



2012-2014 Catalog

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The contents of this catalog and of other school bulletins, publications, or announcements are subject to change without notice.

Certification of Accuracy

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

A handwritten signature in black ink, reading "Jorge Gutierrez". The signature is written in a cursive style with a large initial "J" and a long, sweeping underline.

Jorge Gutierrez, Campus President

Daytona Beach, FL Campus

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IMPORTANT - The School reserves the right to make and designate the effective date of changes in School policies and procedures at any time such changes are considered to be desirable or necessary. Students will be notified of said changes.

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ABOUT WYOTECH

CORINTHIAN COLLEGES, INC.

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

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

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

MESSAGE TO OUR STUDENTS

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

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

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

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

EDUCATIONAL PHILOSOPHY

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

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

SCHOOL HISTORY AND DESCRIPTION

WyoTech – Daytona Beach was established in January 1972 under the name American Motorcycle Institute, or AMI. Imagined as a school that would be "private" in its structure and "public" in its impact, classes began in a one-building classroom shop and grew to a 10.5-acre campus. In 2004, the school was purchased by Florida Metropolitan University, Inc., a wholly owned subsidiary of Corinthian Colleges, Inc. In February of 2006, the name of the school was changed from AMI to WyoTech. In November of 2006, the school moved to its current location at 470 Destination Daytona Lane, Ormond Beach, FL.

It is here that WyoTech presently provides entry-level training in all of its divisions. In 1972, motorcycle mechanics was the only program of instruction. However, seeing the need for another service-related program, marine mechanics was added in 1973. At first only inboard gasoline-powered marine engines with a stern drive unit were used for the training, but soon the demand for outboard motor mechanics training became strong and it was added to the curriculum in 1975. Growth continues to be a byword at WyoTech, and to continue on this path WyoTech began offering its first two Associate in Specialized Technology degree programs in February of 2012.

Still keeping the basic concept, WyoTech gained recognition in the service-related industries. Students acquired the knowledge in the classrooms, labs, and shop that are kept at a relatively small student-teacher ratio. This was keeping with the first criteria of the basic concept... "private" in its structure. Graduates quickly found jobs in the industry, which fulfilled the second criteria... "public" in its impact.

ACCREDITATION, APPROVALS, AND MEMBERSHIPS

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

Institutional Accreditation

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

Entitlement Agencies

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

- Licensed by Means of Accreditation by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number 888-224-6684.
- Agents licensed by the Colorado Department of Higher Education, Division of Private Occupational Schools
- Authorized by the Georgia Nonpublic Postsecondary Education Commission
- Regulated by the Indiana Commission on Proprietary Education, 302 West Washington Street, Room E201, Indianapolis, IN 46204-2767, (800) 227-5695 or (317) 232-4219; advertising code AC-0249.
- Approved by the Kansas Board of Regents
- Licensed by the Louisiana Board of Regents and adheres to the rules and regulations of the Louisiana Proprietary Schools Advisory Commission
- Licensed by the State of Minnesota, Higher Education Services Office pursuant to Minnesota Statutes Chapter 141
- Licensed by the Mississippi Commission of Proprietary Schools and College Registration, 3825 Ridgewood Road, Jackson, MS 39211; License No. C-648.
- Registered with the Ohio State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481; Columbus, OH 43215; Registration No. 07-05-1822T.
- Licensed and regulated by the Oklahoma Board of Private Schools, 3700 North Classen Blvd., Suite 250, Oklahoma City, OK 73118
- Licensed by the South Carolina Commission on Higher Education, 1122 Lady Street, Suite 300, Columbia, SC 29201; Telephone (803) 737-2260. Licensure indicates that minimum standards have been met; it is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education.
- WyoTech, Daytona Beach is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.
- Approved and Regulated by the Texas Workforce Commission, Career Schools and Colleges, 101 East 15th Street, Room 226T, Austin, Texas 78778-0001.
- Licensed by the Washington Workforce Training and Education Coordinating Board under Chapter 28C.10 RCW. Washington residents: Inquires or complaints regarding this or any other private vocational school may be made to the Workforce Board, 128 10th Avenue, SW, Box 43105, Olympia, WA 98504; Web: wtb.wa.gov; telephone: (360) 753-5662; E-mail address: wtecb@wtb.wa.gov.
- This School is authorized under Federal law to enroll non-immigrant alien students.
- Eligible students may apply to the following agencies for determination of benefits while attending WyoTech: Veterans Administration, Bureau of Indian Affairs, and Vocational Rehabilitation.

Memberships

- American Motorcyclist Association, Corporate Member
- Association of Private Sector Colleges and Universities
- Chamber of Daytona Beach & Halifax Area (386) 255-0981
- Florida Association of Postsecondary Schools and Colleges
- Marine Industries Association
- Marine Retailers Association of America
- Motorcycle Industry Council
- National Association of Student Financial Aid Administrators
- Specialty Equipment Market Association

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

TEACHING FACILITIES AND EQUIPMENT

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

Learning Resource Center

The Learning Resource Center (LRC) provides a quiet and comfortable environment in which students can work independently on a wide variety of projects.

The LRC staff provides research assistance, offers classes in LRC usage, and assists in special ordering requests as needed. LRC hours allow ample access for both day and night students.

Facilities

The Motorcycle and Marine Technology Departments have classrooms for audio-visual demonstrations and lectures and over 80,000 square feet of shop and classroom space. The shop area contains lifts, workbenches, tool cribs, exhaust ventilation systems, air and electrical drops, toolboxes equipped with both metric and American standard tools, and tool cribs with special manufacturer tools for diagnostics as well as repair. The Marine Division also incorporates outside test tanks, allowing students to observe actual running engines for the purposes of testing, diagnostics, tune-up, and repair.

The motorcycle division has a detached dynamometer building for the purpose of retrieving data from motorcycles before and after modifications and the ability to safely run a motorcycle beyond its capabilities within the confines of the campus.

The Applied Service Management Department has 1,248 square feet dedicated to its classrooms for audio-visual demonstrations and lectures and computer labs for computerized shop management training. Computers, equipped with internet access, are provided for individual students to use in the computer labs and contain programs such as Commander and Microsoft Office Suite.

INTERNATIONAL STUDENTS

This School is authorized under Federal law to enroll non-immigrant alien students. Information on Foreign Student Application Procedure is available at the Admissions Office and will be sent to the foreign applicants in addition to this catalog. The School certifies the student’s enrollment status on Visa applications; no other Visa services are provided.

Since all the instruction is in English, the academic success at WyoTech is strongly dependent upon the student’s ability to communicate in English. Every effort should be made to perfect English proficiency prior to entering the School. The School does not offer classes in ESL, “English as a Second Language.”

INSTRUCTIONAL SUPPORT

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

WyoTech has a competency-based approach to training. This curriculum method is designed to accomplish the goal of imparting specific knowledge and skills to each student. Technical instructors are real industry specialists delivering high-quality and up-to-date training. Additionally, curriculum writers prepare hundreds of sophisticated drawings, illustrations, and charts to enhance the training materials. Simulators, cutaways, mock-ups, and demonstration devices provide support to instructor presentations.

Advisory Committees

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

ADMISSIONS

REQUIREMENTS AND PROCEDURES

Applicants should apply for admission as soon as possible in order to be officially accepted for a specific program and start date. To begin the application process, the applicant should write, telephone, or visit the school. An applicant must be a high school graduate or its equivalent.

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

1. Be interviewed and recommended for admission by a school representative;
2. Submit a Student Information Form;
3. Sign a Code of Student Conduct Agreement, including President (or designee) approval for prior felony or misdemeanor convictions;
4. Sign an Enrollment Agreement;
5. Receive acceptance notification from the school;
6. In order to begin classroom attendance at WyoTech, an applicant must provide proof of standard-curriculum high school graduation or its equivalent. A transcript may be required in order to determine eligibility; or

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

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

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

CREDIT FOR PREVIOUS EDUCATION

Requests for credit for previous education must be made to the Director of Education. Official transcripts and course descriptions are needed to determine acceptable credit. Requests for transfer credit must be made prior to beginning classroom attendance at WyoTech. There is no fee charged for assessing transcripts. A minimum grade of "C" from an accredited school (recognized by the U.S. Department of Education) must be achieved for a course to be considered for transfer credit. A student must complete at least 25% of the course requirements of a program at WyoTech in order to receive a diploma from WyoTech. The transfer of incoming credit is given at the sole discretion of the Director of Education and is based on sufficient comparability of course content, in the course's entirety (that is, no partial course credit will be awarded), to the program in which the student will enroll. If the school accepts credit for prior training, the current tuition will be reduced proportionally by the number of hours of transfer credit accepted. If the school does not accept credit for prior training, the student may appeal the decision by making written request to the Director of Education stating reasons and presenting any additional material for consideration. Federal financial aid may be limited based upon previous awards at other institutions. Potential ramifications to the student's financial aid must be evaluated on an individual basis; students should contact the financial aid department for individual evaluation.

TRANSFERABILITY OF CREDITS TO OTHER INSTITUTIONS

WyoTech does not guarantee credit into or out of the school. Transferability is always at the discretion of the receiving school. The diploma and degree programs of the school are terminal in nature and are designed for the graduate's employment upon graduation. Upon request, the school will provide students with transcripts and course outlines for credit evaluation.

ACADEMIC STANDARDS

DEFINITION OF CLOCK AND CREDIT HOUR

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

A quarter credit hour consists of 10 clock hours of lecture, 20 clock hours of faculty-supervised laboratory, or 30 clock hours of faculty-supervised shop training.

OUT OF CLASS ASSIGNMENTS

- Students in degree programs should plan to spend a minimum of up to two hours per day outside of class completing homework assignments as directed by the instructor
- In addition to scheduled classes, students in diploma programs will be expected to complete assigned homework and other out-of-class assignments in order to successfully meet course objectives as set forth in the course/program syllabi

GRADING SYSTEM AND PROGRESS REPORTS

The student's final grade for each course or module is determined by the average of the tests, homework, class participation, special assignments and any other criteria indicated in the grading section of the syllabus for the course or module. Final grades

are reported at the completion of each grading term and are provided to each student. If mailed, they are sent to the student's home address. Failed courses must be repeated and are calculated as an attempt in Satisfactory Academic Progress calculations.

Percentage	Letter	GPA
100-90%	A	4.0
89-80%	B	3.0
79-70%	C	2.0
69-0%	F	0
	W	Withdrawal
	WZ	Military Withdrawal
	TR	Transfer Credit

GRADING PERIODS

The final grade for each course is comprised of lecture, laboratory, out of class assignments and professionalism grades. Failure of any required laboratory competency will result in a failing grade for that course. Students must achieve a minimum grade of 2.0 in each course or the course must be repeated.

WITHDRAWAL

Students who want to discontinue their training for any reason are required to schedule an exit interview with the Registrar or other designated School official. This meeting can help the School correct any problems and may assist students with their plans. In many cases, the problem hindering successful completion of the educational objective can be resolved during an exit interview.

Notification of intent to officially withdraw from WyoTech should be made to the Administrative Office at the campus. Notification can be sent to the Registrar, 470 Destination Daytona Lane, Ormond Beach, FL 32174.

MAKE-UP WORK

Make-up tests are allowed for an absence. Make-up work will not remove an absence, tardy, or leave early from a student's record. Weekly tests may be made up within 2 days of the original test date. Final tests cannot be made up.

REMEDIAL COURSES AND PASS/FAIL GRADES

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

GRADUATION REQUIREMENTS

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

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

CLASS SIZE

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

ATTENDANCE REQUIREMENTS

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

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

Transportation Programs:

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

Readmission

Students wishing to re-enter the School following a withdrawal may apply for readmission by contacting the Director of Education. Readmission is granted on a space-available basis. The School reserves the right to refuse re-admittance based upon the attendance, academic, financial, and social conduct history of the student during previous enrollment periods.

CANCELLATION OF CLASSES/COURSES**Inclement Weather**

The School reserves the right to close during weather emergencies or other "acts of God". Under these conditions, students will not be considered absent. Instructors will cover any missed material to ensure completion of the entire program. Make-up classes due to school closures will likely be offered on Saturday and Sunday.

LEAVE OF ABSENCE (LOA) POLICY

The institution permits students to request leaves of absence (LOA) for up to 180 calendar days or one-half the published program length, whichever is shorter, during any 12-month period if there are legitimate extenuating circumstances that require the students to interrupt their education.

In order for a student to be granted an LOA, the student must provide the Campus President or Director of Education with a signed and dated written request, prior to the leave of absence (unless prevented by unanticipated circumstances) outlining the reasons for the LOA request and the date the student expects to return to school.

If the leave of absence request is approved by the institution, a copy of the request--dated and signed by both parties, along with other necessary supporting documentation--will be placed in the student's file.

Veterans requesting to take a Leave of Absence during training are advised that, per Department of Veterans Affairs, Veterans benefits must be terminated during a Leave of Absence.

Extension of LOA

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

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

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

Failure to Return From a Leave Of Absence

A student who fails to return from an LOA on or before the date indicated in the written request will be terminated from the program, and the institution will invoke the cancellation/refund policy.

As required by federal statutes and regulations, the student's last date of attendance prior to the approved leave of absence will be used in order to determine the amount of funds the institution earned and make any refunds which may be required under federal, state, or institutional policy (see "Cancellation/Refund Policy").

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

Effects of Leave of Absence on Satisfactory Academic Progress

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

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

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

RETAKEING PASSED COURSEWORK

Students may repeat coursework as long as such coursework does not include more than a single repetition of a previously passed course. Each attempt counts in the calculation of the students' rate of progress and successful completion percentages. All repeated courses will appear on the student's transcript, but only the highest grade earned will be included in the calculation of their cumulative grade point average.

RETAKEING 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. 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.

UPDATE TRAINING

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

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

Students must maintain satisfactory academic progress in order to remain eligible as regularly enrolled students and to continue receiving federal financial assistance. The accreditor and federal regulations require that all students progress at a reasonable rate toward the completion of their academic program. Satisfactory academic progress is measured by:

- The student's cumulative grade point average (CGPA)
- The student's rate of progress toward completion (ROP)
- The maximum time frame allowed to complete which is 150% of total number of credits in the program of study (MTF)

Evaluation Periods for Satisfactory Academic Progress

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

GPA and CGPA Calculations

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

Rate of Progress Toward Completion

The school catalog contains a schedule designating the minimum percentage or amount of work that a student must successfully complete at the end of each evaluation period to complete their educational program within the maximum time frame (150%). Quantitative progress is determined by dividing the number of credit hours earned by the number of credit hours attempted. Credit hours attempted include completed hours, transfer credits, withdrawals, and repeated courses.

Maximum Time Frame to Complete

The maximum time frame for completion of any program is limited by federal regulation to 150% of the published length of the program. A student is not allowed to attempt more than 1.5 times or 150% of the credit hours in the standard length of the program in order to complete the requirements for graduation.

SATISFACTORY ACADEMIC PROGRESS TABLES

108 Credit Hour Modular Program				
Total credit hours that may be attempted: 162 (150% of 108).				
Total Credit Hours Attempted	SAP advising if CGPA is Below	SAP not met if CGPA is Below	SAP advising if Rate of Progress is Below	SAP not met if Rate of Progress is Below
0-36	2.0	N/A	66.66%	N/A
37-72	2.0	1.0	66.66%	25.0%
73-108	2.0	1.5	66.66%	50.0%
109-144	2.0	1.85	66.66%	65.0%
145-162	N/A	<2.0 = Dismissal	N/A	<66.66% = Dismissal

109 Credit Hour Modular Program				
Total credit hours that may be attempted: 163 (150% of 109).				
Total Credit Hours Attempted	SAP advising if CGPA is Below	SAP not met if CGPA is Below	SAP advising if Rate of Progress is Below	SAP not met if Rate of Progress is Below
0-36	2.0	N/A	66.66%	N/A
37-72	2.0	1.0	66.66%	30.0%
73-109	2.0	1.5	66.66%	45.0%
110-146	2.0	1.85	66.66%	60.0%
147-163	N/A	<2.0 = Dismissal	N/A	<66.66% = Dismissal

SAP Advising

SAP is evaluated at the end of each term and all students with a cumulative grade point average (CGPA) and/or a rate of progress (ROP) below the SAP Advising benchmark, but above the SAP Not Met progress standards as stated above will be placed on SAP Advising. Students on SAP Advising will be issued a SAP Advising letter and will be monitored with an academic advising plan for the subsequent term.

Academic and Financial Aid Warning

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

Notification of Financial Aid Warning

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

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

Academic and Financial Aid Probation

When students fall below the required academic progress standards (CGPA and/or ROP) for their program for two consecutive evaluation periods, students shall receive written notification that they will be withdrawn unless they successfully

appeal by written request within the timeframe stated in the Student Academic Appeals Policy. If a student's appeal is approved, the student will be placed on Academic and Financial Aid (FA) probation. While on FA probation, students must adhere to an Academic Progress Plan. Probation will begin at the start of the next evaluation period. When both the CGPA and ROP are above the probation ranges, students are removed from probation.

During the period of probation, students are considered to be making Satisfactory Academic Progress both for academic and financial aid eligibility. Students on probation must participate in academic advising as a condition of their probation. Academic advising shall be documented on an Academic Progress Plan and shall be kept in the students' academic file.

Notification of Academic and Financial Aid Probation

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

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

Academic Appeals

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

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

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

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

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

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

Reinstatement Following Suspension

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

- The student must develop an Academic Progress Plan with their advisor;
- The student must be able to complete their program within the 150% time frame.

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

Dismissal

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

Application of Grades and Credits

- Grades A through F are included in the calculation of CGPA and are included in the Total Number of Credit Hours Attempted
- Transfer credits (TR) are not included in the calculation of CGPA but are included in the Total Number of Credit Hours Attempted and Earned in order to determine the required levels for CGPA and rate of progress
- For calculating rate of progress, F grades and W grades are counted as hours attempted but are not counted as hours successfully completed
- When a course is repeated, the higher of the two grades is used in the calculation of CGPA, and the total credit hours for the original course and the repeated course are included in the Total Credit Hours Attempted (in the SAP charts) in order to determine the required rate of progress level. The credit hours for the original attempt are considered as not successfully completed

- When a student transfers between programs, all attempts of courses common to both programs are included in the CGPA and are ROP of the new program
- Students graduating from one program and continuing on to another will have all successfully completed courses common to both programs included in the SAP calculations of the new program. Courses not in the new program, including grades of W or F, are excluded from all SAP calculations

Transfer Credit

Students may receive transfer credit for courses taken at another school. Courses for which a student receives transfer credit are counted as attempted and successfully completed for purposes of satisfactory academic progress. As a result, courses for which a student receives transfer credit provide the student with advanced standing, which is applied to the student's progress in calculation of the percentage of maximum time frame for the program that the student has completed. For instance, if a student enrolled in an 108 credit hours program (with a maximum time frame of 162 credit hours) receives 18 credit hours of transfer credit and completes 18 credit hours in the first term of enrollment, the student will be evaluated as a student who has passed the 25% point of the program ($36/108 = 33.3\%$) at the end of the first term. However, if a student receives 36 credit hours of transfer credit and will complete 18 credit hours at the end of the first term, the student will be evaluated as a student who is at the midpoint (50% point) of the program ($54/108 = 50\%$).

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

SATISFACTORY ACADEMIC PROGRESS FOR STUDENTS RECEIVING VETERANS AFFAIRS BENEFITS

Previous Credit for Veterans Affairs Beneficiaries

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

Make-Up Assignments

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

Maximum Time Frame for Veteran Students

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

Veterans Academic Probation

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

Veterans Reinstatement after Successful Appeal of Termination

A student who successfully appeals termination from the school due to failure to maintain satisfactory academic progress may be reinstated. A reinstated student enters under an extended probationary period. This probationary period will extend for one grading period, after which a student must meet minimum standards of satisfactory academic progress to remain in school. Once the school determines that a student is reinstated, the Department of Veterans Affairs will be notified and benefits will be reinstated.

Academic Appeals

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

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

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

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

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

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

Attendance Requirements for Students Receiving Veterans Administration Benefits

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

Transportation Programs:

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

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

Transportation Programs:

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

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

Assignment/Test Grades

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

Final Course Grades

Appeals of final course grades must be made within five (5) calendar days after the student is notified of the final grade. The Director of Education may direct a grade to be changed only when it is determined through the appeal process that a final grade was influenced by any of the following:

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

Student Attendance Appeals Policy

Appeals of attendance violations must be made within five (5) calendar days of notification of the violation. In order for

an attendance appeal to be considered, the student must:

1. Have perfect attendance while the appeal is pending;
2. Submit a written plan to improve attendance with the Appeal Form.

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

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

The Appeal Committee may, as a condition of granting the appeal, require the student to make up missed class time or assignments, place the student on probation and require the student to develop an Academic Advising Plan in conjunction with their advisor.

COMPARATIVE INFORMATION

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

SUCCESS OF THE STUDENT

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

CANCELLATION OF CLASSES/COURSES & PROGRAM CHANGES

Insufficient Enrollment

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

Alterations

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

STUDENT AWARDS

Awards for outstanding achievement are presented to deserving students based on performance and faculty recommendations. Graduates find that these awards can be assets when they seek future employment. The Education Department can provide information regarding the specific awards presented.

GRADUATION CEREMONIES

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

ADMINISTRATIVE POLICIES

CODE OF STUDENT CONDUCT – GENERAL

Generally

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

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

Conduct Affecting the Safety of the Campus Community

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

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

Copyright Policy

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

Other Prohibited Conduct

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

- Cheating, plagiarism, or other forms of academic dishonesty
- Forgery, falsification, alteration, or misuse of documents, funds, or property
- Any disruptive or obstructive actions, including:
 - The use of cell phones or other electronic devices for voice or text communication is prohibited in the WyoTech Training Facilities
 - The inappropriate use of electronic or other devices to make an audio, video, or photographic record of any person while on the school premises.
- Failure to comply with school policies or directives
- Any other action(s) that interfere with the learning environment or the rights of others
- Violations of local, state, provincial, or federal laws (See "Violations of Local, State, Provincial, or Federal Law")

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

Violations of Local, State, Provincial, or Federal Law

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

Limitations on Students with Pending Disciplinary Matters

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

- Enroll or attend classes at another CCI location (including Online)
- Graduate or participate in graduation ceremonies
- Engage in any other activities proscribed by the Campus President

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

Inquiry by the Campus President

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

Conduct Which Does Not Warrant a Suspension or Dismissal

If the Campus President (or designee), in his or her sole discretion, determines that the student's behavior may have violated this code, but does not warrant a suspension or dismissal, the Campus President (or designee) shall promptly provide the student with a written warning. Multiple written warnings may result in a suspension or dismissal.

Conduct Which Warrants a Suspension or Dismissal

If the Campus President (or designee), in his or her sole discretion, determines that the student's behavior warrants a suspension or dismissal, the Campus President (or designee) shall promptly provide the student with a written notice of the following:

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

Sanctions

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

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

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

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

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

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

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

Academic Dishonesty

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

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

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

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

CODE OF STUDENT CONDUCT - WYOTECH

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

1. **Dishonesty:** willfully or knowingly lying, cheating academically, claiming the work of others or giving any type of false information to the campus.
2. **Controlled Substances and Associated Paraphernalia:** the possession, use, sale or distribution of controlled substances and/or paraphernalia while on WyoTech property or at any school-sponsored event. The student may be subject to prosecution by local law enforcement agencies and parent/guardian may be notified. Drug testing may be required in cases of reasonable suspicion of drug use, as per the student's consent upon enrollment.
3. **Alcohol:** the possession, consumption, distribution, or being under the influence of alcohol while on WyoTech-controlled property or at any school sponsored event. Students may also be subject to prosecution by local law enforcement agencies and your parent/guardian may be notified. Testing may be required in cases of reasonable suspicion of alcohol use.
4. **Profanity:** the use of any language or gesture that is offensive and creates an uncomfortable environment.
5. **Theft and Vandalism:** the theft, possession of stolen property, or vandalism of property to include school, housing, customer, staff, resident, or other students' property.
6. **Unsafe Conduct:** students will observe all EPA/DEQ safety regulations, eye and hearing/ear protection in

- designated areas, the safety of others, and adhere to the proper use of tools, equipment, and motorized vehicles.
7. **Threatening Behavior/Physical Assault:** involvement in hazing, or threatening the physical safety and comfort of others, or display of violence that results in physical contact.
 8. **Inappropriate E-mail Communications:** abusive, threatening, or otherwise inappropriate e-mail communications.
 9. **Weapons:** students will not possess, or have in vehicles, firearms, ammunition, explosives, knives, or weapons of any kind on WyoTech-controlled property.
 10. **Disorderly Conduct:** behaving in a manner which disturbs the peace of others or disrupts, interferes or prevents a staff member from performing their duties.
 11. **Aiding and Abetting:** assisting, encouraging, or inciting others in any violation of regulations. This includes the withholding of information.
 12. **Harassment:** any unwelcome action whether physical, verbal, or nonverbal, that is intimidating, hostile, or creates an offensive environment.
 13. **Sexual Assault:** the use of force or threat of force to engage a person in sexual activities without person's willing consent.
 14. **Tobacco Use:** allowed in designated areas only.
 15. **Unauthorized Entry:** entering or attempting to break and enter into any locked or unauthorized room, building, storage area, vehicle, computer, or data storage device.
 16. **Student Electronic Equipment:** non-educational electronic equipment (cameras, pagers, iPods, etc.) is not allowed in WyoTech training areas, unless approved by the Director of Education/Campus President.
 17. **Student Cellular Policy:** Use of cell phones, etc. in the classrooms and labs is prohibited.
 18. **Public displays of affection:** are not allowed on campus, WyoTech training areas, or facilities.
 19. **Discrimination:** any verbal or nonverbal discrimination towards any individual or group.
 20. **Computer, Internet, and Network Use:** use of school computers, internet, and networks in a manner that constitutes a violation of the WyoTech Code of Student Conduct or local, state and federal law, endangers system integrity, or accesses sites containing inappropriate content.
 21. **Recreational activities:** are not allowed on campus property, except with express permission of the Campus President / Director of Education.
 22. **Violations of the WyoTech Appearance Code:** students must abide by the specific appearance policy for the student's program.
 23. **Punctuality:** students missing 29 minutes or less of a class period will incur a punctuality infraction. Students receiving 10 punctuality infractions may be suspended.

The Student:

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

Appearance Code-

The WyoTech Student Appearance Code works to provide an atmosphere to enhance the professional development of our students, to prevent disruption of the learning process, and to further prevention of safety hazards. The following are the minimum standards while on the WyoTech campus:

All WyoTech students will abide by the following:

1. A school uniform shall be properly worn on campus during school operating hours. Solid color work pants shall be worn in an appropriate manner at the natural waistline (above the hips) and with a belt.
2. The shirt is to be worn buttoned with the exception of the top button/snap. Shirrtails must be tucked into the pants. Sweaters or other shirts, if worn, must be worn underneath the uniform shirt. Hooded sweatshirts or hooded jackets shall not be worn in the shop. Coats may not be worn in the classroom unless specifically approved by the instructor. Clothing must be clean with no holes, tears, or frayed edges. No article of clothing shall have pictures, emblems, and/or messages that are lewd, offensive, vulgar, and obscene or might otherwise cause disruption.
3. Hair shall be kept clean to provide a neat, well-groomed appearance. Long hair must be tied back and long beards must be contained in labs around machinery. Hair must be a natural color--No "unnatural" hair color allowed.
4. WyoTech baseball-style caps, either camouflage or black and white flex fit hat, with the bill facing forward, may be worn in the labs. No other headwear may be worn while in WyoTech training facilities.
5. Personal cleanliness must be observed and maintained at all times.
6. WyoTech student ID is required to be carried and properly displayed at all times and must be surrendered to a staff or faculty member upon request.

Applied Service Management students will abide by the following:

1. An ASM uniform shirt or a plain white button-down dress shirt must be worn (either long-sleeved or short-sleeved). Shirrtails must be tucked into the pants. T-shirts may be worn underneath the white shirt provided the sleeves do not extend past the sleeve length of the white dress shirt and the t-shirt is plain white, with no writing or pictures of any kind on the t-shirt.
2. A professional style tie must be worn each day upon arrival into WyoTech facilities. Ties must be kept on throughout the day, with the tie knot fully cinched and the collar buttoned.

3. Solid color work pants worn with a belt are required. Dress pants, Dockers-style pants, and khaki pants are recommended. Cargo-style pants or pants with side pockets, denim, canvas duck and Levi style pants are all prohibited.
4. Professional work-style boots or shoes must be worn. No athletic style shoes or sandals are permitted.
5. Hats or any other headwear are not permitted in ASM facilities.
6. Females will follow the same guidelines of white shirt and khaki or dress pants or knee length skirt or dress. White collared shirts must be kept tucked in, and only the top button may be kept unbuttoned; ties are not mandatory for females.
7. Coats may not be worn in the classrooms or labs. Sweaters, vests, or fleece pullovers may be worn as long as the knot of the tie can still be seen. Hooded sweatshirts, athletic wear or logos (other than "WyoTech" logo) are prohibited in the classrooms and computer labs.
8. Leatherman style tools, large key chain clips, and chain wallets/belts are also prohibited.

Students attending all other courses will abide by the following:

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

ACADEMIC, ATTENDANCE, AND CONDUCT PENALTIES

1. Warning: a verbal warning that implies that further violations will result in more serious consequences.
2. Withdrawal/Suspension: the immediate withdrawal of the student from the School. Withdrawal/Suspension notification will be in writing notifying the student of the reason(s) for withdrawal.
3. Dismissal: the immediate permanent withdrawal of the student from the School. Dismissal notification will be in writing and will indicate the reason(s) for the dismissal.

STATEMENT OF NON-DISCRIMINATION

WyoTech does not discriminate on the basis of race, color, religion, age, disability, sex, sexual orientation, national origin, citizenship status, gender identity or status, 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.

DISABILITY

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

DISABILITY ACCOMMODATION PROCEDURE

WyoTech's disability accommodation procedure is a collaborative and interactive process between the student and the Section 504/ADA Coordinator. The student will meet with the Section 504/ADA Coordinator on campus to request and submit an Accommodation Request form and discuss disability related needs. The Section 504/ADA Coordinator is available to the student to assist with questions and provide assistance in filling out the Accommodations Request form. The student will provide a completed Accommodations Request form and documentation of their medical condition to the Section 504/ADA Coordinator for review. The documentation of a medical condition may be from a licensed medical doctor, psychologist, audiologist, speech pathologist, registered nurse, licensed clinical social worker, marriage and family therapist, rehabilitation counselor, physical therapist, learning disability specialist, or other appropriate health professional. This documentation should verify the medical condition and suggest appropriate accommodations for the student. If the accommodation is denied, the student is informed of their right to appeal the decision and the necessary steps to file an appeal.

To file an appeal the student should supply documentation and/or other evidence to substantiate the need for the denied accommodation(s). The evidence is submitted to the Section 504/ADA Coordinator with a new accommodation form marked appeal.

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.

STUDENT ADVISING

Students' educational objectives, grades, attendance, and conduct are reviewed on a regular basis. Students will be notified if their academic standing or conduct is unacceptable. Failure to improve academic standing or behavior may result in further action. Academic advising is provided for students who are experiencing difficulties with their coursework. Students are encouraged to seek academic assistance through the Education Department.

POLICY AND PROGRAM CHANGES

The School catalog is current as of the time of printing. The School reserves the right to make changes in organizational structure, policy and procedures as circumstances dictate. This Campus reserves the right to make changes in equipment and materials and modify curriculum as it deems necessary. When size and curriculum permit, classes may be combined to provide meaningful instruction and training and contribute to the level of interaction among students. Students are expected to be familiar with the information presented in this School catalog.

TERMINATION PROCEDURES

Students may be terminated by the School for cause. Examples include, but are not limited to, the following:

- Violation of the School's attendance policy;
- Failure to maintain satisfactory academic progress;
- Violation of personal conduct standards;
- Inability to meet financial obligations to the School.

Students to be terminated are notified in writing and may appeal following the guidelines outlined in the "Appeals Procedures" policy in this catalog.

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Persons seeking to resolve problems or complaints should first contact their instructor. If the instructor is unable to resolve the issue, the student should then contact the Program Chair. If the issue is still not satisfactorily addressed, the student should contact the Director of Education, WyoTech, 470 Destination Daytona Blvd, Ormond Beach, FL 32174, (386) 255-0295. Students who feel that the issue has not been adequately reviewed should contact the Campus President at the same address. Written responses will be given to the student within seven working days. If the problem remains inadequately reviewed or unresolved to the student's satisfaction, the student may contact the Student Help Line at (800) 874-0255.

Accrediting Commission Procedure

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to: Accrediting Commission of Career Schools and Colleges, 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, (703) 247-4212. A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the Director of Education.

ARBITRATION AGREEMENT

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

ALCOHOL AND SUBSTANCE ABUSE STATEMENT

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

SEXUAL HARASSMENT

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

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

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

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

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

CAMPUS SECURITY AND CRIME AWARENESS POLICIES

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

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

The School encourages all students and employees to report criminal incidents or other emergencies, which occur on the campus directly to the Campus President, student advisor, or instructor. It is important that school personnel be aware of any such problems on school campuses. The Campus President is responsible for investigating such reports and taking legal or other action deemed necessary by the situation. In extreme emergencies, the Campus President may immediately contact law enforcement officers or other agency personnel, such as paramedics. The School will work with local and state law enforcement personnel if such involvement is necessary. A copy of the student's report and any resultant police report will be maintained by the school for a minimum of three years after the incident.

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

damaged, whether on or off school premises or during any school activities.

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

Statistical Information

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

DRUG AWARENESS

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

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

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

WEAPONS POLICY

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

CAMPUS COMPLETION RATE REPORTS

Under the Student Right to Know Act (20 U.S.C. § 1092(a)), an institution is required to annually prepare completion or graduation rate data regarding the institution's first-time, full-time undergraduate students. (34 CFR 668.45(a)(1)). Institutions are required to make this completion or graduation rate data readily available to students approximately 12 months after the 150% point for program completion or graduation for a particular cohort of students. This completion rate report is available to students and prospective students upon request. Notice of the right to request this information is distributed annually.

CLOTHING AND PERSONAL PROPERTY

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

HEALTH/MEDICAL CARE

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

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

TRANSCRIPTS AND DIPLOMAS

All student academic records are retained, secured, and disposed of in accordance with local, state, and federal regulations. Student record information is maintained both in paper form and on the School's computer system. The School maintains records on each student that includes grades, attendance, prior education and training.

Student academic transcripts, which include grades, are available upon written request by the student. Student records may only be released to the student or his/her designee as directed by the Family Educational Rights and Privacy Act of 1974.

Transcript and diploma requests must be made in writing to the Office of the Registrar. Official transcripts will be

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

Students are provided an official transcript free of charge upon completing graduation requirements as stated in the previous paragraph. Normal processing time for transcript preparation is approximately three to five days.

NOTIFICATION OF RIGHTS UNDER FERPA

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

1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access.
A student should submit to the Registrar's Office a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and will notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the Registrar shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.
A student who wishes to ask the institution to amend a record should write to the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.
If the institution decides not to amend the record as requested, the institution will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the institution discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
The institution discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the institution has contracted as its agent to provide a service instead of using institution employees or officials (such as an attorney, auditor or collection agent); a person serving the institution in an advisory capacity; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the institution.
Upon request, the institution also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
From time to time the institution publishes communications, such as graduation and honor roll lists, that include students' names and programs of study. A student who wishes not to be included should put that request in writing to the Registrar.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202

RETENTION OF STUDENT RECORDS

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

FINANCIAL INFORMATION

TUITION AND FEES

Tuition and fee information can be found on page 27 of this catalog.

The Enrollment Agreement obligates the student and the School for the entire program of instruction. Students' financial obligations will be calculated in accordance with the refund policy in the contract and this School catalog. The content and schedule for the programs and academic terms are described in this catalog.

CANCELLATION AND REFUND POLICIES

CANCELLATION POLICY: All notices of cancellation should be in writing, signed and dated, and mailed or delivered to the Admissions Office located at your campus. The written notice of cancellation need not take any particular form, and, however expressed, is effective if signed and dated by the student and states that the student no longer wishes to be bound by the

Agreement. A notice of cancellation may be given by mail or hand delivery. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed, with postage prepaid.

- (a) The student applicant will be returned all monies paid if:
- (1) The school rejects the applicant;
 - (2) The enrollment of the student was procured as the result of any misrepresentation through advertising, promotional materials of the school, or representations by the owner or representative of the school;
 - (3) The school cancels the student's program. The student applicant will be returned all monies paid the latter of (4), (5), or (6) below:
 - (4) The student applicant cancels this agreement within five business days after signing the agreement and making an initial payment;
 - (5) The student applicant cancels this agreement within five business days following a tour of the school and inspection of school equipment;
 - (6) The student applicant cancels this agreement within the first five days of attendance following the first scheduled class of the first academic year.
 - (7) California students have the right to cancel the Enrollment Agreement and receive a full refund of charges paid, until midnight of the seventh calendar day after enrollment or through attendance at the first class session of the first academic year, whichever is later. California student understands that cancellation must take place on or prior to ___/___/20__ (*On Enrollment Agreement). The date indicated is either the date prior to the first day of classes or seven days from the date the Enrollment Agreement has been signed, whichever is later. ___ (Student Initials) (*On Enrollment Agreement)
- (b) The student applicant will be returned all monies paid, less the application fee (if applicable), if this agreement is cancelled more than five business days after signing the agreement and (a)(5), (a)(6), or (a)(7) above do not apply.

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

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

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

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

DATE OF WITHDRAWAL VERSUS DATE OF DETERMINATION (DOD): The effective date of withdrawal for refund purposes will be the earliest of the following: (a) the last day of attendance, if the student is terminated by the school; (b) the date of receipt of written notice from the student; or (c) fourteen school days following the last date of attendance.

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

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

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

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

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 INDIANA COMMISSION ON PROPRIETARY EDUCATION, 302 WEST WASHINGTON STREET, ROOM E201, INDIANAPOLIS, IN 46204; TELEPHONE: (317) 232-1320 OR (800) 227-5695.

MINNESOTA STUDENT INFORMATION

BUYER'S RIGHT TO CANCEL POLICY: All notices of cancellation should be in writing, signed and dated, and mailed or delivered to the Admissions Office located at your campus. Notice of cancellation shall be acknowledged in writing within ten days of receipt of such notice. Notification of a student's cancellation will be made within 30 days to any agency known to the school to be providing financial aid. A STUDENT may cancel his/her enrollment at any time before the commencement of his/her course/program. "Student" means the student if the student is the party to the contract, or the student's parent or guardian or another person if the parent or guardian or other person is the party to the contract on behalf of the student. In addition to CANCELLATION POLICY (a) (1), (2), (3), (4), and (5) above, Minnesota students may cancel at any time after signing the Enrollment Agreement and within five business days following the day of the first class of the first academic year. The cancellation date is considered to be the postmark date of the notice of cancellation or, if hand delivered, on the date the notice is delivered to the school. Minnesota students must receive notification of acceptance or rejection in writing. Payment of refunds is not conditional upon compliance with 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.

WISCONSIN STUDENT INFORMATION

If Wisconsin students cancel, any property traded in, any payments made by you under the contract or sale, and any negotiable instruments executed by you will be returned within 10 business days following receipt by the seller of your cancellation notice, and any security interest arising out of the transaction will be cancelled. Also, in addition to CANCELLATION POLICY (a) (1), (2), (3), (5) and (6) above, Wisconsin students may cancel this agreement within five business days after receipt of a notice of acceptance, by certified mail, from the school.

Career Services Assistance: The school provides employment assistance to graduates in good standing at no additional charge. This service is not given as an inducement to enroll, and no guarantee or representation of employment is made or implied. Services offered by the Career Services office include resume development and distribution, on-campus employer visits, and computerized referral systems.

NOTICE: Any holder of this consumer credit agreement is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor hereunder.

FEDERAL RETURN OF TITLE IV FUNDS POLICY

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

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

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

Percentage of payment period or term completed = the number of calendar days completed up to the withdrawal date divided by the total calendar days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

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

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

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

Refunds are allocated in the following order:

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

Return of Unearned SFA Program Funds

The institution must return the lesser of the amount of:

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

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

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

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

FINANCIAL AID

STUDENT FINANCING OPTIONS

The school offers a variety of student financing options to help students finance their educational costs. Detailed information regarding financing options available and the Financial Aid process can be obtained from the school's Student Financial Planning Brochure. Information regarding other sources of financial assistance such as benefits available through the Bureau of Indian Affairs, Division of Vocational Rehabilitation, Veterans Assistance and State Programs can be obtained through those agencies.

FINANCIAL ASSISTANCE

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

STUDENT ELIGIBILITY

To receive financial assistance you must have the following:

1. usually, have financial need;
2. be a U.S. citizen or eligible noncitizen;
3. a social security number;
4. if male, be registered with the Selective Service;
5. if currently attending school, be making satisfactory academic progress;
6. be enrolled as a regular student in any of the school's eligible programs;
7. not be in default on any federally-guaranteed loan.

FEDERAL FINANCIAL AID PROGRAMS

The following is a description of the Federal Financial Aid Programs available at the school. Additional information regarding these programs, eligibility requirements, the financial aid process and disbursement of aid can be obtained through the school's Student Financial Planning Brochure, the school's Student Finance Office, and the US Department of Education's Guide to Federal Student Aid, which provides a detailed description of these programs. The guide is available online at: http://studentaid.ed.gov/students/publications/student_guide/index.html.

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

ALTERNATIVE FINANCING OPTIONS

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

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

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

Institutional Payment Plans

Cash Payment Plan - Under this plan, a student makes a maximum of 8 equal monthly payments over the length of the program. All payments are interest free and the first payment is due 30 days from the day the student begins school. All payments are interest free and the first payment is due on or before the first day of class and the last payment is due 30 days prior to graduation.

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

SCHOLARSHIPS

DREAM AWARD PROGRAM AND SCHOLARSHIPS

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

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

1. A scholarship worth \$2,500 that may be used at any CCI campus for training that is more advanced than the one from which the nominee has graduated, and
2. A trophy.

Corinthian Dream Award: Following the close of the nomination period for the Campus Dream Award, the Corinthian Dream Award recipient will be selected from the campus nominees by the Corinthian Colleges Selection Committee, composed of the Executive Management Team of CCI. The award will be given to the nominee with the most compelling story and highest level of achievement. The award will be announced to the winner by the end of August and will be presented at the Fall CCI Presidents Meeting. The award will include:

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

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

IMAGINE AMERICA SCHOLARSHIPS

This institution participates in the Imagine America scholarship program operated by the Career Training Foundation of Washington D.C. Under this scholarship program two \$1,000 Imagine America scholarships are available at each participating high school and can be awarded to two graduating high school seniors from that school.

Scholarship certificates are sent directly to the high school from the Career Training Foundation of Washington D.C. The high school guidance counselor and the high school principal select the students of their choice to receive the award. Certificates have to be signed by the counselor and principal to be valid. The chosen high school seniors can each only receive one Imagine America scholarship.

Imagine America scholarship certificates are to be given to the Student Finance Office prior to class commencement, are non-transferable and cannot be exchanged for cash. Scholarship certificates will be accepted until the end of the year in which they are awarded. The scholarship cannot be used in conjunction with any of the other two types of scholarships offered by the campus.

The Imagine America Military Award Program offers scholarships for veterans and other military students who decide to pursue career college training. If you are interested in receiving your training through a career college, take advantage of this scholarship opportunity. The Imagine America Military Award Program is designed to help military servicepersons receive career education and make the transition from military to civilian life. Imagine America's Military Award Program (MAP) is a national aid program that was established in 2004 by the Imagine America Foundation. This \$1,000 career education award is available to any qualified active duty, reservist, honorably discharged or retired veteran of a United States military service branch for attendance at a participating career college. This scholarship can help those with military service receive a career education and make the transition from military to civilian life.

Any Imagine America applications outside of High School or Veteran applicant status must be approved by the Campus President on a case by case basis based on extreme financial hardship.

U.S. ARMED FORCES SCHOLARSHIP

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

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

Active Duty or Veteran

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

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

National Guard or Reserves

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

SKILLS USA

State Competitions

Individuals placing 1st at any State Skills USA Competition in the Motorcycle Service Technology or Marine Service Technology program will be eligible for an \$8,500 scholarship for the Daytona Beach, FL campus.

National Competition

Individuals placing 1st, 2nd, or 3rd at the National Motorcycle Service Technology or Marine Service Technology Skills USA Competition will be eligible for a \$10,000 scholarship for the Daytona Beach, FL campus. 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., a Motorcycle competition winner would need to take a program which includes the Motorcycle 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 60-days of high school graduation and start classroom attendance at WyoTech within one-year of high school graduation.

WYOTECH SPONSORED SCHOLARSHIP PROGRAMS

The Dream Award Program and Scholarships, Imagine America Scholarships and Skills USA scholarship cannot be combined with any other scholarship or proficiency credit tuition credits.

STUDENT SERVICES

CAREER SERVICES

The School encourages students to maintain satisfactory attendance, conduct, and academic progress so they may be viewed favorably by prospective employers. While the School cannot guarantee employment, it has been successful in placing the majority of its graduates in their field of training. All graduating students participate in the following career services activities:

- Preparation of resumes and letters of introduction - an important step in a well-planned job search.
- Interviewing techniques. Students acquire effective interviewing skills through workshops.
- Job referral by the Career Services Department. The Career Services Department compiles job openings from employers in the area.

All students are expected to participate in the career services program and failure to do so may jeopardize these privileges. Graduates may continue to utilize the School's career services program at no additional cost.

CARE STUDENT ASSISTANCE PROGRAM

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

STUDENT ACTIVITIES

Throughout the school year, activities that encourage school spirit and develop student leadership may be offered. The School believes that participation in these activities is an important part of the educational process and student involvement is encouraged.

TRANSPORTATION ASSISTANCE

The School maintains information on public transportation and a list of students interested in car pooling.

FIELD TRIPS

This campus believes that training is enriched by observing real-life applications. When appropriate, visits are arranged to industrial or professional locations.

SPECIAL LECTURES

Guest lecturers are invited to speak to students about career opportunities and current industry applications of educational programs.

DRUG ABUSE PREVENTION

Information on drug abuse prevention is available at the School for all students and employees.

PERSONAL ADVISING

The School provides advising to students on issues involving education and academics. For personal problems that may require professional advising or counseling, the School has information available on community resources that address these types of problems.

PROGRAM OFFERINGS

Program	Length	Quarter Credit Hours
Diploma Programs		
Marine Specialist	9 mo.	108.0
Motorcycle Technology	9 mo.	108.0
Associate in Specialized Technology Degree Programs		
Motorcycle Technology and Management	9 mo.	109.0
Marine Technology and Management	9 mo.	109.0

MARINE TECHNOLOGY PROGRAMS



MARINE TECHNOLOGY PROGRAMS – CORE COURSES

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

Course Number	Course Title	Clock Hours (Lec/Lab/Ext/Total)	Credit Hours
Marine Technology Core Requirements			
MR 201	Vessel Power Transmission	125/125/00/250	18
MR 202	Inboard Engine Propulsion Systems	125/125/00/250	18
MR 203	Diesel Engines, Power Generation and Marine Electronics	125/125/00/250	18
MR 204	Outboard Engine Propulsion Systems	125/125/00/250	18
Core Total		500/500/00/1000	72

The Marine Technology core courses may be taken with the following specialty courses: Advanced Marine, Off-Road Power or Applied Service Management.

The following Marine programs are offered:

- Marine Specialist
- Marine Technology and Management

MARINE SPECIALIST				
Credential	Clock Hours	Credit Hours	Length	Version
Diploma	1,500	108.0	9 months	1-0

The marine recreational vessel industry is constantly changing. Marine recreational vessels are more complex due to emerging new technologies. The Marine Specialist Program is designed to enable the graduate to enter the marine repair industry as an entry level technician, able to maintain and repair modern marine recreational vessels. The program focuses on propulsion systems including inboard engines, both gas and diesel, and inboard and stern drive systems. The program also covers outboard marine engines and other systems including electrical, electronic and mechanical systems found on modern marine recreational vessels. The Marine Specialist program consists of four core courses, with the addition of two courses in one of the concentrations. Upon successful completion of all program requirements, students will be awarded a diploma.

Program Outline

Course Number	Course Title	Clock Hours (Lec/Lab/Ext/Total)	Credit Hours
Marine Technology Core Requirements			
MR 201	Vessel Power Transmission	125/125/00/250	18
MR 202	Inboard Engine Propulsion Systems	125/125/00/250	18
MR 203	Diesel Engines, Power Generation and Marine Electronics	125/125/00/250	18
MR 204	Outboard Engine Propulsion Systems	125/125/00/250	18
Core Total		500/500/00/1000	72
Advanced Marine Concentration			
AMR 200	Advanced Diesel and Power Generation	125/125/00/250	18
AMR 250	Advanced EFI and Canbus Systems	125/125/00/250	18
Concentration Total		250/250/00/500	36
Off-Road Power Concentration			
ORP 200	ATV Mechanical Systems and PWC	125/125/00/250	18
ORP 250	ATV Electrical Systems and Snowmobiles	125/125/00/250	18
Concentration Total		250/250/00/500	36
Program Total (Core plus one Concentration)		750/750/00/1500	108

MARINE TECHNOLOGY AND MANAGEMENT				
Credential	Clock Hours	Credit Hours	Length	Version
Associate in Specialized Technology	1,500	109.0	9 months	1-0

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

Program Outline

Course Number	Course Title	Clock Hours (Lec/Lab/Ext/Total)	Credit Hours
Marine Technology Core Requirements			
MR 201	Vessel Power Transmission	125/125/00/250	18
MR 202	Inboard Engine Propulsion Systems	125/125/00/250	18
MR 203	Diesel Engines, Power Generation and Marine Electronics	125/125/00/250	18
MR 204	Outboard Engine Propulsion Systems	125/125/00/250	18
Core Total		500/500/00/1000	72
Applied Service Management Courses			
ASMD 2110	Accounting and Financial Management	63.5/20.5/00/84	7
ASMD 2120	Computers and Business Applications	50.5/32.5/00/83	6
ASMD 2130	Communications	55/28/00/83	6
ASMD 2210	Management Concepts	45.5/37.5/00/83	6
ASMD 2220	Human Resource Management	44/39/00/83	6
ASMD 2230	Shop Management	44.5/39.5/00/84	6
Program Total		803/697/00/1500	109

MOTORCYCLE TECHNOLOGY PROGRAMS



MOTORCYCLE TECHNOLOGY PROGRAMS – CORE COURSES

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

Course Number	Course Title	Clock Hours (Lec/Lab/Ext/Total)	Credit Hours
Motorcycle Technology Core Requirements			
MTC 201	Suspension and Brake Systems	125/125/00/250	18
MTC 202	Four Stroke and Two Stroke Engines	125/125/00/250	18
MTC 203	Fundamentals of Electricity and Electrical Systems	125/125/00/250	18
MTC 204	Fuel Systems and Service	125/125/00/250	18
Core Total		500/500/00/1000	72

The Motorcycle Technology core courses may be taken with the following specialty courses: Harley-Davidson, European, Asian, Off-Road Power or Applied Service Management.

The following Motorcycle programs are offered:

- Motorcycle Technology
- Motorcycle Technology and Management

MOTORCYCLE TECHNOLOGY				
Credential	Clock Hours	Credit Hours	Length	Version
Diploma	1,500	108.0	9 months	1-0

The Motorcycle Technology program provides students the skills required to specialize in the field of motorcycle service and repair. Most areas of the world require motorcycle technicians, therefore suspensions, brake systems, engines, fundamentals of electricity, electrical systems, fuel systems and service are taught in the program.

The Motorcycle Technology program consists of four core courses, with the addition of two courses in one of the concentrations. Upon successful completion of all courses of the program, students will be awarded a diploma.

Graduates of the program can seek employment as entry-level technicians in various aspects of the motorcycle industry.

Program Outline

Course Number	Course Title	Clock Hours (Lec/Lab/Ext/Total)	Credit Hours
Motorcycle Technology Core Requirements:			
MTC 201	Suspension and Brake Systems	125/125/00/250	18
MTC 202	Four Stroke and Two Stroke Engines	125/125/00/250	18
MTC 203	Fundamentals of Electricity and Electrical Systems	125/125/00/250	18
MTC 204	Fuel Systems and Service	125/125/00/250	18
Core Total		500/500/00/1000	72
Harley – Davidson Concentration			
MTC 205	Harley-Davidson Engines I and II	125/125/00/250	18
MTC 206	Harley-Davidson Chassis and Engine Controls	125/125/00/250	18
Concentration Total		250/250/00/500	36
European Concentration			
MTC 211	European Introduction and Triumph	125/125/00/250	18
MTC 212	European Ducati I and II	125/125/00/250	18
Concentration Total		250/250/00/500	36
Asian Concentration			
MTC 209	Asian-Honda and Kawasaki	125/125/00/250	18
MTC 210	Asian-Suzuki and Yamaha	125/125/00/250	18
Concentration Total		250/250/00/500	36
Off-Road Power Concentration			
ORP 200	ATV Mechanical Systems and PWC	125/125/00/250	18
ORP 250	ATV Electrical Systems and Snowmobiles	125/125/00/250	18
Concentration Total		250/250/00/500	36
Program Total (Core plus One Concentration)		750/750/00/1500	108

MOTORCYCLE TECHNOLOGY AND MANAGEMENT				
Credential	Clock Hours	Credit Hours	Length	Version
Associate in Specialized Technology	1,500	109.0	9 months	1-0

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

Program Outline

Course Number	Course Title	Clock Hours (Lec/Lab/Ext/Total)	Credit Hours
Motorcycle Technology Core Requirements			
MTC 201	MTC 201 Suspension and Brake Systems	125/125/00/250	18

MTC 202	MTC 202 Four Stroke and Two Stroke Engines	125/125/00/250	18
MTC 203	MTC 203 Fundamentals of Electricity and Electrical Systems	125/125/00/250	18
MTC 204	MTC 204 Fuel Systems and Service	125/125/00/250	18
Core Total		500/500/00/1000	72
Applied Service Management Courses			
ASMD 2110	Accounting and Financial Management	63.5/20.5/00/84	7
ASMD 2120	Computers and Business Applications	50.5/32.5/00/83	6
ASMD 2130	Communications	55/28/00/83	6
ASMD 2210	Management Concepts	45.5/37.5/00/83	6
ASMD 2220	Human Resource Management	44/39/00/83	6
ASMD 2230	Shop Management	44.5/39.5/00/84	6
Program Total		803/697/00/1500	109

COURSE DESCRIPTIONS

Course AMR 200: Advanced Diesel and Power Generation	18 Credit Hours
This course introduces the student to advanced installation and troubleshooting of recreational marine vessel support systems including power generation and supply systems, marine electronics and Data transfer buses. Computer and software usage as it pertains to engine interface, control area network, parts research and service manual usage will be discussed and performed throughout the course. Prerequisite: None. Lecture Hrs: 125. Lab Hrs: 125.	
Course AMR 250: Advanced EFI and Canbus Systems	18 Credit Hours
This course introduces the student to advanced installation and troubleshooting of recreational marine vessel support systems including Electronic Fuel Injection, marine electronics and Data transfer buses. Computer and software usage as it pertains to engine interface, control area network, parts research and service manual usage will be discussed and performed throughout the course. Prerequisite: None. Lecture Hrs: 125. Lab Hrs: 125.	
Course ASMD 2110: Accounting and Financial Management	7 Credit Hours
This course introduces students to general accounting, general ledgers, journals, adjustments and closing, bank reconciliation, payroll, inventory control, credit and collections, general bookkeeping, analyzing various financial reports to determine where problems may exist in a business and how to improve profits such as labor, materials, inventory issues, parts, and various other problem areas. Prerequisite: None. Lecture Hours: 63.5. Lab Hours: 20.5.	
Course ASMD 2120: Computers and Business Applications	6 Credit Hours
This course introduces students to computer hardware and software, spreadsheet applications, word processing applications, graphic presentation applications, and electronic communication and time management software. Prerequisite: None. Lecture Hours: 50.5. Lab Hours: 32.5.	
Course ASMD 2130: Communications	6 Credit Hours
This course introduces students to word processing applications, graphic presentation applications, writing professional business letters and reports, resume and job search portfolio construction and handling customer complaints and objections through written, verbal, and non-verbal communication. Prerequisite: None. Lecture Hours: 55. Lab Hours: 28.	
Course ASMD 2210: Management Concepts	6 Credit Hours
This course introduces the students to basic concepts of owning or managing a business including business structure, marketing strategies, quality issues, and business ethics. Prerequisite: None. Lecture Hours: 45.5. Lab Hours: 37.5.	
Course ASMD 2220: Human Resource Management	6 Credit Hours
This course introduces student to management and supervision, writing employee handbooks, interviewing techniques, policies, procedures, and governmental regulations regarding business. Prerequisite: None. Lecture Hours: 44. Lab Hours: 39.	
Course ASMD 2230: Shop Management	6 Credit Hours
This course introduces students to service writing, work orders, shop layout, job costing, pricing, introduction to electronic shop management software, equipment requirements and usage equipment, managing a production process, scheduling work flow through the shop, working with the technicians to achieve maximum profitability, managing the safety and environmental aspects of a transportation business. Prerequisite: None. Lecture Hours: 44.5. Lab Hours: 39.5.	
Course MR 201: Vessel Power Transmission Systems	18 Credit Hours
This course introduces the student to operation and repair of inboard and stern drive propulsion systems, jet pumps marine plumbing systems and boat handling and storage procedures. Marine dealer operations will include the use of computer software to perform repair parts research and ordering. Prerequisite: None. Lecture hours: 125. Lab hours: 125.	
Course MR 202: Inboard Engine Propulsion Systems	18 Credit Hours

This course introduces the student to the operation and maintenance of marine gasoline inboard engines. All aspects of engine operations, maintenance and repair will be covered including engine management systems. Computer and software usage as it pertains to parts research and service manual usage will be discussed and performed throughout the course. Prerequisite: None. Lecture hours: 125. Lab hours: 125.	
Course MR 203: Diesel Engine, Power Generation and Marine Electronics	18 Credit Hours
This course introduces the student to the operation and maintenance of marine diesel engines, power generation and supply systems and marine electronics. Diesel engine servicing and maintenance will be covered including mechanically controlled diesel propulsion systems. Computer and software usage as it pertains to parts research and service manual usage will be discussed and performed throughout the course. Prerequisite: None. Lecture hours: 125. Lab hours: 125.	
Course MR 204: Outboard Engine Propulsion Systems	18 Credit Hours
This course introduces the student to the operation and maintenance of marine outboard and personal watercraft engines. Outboard engine technology will focus on engine operation, engine servicing, fuel systems operation and electronic ignition systems. Rigging outboard engines will include steering, engine control and monitoring equipment and engine mounting. Computer and software usage as it pertains to engine interface, parts research and service manual usage will be discussed and performed throughout the course. Prerequisite: None. Lecture hours: 125. Lab hours: 125.	
Course MTC 201: Suspension and Brake Systems	18 Credit Hours
This course presents front and rear suspension systems and brake system design and operation. Component inspection, service, and repairs are discussed and reinforced with lab exercises designed to simulate industry approved repair applications. Students are exposed to service and repair procedures for drum, disc, anti lock braking systems and final drive assemblies. Prerequisite: None Lecture Hrs: 125 Lab Hrs: 125.	
Course MTC 202: Four Stroke and Two Stroke Engines	18 Credit Hours
This course provides the fundamentals of 4 and 2 stroke engines, including the primary drives of various designs. Operations and diagnosis, as well as cooling systems, are presented in the course. Industry approved service and repair procedures are used in the lab disassembly, inspection, measurement, re-assembly, and in-vehicle service and repairs. Prerequisite: None Lecture Hrs: 125 Lab Hrs: 125.	
Course MTC 203: Electricity and Electrical Systems	18 Credit Hours
Students will learn and apply the basic laws and formulas as they relate to electrical systems. Students will utilize wiring diagrams and apply them to component identification, testing, and diagnostics. The Electrical Systems portion of the course uses a systematic approach to motorcycle electrical system. Accessories, lighting, ignition, starting, charging, and various control systems are studied. Computer controlled electronics are also discussed. Industry approved troubleshooting and diagnostic procedures are practiced in structured exercises. Prerequisite: None Lecture Hrs: 125 Lab Hrs: 125.	
Course MTC 204: Fuel Systems and Service	18 Credit Hours
This course covers carburetion, fuel injection, theory, operation, and general fuel delivery principles. Exhaust systems effects on engine and emission control devices will be discussed. Troubleshooting and industry approved diagnostic and service procedures are an integral part of student's experimental learning experiences. This course also prepares students to operate in a service environment. Students will learn customer service, use of dynamometer, and communication skills that are necessary to be successful in a modern service environment. Lab practices will focus on manufacturer service and repair procedures. Prerequisite: None Lecture Hrs: 125 Lab Hrs: 125.	
Course MTC 205: Harley-Davidson Engines I and II	18 Credit Hours
The Harley-Davidson course emphasizes the disassembly, inspection, and assembly of the Iron Head and Evolution engines, as well as Evolution Big Twins, Twin Cams and V-Rod Engines. Students will perform the necessary measurements and adjustments for proper engine operation. Prerequisite: MTC 201, 202, 203, 204 Lecture Hrs: 125 Lab Hrs: 125.	
Course MTC 206: Harley-Davidson Chassis and Engine Controls	18 Credit Hours
This course emphasizes the manufacturer specifics in regards to suspensions, brakes, final drives, and electrical systems used on Harley-Davidson motorcycles, as well as applying learned knowledge and skills in the areas of ignition systems, fuel systems, service processes, and diagnostics. Prerequisite: MTC. 201, 202, 203, 204 Lecture Hrs: 125 Lab Hrs: 125.	
Course MTC 209: Asian-Honda and Kawasaki	18 Credit Hours
The Honda and Kawasaki concentration course emphasizes the use of information resources, sophisticated test equipment and manufacture approved diagnostic and repair procedures as they relate to Honda and Kawasaki motorcycles. Prerequisite: MTC 201, 202, 203, 204. Lecture Hrs: 125 Lab Hrs: 125.	
Course MTC 210: Asian-Suzuki and Yamaha	18 Credit Hours
This course emphasizes the use of information resources, sophisticated test equipment and manufacture approved diagnostic and repair procedures as they relate to Suzuki and Yamaha motorcycles. Prerequisite: MTC 201, 202, 203, 204. Lecture Hrs 125. Lab: Hrs: 125.	
MTC 211 European Introduction and Triumph	18 Credit Hours
This specialty course emphasizes the use of information resources, sophisticated test equipment, and manufacturer approved	

diagnostics and repair procedures as they relate to European motorcycles including Triumph. Prerequisite: Motorcycle Technician Program. Lecture hours: 125. Lab hours: 125.	
MTC 212 European Ducati I and II	18 Credit Hours
The Ducati specialty course emphasizes the use of information resources, sophisticated test equipment and manufacture approved diagnostic and repair procedures as they relate to Ducati motorcycles. Prerequisite: Motorcycle Technician Program. Lecture hours: 125. Lab hours: 125.	
Course ORP 200: ATV Mechanical Systems and PWC	18 Credit Hours
This course introduces students to information resources, sophisticated test equipment, manufacturer approved diagnostics, and repair procedures for both the mechanical aspects of all-terrain vehicles (ATV) and all aspects of personal watercraft. Prerequisite: None. Lecture Hrs 125. Lab Hrs 125.	
Course ORP 250: ATV Electrical Systems and Snowmobiles	18 Credit Hours
This course introduces students to information resources, sophisticated test equipment, manufacturer approved diagnostics, and repair procedures for fuel and electrical related issues on all-terrain vehicles (ATV) and all aspects of snowmobile repair. Prerequisite: None. Lecture Hrs 125. Lab Hrs 125.	

STATEMENT OF OWNERSHIP

Florida Metropolitan University, Inc. d/b/a WyoTech, a Florida corporation, is owned and operated by Rhodes Colleges, Inc. a wholly owned subsidiary of Corinthian Colleges, Inc., a publicly traded corporation. All corporate offices are located at 6 Hutton Centre Drive, Suite 400, Santa Ana, CA 92707.

CORINTHIAN COLLEGES, INC.		
DIRECTORS	OFFICERS	TITLE
Jack Massimino	Jack Massimino	Chairman and Chief Executive Officer
Terry Hartshorn	Kenneth Ord	Executive Vice President and Chief Administrative Officer
Paul St. Pierre	Robert Botic	Executive Vice President, Operations
Linda Arey Skladany	Beth Wilson	Executive Vice President
Hank Adler	Mark Pelesh	Executive Vice President, Legislative and Regulatory Affairs
Alice Kane	William Buchanan	Executive Vice President, Marketing
Robert Lee	Stan Mortensen	Executive Vice President, General Counsel and Corporate Secretary
Tim Sullivan	Robert Owen	Executive Vice President and Chief Financial Officer
John Dionisio	Anna Marie Dunlap	Senior Vice President, Investor and Public Relations
Sharon P. Robinson	Carmella Cassetta	Senior Vice President and Chief Information Officer
	Jim Wade	Senior Vice President, Human Resources
	Richard Simpson	Senior Vice President and Chief Academic Officer
	Roger Van Duinen	Senior Vice President, Marketing
	Kim Dean	Senior Vice President, Student Financial Services
	Melissa Flores	Division President, Everest Florida
	David Poldoian	Division President, CCI Online
	Mark Ferguson	Division President, Everest Central
	Nikee Carnagey	Division President, Everest West
	Eeva Deshon	Division President, Heald
	Rupert Altschuler	Division President, Everest Canada
	Michael Stiglich	Division President, WyoTech
TITAN SCHOOLS, INC. (formerly known as WyoTech Acquisition Corp.)		
DIRECTORS	OFFICERS	TITLE
Jack D. Massimino	Jack D. Massimino	Chairman of the Board, President and Chief Executive Officer
Kenneth S. Ord	Kenneth S. Ord	Executive Vice President and Chief Administrative Officer
Beth A. Wilson	Beth A. Wilson	Executive Vice President
	Stan A. Mortensen	Executive Vice President, General Counsel and Corporate Secretary
	Robert C. Owen	Executive Vice President, Chief Financial Officer, Treasurer and Assistant Secretary
MJB ACQUISITIONS CORPORATION		
DIRECTORS	OFFICERS	TITLE
Jack D. Massimino	Jack D. Massimino	Chairman of the Board, President and Chief Executive Officer
Kenneth S. Ord	Kenneth S. Ord	Executive Vice President and Chief Administrative Officer
Beth A. Wilson	Beth A. Wilson	Executive Vice President
	Stan A. Mortensen	Executive Vice President, General Counsel and Corporate Secretary
	Robert C. Owen	Executive Vice President, Chief Financial Officer, Treasurer and Assistant Secretary

CORINTHIAN COLLEGES, INC.

The following schools in the United States are owned by Corinthian Colleges, Inc.	
<p>Everest College Alhambra, CA (main campus) Anaheim, CA (main campus) Arlington, TX (additional location of Everest Institute, Rochester, NY) Arlington, VA (additional location of Everest College, Thornton, CO) Aurora, CO (additional location of Everest College, Thornton, CO) Atlanta West, GA (branch of Everest College, Reseda, CA) Bedford Park, IL (branch of Everest College, Alhambra, CA) Bremerton, WA (main campus) Burr Ridge, IL (branch of Everest College, Skokie, IL) Chesapeake, VA (additional location of Everest College, Newport News, VA) Chicago, IL (branch of Everest College, San Francisco, CA) City of Industry, CA (branch of WyoTech, Long Beach, CA) Colorado Springs, CO (main campus) Dallas, TX (additional location of Everest College, Portland, OR) Everett, WA (additional location of Everest College, Bremerton, WA) Fort Worth, TX (additional location of Everest College, Salt Lake City, UT) Fort Worth South, TX (add'l location of Everest College, Colorado Springs, CO) Gardena, CA (main campus) Hayward, CA (main campus) Henderson, NV (main campus) Kansas City, MO (additional location of Everest University, Pompano Beach) Los Angeles (Wilshire), CA (main campus) McLean, VA (additional location of Everest College, Colorado Springs, CO) Melrose Park, IL (branch of Everest College, Skokie, IL) Merrillville, IN (branch of Everest Institute, Grand Rapids, MI) Merrionette Park, IL (add'l location of Everest University, Pompano Beach, FL) Milwaukee, WI (branch of Everest University, Tampa, FL) Newport News, VA (main campus) North Aurora, IL (branch of Everest Institute, Brighton, MA) Ontario, CA (main campus) Ontario (Metro), CA (additional location of Everest College, Springfield, MO) Portland, OR (main campus) Renton, WA (main campus) Reseda, CA (main campus) Salt Lake City, UT (main campus) San Bernardino, CA (main campus) San Francisco, CA (main campus) San Jose, CA (main campus) Santa Ana, CA (additional location of Everest College, Colorado Springs, CO) Seattle, WA (main campus) Skokie, IL (main campus) Springfield, MO (main campus) St. Louis (Earth City), MO (additional location of Everest College, Bremerton, WA) Tacoma, WA (additional location of Everest College, Bremerton, WA) Thornton, CO (main campus) Torrance, CA (main campus) Vancouver, WA (additional location of Everest College, Portland, OR) Vancouver, WA (additional location of Everest College, Seattle, WA) West Los Angeles, CA (main campus)</p> <p>Everest College Phoenix Phoenix, AZ (main campus) Mesa, AZ (branch of Everest College Phoenix, AZ)</p> <p>Everest Institute Austin, TX (branch of Everest Institute, Southfield, MI) Bensalem, PA (additional location of Everest College, Seattle, WA) Brighton, MA (main campus)</p>	<p>Chelsea, MA (branch of Everest College, Alhambra, CA) Cross Lanes, WV (main campus) Dearborn, MI (branch of Everest Institute, Southfield, MI) Decatur, GA (branch of Everest Institute, Cross Lanes, WV) Detroit, MI (branch of Everest Institute, Southfield, MI) Eagan, MN (branch of Everest Institute, Cross Lanes, WV) Fort Lauderdale, FL (additional location of Everest Institute, Kendall, FL) Gahanna, OH (branch of Everest College, Ontario, CA) Grand Rapids, MI (main campus) Hialeah, FL (additional location of Everest Institute, Miami, FL) Houston (Bissonnet), TX (branch of Everest College, Renton, WA) Houston (Greenspoint), TX (branch of Everest Institute, San Antonio, TX) Houston (Hobby), TX (branch of Everest Institute, San Antonio, TX) Jonesboro, GA (branch of Everest College, Ontario, CA) Kalamazoo, MI (branch of Everest Institute, Grand Rapids, MI) Marietta, GA (branch of Everest College, Reseda, CA) Miami (Kendall), FL (main campus) Miami, FL (main campus) Norcross, GA (branch of Everest College, Gardena, CA) Pittsburgh, PA (main campus) Portland (Tigard), OR (additional location of Everest College, Seattle, WA) Rochester, NY (main campus) San Antonio, TX (main campus) Southfield, MI (main campus) South Plainfield, NJ (branch of Everest Institute, Southfield, MI) Silver Spring, MD (additional location of Everest College, Portland, OR)</p> <p>Everest University Tampa (Brandon), FL (additional location of Everest University Tampa, FL) Jacksonville, FL (additional location of Everest University, Largo, FL) Lakeland, FL (additional location of Everest University, Largo, FL) Largo, FL (main campus) Melbourne, FL (add'l location of Everest University, North Orlando, FL) North Orlando, FL (main campus) Orange Park, FL (additional location of Everest University, Tampa, FL) Pompano Beach, FL (main campus) South Orlando, FL (add'l location of Everest University, North Orlando, FL) Tampa, FL (main campus)</p> <p>WyoTech Blairsville, PA (branch of WyoTech, Laramie, WY) Daytona Beach, FL (main campus) Fremont, CA (main campus) Laramie, WY (main campus) Long Beach, CA (main campus) Sacramento, CA (branch of WyoTech, Laramie, WY)</p> <p>Heald College Concord, CA (main campus) Fresno, CA (main campus) Hayward, CA (main campus) Honolulu, HI (branch of Heald College, San Francisco) Modesto, CA (branch of Heald College, Hayward) Portland, OR (branch of Heald College, San Francisco) Rancho Cordova, CA (main campus) Roseville, CA (main campus) Salinas, CA (main campus) San Francisco, CA (main campus) San Jose, CA (Milpitas) (main campus) Stockton, CA (main campus)</p>
The following schools in Canada are owned by Corinthian Colleges, Inc.	
<p>Everest College of Business, Technology, and Healthcare All Canadian locations listed below are branches of Everest College Canada, Inc. Barrie, Ontario Brampton, Ontario Hamilton City Centre, Ontario Hamilton Mountain, Ontario Kitchener, Ontario London, Ontario Mississauga, Ontario</p>	<p>Nepean, Ontario New Market, Ontario North York, Ontario Ottawa-East, Ontario Scarborough, Ontario Sudbury, Ontario Thunder Bay, Ontario Toronto College Park (South), Ontario Windsor, Ontario</p>

ADMINISTRATION AND FACULTY

Administration			
Campus President	Jorge Gutierrez	Director of Student Services	Jennifer Davis
Director of Education	Christopher Barton	Director of Admissions	Angela Sites
Director of Career Services	Melissa Cregar	Director of Student Accounts	Barbara Hallett
Director of Student Finance	Kareena Salter	Registrar	Judy Brown

Applied Service Management Department		Degree/ Qualification	Awarding Institution
Department Coordinator	Douglas Hough	Bachelor	Northwood University
Instructors	Lisa Martino	Master	University of Central Florida
	Eileen Maxwell	Master	Stetson University
	Ray Wilt	Associate	Daytona Beach Community College

Marine Department		Degree/ Qualification	Awarding Institution
Department Coordinator	Daniel Scudder	Associate	Pennco Tech
Instructors	Craig Bottoms	Work Experience	
	Thomas Cain	Work Experience	
	Edgar Elkins	Work Experience	
	Troy Hancock	Work Experience	
	Arthur Johnson	Bachelor	University of Central Florida
	Richard Mackowiak	Bachelor	International Correspondence School
	Kevin McDuffie	Diploma	WyoTech
	Ben Ousnamer	Work Experience	
	Michael Phillips	Diploma	American Marine Institute
Jay Siciliani	Work Experience		

Motorcycle Department		Degree/ Qualification	Awarding Institution
Department Coordinators	Douglas Hough	Bachelor	Northwood University
	Stephen Plympton	Diploma	American Motorcycle Institute
Instructors	John Balko	Work Experience	
	Jaime Broere	Work Experience	
	Alan Company	Work Experience	
	Anthony Eaton	Diploma	American Motorcycle Institute
	Lonnie Ernst	Work Experience	
	Michael Fagnoli	Work Experience	
	Joseph Fontanelli	Bachelor	Virginia Military Institute
	John Fortner	Diploma	WyoTech
	Tyler Gerrick	Work Experience	
	Allen Golomski	Diploma	WyoTech
	Kurt Heinrichs	Work Experience	
	Greg Hodges	Work Experience	
	Scott James	Work Experience	
	William King	Work Experience	
	Andrew Krumm	Work Experience	
	Thomas Marks	Work Experience	
	Joseph Mendes	Work Experience	
	Larry Nagle	Diploma	WyoTech
	John Robinson	Work Experience	
	Jeffory Secrist	Diploma	Motorcycle Mechanics Institute
John Sidor	Work Experience		
Thomas Vardy	Work Experience		
Barbara Williams	Diploma	WyoTech	
Ray Wilt	Bachelor	Daytona State	

APPENDIX A – STATE SPECIFIC INFORMATION

ALABAMA STUDENT INFORMATION

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

ARKANSAS STUDENT INFORMATION

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

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

ARIZONA STUDENT INFORMATION

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

COLORADO STUDENT INFORMATION

SPECIAL REFUND CIRCUMSTANCES

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

The policy for the granting of credit for previous training shall not impact the refund policy.

Inquiry or complaint may be made to the Colorado Division of Private Occupational Schools, Department of Higher Education. The student has a two-year limitation of Division action on student complaints.

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

Inquiry or complaints may be made to the Colorado Division of Private Occupational Schools, Department of Higher Education at (303) 866-2723. Students may file complaints online with the Division at <http://higher.ed.colorado.gov/dpos>. There is a two-year limitation (from student's last date of attendance) on the Division taking action on student complaints.

DELAWARE STUDENT INFORMATION

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

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

GEORGIA STUDENT INFORMATION

SPECIAL REFUND CIRCUMSTANCES

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

If the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Georgia Nonpublic Postsecondary Education Commission at: 2082 East Exchange Place, Suite 220, Tucker, GA 30084-5305; (770) 414-3300; <http://www.gnpec.org/forms/pdf%20files/ComplaintProcess.pdf>.

KANSAS STUDENT INFORMATION

Kansas students may calculate their tuition charges using the Net Price Calculator at www.wyotech.edu/npc.

If the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Kansas Board of Regents at: 1000 SW Jackson, Suite 520, Topeka, KS 66612-1368; (785) 296-4917; <http://www.kansasregents.org/resources/PDF/524-ComplaintProcedureandForm.pdf>.

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 State Board for Proprietary Education at: P.O. Box 1360, Frankfort, KY 40602; (502) 564-3296, x. 228; <http://www.bpe.ky.gov/NR/rdonlyres/1BB8CA02-8F89-43A3-8957-AB01DB805389/o/ComplaintForm.doc>; lindsey.lane@ky.gov.

LOUISIANA STUDENT INFORMATION

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

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

MAINE STUDENT INFORMATION

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

MARYLAND STUDENT INFORMATION

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

MASSACHUSETTS STUDENT INFORMATION

ENTRANCE REQUIREMENTS

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

CANCELLATION POLICY: All notices of cancellation should be in writing, signed and dated, and mailed or delivered to the Admissions Office located at your campus. The written notice of cancellation need not take any particular form, and, however expressed, is effective if signed and dated by the student and states that the student no longer wishes to be bound by the Agreement. A notice of cancellation may be given by mail or hand delivery. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed, with postage prepaid.

(a) The student applicant will be returned all monies paid if:

- (1) The school rejects the applicant;
- (2) The enrollment of the student was procured as the result of any misrepresentation through advertising, promotional materials of the school, or representations by the owner or representative of the school;
- (3) The school cancels the student's program. The student applicant will be returned all monies paid the latter of (4), (5), or (6) below:
- (4) The student applicant cancels this agreement within five business days after signing the agreement and making an initial payment;
- (5) The student applicant cancels this agreement within five business days following a tour of the school and inspection of school equipment;
- (6) The student applicant cancels this agreement within the first five days of attendance following the first scheduled class of the first academic year.
- (7) California students have the right to cancel the Enrollment Agreement and receive a full refund of charges paid, until midnight of the seventh calendar day after enrollment or through attendance at the first class session of the first academic year, whichever is later. California student understands that cancellation must take place on or prior to ___/___/20___. The date indicated is either the date prior to the first day of classes or seven days from the date the Enrollment Agreement has been signed, whichever is later. _____ (Student Initials)

(b) The student applicant will be returned all monies paid, less the application fee (if applicable), if this agreement is cancelled more than five business days after signing the agreement and (a)(5), (a)(6), or (a)(7) above do not apply.

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

(a) A student who withdraws after five days of scheduled class attendance but before or upon completing 75% of the program will receive a refund in accordance with the following Massachusetts Policy (as per M.G.L.C.255 Sec. 13K), less the application fee (if applicable):

- (1) You may terminate this agreement at any time.
- (2) If you terminate this agreement within five days you will receive a refund of all monies paid, provided that you have not commenced the program.
- (3) If you subsequently terminate this agreement prior to the commencement of the program, you will receive a refund of all monies paid, less the actual reasonable administrative costs described in paragraph 7.

- (4) If you terminate this agreement during the first quarter of the program, you will receive a refund of at least seventy-five per cent of the tuition and fees, less the actual reasonable administrative costs described in paragraph 7.
- (5) If you terminate this agreement during the second quarter of the program, you will receive a refund of at least fifty per cent of the tuition and fees, less the actual reasonable administrative costs described in paragraph 7.
- (6) If you terminate this agreement during the third quarter of the program, you will receive a refund of at least twenty-five per cent of the tuition and fees, less the actual reasonable administrative costs described in paragraph 7.
- (7) If you terminate this agreement after the initial five day period, you will be responsible for actual reasonable administrative costs incurred by the school to enroll you and to process your application, which administrative costs shall not exceed fifty dollars or five per cent of the contract price, whichever is less. A list of such administrative costs is attached hereto and made a part of this agreement.
- (8) If you wish to terminate this agreement, you must inform the school in writing of your termination, which will become effective on the day such writing is mailed.
- (9) The school is not obligated to provide any refund if you terminate this agreement during the fourth quarter of the program. The percent of time attended is based on the number of days of attendance compared to the number of days in the program. Official withdrawal, for refund computation purposes, is the last day of recorded attendance.
- (b) Institutional Policy: The school will perform a pro rata refund calculation for students who terminate their training before completing the period of enrollment. Under a pro rata refund calculation, the school is entitled to retain only the percentage of charges (tuition, fees, room, board, etc.) proportional to the period of enrollment completed by the student. The period of enrollment completed by the student is calculated by dividing the total number of days in the period of enrollment into the days scheduled to be completed as of the student's last date of attendance. The period of enrollment for students enrolled in modular programs is the academic year. The refund is calculated using the following steps:
- (6) Determine the total charges for the period of enrollment.
- (7) Divide this figure by the total number of days in the period of enrollment.
- (8) The answer to the calculation in step (2) is the daily charge for instruction.
- (9) The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total days that the student was scheduled to attend as of the student's last date of attendance by the daily charge for instruction.
- (10) The refund shall be any amount in excess of the figure derived in step (4) that was paid by the student.
- ADMINISTRATIVE COSTS:* Administrative costs are equal to \$50.
- PAYMENT OF REFUNDS:* Refunds due to the student will be paid within 30 days from the date of determination of withdrawal or from the date the applicant was not accepted by the school, whichever is applicable. If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid funds.
- FEDERAL RETURN OF TITLE IV FUNDS POLICY:* Please refer to the catalog section titled "Federal Return of Title IV Funds Policy" for further detail that may affect the return of federal funds.
- LATE REGISTRATION:* Late registrants must start training no later than the fourth class day of the first academic year.

MICHIGAN STUDENT INFORMATION

If the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Michigan Department of Energy, Labor & Economic Growth at: P.O. Box 30004, Lansing, MI 48909; (517) 373-1820; http://www.michigan.gov/documents/mde/Complaint_Resolution_Process_188428_7.pdf.

MISSISSIPPI STUDENT INFORMATION

RECRUITMENT OF MISSISSIPPI STUDENTS:

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

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

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

MISSOURI STUDENT INFORMATION

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

INSTRUCTOR QUALIFICATIONS:

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

- 1) Graduation from a state approved, four-year degree granting school with satisfactory completion of no less than twenty-four (24) semester hours in the academic or vocational/skill subject area in which the applicant will be assigned to teach.

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

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

NEW HAMPSHIRE STUDENT INFORMATION

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

NEW JERSEY STUDENT INFORMATION

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

NEW MEXICO STUDENT INFORMATION

If the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the New Mexico Higher Education Department at: 2048 Galisteo, Santa Fe, NM 87505; (505) 476.8400; <http://www.hed.state.nm.us/Complaints.aspx>.

OHIO STUDENT INFORMATION

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

OKLAHOMA STUDENT INFORMATION

SPECIAL REFUND CIRCUMSTANCES

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

If the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Oklahoma Board of Private Vocational Schools (OBPVS) at: 3700 Classen Boulevard, Suite 250, Oklahoma City, OK 731182864; (405) 528-3370; <http://www.okdhs.org/library/policy/oac340/002/03/0026000.htm>.

BOOKS AND TOOLS

Books and a set of tools will be provided (loaned) to the student at no additional charge.

CATALOG ADDENDUM

This catalog is not complete without the accompanying addendum.

OREGON STUDENT INFORMATION

STUDENT ACADEMIC GRIEVANCE PROCEDURE

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

7. The Director of Education, after considering all pertinent facts, will arrive at a final decision which will be communicated to the student, instructor or staff member and Department Coordinator in a timely fashion.
8. If the decision is disputed by the student, all relevant information will be forwarded within one working day to the President of WyoTech. The President will review the complaint and render a binding decision within two days of hearing the complaint. The student will receive a written response.

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

SOUTH CAROLINA STUDENT INFORMATION

Students aggrieved by action of the school should attempt to resolve these problems with appropriate school officials. Should this procedure fail, students may contact: South Carolina Commission on Higher Education, 1122 Lady Street, Suite 300, Columbia, SC 29201; (803) 737-2260.

INSTRUCTOR QUALIFICATIONS

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

TENNESSEE STUDENT INFORMATION

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

INSTRUCTOR QUALIFICATIONS

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

TRANSFERRING CREDITS

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

JOB PLACEMENT AND GRADUATION INFORMATION

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

TEXAS STUDENT INFORMATION

SPECIAL REFUND CIRCUMSTANCES

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

TEXAS STUDENT REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

A student of the school who withdraws from the school as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for the program in which the student is enrolled: (1) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal; (2) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without

payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or (3) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor(s) of the program determine that the student has: (A) satisfactorily completed at least 90 percent of the required coursework for the program; and (B) demonstrated sufficient mastery of the program material to receive credit for completing the program.

CLASS SCHEDULE

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

OCCUPATIONAL OPPORTUNITIES

A graduate from the Motorcycle Technology program might be interested in employment as a Motorcycle Technician or Mechanic. A graduate from the Marine Technology program might be interested in employment as a Motorboat Mechanic or a Marine Equipment Mechanic. Graduates from both programs could be employed as Outdoor Power Equipment Mechanic, Small Engine Mechanic, Mechanic for Equipment Rental Companies, Mechanic for Landscaping Services, or a Mechanic for a Racing Team for Motorcycles or Motorboats. During the fall and winter a graduate from the above listed programs might be interested in employment as a Snowmobile Mechanic or Schedule Time-Consuming Engine Overhauls.

MAIN JOB SKILLS

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

Marine: Repair and adjust the electrical and mechanical equipment of inboard and outboard boat engines. Most small boats have portable outboard engines that are removed and brought into the repair shop. Larger craft, such as cabin cruisers and commercial fishing boats, are powered by diesel or gasoline inboard or inboard-outboard engines, which are removed only for major overhauls. Most of these repairs are performed at the docks or marinas. Motorboat mechanics also may work on propellers, steering mechanisms, marine plumbing, and other boat equipment.

Motorcycle: Repair and overhaul motorcycles, motor scooters, mopeds, dirt bikes, and all-terrain vehicles. Besides repairing engines, they may work on transmissions, brakes, and ignition systems and make minor body repairs. Mechanics often service just a few makes and models of motorcycles, because most work for dealers that service only the products they sell.

Advanced Marine: Learning advanced installation and troubleshooting techniques for recreational marine vessel support systems including the controls, operation, service and repair of power generation and supply systems and Electronic Fuel Injection, marine electronics and Data transfer buses. Comprehension of computer and software usage as it pertains to engine interface, control area network, parts research and service manual usage will be discussed and performed, including troubleshooting using digital meters and advanced diagnostic tools.

Off-Road Power: Learning information resources, sophisticated test equipment, manufacturer approved diagnostics, service, and repair procedures for both the mechanical aspects of all-terrain vehicles (ATV) and all aspects of personal watercraft and diagnostics, service and repair procedures for fuel and electrical related issues on all-terrain vehicles (ATV) and all aspects of snowmobile repair. Including troubleshooting using digital meters and advanced diagnostic tools.

Harley-Davidson: Disassembly, inspection, and assembly of the Iron Head and Evolution engines. Perform the necessary measurements and adjustments for proper engine operation. Disassembly, inspection, and assembly of the Big Twins and V-Rod engines. Perform the necessary measurements and adjustments for proper engine operation. Knowledge and skills in the areas of suspensions, brakes, final drives, electrical systems, ignition systems, fuel systems, service procedures, and diagnostics used on Harley-Davidson motorcycles.

European: Information resources, sophisticated test equipment and manufacturer approved diagnostic and repair procedures as they relate to BMW motorcycles. Receive an award in BMW Certified Technician training status. Information resources, sophisticated test equipment and manufacturer approved diagnostic and repair procedures as they relate to Ducati motorcycles. Training applies towards students being awarded Ducati and Triumph Entry Level Certification training status.

Asian: Information resources, sophisticated test equipment and manufacturer approved diagnostic and repair procedures as they relate to Honda and Kawasaki motorcycles. Information resources, sophisticated test equipment and manufacturer approved diagnostic and repair procedures as they relate to Suzuki and Yamaha motorcycles.

STUDENT ACADEMIC GRIEVANCE PROCEDURE

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

8. If the decision is disputed, all relevant information will be forwarded within one working day to the President of WyoTech. The President will review the complaint and render a binding decision within two days of hearing the complaint. The student will receive a written response.
9. Any grievances not resolved by the school may be forwarded to the Texas Workforce Commission, Career Schools and Veterans Education, Austin, TX. (512) 936-3100.

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

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

Vessel Power Transmission Systems	(Theory: 125, Lab: 125, Credit: 18.5)
Inboard Engine Propulsion Systems	(Theory: 125, Lab: 125, Credit: 18.5)
Diesel Engines, Power Generation and Marine Electronics	(Theory: 125, Lab: 125, Credit: 18.5)
Outboard Engine Propulsion Systems	(Theory: 125, Lab: 125, Credit: 18.5)
Advanced Diesel and Power Generation	(Theory: 125, Lab: 125, Credit: 18.5)
Advanced EFI and Canbus Systems	(Theory: 125, Lab: 125, Credit: 18.5)
ATV Mechanical Systems and PWC	(Theory: 125, Lab: 125, Credit: 18.5)
ATV Electrical Systems and Snowmobiles	(Theory: 125, Lab: 125, Credit: 18.5)
Suspension and Brake Systems	(Theory: 125, Lab: 125, Credit: 18.5)
Four Stroke and Two Stroke Engines	(Theory: 125, Lab: 125, Credit: 18.5)
Fundamentals of Electricity and Electrical Systems	(Theory: 125, Lab: 125, Credit: 18.5)
Fuel Systems and Service	(Theory: 125, Lab: 125, Credit: 18.5)
Harley-Davidson Engines I & II	(Theory: 125, Lab: 125, Credit: 18.5)
Harley-Davidson Chassis and Engine Controls	(Theory: 125, Lab: 125, Credit: 18.5)
European Introduction and Triumph	(Theory: 125, Lab: 125, Credit: 18.5)
European Ducati I and II	(Theory: 125, Lab: 125, Credit: 18.5)
Asian-Honda and Kawasaki	(Theory: 125, Lab: 125, Credit: 18.5)
Asian-Suzuki and Yamaha	(Theory: 125, Lab: 125, Credit: 18.5)
Accounting and Financial Management	(Theory: 63.5, Lab: 20.5, Credit: 7.0)
Computers and Business Applications	(Theory: 50.5, Lab: 32.5, Credit: 6.5)
Communications	(Theory: 55, Lab: 28, Credit: 7.0)
Management Concepts	(Theory: 45.5, Lab: 37.5, Credit: 6.5)
Human Resource Management	(Theory: 44, Lab: 39, Credit: 6.5)
Shop Management	(Theory: 44.5, Lab: 39.5, Credit: 6.5)

WASHINGTON STUDENT INFORMATION

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

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

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

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

WISCONSIN STUDENT INFORMATION

Student referrals to prospective employers are not based on direct contact with the employer regarding current job openings.

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

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

Unexplained absences from school for a period of 10 consecutive school days constitute constructive notice of withdrawal.

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

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

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

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

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

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

ATTENDANCE POLICY: The attendance policy does not distinguish between excused or unexcused absences.

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

WYOMING STUDENT INFORMATION

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

STATE SPECIFIC ATTORNEY GENERAL COMPLAINT INFORMATION

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

If the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Office of the Attorney General, Consumer Protection Division, 200 Tower Building, 323 Center Street, Little Rock, AR 72201-2610; (501) 682-2341; consumer@arkansasag.gov; <http://www.ag.arkansas.gov/>.

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

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

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

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

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

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

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

If the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Kansas Attorney General at Office of the Attorney General, Consumer Protection Division, 120 SW 10th Street, Ste. 430, Topeka, KS 66612-1597, (785) 296-3751; <http://www.ksag.org/>.

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

If the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Office of the Attorney General, Consumer Protection Section, P.O. Box 94005, Baton Rouge, LA 70804-9005; (800) 351-4889; <http://www.ag.louisiana.gov/>.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

APPENDIX B: ACADEMIC CALENDARS

8.3 HOUR PROGRAM SCHEDULE

2012 Academic Calendar

Summer Schedule 2012

*June Registration	Monday, June 25, 2012
Course Session	Monday, June 25, 2012 - Monday, August 6, 2012
Independence Day Holiday.....	Wednesday, July 4, 2012
Finals and Course End	Monday, August 6, 2012
*August Registration	Tuesday, August 7, 2012
Course Session	Tuesday, August 7, 2012 - Tuesday, September 18, 2012
Labor Day Holiday.....	Monday, September 3, 2012
Finals and Graduation.....	Tuesday, September 18, 2012
Scheduled Break	Wednesday, September 19, 2012 - Sunday, September 23, 2012

Fall Schedule 2012

*September Registration.....	Friday, September 21, 2012
Course Session	Monday, September 24, 2012 - Friday, November 2, 2012
Finals and Course End	Friday, November 2, 2012
Course Session	Monday, November 5, 2012 - Tuesday, December 18, 2012
Thanksgiving Holiday Break.....	Thursday, November 22, 2012 - Sunday, November 25, 2012
Finals and Graduation.....	Tuesday, December 18, 2012
Scheduled Break	Wednesday, December 19, 2012 - Tuesday, January 1, 2013

2013 Academic Calendar

Winter Schedule 2013

*January Registration	Wednesday, January 2, 2013
Course Session	Wednesday, January 2, 2013 - Tuesday, February 12, 2013
Finals and Course End	Tuesday, February 12, 2013
*February Registration.....	Wednesday, February 13, 2013
Course Session	Wednesday, February 13, 2013 - Tuesday, April 2, 2013
Scheduled Break	Saturday, March 9, 2013 - Sunday, March 17, 2013
Finals and Graduation.....	Tuesday, April 2, 2013

Spring Schedule 2013

*April Registration.....	Wednesday, April 3, 2013
Course Session	Thursday, April 4, 2013 - Wednesday, May 15, 2013
Finals and Course End	Wednesday, May 15, 2013
Course Session	Thursday, May 16, 2013 - Wednesday, June 26, 2013
Memorial Day Holiday	Monday, May 27, 2013
Finals and Graduation.....	Thursday, June 27, 2013
Scheduled Break	Friday, June 28, 2013 - Sunday, June 30, 2013

Summer Schedule 2013

*June Registration	Friday, June 28, 2013
Course Session	Monday, July 1, 2013 - Monday, August 12, 2013
Independence Day Holiday.....	Thursday, July 4, 2013
Finals and Course End	Monday, August 12, 2013
*August Registration	Tuesday, August 13, 2013
Course Session	Tuesday, August 13, 2013 - Tuesday, September 24, 2013
Labor Day Holiday.....	Monday, September 2, 2013
Finals and Graduation.....	Tuesday, September 24, 2013
Scheduled Break	Wednesday, September 25, 2013

Fall Schedule 2013

*September Registration.....	Wednesday, September 25, 2013
Course Session	Thursday, September 26, 2013 - Wednesday, November 6, 2013
Finals and Course End	Wednesday, November 6, 2013
Course Session	Thursday, November 7, 2013 - Friday, December 20, 2013
Thanksgiving Holiday Break.....	Thursday, November 28, 2013 - Sunday, December 1, 2013
Finals and Graduation.....	Friday, December 20, 2013
Scheduled Break	Saturday, December 21, 2013 - Wednesday, January 1, 2014

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

6.25 HOUR PROGRAM SCHEDULE

2012 Academic Calendar

Summer Schedule 2012

*June Registration	June 26, 2012
Course Session.....	June 27 – August 22, 2012
Independence Day (Observed)	July 4, 2012
Finals & Graduation	August 22, 2012
Scheduled Break.....	August 23 – August 26, 2012
*August Registration.....	August 24, 2012
Course Session.....	August 27 – October 22, 2012
Labor Day (Observed).....	September 3, 2012
Finals & Graduation	October 22, 2012
Scheduled Break.....	October 23, 2012

Fall Schedule 2012

*October Registration	October 24, 2012
Course Session.....	October 25 – December 21, 2012
Thanksgiving Holiday	November 22 – 25, 2012
Finals & Graduation	December 21, 2012
Winter Break	December 22, 2012 – January 1, 2013

2013 Academic Calendar

Winter Schedule 2013

*January Registration	January 2, 2013
Course Session.....	January 2 – February 26, 2013
Finals & Graduation	February 26, 2013
*February Registration	February 27, 2013
Course Session.....	February 27 – April 30, 2013
Scheduled Break.....	March 2 - March 10, 2013
Finals & Graduation	April 30, 2013

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

^ Note: Registrations for June 2012, August 2012, October 2012, January 2013 and February 2013 are for restarts only. No new students will be accepted into any 6.25 hour program.

APPENDIX C: TUITION AND FEES

TUITION AND FEES

Program	Length	Tuition	Quarter Credit Hours
Marine Specialist	9 mo.	\$26,500	108.0
Motorcycle Technology	9 mo.	\$26,500	108.0
Motorcycle Technology and Management	9 mo.	\$26,500	109.0
Marine Technology and Management	9 mo.	\$26,500	109.0

This list is current as of July 1, 2012.

A set of tools will be provided (loaned) to the student at no additional charge during the time of their attendance.

