad range of entry-level technician positions in the collision/refinishing or specialty automotive fields. The student receives training as a modern collision/refinishing technician plus specialty training in motorsports chassis fabrication. Theory, lectures and labs are used. The program consists of approximately 37% theory and 63% lab.

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

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

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

<b>Credential</b>	<b>Clock Hours</b>	<b>Credit Units</b>	<b>Length</b>
Diploma	1,500	65.0	9 months

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

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

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

**COLLISION/REFINISHING AND UPHOLSTERY TECHNOLOGY**

<b>Credential</b>	<b>Clock Hours</b>	<b>Credit Units</b>	<b>Length</b>
Diploma	1,500	65.0	9 months

The objective of this Diploma program is to provide the student with skills necessary to obtain a broad range of entry-level positions in the collision/refinishing or trim fields. The student receives up-to-date training as a modern collision/refinishing technician, plus specialty training in automotive trim and upholstery. Theory lectures and labs are used. The program consists of approximately 31% theory and 69% lab.

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

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

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

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



## DIESEL TECHNOLOGY PROGRAMS

### DIESEL TECHNOLOGY PROGRAMS – CORE COURSES

The Diesel Technology core courses are the foundation for several programs offered at WyoTech. These four courses offer 1,000 clock hours of training in the classroom and lab over a six month period and would be taken in addition to a 3 month, 500 hour advanced course.

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

The Diesel Technology core courses may be taken with the following specialty courses: Motorsports Chassis Fabrication, Street Rod and Custom Fabrication, High Performance Power Trains, Light Duty Diesel, Trim and Upholstery Technology, any two automotive electives, or Applied Service Management.

The following Diesel programs are offered:

- Motorsports Chassis Fabrication with Diesel Technology
- Street Rod and Custom Fabrication with Diesel Technology
- Diesel/Auto Vehicle Technology
- Diesel Technology with High Performance Power Trains
- Diesel Technology with Light Duty Diesel
- Diesel Technology with Trim and Upholstery Technology
- Diesel Technology and Management

### MOTORSPORTS CHASSIS FABRICATION WITH DIESEL TECHNOLOGY

Credential	Clock Hours	Credit Units	Length
Diploma	1,500	60.0	9 months

The objective of this Diploma program is to provide the student with skills necessary to obtain a broad range of entry-level technician positions in the diesel or specialty automotive fields. The student receives training as a modern diesel technician plus specialty training in motorsports chassis fabrication. Theory lectures and labs are used. The program consists of approximately 43% theory and 57% lab.

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

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

### STREET ROD AND CUSTOM FABRICATION WITH DIESEL TECHNOLOGY

Credential	Clock Hours	Credit Units	Length
Diploma	1,500	60.0	9 months

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

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

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

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

The objective of this Diploma program is to provide the student with skills necessary to obtain a broad range of entry-level technician positions in the diesel/automotive fields. The student receives up-to-date training as a modern diesel technician plus specialty training in any two of the four Automotive core courses. Theory lectures and labs are used. The program consists of approximately 47% theory and 53% lab.

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

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

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

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

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

The objective of this Diploma program is to provide the student with core skills necessary to obtain a broad range of entry-level technician positions in the diesel and light duty diesel fields. The student receives up-to-date training as a modern diesel and light duty diesel technician. The student will receive training in theory, hands-on repair and diagnosis of diesel-powered equipment with an emphasis on light diesel applications. The program consists of approximately 43% theory and 57% lab.

Course Number	Course Title	Clock Hours	Semester Credit Hours
<b>Diesel Technology Core Requirements</b>			
600	Fluid Power and Electrical Systems	250	10.0
700	Engines	250	10.0
800	Engine Management Systems and Refrigeration	250	10.0
900	Power Trains	250	10.0
<b>Core Total</b>		<b>1,000</b>	<b>40.0</b>
<b>Light Duty Diesel Courses</b>			
4100	Drive Train, Cab and Chassis	250	10.0
4200	Powerplants and Electrical	250	10.0
<b>Program Total</b>		<b>1,500</b>	<b>60.0</b>

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

The objective of this Diploma program is to provide the student with skills necessary to obtain a broad range of entry-level positions in the diesel or trim fields. The student receives up-to-date training as a modern diesel technician, plus specialty training in automotive trim and upholstery. Theory lectures and labs are used. The program consists of approximately 38% theory and 62% lab.

Course Number	Course Title	Clock Hours	Semester Credit Hours
<b>Diesel Technology Core Requirements</b>			
600	Fluid Power and Electrical Systems	250	10.0
700	Engines	250	10.0
800	Engine Management Systems and Refrigeration	250	10.0
900	Power Trains	250	10.0
<b>Core Total</b>		<b>1,000</b>	<b>40.0</b>
<b>Trim and Upholstery Technology Courses</b>			
1700	Trim and Upholstery I	250	10.0
1800	Trim and Upholstery II	250	10.0
<b>Program Total</b>		<b>1,500</b>	<b>60.0</b>

The aforementioned new program will not be available to students until the respective state education departments grant approval.

- Illinois State Board of Education
- Missouri Board for Higher Education
- Texas Workforce Commission

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

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

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

2130	Communications	83	4.5
2210	Management Concepts	83	4.0
2220	Human Resource Management	83	4.0
2230	Shop Management	84	4.0
<b>Program Total</b>		<b>1,500</b>	<b>65.0</b>

The aforementioned new program will not be available to students until the respective state education departments grant approval.

- Illinois State Board of Education



## COURSE DESCRIPTIONS

<b>Course 100: Basic Engine Management Systems</b>	<b>10.0 Semester Credit Hours</b>
This course introduces the students to principles of electricity and testing, batteries, starting and charging systems, engine theory, engine component inspection and R & R, underhood noise diagnosis, cooling and lubrication systems, environmental management and service information systems. Prerequisite: None. Lecture Hours: 130. Lab Hours: 120.	
<b>Course 200: Drivability Diagnostics</b>	<b>10.0 Semester Credit Hours</b>
This course introduces students to alternative fuel systems, powertrain control systems, on board diagnostics, distributor and electronic ignition systems, fuel injection systems, electric and hybrid electric vehicles, exhaust systems, customer relation techniques, and electronic accessories. Prerequisite: None. Lecture Hours: 110. Lab Hours: 140.	
<b>Course 300: Drivetrain Systems</b>	<b>10.0 Semester Credit Hours</b>
This course introduces students to torque converters, planetary gears, transmission hydraulics and clutches, manual transmission and transaxles, four wheel drive and all wheel drive, differentials, precision measuring instruments, removal and replacement of transaxles, electronic transmission diagnostics, manual clutches and differentials. Prerequisite: None. Lecture Hours: 121. Lab Hours: 129.	
<b>Course 400: Chassis</b>	<b>10.0 Semester Credit Hours</b>
This course introduces students to heating and air conditioning systems (HVAC), wheel bearings, brake systems, anti-lock brake systems, traction control systems, supplemental inflatable restraint systems (SIR), steering and suspension systems, tires, wheel balancing, computerized four-wheel alignment, vibration analysis, fasteners, and wind and water leaks. Prerequisite: None. Lecture Hours: 127. Lab Hours: 123.	
<b>Course 600: Fluid Power and Electrical Systems</b>	<b>10.0 Semester Credit Hours</b>
Theory and lab in principles of hydraulics, hydrostatic drive transmissions, use of freestanding engines and skid steer loaders, heavy duty torque converters, Allison transmissions, basic DC electricity and electrical systems, repair and troubleshooting of hydraulic systems, pumps and cylinders, and mobile electrical systems. Reading of hydraulic and electrical diagrams. Use of flow meters, pressure gauges, multi-meters and charging/starting/battery test equipment. Prerequisite: None. Lecture Hours: 111.5. Lab Hours: 138.5.	
<b>Course 700: Engines</b>	<b>10.0 Semester Credit Hours</b>
Theory and lab practices in diesel engine theory and rebuild, identification, service information, induction systems, failure analysis, measuring, diagnostic troubleshooting, engine brakes and tune-up. The engines covered are Caterpillar, Detroit, and Cummins. The use of engine dynamometers to evaluate engine performance is also demonstrated. Prerequisite: None. Lecture Hours: 92. Lab Hours: 158.	
<b>Course 800: Engine Management Systems and Refrigeration</b>	<b>10.0 Semester Credit Hours</b>
Theory in low and high-pressure pumps and injectors. Theory and lab in tanks, filters, transfer pumps, nozzles, and operation of fuel systems such as Caterpillar, Cummins, and Detroit Diesel. Practices include the use of diagnostic tools on electronic engines such as Caterpillar, Cummins, Detroit DDEC, RCRA, EPA Sec 608, 609. Also covered in this area are the operation testing and servicing of cab air conditioning and transport refrigeration, basic hand tools and fasteners. Prerequisite: None. Lecture Hours: 137.5. Lab Hours: 112.5.	
<b>Course 900: Power Trains</b>	<b>10.0 Semester Credit Hours</b>
Theory in antilock brake systems and automatic traction control systems. Theory and lab in operation, failure analysis, troubleshooting, repair and adjustments of the following components: manual clutches and flywheels, manual transmissions, single reduction, through drive, and double reduction differentials, foundation brakes, brake air systems, axles, drivelines and suspension, steering and alignment, power take off units, wheel bearings, and preventative maintenance and inspection. Prerequisite: None. Lecture Hours: 117. Lab Hours: 133.	
<b>Course 1100: Collision Repair I</b>	<b>12.0 Semester Credit Hours</b>
This course introduces students to workplace behavior, external sheet metal straightening including metal finishing and the use of plastic fillers, abrasive selection and usage, MID welding and metal cutting procedures, moveable glass replacement, and bolt-on panel replacement and alignment, aluminum repair and welding, body construction, electrical systems, computers, air conditioning, and restraint system. Safe and proper use of tools and equipment are covered in each area. Prerequisite: None. Lecture Hours: 111. Lab Hours: 139.	
<b>Course 1200: Collision Repair II</b>	<b>12.0 Semester Credit Hours</b>
This course introduces student to frame sectioning, steering and suspension systems, wheel alignment, dimensioning procedures for analyzing structural damage, adhesive bonding, anchoring procedures, structural dimensioning using mechanical and computer measuring systems, stationary glass replacement, welded panel replacement procedures including resistance spot welding and unibody sectioning. Prerequisite: Collision Repair I, 1100. Lecture Hours: 111. Lab Hours: 139.	
<b>Course 1300: Refinishing I</b>	<b>11.0 Semester Credit Hours</b>
This course introduces students to workplace behavior, personal and environmental protection, refinishing equipment operation and maintenance, surface preparation, removing existing finishes, primer selection and application, paint chemistry, paint application and color matching, masking, using various products for surface prep and painting, ordering and mixing paint on a computerized scale, corrosion protection issues, refinishing problems and corrections, final surface detailing using power buffing and hand rubbing, and care of finished surfaces. Prerequisite: None. Lecture Hours: 85.5. Lab Hours: 164.5	
<b>Course 1400: Refinishing II</b>	<b>10.0 Semester Credit Hours</b>
This course introduces students to damage analysis and estimating, spot repairs, application of stripes and decals, collision/refinishing shop setup guidelines, identifying, repairing and refinishing of the different types of plastic components, new body part cut-in, factory special coatings. Prerequisite: Refinishing I, 1300. Lecture Hours: 57.5. Lab Hours: 192.5.	

<b>Course 1700: Trim and Upholstery I</b>	<b>10.0 Semester Credit Hours</b>
This course introduces students to workplace behavior, trim and upholstery terminology, trim panels, headliners, headrests and armrests, shop organization and customer relations. Theory and lab in trim and upholstery tools of the trade, supplies, operation, safety and maintenance of sewing machines, analysis of seam types, layout with existing patterns and constructing patterns where none exist, sewing various insert designs, seats construction and reconstruction, interior trim identification, estimating jobs and job materials, and buttons. Lab in additional projects. Prerequisite: None. Lecture Hours: 54. Lab Hours: 196.	
<b>Course 1800: Trim and Upholstery II</b>	<b>10.0 Semester Credit Hours</b>
Theory in vinyl top removal and replacement and tonneau cover construction and installation. Theory and lab in floor carpeting, convertible top removal and replacement, plastic parts repair, electrical systems and supplemental restraints, and custom fabrication. Continued lab projects including construction and reconstruction of seats, layout with existing patterns and constructing patterns where none exist, headrests and armrests, trim panels, headliners, sunvisors, and sewing machine operation. Prerequisite: Trim and Upholstery I, 1700. Lecture Hours: 51. Lab Hours: 199.	
<b>Course 2110: Accounting and Financial Management</b>	<b>4.5 Semester Credit Hours</b>
This course introduces students to general accounting, general ledgers, journals, adjustments and closing, bank reconciliation, payroll, inventory control, credit and collections, general bookkeeping, analyzing various financial reports to determine where problems may exist in a business and how to improve profits such as labor, materials, inventory issues, parts, and various other problem areas. Prerequisite: None. Lecture Hours: 63.5. Lab Hours: 20.5.	
<b>Course 2120: Computers and Business Applications</b>	<b>4.0 Semester Credit Hours</b>
This course introduces students to computer hardware and software, spreadsheet applications, word processing applications, graphic presentation applications, and electronic communication and time management software.. Prerequisite: None. Lecture Hours: 50.5. Lab Hours: 32.5.	
<b>Course 2130: Communications</b>	<b>4.5 Semester Credit Hours</b>
This course introduces students to word processing applications, graphic presentation applications, writing professional business letters and reports, resume and job search portfolio construction and handling customer complaints and objections through written, verbal, and non-verbal communication. Prerequisite: None. Lecture Hours: 55. Lab Hours: 28.	
<b>Course 2210: Management Concepts</b>	<b>4.0 Semester Credit Hours</b>
This course introduces the students to basic concepts of owning or managing a business including business structure, marketing strategies, quality issues, and business ethics. Prerequisite: None. Lecture Hours: 45.5. Lab Hours: 37.5.	
<b>Course 2220: Human Resource Management</b>	<b>4.0 Semester Credit Hours</b>
This course introduces student to management and supervision, writing employee handbooks, interviewing techniques, policies, procedures, and governmental regulations regarding business. Prerequisite: None. Lecture Hours: 44. Lab Hours: 39.	
<b>Course 2230: Shop Management</b>	<b>4.0 Semester Credit Hours</b>
This course introduces students to service writing, work orders, shop layout, job costing, pricing, introduction to electronic shop management software, equipment requirements and usage equipment, managing a production process, scheduling work flow through the shop, working with the technicians to achieve maximum profitability, managing the safety and environmental aspects of a transportation business. Prerequisite: None. Lecture Hours: 44.5. Lab Hours: 39.5.	
<b>Course 2700: Performance Mechanical</b>	<b>10.0 Semester Credit Hours</b>
This course introduces students to the mechanical aspects of gas and diesel performance upgrades, including engines, exhaust, transmission, suspension, cylinder heads, lubrication, filtration, cooling, and braking systems. Prerequisites: Automotive Technology core courses #100 – 400 or Diesel Technology core courses #600 – 900. Lecture Hours: 95. Lab Hours: 155.	
<b>Course 2800: Performance Electronics</b>	<b>10.0 Semester Credit Hours</b>
This course introduces students to computer-controlled management of performance system upgrades for gas and diesel vehicles, including engines, induction, exhaust, transmission, suspensions, fuel management, ignition, engine management, emission, interactive-display monitors, scanning tools, automatic transmission control, and body and chassis control systems. Prerequisites: Automotive Technology core courses #100 – 400 or Diesel Technology core courses #600 – 900. Lecture Hours: 95. Lab Hours: 155.	
<b>Course 3200: Motorsports Chassis Fabrication I</b>	<b>10.0 Semester Credit Hours</b>
This course introduces student to metal working techniques that apply to specialty automotive chassis fabrication work including metal types and configurations, measuring, pattern and outline development, attachment methods, metal finishing, cutting, MIG and TIG welding; frame design and modifications including boxing, tubular cross-members, c-notching, pro-street frame setup, roll cage construction, and complete tube chassis fabrication, mechanical drawing, reading, and development, and precision measuring. Prerequisites: Successful completion of two of the four Automotive Technology core courses #100 – 400 or Diesel Technology core courses #600 – 900 or Collision/Refinishing core courses #1100 – 1400. Lecture Hours: 102. Lab Hours: 148.	
<b>Course 3300: Motorsports Chassis Fabrication II</b>	<b>10.0 Semester Credit Hours</b>
This course introduces students to drive axle setup including rear axle selection and modification; front and rear suspension design, selection, and setup for street, drag race, road race, off road, and air springs; engine mounting, steering setup, brake system setup, plumbing wiring, electrical meter usage and troubleshooting, Lab work varies depending upon project, but may include front and rear suspension setup, roll cage construction, tubular chassis fabrication, chassis tuning, rear axle narrowing, and engine mounting. Prerequisite: Motorsports Chassis Fabrication I, 3200. Lecture Hours: 83. Lab Hours: 167.	

<b>Course 3500: Basic Street Rod</b>	<b>10.0 Semester Credit Hours</b>
<p>This course introduces students to theory in terminology of specialty vehicles, planning the theme of a project and understanding the basics of restoration, customizing and sheet metal fabrication that will be put to use on project vehicle in Advanced Street Rod. Theory and lab work consists of: tools of the trade, basic panel restoration which includes basic dent repair, metal finishing, using fillers, (body solder, (leading or polyester), proper preparation and application of undercoats and topcoats. Introduction to composites and fiberglass repair as it applies to the specialty vehicle industry, TIG, MIG, and oxy-acetylene welding techniques for steel, TIG welding procedures for aluminum, basic sheet metal forming techniques involving simple curves and bends to include frenching or recessing of license plates, headlights, taillights, antennas, roll pan fabrication. Prerequisite: Successful completion of two of the four Automotive Technology core courses #100 – 400 or Diesel Technology core courses #600 – 900 or Collision/Refinishing core courses #1100 – 1400. Lecture Hours: 63. Lab Hours: 187.</p>	
<b>Course 3600: Advanced Street Rod</b>	<b>10.0 Semester Credit Hours</b>
<p>This course introduces students to advanced sheet metal shaping using steel and aluminum, custom body modifications, body construction and custom painting. Advanced sheet metal shaping emphasizing compound shapes and complex panel fabrication using hand tools and specialty equipment like the power hammer, planishing hammer, english wheel, bead roller, and louver press. Determining the correct contours in a compound using body sweeps and contour gauges, proper pattern development and construction of bucks, and fabrication and use of hammer forms and press forms. Body modification emphasizes chopping tops, pancaking and sectioning existing vehicles. Body construction emphasizes fabricating panels like floorboards, firewalls, wheel tubs, and fuel tanks. Suicide doors, fabricating and installation of hidden pin and suicide door hinges and hinging of other custom opening panels. Custom painting techniques including trick colors, special effects, graphics, pin striping, and air brushing. Lab work varies depending upon projects, but may include body modification, construction and/or sheet metal shaping skills incorporated on a project vehicle. Prerequisite: Basic Street Rod, 3500. Lecture Hours: 60. Lab Hours: 190.</p>	
<b>Course 4100: Drive Train, Cab and Chassis</b>	<b>10.0 Semester Credit Hours</b>
<p>This course introduces students to light-duty diesel ABS brake diagnosis, hydraulic-controlled accessories, traction-controlled differentials, transfer cases, front axles, alignment, transmission service and repair, emissions, cab and hood, climate controls, vehicle-accessory modifications, preventative maintenance and inspection. Prerequisites: Automotive Technology core courses #100 – 400 or Diesel Technology core courses #600 – 900. Lecture Hours: 95. Lab Hours: 155.</p>	
<b>Course 4200: Powerplants and Electrical</b>	<b>10.0 Semester Credit Hours</b>
<p>This course introduces students to light-duty diesel engines, electronics, and preventative/scheduled maintenance for Dodge Cummins, Ford Powerstroke, and General Motors Duramax engines. Students are introduced to variable nozzle turbo chargers, variable geometry turbo chargers, performance alternate fuels and service information systems. Prerequisites: Automotive Technology core courses #100 – 400 or Diesel Technology core courses #600 – 900. Lecture Hours: 95. Lab Hours: 155.</p>	

## STATEMENT OF OWNERSHIP

MJB Acquisition Corporation d/b/a WyoTech aka Wyoming Technical Institute is owned by Titan Schools, Inc., 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, CA 92707.

<b>CORINTHIAN COLLEGES, INC.</b>		
<b>DIRECTORS</b>	<b>OFFICERS</b>	<b>TITLE</b>
Jack D. Massimino	Jack D. Massimino	Executive Chairman
Peter C. Waller	Peter C. Waller	Chief Executive Officer and Director
Terry Hartshorn	Matthew R. Ouimet	President and Chief Operating Officer
Paul R. St. Pierre	Kenneth S. Ord	Executive Vice President and Chief Financial Officer
Linda Arey Skladany	Beth A. Wilson	Executive Vice President
Hank Adler	Mark L. Pelesh	Executive Vice President, Legislative and Regulatory Affairs
Alice T. Kane	William Buchanan	Executive Vice President, Marketing
Robert Lee	Stan A. Mortensen	Senior Vice President, General Counsel and Corporate Secretary
Tim Sullivan	Robert C. Owen	Senior Vice President and Chief Accounting Officer
John Dionisio	David Poldoian	Chief Business Development Officer
	Janis Schoonmaker	Division President, FMU Division
	Steve Quattrociocchi	Division President, CCI Online
	Michael Benvenuti	Division President, Everest Central
	Robert Boscic	Division President, Everest West
	Dave Whiteford	Division President, Everest South
	Anna Marie Dunlap	Senior Vice President, Investor Relations & Corporate Communications
	Carmella Cassetta	Senior Vice President and Chief Information Officer
	Jim Wade	Senior Vice President, Human Resources
	Richard Simpson	Senior Vice President, Academic Affairs
<b>TITAN SCHOOLS, INC. (formerly known as WyoTech Acquisition Corp.)</b>		
<b>DIRECTORS</b>	<b>OFFICERS</b>	<b>TITLE</b>
Jack D. Massimino	Jack D. Massimino	Chairman of the Board
Peter C. Waller	Peter C. Waller	Chief Executive Officer
Beth A. Wilson	Matthew R. Ouimet	President and Chief Operating Officer
	Kenneth S. Ord	Executive Vice President and Chief Financial Officer
	Beth A. Wilson	Executive Vice President
	Stan A. Mortensen	Executive Vice President, General Counsel and Corporate Secretary
	Robert C. Owen	Chief Accounting Officer, Treasurer and Assistant Secretary
<b>MJB ACQUISITIONS CORPORATION</b>		
<b>DIRECTORS</b>	<b>OFFICERS</b>	<b>TITLE</b>
Jack D. Massimino	Jack D. Massimino	Chairman of the Board
Peter C. Waller	Peter C. Waller	Chief Executive Officer
Beth A. Wilson	Matthew R. Ouimet	President and Chief Operating Officer
	Kenneth S. Ord	Executive Vice President and Chief Financial Officer
	Beth A. Wilson	Executive Vice President
	Stan A. Mortensen	Executive Vice President, General Counsel and Corporate Secretary
	Robert C. Owen	Chief Accounting Officer, Treasurer and Assistant Secretary

## SCHOOLS OWNED BY CORINTHIAN COLLEGES, INC.

The following schools in the United States are owned by Corinthian Colleges, Inc.	
<p><b>Everest College</b></p> <p>Alhambra CA (main campus)            Anaheim, CA (main campus)            Arlington, TX (branch of Everest Institute, Rochester, NY)            Arlington, VA (branch of Everest College, Thornton, CO)            Aurora, CO (branch of Everest College, Thornton, CO)            Bremerton, WA (main campus)            Burr Ridge, IL (branch of Everest College, Skokie, IL)            Chicago, IL (branch of Everest College, San Francisco, CA)            City of Industry, CA (branch of WyoTech, Long Beach, CA)            Chesapeake, VA (branch of Everest Institute, Newport News, VA)            Colorado Springs, CO (main campus)            Dallas, TX (branch of Everest College, Portland, OR)            Everett, WA (branch of Everest College, Bremerton, WA)            Fife, WA (branch of Everest College, Seattle, WA)            Fort Worth, TX (branch of Everest College, Salt Lake City, UT)            Gardena, CA (main campus)            Hayward, CA (main campus)            Henderson, NV (main campus)            Los Angeles (Wilshire), CA (main campus)            McLean, VA (branch of Everest College, Colorado Springs, CO)            Merrillville, IN (branch of Everest Institute, Grand Rapids, MI)            Merrionette Park, IL (branch of Everest University, Pompano Beach, FL)            Mesa, AZ (branch of Everest College, Phoenix, AZ)            Newport News, VA (main campus)            North Aurora, IL (branch of Everest Institute, Brighton, MA)            Ontario, CA (main campus)            Ontario (metro), CA (branch of Everest College, Springfield, MO)            Phoenix, AZ (main campus)            Portland, OR (main campus)            Renton, WA (main campus)            Reseda, CA (main campus)            Salt Lake City, UT (main campus)            San Bernardino, CA (main campus)            San Francisco, CA (main campus)            San Jose, CA (main campus)            Seattle, WA (main campus)            Skokie, IL (main campus)            Springfield, MO (main campus)            St. Louis (Earth City, MO) (branch of Everest College, Bremerton, WA)            Tacoma, WA (branch of Everest College, Bremerton, WA)            Thornton, CO (main campus)            Torrance, CA (main campus)            Vancouver, WA (branch of Everest College, Portland, OR)            Vancouver, WA (branch of Everest College, Seattle, WA)            West Los Angeles, CA (main campus)</p> <p><b>Heald College</b></p> <p>Concord, CA            Fresno, CA            Hayward, CA            Honolulu, HI            Portland, OR            Rancho Cordova, CA            Roseville, CA            Salinas, CA            San Francisco, CA            San Jose (Milpitas), CA            Stockton, CA</p>	<p><b>Everest Institute</b></p> <p>Austin, TX (branch of Everest Institute, Southfield, MI)            Brighton, MA (main campus)            Chelsea, MA (branch of Everest College, Alhambra, CA)            Columbus, OH (main campus)            Cross Lanes, WV (main campus)            Dearborn, MI (branch of Everest Institute, Southfield, MI)            Decatur, GA (branch of Everest Institute, Cross Lanes, WV)            Detroit, MI (branch of Everest Institute, Southfield, MI)            Eagan, MN (branch of Everest Institute, Cross Lanes, WV)            Fort Lauderdale, FL (branch of Everest Institute, Miami (Kendall), FL)            Grand Rapids, MI (main campus)            Hialeah, FL (branch of Everest Institute, Miami (Kendall), FL)            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 Institute, Ontario, CA)            Kalamazoo, MI (branch of Everest Institute, Grand Rapids, MI)            Marietta, GA (branch of Everest Institute, 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 (branch 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 (branch of Everest College, Portland, OR)</p> <p><b>Everest University</b></p> <p>Tampa (Brandon), FL (branch of Everest University, Tampa, FL)            Jacksonville, FL (branch of Everest University, Largo, FL)            Lakeland, FL (branch of Everest University, Largo, FL)            Largo, FL (main campus)            Melbourne, FL (branch of Everest University, North Orlando, FL)            North Orlando, FL (main campus)            Orange Park, FL (branch of Everest University Tampa, FL)            Pompano Beach, FL (main campus)            South Orlando, FL (branch of Everest University, North Orlando, FL)            Tampa, FL (main campus)</p> <p><b>WyoTech</b></p> <p>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)            Sacramento, CA (branch of WyoTech, Laramie, WY)</p>

## APPENDIX A

### ARKANSAS STUDENT INFORMATION CANCELLATION POLICY

All notices of cancellation should be in writing, signed and dated, and mailed or delivered to the Admission's Office 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.
- (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) or (a)(6) above do not apply.

### REFUND POLICY

Notification of intent to withdraw should be made to the Registrar's Office located at your campus.

- (a) A student who withdraws after five days of scheduled class attendance, but before completing 25% of the first academic year will be refunded a prorated amount of tuition and fees, less the application fee (if applicable), less any unpaid charges. A student who withdraws after completing 25% of scheduled class attendance, but before completing 75% of the first academic year, will be refunded a prorated amount of tuition and fees, less the application fee (if applicable), rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the first academic year is not entitled to a refund of tuition and fees applicable to the first academic year.

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

- (b) A student who withdraws during a subsequent academic year, and before completing 25% of the subsequent academic year will be refunded a prorated amount of tuition and fees applicable to the subsequent academic year, less any unpaid charges. A student who withdraws after completing 25% of the subsequent academic year, but before completing 75% of the subsequent academic year, will be refunded a prorated amount of tuition and fees, rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the subsequent academic year is not entitled to a refund of tuition and fees applicable to the subsequent academic year.

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

### PAYMENT OF REFUNDS

Refunds due to the student will be paid within 30 days of the date of determination of withdrawal.

### FEDERAL RETURN OF TITLE IV FUNDS POLICY

Please refer to the catalog section titled "Federal Return of Title IV Funds Policy" for further details that may affect the return of federal funds.

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

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

### ARIZONA STUDENT INFORMATION

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

### COLORADO STUDENT INFORMATION CANCELLATION POLICY

All notices of cancellation should be in writing, signed and dated, and mailed or delivered to the Admission's Office 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.
- (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) or (a)(6) above do not apply.

**REFUND POLICY**

Notification of intent to withdraw should be made to the Registrar's Office located at your campus.

- (a) A student who withdraws after five days of scheduled class attendance, but before completing 75% of the first academic year, will be refunded a prorated amount of tuition and fees, less the application fee (if applicable), rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 20.1% up to 25% will be rounded to 25% and a 75% refund will be given. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the first academic year is not entitled to a refund of tuition and fees applicable to the first academic year.

**\*Georgia Students:** Amount of tuition and fees retained by the school for Georgia students who withdraw within the first 5% of the first academic year will not exceed 5% of tuition.

**\*Oklahoma Students:** Amount of tuition and fees retained by the school for Oklahoma students who withdraw within the first week will not exceed \$350.00.

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

- (b) A student who withdraws during a subsequent academic year, and before completing 75% of the subsequent academic year, will be refunded a prorated amount of tuition and fees applicable to the subsequent academic year, rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 20.1% up to 25% will be rounded to 25% and a 75% refund will be given. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the subsequent academic year is not entitled to a refund of tuition and fees applicable to the subsequent academic year.

**\*Georgia Students:** Amount of tuition and fees retained by the school for Georgia students who withdraw within the first 5% of a subsequent academic year will not exceed 5% of tuition.

**\*Oklahoma Students:** Amount of tuition and fees retained by the school for Oklahoma students who withdraw within the first week will not exceed \$350.00.

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

**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 of the date of determination of withdrawal.

**FEDERAL RETURN OF TITLE IV FUNDS POLICY**

Please refer to the catalog section titled "Federal Return of Title IV Funds Policy" for further details 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 limitation 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 that agency.

**DELAWARE STUDENT INFORMATION**

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

All inquires should be addressed to:

## **GEORGIA STUDENT INFORMATION CANCELLATION POLICY**

All notices of cancellation should be in writing, signed and dated, and mailed or delivered to the Admission's Office 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.
- (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) or (a)(6) above do not apply.

## **REFUND POLICY**

Notification of intent to withdraw should be made to the Registrar's Office located at your campus.

- (a) A student who withdraws after five days of scheduled class attendance, but before completing 75% of the first academic year, will be refunded a prorated amount of tuition and fees, less the application fee (if applicable), rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 20.1% up to 25% will be rounded to 25% and a 75% refund will be given. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the first academic year is not entitled to a refund of tuition and fees applicable to the first academic year.
- \*Georgia Students:** Amount of tuition and fees retained by the school for Georgia students who withdraw within the first 5% of the first academic year will not exceed 5% of tuition.
- \*Oklahoma Students:** Amount of tuition and fees retained by the school for Oklahoma students who withdraw within the first week will not exceed \$350.00.

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

- (b) A student who withdraws during a subsequent academic year, and before completing 75% of the subsequent academic year, will be refunded a prorated amount of tuition and fees applicable to the subsequent academic year, rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 20.1% up to 25% will be rounded to 25% and a 75% refund will be given. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the subsequent academic year is not entitled to a refund of tuition and fees applicable to the subsequent academic year.
- \*Georgia Students:** Amount of tuition and fees retained by the school for Georgia students who withdraw within the first 5% of a subsequent academic year will not exceed 5% of tuition.
- \*Oklahoma Students:** Amount of tuition and fees retained by the school for Oklahoma students who withdraw within the first week will not exceed \$350.00.

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

## **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 of the date of determination of withdrawal.

## **FEDERAL RETURN OF TITLE IV FUNDS POLICY**

Please refer to the catalog section titled "Federal Return of Title IV Funds Policy" for further details that may affect the return of federal funds.

## **ILLINOIS STUDENT INFORMATION CANCELLATION POLICY**

All notices of cancellation should be in writing, signed and dated, and mailed or delivered to the Admission's Office 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 student applicant was not provided a copy of a valid enrollment agreement and a current catalog;
  - (4) The school fails to conduct classes on days or scheduled times, detrimentally affecting the student;
  - (5) The school cancels the student's program. The student applicant will be returned all monies paid the latter of:
  - (6) The student applicant cancels this agreement within five business days after the postmark date of the letter of acceptance;
  - (7) The student applicant cancels this agreement within five business days following a tour of the school and inspection of school equipment;
  - (8) The student applicant cancels this agreement within the first five days of attendance following the first scheduled class of the first academic year.
- (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)(7) or (a)(8) above do not apply.

**REFUND POLICY**

Notification of intent to withdraw should be made to the Registrar's Office located at your campus.

- (a) A student who withdraws after five days of scheduled class attendance, but before completing 75% of the first academic year, will be refunded a prorated amount of tuition and fees, less the application fee (if applicable), rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the first academic year is not entitled to a refund of tuition and fees applicable to the first academic year.
- \* Amount of tuition and fees retained by the school for students who withdraw within the first 5% will not exceed \$300.00.

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

- (b) A student who withdraws during a subsequent academic year, and before completing 75% of the subsequent academic year, will be refunded a prorated amount of tuition and fees applicable to the subsequent academic year, rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the subsequent academic year is not entitled to a refund of tuition and fees applicable to the subsequent academic year.
- \* Amount of tuition and fees retained by the school for students who withdraw within the first 5% will not exceed \$300.00.

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

**PAYMENT OF REFUNDS**

Refunds due to the student will be paid within 30 days of the date of determination of withdrawal.

**FEDERAL RETURN OF TITLE IV FUNDS POLICY**

Please refer to the catalog section titled "Federal Return of Title IV Funds Policy" for further details that may affect the return of federal funds.

Any student or employee of a school approved by the Illinois State Board of Education act who believes (s)he has been aggrieved by a violation of the act shall have the right to file a written complaint within one year of the alleged violation. Complaints against this school may be registered with the state board of education. If you believe your rights have been violated, you may file a written complaint with the Illinois State Board of Education at one of the addresses listed below:

Illinois State Board of Education  
 Private Business & Vocational Schools  
 Accountability Division  
 100 West Randolph, Suite 14-300  
 Chicago, Illinois 60601-3405  
 Telephone: (312) 814-5818

Illinois State Board of Education  
 Private Business & Vocational Schools  
 Accountability Division  
 100 North First Street, E230  
 Springfield, Illinois 62777-0001  
 Telephone: (217) 782-2948

**INDIANA STUDENT INFORMATION  
 CANCELLATION POLICY**

All notices of cancellation should be in writing, signed and dated, and mailed or delivered to the Admission's 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 six 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.
- (b) The student applicant will be returned all monies paid, less the application fee (if applicable), if this agreement is cancelled more than six business days after signing the agreement and (a)(5) or (a)(6) 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 prepare the Indiana Refund Policy and the Institutional Refund Policy and administer the most beneficial refund for the student.

- (1) A student who withdraws after six days of scheduled class attendance of the first academic year will receive a refund in accordance with the following *Indiana Policy*, less the application fee (if applicable):

<u>Time Attended</u>	<u>Percent of Refund</u>
Within First Week	90%
After first week; up to 25%	75%
More than 25%; up to 50%	50%
More than 50%; up to 60%	40%
More than 60%	0%

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

- (2) A student who withdraws during a subsequent academic year will receive a refund applicable to the subsequent academic year in accordance with the following schedule:

<u>Time Attended</u>	<u>Refund Percent</u>
Within First Week	90%
After first week; up to 25%	75%
More than 25%; up to 50%	50%
More than 50%; up to 60%	40%
More than 60%	0%

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

- (a) (1) A student who withdraws after five days of scheduled class attendance but before completing 75% of the first academic year will receive a refund in accordance with the following *Institutional Policy*:

A student who withdraws after five days of scheduled class attendance, but before completing 75% of the first academic year, will be refunded a prorated amount of tuition and fees, less the application fee (if applicable), rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the first academic year is not entitled to a refund of tuition and fees applicable to the first academic year.

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

- (2) A student who withdraws during a subsequent academic year, and before completing 75% of the subsequent academic year, will be refunded a prorated amount of tuition and fees applicable to the subsequent academic year, rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the subsequent academic year is not entitled to a refund of tuition and fees applicable to the subsequent academic year.

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

**PAYMENT OF REFUNDS**

Refunds due to the student will be paid within 30 days of the date of determination of withdrawal.

**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.

## **LOUISIANA STUDENT INFORMATION**

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

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

## **MARYLAND STUDENT INFORMATION**

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

## **MASSACHUSETTS STUDENT INFORMATION**

### **CANCELLATION POLICY**

All notices of cancellation should be in writing, signed and dated, and mailed or delivered to the Admissions Office 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 calendar days after signing the agreement and making an initial payment;
  - (5) The student applicant cancels this agreement within five calendar days following a tour of the school and inspection of school equipment;
  - (6) The student applicant cancels this agreement within the first five calendar days of attendance following the first scheduled class of the first academic year.
- (b) The student applicant will be returned all monies paid, less the application fee (if applicable), if this agreement is cancelled more than five calendar days after signing the agreement and (a)(5) or (a)(6) above do not apply.

### **REFUND POLICY**

Notification of intent to withdraw should be made to the Registrar's Office located at your campus indicated. The school will prepare the Massachusetts Refund Policy and the Institutional Refund Policy and administer the most beneficial refund for the student.

- (a) A student who withdraws after five days of scheduled class attendance but before or upon completing 75% of the program will receive a refund in accordance with the following *Massachusetts Policy (as per M.G.L.C.255 Sec. 13K)*, less the application fee (if applicable):
  - (1) You may terminate this agreement at any time.
  - (2) If you terminate this agreement within five days you will receive a refund of all monies paid, provided that you have not commenced the program.
  - (3) If you subsequently terminate this agreement prior to the commencement of the program, you will receive a refund of all monies paid, less the actual reasonable administrative costs described in paragraph 7.
  - (4) If you terminate this agreement during the first quarter of the program, you will receive a refund of at least seventy-five per cent of the tuition and fees, less the actual reasonable administrative costs described in paragraph 7.
  - (5) If you terminate this agreement during the second quarter of the program, you will receive a refund of at least fifty per cent of the tuition and fees, less the actual reasonable administrative costs described in paragraph 7.
  - (6) If you terminate this agreement during the third quarter of the program, you will receive a refund of at least twenty-five per cent of the tuition and fees, less the actual reasonable administrative costs described in paragraph 7.
  - (7) If you terminate this agreement after the initial five day period, you will be responsible for actual reasonable administrative costs incurred by the school to enroll you and to process your application, which administrative costs shall not exceed fifty dollars or five per cent of the contract price, whichever is less. A list of such administrative costs is attached hereto and made a part of this agreement.
  - (8) If you wish to terminate this agreement, you must inform the school in writing of your termination, which will become effective on the day such writing is mailed.
  - (9) The school is not obligated to provide any refund if you terminate this agreement during the fourth quarter of the program.

The percent of time attended is based on the number of clock hours of attendance compared to the number of clock hours in the program. Official withdrawal, for refund computation purposes, is the last day of recorded attendance.

- (b) A student who withdraws after five days of scheduled class attendance but before completing 75% of the first academic year will receive a refund in accordance with the following *Institutional Policy*:
  - (1) A student who withdraws after five days of scheduled class attendance, but before completing 75% of the first academic year, will be refunded a prorated amount of tuition and fees, less the application fee (if applicable), rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the first academic year is not entitled to a refund of tuition and fees applicable to the first academic year.

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

- (2). A student who withdraws during a subsequent academic year, and before completing 75% of the subsequent academic year, will be refunded a prorated amount of tuition and fees applicable to the subsequent academic year, rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the subsequent academic year is not entitled to a refund of tuition and fees applicable to the subsequent academic year.

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

### **ADMINISTRATIVE COSTS**

Administrative costs are equal to \$50.

### **PAYMENT OF REFUNDS**

Refunds due to the student will be paid within 30 days of the date of determination of withdrawal.

### **FEDERAL RETURN OF TITLE IV FUNDS POLICY**

Please refer to the catalog section titled "Federal Return of Title IV Funds Policy" for further details that may affect the return of federal funds.

### **ENTRANCE REQUIREMENTS**

Applicants must provide proof of high school graduation, or its equivalent, or a passing score on an independently administered, standardized, nationally recognized test approved by the U.S. Department of Education, prior to the beginning of classroom attendance, prior to the beginning of classroom attendance.

### **LATE REGISTRATION**

Late registrations will be accepted within three days from a scheduled start date.

### **MINNESOTA STUDENT INFORMATION**

#### **BUYER'S RIGHT TO CANCEL POLICY**

All notices of cancellation should be in writing, signed and dated, and mailed or delivered to the Admission's Office located at your campus. Notice of cancellation shall be acknowledged in writing within ten days of receipt of such notice. Notification of a student's cancellation will be made within 30 days to any agency known to the school to be providing financial aid. A student may cancel his/her enrollment at any time before the commencement of his/her course/program. "Student" means the student if the student is the party to the contract, or the student's parent or guardian or another person if the parent or guardian or other person is the party to the contract on behalf of the student.

- (1) The school rejects the applicant. Student applicant will be notified in writing of acceptance or rejection;
- (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 closes or 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 the postmark date of the letter of acceptance, regardless of whether the course/program has started. The cancellation date is considered to be the postmark date of the notice of cancellation or, if hand delivered, on the date the notice is delivered to the school;
- (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 at any time after signing this agreement and within five business days following the day of the first class of the first academic year.

### **REFUND POLICY**

Notification of intent to withdraw should be made to the Registrar's Office located at your campus.

- (a) A student who withdraws after five days of scheduled class attendance but before completing 75% of the first academic year will be refunded a prorated amount of tuition and fees, less the application fee (if applicable), less any unpaid charges. A student who withdraws after completing 75% or more of the first academic year is not entitled to a refund of tuition and fees applicable to the first academic year.

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

- (b) A student who withdraws during a subsequent academic year but before completing 75% of the subsequent academic year will be refunded a prorated amount of tuition and fees applicable to the subsequent academic year, less any unpaid charges. A student who withdraws after completing 75% or more of the subsequent academic year is not entitled to a refund of tuition and fees applicable to the subsequent academic year.

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

## **PAYMENT OF REFUNDS**

Refunds due to the student will be paid within 30 days of the date of determination of withdrawal. The refund policy is not conditional upon compliance with the school's student conduct code.

## **FEDERAL RETURN OF TITLE IV FUNDS POLICY**

Please refer to the catalog section titled "Federal Return of Title IV Funds Policy" for further details that may affect the return of federal funds.

It is not the practice of the school to transfer or sell promissory instruments; however, promissory instruments will not be negotiated prior to completion of 50% of the course of instruction. Student inquiries may be directed to the Minnesota Office of Higher Education, 1450 Energy Park Drive, Suite 350, St. Paul, MN 55108-5227.

## **MISSISSIPPI STUDENT INFORMATION**

### **Recruitment of Mississippi Students:**

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

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

## **MISSOURI STUDENT INFORMATION**

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

### **Instructor Qualifications:**

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

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

## **OHIO STUDENT INFORMATION**

If a complaint is not settled at the institutional level, the student may contact the Ohio State Board of Career Colleges and Schools, 35 East Gray Street, Suite 403, Columbus, OH 43215. Telephone: 614-466-2752.

## **OKLAHOMA STUDENT INFORMATION**

### **CANCELLATION POLICY**

All notices of cancellation should be in writing, signed and dated, and mailed or delivered to the Admission's Office 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.
- (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) or (a)(6) above do not apply.

## **REFUND POLICY**

Notification of intent to withdraw should be made to the Registrar's Office located at your campus.

- (a) A student who withdraws after five days of scheduled class attendance, but before completing 75% of the first academic year, will be refunded a prorated amount of tuition and fees, less the application fee (if applicable), rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 20.1% up to 25% will be rounded to 25% and a 75% refund will be given. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the first academic year is not entitled to a refund of tuition and fees applicable to the first academic year.

\***Georgia Students:** Amount of tuition and fees retained by the school for Georgia students who withdraw within the first 5% of the first academic year will not exceed 5% of tuition.

\***Oklahoma Students:** Amount of tuition and fees retained by the school for Oklahoma students who withdraw within the first week will not exceed \$350.00.

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

- (b) A student who withdraws during a subsequent academic year, and before completing 75% of the subsequent academic year, will be refunded a prorated amount of tuition and fees applicable to the subsequent academic year, rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 20.1% up to 25% will be rounded to 25% and a 75% refund will be given. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the subsequent academic year is not entitled to a refund of tuition and fees applicable to the subsequent academic year.

\***Georgia Students:** Amount of tuition and fees retained by the school for Georgia students who withdraw within the first 5% of a subsequent academic year will not exceed 5% of tuition.

\***Oklahoma Students:** Amount of tuition and fees retained by the school for Oklahoma students who withdraw within the first week will not exceed \$350.00.

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

## **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 of the date of determination of withdrawal.

## **FEDERAL RETURN OF TITLE IV FUNDS POLICY**

Please refer to the catalog section titled "Federal Return of Title IV Funds Policy" for further details that may affect the return of federal funds.

## **BOOKS AND TOOLS**

Books and a set of tools will be provided (loaned) to the student at no additional charge. A book and tool deposit must be made upon registration for the first enrollment period. The deposit will be returned within 30 days of student separation from school provided all books and tools are returned in the same condition as received less normal wear. The cost of lost or damaged books and tools will be deducted from the deposit. If the losses or damages exceed the deposit, student must pay the difference prior to separation from school.

## **CATALOG ADDENDUM**

This catalog is not complete without the accompanying addendum.

## **OREGON STUDENT INFORMATION**

### **CANCELLATION POLICY**

All notices of cancellation should be in writing, signed and dated, and mailed or delivered to the Admission's Office 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.

- (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) or (a)(6) 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 prepare the Oregon Refund Policy and the Institutional Refund Policy and administer the most beneficial refund for the student.

- (a) (1) A student who withdraws after five days of scheduled class attendance of the first academic year will receive a refund in accordance with the following *Oregon Policy*:

A student who withdraws after five days of scheduled class attendance but before completing 50% of the first academic year will be refunded a prorated amount of tuition and fees, less the application fee (if applicable), less any unpaid charges. A student who withdraws after completing 50% or more of the first academic year is not entitled to a refund of tuition and fees applicable to the first academic year.

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

(2) A student who withdraws during a subsequent academic year but before completing 50% of the subsequent academic year will be refunded a prorated amount of tuition and fees applicable to the subsequent academic year, less any unpaid charges. A student who withdraws after completing 50% or more of the subsequent academic year is not entitled to a refund of tuition and fees applicable to the subsequent academic year.

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

- (b) (1) A student who withdraws after five days of scheduled class attendance but before completing 75% of the first academic year will receive a refund in accordance with the following *Institutional Policy*:

A student who withdraws after five days of scheduled class attendance, but before completing 75% of the first academic year, will be refunded a prorated amount of tuition and fees, less the application fee (if applicable), rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the first academic year is not entitled to a refund of tuition and fees applicable to the first academic year.

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

- (2) A student who withdraws during a subsequent academic year, and before completing 75% of the subsequent academic year, will be refunded a prorated amount of tuition and fees applicable to the subsequent academic year, rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the subsequent academic year is not entitled to a refund of tuition and fees applicable to the subsequent academic year.

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

### **PAYMENT OF REFUNDS**

Refunds due to the student will be paid within 30 days of the date of determination of withdrawal.

### **FEDERAL RETURN OF TITLE IV FUNDS POLICY**

Please refer to the catalog section titled "Federal Return of Title IV Funds Policy" for further details that may affect the return of federal funds.

### **STUDENT ACADEMIC GRIEVANCE PROCEDURE**

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

8. If the decision is disputed by the student, all relevant information will be forwarded within one working day to the President of WyoTech. The President will review the complaint and render a binding decision within two days of hearing the complaint. The student will receive a written response.

Students aggrieved by action of the school should attempt to resolve these problems with appropriate school officials. Should this procedure fail, students may contact: Oregon Department of Education, Public Service Building; Mailing Address: 255 Capitol Street NE, Salem, Oregon 97310-0203, or by calling (503) 378-3600 Ext. 2671.

### **PENNSYLVANIA STUDENT INFORMATION**

In §6502 of the Private Licensed Schools Act, a multi-branch training school is defined as a facility located within the same county and is administratively an integral part of the licensed school. The Pennsylvania Department of Education does not consider the Pennsylvania location a branch campus of the main campus located in Laramie, Wyoming for licensing purposes. The Pennsylvania Department of Education recognizes the Blairsville campus as a separate private licensed school.

The school does not guarantee employment following graduation. To obtain maximum employment opportunities the student may be required to relocate outside of Blairsville upon successful completion of the program.

Any questions or concerns not satisfactorily resolved by the school may be brought to the attention of the Pennsylvania State Board of Private Licensed Schools, 333 Market Street, Harrisburg, PA 17126-0333.

### **SOUTH CAROLINA STUDENT INFORMATION**

Students aggrieved by action of the school should attempt to resolve these problems with appropriate school officials. Should this procedure fail, students may contact: South Carolina Commission on Higher Education, 1333 Main Street, Suite 200, Columbia, SC 29201, (803) 737-2260.

#### **Instructor Qualifications**

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

### **TENNESSEE STUDENT INFORMATION**

Inquiries or grievances not resolved on the institutional level may be forwarded to the: Tennessee Higher Education Commission, Parkway Towers Suite 1900, 404 James Robertson Parkway, Nashville, TN 37243-0830, (615) 741-5293.

#### **Instructor Qualifications**

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

#### **Transferring Credits**

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

#### **Job Placement and Graduation Information**

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

### **TEXAS STUDENT INFORMATION CANCELLATION POLICY**

All notices of cancellation should be in writing, signed and dated, and mailed or delivered to the Admission's Office 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.
- (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) or (a)(6) above do not apply.

### **REFUND POLICY**

Notification of intent to withdraw should be made to the Registrar's Office located at your campus.

- (a) A student who withdraws after five days of scheduled class attendance, but before completing 75% of the first academic year, will be refunded a prorated amount of tuition and fees, less the application fee (if applicable), rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 20.1% up to 25% will be rounded to 25% and a 75% refund will be given. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the first academic year is not entitled to a refund of tuition and fees applicable to the first academic year.

\***Georgia Students:** Amount of tuition and fees retained by the school for Georgia students who withdraw within the first 5% of the first academic year will not exceed 5% of tuition.

\***Oklahoma Students:** Amount of tuition and fees retained by the school for Oklahoma students who withdraw within the first week will not exceed \$350.00.

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

- (b) A student who withdraws during a subsequent academic year, and before completing 75% of the subsequent academic year, will be refunded a prorated amount of tuition and fees applicable to the subsequent academic year, rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 20.1% up to 25% will be rounded to 25% and a 75% refund will be given. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the subsequent academic year is not entitled to a refund of tuition and fees applicable to the subsequent academic year.

\***Georgia Students:** Amount of tuition and fees retained by the school for Georgia students who withdraw within the first 5% of a subsequent academic year will not exceed 5% of tuition.

\***Oklahoma Students:** Amount of tuition and fees retained by the school for Oklahoma students who withdraw within the first week will not exceed \$350.00.

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

### **SPECIAL REFUND CIRCUMSTANCES**

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

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

A student of the school who withdraws from the school as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for the program in which the student is enrolled: (1) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal; (2) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or (3) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor(s) of the program determine that the student has: (A) satisfactorily completed at least 90 percent of the required coursework for the program; and (B) demonstrated sufficient mastery of the program material to receive credit for completing the program.

### **PAYMENT OF REFUNDS**

Refunds due to the student will be paid within 30 days of the date of determination of withdrawal.

### **FEDERAL RETURN OF TITLE IV FUNDS POLICY**

Please refer to the catalog section titled "Federal Return of Title IV Funds Policy" for further details that may affect the return of federal funds.

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

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

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

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

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

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

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

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

**Street Rod & Custom Fabrication with Diesel Technology:** Diesel: Service and troubleshoot 3 skidsteer loaders using the service manuals, tools, and lab sheets. Identify Cummins CELECT fuel system components. Explain the operation of both manual and electronic Cummins fuel systems and troubleshoot the systems, using the proper manuals and test equipment. Perform tune-up procedures on Caterpillar, Cummins, Detroit, John Deere, Deutz, Navistar, Mack, and Perkins diesel engines. Identify and properly rebuild a Fuller transmission to industry standards using handouts, proper service manuals

and special tools. Street Rod & Custom Fabrication: Perform various MIG & TIG welds. Sheet metal restoration and shaping executed by using basic hand tools and large equipment. Custom paint and application techniques are also required.

Collision/Refinishing & Upholstery Technology: Collision: Cosmetic dent repair, sheet metal / structural welding, bolt-on panel replacement, frame / unibody measuring, door glass replacement, body panel alignment and mechanical / electrical / advanced vehicle systems. Refinishing: media paint stripping, paint surface preparation, paint mixing / reducing, vehicle detailing, damage estimating, plastic parts repair and refinishing, spot paint repair. Trim and Upholstery: calculate, layout, and sew all insert designs, construct seat covers, repair seat foam, cushion and frame, operate a machine button and produce buttons, recover headrests and armrests, construct pillow design seat covers, auto glass replacements, install headliners, cover sun visors, cover trim panels, install carpet and padding, MIG welding, chemical repair, upholstery estimates, vinyl repair, window tinting, tire and tonneau covering.

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

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

Automotive Technology with Light Duty Diesel: Automotive: Using hand-held meters along with various wiring schematics, correctly diagnose and solve basic automotive electrical system malfunctions. Use various electronic diagnostic equipment to correctly diagnose and repair automotive ignition systems, fuel delivery systems, emission systems, and OBD computer systems. Removal, disassembly, inspection, component replacement, reassembly, and dyno testing of electronic controlled transaxles. Using various equipment, demonstrate proper diagnostic and repair procedures on a vehicle's brake system, suspension system, supplemental restraint system, and air-conditioning system. Light Duty Diesel: diagnose and correct emissions problems, diagnosis, service and repair ABS brakes, differentials, transfer cases, CV joints and drivelines; service front axle king pins, axles and vehicle alignments; service steering systems, PTO driven hydraulic systems, clutch assemblies, automatic and manual transmissions and HVAC systems;; diagnose and adjust air-suspension systems; benefits and procedures for preventative maintenance and inspection; processes for electronically diagnosing, maintenance schedules, calibrate and troubleshoot for Dodge Cummins, Ford Powerstroke and General Motors Duramax engines; VNT and VGT turbocharger operations and diagnostics; drivability concerns using a chassis dynamometer; diagnose and correct various starting and charging systems problems; utilize a service information system to assist with diagnosis and correction of problems on light diesel powered vehicles.

Diesel Technology with Light Duty Diesel: Diesel: Service and troubleshoot skidsteer loaders using the service manuals, tools, and lab sheets. Identify Cummins Celect fuel system components. Explain the operation of both manual and electronic Cummins fuel systems and troubleshoot the systems, using the proper manuals and test equipment. Perform tune-up procedures on Caterpillar, Cummins, Detroit, diesel engines. Identify and properly rebuild an Eaton transmission to industry standards using handouts, proper service manuals and special tools. Light Duty Diesel: diagnose and correct emissions problems, diagnosis, service and repair ABS brakes, differentials, transfer cases, CV joints and drivelines; service front axle king pins, axles and vehicle alignments; service steering systems, PTO driven hydraulic systems, clutch assemblies, automatic and manual transmissions and HVAC systems;; diagnose and adjust air-suspension systems; benefits and procedures for preventative maintenance and inspection; processes for electronically diagnosing, maintenance schedules, calibrate and troubleshoot for Dodge Cummins, Ford Powerstroke and General Motors Duramax engines; VNT and VGT turbocharger operations and diagnostics; drivability concerns using a chassis dynamometer; diagnose and correct various starting and charging systems problems; utilize a service information system to assist with diagnosis and correction of problems on light diesel powered vehicles.

Automotive Technology with High Performance Power Trains: Automotive: Using hand-held meters along with various wiring schematics, correctly diagnose and solve basic automotive electrical system malfunctions. Use various electronic

diagnostic equipment to correctly diagnose and repair automotive ignition systems, fuel delivery systems, emission systems, and OBD computer systems. Removal, disassembly, inspection, component replacement, reassembly, and dyno testing of electronic controlled transaxles. Using various equipment, demonstrate proper diagnostic and repair procedures on a vehicle's brake system, suspension system, supplemental restraint system, and air-conditioning system. High Performance Power Trains: configure, calibrate and troubleshoot an engine block, cylinder head, exhaust system, transmission/transaxle, suspension, lubrication, filtration, cooling and braking systems for performance enhancement; perform upgrades on powertrains, turbo and super chargers, cooling systems, air coolers, auxiliary pumps, computer controlled thermostats and braking systems; perform electronic upgrades on engines, induction, exhaust, transmission, suspensions, fuel management, ignition, engine management, emissions, automatic transmission control and body and chassis control systems.

Diesel Technology with High Performance Power Trains: Diesel Service and troubleshoot skidsteer loaders using the service manuals, tools, and lab sheets. Identify Cummins Celect fuel system components. Explain the operation of both manual and electronic Cummins fuel systems and troubleshoot the systems, using the proper manuals and test equipment. Perform tune-up procedures on Caterpillar, Cummins, Detroit, diesel engines. Identify and properly rebuild an Eaton transmission to industry standards using handouts, proper service manuals and special tools. High Performance Power Trains: configure, calibrate and troubleshoot an engine block, cylinder head, exhaust system, transmission/transaxle, suspension, lubrication, filtration, cooling and braking systems for performance enhancement; perform upgrades on powertrains, turbo and super chargers, cooling systems, air coolers, auxiliary pumps, computer controlled thermostats and braking systems; perform electronic upgrades on engines, induction, exhaust, transmission, suspensions, fuel management, ignition, engine management, emissions, automatic transmission control and body and chassis control systems.

### Student Academic Grievance Procedure

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

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

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

Basic Engine Management Systems	(Theory: 130, Lab: 120, Credit: 10.0)
Drivability Diagnostics	(Theory: 110, Lab: 140, Credit: 10.0)
Drivetrain Systems	(Theory: 121, Lab: 129, Credit: 10.0)
Chassis	(Theory: 127, Lab: 123, Credit: 10.0)
Collision Repair I	(Theory: 111, Lab: 139, Credit: 12.0)
Collision Repair II	(Theory: 116.5, Lab: 133.5, Credit: 12.0)
Refinishing I	(Theory: 85.5, Lab: 164.5, Credit: 11.0)
Refinishing II	(Theory: 57.5, Lab: 192.5, Credit: 10.0)
Engine Maintenance Systems & Refrigeration	(Theory: 137.5, Lab: 112.5, Credit: 10.0)
Fluid Power & Electrical Systems	(Theory: 111.5, Lab: 138.5, Credit: 10.0.)
Engines	(Theory: 92, Lab: 158, Credit: 10.0)
Power Trains	(Theory: 117, Lab: 133, Credit: 10.0)
Drive Train, Cab & Chassis	(Theory: 95, Lab: 155, Credit: 10.0)
Powerplants & Electrical	(Theory: 95, Lab: 155, Credit: 10.0)
Motorsports Chassis Fabrication I	(Theory: 102, Lab: 148, Credit: 10.0)
Motorsports Chassis Fabrication II	(Theory: 83, Lab: 167, Credit: 10.0)
Performance Mechanical	(Theory: 95, Lab: 155, Credit: 10.0)
Performance Electrical	(Theory: 95, Lab: 155, Credit: 10.0)
Basic Street Rod	(Theory: 63, Lab: 187, Credit: 10.0)
Advanced Street Rod	(Theory: 60, Lab: 190, Credit: 10.0)

Trim and Upholstery I	(Theory: 54, Lab: 196, Credit: 10.0)
Trim and Upholstery II	(Theory: 51, Lab: 199, Credit: 10.0)
Accounting and Financial Management	(Theory: 63.5, Lab: 20.5, Credit: 4.5)
Computers and Business Applications	(Theory: 50.5, Lab: 32.5, Credit: 4.0)
Communications	(Theory: 55, Lab: 28, Credit: 4.5)
Management Concepts	(Theory: 45.5, Lab: 37.5, Credit: 4.0)
Human Resource Management	(Theory: 44.0, Lab: 39, Credit: 4.0)
Shop Management	(Theory: 44.5, Lab: 39.5, Credit: 4.0)

## **WASHINGTON STUDENT INFORMATION**

### **CANCELLATION POLICY**

All notices of cancellation should be in writing, signed and dated, and mailed or delivered to the Admission's Office 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.
- (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) or (a)(6) above do not apply.

### **REFUND POLICY**

Notification of intent to withdraw should be made to the Registrar's Office located at your campus.

- (a) A student who withdraws after five days of scheduled class attendance, but before completing 75% of the first academic year, will be refunded a prorated amount of tuition and fees, less the application fee (if applicable), rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 20.1% up to 25% will be rounded to 25% and a 75% refund will be given. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the first academic year is not entitled to a refund of tuition and fees applicable to the first academic year.

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

- (b) A student who withdraws during a subsequent academic year, and before completing 75% of the subsequent academic year, will be refunded a prorated amount of tuition and fees applicable to the subsequent academic year, rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 20.1% up to 25% will be rounded to 25% and a 75% refund will be given. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the subsequent academic year is not entitled to a refund of tuition and fees applicable to the subsequent academic year.

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

### **PAYMENT OF REFUNDS**

Refunds due to the student will be paid within 30 days of the date of determination of withdrawal.

### **FEDERAL RETURN OF TITLE IV FUNDS POLICY**

Please refer to the catalog section titled "Federal Return of Title IV Funds Policy" for further details that may affect the return of federal funds.

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

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

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

## **WASHINGTON HIGHER EDUCATION COORDINATING BOARD DEGREE AUTHORIZATION AGENCY**

WyoTech is authorized by the Washington Higher Education Coordinating Board (HECB) and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes WyoTech to offer the following degree programs: Associate in Specialized Technology in Automotive Technology and Management; Associate in Specialized Technology in Automotive Technology with Motorsports Chassis Fabrication and Management; Associate in Specialized Technology in Automotive Technology with Street Rod and Management; Associate in Specialized Technology in Collision/Refinishing Technology and Management; Associate in Specialized Technology in Collision/Refinishing Technology with Motorsports Chassis Fabrication and Management; Associate in Specialized Technology in Collision/Refinishing Technology with Street Rod and Management; and Associate in Specialized Technology in Diesel Technology and Management. Authorization by the HECB does not carry with it an endorsement by the board of the institution or its programs. Any person desiring information about the requirement of the Act or the applicability of those requirements to the institution may contact the HECB office at P.O. Box 43430, Olympia, WA 98504-3430

## **WISCONSIN STUDENT INFORMATION CANCELLATION POLICY**

All notices of cancellation should be in writing, signed and dated, and mailed or delivered to the Admission's Office at your campus. If you cancel, any property traded in, any payments made by you under the contract or sale, and any negotiable instruments executed by you will be returned within 10 business days following receipt by the seller of your cancellation notice, and any security interest arising out of the transaction will be cancelled.

- (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 receipt of a notice of acceptance, by certified mail, from the school;
  - (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.
- (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) or (a)(6) above do not apply.

## **REFUND POLICY**

Notification of intent to withdraw should be made to the Registrar's Office located at your campus.

- (a) A student who withdraws after five days of scheduled class attendance, but before completing 75% of the first academic year, will be refunded a prorated amount of tuition and fees, less the application fee (if applicable), rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the first academic year is not entitled to a refund of tuition and fees applicable to the first academic year.

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

- (b) A student who withdraws during a subsequent academic year, and before completing 75% of the subsequent academic year, will be refunded a prorated amount of tuition and fees applicable to the subsequent academic year, rounded down to the nearest 10%, less any unpaid charges. Attendance resulting in a percent of 70.1% up to 75% will be rounded to 75%. A student who withdraws after completing 75% or more of the subsequent academic year is not entitled to a refund of tuition and fees applicable to the subsequent academic year.

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

## **PAYMENT OF REFUNDS**

Refunds due to the student will be paid within 30 days of the date of determination of withdrawal.

## **FEDERAL RETURN OF TITLE IV FUNDS POLICY**

Please refer to the catalog section titled "Federal Return of Title IV Funds Policy" for further details that may affect the return of federal funds.

## **WISCONSIN STUDENTS**

**Career Services Assistance:** The school provides employment assistance to graduates in good standing at no additional charge. This service is not given as an inducement to enroll, and no guarantee or representation of employment is made or implied. Services offered by the Career Services office include resume development and distribution, on-campus employer visits, and computerized referral systems. **NOTICE:** Any holder of this consumer credit agreement is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor hereunder.

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

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

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

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

**Definition of a Clock Hour/Contact Hour:** The WEAB defines "clock hour" as a 60 minute period, and a "contact hour" as 50 minutes of supervised or directed instruction in a 60 minute period.

**Transferability of Credits:** The admissions office of the receiving school should be consulted regarding transferability of credits from WyoTech.

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

**Attendance Policy:** The attendance policy does not distinguish between excused or unexcused absences or tardies.

Students aggrieved by action of the school should attempt to resolve these problems with appropriate school officials. Should this procedure fail, students may contact: Wisconsin Educational Approval Board, 30 W. Mifflin Street, 9th Floor, Madison, Wisconsin 53703, (608) 266-1996.

## APPENDIX B: TUITION AND FEES

Program Offerings	Program Length	Credit Hours	Program Tuition
<b>Diploma Programs</b>			
Auto/Diesel Vehicle Technology	9 mo.	60.0	\$25,500
Automotive Technology with Trim and Upholstery Technology	9 mo.	60.0	\$25,500
Automotive Technology with High Performance Power Trains	9 mo.	60.0	\$25,700
Automotive Technology with Light Duty Diesel	9 mo.	60.0	\$25,700
Collision/Refinishing and Upholstery Technology	9 mo.	65.0	\$25,500
Diesel/Auto Vehicle Technology	9 mo.	60.0	\$25,500
Diesel Technology with Trim and Upholstery Technology	9 mo.	60.0	\$25,500
Diesel Technology with High Performance Power Trains	9 mo.	60.0	\$25,700
Diesel Technology with Light Duty Diesel	9 mo.	60.0	\$25,700
Motorsports Chassis Fabrication with Automotive Technology	9 mo.	60.0	\$25,700
Motorsports Chassis Fabrication with Collision/Refinishing Technology	9 mo.	65.0	\$25,700
Motorsports Chassis Fabrication with Diesel Technology	9 mo.	60.0	\$25,700
Street Rod and Custom Fabrication with Automotive Technology	9 mo.	60.0	\$25,700
Street Rod and Custom Fabrication with Collision/Refinishing Technology	9 mo.	65.0	\$25,700
Street Rod and Custom Fabrication with Diesel Technology	9 mo.	60.0	\$25,700
<b>Associate in Specialized Technology Degree Programs</b>			
Automotive Technology and Management	9 mo.	65.0	\$23,700
Collision/Refinishing Technology and Management	9 mo.	70.0	\$23,700
Diesel Technology and Management	9 mo.	65.0	\$23,700

### Technology Fee (Degree Programs only)

There is a \$1,500 technology fee for students enrolled in a degree granting program.

### Materials Fee (Diploma Programs only)

There is a \$750 materials fee for students enrolled in a diploma program.

Books and tools are loaned to the student at no additional charge.

### Tool Deposit

Refundable tool deposit - \$100

### Housing Fees, Deposits, and Rent

Non-refundable housing reservation fee	\$50
Refundable damage deposit	\$150
Rent per month – Indy Park	\$400
Rent per month – Oakland Rooney	\$300

\*Room rates apply to two people assigned to a dorm unit, or three or four people assigned to a two bedroom apartment.

### Application Fee

A \$100 application fee will be due at the time of signing the enrollment agreement.



## APPENDIX C: ACADEMIC CALENDAR

### Fall Schedule 2009

Registration .....	September 25, 2009
First Course .....	September 28 – November 6, 2009
*November Registration .....	November 9, 2009
Second Course .....	November 9 – December 18, 2009
Thanksgiving Holiday .....	November 26 – 27, 2009
Finals & Graduation .....	December 18, 2009
Winter Break .....	December 19 – December 27, 2009

### Winter Schedule 2010

Registration .....	December 28, 2009
First Course .....	December 28, 2009 – February 5, 2010
New Year's Holiday .....	January 1, 2010
*February Registration .....	February 8, 2010
Second Course .....	February 8 – March 19, 2010
Finals & Graduation .....	March 19, 2010
Spring Break .....	March 20 – March 28, 2010

### Spring Schedule 2010

Registration .....	March 26, 2010
First Course .....	March 29– May 7, 2010
*May Registration .....	May 10, 2010
Second Course .....	May 10 – June 18, 2010
Memorial Day Holiday .....	May 31, 2010
Finals & Graduation .....	June 18, 2010
Summer Break .....	June 19 – June 27, 2010

### Summer Schedule 2010

Registration .....	June 25, 2010
First Course .....	June 28 – August 6, 2010
*August Registration .....	August 9, 2010
Second Course .....	August 9 – September 17, 2010
Labor Day Holiday .....	September 6, 2010
Finals & Graduation .....	September 17, 2010
Fall Break .....	September 18 – September 26, 2010

### Fall Schedule 2010

Registration .....	September 24, 2010
First Course .....	September 27 – November 5, 2010
*November Registration .....	November 8, 2010
Second Course .....	November 8 – December 17, 2010
Thanksgiving Holiday .....	November 25 – 26, 2010
Finals & Graduation .....	December 17, 2010
Winter Break .....	December 18 – December 26, 2010

### Winter Schedule 2011

Registration .....	December 27, 2010
First Course .....	December 27, 2010– February 4, 2011
*February Registration .....	February 7, 2011
Second Course .....	February 7 – March 18, 2011
Finals & Graduation .....	March 18, 2011
Spring Break .....	March 19 – March 27, 2011

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