ADDENDUM, Effective January 11, 2016 for DEGREE PROGRAMS and February 8, 2016 for DIPLOMA PROGRAMS: The following highlighted tuition prices have been updated in the catalog:

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

ADDENDUM, Effective December 30, 2015: The following language has been added to the catalog:

**CODE OF STUDENT CONDUCT**

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

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

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

**SEXUAL HARASSMENT POLICY**

WyoTech strives to provide a safe working and learning environment at all its schools and is committed to creating and sustaining a positive learning environment, free of discrimination, including sexual violence, dating violence, domestic violence and stalking. Such behaviors are prohibited both by law and School policy, and will not be tolerated on any WyoTech campus. The School will respond promptly to reports of sexual harassment and sexual violence and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates School policy.

Refer to Appendix A for further information.

**APPENDIX A**

**Statement on Sexual Misconduct Response and Prevention**

**Scope**

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

**Definitions**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

VAWA Incident – an incident in relation to domestic violence, dating violence, and stalking
Reporting of Crimes
In emergency situations, the person reporting the crime should call 9-1-1 for an immediate response from the local law enforcement agency. Thereafter, the crime should be reported to the Campus Security Authority and the appropriate managers indicated on the Emergency Security Escalation Procedures.

In non-emergency situations, the crime should be reported as soon as possible to the Campus Security Authority, the local law enforcement agency and the appropriate management. All students, employees, and campus guests are encouraged to report all crimes and public safety-related incidents to the Campus Security Authority in a timely manner. The Campus Security Authority shall document each incident reported. All incident reports shall be reviewed by the Campus President and Corporate Security department, who shall determine an appropriate response based on the nature of the incident.

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

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

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

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

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

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

The Options

A. Privileged and Confidential Communications

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

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

Even so, these counselors and advocates will still assist the victim in receiving other necessary protection and support, such as victim advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working or course schedules. A victim who at first requests confidentiality may later decide to file a complaint with the School or
report the incident to local law enforcement, and thus have the incident fully investigated. These counselors and advocates will provide the victim with assistance if the victim wishes to do so.

NOTE: While these professional counselors and advocates may maintain a victim’s confidentiality vis-à-vis the School, they may have reporting or other obligations under state law, such as mandatory reporting to law enforcement in case of minors; imminent harm to self or others; or the requirement to testify if subpoenaed in a criminal case.

ALSO NOTE: If the School determines that the alleged perpetrator(s) pose a serious and immediate threat to the campus community, the CSA may be called upon to issue a timely warning to the community. Any such warning should not include any information that identifies the victim.

B. Reporting to Responsible Employees

A “responsible employee” is a School employee who has the authority to address sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or who a student could reasonably believe has this authority or duty. When a victim tells a responsible employee about an incident of sexual violence, the victim has the right to expect the School to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

A responsible employee must report to the Title IX Coordinator and Corporate Security Department all relevant details about the alleged sexual violence shared by the victim and that the School will need to determine what happened – including the names of the victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the School’s response to the report. A responsible employee should not share information with law enforcement without the victim’s consent or unless the victim has also reported the incident to law enforcement.

The Campus President is the School’s responsible employee.

Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee’s reporting obligations – and, if the victim wants to maintain confidentiality, direct the victim to confidential resources.

If the victim wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the victim that the School will consider the request, but cannot guarantee that the School will be able to honor it. In reporting the details of the incident to the Title IX Coordinator and Security department, the responsible employee will also inform the Title IX Coordinator and Security department of the victim’s request for confidentiality.

Responsible employees will not pressure a victim to request confidentiality, but will honor and support the victim’s wishes, including for the School to fully investigate an incident. By the same token, responsible employees will not pressure a victim to make a full report if the victim is not ready to do so.

**Requesting Confidentiality From the School: How the School Will Weigh the Request and Respond**

If a victim discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the School must weigh that request against the School’s obligation to provide a safe, non-discriminatory environment for all students, including the victim.

If the School honors the request for confidentiality, a victim must understand that the School’s ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited.

Although rare, there are times when the School may not be able to honor a victim’s request in order to provide a safe, non-discriminatory environment for all students.

The School has designated the Title IX Coordinator to evaluate requests for confidentiality once a responsible employee is on notice of alleged sexual violence.

When weighing a victim’s request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator will work with the Corporate Security department to consider a range of factors, including the following:

- The increased risk that the alleged perpetrator will commit additional acts of sexual or other violence, such as:
  - whether there have been other sexual violence complaints about the same alleged perpetrator;
o whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
o whether the alleged perpetrator threatened further sexual violence or other violence against the victim or others;
o whether the sexual violence was committed by multiple perpetrators;
• whether the sexual violence was perpetrated with a weapon;
• whether the victim is a minor;
• whether the School possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence);
• whether the victim’s report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the School to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the School will likely respect the victim’s request for confidentiality.

If the School determines that it cannot maintain a victim's confidentiality, the School will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the School’s response.

The School will remain ever mindful of the victim’s well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Retaliation against the victim, whether by students or School employees, will not be tolerated. The School will also:
• assist the victim in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus;
• provide other security and support, which could include issuing a no-contact order, helping arrange a change of living or working arrangements or course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests; and
• inform the victim of the right to report a crime to campus or local law enforcement – and provide the victim with assistance if the victim wishes to do so.

The School may not require a victim to participate in any investigation or disciplinary proceeding.

Because the School is under a continuing obligation to address the issue of sexual violence campus-wide, reports of sexual violence (including non-identifying reports) will also prompt the School to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.

If the School determines that it can respect a victim’s request for confidentiality, the School will also take immediate action as necessary to protect and assist the victim.

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

At Zenith schools, the Campus President shall be the primary Campus Security Authority, and typically designates another campus employee as a CSA Assistant. In the absence of the Campus President the Regional Vice President of Operations will act as the Campus Security Authority.

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

Take Back the Night and other public awareness events

Public awareness events such as “Take Back the Night,” the Clothesline Project, candlelight vigils, protests, “survivor speak outs” or other forums in which students disclose incidents of sexual violence, are not considered notice to the School or Zenith of sexual violence for purposes of triggering its obligation to investigate any particular incident(s).
Off-campus Counselors and Advocates

Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with the School unless the victim requests the disclosure and signs a consent or waiver form.

NOTE: While these off-campus counselors and advocates may maintain a victim’s confidentiality vis-à-vis the School, they may have reporting or other obligations under state law, such as mandatory reporting to law enforcement in case of minors; imminent harm to self or others; or the requirement to testify if subpoenaed in a criminal case.

Campus Security Authority

The Campus Security Authority shall have the authority to ask persons for identification and to determine whether individuals have lawful business at the school. The Campus Security Authority shall cooperate with law enforcement agencies that have jurisdiction over the campus as necessary to ensure campus safety. The Campus Security Authority does not have arrest power. All crime victims and witnesses are strongly encouraged to immediately report alleged crimes to the Campus Security Authority and to the appropriate law enforcement agency, but victims are not required to notify such authorities.

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

- A campus police department or a campus security department;
- An individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property);
- Any individual or organization specified in an institutional statement of campus security policy as an individual or organization to which students and employees should report criminal offenses (e.g., Campus President, etc.);
- An official of who has the authority and the duty to take action or respond to particular issues on behalf of the institution and who has significant responsibility for student and campus activities, including but not limited to, student housing, student discipline and campus judicial proceedings.

Where applicable, the institution shall uphold orders of protection, “no-contact” orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribunal court.

Sexual Offences Reporting and Disciplinary Procedures

Sexual offences are a violation of the Code of Student Conduct and the Sexual Harassment Policy as stated in the School catalog. Victim(s) of any sexual offences should immediately seek assistance from local law enforcement authorities, the local rape crisis center, and/or the Campus Security Authority. School personnel shall be available to assist the student in notifying these authorities if the victim chooses, as well as counsel the victim of the importance of preserving evidence for the proof of a criminal offence.

2 “Sexual Offences” as defined by the 2013 Violence Against Women Reauthorization Act include: Sexual Assault (Rape, Fondling, Incest, or Statutory Rape), Domestic Violence, Dating Violence, and Stalking.

Disciplinary Action

All allegations of any sexual offences or VAWA Incidents shall be investigated by the appropriate Title IX Coordinator and the Corporate Security Department. Allegations against students shall be investigated pursuant to the Code of Student Conduct.

Disciplinary procedures in cases of alleged sexual offences or VAWA Incidents shall: (1) provide prompt, fair, and impartial investigation and resolution; (2) be conducted by officials who are trained annually on how to investigate and conduct hearings on domestic violence, sexual assault, and stalking; (3) give the accused and the accuser the same opportunities to have an advisor or others (e.g., witness or advocate) present during the proceeding and related meetings; (4) be conducted under a “preponderance of the evidence” standard, and (5) simultaneously notify the accused and accuser of the outcome, appeal procedures, and final results.

Students who are determined to have violated the School’s prohibitions against sexual offences are subject to disciplinary action up to and including dismissal from the School. Detailed information regarding the disciplinary procedure for sexual offences and VAWA Incidents can be found in the Code of Student Conduct. As appropriate, the matter shall be referred to the appropriate law enforcement authorities for investigation and prosecution.

The school shall change a victim’s academic situation after a sex offense or alleged sex offense if those changes are requested by the victim, and are reasonably available. The student may seek assistance in requesting a change from the Campus Security Authority. Changes offered to student victims include the following:
Transfer into the same program at another Zenith school;
Transfer into a different academic program at the same school;
Change in academic schedule;
Change in externship location/assignment;
Leave of absence/withdrawal from School; and
Change in living situation (on campuses that offer housing).

**Violence against Women**

Zenith is committed to creating and sustaining a positive learning and working environment, free of discrimination, including sexual violence, dating violence, domestic violence and stalking.

Such behaviors are not tolerated on any Zenith campus and are prohibited both by law and School policy. The School will respond promptly to reports of sexual harassment and sexual violence and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates School policy.

**Campus Community Safety is Primary**

The School's primary concern is the safety of its campus community members. The use of alcohol or drugs never makes the victim at fault for sexual discrimination, harassment or violence; therefore, victims should not be deterred from reporting incidents of sexual violence out of a concern that they might be disciplined for related violations of drug, alcohol or other School policies. Except in extreme circumstances, victims of sexual violence shall not be subject to discipline for related violations of the Code of Student Conduct.

As required by the 2013 Violence Against Women Reauthorization Act, all Zenith Schools shall include subcategories for all Sexual Offences reported to the Campus Security Authority. Sexual Offences include: Sexual Assault (Rape, Fondling, Incest, or Statutory Rape), Domestic Violence, Dating Violence, and Stalking.

** Victim Confidentiality**

The School will use its best efforts to ensure that:

- All publicly available safety and security records, reports, and disclosures shall not include any personally identifying information about the victim; and
- It will maintain as confidential any accommodation or protective measures to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodation or protective measures.

**State-Specific Statements**

**Virginia**

**Child Abuse and Neglect Reporting**

Individuals 18 years and older who are associated with, employed by or volunteer with a private institution of higher learning are required to report, as soon as possible, but no later than 24 hours after having a suspicion of child abuse or neglect. No report is required if the individual has actual knowledge that the same matter has already been reported to Child Protective Services.


Campuses may print and post informational posters which have been made available by the state. Those posters may be found on the Department of Social Service’s website at: [http://www.dss.virginia.gov/family/cps/index2.cgi](http://www.dss.virginia.gov/family/cps/index2.cgi).

**Pennsylvania**

**Sexual Offences Reporting and Disciplinary Procedures**

In addition to the Sexual Offences Reporting and Disciplinary Procedures, schools located in Pennsylvania shall operate in compliance with the Public School Code, “Sexual Violence Education at Institutions of Higher Education” by providing a sexual violence awareness education program which provides:

- A discussion of sexual violence;
- A discussion of consent, including an explanation that the victim is not at fault;
- A discussion of drug and alcohol-facilitated sexual violence;
WyoTech Laramie
2012-2014 Catalog Addenda to
Version XLI Effective 10/1/2012 – 12/31/2014
Revision Date: 1/6/2016

• Information relating to risk education and personal protection;
• Information on where and how to get assistance, including the importance of medical treatment and evidence collection, and how to report sexual violence to campus authorities and local law enforcement;
• The possibility of pregnancy and sexually transmitted diseases;
• Introduction of members of the educational community from:
  o Campus policy or security and local law enforcement;
  o Campus health center, women’s center and rape crisis center;
  o Campus counseling service or any service responsible for psychological counseling and student affairs;
• A promise of discretion and dignity;
• A promise of confidentiality for victims of sexual offences.

The campus is to provide a follow-up program, such as lectures, institutional activities and videos and other educational materials related to sexual violence prevention and awareness for the duration of the school year for new students.

3 “Sexual Offences” as defined by the 2013 Violence Against Women Reauthorization Act include: Sexual Assault (Rape, Fondling, Incest, or Statutory Rape), Domestic Violence, Dating Violence, and Stalking.

ADDENDUM, Effective December 16, 2015: The following academic calendar has been updated to Appendix B of the catalog:

2017 Academic Calendar

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

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

Summer Schedule 2017
*June Registration ............................................................................................................. Tuesday, June 27, 2017
Course Session ............................................................................................................... Wednesday, June 28, 2017 - Thursday, August 10, 2017
Finals and Course End ..................................................................................................... Thursday, August 10, 2017
*August Registration ...................................................................................................... Friday, August 11, 2017
Course Session ............................................................................................................... Friday, August 11, 2017 - Friday, September 22, 2017
Labor Day Holiday ....................................................................................................... Monday, September 4, 2017
Finals and Graduation .................................................................................................... Friday, September 22, 2017
Scheduled Break .............................................................................................................. Saturday, September 23, 2016 - Tuesday, September 26, 2017

Fall Schedule 2017
*September Registration ................................................................................................. Wednesday, September 27, 2017
Course Session ............................................................................................................... Thursday, September 28, 2017 - Wednesday, November 8, 2017
Finals and Course End ..................................................................................................... Wednesday, November 8, 2017
*November Registration ............................................................................................... Thursday, November 9, 2017
Course Session ............................................................................................................... Thursday, November 9, 2017 - Friday, December 22, 2017
Thanksgiving Holiday Break ....................................................................................... Thursday, November 23, 2017 - Friday, November 24, 2017
Finals and Graduation .................................................................................................... Friday, December 22, 2017
Scheduled Break .............................................................................................................. Saturday, December 23, 2017 - Monday, January 2, 2018
ADDENDUM, Effective November 18, 2015: The ACCSC “warning” statement was lifted on May 7, 2015 and has been removed from the bullet below under the Accreditation, Licensure and Approvals section.

- Everest College is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). This school is one of 48 campuses owned by Zenith Education Group. For further information on ACCSC, please contact them at 2101 Wilson Blvd., Suite 302, Arlington, VA, or call 703-247-4212, or visit their website at www.accsc.org.

ADDENDUM, effective September 23, 2015: The effective date of the school catalog is extended to December 31, 2015 unless republished prior to the extended date.

ADDENDUM, effective September 8, 2015: The hours for the school tour have been updated on page 4 of the catalog:

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 1:00p.m. at the campus. Advance notice of your intent to visit the school is appreciated; please call (877) 523-5112.

ADDENDUM, effective August 24, 2015: The following American Dream Scholarship language has been added to the Scholarship section on page 26 of the catalog:

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

To be eligible a student must:
- Obtain a written reference from a leader in the student’s community
- Complete an essay or video answering the question “How will Everest (or WyoTech) Help Me Fulfill My American Dream” – see guidelines
- Meet application guidelines and deadlines
The Zenith American Dream Scholarship may be used in order to cover the direct cost of attendance for the program in which the student is enrolled (tuition, books and fees).

Scholarship winners
The Zenith American Dream Scholarship winners will be selected based on quality of the recommendation, originality, creativity, adherence to the theme and overall quality of the essay submission as noted below. Scholarships will be awarded based on selection criteria outlined in the guidelines on a monthly basis. Student scholarship winners will be notified within 45 days of the scholarship application submission date by the Campus President or other campus official. Selection criteria will include:
- Written reference from a leader in the community
  - Examples of leaders of the community include but are not limited to: coaches, teachers, principals, counselors, advisors, pastors, doctors, employers, support service professionals, law enforcement officer etc.
- Review of the Written or Video Essay submitted
  - Logical interpretation of the subject and adherence to topic
  - Originality, Innovation and Creativity
  - Adherence to overall guidelines and deadlines applicable

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

Renewing the scholarship
Students may be eligible to retain the scholarship award in subsequent academic years. In order to remain eligible the student must maintain satisfactory progress and a grade point average of 2.0 or above.
ADDENDUM, effective August 17, 2015: The following WyoTech Housing Grant language has been added to the Scholarship section on page 26 of the catalog:

**WyoTech Zenith Housing Grant**

The WyoTech Zenith Housing Grant is a multimillion-dollar institutional grant program awarded on an annual basis, for the purpose of providing on campus housing assistance to students of WyoTech campuses who demonstrate financial need. This institutional grant is available for new students enrolled on or after June 1, 2015 and prior to July 1, 2016 for current and future academic periods. The amount of the grant may vary by student based on:

- The Expected Family Contribution (EFC) as calculated by the Free Application for Federal Student Aid (FAFSA) and reported to the student via the Student Aid Report (SAR)
- The demonstrated financial assistance needed
- Institutional grant funding availability

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

**Eligibility**

To be eligible, the student must:

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

**Obtaining grant funds**

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

**Renewing the grant**

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

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

ADDENDUM, effective August 17, 2015: The following language has been updated under the Tuition and Fees section of the catalog:

**The tuition table only applies to:**

1. **New enrolling students.** A new student is defined as a student who has never attended a Zenith Education Group school or has graduated and enrolled in a new program; or
2. **Re-entering students who have withdrawn and are re-entering greater than 180 days from their withdrawal date** (The withdrawn time period is calculated from the student’s withdrawal date to the new module or term start date.)

**Note:** Students re-entering the same program version within 180 days from their NSLDS withdrawal date will be charged at the cost per credit/quarter reflected on the enrollment agreement from the most recent prior period of enrollment.

**For students who have withdrawn and are re-entering within 180 days, the following tuition charges apply:**
Same Program (Same / New Program Version):

Will be charged tuition at the original tuition rate reflected on the original enrollment agreement less the amount charged on the prior period of enrollment (Charges plus or minus any tuition adjustments).

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

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

Different / New Program (Program Change)

Will be charged tuition at the current catalog rate for the program of enrollment. A tuition credit will be determined for the student’s prior period of enrollment

ADDENDUM, effective August 7, 2015: The following ATB language has been removed from the catalog addendum:

ABILITY TO BENEFIT GRANDFATHERING POLICY

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

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

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

Ability to Benefit Passing Test Scores

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

<table>
<thead>
<tr>
<th>ATB Test</th>
<th>CPAt</th>
<th>COMPASS</th>
<th>ASSET</th>
<th>CPT/Accuplacer</th>
<th>Wonderlic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required</td>
<td>Language: 42</td>
<td>Reading: 62</td>
<td>Writing: 35</td>
<td>Reading: 55</td>
<td>Verbal: 200</td>
</tr>
<tr>
<td>Passing</td>
<td>Reading: 43</td>
<td>Writing: 32</td>
<td>Reading: 25</td>
<td>Sentence Skills: 60</td>
<td>Quantitative: 210</td>
</tr>
</tbody>
</table>

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

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

Ability to Benefit Advising

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

ADDENDUM, effective July 10, 2015: The page number for the language below has been updated to reflect that it can be found on page 47 of the catalog.

Students aggrieved by action of the school should attempt to resolve these problems with appropriate school officials. Should this procedure fail, students may contact: Oregon Higher Education Coordinating Commission, Private Career Schools, 775 Court ST. NE, Salem, OR 97301.
ADDENDUM, Effective June 17, 2015: The following language has been updated under the Institutional Accreditation section of the catalog:

WyoTech is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). This school is one of 52 campuses owned by Zenith Education Group. For further information on ACCSC, please contact them at 2101 Wilson Blvd., Suite 302, Arlington, VA, or call 703-247-4212, or visit their website at www.accsc.org.

ADDENDUM, Effective June 17, 2015: The following South Carolina Student Information language has been updated to Appendix A of the catalog:

SOUTH CAROLINA STUDENT INFORMATION

Students aggrieved by action of the school should attempt to resolve these problems with appropriate school officials. If the complaint cannot be resolved at the school level through its complaint procedure, students may file a complaint with the South Carolina Commission on Higher Education. The complaint form is available at the following link.

http://www.che.sc.gov/CHE_Docs/AcademicAffairs/License/Complaint_procedures_and_form.pdf

ADDENDUM, Effective June 17, 2015: The e-mail address has been updated under the Discrimination Grievance Procedures and Transfer Center Assistance sections.

DISCRIMINATION GRIEVANCE PROCEDURES

A student initiates the Discrimination Grievance Procedure by contacting the Section 504/ADA Coordinator for disability-related complaints, or the Campus President for all other complaints alleging discrimination carried out by employees, other students, or third parties. The Section 504/ADA Coordinator and Campus President can be reached at the campus contact information located in this catalog. A student’s participation in any informal resolution procedures is voluntary and he/she may pursue this formal grievance procedure at any time. The Section 504/ADA Coordinator or Campus President or his/her designee will explain the complaint procedures and assist the student in filing a complaint. The complaint need only be a written letter containing allegations that specifically identify the discriminatory conduct, the person(s) who did it, and all witnesses the student believes can support the allegations. A complaint should be made as soon as the student believes he/she has been discriminated against, but no later than within 180 days of the date that the alleged discrimination occurred, or the date on which the student could reasonably have learned of the discrimination.

When a complaint is filed, the Section 504/ADA Coordinator or Campus President or his/her designee begins an investigation within 14 days. The student, the accused, and any witnesses they identify are interviewed. Any relevant documents identified by these persons are reviewed. Within 45 days of the complaint, the Section 504/ADA Coordinator or Campus President or his/her designee will inform the student and accused in writing of sufficient or insufficient evidence to confirm the student’s allegations, state the key facts, reasons why that conclusion was reached, and outline any proposed resolution or corrective action if applicable, subject to any applicable privacy constraints. The student is also notified of the right to appeal the investigation conclusion. An appeal must be made in writing to the Zenith Director of Academic Services, who may be reached at the Student Help Line number or email address below within 15 days of receiving notice about the investigation conclusion. Within 15 days of receiving the appeal, the Zenith Director of Academic Services will review the matter and provide a decision in writing.

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

If the 504/ADA Coordinator or Campus President is the subject of the grievance, the student should contact the Student Services Manager at the Student Help Line at (800) 874-0255 or via email at StudentServices@zenith.org. The Student Helpline in consultation with the appropriate Academic Services team member(s) will provide guidance to the student for initiating and submitting their grievance in writing to StudentServices@zenith.org.

Transfer Center Assistance

Any questions regarding the transfer of credit into or from Everest should be directed to the Transfer Center at (877)727-0058 or email transfercenter@zenith.org.

ADDENDUM, Effective April 8, 2015: The following language has been updated in the Scholarships section on page 26 of the catalog.
SKILLS USA SCHOLARSHIP

State Competitions

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

National Competition

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

Skills USA Scholarship Requirements

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

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

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

ADDENDUM, Effective February 10, 2015: The following academic calendar has been updated to Appendix B of the catalog:

2016 Academic Calendar

Winter Schedule 2016

*January Registration .............................................................................................................. Monday, January 4, 2016
Course Session ...................................................................................................................... Monday, January 4, 2016 - Friday, February 12, 2016
Finals and Course End ....................................................................................................... Friday, February 12, 2016
*February Registration ...................................................................................................... Monday, February 15, 2016
Course Session .................................................................................................................. Monday, February 15, 2016 - Friday, March 25, 2016
Finals and Graduation ..................................................................................................... Friday, March 25, 2016
Scheduled Break ............................................................................................................... Saturday, March 26, 2016 – Monday, March 28, 2016

Spring Schedule 2016

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

Summer Schedule 2016

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

Fall Schedule 2016

*September Registration ............................................................................................... Friday, September 23, 2016
Course Session .................................................................................................................. Friday, September 23, 2016 - Friday, November 4, 2016
Finals and Course End ................................................................................................... Friday, November 4, 2016
*November Registration ............................................................................................... Monday, November 7, 2016
Course Session .................................................................................................................. Monday, November 7, 2016 - Tuesday, December 20, 2016
Thanksgiving Holiday Break ........................................................................................ Thursday, November 24, 2016 - Sunday, November 27, 2016
Finals and Graduation ................................................................................................... Tuesday, December 20, 2016
Scheduled Break................................................................................................ Wednesday, December 21, 2016 - Sunday, January 1, 2016

ADDENDUM, Effective February 2, 2015: The language to remove copyright and reference to Corinthian Colleges is as follows:

The catalog copyright “Copyright © 2012 by Corinthian Colleges, Inc.” has been removed. All other references to Corinthian Colleges (CCI) have either been removed or have been replaced with Zenith Education Group.

ADDENDUM, Effective February 2, 2015: The language to update the School Ownership table is as follows:

<table>
<thead>
<tr>
<th>ZENITH EDUCATION GROUP</th>
</tr>
</thead>
<tbody>
<tr>
<td>The following schools are owned by Zenith Education Group:</td>
</tr>
<tr>
<td><strong>Everest College</strong></td>
</tr>
<tr>
<td>Arlington (Mid Cities), TX (additional location of Everest College, Springfield, MO)</td>
</tr>
<tr>
<td>Aurora, CO (additional location of Everest College, Thornton, CO)</td>
</tr>
<tr>
<td>Atlanta West, GA (branch of Everest Institute, Southfield, MI)</td>
</tr>
<tr>
<td>Bedford Park, IL (branch of Everest Institute, Southfield, MI)</td>
</tr>
<tr>
<td>Bremerton, WA (main campus)</td>
</tr>
<tr>
<td>Burr Ridge, IL (branch of Everest College, Skokie, IL)</td>
</tr>
<tr>
<td>Chesapeake, VA (additional location of Everest College, Newport News, VA)</td>
</tr>
<tr>
<td>Colorado Springs, CO (main campus)</td>
</tr>
<tr>
<td>Dallas, TX (additional location of Everest College, Portland, OR)</td>
</tr>
<tr>
<td>Everett, WA (additional location of Everest College, Bremerton, WA)</td>
</tr>
<tr>
<td>Fort Worth North, TX (additional location of Everest College, Salt Lake City, UT)</td>
</tr>
<tr>
<td>Fort Worth South, TX (additional location of Everest College, Colorado Springs, CO)</td>
</tr>
<tr>
<td>Henderson, NV (main campus)</td>
</tr>
<tr>
<td>Kansas City, MO (additional location of Everest University, Pompano Beach)</td>
</tr>
<tr>
<td>Melrose Park, IL (branch of Everest College, Skokie, IL)</td>
</tr>
<tr>
<td>Merrillville, IN (additional location of Everest Institute, Grand Rapids, MI)</td>
</tr>
<tr>
<td>Merrionette Park, IL (additional location of Everest University, Pompano Beach, FL)</td>
</tr>
<tr>
<td>Newport News, VA (main campus)</td>
</tr>
<tr>
<td>Portland, OR (main campus)</td>
</tr>
<tr>
<td>Renton, WA (main campus)</td>
</tr>
<tr>
<td>Salt Lake City, UT (main campus)</td>
</tr>
<tr>
<td>Seattle, WA (main campus)</td>
</tr>
<tr>
<td>Skokie, IL (main campus)</td>
</tr>
<tr>
<td>Springfield, MO (main campus)</td>
</tr>
<tr>
<td>St. Louis, MO (additional location of Everest College, Bremerton, WA)</td>
</tr>
<tr>
<td>Tacoma, WA (additional location of Everest College, Bremerton, WA)</td>
</tr>
<tr>
<td>Thornton, CO (main campus)</td>
</tr>
<tr>
<td>Vancouver, WA (additional location of Everest College, Portland, OR)</td>
</tr>
<tr>
<td>Vienna, VA (Tyson’s Corner) (additional location of Everest College, Colorado Springs, CO)</td>
</tr>
<tr>
<td>Woodbridge, VA (additional location of Everest College, Seattle, WA)</td>
</tr>
<tr>
<td><strong>Everest Institute</strong></td>
</tr>
<tr>
<td>Austin, TX (branch of Everest Institute, Southfield, MI)</td>
</tr>
<tr>
<td>Bensalem, PA (additional location of Everest College, Seattle, WA)</td>
</tr>
<tr>
<td>Chelsea, MA (additional location of Everest Institute, Southfield, MI)</td>
</tr>
<tr>
<td>Cross Lanes, WV (main campus)</td>
</tr>
<tr>
<td>Dearborn, MI (branch of Everest Institute, Southfield, MI)</td>
</tr>
</tbody>
</table>

ADDENDUM, Effective February 2, 2015: The language to update the Statement of Ownership is as follows:

Statement of Ownership

Detroit, MI (branch of Everest Institute, Southfield, MI) |
Eagan, MN (additional location of Everest Institute, Cross Lanes, WV) |
Gahanna, OH (branch of Everest Institute, Southfield, MI) |
Grand Rapids, MI (main campus) |
Houston (Bissonnet), TX (branch of Everest College, Renton, WA) |
Houston (Greenspoint), TX (branch of Everest Institute, San Antonio, TX) |
Houston (Hobby), TX (branch of Everest Institute, San Antonio, TX) |
Jonesboro, GA (branch of Everest Institute, Southfield, MI) |
Kalamazoo, MI (additional location of Everest Institute, Grand Rapids, MI) |
Marietta, GA (branch of Everest Institute, Southfield, MI) |
Norcross, GA (branch of Everest Institute, Southfield, MI) |
Pittsburgh, PA (main campus) |
Portland (Tigard), OR (additional location of Everest College, Seattle, WA) |
San Antonio, TX (main campus) |
Silver Spring, MD (additional location of Everest College, Portland, OR) |
Southfield, MI (main campus) |
South Plainfield, NJ (branch of Everest Institute, Southfield, MI) |

Everest University
Tampa (Brandon), FL (additional location of Everest University, North Orlando, FL) |
Jacksonville, FL (additional location of Everest University, North Orlando, FL) |
Lakeland, FL (additional location of Everest University, North Orlando, FL) |
Largo, FL (additional location of Everest University, North Orlando, FL) |
Melbourne, FL (additional location of Everest University, North Orlando, FL) |
North Orlando, FL (main campus) |
Orange Park, FL (additional location of Everest University, North Orlando, FL) |
Pompano Beach, FL (additional location of Everest University, North Orlando, FL) |
South Orlando, FL (additional location of Everest University, North Orlando, FL) |
Tampa, FL (additional location of Everest University, North Orlando, FL) |

WyoTech
Blairsville, PA (branch of WyoTech, Laramie, WY) |
Daytona Beach, FL (main campus) |
Laramie, WY (main campus) |
ADDENDUM, Effective January 12, 2015: The following language has been removed from page 22 of the catalog:

RETENTION OF STUDENT RECORDS

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

ADDENDUM, Effective January 12, 2015: The following language has been updated under the State Specific Attorney General Complaint Information section on page 52 of the catalog:

If the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Kansas Board of Regents, Private Postsecondary Education Division, 1000 S.W. Jackson St., Suite 520, Topeka, Kansas 66612-1368, (785) 296-1529, Fax (888) 975-8313.

ADDENDUM, Effective January 12, 2015: The following language has been removed from the School History and Description section on page 2 of the catalog:

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 added in August 2009 and the Heating, Ventilation and Air Conditioning

ADDENDUM, effective November 10, 2014: The following Academic Progress Plan language has been updated in the catalog:

Academic Progress Plan (APP)

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

ADDENDUM, effective November 19, 2014: The effective date of the school catalog is extended to April 30, 2015, unless republished prior to the extended date.

ADDENDUM, Effective October 22, 2014: The following language has been added to the catalog.
WyoTech Laramie
2012-2014 Catalog Addenda to
Version XLI Effective 10/1/2012 – 12/31/2014
Revision Date: 1/6/2016

WyoTech is licensed by the South Carolina Commission on Higher Education, 1122 Lady Street, Suite 300, Columbia, SC 29201. Telephone (803) 737-2260. Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education.

ADDENDUM, Effective October 3, 2014: The following language has been added to the catalog:

WyoTech is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The school is one of 107 campuses owned by Corinthian Colleges. On September 15, 2014, WyoTech received notification from ACCSC that CCI’s ACCSC-accredited campuses, including this campus, are being placed on “warning” by the Commission, warning the school that it might not be in compliance with accreditation standards and other requirements. The school is in the process of demonstrating corrective action and compliance with ACCSC accrediting standards. For further information on ACCSC and the steps to address accreditation compliance concerns, please visit the ACCSC website at www.accsc.org.

ADDENDUM, Effective October 3, 2014: The Dream Award Program and Scholarships language has been removed from pages 25 and 26 of the catalog.

ADDENDUM, effective August 20, 2014: The following highlighted language has been added to page 19 of the catalog.

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. 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 or online at www.accsc.org. A copy of the Commission’s Complaint Form is available at the school and may be obtained by contacting the Director of Education.

ADDENDUM, effective August 13, 2014: The following website has been added to the State Specific Attorney General Complaint Information section on page 52 of the catalog for the state of New Mexico.

http://www.hed.state.nm.us/institutions/complaints.aspx

ADDENDUM effective July 30, 2014: The following highlighted dates are added to Appendix B: Academic Calendar beginning on page 53 of the catalog:

2015 Academic Calendar

Winter Schedule 2015
*January Registration .............................................................. Friday, January 2, 2015
Course Session ........................................................................... Monday, January 5, 2015 – Friday, February 13, 2015
Finals and Course End ............................................................. Friday, February 13, 2015
*February Registration ............................................................. Monday, February 16, 2015
Course Session ........................................................................... Monday, February 16, 2015 – Friday, March 27, 2015
Finals and Graduation ............................................................. Friday, March 27, 2015

Spring Schedule 2015
*April Registration ................................................................. Monday, March 30, 2015
Course Session ........................................................................... Tuesday, March 31, 2015 – Friday, May 8, 2015
Scheduled Saturday Class ........................................................ Saturday, April 25, 2015
Finals and Course End ............................................................. Friday, May 8, 2015
*May Registration ................................................................. Monday, May 11, 2015
Course Session ........................................................................... Monday, May 11, 2015 – Friday, June 19, 2015
Memorial Day Holiday ............................................................ Monday, May 25, 2015
Scheduled Saturday Class ........................................................ Saturday, May 30, 2015
Finals and Graduation ............................................................. Friday, June 19, 2015
Scheduled Break ....................................................................... Saturday, June 20, 2015 – Sunday, June 28, 2015
ADDENDUM effective July 21, 2014: The following highlighted housing prices have been updated in Appendix C: Tuition and Fees on page 56 of the catalog:

Housing Fees, Deposits, and Rent
- Non-refundable housing application fee: $50
- Refundable damage deposit: $150
- Rent per month - Downey double occupancy bedroom: $350
- Rent per month - Campus Courtyard double occupancy bedroom: $425
- Rent per month - Campus Courtyard single occupancy bedroom: $525

ADDENDUM effective July 21, 2014: The following language has been added to Appendix C: Tuition and Fees on page 56 of the catalog:

Dependent students with no post-secondary credit must live in the dormitory. Dependent students with less than 2 years post-secondary credit may be required to live in the dormitory depending upon space available. Notwithstanding the above, WyoTech reserves the right to require certain students to live in the dormitory based upon their individual circumstances.

ADDENDUM, effective May 30, 2014: The following Refund language has been updated in the catalog.

Institutional Pro Rata Refund Calculation and Policy

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

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

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

ADDENDUM, Effective Date: May 28, 2014: The lab hours for the following courses have been corrected:

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Current Lab Hours</th>
<th>Revised Lab Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course 100: Basic Engine Management Systems</td>
<td>110</td>
<td>120</td>
</tr>
<tr>
<td>Course 200: Drivability Diagnostics</td>
<td>130</td>
<td>140</td>
</tr>
</tbody>
</table>
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| Course 300: Drivetrain Systems | 119 | 129 |
| Course 600: Fluid Power and Electrical Systems | 128.5 | 138.5 |
| Course 700: Engines | 148 | 158 |
| Course 800: Engine Management Systems and Refrigeration | 102.5 | 112.5 |
| Course 900: Power Trains | 122 | 133 |
| Course 1100: Collision Repair I | 129 | 139 |
| Course 1200: Collision Repair II | 129 | 139 |
| Course 2110: Accounting and Financial Management | 16.5 | 20.5 |
| Course 2120: Computers and Business Applications | 29.5 | 32.5 |
| Course 2130: Communications | 25 | 28 |
| Course 2210: Management Concepts | 34.5 | 37.5 |
| Course 2220: Human Resource Management | 36 | 39 |
| Course 2230: Shop Management | 35.5 | 39.5 |
| Course 3300: Motorsports Chassis Fabrication II | 157 | 167 |
| Course 3600: Advanced Street Rod | 180 | 190 |
| Course 3800: Advanced Diesel I | 171 | 181 |
| Course 3900: Advanced Diesel II | 189 | 199 |

ADDENDUM effective May 28, 2014: The following is added to page 36 of the school catalog:

**Course Numbering System**

WyoTech uses the following course numbering system to designate the general subject area of the courses offered:

| Automotive                  | 100 – 400 |
| Diesel                     | 600 – 900 |
| Collision/Refinishing      | 1100 – 1400 |
| Trim & Upholstery          | 1700 – 1800 |
| Applied Service Management | 2110 – 2230 |
| High-Performance Power Trains | 2700 – 2800 |
| Motorsports Chassis Fabrication | 3200 – 3300 |
| Street Rod & Custom Fabrication | 3500 – 3600 |
| Advanced Diesel            | 3800 – 3900 |
| Light-Duty Diesel          | 4100 – 4200 |
| Diesel Advanced Technology Education | 4300 – 4400 |
| Advanced Automotive Diagnostics | 4500 – 4600 |
| Off-Road Power             | 4800 – 4900 |

ADDENDUM, effective May 21, 2014: The following language has been updated to page 59 of the catalog.

Students aggrieved by action of the school should attempt to resolve these problems with appropriate school officials. Should this procedure fail, students may contact: Oregon Higher Education Coordinating Commission, Private Career Schools, 775 Court ST. NE, Salem, OR 97301.

ADDENDUM, effective May 14, 2014: The following language has been added to the Advanced Standing/Transferring Credit Into Wyotech section on page 6 of the catalog.

**ADVANCED STANDING/TRANSFERRING CREDIT INTO WYOTECH**

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

ADDENDUM, Effective Date: April 23, 2014: The following program has been removed from the Tuition and Fees table on page 56 of the catalog. This program is not offered.

| Diesel Technology with Trim and Upholstery Technology | 9 mo. | 60.0 | $29,250 |
ADDENDUM, Effective Date: April 11, 2014: The following language has been updated on page 44 of the catalog.

KENTUCKY STUDENT INFORMATION
If the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Kentucky Commission on Proprietary Education at: Capital Plaza Tower, Room 303, 500 Mero Street, Frankfort, KY 40601; (502) 564-4185; http://www.bpe.ky.gov/; http://www.bpe.ky.gov/NR/rdonlyres/1BB8CA02-8F89-43A3-8957-AB01DB805389/0/ComplaintForm.doc; http://kcpe.ky.gov/forms/FormtoFileaComplaint.pdf; kcpe@ky.gov.

ADDENDUM, effective April 4, 2014: The following language has been updated to the Kentucky Student Information section on page 44 of the catalog:

KENTUCKY STUDENT PROTECTION FUND
Ky. Rev. Stat. § 165A.450 requires all licensed schools, resident and non-resident, to contribute to a student protection fund, which will be used to pay off debts incurred due to the closing of a school. If you were enrolled and attending a licensed school at the time of its closure, you may be entitled to a refund for fees incurred during that time.

To file a claim against the Student Protection Fund, please submit the “Form for Claims Against the Student Protection Fund.” This form is provided by the Kentucky Commission on Proprietary Education and is available at: http://educationcabinet.ky.gov/NR/rdonlyres/418B7C92-A318-4021-B483-61261A2016F3/0/FormforClaimsAgainsttheStudentProtectionFund.pdf.

You must also submit a document(s) proving any of the following:
- Proof of enrollment at the time of school closing (i.e., enrollment agreement, class schedule, etc.).
- Proof of attendance at the time the school closed (i.e., dated course work, attendance record, etc.).
- Proof of payment of tuition, books or fees (i.e., receipts, cancelled checks or student accounts).
- Any other documentation to support your claim of enrollment, attendance or payment.

For further information concerning this process, contact the commission office at 502-564-4185, email to: kcpe@ky.gov.

ADDENDUM, effective February 28, 2014: The following language has been updated to the title page section of the catalog.

GAINFUL EMPLOYMENT DISCLOSURES
For more information about our graduation rates, the median debt of students who completed the program and other important information, please visit our website at www.wyotech.edu/disclosures.

Note: All previous program disclosures have been removed from the school catalog and addenda.

ADDENDUM, effective February 28, 2014: The following language has been updated to the “Statement of Non-Discrimination” (under Administrative Policies) section on page 18 of the catalog.

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

REMOVED:
WyoTech does not discriminate on the basis of race, color, religion, age, disability, sex, sexual orientation, national origin, citizenship status, gender identity or status, veteran or marital status in the administration of its educational and admissions policies, scholarship and loan programs, or other school-administered programs. In compliance with the Americans with Disabilities Act of 1990, as amended and Section 504, WyoTech provides qualified applicants and students who have disabilities with reasonable accommodations that do not impose undue hardship.

ADDENDUM, effective February 28, 2014: The following language has been updated under Administrative Policies section on page 18 of the catalog.

ADDED:
DISCRIMINATION GRIEVANCE PROCEDURES
A student initiates the Discrimination Grievance Procedure by contacting the Section 504/ADA Coordinator for disability-related complaints, or the Campus President for all other complaints alleging discrimination carried out by employees, other students, or third parties. The Section 504/ADA Coordinator and Campus President can be reached at the campus contact information located in this catalog. A student’s participation in any informal resolution procedures is voluntary and he/she may
pursue this formal grievance procedure at any time. The Section 504/ADA Coordinator or Campus President or his/her designee will explain the complaint procedures and assist the student in filing a complaint. The complaint need only be a written letter containing allegations that specifically identify the discriminatory conduct, the person(s) who did it, and all witnesses the student believes can support the allegations. A complaint should be made as soon as the student believes he/she has been discriminated against, but no later than within 180 days of the date that the alleged discrimination occurred, or the date on which the student could reasonably have learned of the discrimination.

When a complaint is filed, the Section 504/ADA Coordinator or Campus President or his/her designee begins an investigation within 14 days. The student, the accused, and any witnesses they identify are interviewed. Any relevant documents identified by these persons are reviewed. Within 45 days of the complaint, the Section 504/ADA Coordinator or Campus President or his/her designee will inform the student and accused in writing of sufficient or insufficient evidence to confirm the student’s allegations, state the key facts, reasons why that conclusion was reached, and outline any proposed resolution or corrective action if applicable, subject to any applicable privacy constraints. The student is also notified of the right to appeal the investigation conclusion. An appeal must be made in writing to the CCI Director of Academic Services, who may be reached at the Student Help Line number or email address below within 15 days of receiving notice about the investigation conclusion. Within 15 days of receiving the appeal, the CCI Director of Academic Services will review the matter and provide a decision in writing.

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

If the 504/ADA Coordinator or Campus President is the subject of the grievance, the student should contact the Student Services Manager at the Student Help Line at (800) 874-0255 or via email at StudentServices@cci.edu. The Student Helpline in consultation with the appropriate Academic Services team member(s) will provide guidance to the student for initiating and submitting their grievance in writing to StudentServices@cci.edu.

**REMOVED:**
**DISABILITY GRIEVANCE PROCEDURES**

A student initiates the Disability Grievance Procedure by contacting the Section 504/ADA Coordinator. The Section 504/ADA Coordinator will explain the complaint procedures and assist the student in filing a complaint. The complaint need only be a written letter containing allegations that specifically identify the discriminatory conduct, the person(s) who did it, and all witnesses the student believes can support the allegations. A complaint should be made as soon as the student believes he/she has been discriminated against, but no later than within 180 days of the date that the alleged discrimination occurred, or the date on which the student could reasonably have learned of the discrimination.

When a complaint is filed, the Section 504/ADA Coordinator begins an investigation within 14 days. The student, the accused, and any witnesses they identify are interviewed. Any relevant documents identified by these persons are reviewed. Within 45 days of the complaint, the Section 504/ADA Coordinator informs the student and accused in writing of sufficient or insufficient evidence to confirm the student’s allegations, states the key facts, reasons why that conclusion was reached, and outlines any proposed resolution or corrective action if applicable. The student is also notified of the right to appeal the investigation conclusion. An appeal must be made in writing to the CCI Director of Academic Services, who may be reached at the Student Help Line number or email address below within 15 days of receiving notice about the investigation conclusion. Within 15 days of receiving the appeal, the CCI Director of Academic Services reviews the matter and provides a decision in writing.

Complaints are investigated in a manner that protects the privacy and confidentiality of the parties to the extent possible. No employee or agent of the school may intimidate, threaten, coerce or otherwise discriminate or retaliate against any individual because he or she has filed a complaint or participated in the complaint resolution process. If a student believes any such retaliation has occurred, a complaint of retaliation should be filed according to the procedure described above.

If the 504/ADA Coordinator is the subject of the grievance, the student should contact the Student Help Line at (800) 874-0255 or via email at StudentServices@cci.edu. The Student Helpline in consultation with the appropriate Academic Services team member(s) will provide guidance to the student for initiating and submitting their grievance in writing to StudentServices@cci.edu.

**ADDENDUM, effective February 28, 2014:** The following language has been updated on page 7 of the catalog.

**ADDED:**
**LEAVE OF ABSENCE POLICY (MODULAR PROGRAMS ONLY)**

WyoTech permits students to request a leave of absence (LOA) as long as the leave does not exceed a total of 180 days during any 12-month period, starting from the first day of the first leave, and as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education, including pregnancy (including childbirth, false pregnancy, termination of pregnancy, and recovery therefrom) or temporary disability. Students requesting an LOA must submit
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a completed Leave of Absence Request Form prior to the beginning date of the leave. If unforeseen circumstances prevent
the student from submitting the request in advance, the leave may still be granted, but only if:
a) the school documents the unforeseen circumstances, and
b) the student submits a completed Leave of Absence Request Form by the tenth (10th) calendar day of the leave.

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

A student must return from a LOA on the first day of any appropriate module or prior to the expiration of his or her leave. A
student who goes on leave prior to the end of a module shall receive a grade of “L” (leave) which shall remain on his or her transcript until the student returns from an LOA, retakes the entire module and earns a grade. The module with a grade of “L” shall not be included in the calculation of Rate of Progress (ROP), Maximum Time Frame (MTF) or attendance.

LEAVES OF ABSENCE (LOA) POLICY
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.
3. The leave must be approved by the Director of Education.
Failure to return from a Leave of Absence will result in official withdrawal.

ADDENDUM effective January 2, 2014: The following program has been added to the program offerings at the campus. This new program will not be available to students in various states until the respective state education departments grants approval.

| DIESEL ADVANCED TECHNOLOGY EDUCATION FOR MACK TRUCKS AND VOLVO TRUCKS |
|----------------------------------------------------------|----------------|----------------|----------------|
| **Credential**                                           | **Clock Hours** | **Credit Hours** | **Program 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 diesel technician positions. The student receives up-to-date training as a modern diesel technician plus specialty training for Mack Trucks and Volvo Trucks. The student will receive product specific training, theory, hands on repair and diagnosis of Mack Trucks and Volvo Trucks. Most employers will require drug testing and most will require a driving record that will allow the employee to obtain a Commercial Driver’s License (CDL). Theory lectures and labs are used, and the program consists of approximately 43% theory and 57% lab.

**Additional Program Requirements:**

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

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

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

<table>
<thead>
<tr>
<th>MODULE ID AND TITLE</th>
<th>LECTURE HOURS</th>
<th>LAB HOURS</th>
<th>TOTAL HOURS</th>
<th>TOTAL WEEKS</th>
<th>TOTAL CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>600  Fluid Power and Electrical Systems</td>
<td>111.5</td>
<td>138.5</td>
<td>250</td>
<td>6</td>
<td>10</td>
</tr>
<tr>
<td>700  Engines</td>
<td>92</td>
<td>158</td>
<td>250</td>
<td>6</td>
<td>10</td>
</tr>
<tr>
<td>800  Engine Management Systems and Refrigeration</td>
<td>137.5</td>
<td>112.5</td>
<td>250</td>
<td>6</td>
<td>10</td>
</tr>
<tr>
<td>900  Power Trains</td>
<td>117</td>
<td>133</td>
<td>250</td>
<td>6</td>
<td>10</td>
</tr>
<tr>
<td>Diesel Technology Core Total</td>
<td><strong>458</strong></td>
<td><strong>542</strong></td>
<td><strong>1000</strong></td>
<td><strong>24</strong></td>
<td><strong>40</strong></td>
</tr>
<tr>
<td>DATE 4300 Diesel Advanced Technology Education for Mack Trucks and Volvo Trucks I</td>
<td>99</td>
<td>151</td>
<td>250</td>
<td>6</td>
<td>10</td>
</tr>
</tbody>
</table>
**MINNESOTA STUDENT INFORMATION**

BUYER’S RIGHT TO CANCEL: All notices of cancellation should be in writing, signed and dated, and mailed or delivered to the Admissions Office located at your campus. Written notice of cancellation shall take place on the date the letter of cancellation is postmarked or, in the case where the notice is hand carried, it shall occur on the date the notice is delivered to the school. The date of execution of this enrollment agreement shall be presumed to be the date of delivery of the notice of acceptance, and if delivered by mail, the postmarked date of the letter of acceptance from the school. All notices of cancellation shall be acknowledged in writing within 10 business days of receipt of such notice and all refunds shall be forwarded to the student within 30 business days of receipt of such notice. Notification of a student’s cancellation will be made within 30 days to any agency known to the school to be providing financial aid. Minnesota students will be notified of acceptance or rejection in writing. In the event a student is rejected, all tuition, fees and other charges will be refunded. In addition to 7. CANCELLATION POLICY (a) (2) and (3), at the top of page 2 of 4, and notwithstanding anything to the contrary, if a Minnesota student gives written notice of cancellation within five

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**COURSE DESCRIPTIONS**

**DATE 4400 Diesel Advanced Technology Education for Mack Trucks and Volvo Trucks II**

<table>
<thead>
<tr>
<th>Total Hours</th>
<th>648</th>
<th>852</th>
<th>1500</th>
<th>36</th>
<th>60</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>COURSE DESCRIPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>600: Fluid Power and Electrical Systems</strong></td>
</tr>
<tr>
<td>Theory and lab in basic hydraulics, hydrostatic drive transmissions, use of freestanding engines and skid steer loaders, 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 flowmeters, pressure gauges, multimeters and starter/alternator/battery test equipment. Prerequisite: None. Lecture Hrs: 111.5. Lab Hrs: 138.5. Outside Hrs: 62.5.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COURSE DESCRIPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>700: Engines</strong></td>
</tr>
<tr>
<td>Theory and lab practices in diesel engine rebuild, identification, manual usage, turbochargers, 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 are also demonstrated. Prerequisite: None. Lecture Hrs: 92. Lab Hrs: 158. Outside Hrs: 62.5.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COURSE DESCRIPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>800: Engine Management Systems and Refrigeration</strong></td>
</tr>
<tr>
<td>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 and V-Mac, EPA RCRA, Sec 608, 609. Also covered in this area are the operation and servicing of cab air conditioning and transport refrigeration, basic hand tools and fasteners. Prerequisite: None. Lecture Hrs: 137.5. Lab Hrs: 112.5. Outside Hrs: 62.5.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COURSE DESCRIPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>900: Power Trains</strong></td>
</tr>
<tr>
<td>Theory in antilock brake systems. Theory and lab in operation, failure analysis, troubleshooting, repair and adjustments of the following components: manual transmissions, single reduction, through drive, and double reduction differentials, manual clutches and flywheels, 121 air brake systems, axle and driveline alignment, power take off units and wheel bearings. Prerequisite: None. Lecture Hrs: 117. Lab Hrs: 133. Outside Hrs: 62.5.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COURSE DESCRIPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DATE 4300 Diesel Advanced Technology Education for Mack Trucks and Volvo Trucks I</strong></td>
</tr>
<tr>
<td>This course introduces students to industry and OEM history, time management, warranty, safety, model identification, product specific truck theory, Volvo/Mack OEM program support tools and software, engine repair and diagnosis, fuel delivery, ignition, turbo, exhaust, engine management systems, drivability, electronics, overhaul, cooling, lubrication computer based diagnostics, and component locations. Prerequisite: Successful completion of two of the four Diesel Technology courses 600, 700, 800, 900. Lecture Hrs 99. Lab Hrs: 151. Outside Hrs: 62.5.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COURSE DESCRIPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DATE 4400 Diesel Advanced Technology Education for Mack Trucks and Volvo Trucks II</strong></td>
</tr>
<tr>
<td>This course introduces students to product specific truck theory, repair and diagnosis on emission systems operations, catalytic reduction converter, Diesel Particulate Filter, Preventive Maintenance Inspection, cab and chassis heating and air conditioning, airbags and driver safety, wiring harnesses, ergonomics, power trains to include transmission systems, clutches, brakes, ABS, Federal Brake Inspection, axles and differentials and suspensions and engine tune-up. Prerequisite: Successful completion of DATE 4300. Lecture Hrs 91. Lab Hrs: 159. Outside Hrs: 62.5.</td>
</tr>
</tbody>
</table>

**ADDENDUM effective November 13, 2013**: The following cancellation and refund policy replaces the respective MINNESOTA STUDENT INFORMATION found on page 23 of the school catalog.

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**MINNESOTA STUDENT INFORMATION**

BUYER’S RIGHT TO CANCEL: All notices of cancellation should be in writing, signed and dated, and mailed or delivered to the Admissions Office located at your campus. Written notice of cancellation shall take place on the date the letter of cancellation is postmarked or, in the case where the notice is hand carried, it shall occur on the date the notice is delivered to the school. The date of execution of this enrollment agreement shall be presumed to be the date of delivery of the notice of acceptance, and if delivered by mail, the postmarked date of the letter of acceptance from the school. All notices of cancellation shall be acknowledged in writing within 10 business days of receipt of such notice and all refunds shall be forwarded to the student within 30 business days of receipt of such notice. Notification of a student’s cancellation will be made within 30 days to any agency known to the school to be providing financial aid. Minnesota students will be notified of acceptance or rejection in writing. In the event a student is rejected, all tuition, fees and other charges will be refunded. In addition to 7. CANCELLATION POLICY (a) (2) and (3), at the top of page 2 of 4, and notwithstanding anything to the contrary, if a Minnesota student gives written notice of cancellation within five
business days of the execution of this contract or day on which the student is accepted, then a complete refund is given regardless of whether the program has started. If a Minnesota student gives written notice of cancellation after five business days of the execution of this contract or day on which the student is accepted, but before the start of the program by the school, then all tuition, fees and other charges, except 15 percent of the total cost of the program (15 percent not to exceed $50.00) shall be refunded to the student. If a Minnesota student gives written notice of cancellation after the start of the period of instruction for which the student has been charged, but before completion of 75 percent of the period of instruction, then student is assessed a pro rata portion of tuition, fees and all other charges based on the number of days in the term, plus 25 percent of the total program cost (25 percent not to exceed $100.00). This refund policy is not linked to the school’s student conduct code. 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.

ADDENDUM effective November 13, 2013: The following refund policies are added to the CANCELLATION AND REFUND POLICIES beginning on page 22 of the school catalog.

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

<table>
<thead>
<tr>
<th>Time Attended</th>
<th>Percent of Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within first week; up to 10%</td>
<td>90%</td>
</tr>
<tr>
<td>After 10%; up to 25%</td>
<td>50%</td>
</tr>
<tr>
<td>More than 25%; up to 50%</td>
<td>25%</td>
</tr>
<tr>
<td>More than 50%</td>
<td>0%</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Time Attended</th>
<th>Percent of Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within first week; up to 10%</td>
<td>90%</td>
</tr>
<tr>
<td>After 10%; up to 25%</td>
<td>50%</td>
</tr>
<tr>
<td>More than 25%; up to 50%</td>
<td>25%</td>
</tr>
<tr>
<td>More than 50%</td>
<td>0%</td>
</tr>
</tbody>
</table>

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

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

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

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

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

ADDENDUM effective November 13, 2013: The following approval is removed from the Entitlement Agencies listing on page 2 of the school catalog.
- Approved by the Illinois Board of Higher Education

ADDENDUM, Effective September 16, 2013: The following statement has been added to the Licensure, Approvals and Certifications section on page 2 of the catalog.
- All Automotive and Collision programs are programmatically accredited by the National Automotive Technician Education Foundation (NATEF).
ADDENDUM Effective September 1, 2013: The following modifications have been made:

TUITION CHARGES FOR RE-ENTRY

Students re-entering within 180 days:

Same Program (Same/New Program Version):
- Will be charged tuition at the original tuition rate reflected on the original enrollment agreement less the amount charged on the prior period of enrollment (Charges plus or minus any tuition adjustments).

Same Program (New Program Version of Different Credits/Length of Program):
- Will be charged tuition at the current catalog rate for the program of enrollment less the amount charged on the prior period of enrollment (Charges plus or minus any tuition adjustments).

Different / New Program (Program Change):
- Will be charged tuition at the current catalog rate for the program of enrollment. A tuition credit will be determined for the student’s prior period of enrollment.

Students re-entering greater than 180 days less than 365 days:

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

Same Program (New Program Version of Different Credits/Length of Program)
- Will be charged tuition at the current catalog rate for the program of enrollment less the tuition credit from the prior period of enrollment. Determine which re-entry credit for the prior period of enrollment is in the student’s best interest by referring to the Enrollment Agreement Guidelines.

Different / New Program (Program Change)
- Will be charged tuition at the current catalog rate for the program of enrollment. A tuition credit will be determined for the student’s prior period of enrollment.

Return from LOA

A student must return from a LOA on the first day of any appropriate module or prior to the expiration of his or her leave. A student who goes on leave prior to the end of a module shall receive a grade of “L” (leave) which shall remain on his or her transcript until the student returns from an LOA, retakes the entire module and earns a grade. The module with a grade of “L” shall not be included in the calculation of Rate of Progress (ROP), Maximum Time Frame (MTF) or attendance.

Grading Scale

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Letter</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-90%</td>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>89-80%</td>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>79-70%</td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>69-60%</td>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>L</td>
<td>Leave of Absence</td>
<td></td>
</tr>
<tr>
<td>PE</td>
<td>Pass by Proficiency Exam</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td></td>
</tr>
<tr>
<td>WZ</td>
<td>Military Withdrawal</td>
<td></td>
</tr>
<tr>
<td>TR</td>
<td>Transfer Credit</td>
<td></td>
</tr>
</tbody>
</table>

Failure to Return from LOA

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

Coursework Completed at Foreign Institutions

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

Satisfactory Academic Progress

FA Probation (SAP NOT MET – 2nd consecutive term)

At the end of each term following a SAP evaluation, students with an immediate SAP NOT MET status and who are SAP NOT MET again according to the academic progress standards stated in the school’s catalog, will be notified with a SAP NOT MET letter indicating that they will be withdrawn unless they successfully appeal by written request within five (5) calendar days.
after the notification in accordance with the Academic Appeals Policy. Appeals shall only be granted for the following reasons: the death of a family member; an illness or injury suffered by the student; special circumstances of an unusual nature which are not likely to recur. (See ED002 Academic Appeals Policy.)

**Academic Progress Plan (APP)**

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

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

If at the end of any SAP evaluation period on the plan (APP) the student does not meet the plan’s requirement(s), the student will receive a dismissal letter and will be dismissed from the program.

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

**SAP Advising or SAP MET Status**

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

**SAP NOT MET Status and/or Dismissal**

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

**Retaking Failed Coursework**

For the purpose of improving academic standing and establishing institutional grade point average, students must repeat any failed coursework. Failed courses may be repeated more than twice, so long as repeating the coursework does not jeopardize the students’ maximum time frame of completion. Pre-requisite modules in diploma programs may not be repeated more than three (3) attempts. Each attempt counts in the calculation of the students’ rate of progress and successful completion percentages. All repeated coursework will appear on the student’s transcript, but only the highest grade earned, will be included in the calculation of their cumulative grade point average. Attendance in successfully repeated classes/modules will also replace attendance in prior unsuccessful attempts.

**ADDENDUM effective September 1, 2013:** The following language has been updated to the “NOTIFICATION OF RIGHTS UNDER FERPA” section on pages 21-22 of the catalog.

**ADDED:**

WyoTech is committed to the protection of student education information. While WyoTech does not publish a student directory, from time to time the school publishes communications, such as graduation and honor roll lists, that include WyoTech-designated directory information. WyoTech expressly limits its designated directory information to students’ names, graduation dates, programs of study, degrees, diplomas, certificates and honors/awards received. A student who wishes not to be included in the campus publications referenced above must obtain an Opt-Out form from the Registrar’s Office and submit the completed form to the Registrar.

**REMOVED:**

From time to time the institution publishes communications, such as graduation and honor roll lists that include student’s names and programs of study. A student who wishes not to be included should put that request in writing to the Registrar.

**ADDENDUM effective July 15, 2013:** The following language has been removed under the Memberships section on page 2 of the catalog:

- South Dakota Auto Body Association

**ADDENDUM effective June 5, 2013:** The following language has been added to the catalog:

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

A. Whether the postponement is for the convenience of The School or the student, and;

B. A deadline for the new start date, beyond which the start date will not be postponed. If the course is not commenced, or if the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with The School’s refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

ADDENDUM effective June 5, 2013: The following Attendance Policy language has been updated on page 51 of the catalog under the Wisconsin Student Information section:

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

ADDENDUM effective June 5, 2013: The following language has been updated on page 50 of the catalog:

9. Any grievances not resolved by the school may be forwarded to the Texas Workforce Commission, Career Schools and Colleges, Room 226T, 101 East 15th Street, Austin, Texas 78778-0001, Phone: (512) 936-3100, http://csc.twc.state.tx.us

ADDENDUM effective June 5, 2013: The following language has been updated in the Entitlement Agencies section on page 2 of the catalog:

- Approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.

ADDENDUM effective June 5, 2013: The following language has been updated on page 2 of the catalog:

- Certified by the Kansas Board of Regents, 1000 SW Jackson Street, Suite 500, Topeka KS 66612-1368, Tel (785) 296-3421, Fax (785) 296-0983.

ADDENDUM effective June 5, 2013: The following language has been updated on page 52 of the catalog:

If the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Indiana Board for Proprietary Education at: 101 West Ohio Street Suite 670, Indianapolis, IN 46204; (317) 464-4400; http://www.in.gov/cpe/2329.htm.

ADDENDUM effective June 5, 2013: The following language has been updated on page 23 of the catalog:

INDIANA STUDENT INFORMATION

In addition to CANCELLATION POLICY (a) (1), (2), (3), (5) and (6) above, Indiana students may cancel at any time after signing the Enrollment Agreement and within six business days following the day of the first class of the first academic year. See the Notice of Cancellation form, accompanying the Enrollment Agreement, for an explanation of this right. The institution noted on the front of the enrollment agreement that it is regulated by the Indiana Board for Proprietary Education, 101 West Ohio Street, Suite 670, Indianapolis, IN 46204.

ADDENDUM effective March 26, 2013: The following programs are added to the program offerings at the campus. The new programs will not be available to students in various states until the respective state education departments grant approval.

<table>
<thead>
<tr>
<th>AUTOMOTIVE TECHNOLOGY W/ OFF-ROAD POWER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credential</td>
</tr>
<tr>
<td>Diploma</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Clock Hours</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>Basic Engine Management Systems</td>
<td>250</td>
<td>10.0</td>
</tr>
<tr>
<td>200</td>
<td>Drivability Diagnostics</td>
<td>250</td>
<td>10.0</td>
</tr>
<tr>
<td>300</td>
<td>Drivetrain Systems</td>
<td>250</td>
<td>10.0</td>
</tr>
<tr>
<td>400</td>
<td>Chassis</td>
<td>250</td>
<td>10.0</td>
</tr>
</tbody>
</table>
### COLLISION/REFINISHING TECHNOLOGY W/ OFF-ROAD POWER

<table>
<thead>
<tr>
<th>Credential</th>
<th>Clock Hours</th>
<th>Credit Hours</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma</td>
<td>1,500</td>
<td>65.0</td>
<td>9 months</td>
</tr>
</tbody>
</table>

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

#### Collision/Refinishing Technology Core Requirements

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Clock Hours</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1100</td>
<td>Collision Repair I</td>
<td>250</td>
<td>12.0</td>
</tr>
<tr>
<td>1200</td>
<td>Collision Repair II</td>
<td>250</td>
<td>12.0</td>
</tr>
<tr>
<td>1300</td>
<td>Refinishing I</td>
<td>250</td>
<td>10.0</td>
</tr>
<tr>
<td>1400</td>
<td>Refinishing II</td>
<td>250</td>
<td>10.0</td>
</tr>
<tr>
<td><strong>Core Total</strong></td>
<td></td>
<td><strong>1,000</strong></td>
<td><strong>45.0</strong></td>
</tr>
</tbody>
</table>

#### Off-Road Power Courses

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Clock Hours</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>4800</td>
<td>ATV Mechanical Systems and PWC</td>
<td>250</td>
<td>10.0</td>
</tr>
<tr>
<td>4900</td>
<td>ATV Electrical Systems and Snowmobiles</td>
<td>250</td>
<td>10.0</td>
</tr>
<tr>
<td><strong>Program Total</strong></td>
<td></td>
<td><strong>1,500</strong></td>
<td><strong>65.0</strong></td>
</tr>
</tbody>
</table>

### DIESEL TECHNOLOGY W/ OFF-ROAD POWER

<table>
<thead>
<tr>
<th>Credential</th>
<th>Clock Hours</th>
<th>Credit Hours</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma</td>
<td>1,500</td>
<td>60.0</td>
<td>9 months</td>
</tr>
</tbody>
</table>

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

#### Diesel Technology Core Requirements

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Clock Hours</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>600</td>
<td>Fluid Power and Electrical Systems</td>
<td>250</td>
<td>10.0</td>
</tr>
<tr>
<td>700</td>
<td>Engines</td>
<td>250</td>
<td>10.0</td>
</tr>
<tr>
<td>800</td>
<td>Engine Management Systems and Refrigeration</td>
<td>250</td>
<td>10.0</td>
</tr>
<tr>
<td>900</td>
<td>Power Trains</td>
<td>250</td>
<td>10.0</td>
</tr>
<tr>
<td><strong>Core Total</strong></td>
<td></td>
<td><strong>1,000</strong></td>
<td><strong>40.0</strong></td>
</tr>
</tbody>
</table>

#### Off-Road Power Courses

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Clock Hours</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>4800</td>
<td>ATV Mechanical Systems and PWC</td>
<td>250</td>
<td>10.0</td>
</tr>
<tr>
<td>4900</td>
<td>ATV Electrical Systems and Snowmobiles</td>
<td>250</td>
<td>10.0</td>
</tr>
<tr>
<td><strong>Program Total</strong></td>
<td></td>
<td><strong>1,500</strong></td>
<td><strong>60.0</strong></td>
</tr>
</tbody>
</table>

### ADDENDUM effective March 26, 2013:

The following course descriptions are added to the Course Descriptions section beginning on page 36 of the catalog.

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

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

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

This course introduces students to information resources, sophisticated test equipment, manufacturer approved diagnostics, and repair procedures for fuel and electrical related issues on all-terrain vehicles (ATV) and all aspects of snowmobile repair. Prerequisite: None. Lecture Hours: 125. Lab Hours: 125.
ADDENDUM effective March 7, 2013: The following replaces the respective action of the CODE OF STUDENT CONDUCT – WYOTECH beginning on page 16 of the catalog:

All WyoTech students will abide by the following:

8. **Inappropriate Electronic Communication**: abusive, threatening, or otherwise inappropriate behavior via email, texting or any other social media communication.

ADDENDUM effective February 26, 2013: The following replaces the TRANSFER CREDIT FOR PROFICIENCY EXAM on page 5 of the catalog:

Individuals with high school diplomas who have successfully completed secondary vocational programs (or secondary vocational coursework/classes in certain areas) at institutions certified/accredited by the National Automotive Technicians Education Foundation (NATEF) and who have within 18 months prior to enrolling at WyoTech achieved ASE Student Certification (or prior to November 2012 achieved an 80 percent or higher on National Automotive Student Skills Standards Assessment (NA3SA) tests) will be considered for proficiency credit in the WyoTech Automotive Technology, Collision/Refinishing Technology or Diesel Technology programs.

Automotive Technology Programs

Individuals meeting the following requirements and with the approval of the campus director of education (or designee) will be given credit for course 100 Basic Engine Management Systems (EMS I) if all of the following are met:

- Be a graduate of a NATEF-certified secondary/vocational institution and
  - 1) Have successfully completed an automotive technology, automotive repair or related program, or
  - 2) Successfully completed coursework/classes in engine repair and electrical/electronic systems
- Achieved ASE Student Certification within 18 months prior to enrolling at WyoTech in the following areas:
  - Engine Repair
  - Electrical/Electronic Systems

Collision/Refinishing Technology Programs

Individuals meeting the following requirements and with the approval of the campus director of education (or designee) will be given credit for course 1100 Collision Repair I if all of the following are met:

- Be a graduate of a NATEF-certified secondary/vocational institution and
  - 1) Have successfully completed a collision repair and refinishing, auto body or related program, or
  - 2) Successfully completed coursework/classes in non-structural analysis and damage repair
- Achieved ASE Student Certification within 18 months prior to enrolling at WyoTech in Non-Structural Analysis and Damage Repair.

Diesel Technology Programs

Individuals meeting the following requirements and with the approval of the campus director of education (or designee) will be given credit for course 700 Engines if all of the following are met:

- Be a graduate of a NATEF-certified secondary/vocational institution and
  - 1) Have successfully completed a heavy/medium truck, diesel engines or related program, or
  - 2) Successfully completed coursework/classes in diesel engines
- Achieved ASE Student Certification within 18 months prior to enrolling at WyoTech in Diesel Engines.

ADDENDUM effective February 26, 2013: The following dates are added to Appendix B: Academic Calendar beginning on page 53 of the catalog:

**2015 Academic Calendar**

**Winter Schedule 2015**

*January Registration.................................................................................................................. Friday, January 2, 2015  
Course Session..................................................................................................................... Monday, January 5, 2015 - Friday, February 13, 2015  
Finals and Course End........................................................................................................... Friday, February 13, 2015  
*February Registration.............................................................................................................. Monday, February 16, 2015  
Course Session..................................................................................................................... Monday, February 16, 2015 - Friday, March 27, 2015  
Finals and Graduation .......................................................................................................... Friday, March 27, 2015

**Spring Schedule 2015**

*April Registration.................................................................................................................. Monday, March 30, 2015  
Course Session..................................................................................................................... Tuesday, March 31, 2015 - Monday, May 11, 2015  
Finals and Course End........................................................................................................... Monday, May 11, 2015  
*May Registration.................................................................................................................... Tuesday, May 12, 2015  
Course Session..................................................................................................................... Tuesday, May 12, 2015 - Tuesday, June 23, 2015  
Memorial Day Holiday.......................................................................................................... Monday, May 25, 2015
Fall Schedule 2015
*September Registration ................................................................. Friday, September 25, 2015
Course Session ................................................................................. Monday, September 28, 2015 - Friday, November 6, 2015
*November Registration ................................................................. Monday, November 9, 2015
Course Session .............................................................................. Monday, November 16, 2015
Thanksgiving Holiday Break ......................................................... Thursday, November 26, 2015 - Sunday, November 29, 2015
Finals and Graduation ................................................................. Friday, November 6, 2015 - Friday, December 4, 2015
Scheduled Break ................................................................................ Saturday, December 5, 2015 - Sunday, December 6, 2015

ADDENDUM effective October 1, 2012: The following replaces the respective disclosure in Appendix A: State Specific Student Information section beginning on page 43 of the catalog:

WASHINGTON STUDENT ACHIEVEMENT COUNCIL formerly known as WASHINGTON HIGHER EDUCATION COORDINATING BOARD DEGREE AUTHORIZATION AGENCY

WyoTech is authorized by the Washington Student Achievement Council and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes WyoTech to offer specific degree programs. The Council may be contacted for a list of currently authorized programs. Authorization by the Council does not carry with it an endorsement by the Council of the institution or its programs. Any person desiring information about the requirements of the Act or the applicability of those requirements to the institution may contact the Council at P.O. Box 43430, Olympia, WA 98504-3430.

ADDENDUM effective September 11, 2012 (REVISED: JUNE 3, 2013): The following is added to Appendix A: State Specific Student Information section beginning on page 43 of the catalog:

Colorado Student Information

A person claiming pecuniary loss as a result of a deceptive trade or sales practice, pursuant to section 12-59-117, C.R.S., by a school or agent shall first exhaust all complaint and appeals processes available at the school. If the person’s complaint is not resolved to the person’s satisfaction, the person may file with the Colorado Board of Private Occupational Schools a written complaint against the school or agent. A complaint shall be filed within two years after the student discontinues his or her training at the school or at any time prior to the commencement of training.

ADDENDUM effective August 27, 2012: The following replaces Applied Service Management #6 in the CODE OF STUDENT CONDUCT – WYOTECH on page 17 of the catalog:
6. Females will follow the same guidelines of white shirt and khaki or dress pants. White collared shirts must be kept tucked in, and only the top button may be kept unbuttoned; ties are not mandatory for females.

ADDENDUM effective August 24, 2012: The following is added to Appendix A: State Specific Student Information section beginning on page 43 of the catalog:

Colorado Student Information
TRANSFERABILITY OF CREDITS TO OTHER INSTITUTIONS
WyoTech does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution.

Michigan Student Information
Students may access a complaint form at www.michiganps.net.

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

Washington Student Information
ARBITRATION WAIVER: Washington residents are not bound by the enrollment agreement’s statement precluding the student from "joining or consolidating claims in arbitration with or against another present or former student or to arbitrate any claim as a representative or member of a class or in a private attorney general capacity.

ADDENDUM effective August 24, 2012: The following replaces the Minnesota information in the Entitlement Agencies section on page 2 of the catalog:
Licensed as a private career school with the Minnesota Office of Higher Education, 1450 Energy Park Drive, Suite 350, St. Paul, MN 55108-5227, pursuant to Minnesota Statutes, sections 141.21 to 141.32. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

ADDENDUM effective August 23, 2012 (REVISED: June 3, 2013): The following replaces the Indiana information in the Entitlement Agencies section on page 2 of the catalog:
This institution is authorized by Indiana Board for Proprietary Education, 101 West Ohio Street, Suite 670, Indianapolis, IN 46204.

ADDENDUM effective August 1, 2012; ATB Grandfathering Policy update effective August 2, 2012: Effective July 1, 2012, the school will stop enrolling new Ability to Benefit (ATB) students and all new students must have attained a high school diploma or equivalent for admission. The limited circumstances under which a continuing ATB student may establish eligibility on or after July 1, 2012 are outlined in the grandfathering policy below. Students wishing to establish eligibility may be required to submit documentation evidencing continuing ATB eligibility under the grandfathering provisions.

ATB GRANDFATHERING POLICY
Students who were enrolled in an eligible educational program of study any time before July 1, 2012, may continue to be considered Title IV eligible under either the ATB test or credit hour standards if they meet the following two-part test set forth below:
1. The student attended, or was registered and scheduled to attend, a Title IV eligible program at an eligible institution prior to July 1, 2012; and
2. The student attained a passing score on an independently administered Department of Education (DOE) approved ATB test subject to the limitations set forth below.

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

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

<table>
<thead>
<tr>
<th>ATB Test</th>
<th>CPA</th>
<th>COMPASS</th>
<th>ASSET</th>
<th>CPT/Accuplacer</th>
<th>Wonderlic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Passing</td>
<td>Language: 42</td>
<td>Reading: 62</td>
<td>Reading: 35</td>
<td>Reading: 55</td>
<td>Verbal: 200</td>
</tr>
<tr>
<td>Scores:</td>
<td>Reading: 43</td>
<td>Writing: 32</td>
<td>Writing: 35</td>
<td>Sentence Skills: 60</td>
<td>Quantitative: 210</td>
</tr>
</tbody>
</table>
Former CCi ATB students re-entering on or after July 1, 2012, under the limited circumstances outlined above will not be required to retake and pass the ATB test if the official score sheet from the test publisher is in the student’s academic file.

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

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

ADDENDUM effective July 1, 2012: The school will stop enrolling new Ability to Benefit (ATB) students. The limited circumstances under which an ATB student, who first applied, enrolled and attended by June 30, 2012, may establish eligibility for re-entry on or after July 1, 2012 are outlined in the policy below. No ATB students are eligible to re-enter, under any circumstances, past December 28, 2012.

ABILITY TO BENEFIT STUDENTS ENROLLING AND ATTENDING BY JUNE 30, 2012
Effective for students who first apply, enroll and attend a program of study by June 30, 2012, federal regulations allow individuals who do not possess a high school diploma or its recognized equivalent, and home school students who do not meet certain criteria, to attend post-secondary institutions and qualify for federal financial assistance. Such students must demonstrate an ability to benefit by achieving a minimum passing score on an ATB test. An ATB student applying for admission, enrolling and attending by June 30, 2012, may be conditioning accepted prior to the receipt of an official score report. However, a student’s financial aid package may not be submitted and attendance may not be posted until the receipt of an official score report indicating a passing score.

ABILITY TO BENEFIT PASSING TEST SCORES
ATB students must achieve or exceed the minimum passing scores in all subtests at one administration. Minimum ATB qualifying scores for CPAt, COMPASS, ASSET and the Wonderlic Basic Skills Test as defined in the table below.

<table>
<thead>
<tr>
<th>ATB Test</th>
<th>CPAt</th>
<th>COMPASS</th>
<th>ASSET</th>
<th>Wonderlic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required</td>
<td>Language: 45</td>
<td>Reading: 65</td>
<td>Reading: 36</td>
<td>Verbal: 205</td>
</tr>
<tr>
<td>Passing scores:</td>
<td>Reading: 45</td>
<td>Writing: 35</td>
<td>Writing: 35</td>
<td>Quantitative: 215</td>
</tr>
<tr>
<td></td>
<td>Numerical: 43</td>
<td>Numerical: 27</td>
<td>Numerical: 36</td>
<td></td>
</tr>
</tbody>
</table>

RE-ENTRY OF ATB STUDENTS ON OR AFTER JULY 1, 2012
An ATB student, who had applied for, enrolled and attended his or her program of study and had subsequently dropped, is eligible to re-enter within 180 calendar days of his or her Date of Determination (DOD) if all of the following conditions are met:

- The ATB student must have attended his or her program of study by June 30, 2012 in order to be eligible for Title IV funds for the 2012-2013 award year;
- The ATB student must have been packaged and his or her Pell grant and/or any loans originated prior to the student’s Date of Determination; and
- An ATB student who requires funding for the 2012-2013 award year must complete both the 2011/2012 and 2012/2013 FAFSA. The 2011/2012 FAFSA must be completed by June 30, 2012.

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

NOTE: ATB students are not eligible to re-enter under any circumstances past December 28, 2012 when 180 calendar days from July 1, 2012 would have passed. This includes ATB students attempting a first time re-entry and subsequent re-entry attempts of ATB students who had a qualifying re-entry after July 1, 2012 but subsequently dropped.

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