



# ***COURSE CATALOG***

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# Introduction

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## Mission Statement

We serve students, partners, and communities by providing quality education and training for in-demand careers.

## History

Prior to its acquisition by UTI, the Canton campus ran as a small school called MIAT College of Technology which was founded in 1969 by a highly experienced aircraft technician whose foresight regarding the growth of the aviation industry motivated him to develop a training resource for aircraft technicians.

The original school, Detroit Institute of Aeronautics, was located on the west side of Willow Run Airport. The school had expanded to 14,300 square feet by 1980. In response to dramatic growth and sophistication in the aviation industry, a new 38,000 square foot training facility was constructed in 1990 for classes beginning in 1991. In 2010 the school expanded again and moved operations to a 125,000 square foot facility in Canton, Michigan.

Aviation Technology programs were created in 1969 to encompass training focusing on FAA certificated curriculum. Graduates of the Aviation Technology programs are eligible to take federal exams that qualify them to be certificated Airframe and Powerplant (A&P) Technicians.

Energy Technology programs began in 2007 in response to the energy industry looking for qualified technicians to work in steam and gas turbine technology, powerplant operations, wind turbine technology, and other areas of power generation such as substation, standby, and nuclear. The industry recognized the high degree of skills the aviation graduates possessed and asked for a program that was similar, but also specific, to the energy industry needs.

The HVACR Technician program was created in 2012 to meet the demand for residential and commercial technicians with obtaining EPA certifications and skills in installation, maintenance and service of climate control equipment.

In August 2012, Canton received approval from the State of Michigan Licensing and Regulatory Affairs (LARA) and the Accrediting Commission of Career Schools and Colleges (ACCSC) to offer an Associate in Applied Science (AAS) degree in Aviation Maintenance Technology.

The Robotics and Automation Technology Associate in Applied Science degree and the Robotics and Automation Technician certificate programs began enrolling students at the Canton campus in 2018. The programs are designed to create a knowledge bridge for the technician between mechanical technology and the electrical and electronic circuits used to control and automate mechanical processes.

The welding programs are specifically designed to prepare graduates for entry-level positions in structural, pipe and pipeline, thin alloy welding, pipefitting, and steam fitting.

MIAT College of Technology became part of Universal Technical Institute (UTI) in November 2021 when UTI acquired the Canton and Houston campuses from HCP ED Holdings, Inc.

## Why UTI Stands Out

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### Scholarship & Institutional Grant Programs

UTI cultivates new offerings and maintains a listing of annual program specific, as well as more generic scholarships. This listing includes both monetary and advanced/specialized training award opportunities. UTI maintains scholarship program information in the Financial Aid Department or the Learning Resource Center. See any Financial Aid Officer or LRC Coordinator for information on current scholarships available and for instructions on how to apply.

### Institutional Grant Programs

#### Academic Excellence Grant

UTI has launched the Academic Excellence Grant. This grant program was created in an effort to acknowledge and award high school students who have placed focus and commitment on their academic success throughout their high school career. Eligible applicants must complete an application and submit it prior to starting classes. Application submission will be open from December 1, 2023, through September 30, 2024. Grants will be awarded monthly. Visit the UTI Financial Aid website at: <https://uti.edu/financial-aid> for grant application and program materials.

#### Eligibility Criteria:

- Applicant must be able to show proof that they are currently enrolled and set to graduate, or previously graduated from high school, or received a high school equivalency diploma, during or after the 2021 academic school year.

- Student must be enrolled to begin training at any UTI campus.
- Have a scheduled start date between 12/1/2023 and 9/30/2024.
- Submit the Academic Excellence Grant application prior to starting classes at UTI.
- Submit all application document requirements.
- Eligible applicant must meet the criteria in one of the three (3) tiers listed below in order to receive a grant:
  - Tier 1 – GPA of 3.0-3.25, or ACT score between 13-17, or SAT score between 850-1,150, or CLT score between 60-75
  - Tier 2 – GPA of 3.26-3.9, or ACT score between 18-23, or SAT score between 1,151-1,200, or CLT score between 75-85
  - Tier 3 – GPA of 4.0 or higher, or ACT score of 24 or higher, or SAT score greater than 1,200, or CLT score of 86 or higher

### Empowering Women through STEM Grant

Universal Technical Institute has launched the Empowering Women through STEM Grant. This grant program was created in an effort to promote an ongoing commitment to empowering women through STEM educational programs and careers.

Eligible applicants must complete an essay-based application answering the essay question(s) via written or video response. Application submission will be open from December 1, 2023, through September 30, 2024. Grants will be awarded monthly. Visit the UTI Financial Aid website at: <https://uti.edu/financial-aid> for grant application and program materials.

#### Eligibility Requirements:

- Applicant must be female, non-binary or identify as female.
- Be a high school junior or senior at the time of application submission.
- Able to provide proof of high school diploma or GED before starting school at UTI.
- Able to provide written consent forms from any other individuals depicted in their video.
- Able to provide authorization from a legal guardian if the applicant is under the age of 18 years old.

### Relocation Grant

The Relocation Grant is designed to assist students who have the greatest financial need and commute 50 miles or

greater one way daily or relocate to attend UTI by subsidizing costs associated with relocation, housing or making long commutes back and forth to school, to allow students to focus on academics and gaining local

employment. There is no application process, and all enrolled students are reviewed for eligibility on a weekly basis. Visit the UTI Financial Aid website at: <https://uti.edu/financial-aid> for applicable start dates and program restrictions.

#### Eligibility Requirements:

- Relocating or commuting 50 or more miles daily to campus
- Enrolled more than 30 days prior to start date
- For students completing a 2023/2024 FAFSA: Have an EFC (Estimated Family Contribution) of 11,000 or less
- For students completing a 2024/2025 FAFSA: Have an SAI (Student Aid Index) of 8,000 or less

### Institutional Grant

The Institutional Grant is designed to assist students who are in the greatest financial need, relocating or commuting 50 miles or greater, to attend UTI by reducing their overall tuition. There is no application process, and all enrolled students are reviewed for eligibility on a weekly basis. Visit the UTI Financial Aid website at: <https://uti.edu/financial-aid> for applicable start dates and program restrictions.

#### Eligibility Requirements:

- Relocating or commuting 50 or more miles daily to campus
- Enrolled more than 30 days prior to start date
- For students completing a 2023/2024 FAFSA: Have an EFC (Estimated Family Contribution) of 11,000 or less
- For students completing a 2024/2025 FAFSA: Have an SAI (Student Aid Index) of 8,000 or less

### Adult Tuition Assistance Grant

The Adult Tuition Assistance Grant consists of a written exam containing both academic and technical questions designed to test the knowledge of participants interested in the technical trades. The test is open to adult students who are enrolled or interested in enrolling at Universal Technical Institute. Testing results and Grant announcements are distributed on a specified date following each testing cycle. Visit the UTI Financial Aid website at: <https://uti.edu/financial-aid> for additional grant information.

### American Dream Grant

The American Dream Grant consists of a written exam designed to test the knowledge of participants interested in the technical trades. The test is open to high school seniors who have already enrolled or are interested in enrolling at Universal Technical Institute. Testing results and Grant announcements are distributed on a specified date following each

testing cycle. Visit the UTI Financial Aid website at: <https://uti.edu/financial-aid> for additional grant information.

### Hands-on Competition Grants

Hands-on Competition Grants are awarded by UTI to the top high school competitors of various career and technical organizations. Competitors must be individual members of the career and technical organization in which they are competing in. Students are judged during a timed hands-on competition by a panel of judges associated with the career and technical organization. Winners are placed by the judges based on their scores. Grants are awarded physically at the hands-on competitions and students must redeem them upon enrollment to UTI. Visit the UTI Financial Aid website at: <https://uti.edu/financial-aid> for additional grant information.

Career and Technical Programs in which Grants are offered:

- Automotive Dealers Association
- SkillsUSA
- Future Farmers of America
- Hot Rodders of Tomorrow
- New Jersey Cooperative Education Association Charles V. Rosica Program
- New Jersey Cooperative Education Coordinators Association (NJCECA)

### Salute to Service Grant

The Salute to Service Grant Program is available to all students enrolled to attend UTI starting on August 10, 2023, and thereafter, who are currently serving, or who previously served honorably in a branch of the United States Armed Forces.

Eligible students are required to complete an application and submit proof of service via a valid DD214, or for enlisted members, a copy of their Military ID. Grants are awarded within two weeks of submission to the UTI Scholarship Department. Eligible applicants must complete an application and meet all eligibility requirements to be awarded a grant. Visit the UTI Financial Aid website at: <https://uti.edu/financial-aid> for grant details and program restrictions.

### Boston Public School District Grant

The Boston Public School District Grant is a program specific to students from the Boston Public School District who seek to enroll at Universal Technical Institute. Eligible applicants must complete an application and meet all eligibility requirements to

be awarded a grant. Grants are awarded annually. Visit the UTI Scholarship website at: <https://uti.edu/financial-aid> for grant application and program restrictions.

#### Eligibility Requirements:

- Be enrolled to start Universal Technical Institute.
- Proof that applicant is currently enrolled and set to graduate from a high school located within the Boston Public School District during the 2023-2024 academic year.
- Provide the name, organization, and contact information of someone who can speak to your professional character.
- Submit the Boston Public School District Grant application to the UTI Scholarship Department prior to the deadline listed on the application.

### UTI Natural Disaster Grant

The UTI Natural Disaster Grant is available to enrolled students who were residing in a designated area impacted by a natural disaster at the time of declaration as made by the Federal Emergency Management Agency (FEMA). Eligible applicants must complete an application and meet all eligibility requirements to be awarded a grant. Grants are awarded monthly. Visit the UTI Scholarship website at: <https://uti.edu/financial-aid> for grant application and eligibility requirements.

#### Eligibility Requirements:

- Be enrolled to start Universal Technical Institute.
- Have been a resident of a designated area impacted by the
- Natural disaster at the time of declaration.
- Submit the completed application to the UTI Scholarship Department prior to starting classes at UTI.

Must utilize grant and start classes at Universal Technical Institute within one year of grant award.

Be applying for a natural disaster as designated by the Federal Emergency Management Agency (FEMA) that has occurred within the last 12 months of the application date.

#### Program Exclusions:

This program excludes Covid-19 related declarations

## Scholarship Programs

### Industry's Choice Scholarship

The Industry's Choice Scholarship program helps qualified enrolled students to decrease their overall cost of tuition. Eligible applicants must complete an application and meet all eligibility requirements to be

awarded a scholarship. Scholarships are awarded monthly. Visit the UTI Scholarship website at: <https://uti.edu/financial-aid> for scholarship application and program restrictions.

#### Eligibility Requirements:

Be enrolled to begin classes at Universal Technical Institute.

- Have a completed FAFSA at time of application submission.
- Students completing a 2023/2024 FAFSA must have an EFC of 11,000 or less.
- Students completing a 2024/2025 FAFSA must have an SAI of 8,000 or less.
- Enrolled more than 30 days prior to start date.
- Complete the Industry's Choice Scholarship application and submit it to the UTI Scholarship Department prior to starting classes.

### Imagine America Scholarship

UTI has partnered with Imagine America to offer scholarships to High School students. Applicants must complete an application on the Imagine America Foundation website.

Scholarships are awarded monthly. Visit the UTI Scholarship website at: <https://uti.edu/financial-aid> for scholarship application link and program details.

#### Eligibility Requirements:

- Be enrolled to attend Universal Technical Institute.
- Applicant must be currently enrolled in high school as a senior and set to graduate, or recently graduated, within the same academic year.

### Imagine America Adult Scholarship

UTI has partnered with Imagine America to offer scholarships to adult students. Applicants must complete an application on the Imagine America Foundation website. Scholarships are awarded monthly. Visit the UTI Scholarship website at: <https://uti.edu/financial-aid> for scholarship application link and program details.

#### Eligibility Requirements:

- Be enrolled to attend Universal Technical Institute.
- Meet the necessary age requirements and have a high school diploma or GED.
- Have a completed FAFSA at time of application submission.

### Fort Worth Independent School District Scholarship

The Fort Worth Independent School District Scholarship is a program specific to students from the Fort Worth Independent School District who seek to enroll at Universal Technical Institute. Eligible applicants must complete an application and meet all eligibility requirements to be awarded a scholarship.

Scholarships are awarded annually. Visit the UTI Scholarship website at: <https://uti.edu/financial-aid> for scholarship application and program restrictions.

#### Eligibility Requirements:

- Be enrolled to start at Universal Technical Institute.
- Proof that applicant is currently enrolled and set to graduate from a high school located within the Fort Worth

Independent School District during the 2023-2024 academic year.

- Provide a character reference including the name, organization, and contact information of someone who can speak to applicant's professional character.
- Submit the Fort Worth Independent School District Scholarship application to the UTI Scholarship Department prior to the deadline listed on the application.

### Eagle Mountain-Saginaw Independent School District Scholarship

The Eagle Mountain-Saginaw Independent School District Scholarship is a program specific to students from the Eagle Mountain-Saginaw Independent School District who seek to enroll at Universal Technical Institute. Eligible applicants must complete an application and meet all eligibility requirements to be awarded a scholarship. Scholarships are awarded annually. Visit the UTI Scholarship website at: <https://uti.edu/financial-aid> for scholarship application and program restrictions.

#### Eligibility Requirements:

- Be enrolled to start at Universal Technical Institute.
- Proof that applicant is currently enrolled and set to graduate from a high school located within the Eagle Mountain- Saginaw Independent School District during the 2023-2024 academic year.
- Provide a character reference including the name, organization, and contact information of someone who can speak to applicant's professional character.



- Submit the Eagle Mountain-Saginaw Independent School District Scholarship application to the UTI Scholarship Department prior to the deadline listed on the application.

### ***Birdville Independent School District Scholarship***

The Birdville Independent School District Scholarship is a program specific to students from the Birdville Independent School District who seek to enroll at UTI Universal Technical Institute. Eligible applicants must complete an application and meet all eligibility requirements to be awarded a scholarship.

Scholarships are awarded annually. Visit the UTI Scholarship website at: <https://uti.edu/financial-aid> for scholarship application and program restrictions.

#### **Eligibility Requirements:**

- Be enrolled to start at Universal Technical Institute.
- Proof that applicant is currently enrolled and set to graduate from a high school located within the Birdville Independent School District during the 2023-2024 academic year.
- Provide a character reference including the name, organization, and contact information of someone who can speak to applicant’s professional character.
- Submit the Birdville Independent School District Scholarship application to the UTI Scholarship Department prior to the deadline listed on the application.

### **Broward County, Florida School District Scholarship**

The Broward County, Florida School District Scholarship is a program specific to students from the Broward County, Florida School District who seek to enroll at UUniversal Technical Institute. Eligible applicants must complete an application and meet all eligibility requirements to be awarded a scholarship.

Scholarships are awarded annually. Visit the UTI Scholarship website at: <https://uti.edu/financial-aid> for scholarship application and program restrictions.

#### **Eligibility Requirements:**

- Be enrolled to start at Universal Technical Institute.
- Proof that applicant is currently enrolled and set to graduate from a high school located within the Broward County, Florida School District during the 2023-2024 academic year.
- Provide a character reference including the name, organization, and contact information of someone who can speak to applicant’s professional character.

- Submit the Broward County, Florida School District Scholarship application to the UTI Scholarship Department prior to the deadline listed on the application.

### **Miami-Dade County, Florida School District Scholarship**

The Miami-Dade County, Florida School District Scholarship is a program specific to students from the Miami-Dade County, Florida School District who seek to enroll at Universal Technical Institute. Eligible applicants must complete an application and meet all eligibility requirements to be awarded a scholarship.

Scholarships are awarded annually. Visit the UTI Scholarship website at: <https://uti.edu/financial-aid> for scholarship application and program restrictions.

#### **Eligibility Requirements:**

- Be enrolled to start at Universal Technical Institute.
- Proof that applicant is currently enrolled and set to graduate from a high school located within the Miami-Dade County, Florida School District during the 2023-2024 academic year.
- Provide a character reference including the name, organization, and contact information of someone who can speak to applicant’s professional character.
- Submit the Miami-Dade County, Florida School District Scholarship application to the UTI Scholarship Department prior to the deadline listed on the application.

### **Orange County, Florida School District Scholarship**

The Orange County, Florida School District Scholarship is a program specific to students from the Orange County, Florida School District who seek to enroll at Universal Technical Institute. Eligible applicants must complete an application and meet all eligibility requirements to be awarded a scholarship.

Scholarships are awarded annually. Visit the UTI Scholarship website at: <https://uti.edu/financial-aid> for scholarship application and program restrictions.

#### **Eligibility Requirements:**

- Be enrolled to start at Universal Technical Institute.
- Proof that applicant is currently enrolled and set to graduate from a high school located within the Orange County, Florida School District during the 2023-2024 academic year.
- Provide a character reference including the name, organization, and contact information of someone who can speak to applicant’s professional character.

- Submit the Orange County, Florida School District Scholarship application to the UTI Scholarship Department prior to the deadline listed on the application.

### Osceola County, Florida School District Scholarship

The Osceola County, Florida School District Scholarship is a program specific to students from the Osceola County, Florida School District who seek to enroll at Universal Technical Institute. Eligible applicants must complete an application and meet all eligibility requirements to be awarded a scholarship.

Scholarships are awarded annually. Visit the UTI Scholarship website at: <https://uti.edu/financial-aid> for scholarship application and program restrictions.

#### Eligibility Requirements:

- Be enrolled to start at Universal Technical Institute.
- Proof that applicant is currently enrolled and set to graduate from a high school located within the Osceola County, Florida School District during the 2023-2024 academic year.
- Provide a character reference including the name, organization, and contact information of someone who can speak to applicant's professional character.
- Submit the Osceola County, Florida School District Scholarship application to the UTI Scholarship Department prior to the deadline listed on the application.

### Palm Beach County, Florida School District Scholarship

The Palm Beach County, Florida School District Scholarship is a program specific to students from the Palm Beach County, Florida School District who seek to enroll at Universal Technical Institute. Eligible applicants must complete an application and meet all eligibility requirements to be awarded a scholarship.

Scholarships are awarded annually. Visit the UTI Scholarship website at: <https://uti.edu/financial-aid> for scholarship application and program restrictions.

#### Eligibility Requirements:

- Be enrolled to start at Universal Technical Institute.
- Proof that applicant is currently enrolled and set to graduate from a high school located within the Palm Beach County, Florida School District during the 2023-2024 academic year.
- Provide a character reference including the name, organization, and contact information of someone who can speak to applicant's professional character.

- Submit the Palm Beach County, Florida School District Scholarship application to the UTI Scholarship Department prior to the deadline listed on the application.

### Phoenix Union High School District Scholarship

The Phoenix Union High School District Scholarship is a program specific to students from the Phoenix Union High School District who seek to enroll at Universal Technical Institute. Eligible applicants must complete an application and meet all eligibility requirements to be awarded a scholarship. Scholarships are awarded annually. Visit the UTI Scholarship website at:

<https://uti.edu/financial-aid> for scholarship application and program restrictions.

#### Eligibility Requirements:

- Be enrolled to start at Universal Technical Institute.
- Proof that applicant is currently enrolled and set to graduate from a high school located within the Phoenix Union High School District during the 2023-2024 academic year.
- Provide a character reference including the name, organization, and contact information of someone who can speak to applicant's professional character.
- Submit the Phoenix Union High School District Scholarship application to the UTI Scholarship Department prior to the deadline listed on the application.

### UTI Missouri Career Scholarship

The UTI Missouri Career Scholarship program helps to provide tuition assistance to students located within the state of Missouri who seek to enroll at Universal Technical Institute eligible applicants must complete an application and meet all eligibility requirements to be awarded a scholarship.

Scholarships are awarded monthly. Visit the UTI Scholarship website at: <https://uti.edu/financial-aid> for scholarship application and program restrictions.

#### Eligibility Requirements:

- Be enrolled to begin classes at Universal Technical Institute.
- Show proof that applicant is currently a high school senior, enrolled and set to graduate (or recently graduated) from a high school located within the state of Missouri during the 2023-2024 academic year.
- Submit the UTI Missouri Career Scholarship application to the UTI Scholarship Department prior to the deadline listed on the application.

## UTI Ohio Career Scholarship

The UTI Ohio Career Scholarship program helps to provide tuition assistance to students located within the state of Ohio who seek to enroll at Universal Technical Institute. Eligible applicants must complete an application and meet all eligibility requirements to be awarded a scholarship. Scholarships are awarded monthly. Visit the UTI Scholarship website at: <https://uti.edu/financial-aid> for scholarship application and program restrictions.

### Eligibility Requirements:

- Be enrolled to begin classes at Universal Technical Institute.
- Show proof that applicant is currently a high school senior, enrolled and set to graduate (or recently graduated) from a high school located within the state of Ohio during the 2023- 2024 academic year.
- Submit the UTI Ohio Career Scholarship application to the UTI Scholarship Department prior to the deadline listed on the application.

## UTI Texas Career Scholarship

The UTI Texas Career Scholarship program helps to provide tuition assistance to students located within the state of Texas who seek to enroll at Universal Technical Institute. Eligible applicants must complete an application and meet all eligibility requirements to be awarded a scholarship. Scholarships are awarded monthly. Visit the UTI Scholarship website at: <https://uti.edu/financial-aid> for scholarship application and program restrictions.

### Eligibility Requirements:

- Be enrolled to begin classes at Universal Technical Institute.
- Show proof that applicant is currently a high school senior, enrolled and set to graduate (or recently graduated) from a high school located within the state of Texas during the 2023-2024 academic year.
- Submit the UTI Texas Career Scholarship application to the UTI Scholarship Department prior to the deadline listed on the application.

## Program Advisory Committees

The opportunity to obtain input, feedback, ideas, and multiple perspectives from individuals with a vested interest in the success of UTI and its student population is a key component to the success, growth, and improvement of the college. UTI has established Program Advisory Committees (PACs) for each career program area. PACs are comprised of appropriately

qualified representatives that external to the school, representing the employment community and/or practitioners from the program area, who can provide a meaningful review of UTI's programs, and supporting resources and materials. Program Advisory Committee members meet at least annually with UTI faculty and administration to review and provide feedback and guidance on curriculum changes, equipment acquisitions, and career opportunities.

## Facilities and Equipment (Canton)

The main campus has 19 classrooms including computer labs and a Learning Resource Center, a PSI/ Computer Assisted Testing Service center (PSI/CATS), career services center, faculty and administrative offices and student break areas.

Included in this facility is 79,000 square feet for hands-on training activities. A hangar/shop area houses aircraft, turbines, generators, furnaces, rooftop units, chillers, conveyors, robotic arms, and other related industry specific equipment. Additional lab areas are specifically designed for non-destructive testing inspection, sheetmetal, painting, composites, confined space, and climb and rescue training.

Housed on the campus for use in the Aviation programs are numerous aircraft including a Piper PA-22, a Sabreliner twin- engine jet, a twin engine Cessna 421, a twin-engine Cessna 337, a Cessna 150, and an Enstrom Helicopter. Additionally, the school possesses a wide assortment of reciprocating and turbine-jet powerplants, generator and electrical distribution mock-ups, airframe and powerplant training mock-ups and ground equipment, including a Pratt & Whitney JT9D engine used on Boeing 747 aircraft.

In April 2015 UTI entered into an agreement with Spirit Airlines to host a state-of-the-art, 14-student A320 Airbus Competency Based Training ("ACT") Next Generation Aircraft computer-based training (CBT) maintenance simulation laboratory at the Canton campus. The equipment, which includes fully functional virtual aircraft and a virtual flight deck, allows trainees to practice all maintenance, testing, diagnostics, repair and operation procedures exactly as on actual, live aircraft. UTI is the first FAA approved aviation maintenance school in the world to partner with an operator to host a CBT lab of this type. The lab has been used by Spirit Airlines to train all their technicians and has been incorporated into the current curriculum for UTI students.

Energy and/or Wind Power students train on a variety of industry equipment which include a Westinghouse W251 turbine engine weighing 130,000 pounds, General

Electric GE 1.5MW wind turbine, wind turbine blades, climb ladders, a dedicated climb and rescue structure, state certified operating boiler, and technical equipment found in powerplants. Courses in the energy program also include introduction to the use of welding equipment, proper use of industry standardized lifting and rigging equipment, precision measuring devices, confined space training and various sizes and types of engines found in power generation. Additionally, students are exposed to a wide range of general and industry[1]specific tools.

The Robotics and Automation programs have various control systems and/or simulators used in manufacturing including, Programmable Logic Controllers (PLCs), PLC mock-ups, a variety of sensors and motor controls to mines, industrial robotic arms, industrial and networking control systems, 3-D printers, and an autonomous conveyor system.

The Welding program utilizes a variety of widely used welding equipment. The lab area has 40 welding stations and a grind room with six grinding stations. Students have use of multi-function welders, bevel torches, pipe bevel torches, bench grinders, band saws, cutting torches, and plasma cutters. The college also possesses a wide assortment of advanced electrical and mechanical equipment. The programs also incorporate hydraulic and pneumatic equipment that reinforce system principles and operation.

The college also possesses a wide assortment of advanced electrical and mechanical equipment and simulators that demonstrate integrated functionality and operational concepts. The programs also incorporate hydraulic and pneumatic equipment and simulators that reinforce system principles and operation.

## Experienced Instructors

Before joining UTI, all instructors are required to have a combination of field experience and training sufficient to meet accreditation standards and regulations in the states in which the school is licensed or approved to operate. Due to their experience and training, UTI instructors are able to share information and insights with students that otherwise might take years to learn on the job. UTI updates its instructors through a variety of seminars and workshops that keep them abreast of new technology so they can pass that knowledge along to students. Instructors also continue their education and improve their teaching skills through training provided by the Center of Excellence in Education.

All of UTI's Aviation maintenance instructors are required to hold an FAA mechanic certificate with one or more appropriate ratings (airframe/powerplant). Our

Wind Power instructors must follow the required GWO qualification processes, in addition to any applicable national legislation and regulations.

## Accreditation and State Licensing

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### Accreditation and Approvals

UTI is affiliated with a variety of educational and industry- related agencies and organizations. Some assist the school in maintaining standards; others provide technical information for the development of educational methods and curriculum. Specific approvals indicate funding eligibility of financial aid for students. Copies of the documents describing the school's accreditation and licensing may be reviewed by current or prospective students by contacting a campus official.

#### **United States Department of Education**

UTI is eligible to participate in the Federal student financial assistance programs administered by the Department of Education under Title IV of the Higher Education Act of 1965 as amended.

#### **Accrediting Commission of Career Schools and Colleges (ACCSC)**

UTI is accredited by The Accrediting Commission of Career Schools and Colleges (ACCSC). The ACCSC is recognized by the U.S. Department of Education as an institutionally recognized accrediting agency.

#### **Michigan Department of Licensing and Regulatory Affairs (LARA)**

UTI is licensed to operate in the State of Michigan. All programs are approved by the Michigan Department of Licensing and Regulatory Affairs.

#### **Department of Veterans Affairs (VA)**

Programs are approved for federal military and veteran educational benefits. Information regarding benefits may be obtained from UTI's veteran certifying official.

#### **Federal Aviation Administration (FAA)**

UTI operates FAA approved Aviation Maintenance Technician programs. Certificate #BN9T040R (Canton).

#### **FAA Airmen Knowledge Testing (PSI/CATS)**

UTI proctors FAA Airmen Knowledge Tests in their approved PSI/CATS facility located within the school. Certificate #ABS481034.

#### **National Council for State Authorization Reciprocity Agreements (NC-SARA)**

## National Center for Aerospace and Transportation Technologies (NCATT)

UTI is an accredited training provider.

## North American Technician Excellence (NATE)

UTI is an approved Testing Organization (Provider ID 5510).

## Memberships and Other Affiliations

- Aerospace Industry Association of Michigan (AIAM)
- Aircraft Electrical Association (AEA)
- American Wind Energy Association (AWEA)
- Association for Women in Aviation Maintenance (AWAM)
- Aviation Technician Education Council (ATEC)
- Canton Chamber of Commerce
- Center for Energy Workforce Development (CEWD)
- Detroit Regional Chamber
- Esco Group – HVAC Excellence
- Helicopter Association International (HAI)
- HYPE Athletics Community (HYPE)
- I-275 Industrial Council
- Michigan Alliance for Greater Mobility Advancement (MAGMA)
- Michigan Association of College Admissions Counselors (MACAC)
- Michigan Business Aviation Association (MBAA)
- Michigan Chamber of Commerce
- Michigan College Access Network (MCAN)
- Michigan Energy Workforce Development Consortium (MEWDC)
- Michigan Manufacturers Association (MMA)
- Midwest Energy Association (MEA)
- Ohio-Michigan Association of Career Colleges and Schools (OMACCS)
- Refrigeration Service Engineers Society (RSES)
- Regional Air Cargo Carriers Association (RACCA)
- Regional Airline Association (RAA)
- Southeast Michigan Council of Governments/ Metropolitan Affairs Coalition (SEMCOG/MAC)
- Southern Wayne County Regional Chamber of Commerce
- Transportation Club of Detroit (TCD)
- Wayne County College Access Network (WCCAN)
- Women in Aviation International (WAI)
- Yankee Air Museum (YAM)

## Admission Procedures and Entrance Requirements

To be eligible for enrollment, a prospective student must be at least 16 years of age. Please note that all students enrolling under the age of 18, require a parent or guardian to execute the Enrollment Agreement.

Note: A student must be at least 18 years of age before they are eligible to take FAA exams.

The school determines, with reasonable certainty and in advance of class start date, that the applicant has proper qualifications to complete training. Each Enrollment Agreement and other pertinent information submitted by the applicant will be reviewed prior to starting classes.

Prospective students may complete their enrollment through UTI's electronic enrollment process. All students, upon acceptance of an Enrollment Agreement, are conditionally admitted to UTI. The conditional status remains until the student's documentation is judged acceptable. Allowing adequate lead time (ideally 30 days minimum) for both evaluation of the document(s) submitted and an alert regarding any deficiency prior to any planned relocation to attend school is highly advised.

To comply with the school's entrance requirements prior to starting or re-enrolling, students must supply and UTI/NASCAR/UTI Tech must accept one of the following documents:

- Standards-based high school diploma recognized by the student's state (documented with a copy of the diploma, an official or unofficial transcript provided by the high school with the diploma type and graduation date noted, or a DD Form 214 showing verification of high school graduation). Diplomas and transcripts are evaluated upon receipt. UTI evaluates documents for validity and reserves the right to request additional information or official copies, or deny those deemed invalid. Note: All students at NASCAR Tech are required to submit high school transcripts rather than copies of their high school diplomas to satisfy admissions requirements; or
- State-issued GED or state-authorized equivalent exam; Note: All students at NASCAR Tech are required to submit GED or state authorized equivalent transcripts rather than copies of their GED or state authorized equivalent diploma to satisfy admissions requirements; or

- Successful completion of a degree program at the postsecondary level (associate degree and beyond proven by submission of a college transcript); or
- Successful completion of at least 60 semester or trimester credit hours or 72 quarter credit hours that does not result in the awarding of an associate's degree (proven by submission of a college transcript); or
- Successful completion of an officially recognized home schooling program. The home schooling documentation required by UTI for review varies based on state requirements. If home schooling was completed in a state that issues a secondary school completion credential, a copy of the credential is required. If the state has no such requirements, additional documentation, including a transcript showing all courses, grades and graduation date, and a signed statement, must be submitted for review. The campus Registrar or designee will review home school documents and notify the applicant if further documentation is required.

### **Special Notes on Certificates of Completion and Special Education Diplomas**

Students possessing a certificate of high school completion (i.e., completed all courses but did not pass all state standards-based requirements such as testing), or high school diploma or transcript indicating the student earned a special education diploma that did not meet all of the state standards-based requirements must provide a copy of a state-issued GED or state-authorized equivalent exam prior to starting class.

### **Foreign Education**

Foreign education documents from outside the United States or its territories that cannot immediately be confirmed as valid proof of high school completion by a school official must be submitted for assessment with a third-party evaluation agency at the prospective student's expense.

## **Special Notes on Certificates of Completion and Special Education Diplomas**

Students possessing a certificate of high school completion (i.e., completed all courses but did not pass all state standards-based requirements such as testing), or high school diploma or transcript indicating the student earned a special education diploma that did not meet all of the state standards-based requirements must provide a copy of a state-issued GED or state-authorized equivalent exam prior to starting class.

## **Foreign Education**

Foreign education documents from outside the United States or its territories that cannot immediately be confirmed as valid proof of high school completion by a college official must be submitted for assessment with a third-party evaluation agency at the prospective student's expense.

## **Additional Admission/Entrance Requirements for Students Enrolling in Associate Degree Programs**

For applicants requesting admission to one of the UTI Associate in Applied Science degree programs, the applicant must meet one of the following requirements:

1. Be a graduate from the UTI Certificate version of the program or an aligned program.
2. Have earned a certificate or diploma from another institution that aligns with the program and is approved via the transfer approval process as outlined in this catalog.

## **Distance Education Course Requirements**

To be eligible for study in online coursework, applicants must meet all admission requirements and complete a Distance Education Readiness Assessment prior to enrollment. Students must also own or have offsite access to a PC or laptop computer that meets program-based requirements, including Internet access. The applicant is responsible for checking hardware/software requirements before enrollment. A printout of the computer system requirements for students enrolled in online courses can be obtained from an Admissions Representative.

See Academic Policies - Delivery Method: Traditional, Blended, Fully Online for additional information on online courses.

## **Conditional Acceptance**

An applicant may receive a conditional acceptance to UTI pending receipt and verification of all required documentation. The Enrollment Agreement is not valid until the Agreement has been countersigned by a college official after documentation has been verified that all admission requirements are met, which includes receipt of Proof of Graduation (POG) or a valid equivalent.

## Criminal Background Conditions for Admissions and Active Enrollments

UTI is committed to providing a safe learning environment for all students and faculty. Applications from prospective students who have: (i) been convicted of, pleaded guilty or no contest to, any felony or other violent crime; or (ii) is required to register as a sex offender, will be subject to further review by UTI before being accepted. This policy extends to those students who have already enrolled or are active students.

Conviction of a felony while attending or while awaiting a first-class start is grounds for discipline including and up to termination or denial. Certain felony convictions and charges or convictions for drug offenses will also limit an applicant's eligibility to apply for and receive federal student loans and grants. With regard to admissions decisions, UTI, after its review, will notify students in writing of its decision to accept or deny the application for enrollment.

UTI will not accept applicants who:

- Have been convicted or pleaded guilty or no contest to a violent crime involving a weapon.
- Have been convicted of, or pleaded guilty or no contest to sexual assault, attempted sexual assault or other sexually related crime, or any other crime or offense for which registration as a sex offender is required, including but not limited to child pornography or any non-consensual, involuntary sexual act.
- Have been convicted or pleaded guilty or no contest to any felony within one year of expected enrollment date.
- Have been convicted or pleaded guilty or no contest to a felony and released from prison/jail within one year of expected enrollment date.
- Have been convicted of, or pleaded guilty or no contest to murder, attempted murder, vehicular manslaughter, or involuntary or voluntary manslaughter.
- Have been convicted of, or pleaded guilty or no contest to selling, transporting, delivering, cultivating, and manufacturing, or intending to sell illegal drugs or controlled substances, resulting in a felony unless such conviction or plea is more than 15 years old.
- Have been convicted or pleaded guilty or no contest to human trafficking.
- Have been convicted or pleaded guilty or no contest to two or more felonies unless the most recent felony is more than 10 years old.

The above restrictions apply to convictions received as an adult, as well as those received as a juvenile if the

applicant was convicted as an adult. An applicant's entire criminal background, including but not limited to misdemeanor convictions or status as a registered sex offender, is considered when reviewing his or her application for enrollment. Applicants convicted of a misdemeanor after their most recent felony conviction and within the past year are ineligible for enrollment until at least one year after their most recent conviction. Applicants who were convicted in a military court proceeding (e.g., general or special courts-martial) fall under the same felony review process and must provide all appropriate background paperwork. Applicants from states that do not use felony and misdemeanor language have the same requirements for equivalent offenses.

Applicants who have a pending felony charge must resolve the situation to final disposition before consideration by the Centralized Review Committee. Also, applicants who have a disposition of adjudication withheld and have not completed the requirements of their disposition will be required to complete all aspects of their adjudication and receive final disposition before being reviewed by the Centralized Review Committee. Finally, applicants who have a disposition of adjudication withheld and have proof of final disposition will be required to go through the criminal background process and be reviewed by the Centralized Review Committee.

For the safety and security of the campus and depending upon the circumstances, it may be advisable to deny application based on the applicant's past criminal background even if the applicant does not fall into the above categories. Applicants with a criminal background will be reviewed on a case-by-case basis. Actively enrolled students are expected to notify Financial Aid and Student Services representatives if they are charged or convicted, or there are changes in charge/conviction status related to a violent crime, felony or drug offense while attending UTI. Students who incur a qualifying offense will be subject to the same process and evaluation as new applicants, which may lead to termination of enrollment.

The Central Enrollment Manager has the responsibility of reviewing and approving enrollment agreements to ensure proper qualifications in accordance with admissions standards. Applicants who are denied admission will be notified promptly in writing. In support of a drug-free environment, UTI students agree, as a condition of acceptance, to UTI's Substance Abuse Prevention policy. Specific details are published in the catalog and are available upon request from the Student Services Department.

UTI, based on information obtained during the interview process, may request a criminal background check on any applicant. Adverse reports will be taken into consideration regarding acceptance.

## International Students

The school is authorized under federal law to enroll nonimmigrant students. In addition to the general admissions requirements, all non-immigrant applicants who have entered or wish to enter the U.S. for educational studies must secure and provide documentation of M-1 visa status prior to registration. UTI does not endorse student visas nor provide any visa services.

Students must also demonstrate proficiency in the English language during the admissions interview. If a student requires certification of high school equivalency, students may take the General Educational Development (GED) exam, a battery of tests administered by the state Department of Education that provides adults an opportunity to receive certification indicating an equivalency to a high school diploma, or state-authorized equivalent exam. UTI is required to report all students issued I-20s who do not attend class as scheduled to the Department of Homeland Security. UTI reserves the right to not issue additional I-20s to, or allow re-enrollment of, students who fail to attend class as planned.

It is each student's responsibility to be aware of the rules and regulations that govern his or her stay in the United States and enrollment in school. This includes, but is not limited to, rules which make M-1 visa students ineligible to take a Leave of Absence, and that students are required to notify the school within 10 days the student's change of address. UTI encourages students to carefully review Page 3 of Form I-20, which outlines some of those rules and regulations.

M-1 students are not permitted to accept any type of employment during their program of study. It is the responsibility of the M-1 students interested in pursuing Practical Training after the completion of his/her program at UTI to contact the Designated School Official (DSO) prior to graduation (6 months prior to graduation is recommended). An application for Practical Training must be submitted by the student before the student's UTI graduation date. M-1 students are ineligible to apply for Practical Training once they have graduated.

Presently only UTI Phoenix, UTI Orlando, UTI Orlando, and UTI Sacramento are authorized under federal law to enroll non-immigrants.

## English Language Proficiency

All instruction at all UTI campuses (including UTI) is conducted in English. English language proficiency is an admissions requirement for all programs. English language fluency is established through verification of the applicant's graduation from a US high school, from

a high school in a country in which English is the primary language, or where English as a Second Language is mandatory, or a GED or similar equivalency certificate issued by a US state or school district. If an applicant cannot provide one of these documents, proficiency may be determined through the admissions interview process. No formal English language proficiency testing is offered by UTI; however, a student may be required to pass a TOEFL test if there are concerns about the applicant's level of fluency. UTI does not provide any ESL or other English language learning services.

## Enrollment and Course Schedules

Classes are not conducted on a term basis. Enrollment may take place at any time during the year. However, instruction may begin only when classes are scheduled. Certain start dates may be limited. Check with an admissions representative regarding availability.

Start dates, holidays, and break days are included on the Academic Calendar located in the back of this catalog and as updated and published within Canvas.

Class start times vary by program. A student's specific start time is listed on their Enrollment Agreement. UTI reserves the right to change the times of its scheduled classes at its discretion. UTI reserves the right to change a student's session at any time based upon course availability.

## Change of Start Date

A student may change start dates after signing an Enrollment Agreement. If a change in start date is requested within 72 hours after signing the Enrollment Agreement and making an initial payment, no re-registration fee will be charged. If a change in start date is requested after the 72-hour period, the agreement will be canceled and a new agreement with its own separate terms must be signed.

## Student Support Services

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### Student Services

The Student Services department offers a wide range of services designed to assist the academic, social, and personal needs of the students. Services provided include Housing, Academic and Personal Advisement, Student Records, Student Activities, Veterans' Assistance, and Scheduling. Students receive



additional campus specific information about their Student Services Department at New Student Orientation.

## Housing

UTI uses independent housing services to assist students who are relocating. All provide a full range of services and work closely with students to determine the right options.

The housing representative can assist students with finding roommates and works with students on an individual and ongoing basis to resolve any housing problems that may arise throughout their rental term. In addition to the options above, students may choose to acquire housing on their own.

Please note that while the school can assist with transportation and housing options, transportation and housing while attending school is the responsibility of the student.

## Advising and Community Resources

UTI strongly believes in an open-door policy and encourages students to seek assistance when problems arise. Coping skills, educational, and personal advising are available through the Campus President, Education Director, Student Services staff, and other qualified staff members.

The school maintains community resource referral materials on a variety of topics including transportation, medical services, food pantries, legal resources and utility or homeowner services. In areas in which staff members are not qualified, students will be referred to community organizations or to other facilities with resources available to assist the student.

## Veteran Services

UTI maintains a Veteran Point of Contact on campus to help provide Veteran benefit resources and funding information.

## Tutoring

We understand students may occasionally need additional assistance throughout their training at UTI. We have dedicated facilities and faculty available for individual tutoring and assistance at no additional cost. Students needing assistance should contact their instructor, the LRC Coordinator, or an Education Manager.

## Learning Resource System

The Learning Resource System is a decentralized system that includes all materials to support a student's educational experience and enhance their program of study. The components of the system include the Learning Resource Center – "LRC" (technical library), the UTI Research Database, the Tool Crib, computer labs/ workstations providing access to maintenance manuals and simulation software and the school's learning management system (Canvas) containing instructional materials, study guides and any other materials. The LRC also serves as a tutoring area for students who need extra help. This area is also used for FAA written examination practice and study.

The LRC seeks to promote student success and support faculty instruction through the development and maintenance of a well-rounded academic collection and online research resources. All UTI students and graduates are welcome to use the Learning Resource Center during normal operating hours. The LRC can be used for tutoring, research projects, job searches, or FAA test prep. Current students may not use the LRC during their scheduled class times unless directed to do so by their instructor. LRC hours are posted outside the center with individual tutoring available daily.

## Alumni Retraining

UTI encourages the pursuit of lifelong learning. UTI graduates, who have met the graduation requirements listed in the Academic Policies section of this catalog, are welcome to return to campus for retraining throughout their career.

Retraining is limited to the program from which the student graduated. Graduates are able to:

1. Audit a class they have already taken
2. Learn about new equipment or software

Availability of courses and labs for retraining are subject to scheduling and space availability. Tuition is free of charge for qualified graduates. Additional fees for laboratory supplies, books, tools, certification testing, etc., may apply. Contact the Education Director for more information.

## Pre-Graduation Review

Prior to graduation, the Career Services department will send out a notification to the pending graduate of the requirement to complete the Pre-Graduation Review process. Each department will sign-off on the "Pre-Graduation Review" form to ensure each section has been completed.

The following is a list by department of the requirements that must be met to complete the Pre-Graduation Review process. Due to an extensive audit process, all certificates/diplomas or degrees will be issued within forty-five (45) business days via mail. Additional copies may be obtained anytime thereafter for a \$20 charge and requests will be processed online through a partnership with Parchment.

## Student Records

The student must submit a Request for Program Certificate/ Diploma or Degree. Students Records will audit the student file to verify all required grades are complete.

## Financial Aid

For students who have taken student loans, they must complete online exit counseling with the Department of Education accessed at <https://studentaid.gov/>. [Please note – instructions are available in the Financial Aid Department.] Typically, UTI will receive notification the next business day that a student has completed counseling. The student should check in with Financial Aid to confirm.

## Student Accounts

The student must confirm with Student Accounts/ Bookkeeping the student's account has a zero (\$0) balance or that the student is current on their original payment contract ("original payment contract" is the first contract signed when the student started school, prior to any approved or unapproved reductions or delays in payment).

## Career Services

The student is required to meet with their assigned Career Advisor for a discussion regarding their employment needs and a review of their resume. The student will complete all necessary paperwork and provide updated contact information.

## Commencement Ceremony

Often referred to as "Graduation," a commencement ceremony is held approximately two times per year to honor the students projected to successfully complete all of their program's graduation requirements. Graduates are encouraged to participate in the ceremony. Family and friends are welcome to attend and celebrate the success of their student. The commencement ceremony is coordinated through the Career Services department.

## Career Services

The Career Services department is available to all students and graduates. Services include providing job leads, assisting with résumés, and providing interview guidance for local jobs while students are in school and career jobs upon graduation.

Although our Career Advisors have been successful in assisting students to find jobs, no guarantee of local or graduate employment is made or implied. Because the Career Services department uses occupational contacts from all over the country, graduates seeking career assistance may need to relocate in order to take advantage of employment opportunities. It is important to understand that a large percentage of employment opportunities are not near the campus and surrounding metropolitan areas. Therefore, graduates should be willing and able to relocate to maximize their employment potential. For some fields, traveling positions are prevalent.

UTI maintains an employment assistance service that is dedicated to developing the careers of its graduates. It also provides employment assistance for current students. While there is no guarantee of employment or a minimum starting salary and no one is authorized by the school to make such guarantees, UTI provides resources for a successful job search campaign for graduates.

## Local Employment Assistance

UTI students who desire assistance finding local employment should visit the Career Services department at their campus. A list of job openings in the local area is developed and maintained at each campus. UTI staff members are available to meet with students one-on-one to provide leads and help them find jobs to cover living expenses while they attend school. To get the most from the services provided by the Career Services Department, students should work closely with their Career Advisors.

Students are encouraged to contact the Career Services Department regularly to pick up new leads until they are hired.

## Ongoing Career Assistance

UTI places great emphasis on assisting graduates in beginning meaningful careers. While employment cannot be guaranteed, services are available to graduates and alumni through the UTI National Job Database or by contacting the Career Services office at the campus.

## Career Development

Through the Career Development class, UTI helps students strengthen career skills stressed in technical training. This class is designed to enhance the job search and application skills of each student. Students become more familiar with services available through UTI's Career Services department, including:

- Locating Tuition Reimbursement Incentive Program (TRIP) employers
- Providing information on nationwide dealer employment opportunities
- Maintaining up-to-date job listings
- Contacting students by phone, text and email after graduation to offer continued job search assistance, allowing us also to verify their employment
- Assisting students to produce professional résumés
- Providing tips on interview techniques

## Your Responsibilities

To get the most from the services provided by UTI's Career Services department, you and your Career Advisor must work together as partners. Here's what you can do to build a successful partnership:

- Fill out your résumé paperwork and submit it to the Career Services department as soon as possible.
- Make the best use of campus career fairs by engaging with many different employers to find out about their opportunities.
- If you don't have definite career plans, visit the Career Services department often to check on employment opportunities as you get close to graduation.
- Provide your advisor with your relocation preferences prior to graduation so they can assist you in identifying job opportunities in these areas.
- Contact interested employers to set up interviews. Make follow-up calls to all potential employers with whom you have interviewed or sent résumés.
- After graduation, stay in touch with your Graduate Career Advisor for job leads and assistance in your job search. It is also important to keep your contact information updated so the school can stay in touch with you as well.

## Industry Expectations

To qualify for the best opportunities the industry has to offer, it's important for you to do the following:

- Maintain a valid driver's license
- Maintain a good driving record with very few (if any) moving violations
- Maintain a good school attendance record
- Display a positive attitude

- Prepare for every interview by researching the company and knowing the job description
- Remain drug free
- Maintain a professional appearance
- Demonstrate strong fundamental technical skills

## Interview Opportunities

The UTI Career Services staff works with employers and students to develop on-campus interview opportunities. These on-campus interviews are great opportunities for students to get interview experience and potential job offers before graduation. Every effort is made to assist graduates in finding employment in their preferred geographical area. However, it may be necessary to relocate to areas where career opportunities are more abundant.

## Dress Code

Students at all campus locations must present themselves in a way that promotes a safe educational environment and

meets industry standards for professionalism. While UTI's standards are designed to prepare students for the industry, employers may have more stringent guidelines. Students should be aware of this when participating in interviews on and off campus. In addition, some courses and programs may have more specific safety requirements related to dress code expectations.

### General

The following general guidelines are applicable to clothing, jewelry, exposed skin, personal items, vehicles, and other similar items:

- No vulgarity, profanity, sexually or racially provocative, derogatory, or otherwise socially controversial words, images, or paraphernalia may be displayed.
- The above standard applies to tattoos; any tattoos that meet the above standard must be covered by the appropriate length of clothing.
- No threatening or violent words, images, or paraphernalia, hate group association/affiliation or hate speech may be visible.
- Drug, alcohol, or gang-related words, images, or paraphernalia is not acceptable. No club or color patches may be worn on campus.

No student should be disproportionately affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, disability status, ethnicity, cultural or religious identity.

## Caps/Hats/Headwear

- Students may wear a UTI, industry-related, United States Armed Forces, or plain baseball, other brimmed-style type cap, or knit cap. Caps may be facing forwards except when in lab working with equipment. Caps must be in good shape, clean, and have no rips or tears. Students may wear a bandana or similar type head wrap when trying to keep hair away from the face during lab. Religious headwear is also permissible unless it presents safety concerns in the lab setting.

## Clothing/Uniform

- Trousers are to be solid-colored, and without any rips or tears. Blue jeans, corduroy pants, and commercially available work pants are acceptable. Pants must fit appropriately, worn at the waistline, and secured with a belt to prevent them from slipping below the waist or touching the ground. Multi-colored pants, overalls, cutoffs, sweatpants, yoga/ workout pants, shorts, camouflaged pants, and pants with oversized pockets are not permitted.
- Approved UTI uniform shirts, including UTI t-shirts and polo style shirts as appropriate, are acceptable. Uniform work shirts must be worn buttoned from the second button down. Shirts with tails must be tucked in. Uniform shirts are not to be cut or altered. Vests of any kind are not allowed.
- Hoodies may be worn, but the hood must not be worn over the head while in a UTI building. Drawstrings may present a safety risk and must be tucked into the hoodie while in lab.
- Students may wear a shirt under the uniform shirt or UTI/ UTI logo apparel, but the uniform shirt or UTI logo apparel must be the outermost garment layer.
- All clothing (shirts, pants, hoodies) must be clean, in good repair without holes, rips or tears.

## Footwear

- Students must wear shoes or boots with oil/slip resistant soles and a robust upper material that ensures safety in the lab environment.
- If the shoe or boot has laces, the laces must be tightly laced with the tongue in.
- No gym or canvas shoes, flip-flops, sandals, open-toed shoes, or high-heeled shoes are allowed.
- Steel toe shoes are not required.

## Jewelry/Piercings/Implants

- Dangling items presenting a safety hazard must be secured or removed while working in the classrooms and labs. Jewelry around the neck cannot hang outside of the shirt.

- Students will be asked to remove jewelry items that pose a safety-related concern or disrupt proper instruction as determined by the Institute and Instructor.
- Students are allowed to have only post or stud type earrings. Dangling or hooped earrings are not allowed. Body piercings, including facial and tongue piercings, are permitted as long as they do not cause a safety risk. Industrial bars of any size or shape cannot be worn.
- Facial, microdermal, transdermal and subdermal implants are allowed provided they are simple stud or gem types.
- Ear piercings larger than standard earrings must be plugged with solid plugs of a single color.

## Hair Policy

Students are required to keep their hair and facial hair neat, and well groomed at all times, in such a manner that it will not be caught in the equipment. Hair styles must comply with professional and safety standards. In all lab settings, hair must be secured away from the face and eyes as well as all equipment, so it does not pose a safety threat. For hair that extends beyond the collar, this generally means the hair must be fastened securely to the back of the head or secured away from the face with a hair clasp. Hair may be placed in a bun or single ponytail, but a ponytail should be tucked into the shirt during lab. Students may wear a bandana or similar type head wrap in order to keep hair away from the face during lab.

## Other

- Safety glasses must be worn at all times while working in labs. All glasses must meet ANSI standards with approved side shields. Blue light blocking lenses are permissible provided they meet safety standards. Sunglasses or shaded safety glasses may not be worn during class unless Student Services approves their use after submission of a medical doctor's note requiring that they be worn.
- ID badges must be worn at all times when on campus. The badge must be unaltered and worn above the waist on the outermost layer of clothing so it can easily be viewed by any staff member. Pictures or names may not be covered.
- Chain wallets, key rings, key chains, cell phones or any other items that hang from the waistline of the pants are not allowed in lab areas, as they may cause a safety concern or scratch the vehicles/ motorcycles.
- Students may not wear headphones or play music on personal devices, including cell phones, while in class or the lab.

- Cell phones must be on silent mode and put away (out of sight in pocket or backpack) during class and lab. They may not be worn clipped to clothing or on a belt.

Students in violation of the dress code are subject to disciplinary action, including dismissal from class, and/or dismissal from school if guidelines are not followed after advisement. The Campus President, Director of Student Services, and/or the Education Director will review unresolved disputes on a case-by-case basis and make a final determination. **Safety and professionalism will always take precedence in matters of dress code interpretation.**

**Students who need an exception to this policy due to medical or religious reasons should contact Student Services for appropriate next steps.**

## Student Information Guide

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The Student Information Guide provides UTI student policies and state-specific policies. Some states have specific regulatory requirements the school must meet when serving the educational needs of their students.

Contents and policies included in this catalog are intended to remain in effect for a period of one year from the date of publication. However, UTI reserves the right to make changes when required by Institutional policy or federal, state or accrediting agency regulation. Such changes will not negatively affect currently enrolled students and will be approved in advance when required by the school's state regulatory body. UTI will endeavor to provide advance notice of any changes in these requirements for states in which it is licensed prior to those changes becoming effective. Questions regarding any portion of these requirements should be directed to the Campus President listed in the Administration Rosters section.

## General Information

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### Ownership and Corporate Officers

Michigan Institute of Aeronautics, Inc. (dba UTI College of Technology) is owned by Universal Technical Institute, which is owned by UTI Holdings, Inc., which is owned by Universal Technical Institute, Inc. 4225 E. Windrose Drive, Suite 200, Phoenix, AZ 85032.

Corporate Officers:

Jerome A. Grant  
Chief Executive Officer

Troy R. Anderson  
Chief Financial Officer and Executive Vice President


Open  
Chief Strategy and Transformation Officer, and Senior Vice President

Lori B. Smith  
Chief Information Officer and Senior Vice President

Sherrell E. Smith  
Executive Vice President of Campus Operations and Services

This document is certified to be true and correct to the best of my knowledge.

Contents and policies included in this document are intended to remain in effect for a period of one year from the date of publication. However, UTI reserves the right to make changes when required by institutional policy, or federal, state or accrediting agency regulation. As required in certain states where the school is licensed, the school will provide advance notice of changes to the information contained in this document.



Jerome A. Grant  
Chief Executive Officer

## Administration Rosters

<i>Main Campus – Canton, Michigan:</i>	
2955 S. Haggerty Road, Canton, MI 48188 734-423-2100 • TOLL FREE 1-800-447-1310	
Jennifer Paugh-Macomber	Campus President
Michigan Carr	Director of Education
Christal Yono	Director of Career Services
Kimberly Burton	Financial Aid Director
Jessica Eizak	Student Records

## Academic Policies

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### Grading System

The final grade for any course is determined by theory grades and lab grades. Theory grades consist of test and quizzes. Lab grades consist of labs, competency-

based projects, homework, and any other criteria indicated in the course syllabus. The academic standing of all students is based on the following scale with 4.0 being the maximum grade point possible and 1.7 the minimum passing grade point.

Numerical Value	Letter Grade	Grade Point
94-100	A	4.0
90-93	A-	3.7
87-89	B+	3.3
84-86	B	3.0
80-83	B-	2.7
77-79	C+	2.3
74-76	C	2.0
70-73	C-	1.7
0-69	F	0.0

F: A student receiving the grade of F will be assigned a numerical grade of 69% and must retake the failed course and receive a passing grade in theory and lab. Additional tuition and fees will apply. The failed course must be retaken in a timely manner determined by the Director of Education.

W: Withdrawn

CR: Transfer Credit or Comparable Credit L: Leave of Absence

WM: Withdrawn Military

Under Texas Education code, Section 132.061(f), a student who is obligated for the full tuition may request a grade of "incomplete" if the student withdraws for an appropriate reason unrelated to the student's academic status. A student who receives a grade of incomplete may reenroll in the program during the 12-month period following the date the student withdraws and complete those incomplete subjects without payment of additional tuition for the portion of the course or program. (Title 40, Texas Administrative Code, Section 807.241-245)

## Final Grade Appeals

Students must first attempt to settle the matter informally. This should be done by discussing the issue with the instructor. The instructor has seven (7) business days after the end of the course to make changes to the student's grade. If, and only if, these informal procedures have failed to settle the matter, the student may initiate UTI's formal Grade Dispute procedures as outlined below. Only a final course grade may be appealed.

## Grade Dispute Procedure

A student may dispute any grade given in any course. The process consists of the following five steps:

1. The student discusses the dispute with the instructor.
2. If Step One does not resolve the dispute, the student submits a written statement of the dispute and requests a meeting with the Director of Education. The Director of Education will notify the instructor of the written dispute request. This step must be taken within one quarter of the posting of the grade to the student's record.
3. After review of the student's statement, the instructor's grading sheet and discussions with the student and Instructor, the Director of Education makes a determination regarding the basis of the dispute.
4. If the student wishes to pursue the dispute further, they should submit a written appeal within five days of the Director of Education's decision to the Campus President.
5. The Campus President will schedule a meeting with the student, Instructor and Director of Education to make the final determination. Campus President will inform the student in writing of the decision. This step must be completed within two quarters of the posting of the grade to the student's record

## Incomplete Coursework

Students are required to satisfy any incomplete coursework which may include tests and labs. Missed exams can be scheduled and taken in the Learning Resource Center; incomplete lab assignments will be reviewed by the instructor. Incomplete assignments, labs, and/or exams may result in the student receiving a grade of "F" for the course.

To be eligible to makeup a missed final exam, the absence must be excused. Standards for excused absences are defined in this catalog. Any makeup exam must be completed within two business days.

Students failing a final exam in a course may request a retake. The request for the retake must be made within two (2) business days. The maximum grade for a retest of a failed exam will be 70%. Only one retest of a failed exam is allowed.

## GPA and CGPA Calculations

A 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

at UTI. The GPA for each term is calculated by the total quality points earned that term by the total cumulative credit hours for that term. The CGPA is calculated by dividing the total cumulative quality points earned by the total cumulative credits attempted for the GPA. The number of quality points earned for each course is determined by multiplying the points listed for each letter grade by the number of credits of the course. Grades of “W”, “WM”, “LOA”, and “CR” do not enter into GPA calculations. Failed grades remain in the CGPA until successfully repeated. If the course is not successfully completed, the failed grade will remain in the CGPA.

## Satisfactory Academic Progress Policies

All students attending UTI must maintain satisfactory academic progress (SAP) regardless of their enrollment category (certificate or degree). Generally, the quantitative and qualitative standards used to judge academic progress include all quarters of the student’s enrollment. Even quarters in which the student did not receive Title IV program funds must be counted. **Note:** UTI does not offer noncredit remedial coursework.

A student’s academic progress is measured at the end of every quarter. Any student that has not met the minimum pace of completion, CPGA, and/or completion of their program within the 150% of the planned program length, will be placed on academic/financial aid warning (please see below for more information). To maintain satisfactory academic progress, a student must comply with all requirements of this policy. The following standards determine a student’s satisfactory academic progress:

1. Qualitative standard – A minimum cumulative grade point average (CGPA) is required for all coursework attempted. Grades of W, WM, LOA, and CR do not enter into GPA calculations. Please see the chart below for details.
2. Quantitative standard – A minimum pace of completion is required of all courses attempted. This is measured by dividing the cumulative credits earned by the cumulative credits attempted. Grades of W, and WM count as attempted credits but not as earned. For example, a student who has taken 36 credits must have completed at least 66.67% of those credits, which are 24 credits ( $36 \times 66.67\% = 24$ ). Please see the chart below for details.

Attempted Credits	Minimum CGPA	Minimum Completion
1-30	1.7	50.00%
31 and above	2.0	66.67%

3. Maximum Time Frame – Attempted credits may not exceed 150% of the number of credits required

for a student’s program of study. The limit will vary for each program. Please refer to each individual required program length. For example, the Airframe and Powerplant Technician Program requires 110 credits to graduate; therefore, a student enrolled in this program cannot exceed 165 credits attempted ( $110 \text{ credits} \times 150\% = 165 \text{ credits}$ ). Grades of W, WM, and CR count as attempted credits towards completion. Credit for previous training (grade(s) of CR) that are applied to a student’s program at UTI will be counted as both credits attempted and completed.

For a student who changes programs or pursues a second certificate or degree, the credits attempted, and grades earned that do not count toward the student’s new program will not be included in the calculation of a student’s satisfactory academic progress standing.

## Pace of Completion

Generally, the quantitative and qualitative standards used to judge academic progress include all terms of the student’s enrollment. Even terms in which the student did not receive Title IV program funds must be counted.

Grades of “W”, “WM” and “CR” count as attempted for minimum pace of completion. For credit for previous training, “CR”, the calculation of a student’s satisfactory academic progress standing will include only those credits that apply toward the current program. Credit hours from another institution that are accepted toward the student’s educational program must count as both attempted and completed hours.

However, for a student who changes programs or pursues a second degree, the credits attempted, and grades earned that do not count toward the student’s new program will not be included in the calculation of a student’s satisfactory academic progress standing.

## Academic/Financial Aid Warning

Academic/financial aid warning means a status assigned to a student who fails to make satisfactory academic progress. A student on academic/financial aid warning may continue to receive Title IV program funds for one additional evaluation period (quarter). While on academic /financial aid warning a student must be able to meet standards for the next evaluation point . Failure to meet these standards will mean dismissal from school unless an appeal is granted. A student who successfully meets the next evaluation point standards will be removed from academic/financial aid warning status.

## SAP – Appeal Process

Students may appeal the determination that they are not meeting satisfactory academic progress standards while on academic/financial aid warning by petitioning the Institution for reconsideration of the student's eligibility for Title IV program funds.

### Basis for Appeal – Extenuating Circumstances

Extenuating circumstances include but are not limited to:

- illness of the student or death in the student's immediate family
- unavoidable conditions arising in connection to the student's employment, such as geographical transfer or change in hours or conditions of employment
- immediate family or financial obligation beyond the control of the student
- unanticipated legal or military obligations of the student beyond the control of the student

All extenuating circumstances must be documented to the satisfaction of the school.

### Submitting an Appeal

The student must provide the following to the Director of Student and Career Services or designee:

1. A written explanation of why the student failed to meet the standards
2. A written explanation of what has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress by the next evaluation point.
3. A written request to be placed on academic probation.

If the submitted appeal is denied, the student is not enrolled and is not eligible to receive Title IV funds. If a student does not understand the appeal decision, they can contact the Campus President. Students with successful appeals are placed on Academic/ financial aid probation.

Students are encouraged to seek assistance for any type of concern or problem from an appropriate department Director or Campus President. The various Directors and Campus Presidents are identified with contact information in the administration rosters in this document.

Appeal for re-enrollment following termination: An appeal must be submitted in writing thoroughly explaining why the student feels they should be approved for re-enrollment. If the termination was due

to failure to meet Satisfactory Academic Progress, the appeal letter must include details on why the student failed to maintain SAP (mitigating circumstances), what has changed in the student's situation that will allow them to demonstrate SAP by the next checkpoint, and how and why the student feels they would be successful if permitted to re-enroll. The student must also provide any supporting documentation regarding the mitigating circumstances (e.g., doctor's note for medical condition) leading up to the failure to meet SAP. See the SAP policy for additional details.

An Appeals Committee will consist of at least three of the following administrators or their designees: Campus President, Director of Student Services, Director of Financial Aid, Director of Career Services, Education Director, or Campus Admissions Director/ Supervisor.

Appeals received with complete supporting documentation will be reviewed within seven business days by the Appeals Committee, which is made up of at least three Directors.

Students will be notified in writing, in person or via telephone of the panel's decision. If a student is approved for re-enrollment by the Appeals Committee and later decides to re-enroll at another campus, another appeal hearing generally is not required.

Students are protected from retribution under the harassment policy listed in this document.

## Academic/Financial Aid Probation

Academic/financial aid probation means a status assigned to a student who fails to make satisfactory academic progress and who has successfully appealed and has been reinstated. While on probation, a student must be able to make the standards for the next evaluation point or meeting the requirements of the academic plan developed by the school and the student. Failure to meet these standards will mean dismissal from school. A student who successfully meets the requirements at the next evaluation point will be removed from probation status.

## Re-establishing Eligibility

A student who has been dismissed due to lack of satisfactory academic progress may appeal to be reconsidered for readmission to the school in the same program. At the sole discretion of the school, a student may be readmitted only if the school determines that there is a reasonable expectation that the student will satisfactorily complete their program based upon the student's written appeal. The basis for appeal shall



include any extenuating circumstances that resulted in the student failing to meet satisfactory academic progress.

If approved, the student will be enrolled for a probationary period not to exceed the next evaluation point. With respect to Title IV program funds, a student must complete the probationary period with the minimum satisfactory completion required and numerical grade average required as outlined under satisfactory academic progress.

Before applying for readmission, all financial obligations to the school must be satisfied. Students who retake a portion of the program will be charged current tuition and fees. The student will be dismissed if they fail to meet all satisfactory academic progress standards after the probationary period.

## Traditional, Blended, Fully Online Courses

A Program of Study at UTI may be offered in either an on-campus, traditional classroom setting, a fully online format (i.e., general education courses in the Associate degree programs), or in a blended format (typically didactic online and hands-on on campus).

The blended programs are based on a learning model that combines online instructor-led training, technology-enabled interactions, and hands-on training to prepare students for careers in industry. The model also introduces students to the job and training requirements of today's technicians by using technology and current industry best practices. The flexible design of the material allows students to move quickly from fundamentals to hands-on following industry guidelines. The benefits of this approach include:

- Serving different learning styles by providing information designed in a variety of formats with a strong emphasis on instructional and competency-based testing.
- Supporting flexibility, consistency and efficiency in curriculum delivery and facility utilization.
- Delivering conceptual topics effectively through web-based training experiences including video lectures, technology-enabled live student/instructor interactions, and online threaded discussions. This allows students flexibility to complete lessons when and where they want.
- Making the most of the time that students spend on campus completing hands-on lab activities and demonstrating competency in learning objectives.
- Preparing students to use the same training methodology that industry provides its employees in ongoing technical education.

Qualified instructors and the staff of the Learning Resource Center are available to aid all students who may need support while completing their online academic activity.

For information on a specific online course or any hardware and/or software requirements, please see an Admissions Representative.

Students enrolled in online or blended courses will have the same access to services traditionally provided on campus including, but not limited to, the Learning Resource System, academic advising, career services, financial aid counseling and student services.

All academic policies (i.e., grading, course evaluation, admission requirements, satisfactory academic progress, etc.) apply to all courses offered through distance education. The ability of UTI to offer the designated courses via distance education is subject to demand and scheduling. Courses may be offered on campus and/or online.

## Class Availability

There are many factors that affect the scheduling of classes. UTI strives to accommodate the scheduling needs of all students. However, UTI cannot promise or guarantee the availability of any class and specifically reserves the right in its sole discretion to cancel any class, change room or location, dates, times or otherwise change the availability of any class.

## Auditing a Course

A student may audit one or more courses with the approval of the Director of Education. School policies on grades and attendance do not apply. Standard tuition may apply.

## Clock Hour

A clock hour is defined as the equivalent of a) a 50-minute class, lecture, recitation, or b) a 50-minute faculty supervised laboratory, shop training or approved field trip.

## School Closing Policy

UTI recognizes the importance of avoiding interruptions in training. However, ensuring the safety of our students and employees is of primary importance to the management of UTI. When considering cancelling classes due to inclement weather and/or unforeseen building issues, management evaluates the current and forecasted weather conditions and well as the current and possible future road conditions. If the decision is made to close the school, the school will make every

attempt to communicate this information to students via text messaging and Canvas. UTI utilizes Everbridge Mass Notification service. Once enrolled, students receive an e-mail invitation to register for the service.

## Field Trips

An instructor may schedule an off-campus field trip to a local business or facility. The purpose of the field trips is to offer observational opportunities to support training objectives or to provide students with industry-related experiences outside of the classroom/lab environment. Because these field trips are arranged in cooperation with the business, students should understand that field trips may be cancelled with or without prior notice by the business due to scheduling changes at their facility. These cancellations are beyond the control of UTI. There also may be a cost to the student for certain field trips.

Transportation, in most cases, is not provided. The student is personally responsible for transportation and the school is not liable for any incident related to transportation to/from the field trip site. Consequently, attendance at field trips are not mandatory. Students choosing not to participate in a field trip are to report to campus and complete instructor prepared assignment(s) in the LRC. Students not in attendance at the field trip and/or not completing the pre-arranged assignment will be marked absent for the day.

## FAA Certification

### FAA Certification

Students who satisfactorily complete the required sections of the aviation curriculum are qualified to apply for FAA certification and associated ratings. In order to secure this FAA certification, applicants must pass written, oral, and practical examinations. These examinations are administered by an FAA designated third party. A fee is charged at the time of the examination. Note: even if exams are passed, certain offenses such as criminal charges, drug and alcohol incidents, or security violations, may result in the withholding of a certificate by the FAA.

The school's Certificate of Completion certifies the student has successfully met the educational objectives in accordance with required standards under 14 CFR Part 147. Students in the Airframe and Powerplant Technician program are eligible to receive three (3) Certificates of Completion - General, Airframe, and Powerplant - provided all required courses within each section are completed with a passing grade (1.7 grade point average or above).

Note: A student presenting the FAA Certificate of Completion for General, Airframe, or Powerplant may

take the written examination for each section upon completion of the corresponding curriculum. FAA Written Airman Knowledge Testing Procedures are described in the following section.

### FAA Written Airman Knowledge Testing (AKT) Procedure for General, Airframe, and Powerplant

1. Contact Student Services to obtain a Certificate of Completion for General, Airframe, or Powerplant once the section is completed.
2. Follow the directions in the Certificate of Completion packet provided by Student Services. To register for an FAA tracking number, go to: <http://iacra.faa.gov/IACRA>.
3. Use your FAA tracking number to register for an account on <https://faa.psiexams.com/faa/login>.
4. See Third Party Exam Fees section below for information about costs.

Students choosing to test for the General certification prior to completion of the Airframe or Powerplant section should be aware:

1. To qualify to take the AMG written test, a student must have passed all components of the curriculum in the General (Air Science) curriculum.
2. If applicable, before retesting after a failed AMG written test, the student must either:
  - a. Undergo additional instruction by an airman (such as a faculty or staff member at the school) holding an FAA mechanic certificate on code specific instructional items associated with the previous test, or
  - b. Wait thirty (30) days to retest. If additional instruction is successfully completed with a school instructor, the student will receive an approval form certifying that the student has been provided with additional instruction for each subject failed on the AMG written test and that the instructor considers the student ready for retesting.

### FAA Oral and Practical Airman Knowledge Testing (AKT) Procedure for Airframe and Powerplant

1. Complete two (2) 8610-2 Airman Certificate and/or Rating applications at [www.faa.gov](http://www.faa.gov). These forms must be completed legibly. Take these forms to the Designated Mechanic Examiner (DME) for the oral and practical tests.
2. Schedule a general and airframe or a general and powerplant oral and practical test with a Designated Mechanic Examiner (DME). DME contact information may be obtained from Student Services, Education, or on the FAA Designee Management System.

3. Present the UTI Certificate of Completion and the written Airman Knowledge Test Reports (AKTR) for general and airframe or general and powerplant to a Designated Mechanic Examiner (DME) for the oral and practical test.

4. The Designated Mechanic Examiner (DME) will administer the oral and practical test and issue a temporary certificate upon successful completion.

5. Student should provide a copy of all testing results to UTI.

### **DME Oral and Practical Testing**

Students may choose any DME to conduct their oral and practical test(s). UTI maintains a list of DMEs in the area, including those who participate in UTI's voucher payment process. However, students are not obligated to select a DME from this list and may choose any authorized DME for their testing needs. Refer to Third Party Exam Fees section below for more information.

### **Early FAA Oral and Practical Exams**

In accordance with 14 CFR 65.80, whenever UTI demonstrates to an FAA inspector that a student has made satisfactory progress at the school and is prepared to take the oral and practical tests prescribed by 14 CFR 65.79, that student may take those tests during the final subjects of training in the approved curriculum, before meeting the applicable experience requirements for 14 CFR 65.77 and before passing each section of the written tests prescribed by 14 CFR 65.75.

A student may request to take their final oral and practical (O&P) exams before completion of the last written exams. To qualify for early oral and practical testing, a student must have a cumulative grade point average of 3.0 and be approved by the Education Director. Students wishing to take an early oral and practical exam must submit UTI's Request for Early Testing. Early oral and practical exams can be taken 45 days prior to the last day of scheduled training and must be completed prior to the last day of scheduled training.

### **Third Party Exam Fees**

UTI will fund the cost of third-party professional licensing exam fees (up to the specified maximum amount outlined in the Tuition Chart) provided the exam is completed within 120 calendar days from the student's graduation and the student satisfies at least one of the following:

1. Achieves a GPA of 3.0 or higher in the completed section(s) for which the student wishes to take the third-party licensing exam;

2. Passes all embedded practice tests within the curriculum (with an 85% or better score) for the applicable section(s);

3. Takes a "full question study" in the school's test prep software and passes with a minimum of 85% in the area(s) for which the student wishes to take the third-party licensing exam: General, Airframe, and/or Powerplant; or

4. Participate in a total of 16 hours of one-on-one tutoring with an Aviation instructor or qualified LRC staff in the specific section being tested.

Students are responsible for fees and costs associated with third-party exams if the above criteria is not met, if exams are taken beyond 120 calendar days from their graduation date, or after a student's voluntary or involuntary withdrawal from UTI.

Students can visit with the Student Services Department to discuss testing options. Depending on location, DMEs who participate in the UTI's voucher process may be available to conduct oral and practical testing. If not available, or if a student wishes to test with a non-participating DME, UTI will reimburse the student up to the cumulative maximum amount as outlined on the Tuition Chart.

## **Class Attendance and Absence Policy**

UTI believes that regular and punctual attendance is important to achieve a high standard of work and students are expected to notify the school if they must be absent. Students who accumulate 20% or more of unexcused absences in any scheduled course with an academic quarter will receive an automatic failure for the course.

### **Attendance-Related Policies**

#### **General Information**

It is essential in the pursuit of a successful technical education that absenteeism is kept to an absolute minimum. Therefore, all absences, tardies and early leaves will be recorded, regardless of the reason. Students cannot miss essential instruction time beyond prescribed limits as noted for any reason. It is, therefore, vital that students immediately contact the Student Services Department for advice on appropriate options for absence from school to avoid withdrawal.

- A student who has not been granted an official Break in Attendance (leave of absence, no course available, or intent to return) and who is absent for 10 or more consecutive, regularly scheduled school days without providing timely written intent to return will be suspended upon the 10th day of absence.
- By state regulation, students attending a Texas campus must be terminated at the point of exceeding 10 consecutive school days absent. The only exception to termination for these students is an official Break in Attendance. A student who was terminated from school for violation of the attendance policy may not re-enroll before the start of the next progress evaluation period. This provision does not circumvent the approved refund policy.
- Suspension will result in a withdrawal from the school and discontinuation of financial aid eligibility. Further, UTI will notify local, state and/or federal education benefit agencies about the withdrawal as appropriate and required, including but not limited to the U.S. Department of Veterans Affairs. Such notifications may result in the cancellation of benefits and/or require the recipient of the funds to repay the agency involved.

## Excused Absences

Excused absences will be approved by the Education Department's campus leadership and must fall under one of the following categories:

- Death in the student's immediate family (parents, children, spouse, siblings, etc.)
- Appointments for the student or an immediate family member (parents, children, spouse, siblings, etc.) for serious illness, injury, or conditions with reoccurring appointments . **Note:** Students with documented ongoing medical conditions may need to attend required medical appointments repeatedly, which could result in potential course failure due to attendance. Often, this pertains to students with serious ongoing medical conditions or veteran students with appointments. These students may qualify for an Attendance Accommodation, which should be approved by the Student Services Director and the Education Director.
- Act of nature
- Student involved in serious accident
- Childcare issues
- Hospitalization of the student or an immediate family member (parents, children, spouse, siblings, etc.)
- Students with a documented court appearance or jury duty and need to be present as required by law.

- Required short-term military service (verified by official e-mail or memo).
- Religious holidays (verified by documentation from the student's religious leader).
- Pre-approved job interview, orientation, or training (verified by e-mail from Career Services. If a student finds a job interview without the assistance of Career Services and can provide supporting material, the absence may be excused at the discretion of the Education Manager).
- Students with documented transportation issues (e.g., car breaks down in route to class).
- Exceptions – Other situations not noted in this policy approved by the Education Director/Director of Operations

## Attendance Taking Procedures

Attendance is taken at the beginning of each 50-minute session. Attendance will also be taken immediately prior to lunch and at the end of the day .

## Tardiness Policy

There are several class periods each regularly scheduled day. It is the student's responsibility to be in class at the beginning of each period. If a student enters class after the start of any period, the student is considered tardy. Any time lost due to tardiness will be recorded as an absence, and the policy on Class Attendance and Absence applies.

## Comprehensive Student Complaint and Dispute Resolution System

### Primary Resolution System

UTI is dedicated to the professional and technical development of its students. To ensure each student is afforded fair, nondiscriminatory treatment, UTI has developed policies to govern student professional conduct, academic performance, and administrative actions.

UTI has created a primary resolution system to facilitate the resolution of any concern or complaint with UTI, including the process of recruitment and enrollment, the educational process, financial matters, and placement assistance. If you are not satisfied with the results, you have the right to pursue further action through arbitration (Secondary Resolution System).

If the student has any concerns or complaints, they should be first addressed informally with your classroom instructor or if it is not an instructional issue,

with the appropriate UTI staff member. In many cases, issues are resolved at this informal level. If that approach does not resolve the concerns, a formal primary resolution process begins by presenting a written description of your complaint to the Director of Education or Campus President.

The written complaint must include as much information as possible to assist in addressing the concern, and must include a statement of actions needed to resolve the matter. The complaint must be signed and dated by the student and must include a valid address and telephone number. The complaint should be submitted within fourteen (14) calendar days of the incident giving rise to the complaint, or after attempts to informally resolve the matter have ended, whichever is later.

A written response from the Director of Education or Campus President will be provided to the written complaint. If the student is dissatisfied with this response, they may appeal the decision to the School Review Board. The appeal must be in writing and submitted within 14 calendar days of the student's receipt of the written response to his or her complaint.

A student who is placed on academic or professional conduct warning, probation, suspension, or dismissal may request review of the decision:

School Review Board  
c/o UTI  
2955 South Haggerty Road  
Canton, MI 48188

The request for review must be made within fourteen (14) days of the warning, probation, suspension, or dismissal. The request must be in writing and signed by the individual. The request for review must contain the reasons for the academic, attendance or conduct violation. In addition, the student's plan to comply with the academic, attendance or conduct policy must be stated. The request must provide current student contact information, including a valid address and telephone number.

In summary, if a student has any questions, concerns, or complaints, UTI recommends that the student adhere to the following process for seeking assistance:

**Level 1:** Education Manager, Instructor or appropriate UTI staff member (through informal means)

**Level 2:** Director of Education, or Campus President (through written complaint)

**Level 3:** School Review Board (for review of any disciplinary decision or review of a Level 2 response to any written complaint)

## Secondary Resolution System (Arbitration)

As a condition of enrollment, Universal Technical Institute, Inc. ("UTI") requires each student to sign a binding arbitration agreement. Under the arbitration agreement, each student and UTI agree to resolve through binding and mandatory arbitration any dispute between the student and UTI or any current or former employee(s) of UTI. Arbitration is the referral of a dispute to an impartial person (an arbitrator) for a final and binding determination of the dispute. In agreeing to binding and mandatory arbitration, the parties voluntarily give up certain rights, including the right to pursue a dispute in court, the right to a trial by a judge or jury, rights to appeal, and other rights that may be available in a court, such as broader discovery rights. As provided by the arbitration agreement, the parties also give up the right to bring or participate in any class action, collective action, private attorney general action, or any other type of action or proceeding in which anyone acts or proposes to act in a representative capacity on behalf of others. If you have any questions about this arbitration agreement or the arbitration process, please contact Student Services.

## Modifications to Arbitration Agreement

As required by 34 C.F.R. § 685.300(e) and (f), UTI agrees to the following modifications of this arbitration agreement, but only to the extent and so long as the regulations requiring the modifications remain in effect. To the extent the regulation is declared invalid by a court of competent jurisdiction or is rescinded by the United States Department of Education, the modification associated with the invalidated or rescinded regulation shall immediately become null and void:

Modification Required by 34 C.F.R. § 685.300(e). We agree that this agreement cannot be used to stop you from being part of a class action lawsuit in court. You may file a class action lawsuit in court, or you may be a member of a class action lawsuit even if you do not file it. This provision applies only to class action claims concerning our acts or omissions regarding the making of the Direct Loan or our provision of educational services for which the Direct Loan was obtained. We agree that the court has exclusive jurisdiction to decide whether a claim asserted in the lawsuit is a claim regarding the making of the Federal Direct Loan or the provision of educational services for which the loan was obtained.

Modification Required by 34 C.F.R. § 685.300(f). We agree that neither we nor anyone else will use this agreement to stop you from bringing a lawsuit concerning our acts or omissions regarding the making of the Federal Direct Loan or the provision by us of educational services for which the Federal Direct Loan was obtained. You may file a lawsuit for such a claim,

or you may be a member of a class action lawsuit for such a claim even if you do not file it. This provision does not apply to lawsuits concerning other claims. We agree that only the court is to decide whether a claim asserted in the lawsuit is a claim regarding the making of the Federal Direct Loan or the provision of educational services for which the loan was obtained.

## Religious Accommodation

Universal Technical Institute will make good faith efforts to provide reasonable religious accommodations to students who have sincerely held religious practices or beliefs that conflict with a scheduled course/program requirement. Students requesting a religious accommodation should make the request, in writing, directly to the Director of Student Services, with documentation reasonably detailing the accommodation being requested, with as much advance notice as possible. Being absent from class or other educational responsibilities does not excuse students from keeping up with any information shared or expectations set during the missed class. Students are responsible for obtaining materials and information provided during any class missed. The student shall work with the instructor to determine a schedule for making up missed work.

## Breaks in Attendance

There may be situations where a student requires a temporary break in attendance. A break in attendance is a temporary interruption in a student's program of study and may have serious impact on a student's financial aid. Any student considering requesting a break in attendance should consult with a Financial Aid Advisor to determine how their financial aid may be affected.

There are three primary types of breaks in attendance: Leave of Absence (LOA), Intent to Return (ITR), and No Class Available (NCA). Each type of break in attendance is subject to regulatory requirements for approval guidelines, length of break allowed, and required considerations for return from the break. Additional information follows related to each type of break in attendance.

## Leave of Absence (LOA)

### General Guidelines

A Leave of Absence (LOA) is only available in limited circumstances when a student can return to the beginning of the same course and has an acceptable LOA reason request. A student must have begun attendance in the quarter/term from which they are requesting to take an LOA.

Students requesting to take an LOA must communicate with the Student Services Department who will process the LOA request as long as it is consistent with the institute's policy and standards.

Typically, students are allowed to take one LOA within a 12-month period. The institute may grant additional LOAs within the same period as long as the reason is deemed acceptable under the institute's policy. Under no circumstances may the total number of calendar days in all LOAs exceed 180 days in any 12-month period. When requesting an LOA, a student will need to complete, sign, and submit a Break in Attendance request form along with any required documentation, if applicable. In cases where a Break in Attendance request form is not submitted, the LOA request must be in writing via email or text and contain the required information. An LOA must be requested prior to the period needed unless extenuating circumstances exist that prevent the student from doing so. These requirements apply to all LOA requests.

Student Services personnel will determine LOA eligibility and approval or denial. When granting an LOA, the school must have a reasonable expectation that a student will return. Acceptable LOA reasons include:

- Student/family medical issue
- Temporary personal family matter
- Housing issue
- Time needed to resolve a financial matter
- Student employment issue
- Bereavement
- Military service requirements
- Jury duty
- Transportation concerns
- Personal travel needs
- Unanticipated travel difficulties
- National Emergency

If a student does not return from an approved LOA, the student will be withdrawn as of the last date of attendance. The date of determination is the date the student was expected to return from the LOA.

**Note:** A new student may not take an LOA until day 6 of the course because students are not considered an official start until after the fifth day of class. Students with an unforeseen need for a break during their first five class days should instead be carefully evaluated for a "Cancel with Attendance" status and advised accordingly.

**Note:** Students who re-enroll are subject to the same approvals/ requirements, and the 180-day timeframe does not "reset" with a new enrollment sequence in the same department group.

## Additional LOA's

Students may require additional days in an LOA, either as an extension to an existing LOA, or for a different period of time in the future. All calendar days approved in an LOA must meet the requirements of our LOA policy and be supported by appropriate documentation. A personal written statement may be accepted if other supporting documentation is not available. Written statements will be accepted at the discretion of the institution and must include the reason for the LOA request, the student signature (and date), as well as the reason the student cannot obtain supporting documentation.

To request an LOA, students must complete, sign, and submit a written request (either on a formal Break in Attendance request form, or other document as long as all required elements of the LOA form are included). Signed LOA requests and supporting documentation (if applicable) should be submitted on or before the LOA start date .

**Note:** Students are limited to no more than 180 days of LOA time in a 12-month period. Students who have reached the 180-day limit and need additional time away from their program must be formally withdrawn from the institution .

## Permissible Late Returns From A Break In Attendance

At times, students know in advance they cannot return from a break in attendance on day 1 of the course due to extenuating circumstances. In these instances, the institution may allow a later return date provided documentation is submitted during the request process validating the need for a return on day 2 or day 3. In no instance may a student return later than day 3.

Upon approval, the student will be advised by Student Services regarding the effect of missed lab time, as their official break in attendance status will have expired.

**Note:** In certain circumstances dependent on the required course, the length of the course, or point in the program the student begins their break in attendance, a late return may not be possible. Students should contact Student Services as soon as possible to determine if a late return is possible in their circumstance.

Due to unforeseen circumstances, a student may determine they are unable to return from a break in attendance on the agreed-upon return date but wants to return to their scheduled course late, rather than take an additional break in attendance. In particular, this can happen when the student encounters travel issues or other unforeseen circumstances. If the student notifies

the Student Services office on or before their scheduled return date to request a late return from a break in attendance, the institution may approve the request and avert withdrawal, provided that the student is able to return no later than the 3rd day of the class. The student should also provide a written statement regarding the late return request and any supporting documentation, if applicable. If a longer period is needed, an additional break in attendance for the duration of a full course can be considered instead. Upon approval, the student will be advised regarding the effect of missed lab time, as their official Break in Attendance status will have expired. Any student approved for a late return from a break in attendance will be offered the option to make up assignments due to the unforeseen circumstances.

In rare circumstances, students may experience a situation that prevents them from notifying the institution of an inability to return on or before the expiration of the break in attendance . In these instances, the institution may approve a later return as long as supporting documentation is provided, the student can return by day 3, and the student submits the request in writing. Upon approval, the student will be advised regarding the effect of missed lab time, as their official break in attendance status will have expired. Any student approved in this circumstance will be offered the option to make up lab assignments due to the unforeseen circumstances.

## Enrollment Status

Students who are granted a break in attendance are not considered to have withdrawn. Calendar days during which students are on an approved break in attendance will not be included in the maximum time frame calculation, nor included as calendar days attended in any withdrawal-related calculation. Students who do not engage in academic activity by day 1 of their scheduled return course will be withdrawn from UTI, unless an additional leave has been requested and approved or a late return was approved. Students who are not able to return on day 1 but wish to remain enrolled must request and receive approval for an additional break in attendance within the parameters as noted in the guidelines .

## Financial Ramifications

Taking a break in attendance will extend original anticipated aid disbursement dates and can interrupt veteran benefits, including Monthly Housing Allowance (MHA) payments for students using Veteran Education benefits. In some cases, a loss of federal aid can occur based on timing of the LOA in relation to the federal award year.

Further, students who have borrowed federal student loans will be informed that if they fail to return from a

break in attendance, their last date of attendance will be reported to the Department of Education as the date of withdrawal, and they will lose the days spent in their break in attendance status from the 6-month grace period associated with the first day of repayment. If the student's LOA is 180 days and does not return from the LOA will lose the 6-month grace period and enter repayment immediately.

For these reasons, students considering a break in attendance are encouraged to meet with the Financial Aid Department prior to taking the leave. The leave will not involve additional charges to students. UTI cannot grant a student a break in attendance to delay the return of unearned Title IV funds .

**Breaks In Attendance and International Students** The DSO may authorize a reduced course load (or, if necessary, no course load) due to a student's temporary illness or medical condition for a period of time not to exceed an aggregate of 12 months while the student is pursuing a course of study at a particular program level. If a student has a medical condition that is documented by a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist, a reduced course load (RCL) option can be reviewed as long as the student plans to remain in the United States .

## Intent to Return (ITR)

### General Guidelines

Intent to Return (ITR) is only available when a student requires a break in attendance and does not qualify for an LOA. The ITR status requires the student to begin attendance in scheduled training no later than 45 calendar days after the end of the module the student ceased attending within the same quarter/term. A student must have begun attendance in the quarter/term from which they are requesting to take an ITR.

Students requesting an ITR must communicate with the Student Services Department who will process the ITR request as long as it is consistent with the institute's policy and standards.

When requesting an ITR, a student will need to complete, sign, and submit a Break in Attendance request form along with any required documentation, if applicable. In cases where a Break in Attendance request form is not submitted, the ITR request must be in writing via email or text and contain the required information. An ITR must be requested prior to the period needed unless extenuating circumstances exist that prevent the student from doing so. These requirements apply to all ITR requests.

Student Services personnel will determine ITR eligibility and approval or denial. When granting an ITR, the school must have a reasonable expectation that a student will return. Acceptable ITR reasons include:

- Student/family medical issue
- Temporary personal family matter
- Housing issue
- Time needed to resolve a financial matter
- Student employment issue
- Bereavement
- Military service requirements
- Jury duty
- Transportation concerns
- Personal travel needs
- Unanticipated travel difficulties
- National Emergency

If a student does not return from an approved ITR, the student will be withdrawn as of the last date of attendance. The date of determination is the date the student was expected to return from the ITR .

**Note:** A new student may not take an ITR until day 6 of the course as he/she is not considered an official start until after the fifth day of class. Students with an unforeseen need for a break during their first five class days should instead be evaluated Student Services for a "Cancel with Attendance status and advised accordingly.

## No Class Available (NCA)

### General Guidelines

A No Class Available (NCA) is only available when there is a break in scheduled classes where a class within a student's program of study is not offered as the next class in the current quarter/ term. The NCA status requires the student to begin attendance in scheduled training no later than 45 calendar days after the end of the module the student ceased attending within the same quarter/term. NCA situations typically occur when a student is required to retake a class, has taken a break prior, or has received transfer credit for some classes within the program.

When NCA status is warranted, a student will need to complete, sign, and submit a Break in Attendance request form along with required documentation, if applicable. In cases where a Break in Attendance request form is not submitted, the NCA notification must be in writing via email or text and contain the required information.

Student Services personnel will determine if an NCA status is required. When approving an NCA status, the school must have a reasonable expectation that the student will return.



If a student does not return from an approved NCA, the student will be withdrawn as of the last date of attendance. The date of determination is the date the student was expected to return from the NCA .

## Double Coursing/ Program Acceleration

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UTI students can accelerate their progress through a program by taking two courses at one time. Students wishing to double their courses must first meet the criteria stated in this guide.

Financial Aid and Student Services must approve the request. Approvals are subject to space availability and meeting the criteria below is not a guarantee that double coursing will be approved. Double coursing is a privilege and is subject to course availability and space. All balances must be paid in full prior to doubling. Paperwork may be required for each course a student wishes to double. All paperwork must be submitted no later than two weeks prior to the quarter where the student wishes to double. Students meeting the double course criteria should contact the Student Services Department for the appropriate paperwork and more information.

### Criteria to Double Course

- Student must have a CGPA of 3.0 or higher .
- Student must have completed at least 25% of their program.

\* Exceptions may be granted by the Student Services Director and Education Director.

## Withdrawals

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Students who voluntarily decide not to continue their education at UTI will be considered withdrawn from school as of:

- the date UTI is notified of the student's withdrawal, or
- the date the school determines the student is no longer attending, or
- the date the student is expected to resume classes but fails to do so following an approved leave of absence, intent to return, or no course available (see Break in Attendance policy)

Additionally, if a student does not attend class for ten (10) consecutive school days from their last day of attendance, they will be withdrawn. The student's withdrawal date will be the date ten consecutive school days following their last day of attendance.

A student who withdraws during a course must retake that course. Additional tuition and all attendance policies apply.

All students returning from a withdrawal will be subject to a reenrollment process. The return of any student to UTI after a withdrawal will be subject to class availability.

## Graduation Requirements

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To be classified as a graduate from their program of study, must meet Satisfactory Academic Progress (SAP) requirements. Students must meet qualitative standards by having a minimum Cumulative Grade Point Average (CGPA) of 2.0, and meet the quantitative standards by having a Pace of Completion (POC) of at least 66.67% in addition to completing the program in a timeframe not to exceed 150% of the original length of the program. Students also must have successfully completed all required courses. Successfully completed means that a student has received a course grade point of 1.7 or higher. Prior to graduation, pending graduates are required to attend the mandatory graduation clearance session.

**Note:** Graduation dates are subject to change when students fail a course, take a Break in Attendance, or otherwise experience an interruption during their program of study. Students will be advised of graduation date changes during advising sessions on the aforementioned items.

## Transcripts

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### Transcripts

UTI maintains a full record of all course attempts for each student. All attempted and completed courses will appear on the official transcript. Failed courses remain in the CGPA until successfully repeated. Within 45 days of graduation, each student will be mailed a copy of their official transcript. Additional official transcripts may be obtained anytime thereafter for a \$15 charge and requests will be processed online through a partnership with Parchment. Unofficial transcripts are available free of charge.

## Class Availability

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There are many factors that affect the scheduling of classes. UTI strives to accommodate the scheduling needs of all students. However, UTI cannot promise or guarantee the availability of any class and specifically

reserves the right in its sole discretion to cancel any class, change room or location, dates, times or otherwise change the availability of any class.

## Class Size

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Class size is limited to provide adequate personal instruction in both classroom and lab and allow adequate access to special tools and equipment. Maximum classroom or lab enrollment is 30 students. On occasion, when the maximum is exceeded, an additional instructor will be provided to maintain the appropriate student-to-instructor ratio. **Note:** For Aviation courses the ratio of 25:1 is used to determine when an instructor adds a lab assistant for the class.

## Class Time/Session Changes

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Permanent class time changes must be requested through Student Services. For a session change, a student may be required to provide documentation supporting the reason, such as work schedule, child care availability issues or transportation.

Temporary class time changes should be requested through the Instructor or Education Manager. All requests must be received at least one day prior to the date of the change and will be accepted or denied based upon space availability in the class. The Institute reserves the right to change a student's class time so class sizes may be properly scheduled.

## Transfer Credit Policy

Transfer credit is defined as credit for previous training from accredited or certificated educational institutions. Credit granted will be based upon the presentation of a certified signed transcript of subject hours and satisfactory grades. Credit can only be granted provided the subjects are similar in content to those offered at UTI. Granting of credit is at the sole discretion of Universal Technical Institute. Students must complete at least 25% of their program in residency at UTI as the institution awarding the certificate or degree. The remaining 75% of the program may be transfer credit.

UTI reserves the right to administer an evaluation to the student to determine competency of the information or to ensure that the competencies reasonably align with the course work and program into which the credit is to be transferred.

## Transferability of Credits to Other Institutions

UTI can provide information on schools that may accept UTI's course credits towards their programs. However, UTI does not guarantee transferability of credits to any college, university, or educational institution. It should not be assumed that courses or programs described in this catalog can be transferred to another educational institution.

The decision of whether an educational institution will accept transfer credits is made at the sole discretion of the "accepting institution." Accordingly, UTI does not make any representation that credits from UTI will be transferable to any college or educational institution, nor is any representative of UTI authorized to make any such representation or promise of transferability.

## Student Code of Conduct

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UTI/NASCAR Tech/UTI (collectively "UTI" or the "Institute") success depends on many factors, including the quality of its instruction, the employment of its graduates and the image its students project. From the day a student starts at UTI, they become part of a proud tradition and, as part of that tradition, we expect that students want to share in the benefits of UTI's reputation for years to come.

There is more to being a successful technician than learning the skills in class. Qualities such as dependability, professionalism, positive attitude, and good attendance are as important to any employer as the technical knowledge the employee possesses. The rules listed below will help develop the qualities necessary to become a successful student and employee.

## Scope of the Code of Conduct

The Code of Conduct applies to conduct that occurs from the time of a student's application for admission to UTI through the actual awarding of a diploma, degree, or certificate (even if the conduct is not discovered until after the diploma, degree, or certificate is awarded). The Code of Conduct also applies to conduct that occurs on or off campus, including conduct that occurs online or virtually, including through electronic communications, on social media platforms, and on third-party websites. UTI reserves the right to investigate and resolve reports of alleged violations of the Code of Conduct, and impose disciplinary action where appropriate, in all such situations.

UTI officials will determine in their sole discretion if the Code of Conduct has been violated.

UTI reserves the right to investigate and resolve any report or incident of an alleged violation of this Code of Conduct and impose disciplinary action as appropriate regardless of whether that conduct is also alleged to have violated a local, state, or federal law or regulation. UTI's Student Conduct Investigation and Resolution Procedure set forth below is separate, distinct, and independent of any criminal processes. While UTI may temporarily delay its processes under this procedure to avoid interfering with law enforcement efforts if requested by law enforcement, UTI will otherwise apply this policy and its processes without regard to the status or outcome of any criminal process.

## Prohibited Conduct

The following conduct and behaviors are prohibited or restricted by this Student Code of Conduct. Violations of these policies or assisting or encouraging others in the violation of these policies, may lead to disciplinary action. An attempt to commit any of these acts, as well as assisting or willfully encouraging any such act, is considered a violation of UTI policy.

### Academic Dishonesty

Enrollment at UTI requires adherence to the Institute's standards of academic integrity. Behavior that violates these standards, includes, but is not limited to:

1. **Cheating:** using unauthorized notes, study aids, or information on an examination; altering a graded work after it has been returned, then submitting the work for regrading; allowing another person to do one's work and submitting that work under one's own name; submitting identical or similar assignments for credit in more than one course without prior permission from the course instructors; submitting someone else's work as your own, including, but not limited to material obtained in whole or in part from commercial study or homework help websites, or submitting content generated or altered by digital paraphrasing tools or other artificial intelligence technologies.
2. **Plagiarism:** submitting material that in part or whole is not entirely one's own work without attributing those same portions to their correct source.
3. **Fabrication:** falsifying or inventing any information, data, or citation; presenting data that were not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which the data were gathered or collected.

4. **Obtaining an unfair advantage:**
  - a. stealing, reproducing, circulating, or otherwise gaining access to examination materials prior to the time authorized by the instructor;
  - b. stealing, destroying, defacing, or concealing library, training equipment, or other resource materials with the purpose of depriving others of their use;
  - c. unauthorized collaborating on an academic assignment;
  - d. retaining, possessing, using, or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination or otherwise not to be shared or circulated;
  - e. intentionally obstructing or interfering with another student's academic work;
  - f. recycling one's own work done in previous classes without obtaining permission from one's current instructor; or
  - g. otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.
5. **Aiding and abetting academic dishonesty:**
  - a. providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above;
  - b. providing false information in connection with any inquiry regarding academic integrity; or
  - c. providing (including selling) class materials to websites that sell or otherwise share such materials – including homework, exams and exam solutions, submitted papers or projects, as well as original course materials (for example, note packets, PowerPoint decks, etc.).
6. **Falsification of records and official documents:** altering documents affecting academic records; forging signatures of authorization; falsifying information on an official academic document, such as a grade report, letter of permission, petition, drop/add form, ID card, or any other official Institute document; falsifying medical or other official documentation that has a bearing on campus access, the excuse of absences or missed examinations and assignments.
7. **Unauthorized access to computerized academic or administrative records or systems:** viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use or availability of computer systems or information.

## Civility, Mutual Respect, and Violence

As members of the UTI community, students are expected to treat other members of the UTI community, including other students, instructors, staff, and guests, with civility, respect, and consideration. Demeaning, intimidating, threatening, or violent behaviors depart from this standard for civility and respect and have no place in the UTI community. Conduct that violates this policy includes, but is not limited to the following:

- Intimidating, harassing, or bullying any UTI community member or visitor through words or actions. Such behavior includes:
  - Physical contact, such as hitting or shoving;
  - Threats of violence or expressions of intent to cause physical harm;
  - Verbal assaults, such as teasing, name-calling, derogatory language, and insults;
  - Social isolation and manipulation;
  - Knowingly spreading false rumors; and
  - Any other behavior that causes harm to a person or damage to property or causes fear for a person's safety or the safety of others
- Profanity, cursing, vulgar language, and profane gestures
- Antagonizing or not following reasonable instructions of UTI staff or instructors;
- Any other type of behavior that infringes on the safety of any UTI community member or affects any community member's ability to learn or work in the UTI community.

This policy covers conduct both on- and off-campus, and in all forms of electronic communications and online activity, including on social media and third-party sites.

## Destruction Of Property

Destroying, damaging, defacing, or vandalizing UTI property or the personal property of UTI students, staff, or visitors on or off campus is not tolerated.

## Disruptive or Disorderly Conduct

Any type of disruptive behavior or conduct that involves disturbing the peace of the Institute and/or local community is not tolerated. Prohibited conduct includes, but is not limited to:

- Sleeping in class, laboratories, or other instructional areas;
- Leaving the classroom or shop area without permission;
- Significantly interfering with the functioning of the Institute;
- Causing or allowing excessive or disruptive noise, including but not limited to excessive noise from motorcycles, cars, and stereos, and any violations of local noise ordinances;

- Urinating or defecating in public view or in a public space, or in any space not intended for such purpose;
- Any behavior that objectively prevents a student or group of students from benefiting from a class, program, or activity.

## Cellular Phones

Cell phones must be on silent mode and put away (out of sight in pocket or backpack) during class and lab, including during quizzes and examinations. Cell phone usage is allowed during official break times or in the case of emergencies with prior instructor authorization.

## Drugs and Alcohol

UTI's full Drug and Alcohol Policy can be found in the Course Catalog.

UTI prohibits the use, possession, or distribution of alcohol, marijuana, illegal drugs, and other controlled substances on Institute property or as part of any officially sponsored off-campus activity. This prohibition includes:

- Use or possession of alcohol by individuals under the age of 21 (or the age of majority in the jurisdiction), on or off Institute property;
- Providing or distributing alcohol to individuals under the age of 21 (or the age of majority in the jurisdiction), on or off Institute property;
- Being intoxicated or under the influence of alcohol, marijuana, or illegal drugs on Institute property and at Institute sponsored events;
- Driving while intoxicated or under the influence of alcohol, marijuana, or any illegal drug or controlled substance, on or off Institute property;
- Misuse of controlled substances, including prescription medication (except as expressly permitted by all levels of legal authority), on or off Institute property;
- Manufacturing or distribution of illegal drugs, controlled substances, or drug paraphernalia on or off Institute property; and
- Violations of any other laws, regulations, or policies pertaining to the use, possession, manufacture, or distribution of alcohol, marijuana, illegal drugs, controlled substances, or drug paraphernalia whether on or off Institute property.

Although UTI has campuses in some states that have passed laws allowing the use of marijuana in certain circumstances, federal laws classify marijuana as a controlled substance and prohibit marijuana use, possession, and distribution at institutions of higher education. UTI's policy follows federal law and accordingly prohibits the use, possession, and

distribution of marijuana at all of its campuses, including in states where marijuana usage is otherwise permitted under state law.

As a condition of acceptance, UTI students agree that they may be subject to random and/or for cause drug testing throughout their attendance as set forth in UTI's Drug and Alcohol and Substance Abuse Prevention Policy included in the Course Catalog. UTI works cooperatively with police and drug/alcohol agencies to promote prevention strategies and, where necessary, respond to students who are in possession of or under the influence of alcohol or illegal drugs.

## Electronic Communications, Social Media, and Online Conduct

The Code of Conduct prohibits any conduct that occurs through electronic forms of communication, on social media sites, or on other third-party sites or platforms that constitutes a violation of the Code of Conduct and/or any UTI policy. The Code of Conduct also applies to students using or participating in UTI's online training. Students should not engage in any conduct online or electronically, including during online trainings, that is prohibited under the Code. This includes any language or behavior that is harassing, threatening, discriminatory, denigrating, unprofessional or disrespectful, and any other behavior prohibited by this Code.

## Endangering Self or Others

Any action (or threat of action) that endangers or threatens to endanger the health, safety, or well-being of any person (including oneself). Severity and/or persistence may be considered.

Conduct that can amount to endangering self or others includes, but is not limited to:

- Acts that endanger human life, or threaten physical injury
- Unwanted physical contact with any person that reasonably places that person in fear of physical injury or danger (e.g., physical restriction, fighting, pushing, punching, slapping, spitting on, and/or kicking any person).

## Failure to Comply

The Student Code of Conduct and all other UTI policies are designed with the safety and well-being of the UTI community in mind. As such, students are expected to comply with the request or instruction of a UTI official when they are addressing policy or Code violations or concerns. This includes, but is not limited to, the following prohibited conduct:

- Failure to comply promptly with the reasonable request or instruction of an Institute official or law enforcement or emergency personnel acting in an official capacity;
- Refusing to provide identification;
- Refusing to dispose of or turn over to UTI personnel prohibited items;
- Failing to respond; and,
- Failing to follow temporary expectations or guidelines imposed for the purposes of safety and welfare, such as those associated with COVID-19.

Students encountering requests to comply with an Institute official that they believe exhibit demonstrable signs of being rooted in bias can report the incident pursuant to UTI's Discrimination Grievance Procedure.

## Fire Safety

Acts that jeopardize the safety or security of the UTI, the UTI community, or any UTI facilities, building, or premises, including:

- Intentionally damaging or destroying property by fire or explosives;
- Creating or maintaining a fire or fire hazard (except as specifically authorized);
- Tampering with or misuse of emergency or fire safety equipment, including emergency call devices, fire alarms, fire exits, firefighting equipment, smoke/heat detectors, or sprinkler systems;
- Failing to immediately exit any facility or building when a fire alarm or other emergency notification has been sounded, or hindering or impairing the orderly evacuation of any UTI facility, building, or premises;
- Smoking in any enclosed UTI facility, in any designated outdoor areas, or within 25 feet of an entrance, open window, ventilation intake, or similar feature of any enclosed UTI facility; and
- Violations of state or local fire and fire-related ordinances.

## Food

In order to maintain a clean, professional environment and avoid distraction:

- Food and drinks are not allowed in labs, computer labs or shop areas .
- Food is not allowed in the classrooms unless the campus specifically allows students to eat in the classrooms during lunch or break times to accommodate campus space limitations .
- Students are generally allowed to bring drinks into the classroom during class time but are required to follow any limitations or restrictions imposed by the campus, facility, or instructor with regard to drinks.

- Littering on campus is prohibited.

## Guns/Weapons

Possession of guns or weapons of any description, including any knife with a blade longer than 2 inches, box cutters, fireworks or explosive devices is prohibited on campus, on campus property, and at UTI activities or events, including in parking lots and vehicles, except where state law mandates exceptions to this prohibition and only to the extent of that mandated exception. Possession of toy, fake, replica or other imitation guns (collectively, "toy guns"), which include any type of airsoft, water, or gel guns (and look-alikes) is also prohibited on campus, on campus property, and at school activities or events. Toy guns may not only pose a risk to other students when used, but also may create a risk of harm to community members, including the possessor, due to their resemblance to real guns.

## Information Technology

Misconduct related to UTI computer, network, or telecommunications systems or resources, including the following:

- Unauthorized use of facilities, services, equipment, account numbers, or files, including using a user name or account assigned to another user or providing another user with access to your user name or account;
- Reading, copying, changing, deleting, tampering with, or destruction of another user's files, software, programs, and accounts (including monitoring another user's data communications) without permission of the owner;
- Use of UTI resources to interfere with the work of another student, a faculty member, or a UTI official, or that otherwise interferes with normal operation of UTI systems;
- Use of computing facilities and resources in violation of copyright laws (including unauthorized downloading or sharing of copyrighted files); and
- Violation of any other UTI policy regarding computers, networks, or electronic communication.

## Misconduct within the Student Conduct Process

Misconduct related to the student conduct process, including the following:

- Failure or refusal to appear upon request or to cooperate in the investigation, hearing, or administration of cases of alleged violations of UTI policies;

- Falsification, distortion, or misrepresentation of information in the investigation, hearing, or administration of cases of alleged policy violation;
- Making a frivolous or malicious complaint pursuant to the UTI's student conduct procedures (including an appeal);
- Any action that attempts to retaliate against, intimidate, threaten, coerce, discriminate against, or improperly influence any UTI community member for reporting alleged violations of policy or concern for the health or safety of a UTI community member, assisting another in making such a report, or participating in an investigation or resolution of such matters;
- Unauthorized release or disclosure of information related to a student conduct proceeding;
- Failure to comply with the sanctions or outcomes imposed for violations of this code or other UTI policies; and
- Failure to comply with the interim actions or informal resolution put in place by a UTI administrator, including, but not limited to, failure to comply with a no-contact directive.

## Misrepresentation

Acts of fraud, misrepresentation, or dishonesty, including the following:

- Forgery, alteration, or misuse of UTI documents, records, or identification or other materials;
- Knowingly furnishing false, forged, or inappropriately altered information to UTI, any UTI official, or emergency response personnel;
- Intentionally misrepresenting UTI, any UTI official, your status at UTI or utilizing UTI's brand without permission;
- Possession, use, manufacture, or distribution of identification cards or devices that are false or fraudulent or that misrepresent an individual's identity, age, or other personal characteristics, including using another individual's identification.
- Intentionally initiating or causing to be initiated any false report, warning, or threat of emergency or crisis.

## Other Vehicles

- Mini and pocket bikes are not allowed on campus.
- Skateboarding is prohibited on campus.
- Vehicles that are UTI property, including UTI training vehicles, are not to be removed from campus. UTI training vehicles may only be driven in and out of labs when supervised by the Instructor. Universal Technical Institute vehicles may not be ridden into or out of labs. Test drives and test rides of any UTI vehicle off campus are prohibited.

## Photography and Audio or Video Recording

Audio or video recorders, cameras or any other electronic reproduction devices are not permitted in the classroom unless used pursuant to an accommodation plan issued by Student Services. This prohibition includes the use of camera and audio- or video-recording features or applications on a cellphone, computer, or other personal device. Unauthorized photography or the audio/video recording of Instructors, other UTI staff, or other students without their consent is prohibited. UTI will abide by any state, local or federal laws that require UTI to allow recordings.

## Smoking/Chewing Tobacco

The use of any tobacco products, including cigarettes, electronic cigarettes, alternative nicotine products, and chewing tobacco is only allowed in designated areas on campus by students of legal age to use or consume such products, as determined by applicable federal, state, and/or municipal laws or regulations. Each campus posts the locations of designated smoking/chewing areas. When not in use, electronic smoking devices (e.g., e cigarettes, e cigs, e cigars, e pipes, personal vaporizers, electronic nicotine delivery systems) must be stored in appropriate cases. Battery powered devices are prohibited on UTI premises unless carried in cases that prevent activation of the battery or noncombustible cases. Cases should:

- Securely hold the device and ensure smoking devices are not accidentally activated.
- Allow the battery and activation component to be stored separately.
- Be made of non combustible material, such as metal.

No charging is allowed on or within UTI premises, and no portable charging cases are allowed.

## Speeding/Reckless Driving

Speeding and reckless driving of motorcycles and cars on and around campus is prohibited. Please help us honor our neighbors and community by riding and driving in a professional manner.

Speed is not to exceed 5 miles per hour or posted speed limit signs on campus.

## Theft and Possession of Stolen Property

Stealing or taking property that does not belong to you without permission from the owner and the knowing possession, sale, or distribution of stolen property on or off campus are not tolerated.

## Unauthorized Use of UTI Properties

Unauthorized access to, entry to, presence in, or use of UTI properties, including the following:

- UTI facilities, property, systems, or services;
- Roofs, balconies, or fire escapes of any UTI building or facility for any purpose except in case of an emergency;
- Possession, duplication, distribution, or use of keys, access codes, access cards, or other means of entry or access to any UTI property, premises, or location.

## Violations of Laws and Other Policies

Any action in violation of federal, state, or local laws or ordinances based on conduct occurring on or off campus, and any action that violates any other UTI policies, is not tolerated.

## Disciplinary Action

When a student is found in violation of the Code of Conduct, disciplinary actions appropriate to the policy violation(s) will be assigned. Disciplinary actions may include the following types of actions or any combination of the following actions. They do not necessarily occur in the order below based on the severity of the violation.

Compliance with all assigned sanctions within the time allocated is mandatory. Failure to complete or comply with any assigned sanction, or failure to meet an assigned deadline (if applicable), may result in further disciplinary action, and/or the placement of a hold on a student's UTI account. If a student withdraws or takes a leave from UTI prior to the completion of their sanctions, they must complete all assigned sanctions before they will be considered for re-enrollment.

- **Warning:** Formal notice that a student's actions violated an Institute policy, that such actions are not acceptable in our community, and that further misconduct, or any other violation of an Institute policy, may result in more impactful disciplinary action.
- **Written Notice:** A written statement to the student that UTI/ NASCAR Tech/UTI regulations have been violated with the possibility that stronger disciplinary action could occur in the event of future violations.
- **Removal From Class:** A student can be subject to removal from class. Such students are required to go to the Student Services department for advisement related to absence for the remainder of the course to avoid withdrawal from school. The professionalism grade of the student may be

affected. The retake fee/tuition policy will apply if the student is removed for the remainder of the course.

- **Restitution:** Repayment for conduct such as damage to or theft of property may take the form of repairing, replacing, or otherwise account for the property affected.
- **Probation/Loss or Restriction of Privileges or Activities:** A student's on campus activities may be limited for a specified period of time. The student is advised in writing of probable suspension or termination for further violations.
- **Suspension:** Suspension will result in a withdrawal from school and discontinuation of financial aid eligibility. A student who is suspended may request to re-enroll after the suspension period .
- **Termination:** Termination actions are for situations that warrant action more severe than suspension. Depending on the severity of the situation, students may be terminated due to a single violation of the Code of Conduct. Termination may also be appropriate after a student has received more than one suspension for violations of the Code of Conduct. Students who are terminated from UTI for Code of Conduct violations must be approved for re admittance through the Petition for Re-enrollment process set forth below.

### Additional Disciplinary Actions for Academic Dishonesty

In addition to the above sanctions, disciplinary actions for proven cases involving academic dishonesty may include:

- Reduced or failing grade
- Ineligibility for certain awards, honors, and special programs
- Revocation of an awarded degree

## Petition For Re-Enrollment Following Termination

Procedure for petitioning for re enrollment following termination due to violations of the Student Code of Conduct: A petition must be submitted in writing thoroughly explaining why the student feels he or she should be approved for re enrollment. The petition must explain how and why the student feels he or she would be successful if permitted to re enroll. The student may also provide any supporting documentation regarding the petition.

A Readmission Petition Committee will consist of at least three of the following administrators or their

designees: Campus President, Student Services Director, Financial Aid Director, Career Services Director, and/or Education Director.

A Readmission Committee will be formed upon receipt of the student's complete petition. The Committee will seek to review the petition within seven business days of the Committee being formed. Students will be notified in writing, in person or via telephone of the Committee's decision. If a student is approved for re enrollment by the Committee at a particular campus and the student seeks to re enroll at another campus, another appeal may be required. Students are protected from retaliation under the harassment policy listed in this document.

## Student Conduct Investigation and Disciplinary Procedures

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### Applicability

This policy applies to reports or complaints of violations of the Code of Conduct, which may be submitted by anyone. Reports or complaints of alleged conduct that falls within the scope of a separate specific UTI/NASCAR Tech ("UTI") policy (e.g., Harassment, Title IX Sexual Harassment, Sexual Misconduct) will be handled in accordance with the procedures outlined in those specific policies. If more than one policy or procedure may apply to some or all of the conduct at issue in a report or complaint, UTI will determine in its discretion what policy and procedure to use in addressing and resolving the report or complaint.

### Procedures

Concerns regarding a potential violation of the Code of Conduct should be reported to the Student Services Director. UTI will consider and evaluate all such concerns based on the specific facts and in consultation with other appropriate individuals as needed. Many concerns may not warrant a formal investigation and can be resolved through informal discussions with the individuals involved . If UTI determines that an investigation is necessary, the following steps will typically apply.

The allegations shall be investigated fully and fairly, within a reasonable amount of time, and as confidentially as possible, consistent with the need to



conduct an investigation. An investigation will typically consist of the following steps, but these steps are provided only as a guideline and are not binding:

- Written notice to the student of the alleged violation(s) of the Code of Conduct and a brief summary of the available facts relating to the alleged violation
- An interview or interviews with the accused student
- Interviews with other individuals as needed
- Review of relevant documents or other information gathered

An investigation will typically be carried out internally by UTI personnel but may be referred to an external investigator depending on the circumstances.

All members of the UTI community are expected to cooperate in good faith and to be truthful in participating in conduct investigations. Refusal to cooperate and/or provide truthful information may warrant disciplinary action.

The individual conducting the investigation will determine whether a preponderance of the evidence supports a finding that one or more violations of the Code of Conduct has occurred.

The investigation shall be documented with factual findings and supporting evidence in the form of an outcome letter or other documentation.

As soon as practicable, the student shall be informed of the results of the investigation. This may be done within the context of a meeting or in writing, at the sole discretion of the individual overseeing the matter. Students who are directed to attend a meeting must promptly respond to a meeting request and schedule the meeting for the earliest possible date. Refusal or failure to respond to communications on behalf of UTI regarding holding a meeting to review investigation results or to schedule and attend the scheduled meeting may result in disciplinary action, which could include suspension until such time as the meeting occurs or initiation of the applicable termination process.

If the investigation results in no finding against the student, the matter will be closed. If the investigation results in a finding that a violation of the Code of Conduct occurred, appropriate corrective and/or disciplinary action will be taken. Potential disciplinary action may include, but is not limited to, one or more of the "Disciplinary Actions" set forth in the Code of Conduct.

Refusal or failure to cooperate with the assigned corrective and/ or disciplinary action may result in additional disciplinary action, up to and including termination.

Either party may appeal the finding on the following grounds:

- A procedural irregularity that could have affected the outcome;
- There is new evidence that was not reasonably available during the investigation that could have affected the outcome;
- The investigator had a conflict of interest or bias against the appealing party that could have affected the outcome; or
- The sanction is disproportionate to the finding.

The appeal must be in writing and submitted to the Student Services Director or designee within ten (10) business days of the date of the student is notified of the results of the investigation. It must include an explanation of the basis for appeal and any supporting information for the appeal. The Student Services Director or designee will review the appeal, any supporting materials, and any response, and will issue a written determination as soon as practicable. The Student Services Director may, in their discretion, defer any disciplinary or corrective action until the appeal process has been finalized.

The determination of a complaint becomes final when the time for appeal has passed with no party filing an appeal or, if any appeal is filed, at the point when the Student Services Director has resolved all appeals. No further review beyond the appeal is permitted.

Notwithstanding the foregoing provisions, UTI shall have the immediate right, where reasonably necessary in its discretion to preserve an appropriate learning environment and/or to protect the health and safety of the student or of others, to remove such student from class or any other program-related activity or function on an interim basis pending the outcome of an investigation and/or appeal. In such a circumstance, the student will be provided written notice of the reasons for the interim removal and an opportunity to meet with the Student Services Director as soon as practicable to discuss the reasons for the interim removal.

## **Retaliation And Bad Faith Allegations**

UTI is committed to fostering an environment in which individuals may candidly and honestly report suspected misconduct without fear of retribution. Accordingly, retaliation is prohibited in any form against any

individual who reports alleged misconduct or who participates in the investigation. Any individual who is found to have knowingly filed a false allegation of misconduct may be subject to disciplinary action, up to and including termination.

## Handling Threatening Student Behavior Policy

### Purpose and Scope

Universal Technical Institute (“UTI”) values the dignity of all students and does not tolerate behavior or threatened behavior that poses a significant risk to the health or safety of the UTI/ UTI community. Students who engage, or threaten to engage in, such behavior, shall be in violation of the Student Code of Conduct and will be subject to disciplinary action up to and including termination from school. Having a policy barring such conduct and threatened conduct is necessary, as allowing such behavior interferes with students’ educational experiences. This policy helps ensure that all students can take advantage of the educational opportunities UTI offers.

This Handling Threatening Student Behavior Policy (“Policy”) describes the criteria and process that UTI will use to respond to reports that a student has engaged or threatened to engage in behavior that poses a significant risk to the health and safety of others. It also addresses what information may be needed for re-enrollment as well as other points of consideration.

### Covered Behavior

UTI may initiate a risk assessment and safety intervention when presented with credible information that a student has engaged or threatened to engage in behavior that poses a significant risk to the health or safety of individuals or the community as a whole, on or off campus. A significant risk exists when there is a high probability of substantial harm and not just a slightly increased, speculative, or remote risk.

### Procedures

#### Interim Involuntary Withdrawal

Upon receiving credible information that a student has engaged in Covered Behavior that may require immediate action, UTI/ UTI will conduct a review of the available information, conferring with appropriate campus and Home Office professionals as necessary, to assess the level of risk and/or disruption posed by the student.

UTI reserves the right to contact law enforcement for immediate assistance. In the event a potentially threatening situation is referred to law enforcement, the

information gathered and analyzed during the risk assessment process will be provided to the law enforcement agency to the extent allowed by law.

Following this review, UTI may temporarily remove the student from UTI and/or restrict the student’s access to UTI’s campus, services, or activities. Before imposing an interim involuntary withdrawal, UTI will first seek voluntary cooperation of the student. Imposition of an interim involuntary withdrawal is intended to be a temporary measure to protect health and safety and is not considered disciplinary in nature.

An interim involuntary withdrawal will remain in effect pending completion of the individualized assessment outlined below.

UTI will notify the student in writing of a decision to implement an interim involuntary withdrawal. The notice will include the rationale for the decision and a summary of the student’s right under the process, including the student’s right to meet with the Student Services Director or designee. UTI’s decision will be provided to the appropriate UTI administrators .

The student shall be provided an opportunity to meet with the Student Services Director or designee (either in person or by some other method that allows the student and Student Services Director or designee to communicate effectively (e.g., telephone or video conferencing)) within two (2) business days from the effective date of the interim involuntary withdrawal.

#### Safety Intervention and Involuntary Withdrawal Process

When presented with a credible report that a student has engaged in Covered Behavior, UTI will initiate a risk assessment of the student’s conduct to determine how to address the conduct, including whether a safety intervention or involuntary withdrawal is appropriate . The purpose of the assessment is to determine the level or risk the student poses to health and safety and to inform decisions about the student’s future participation in UTI’s programs.

As part of UTI’s review, the student may be required to submit diagnostic or treatment information from the student’s current, treating health care professional. At this assessment, the student will be asked to provide a medical release for access to a student’s relevant medical and mental health records as reasonably necessary to complete its individualized assessment. The release must be signed by the student and a witness. UTI/ UTI may also consult other healthcare professionals if UTI/ UTI determines that it is appropriate to do so and will take into consideration other elements of the student’s behavioral history.

In conducting the individualized assessment, UTI takes into account student confidentiality and bases its decision on reasonable judgment that relies on current medical knowledge or on the best available objective evidence to ascertain the nature, duration, and severity of the risk; the probability that the potential injury will actually occur; and whether reasonable modifications of policies or the provision of accommodations will mitigate the risk.

During the assessment process, the student will be provided an opportunity to meet with the Student Services Director or designee and provide relevant documents or other information, including the result of any evaluation conducted by the student's own treating health professional. The student is encouraged to provide information about remedial efforts to address problematic behavior and the student's plan to mitigate any ongoing risk of harm. At this meeting, the Student Services Director or designee will seek the cooperation of the student, including discussion of possible measures to reduce the risk of harm or a voluntary medical withdrawal/leave of absence.

After reviewing the information, UTI will determine whether a safety intervention or involuntary withdrawal should be imposed. The Student Services Director or designee will confer with other appropriate campus and Home Office professionals, which may include the Campus President, Legal, Director of Program Compliance, National Director of Student Success – Student Services, Vice President of Student Success to assess the level or risk or disruption posed by the student and whether there are any reasonable accommodations or mitigating measures which will allow the student to remain safely in some or all UTI/ UTI activities or programs. Safety interventions may include, but are not limited to, compliance with a behavioral contract, reduced course load, consultations with health care professionals, compliance with health care provider recommendations, or restrictions on participation in UTI programs or activities.

The Student Services Director or designee will issue a written decision regarding any necessary safety interventions or whether the student should be withdrawn from UTI, the rationale for that decision, any requirement(s) the student must meet prior to application for readmission if the student is withdrawn, the student's right to appeal the decision to the Student Services Director or designee, and the process to apply for readmission or return to UTI programs or activities. A copy of this decision will be sent to the appropriate UTI administrators. This decision will be issued within ten (10) business days of receiving all required documentation and assessment results unless an extension is provided for good cause.

If UTI determines that the standards for safety intervention or involuntary withdrawal have not been

met, UTI shall assist a student who has been placed on interim involuntary withdrawal to resume studies immediately and provide assistance regarding any coursework the student missed while withdrawn.

### Appeal

Within three (3) business days from the date of UTI's decision, a student may file a written appeal with the Student Services Director or designee. The Student Services Director or designee will review the student's written appeal and render a decision within ten (10) business days unless an extension has been granted for good cause. The Student Services Director or designee may choose, but is not required, to meet with the student to discuss the grounds for the student's appeal. UTI/ UTI's decision is final.

### Readmission/Re-enrollment

A student seeking readmission to UTI should notify the Student Services Director or designee. The student must be able to demonstrate that (1) the student can participate in UTI's programs without posing a danger to others, (2) the student meets all relevant academic requirements for readmission, and (3) the student has met any requirements for readmission posed by UTI.

Depending on the individualized circumstances of the student's situation, UTI may require returning students to provide information from a treating healthcare provider and/or documentation of participation in counseling sessions or other steps the student has taken to mitigate the previous behavior. UTI may request additional records from the student and permission to speak to a treating professional. The records and information that will be requested and required are determined on a case-by-case basis depending on what information is necessary to determine whether the student is able to return and fulfill the fundamental requirements of UTI's programs. If the student refuses to submit any of the required information, the Student Services Director or designee may deny the student's request for readmission.

The Student Services Director or designee may request to meet with the student as part of the consideration of the readmission request. The Student Services Director or designee will review the relevant materials submitted by the student, other available information, and may confer with other appropriate campus and Home Office professionals regarding the request for readmission. The Student Services Director or designee will consult with the Campus President and Home Office Student Services Team and will notify the student of the readmission decision in writing within ten (10) business days unless an extension has been granted for good cause. If the student's request is denied, the Student Services Director or designee's decision will detail when and if UTI will consider a subsequent request for

readmission. If the student is readmitted, the Student Services Director or designee's decision will include any conditions for continued attendance. As part of the return process, a student may choose to discuss with UTI whether reasonable accommodations are appropriate, consistent with UTI's Section 504/ADA Policy.

The student may appeal this decision to the Student Services Director or designee by submitting a written appeal within five (5) business days of UTI's decision. The Student Services Director or designee will review the student's written appeal and render a decision within ten (10) business days unless an extension has been granted for good cause. Student Services Director or designee may choose, but is not required, to meet with the student to discuss the grounds for the student's appeal. UTI's decision is final.

#### Other Action

Actions taken under this Policy do not affect the student's obligation to comply with other UTI policies or the sanctions to which the student may be subject for violation of any such policies. Pending or related student conduct or academic proceedings may continue even when a student is subject to an intervention or withdrawal under this Policy.

#### Confidentiality

All information provided to UTI pursuant to this Policy will be handled in a confidential manner and disclosed only in accordance with state and federal law.

#### Students with Disabilities

UTI does not exclude students with disabilities from participation in UTI programs or activities, or condition their participation in UTI programs or activities, based on criteria or requirements that are not equally applicable to similarly situated nondisabled students. This Policy is intended to assure that students with disabilities are not subjected to adverse action on the basis of unfounded fear, prejudice, or stereotypes.

This policy applies to both on- and off-campus conduct and statements.

## Rules and Regulations

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### Student Property

The Institute bears no responsibility or obligation for any student's personal belongings that are lost, stolen or damaged on or off the school premises or during any school activities. Additionally, the school has no

responsibility with respect to any disputes arising between students or for any damages or injuries arising therefrom.

## Vaccination Policy

The school recommends the student receive the following vaccinations or immunizations within the 12 months immediately preceding the start of the student's program of study at the school:

- tetanus-diphtheria
- polio series
- mumps
- rubella
- chickenpox
- two (2) rubeola
- varicella
- hepatitis-A
- hepatitis-B

## Student-Assigned Email Addresses

UTI assigns email addresses to students, and uses these addresses to communicate important messages and reminders. Students are expected to check email on a regular basis and are responsible for any information communicated this way.

## UTI Student and Visitor Internet Access (U-WEB) Acceptable Use Policy

U-WEB is an Internet service (the "Service") provided to the visitors and students (collectively, "You" or "Your") of Universal Technical Institute, Inc. (UTI).

The U-WEB Acceptable Use Policy (the "Policy") is intended to help enhance the use of the Internet by preventing unacceptable use. You, as a user of this Service, must comply with this Policy. By using the U-WEB Service, You acknowledge and agree to follow this Policy and the terms of this Policy as stated herein. Your violation of this Policy may result in the suspension or termination of Your access to the Service, criminal and /or civil liability, or other actions by UTI, including but not limited to cooperation with legal authorities and/or third parties involved in the investigation of any suspected or alleged crime or civil wrongdoing. Violation of this policy may also affect Your status as a student at UTI.

## The U-Web Acceptable Use Policy Prohibits the Following:

U-WEB is an Internet service (the "Service") provided to the visitors and students (collectively, "You" or "Your") of Universal Technical Institute, Inc. (UTI).

The U-WEB Acceptable Use Policy (the "Policy") is intended to help enhance the use of the Internet by preventing unacceptable use. You, as a user of this Service, must comply with this Policy. By using the U-WEB Service, You acknowledge and agree to follow this Policy and the terms of this Policy as stated herein. Your violation of this Policy may result in the suspension or termination of Your access to the Service, criminal and /or civil liability, or other actions by UTI, including but not limited to cooperation with legal authorities and/or third parties involved in the investigation of any suspected or alleged crime or civil wrongdoing. Violation of this policy may also affect Your status as a student at UTI.

## The U-Web Acceptable Use Policy Prohibits the Following:

1. **Illegal or Harmful Activity** – You may access and use U-Web Services only for lawful purposes. It is prohibited to transmit, receive, post, store or access any material that violates applicable criminal or civil laws.
2. **Offensive Content** – Download, storage or retransmission of content that is obscene, indecent, lewd, harassing, inflammatory, harmful, libelous, defamatory, threatening and invasive of publicity rights or privacy is prohibited.
3. **Harmful or Malicious Content** – Intentionally downloading, developing or releasing malicious content that is harmful to the U-Web or other users of the UTI network such as viruses, Trojan horses, worms, time bombs, zombies or computer programs that may damage, intercept or capture any personal information, system, program or data is prohibited.
4. **Infringement** – It is prohibited to use the UTI U-Web to download, store or retransmit any content that infringes on the intellectual property rights of others protected by copyright, trademark, patent or trade secrets. This includes unauthorized distribution, copying and/or posting of pictures, software, logos, articles, musical works and videos.
5. **Fraudulent Activity** – Operating fraudulent business operations and practices such as offering of fraudulent services, promotions, goods or schemes (i.e., get rich quick schemes, pyramid schemes) is prohibited.
6. **U-WEB Network Security** – You may not attempt to circumvent, disable or modify the function or

configuration of any host network or security device by any means. Examples of network security violations include:

- a. **Hacking** – Unauthorized access to UTI systems or networks, including probing, scanning or testing the vulnerability of any UTI network or system in an attempt to breach the access or authentication controls, is strictly prohibited.
  - b. **Interception** – The use of network packet sniffers, hardware keyloggers, eavesdropping or monitoring of UTI data or traffic on any UTI networks or systems by any means is prohibited.
  - c. **Intentional Interference** – Intentionally interfering with any UTI network or host with denial-of-service attacks, news bombing, mail bombing, other flooding techniques or deliberate attempts to overload a system, network or user is prohibited
  - d. **System Restrictions Avoidance** – Intentionally using electronic means or manual methods to avoid any information security policy limitations established by UTI or attempting to circumvent, disable or bypass security devices such as firewalls, web content filters (proxies), remote access systems and intrusion detection systems is prohibited.
  - e. **Personal Wi-Fi Wireless** – Operation or connection of non-approved wireless access points to the UTI network is prohibited.
  - f. **Personal Cellular Device Tethering** – Connection of cellular access devices to UTI hosts or networks to bridge Internet access is prohibited.
7. **Excessive Consumption of Network Resources** – Consuming a disproportionate amount of available UTI network resources resulting in disruption or degradation of the U-Web services by others is prohibited.

The restrictions provided above are not exhaustive but are provided as a framework for the types of activities that fall into the category of unacceptable use of the Service.

## Indemnification

You agree to indemnify, defend and hold harmless UTI and its affiliates, officers, employees, agents, suppliers, sponsors or other partners from any and all third-party claims, liabilities, costs, and expenses, including reasonable attorneys' fees, arising from or related to Your access or use of the Service, any content You transmit through the Service, Your violation of this Policy, or Your violation of any rights of another. This means, primarily You agree You are responsible to pay for any costs or damages that result from Your use of this service and You agree to reimburse or pay for any

damages or costs that UTI might incur as a result of Your use. Your indemnification obligations under this Policy shall survive any termination or expiration of the Policy.

## Filtering and Logging

UTI uses an Internet content filtering and monitoring application that may log Your usage of the Service and prevent access to certain inappropriate websites. These sites may include shopping sites, gambling sites, pornographic sites, hacking sites, etc. Your attempted access to these restricted sites by users may be logged and periodically reviewed by UTI. In appropriate circumstances, UTI at its sole discretion reserves the right to review and/or monitor any transmissions sent or received through the Service.

## Disclaimer of Warranties and Limitation of Liability

### Limitation of Liability

You assume total responsibility for use of the Service and the Internet, and access the same at Your own risk. UTI and its affiliates, officers, employees, agents, suppliers, sponsors or other partners have no responsibility whatsoever for the content accessible or actions taken on the Internet and the Service, and shall not be liable to You for any direct, indirect, incidental, special or consequential damages of any kind including but not limited to any loss of use, business and/or profit arising out of or related to the Service or this Policy. Under no circumstances will UTI/ UTI and/or its affiliates, officers, employees, agents, suppliers, sponsors or other partners of the Service be liable to You or any third parties for any amount. This section of the Policy shall survive any termination or expiration of the Policy.

### Disclaimer of Warranties

The Service is provided on an “as is” and “as available” basis. UTI and its affiliates, officers, employees, agents, suppliers, sponsors or other partners make no warranty of any kind—written or oral, statutory, express or implied—including any warranty of merchantability, infringement or fitness for a particular purpose. No advice or information given by UTI and its affiliates, officers, employees, agents, suppliers, sponsors or other partners of the Service shall create a warranty. UTI and its affiliates, officers, employees, agents, suppliers, sponsors or other partners do not warrant the Service will be uninterrupted, error-free, or free of viruses or other harmful components. This section of the Policy shall survive any termination or expiration of the Policy.

## Revisions to this Acceptable Use Policy

UTI reserves the right to revise, amend or modify this Policy, or implement additional policies and agreements at any time and in any manner. Notice of any revision, amendment, modification or update will be either provided directly to You or posted on the Service.

## Electronics Use Policy

The Department of Education oversees federal regulations in which schools must comply with. Federal regulation mandates that schools must have a copyright infringement and peer-to-peer file sharing policy. The following is the UTI policy:

### ***UTI Plans to Effectively Combat Unauthorized Distribution of Copyrighted Material: Student and Employee Sanctions***

As a student or employee, your conduct in UTI classrooms and websites is subject to and must fully conform to the UTI code of conduct policy and any other applicable policies. UTI may monitor traffic or bandwidth on our networks utilizing information technology programs designed to detect and identify indicators of illegal peer-to-peer file sharing activity. In addition to, or as an alternative, UTI may employ other technical means to reduce

or block illegal file sharing and other impermissible activities. Disciplinary sanctions will be based on the seriousness of the situation. These sanctions may be in conjunction with additional sanctions through the UTI code of conduct and any other policy applicable to the particular situation.

## Copyright Law

Copyright is a form of legal protection provided by United States law (Title 17 U.S.C. §512(c)(2)) that protects an owner's right to control the reproduction, distribution, performance, display and transmission of a copyrighted work. The public, in turn, is provided with specific rights for “Fair Use” of copyrighted works.

Copyrighted works protect “original works of authorship” and include:

- Books, articles and other writings
- Songs and other musical works
- Movies and Television productions
- Pictures, graphics and drawings
- Computer software
- Pantomimes and choreographic works
- Sculptural and architectural works

Specific information on copyright law and fair use may be found at the U.S. Copyright Office:

<https://copyright.gov/>

## Copyright Infringement

The copyright law states that “anyone who violates any of the exclusive rights of the copyright owner is an infringer of the copyright or right of the author.” The copyright law provides the owner of copyright in a work the exclusive right:

- To reproduce the work in copies;
- To prepare derivative works based upon the work;
- To distribute copies of the work to the public by sale or other transfer of ownership, or by rental, lease, or lending;
- To perform the work publicly;
- To display the copyrighted work publicly
- In the case of sound recordings to perform the work publicly by means of a digital audio transmission.

## Peer-to-Peer File Sharing

Peer-to-Peer (P2P) file sharing is a general term that describes software programs that allow computer users, utilizing the same P2P software, to connect with each other and directly access digital files from one another’s hard drives. Many copyrighted works may be stored in digital form such as software, movies, videos, photographs, etc. Through P2P file sharing it has become increasingly easy to store and transfer these copyrighted works to others thus increasing the risk that users of P2P software and file sharing technology will infringe the copyright protections of content owners. If P2P file-sharing applications are installed on your computer, you may be sharing someone else’s copyrighted materials without realizing that you are doing so. As a user of UTI’s network it is important that you recognize the legal requirements of the files that you may be sharing with others. You should be very careful not to download and share copyrighted works with others. The transfer and distribution of these works without authorization of the copyright holder is illegal and prohibited.

## Legal Alternatives for Acquiring Copyright Material

### Fair Use

Fair use allows limited use of copyrighted material without permission from the copyright holder for purposes such as criticism, parody, news reporting, research and scholarship, and teaching. There are four factors to consider when determining whether your use is a fair one. You must consider all the factors below, even though all the factors do not have to be in favor of a use to make it a fair one. The four fair use factors are as follows:

- The purpose and character of the use, including whether the use is of a commercial nature or is for nonprofit educational purposes.

- The nature of the copyrighted work, such as whether the work is fiction or non-fiction, published or unpublished.
- The amount of work used in relation to the copyrighted work as a whole, such as using a poem in its entirety, or using one chapter from a long book.
- The effect of the use upon the potential market for the copyrighted work.

## Requesting Permission

At some point you may find yourself in a situation when you will want to use someone else’s copyrighted material. The first step is to determine whether you can reasonably make a fair use of the material (see above). If your use is not fair use, the next step is to ask for permission. For many works the publisher is the copyright holder. Look for a copyright notice. Unfortunately, not all works will include a copyright notice, and it is also possible that the copyright has changed hands since it was printed. For older material it may be impossible to identify and locate the copyright holder. In such instances, documentation should be kept to show proof that a search was performed to find out who the copyright holder was. There are organizations that can help identify and contact copyright holders.

## Ask for Permission

Once the copyright holder is identified, the next step is to ask for permission. An increasing number of publishers prefer that a request is made using a form on their website. Others may require that the request is made via fax or email. Whenever possible, make your request in the format preferred by the copyright holder. If the copyright holder does not have a set form then send a letter to them. Always keep copies of your correspondence.

## Violations and Penalties Under Federal Law

In addition to UTI’s sanctions under its policies anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, U.S. Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense .

## Personal Electronic Devices (PEDs)

Due to the creation of distractions in the training environment, the school has developed guidelines for personal electronic devices at the facility.

Using cell phones, electronic or wireless devices in the classroom is a privilege, not a right. The use of these devices in the classroom is permitted on a class-by-class basis at the discretion of the instructor. Instructors may, at their discretion, reduce points awarded for participation in class or other graded activities for the inappropriate use of personal electronic devices. Students should clarify with the instructor if they have questions about these policies.

It is important that electronic/wireless devices are used appropriately. The guidelines below are to direct the proper use of these devices in the classroom. Remember that students are in the classroom for one reason -- to learn. The use of electronic/ wireless devices during class should be restricted to in-class activities, including taking notes, viewing the lecture slides presented by the instructor, or accessing the internet for class- related information. Do not assume you can use these devices. Rather, check with the instructor.

As a student you have the right to request that a classmate cease the inappropriate use of any electronic/wireless devices. You also have the right to speak to the instructor for accommodations if you find any use of wireless/laptop devices distracting. Be aware that some students, for a variety of reasons, may have permission to use devices in class.

**Don't Distract Yourself** - Avoid activities unrelated to the course.

**Don't Distract Others** - Be respectful of your instructor, your classmates, and the learning environment

## Information Technology Policy

Computer and Internet access have an increasingly important role in today's education and business environments. The intent of the following policy is to allow the greatest use of UTI's computer facilities in a manner consistent with an appropriate professional environment and with the mission of UTI.

### Computer Violation Examples:

1. Intentionally introducing damaging software, such as viruses.

2. Accessing internet sites or services that are inappropriate for a particular curriculum or the educational environment. This includes but is not limited to any information containing obscene, indecent, or sexually explicit material or containing profane language.
3. Intentionally damaging hardware.
4. Attempting to access any computing resources to which a student is not entitled or authorized.
5. Violating the privacy of others' computer information (either files or e-mail).
6. Harassing others or sending threatening, inappropriate or falsified e-mail, direct, or text messages.
7. Violating password security.
8. Violating copyright or license requirements, which include, but is not limited to, the improper/illegal downloading of material to school owned and/or personal electronic devices.
9. Allowing computer access to any individual not an UTI student, graduate, or employee.
10. Conducting any profit making or commercial activity from UTI computer facilities.
11. Violating any computer security rules, regulations or laws as follows:
  - UTI's Electronic Use and Computer Information Technology Policies
  - Applicable State Laws and Regulations
  - Federal Copyright Law
  - Computer Fraud and Abuse Act of 1986
  - Electronic Communication Privacy Act of 1986
  - Computer Software Rental Amendments Act of 1990

## Copyright Infringement

Copyright laws protect an author's original works. This includes but is not limited to books, photographs, music, art, schematics, movies, media, software and databases. It is a violation of copyright law to use peer-to-peer file-sharing networks to download or share copyrighted works without permission from the owner. It is a violation of copyright law to make or receive an illegal copy of a downloaded work. Students shall obtain permission prior to utilizing any copyrighted materials. Any copyright infringement occurring in connection with a student's enrollment or usage of UTI property is a violation of the Code of Conduct and the law. Any student who engages in copyright infringement will be subject to discipline by the school, up to and including termination. The student is also subject to a referral by the school to legal authorities and face possible civil penalties of \$750 to \$30,000 per violation and criminal penalties, which may include imprisonment for up to 5 years and fines of up to \$250,000 per violation.



# Student Completion Rates and Student Right-to-Know Reporting

For more information about our graduation rates, the median loan debt of students who completed the program and other important information, please visit [www.uti.edu/consumer-information](http://www.uti.edu/consumer-information). Also, in compliance with the Student Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of UTI to make available its completion rates to all current and prospective students. Completion rate data will be updated annually. The full report will be available to prospective students before they enroll or enter into any financial obligation with the Institution. If you are interested in learning more about the completion rate for your campus, please see the Student Services Department. New students receive a copy of the most recent data at Orientation and the information is disseminated annually.

# Annual Constitution Day and Citizenship Day

To align with federal statute, UTI campuses participate in a variety of Constitution Day and Citizenship Day programming in commemoration of the September 17, 1787, signing of the US Constitution. These activities take place annually on September 17th unless the day falls on a weekend or holiday, in which case functions are held during either the preceding or following week.

# Safety and Security

UTI believes that all students deserve a safe and secure facility in which to study. UTI strives to provide such an environment for its students, faculty and staff. UTI takes active steps to secure and safeguard its facilities. However, students, faculty and staff must be aware of the established safety and security measures. Equipped with this information, UTI students, faculty and staff can become active partners in providing the safest and securest possible environment in which to study, teach and work.

# Security and Access Policy

employees and guests. During non-business hours, access to all campus facilities is by key, electronic keypad, proximity security card or by admittance of appropriate staff.

During non-business hours, any person or group of individuals found on school grounds without authorization is considered trespassing and may be reported to local law enforcement. Loitering and soliciting on school property are strictly prohibited and any person found loitering or soliciting will be asked to leave. Individuals refusing to leave will be reported to local law enforcement authorities.

# UTI Identification Badges

## Student

For your safety and security, it is required that all students have their UTI Student ID\* displayed (lanyard or clip) on their person at all times while on campus or at any UTI sponsored field trip, activity or event. The only exception made will be when wearing the badge poses a safety risk. The Instructor supervising the activity will be the only individual allowed to make the decision if the badge can be removed. Upon completion of the activity, the badge must once again be displayed. The Student Identification Badge serves as a visible indicator that you are allowed on campus.

## Visitor

Visitors to the campus are required to sign-in at Reception. Each visitor will be issued a visitor badge which is to be worn throughout their stay on campus. The visitor badge should be returned at the end of the visit and the guest will be asked to sign- out with Reception.

## Employee

It is required that all employees have their UTI ID\* displayed (lanyard or clip) on their person at all times while on campus or at any UTI sponsored field trip, activity or event. The only exception made will be when wearing the badge poses a safety risk.

# Sports on Campus

While sports played on campus during break periods are not prohibited, for the safety of themselves and others, and for the protection of personal property, students are asked to restrict these activities to designated areas.

UTI has an obligation to provide a safe environment and to protect school property. Use of skateboards and other wheeled recreational devices can be dangerous and present a safety issue for pedestrians, as well as device users. Tricks and stunts on skateboards and other wheeled recreational devices can cause significant damage to benches, walls, steps, curbs, and receptacles around campus. Such tricks and stunts are prohibited on campus property. Skateboards and other non-motorized wheeled devices may be used as a

means of transportation if used safely and the user is mindful of the school's and individual's personal property and are considerate of pedestrians. Use of these devices are prohibited inside the building. UTI is not responsible for any injuries or property damage that may occur.

Activities on or in the ponds surrounding the Canton campus are prohibited.

## Classroom and Facility Safety Rules

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### Classroom and Facility Safety Rules

Safety is everyone's responsibility. The Institute strives to provide students with a secure and safe environment. Classrooms and laboratories comply with the requirements of applicable federal, state and local regulations.

### Safety in Classrooms and Labs

Students, staff and instructors are required to wear clear lens safety glasses or prescription glasses with side shields at all times during labor shop instruction. Safety glasses must be rated Z-87 or higher (per OSHA). Approved safety glasses are sold at the campus. Students are expected to:

- Wear clothing that does not confine movement but is not so loose it could get caught in moving equipment.
- Wear safe, non-slip shoes and keep them tied.
- Not engage in horseplay while on campus.
- Utilize good judgment and common sense (essential when one's personal safety is at stake). If a student has any doubt about whether a condition, a motion or a job is unsafe, DON'T DO IT.

### Climb and Rescue Safety Requirements Policy

UTI has adopted and complies with the safety standards published by ANSI (American National Standards Institute) with respect to our Climb and Rescue course and the personal fall arrest equipment utilized. This standard establishes requirements for the design, performance, qualification testing, test methods, marking, instruction, training, maintenance,

and removal from service of lanyards and positioning lanyards. The training contains certain physical practical training activities including without limitation: climbing vertical and sloped surfaces, suspension in a full body harness, using mechanical advantage rope systems to pull loads, walking at heights, carrying and lifting heavy objects, and standing on hard surfaces. Students must be able to safely participate in these activities, and due to the capacity restrictions of the necessary safety equipment, students must maintain their bodyweight in the required range of 130 to 275 pounds. Additionally, students must be able to lift and carry at least 45 pounds.

ANSI Z359.1-2020 requirements concern the following:

#### 1.1 Scope

1.1.1. The Fall Protection Code (Code) is a set of standards that covers program management; system design; training; qualification and testing; equipment, component and system specifications for the processes used to protect workers at height in a managed fall protection program. This standard identifies those requirements and establishes their role in the Code and their interdependence.

1.1.2. The Fall Protection Code encompasses standards for personal fall protection systems that incorporate a full body harness intended to protect the user against falls from a height either by preventing or arresting free falls. In general, systems that prevent a free fall are preferable to systems that arrest a free fall. The types of systems that shall be addressed by this Fall Protection Code include:

- a. Fall restraint systems
- b. Work positioning systems
- c. Rope access systems
- d. Fall arrest systems
- e. Rescue systems

The capacity range noted above is calculated with the weight of the individual plus the weight of all the equipment and/or tools. At the discretion of the instructor, compliance with the capacity range may have to be verified.

### Training Conditions/Physical Requirements

Students must be able to:

1. Adhere to the Personal Protection Equipment policy, including wearing safety glasses, hard hats, and safety harnesses, as appropriate.
2. Work above ground (at heights up to 25 feet) from various ground support equipment.
3. Work safely within confined spaces.

4. Work with and near moving mechanical parts, such as engines, propellers and tooling (drill press, chop saws, sheet metal shears, rivet guns, etc.).
5. Work in an environment that may include items such as mineral spirits, paint fumes and sanding dust .
6. Work in an environment that includes regular exposure to factors such as temperature extremes (working indoors and outdoors through all seasons, climates and weather conditions).
7. Be exposed to intermittent and/or continuous loud noise (e.g., engine runs, riveting, etc.).
8. Perform repeated, intermittent and/or continuous physical exertion such as standing, walking, stooping, bending, climbing, pushing, pulling and lifting material, some of which may be heavy or awkward.
9. Routinely move and/or lift items of no less than 25lbs.
10. Manipulate support equipment, tools and parts some of which are heavy and/or awkward to maneuver and utilize.
11. Sit for extended periods of time, up to six hours, in a classroom or lab setting (with 10-minute breaks every hour and a 50-minute lunch period).
12. Understand verbal and visual material presented in a darkened room for extended periods of time such as during lectures with or without visual presentations performed with lights out.
13. Have basic computer literacy; non-technical knowledge about computers and how to use them; familiarity and experience with computers, software, and computer systems.

Qualified individuals with disabilities may receive reasonable modifications tailored to their individual needs to ensure equal access to UTI's programs and services, provided such modification does not require an adjustment that would alter or waive essential academic requirements or constitute a fundamental alteration of a service, program, or activity. Some examples of reasonable modifications may include extended time, use of assistive technology, and assistance liaising with external agencies such as rehabilitative services, if applicable. Additional information regarding the procedure for requesting modifications/accommodations is located in the ADA/504 Policy.

## Accidents/Injuries

Accidents/injuries that occur on campus must be reported as follows: an Accident/Injury Report must be completed immediately by the Instructor and submitted by the Instructor to the Director of Education. The Director of Education must then file the Report with the Campus President Administrative Assistant/HRC.

## Medical Release

UTI reserves the right to require students who have taken a medical leave due to illness or injury to provide a release from an appropriate licensed medical professional stating the student is able to begin or continue Climb and Safety Rescue training.

## Vehicle Operation Code

All cars, trucks and motorcycles must be operated in a safe, quiet, courteous and professional manner (e.g., NO wheelies, stoppies, burnouts, squealing, chirping or sliding tires, loud exhaust noise, loud stereo noise, high speed and/or rpm) on and around the campus. This includes the parking lot, entrances and exits, and streets and roads around the school. This policy is strictly enforced and for the safety and courtesy of students, staff and visitors of the campus as well as out of respect for our community.

Failure to operate a vehicle within the posted speed limits on campus or operating a vehicle in an unsafe or loud manner as described above will result in a reduced professionalism grade and/or possible suspension or termination from school.

These penalties will be over and above any distributed by the local law enforcement officials patrolling the areas around the campus.

## Parking

All students and staff members are responsible for proper parking of their vehicles. UTI Canton student cars may park in the lots surrounding the campus on a first-come, first-served basis. The maximum speed limit on campus is 5 mph and pedestrians have the right of way at all times. A 15-mph speed limit is in effect in all school zones on public streets. Students should follow all posted speed limit and other traffic signs.

The Institute will make every effort to protect all vehicles and property. However, the Institute assumes no responsibility for the protection of any vehicle or its contents while on campus.

The Institute reserves the right to impound or have impounded, without notice, any vehicle parked in a manner dangerous to vehicular or pedestrian traffic or otherwise in violation of Institute traffic or parking regulations. The vehicle owner will be responsible for the costs involved in removing, impounding and storing such vehicle.

Student parking is permitted in designated areas only and must not obstruct walkways or block on-site

storage containers. There is no overnight parking in the parking lot. Taking up two parking spaces and parking a motorcycle in a car space are not allowed.

Motorcycles should park in designated motorcycle parking spots only.

In the event of car trouble, please notify the Education Director, Facilities Manager or an Education Manager as soon as possible.

Violators of the parking policy may be subject to a fine and a reduced professionalism grade.

Recreational activities such as football, hacky sack and frisbee playing are not allowed in the parking lots.

## Campus Safety Policy / Annual Security Report

Universal Technical Institute, Inc. and its subsidiaries (collectively, "UTI") are committed to providing a safe environment for students, faculty, staff and visitors at all UTI facilities (collectively "Facilities"). This commitment includes providing information about campus security to prospective and current students and employees. Each year by Oct. 1, UTI publishes an Annual Security Report that includes, but is not limited to, the following information:

- reporting procedures for emergency situations and criminal activity on and around campus
- UTI's response plans, including information about timely warnings and emergency notification/evacuation procedures
- general information about security procedures and practices, and training and resources available to staff and students
- UTI's Substance Abuse policy and information about prevention and education/rehabilitation programs
- UTI's Sexual Assault policy, procedures to report an assault and resources available to victims
- details on how to obtain information about sex offenders in the area around the campus locations
- each campus's annual disclosure of crime statistics (in which we report crimes for the past three years both on campus and in the public areas immediately surrounding the campus)

The Annual Security Report and campus crime statistics are available at [www.uti.edu/asr](http://www.uti.edu/asr). Paper copies may be obtained by request through the campus's Director of Student Services or designee. Additional information on local area crime statistics or information on sexual offenders can be obtained by contacting the local law enforcement agency in the area where the student is attending classes.

The well-being and safety of our students is our priority, additional information on campus-specific and community resources covering a range of topics are available at [Campus Safety | Universal Technical Institute \(uti.edu\)](http://Campus Safety | Universal Technical Institute (uti.edu)).

UTI prioritizes the safety of the campus community in all cases of emergencies and is committed to developing and administering a comprehensive emergency management plan (EMP). The EMP supports UTI's emergency preparedness provisions to ensure an effective response for the protection of UTI's students, employees, and visitors. While the scale and magnitude of different events vary, the EMP has been developed to coordinate resources for an effective response to any foreseeable emergency. Campus-specific EMPs are available at [www.uti.edu/campus-safety](http://www.uti.edu/campus-safety).

## Substance Abuse Prevention Policy

As noted in the Annual Security Report, UTI supports a drug-free environment and does not allow the unlawful possession, use or distribution of illicit drugs or alcohol on or off campus. As a condition of acceptance, UTI students agree to random and for-cause drug testing throughout their attendance as set forth in UTI Substance Abuse Prevention Policy in this guide. A violation will result in UTI taking appropriate action up to and including termination.

### Purpose

Universal Technical Institute, Inc. and its subsidiaries (collectively, "the Institute") is extremely concerned about the safety and well-being of its students. Of additional concern is the Institute's reputation as a premier provider of professional technicians and an industry leader in the postsecondary technical education industry. The Institute believes the unlawful possession and use of illicit drugs and abuse of alcohol is harmful and dangerous. Alcohol and drug abuse not only have an adverse effect on safety, but also on the health and welfare of the entire community. The Institute's objectives in this policy include the following:

- To establish and maintain a safe, healthy environment for all students;
- To encourage counseling and rehabilitation assistance for those who seek help;
- To preserve the reputation of the Institute within the community and industry at large;
- To reduce the number of accidental injuries to persons or property;
- To reduce absenteeism and tardiness; and
- To improve the success rate of the student body.

# Drug and Alcohol Policy

The Institute has developed a strict and rigidly enforced policy regarding drug and alcohol abuse.

## THE INSTITUTE CANNOT AND DOES NOT CONDONE DRUG OR ALCOHOL ABUSE BY ITS STUDENTS.

The Institute will not allow the possession, use or distribution of illicit drugs or alcohol by students or staff on its property or as part of any of its officially sponsored off-campus activities.

Students are also prohibited from being under the influence of alcohol, illegal drugs or any other substance that could adversely affect the health, safety or welfare of students, faculty or staff on Institute property or at any of its officially sponsored activities.

This includes field trips and student-sponsored social activities if they are considered sponsored by the school. All forms of synthetic marijuana are prohibited, regardless of the legality of the substance.

**Medical Marijuana:** Although UTI has campuses in some states that have passed laws allowing the use of medical marijuana in certain circumstances (i.e., possessing a lawfully issued medical marijuana card), federal laws classify marijuana as a controlled substance and prohibit marijuana use, possession, and distribution at institutions of higher education. As such, the use of medical marijuana is prohibited on all UTI/ UTI campuses and as any part of their activities. In addition, due to the nature of UTI programs and their requirements, UTI cannot accommodate off campus use of medical marijuana. This means students who fail a drug test due to marijuana usage cannot avoid responsibility under UTI policies by claiming that they legally using medical marijuana.

The Institute may discipline its students for off-campus activities that include the illegal use of alcohol or drugs. The Institute

will report to local and/or state law enforcement, as applicable by federal and state drug laws, any student who is found in possession of, using or selling illegal drugs on campus as well as anyone who is found to have broken the state laws regarding underage drinking.

**Note:** If a student discloses the use of medication associated with cautions related to operating machinery, UTI may require the student to provide documentation from a medical provider indicating the student is able to safely participate in lab environment/ lab activities. If documentation is not submitted, UTI may withhold a student from class if a safety concern exists.

Illegal possession or use of drugs or alcohol can have penalties, including community service, suspension or loss of driver's license, jail time and fines. For statutes and penalties on drug and alcohol offenses in the states where our campuses are located, please refer to the annual DAAPP notification at: [www.uti.edu/daapp](http://www.uti.edu/daapp).

The Institute recognizes alcohol and drug abuse may have an adverse effect on classroom performance and is concerned with this impact. In addition, the Institute recognizes the significant health risks associated with the use of illegal drugs and the abuse of alcohol. While the frequency, duration and severity vary, there are a number of serious health consequences. For all drugs, there is a risk of overdose leading to convulsions, coma and death.

Mixing certain drugs can also be lethal. Following is a list of some potential health risks:

### Alcohol

- vitamin deficiencies
- stomach ailments
- alcohol poisoning
- liver disease
- weight gain and high blood pressure
- depressed immune system
- cancer
- heart or respiratory failure

### Drugs

- tremors and seizures
- nausea, rapid heart rate
- skin disorders
- depression and disorientation
- paranoia and psychosis
- memory impairment
- weakened immune system
- impotence
- heart attack
- respiratory failure

The Institute recognizes alcohol and drug abuse may be successfully treated, enabling the student to return to a satisfactory performance level. Students who have a substance abuse problem are encouraged to voluntarily seek assistance and deter others from engaging in illegal drug or alcohol use, possession or distribution.

Violation of this policy will result in the Institute taking appropriate action, up to and including termination and/ or requiring the student to participate satisfactorily in a drug abuse, alcohol abuse or other assistance/ rehabilitation program.

## Substance Abuse Prevention Policy – General Procedures

The Institute will take appropriate disciplinary action whenever a student violates or is suspected of violating this Substance Abuse Prevention Policy. Reporting to campus under the influence of alcohol, drugs or any substance that impairs a student's mental or physical capacity **WILL NOT BE TOLERATED** .

This includes all forms of synthetic marijuana. Any student using physician-prescribed medication or other medication that may impair performance in either the classroom or the lab shall immediately inform his or her instructor of such medication.

Additionally, any physician-prescribed drug that might result in a positive drug test must be reported to the Student Services Department as soon as the student begins using the medication. Failure to provide such notification in a timely manner may subject the student to all the actions, requirements and conditions described in the Drug Testing Procedures of this policy. Possession of illegal drugs, drug paraphernalia or alcohol is prohibited.

When the Institute becomes aware of reasonable grounds (as listed below) to believe a student has violated the Substance Abuse Prevention Policy, the Institute will immediately investigate. Such investigation may include appropriate drug and/ or alcohol testing. As a result of such investigation and in the Institute's sole discretion, one or more of the following actions may occur, depending upon factors that include the nature and severity of the offense:

- verbal warning/advisement
- written warning/advisement
- immediate screening test
- referral to an approved rehabilitation/counseling agency
- attendance failure
- termination
- referral for prosecution

Students should be aware the Institute may bring matters of illegal drug use to the attention of local law enforcement.

Students should fully understand that the Institute supports the criminal prosecution of policy violators, when appropriate.

Reasonable grounds for suspecting substance abuse include, but are not limited to, any one or more of the following:

- slurred speech
- red eyes

- erratic behavior
- inability to perform job/task
- smell of alcohol or marijuana emanating from student's body
- inability to carry on a rational conversation
- other unexplained behavioral changes
- dilated pupils
- incoherence
- unsteadiness on feet
- increased carelessness
- receipt of information by UTI indicating a violation of this policy has occurred

To assure clear communication of the required standards of conduct and the sanctions imposed for violation of those standards, the Institute will provide students with a copy of the Substance Abuse Prevention Policy. Students are hereby notified that **COMPLIANCE WITH STANDARDS OF CONDUCT REQUIRED BY THE SUBSTANCE ABUSE PREVENTION POLICY IS MANDATORY. IN ORDER TO ENSURE COMPLIANCE, UTI MAY ENGAGE IN DRUG AND/OR ALCOHOL SCREENING TESTS UNDER THE FOLLOWING CIRCUMSTANCES:**

- After an accident occurring at the Institute.
- If the Institute believes an individual has been observed possessing or using a prohibited substance on campus.
- When the Institute believes an individual may be affected by the use of drugs or alcohol, and the use may adversely affect the individual's effectiveness in the classroom environment or his or her safety as well as the safety of others .
- When the Institute believes a student is impaired during school hours or while engaged in Institute business or Institute-sponsored activities.
- When the Institute receives a written report from another individual with a relationship to the student (e.g., roommate, parent, landlord) alleging, with documented reasonable grounds, the student has abused drugs or alcohol.
- Upon notification by proper authorities of alleged violations of the Substance Abuse Prevention Policy.
- In addition, periodic random drug screening tests will be administered and any individual who has had a positive drug or alcohol impairment test may be subjected to further testing for the duration of his or her program.

## Drug Testing Procedures

As part of the Institute's efforts to ensure safety and to promote an alcohol- and drug-free environment, for cause drug or alcohol testing is conducted when reasonable grounds exist. Random drug testing may occur at the campus discretion as well. In the absence of extraordinary circumstances, any student who tests

positive, or admits to illegal drug or alcohol use as a result of either random selection or selection for cause will be subject to at least the following school actions, requirements and conditions, at the Institute's discretion:

- Immediate dismissal from school for the remainder of the current course. The student will also be subject to any additional actions that may occur as a result of the course dismissal, including, but not limited to, repeat fees or being placed on probationary status.
- The student must be assessed by a certified evaluator from one of the drug treatment programs approved by the Institute. Documentation noting the assessment and plan of action must be submitted to the Institute prior to the student returning to school.

**Note:** The time taken to enroll in a program will determine whether the student merely "attendance fails" a class, or is suspended or terminated from the Institute for violation of attendance policies.

- The student must follow the assignments of the evaluator and provide evidence of completion of those assignments, if applicable.
- The student must sign a release form at the treatment center giving the Institute access to information regarding his or her progress in the treatment program .
- The student must earn and submit a certificate of completion, if applicable, or submit similar documentation to the Institute prior to receiving any official graduation documents.

Failure to complete a recommended drug treatment program in a timely manner, as determined by the Institute, may be cause for termination from the Institute until proof of completion of the program.

Refusal to test or, in the case of urine testing, failure to produce a sample within the allotted time frame after being selected is considered the same as a "positive" test and may result in the same actions and requirements identified above.

For students who have entered an approved program and returned to the Institute, the following stipulations apply:

- The student must agree to cease drug use and destroy all drug-related paraphernalia .
- The student is required to meet with the Advisor on a regular basis (frequency determined by the Advisor) and show proof of continued attendance or completion of the drug education program at each meeting, if applicable.
- The student is subject to on-demand drug testing as determined by the Institute.

- The student must pay all expenses involved in assessment and drug education.
- The student must pay all costs associated with any suspension, including but not limited to tuition cost resulting from course retakes.

Failure to abide by the established guidelines will result in termination of training at the Institute.

Any student who tests positive for or admits to drug or alcohol use a second time will be immediately terminated from the Institute. A student who has been terminated from training must utilize the appeals process to determine the possibility of returning to the Institute.

Except in certain situations, students will not be terminated for voluntarily seeking assistance for a substance abuse problem. However, repeated incidents or continued performance, attendance or behavior problems may result in termination.

## Available Assistance / Referrals

Advising and referrals to outside agencies are available from an Institute Advisor who has an "open door" policy and is available to students. Information from students will be kept confidential. Exceptions to confidentiality will occur when there is risk of bodily harm to others or as required by law. In addition, the Institute Advisor must take appropriate action when they become aware that a student is in violation of this Substance Abuse Prevention Policy.

Drug and alcohol abuse seminars or awareness workshops may be scheduled intermittently throughout the year and notices are posted on student bulletin boards. Pamphlets and general information regarding illegal drugs and alcohol abuse are available in the Student Services Department. A list of referrals for outside agency assistance, assessment and counseling are available in the Annual Security Report and through the Institute Advisor's office.

Any questions regarding this Substance Abuse Prevention Policy should be directed to the Student Services Department.

## ADA/504 Policy

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### Notice of Nondiscrimination

Universal Technical Institute, Inc. and its subsidiaries (collectively, "UTI") are committed to educational and work communities that are free from prohibited

discrimination and harassment. UTI prohibits discrimination and harassment on the basis of race, color, national origin, sex, religion, disability, age, veteran status, sexual orientation/gender identity or expression, genetic information, and any other legally protected status in the provision of its courses, programs, services or activities.

UTI has designated the Director of Program Compliance as the individual responsible for the coordination and administration of its non-discrimination and harassment policies. In addition, the Director of Program Compliance has been designated to coordinate UTI's compliance with Section 504, the ADA and the Age Act. Questions or comments about discrimination or harassment can be directed to the Director of Program Compliance at 4225 E. Windrose Dr., Suite 200 Phoenix, Arizona 85032, or by calling 800-859-7249 or sending an email to [jramirez@uti.edu](mailto:jramirez@uti.edu).

Student Services Directors serve as deputy coordinators responsible for the duties mentioned previously at each campus and also can assist with any questions or comments. Their contact information is as follows:

Campus	Campus Address	Toll Free
UTI-Austin	301 W. Howard Lane Austin, TX 78753	800-940-9101 <a href="mailto:rpadilla@uti.edu">rpadilla@uti.edu</a>
UTI-Avondale	10695 W. Pierce Street, Suite 100 Avondale, AZ 85323	800-859-1202 <a href="mailto:likingsley@uti.edu">likingsley@uti.edu</a>
UTI-Bloomfield	1515 Broad Street, Bloomfield, NJ 07003	833-207-6077 <a href="mailto:skerr@uti.edu">skerr@uti.edu</a>
UTI-Dallas/ Fort Worth	5151 Regent Boulevard, Irving, TX 75063	877-873-1083 <a href="mailto:kimlaney@uti.edu">kimlaney@uti.edu</a>
UTI-Exton	750 Pennsylvania Drive, Exton, PA 19341	877-884-3986 <a href="mailto:disidori@uti.edu">disidori@uti.edu</a>
UTI-Houston	721 Lockhaven Drive Houston, TX 77073	800-325-0354 <a href="mailto:sawilson@uti.edu">sawilson@uti.edu</a>
UTI-Lisle	2611 Corporate West Drive Lisle, IL 60532	800-441-4248 <a href="mailto:kstamp@uti.edu">kstamp@uti.edu</a>
UTI-Long Beach	4175 E. Conant Street Long Beach, CA 90808	844-308-8838 <a href="mailto:cbarrington@uti.edu">cbarrington@uti.edu</a>
UTI-Miramar	2601 SW 145th Avenue Miramar, FL 33027	800-827-7305 <a href="mailto:cgreen@uti.edu">cgreen@uti.edu</a>
UTI-Rancho Cucamonga	9494 Haven Avenue Rancho Cucamonga, CA 91730	888-692-7800 <a href="mailto:jdismukes@uti.edu">jdismukes@uti.edu</a>
UTI-Sacramento	4100 Duckhorn Drive Sacramento, CA 95834	877-884-2254 <a href="mailto:mrastin@uti.edu">mrastin@uti.edu</a>
UTI-Phoenix	10695 W. Pierce Street, Suite 200 Avondale, AZ 85323	800-528-7995 <a href="mailto:tchakos@uti.edu">tchakos@uti.edu</a>

Campus	Campus Address	Toll Free
UTI Orlando	2202 Taft Vineland Road Orlando, FL 32837	800-342-9253 <a href="mailto:rholland@uti.edu">rholland@uti.edu</a>
NASCAR Tech	220 Byers Creek Road Mooresville, NC 28117	866-316-2722 <a href="mailto:cmeade@uti.edu">cmeade@uti.edu</a>
Manufacturer- Paid Training Programs	4225 E. Windrose Drive, Suite 200 Phoenix, AZ 85032	800-859-7249 <a href="mailto:jramirez@uti.edu">jramirez@uti.edu</a>
UTI-Canton	2955 S. Haggerty Road Canton, MI 48188	623-445-0813 <a href="mailto:amanginelli@uti.edu">amanginelli@uti.edu</a>

For inquiries or reports related to discrimination or harassment on the basis of sex, contact the Title IX Coordinator. The Title IX Coordinator is the Director of Program Compliance and can be reached at Universal Technical Institute, Inc., 4225 E. Windrose Dr., Suite 200 Phoenix, Arizona 85032, 800-859-7249, [jramirez@uti.edu](mailto:jramirez@uti.edu).

For further information on notice of non-discrimination, you may contact the appropriate federal office by visiting the website <https://ocrcas.ed.gov/contact-ocr> for the address and telephone number of the office that serves your area, or by calling 800-421-3481.

Inquiries concerning Title IX also may be made to the Office for Civil Rights at:

U.S. Department of Education Office for Civil Rights  
Lyndon Baines Johnson Department of Education Bldg.  
400 Maryland Ave., SW  
Washington, DC 20202-1100  
Telephone: 800-421-3481  
FAX: 202-453-6012  
TDD: 877-521-2172  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)

## Students with Disabilities

Except where excused as a matter of law, UTI is responsible for:

- Providing or arranging through the Director of Student Services or designee reasonable accommodations; reasonable modifications of policies, practices and procedures; and/or appropriate auxiliary aids and services for potential applicants, applicants and students with disabilities in connection with its courses, programs, services or activities, including examinations. These accommodations will be provided at no additional cost to the student.
- Ensuring the school will not make a pre-admission inquiry as to whether an applicant is a person with a disability.
- Ensuring social organizations do not discriminate against persons on the basis of disability.



- Ensuring the school will respond appropriately to incidents of misconduct or harassment (e.g., bullying, hazing, teasing) due to disability.
- Requesting an accommodation, modification or auxiliary aid or service when needed and seeking information, advice and assistance regarding a reasonable and appropriate accommodation, modification or auxiliary aid or service in a timely fashion .

The Institute, potential or active applicants, and students with disabilities may have rights or responsibilities that are not listed above.

## Procedure for Obtaining Modifications / Accommodations

UTI welcomes students with disabilities. UTI is committed to making reasonable, appropriate, and effective modifications (commonly called “reasonable accommodations”) in policies, practices, and procedures for qualified individuals with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Amendments Act, and applicable state and local laws. A qualified student with

a disability must have a physical or mental impairment that substantially limits one or more major life activities; have a record of such an impairment; or be regarded as having such an impairment. Qualified students with disabilities also must meet the academic and technical standards for admission or participation in UTI’s educational programs and services either with our without reasonable accommodations.

Qualified individuals with disabilities who comply with the process outlined below may receive reasonable modifications tailored to their individual needs to ensure equal access to UTI/ UTI’s programs and services, provided such modification does not require an adjustment that would alter or waive essential academic requirements or constitute a fundamental alteration of a service, program, or activity. Some examples of modifications may include extended time, use of assistive technology, and assistance liaising with external agencies such as rehabilitative services, if applicable. To receive services, students must:

1. Identify the need for modifications through the Student Services Department.
  - a. Submit the Accommodation Request and Consent Form to the Department of Student Services.
  - b. Provide all requested documentation to the Student Services Department.

2. If found eligible for services, meet with the Director of Student Services or designee to discuss modifications. The Director of Student Services or designee will set up a mutually convenient time for an in-person or telephone conference to review the Accommodation Plan.
3. Provide the Student Services Department with a signed consent form.
4. It is the student’s responsibility to provide the Accommodation Form to each instructor. Students must comply with this requirement to receive approved accommodations. Classroom accommodations are not retroactive but effective only upon the student sharing approved accommodations with the instructor. Students who wish to receive classroom accommodations are encouraged to complete the process promptly. They should not wait until after completing a course or activity, or receiving a poor grade to request services.

If a request for accommodations is denied, students may contact the Director of Student Services to discuss or utilize the ADA/Section 504 grievance procedure.

Students are encouraged to submit all requested documentation promptly; ideally, requests for accommodations should be submitted approximately six weeks prior to the start date of

the class for which accommodations are requested. This will allow the Student Services Department to ensure that approved accommodations are provided in a timely manner.

## Documentation Requirements

To assist UTI in evaluating requests for accommodations, students with disabilities who seek modifications must provide documentation of the reported disability to the Director of Student Services or designee. Students should provide the following:

1. Copies of any IEP and Section 504 or other individualized plans. The Student Services Department will evaluate these documents on a case-by-case basis; however, additional and more current documentation may be required; or
2. Signed and dated certification that is on letterhead from an appropriately licensed health care provider, which:
  - a. Describes any physical or mental impairment that substantially limits a major life activity;
  - b. Identifies the major life activity(ies) impacted;
  - c. Describes how the impairment affects the student’s ability to participate in UTI’s courses, programs, services and/or activities; and

- d. Specifically describes any accommodation or modification recommended and the relationship between the requested modification and the impairment.

If UTI requires additional documentation, the Student Services Department will notify the student. Upon request, students may be required to provide the Director of Student Services or designee with the following from an appropriately licensed or credentialed professional that is on letterhead, dated, and signed:

- An evaluation by an appropriately licensed or credentialed professional stating the nature of the impairment and the current impact of the impairment on the student's ability to participate in postsecondary educational programs and services (also known as "functional limitations").
- A list of recommended accommodations for the student and an explanation of the relationship between the requested accommodations and the impairment.

Students bear the cost of obtaining this documentation. Some students may not need documentation if the disability is permanent, observable, and stable. Documentation provided must be current, generally less than three years old. For conditions that are more permanent, documentation may be less recent. However, more current documentation may be required for chronic or changing conditions. Please consult with the Student Services Department about the need for, and appropriateness of, documentation.

Requests for certain accommodations such as note takers, sign language interpreters, and course materials in alternative format may take several weeks to fulfill. Students should obtain necessary documentation 6-8 weeks in advance of the applicable start date to avoid delays in participating in UTI's programs and activities.

UTI will give primary consideration to the auxiliary aid or service that a student requests but may decide to provide alternative aids or services if they are equally effective. In addition, an effective alternative may be provided if the requested auxiliary aid or service would fundamentally alter the nature of a service, program or activity.

UTI delivers conceptual topics through web-based training experiences that may include video lectures, digital lesson presentations, computer interactive online learning modules, and technology-enabled student/instructor interactions such as threaded discussions and progress analysis assignments. Qualified individuals with a disability may require auxiliary aids and services to afford equal access and provide an equal opportunity to benefit from this

method of education. Captioning, for example, may be necessary and required to make audio and audiovisual information and communication accessible.

## Students Who Are Deaf or Hard Of Hearing and are Requesting Accommodations

An IEP or Section 504 plan generally will be sufficient to establish the need for accommodations. However, additional information may be required to determine the appropriate accommodations to be provided. The Student Services Department will make this determination on a case-by-case basis. Upon request, students should provide documentation to support a request for accommodations from appropriate professionals qualified to diagnose and treat hearing impairments, such as audiologists, otolaryngologists, and other speech/hearing specialists.

Documentation should be on letterhead and include:

- The credential of the professional providing the evaluation;
- A diagnosis of deafness or hearing loss and a statement regarding whether the student's hearing is static or changing;
- A discussion of the student's condition and current level of functioning, and how it may impact the student in a postsecondary educational environment;
- Specific recommendations for accommodations in the academic setting that explain how the recommendations are related to the student's current functional limitations; and
- A summary of assessment procedures and evaluation instruments used to diagnose the student and a narrative summarizing the evaluation results (for students with permanent, lifelong impairments such as deafness, documentation may not need to be as recent).

## Section 504 / ADA Grievance Procedure

This procedure applies to complaints of discrimination and/or harassment based on disability, including complaints regarding student requests for accommodations or modifications.

1. Filing a complaint: Any individual who believes he or she has been discriminated against based on disability in UTI's programs or activities is encouraged to immediately contact the Director of Student Services. Complaints generally should be filed within 180 days of the date of the alleged discrimination. Complaints filed after this date may be eligible for a discretionary waiver. Requests for a waiver should be made to the

Director of Student Services. If there is a conflict of interest with the Director Student Services, the Campus President will assume all duties assigned to the Director of Student services under this procedure.

2. Optional informal resolution of complaints: A complainant may choose to resolve a complaint informally by participating in a facilitated meeting with the respondent and the Director of Student Services within two weeks of the filing of the complaint. A complainant may end the informal process at any time and request formal resolution of the complaint.
3. Formal resolution of complaints: Unless a complainant elects to participate in the optional informal resolution process, complaints will be addressed through the formal resolution process.
  - a. Within 45 business days of the filing of the complaint or the conclusion of the optional informal resolution process, the Student Services Department will investigate the complaint. The investigation generally will consist of an assessment of the complaint, the gathering and review of relevant documentation, and, if necessary, interview of the complainant, respondent and other relevant witnesses. UTI uses the preponderance of the evidence or “more likely than not” standard of review during its investigation and resolution of complaints.
  - b. if the investigative phase will take longer than 45 days, the Director of Student Services will provide the parties with an explanation for the delay.
  - c. Within one week of the conclusion of the investigation, the Student Services Department will provide the parties with written notice of the outcome of the investigation.
4. This procedure provides for the prompt, adequate, reliable, and impartial resolution of the complaints, including an equal opportunity for the parties to access, review, and present witnesses and other evidence.
5. UTI will provide to the complainant interim measures as appropriate (e.g., arranging for changes in class schedules) and will strive to keep the complaint and investigation confidential to the extent possible. UTI will take steps to prevent the recurrence of any discrimination or harassment and to correct discriminatory effects on the complainant and others, as necessary.
6. UTI does not tolerate retaliation against complainants, witnesses, or any person who participates in the investigatory process or otherwise exercises rights under Section 504 or the ADA. Any retaliatory conduct should be promptly reported to the Director of Student Services.

7. The complainant and respondent have an equal right to appeal outcome decisions made by the Director of Student Services or designee. Appeals may be made on the following bases: (1) a party obtains new relevant evidence that was unavailable at the time of the investigation and could change the outcome of the investigation; (2) there is evidence of procedural error significant enough to call the outcome of the investigation into question; or (3) in cases where a sanction was imposed, the sanction was substantially disproportionate to the findings. Appeals must be made to Melanie Scheet, Vice President Student Success, at 4225 E. Windrose Drive, Suite 200, Phoenix, AZ 85032, 800-859-7249, [mscheet@uti.edu](mailto:mscheet@uti.edu). Appeals must be filed within seven (7) calendar days of the date that written notice of the outcome was provided. The EVP Campus Operations and Services will decide the appeal promptly but generally within 30 calendar days and provide the respondent and complainant with written notice of the final determination within seven (7) calendar days of making the final determination, including any changes to the previous determination and/or the sanctions imposed. The appeal decision is final and not subject to further appeal.

## Service / Support Animal Policy

Service animals assisting persons with disabilities are welcome in areas open to the public on UTI's campuses. A service animal is a dog that is individually trained to do work or perform tasks for a person with disabilities. In some instances, similarly trained miniature horses may qualify as service animals.

Examples of work or tasks that service animals may perform include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, reminding a person with a mental illness to take prescribed medications, or alerting and protecting a person who is having a seizure. If necessary to determine what service a dog provides, UTI staff may only ask: (1) whether the dog is a service animal required because of a disability and (2) what work or task the dog has been trained to perform. UTI/ UTI staff will not ask about the individual's disability, require medical documentation or documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task. UTI may require additional information with respect to miniature horses.

Service animals may be excluded from UTI's premises if the animal is out of control and the handler does not take effective action to control it or the animal is not housebroken. A service animal must be kept under

control by a harness, leash or other tether unless the person is unable to hold those or if such use would interfere with the service animal's performance of work or tasks. In such instances, the service animal must be kept under control by voice, signals or other effective means.

The person with the disability may remain on campus without the animal if the animal is excluded for the aforementioned reasons. Service animals in training are welcome on UTI/ UTI's campuses in the same manner and subject to the same requirements as service animals that are fully trained.

UTI will allow support animals on its campuses on a case-by-case basis. Support animals are used by individuals with disabilities for emotional support, well-being or comfort. Because they are not individually trained to perform work or tasks, support animals are not service animals. Students who request to have a support animal on campus must submit the request in writing to the Student Services Department and provide appropriate supporting documentation upon request.

Support animals can be excluded from UTI's premises if the animal is out of control or the animal is not housebroken. They can also be excluded if the animal poses a direct threat to the health or safety of others that cannot be mitigated by reasonable modifications of policies, practices or procedures, or the provision of auxiliary aids or services. A support animal generally must be kept under control by a harness, leash or other tether unless the person is unable to hold those, or if such use would interfere with the service animal's performance of work or tasks. If such means cannot be used to control the animal, the support animal must be kept under control by voice, signals or other effective means.

Questions regarding service animals should be directed to the Student Services Department. Individuals in Florida, Massachusetts and North Carolina are also covered by their respective state law definitions of "service animal."

## Guidelines For Applicants With Disabilities

UTI does not discriminate against individuals with disabilities seeking to apply to its programs. The admissions application process for students with disabilities is the same as for other students. Applicants with disabilities who may need accommodations in the application process should contact the Student Services Department. Contacts with the Student Services Department are strictly confidential and this information will not be shared with the Admissions Office. UTI is aware that some

prospective students with disabilities may choose to disclose their disabilities during the application process (for example, to help UTI understand adverse information in their educational records). Such disclosure is entirely voluntary and optional. UTI will not use any information provided in a discriminatory manner.

## Harassment

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### Harrassment

All students and employees have the right to learn and work in an environment free from intimidation and harassment because of their gender, race, age, religion, national origin, disability, marital status, sexual orientation and any other legally protected basis. Universal Technical Institute, Inc., and its subsidiaries (collectively, "the Institute") prohibit harassment by employees and students on the basis of any legally protected characteristics. Such harassment is unlawful, violates the Institute's policies and will not be tolerated.

Harassment is verbal, written, visual or physical conduct that denigrates, or shows hostility or aversion toward an individual because of his or her race, religion, age, gender, national origin, disability, marital status, sexual orientation or any other legally protected characteristic and that creates an intimidating, hostile or offensive environment, or unreasonably interferes with an individual's academic or work performance or ability to participate in or benefit from the services, activities or opportunities offered by the Institute.

Harassment may include verbal acts and name-calling; graphic and written statements, including the use of cell phones or the Internet; or other conduct that may be physically threatening, harmful or humiliating. Harassment may include activity not intended to harm, not directed at a specific target or not involving repeated incidents. Examples of activities that may constitute harassment are epithets, slurs, negative stereotyping, threatening or intimidating acts, and displaying or circulating denigrating jokes or visual or graphic materials that relate to legally protected characteristics.

Individuals who believe they are victims of or have observed harassment by a student, instructor or staff member should bring the matter to a school official's attention. The Institute will take immediate and appropriate action to investigate or otherwise determine what occurred in a prompt, thorough and impartial manner. If an investigation reveals unlawful harassment occurred, the Institute will take

prompt and appropriate steps to end the harassment, eliminate the hostile environment, prevent the harassment from recurring and address its effects.

## Discrimination Grievance Procedure – Title VI, the Age Act, and Other Protected Statuses

### Policy Statement

The purpose of this policy is to outline details regarding UTI’s student grievance procedures related to Title VI, Title VII, the Age Act, and other protected statuses unless outlined in a separate policy as noted later in this paragraph. Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color, or national origin in programs or activities that receive federal financial assistance. Title VII prohibits employment discrimination based on race, color, religion, sex, and national origin. This procedure is also applicable for other forms of discrimination not covered under the ADA/504 Grievance Procedure or the Title IX Grievance Procedure, including the Age Act. The Age Act of 1975 prohibits discrimination based on age in programs or activities that receive federal financial assistance.

### Policy Scope

#### I. Notice of Non-Discrimination

Universal Technical Institute, Inc. and its subsidiaries (collectively, “UTI”) are committed to educational and work communities that are free from prohibited discrimination and harassment. UTI prohibits discrimination and harassment on the basis of race, color, national origin, sex, religion, disability, age, veteran status, sexual orientation/gender identity or expression, genetic information, and any other legally protected status in the provision of its courses, programs, services or activities.

UTI has designated the Director of Program Compliance as the individual responsible for the coordination and administration of its non-discrimination and harassment policies for students. Questions or comments about discrimination or harassment can be directed to the Director of Program Compliance at 4225 E. Windrose Drive, Suite 200, Phoenix, AZ 85032, [jramirez@uti.edu](mailto:jramirez@uti.edu), or by calling 800-859-7249 or 623-445-0730.

Student Services Directors serve as deputy coordinators responsible for the duties mentioned above at each campus and can also assist with any student questions or comments. Their contact information is as follows:

Campus	Campus Address	Toll Free
UTI-Austin	301 W. Howard Lane Austin, TX 78753	800-940-9101 <a href="mailto:rpadilla@uti.edu">rpadilla@uti.edu</a>
UTI-Avondale	10695 W. Pierce Street, Suite 100 Avondale, AZ 85323	800-859-1202 <a href="mailto:likingsley@uti.edu">likingsley@uti.edu</a>
UTI-Bloomfield	1515 Broad Street, Bloomfield, NJ 07003	833-207-6077 <a href="mailto:skerr@uti.edu">skerr@uti.edu</a>
UTI-Dallas/ Fort Worth	5151 Regent Boulevard, Irving, TX 75063	877-873-1083 <a href="mailto:kimlaney@uti.edu">kimlaney@uti.edu</a>
UTI-Exton	750 Pennsylvania Drive, Exton, PA 19341	877-884-3986 <a href="mailto:disidori@uti.edu">disidori@uti.edu</a>
UTI-Houston	721 Lockhaven Drive Houston, TX 77073	800-325-0354 <a href="mailto:sawilson@uti.edu">sawilson@uti.edu</a>
UTI-Lisle	2611 Corporate West Drive Lisle, IL 60532	800-441-4248 <a href="mailto:kstamp@uti.edu">kstamp@uti.edu</a>
UTI-Long Beach	4175 E. Conant Street Long Beach, CA 90808	844-308-8838 <a href="mailto:cbarrington@uti.edu">cbarrington@uti.edu</a>
UTI-Miramar	2601 SW 145th Avenue Miramar, FL 33027	800-827-7305 <a href="mailto:cgreen@uti.edu">cgreen@uti.edu</a>
UTI-Rancho Cucamonga	9494 Haven Avenue Rancho Cucamonga, CA 91730	888-692-7800 <a href="mailto:jdismukes@uti.edu">jdismukes@uti.edu</a>
UTI-Sacramento	4100 Duckhorn Drive Sacramento, CA 95834	877-884-2254 <a href="mailto:mrastin@uti.edu">mrastin@uti.edu</a>
UTI-Phoenix	10695 W. Pierce Street, Suite 200 Avondale, AZ 85323	800-528-7995 <a href="mailto:тчakos@uti.edu">тчakos@uti.edu</a>
UTI Orlando	2202 Taft Vineland Road Orlando, FL 32837	800-342-9253 <a href="mailto:rholland@uti.edu">rholland@uti.edu</a>
NASCAR Tech	220 Byers Creek Road Mooresville, NC 28117	866-316-2722 <a href="mailto:cmeade@uti.edu">cmeade@uti.edu</a>
Manufacturer- Paid Training Programs	4225 E. Windrose Drive, Suite 200 Phoenix, AZ 85032	800-859-7249 <a href="mailto:jramirez@uti.edu">jramirez@uti.edu</a>
UTI-Canton	2955 S. Haggerty Road Canton, MI 48188	623-445-0813 <a href="mailto:amanginelli@uti.edu">amanginelli@uti.edu</a>

For further information on notice of non-discrimination, you may contact the appropriate federal office at <https://ocrcas.ed.gov/> [contact-ocr](#) for the address and telephone number of the office that serves your area, or by contacting the U.S. Department of Education, Office for Civil Rights, Lyndon Baines Johnson Department of Education Bldg., 400 Maryland Ave., SW, Washington, DC 20202-1100, [OCR@ed.gov](mailto:OCR@ed.gov), 800-421-3481.

#### II. Grievance Procedure

This procedure applies to student complaints of discrimination and/or harassment based on race, color, national origin, age, and other protected categories. Grievance procedures for discrimination based on sex

are included in the Title IX Policy, and grievance procedures for discrimination based on disability are outlined in the ADA/504 policy.

1. *Filing a complaint:* Any student who believes they have been discriminated against in UTI's programs or activities is encouraged to immediately contact the Director of Student Services. Complaints generally should be filed within 180 days of the date of the alleged discrimination. Complaints filed after this date may be eligible for a discretionary waiver. Requests for a waiver should be made to the Director of Student Services. If there is a conflict of interest with the Director of Student Services, the Campus President will assume all duties assigned to the Director of Student Services under this procedure.

*Optional informal resolution of complaints:* A complainant may choose to resolve a complaint informally by participating in a facilitated meeting with the respondent and the Director of Student Services within two weeks of the filing of the complaint. A complainant may end the informal process at any time and request formal resolution of the complaint.

2. *Formal resolution of complaints:* Unless a complainant elects to participate in the optional informal resolution process, complaints will be addressed through the formal resolution process.
  - a. Within 45 business days of the filing of the complaint or the conclusion of the optional informal resolution process, the Student Services Department will investigate the complaint. The investigation generally will consist of an assessment of the complaint, the gathering and review of relevant documentation, and, if necessary, interviews of the complainant, respondent, and other relevant witnesses. UTI uses the preponderance of the evidence or "more likely than not" standard of review during its investigation and resolution of complaints.
  - b. If the investigative phase will take longer than 45 days, the Director of Student Services will provide the parties with an explanation for the delay.
  - c. Within one week of the conclusion of the investigation, the Student Services Department will provide the parties with written notice of the outcome of the investigation.
3. This procedure provides for the prompt, adequate, reliable, and impartial resolution of complaints, including an equal opportunity for the parties to access, review, and present witnesses and other evidence.
4. UTI will provide to the complainant interim measures as appropriate (e.g., arranging for

changes in class schedules, work schedules, etc.) and will strive to keep the complaint and investigation confidential to the extent possible. UTI will take steps to prevent the recurrence of any discrimination or harassment and to correct discriminatory effects on the complainant and others, as necessary.

5. UTI does not tolerate retaliation against complainants, witnesses, or any person who participates in the investigatory process or otherwise exercises rights under Title VI, the Age Act, or other applicable statutes. Any retaliatory conduct should be promptly reported to the Director of Student Services.

## Sexual Harassment

All students and employees have the right to learn and work in an environment free from sexual harassment. Sexual harassment, which includes sexual violence, is a form of sex discrimination prohibited under federal law. UTI prohibits sexual harassment, including sexual violence.

## Title IX Sexual Harassment Policy Information

### I. Policy Statement

Consistent with UTI's Non-Discrimination Notice and the U.S. Department of Education's implementing regulations for Title IX of the Education Amendments of 1972 ("Title IX") (see 34 C.F.R. § 106 et seq.), UTI prohibits Sexual Harassment that occurs within its education programs or activities.

For purposes of this policy, Sexual Harassment includes Quid Pro Quo Sexual Harassment, Hostile Environment Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking.

Administrators, faculty member, staff, students, contractors, guests, and other members of the UTI community who commit Sexual Harassment are subject to the full range of UTI/ UTI discipline including verbal reprimand; written reprimand; mandatory training, coaching, or counseling; mandatory monitoring; partial or full probation; partial or full suspension; fines; permanent separation from the institution (that is, termination or dismissal); physical restriction from UTI property; cancellation of contracts; and any combination of the same.

UTI will provide persons who have experienced Sexual Harassment ongoing remedies as reasonably necessary to restore or preserve access to UTI's Education Programs or Activities.

## II. Scope

This policy applies to Sexual Harassment that occurs within UTI/ UTI's Education Programs or Activities and that is committed by an administrator, faculty member, staff, student, contractor, guest, or other member of the UTI community.

This policy does not apply to Sexual Harassment that occurs off- campus, in a private setting, and outside the scope of UTI's Education Programs or Activities; such sexual misconduct may be prohibited by the Student Code of Conduct if committed by a student, Employee Handbook, or other UTI policies and standards if committed by an employee.

## III. Definitions

(Additional definitions, including state law definitions and definitions required under the Violence Against Women Act amendments to the Clery Act, are set forth in Appendix A.)

- A. "Sexual Harassment" is conduct on the basis of sex that constitutes Quid Pro Quo Sexual Harassment, Hostile Environment Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, or Stalking.
- B. "Quid Pro Quo Sexual Harassment" is an employee of the UTI conditioning the provision of an aid, benefit, or service of UTI on an individual's participation in unwelcome sexual conduct.
- C. "Hostile Environment Sexual Harassment" is unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person access to UTI's Education Programs or Activities.
- D. "Sexual Assault" includes the sex offenses of Rape, Sodomy, Sexual Assault with an Object, Fondling, Incest, and Statutory Rape.<sup>1</sup>
  - 1. "Rape" is the carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity. There is "carnal

knowledge" if there is the slightest penetration of the vagina or penis by the sexual organ of the other person. Attempted Rape is included.

- 2. "Sodomy" is oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
- 3. "Sexual Assault with an Object" is using an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity. An "object" or "instrument" is anything used by the offender other than the offender's genitalia.
- 4. "Fondling" is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
- 5. "Incest" is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by applicable state law.
- 6. "Statutory Rape" is sexual intercourse with a person who is under the statutory age of consent as defined by applicable state law.
- E. "Domestic Violence" is felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the applicable state, or by any other person against an adult or youth victim who is

protected from that person's acts under the domestic or family violence laws of the applicable state.

- F. "Dating Violence" is violence committed by a person –
  - 1. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
  - 2. Where the existence of such a relationship will be determined based on a consideration of the following factors:
    - The length of the relationship;
    - The type of relationship; and
    - The frequency of interaction between the persons involved in the relationship .
- G. "Stalking" is engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
  - Fear for their safety or the safety of others; or
  - Suffer substantial emotional distress.
- H. "Consent" refers to affirmative, conscious, and voluntary agreement to engage in sexual activity. Neither the lack of protest or resistance nor silence constitutes consent. Consent may be withdrawn at any time. Affirmative consent must be given by all parties to sexual activity. A person who is incapacitated cannot consent (see discussion of incapacitation below). Past consent does not imply consent to engage in sexual activity with another. Coercion, force, or threat of either invalidates consent.
- I. "Coercion" refers to direct or implied threat of danger, hardship, or retribution sufficient to persuade a reasonable person to engage in sexual activity in which they otherwise would not engage or to which they otherwise would not submit. Coercion is different from seductive behavior based on the type of pressure someone uses to get another to engage in sexual activity. A person's words or conduct cannot amount to coercion unless they wrongfully impair the other's free will and ability to choose whether or not to engage in sexual activity. Coercion can include unreasonable and sustained pressure for sexual activity. When someone makes clear that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.
- J. "Incapacitated" refers to the state where a person may be unable to give consent due to the effect of drugs or alcohol consumption, medical condition or disability, or due to a

state of unconsciousness or sleep. In evaluating whether a complainant was incapacitated due to the consumption of alcohol, UTI will consider the totality of the circumstances, including factors such as the presence of slurred speech, an unsteady gait/stumbling, unfocused eyes, and impaired memory.

- K. "Inducing incapacitation" is to providing alcohol or drugs to an individual, with or without that individual's knowledge, for the purpose of causing impairment or intoxication or taking advantage of that individual's impairment or incapacitation.
- L. "Intimidation" is to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.
- M. "Retaliation" is intimidation, threats, coercion, or discrimination against any individual for the purpose of interfering with any right or privilege secured by Title IX and its implementing regulations or because an individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy.
- N. "Complainant" means an individual who is alleged to be the victim of conduct that could constitute Sexual Harassment.
- O. "Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment.
- P. "Formal Complaint" means a document filed by a Complainant or signed by the Title IX Coordinator alleging Sexual Harassment against a Respondent and requesting that UTI investigate the allegation of Sexual Harassment in accordance with this policy. At the time of filing a Formal Complaint, a Complainant must be participating in or attempting to participate in UTI/ UTI's Education Programs or Activities. A "document filed by a Complainant" means a document or electronic submission (such as an email) that contains the Complainant's physical or electronic signature or otherwise indicates that the Complainant is the person filing the Complaint.
- Q. "Supportive Measures" are non-disciplinary, non-punitive individualized services offered, as appropriate, and reasonably available, and without fee or charge, that are designed to restore or preserve equal access to UTI's Education Programs or Activities without



unreasonably burdening another party, including measures designed to protect the safety of all parties implicated by a report or UTI's education environment, or to deter Sexual Harassment.

Supportive measures may include: counseling, extensions of academic or other deadlines, course-related adjustments, modifications to work or class schedules, campus escort services, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of campus, and other similar measures. Supportive Measures may also include mutual restrictions on contact between the parties implicated by a report.

- R. "Education Programs or Activities" refers to all the operations of UTI, including, but not limited to, in-person and online educational instruction, employment, extracurricular activities, and community engagement and outreach programs. The term applies to all activity that occurs on campus or on other property owned or occupied by UTI. It also includes off-campus locations, events, or circumstances over which UTI exercises substantial control over the Respondent and the context in which the Sexual Harassment occurs, including Sexual Harassment occurring in any building owned or controlled by a student organization that is officially recognized by UTI.

#### IV. Understanding Hostile Environment Sexual Harassment

In determining whether a hostile environment exists, UTI will consider the totality of circumstances, including factors such as the actual impact the conduct has had on the Complainant; the nature and severity of the conduct at issue; the frequency and duration of the conduct; the relationship between the parties (including accounting for whether one individual has power or authority over the other); the respective ages of the parties; the context in which the conduct occurred; and the number of persons affected.

UTI will evaluate the totality of circumstances from the perspective of a reasonable person in the Complainant's position. A person's adverse subjective reaction to conduct is not sufficient, in and of itself, to establish the existence of a hostile environment.

UTI encourages members of the UTI Community to report any and all instances of Sexual Harassment, even if they are unsure whether the

conduct rises to the level of a policy violation.

Some specific examples of conduct that may constitute Sexual Harassment if unwelcome include, but are not limited to:

- Unreasonable pressure for a dating, romantic, or intimate relationship or sexual contact
- Unwelcome kissing, hugging, or massaging
- Sexual innuendos, jokes, or humor
- Displaying sexual graffiti, pictures, videos, or posters
- Using sexually explicit profanity
- Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities
- E-mail, internet, or other electronic use that violates this policy
- Leering or staring at someone in a sexual way, such as staring at a person's breasts or groin
- Sending sexually explicit emails, text messages, or social media posts
- Commenting on a person's dress in a sexual manner
- Giving unwelcome personal gifts such as lingerie that suggest the desire for a romantic relationship
- Insulting, demeaning, or degrading another person based on gender or gender stereotypes
- Spreading rumors of a sexual nature

#### V. Understanding Consent and Incapacitation

##### A. **Consent**

Lack of consent is a critical factor in determining whether Sexual Harassment has occurred. As defined above, consent is a mutual, voluntary, and informed agreement to participate in specific sexual acts with another person that is not achieved through unreasonable manipulation or coercion—or any kind of physical force or weapon—and requires having cognitive ability to agree to participate. Consent requires an outward demonstration, through mutually understandable words, conduct or action, indicating that an individual has freely chosen to engage in the specific sexual acts. A verbal "no" constitutes lack of consent, even if it sounds insincere or indecisive.

Impairment or incapacitation due to alcohol and/or drug use, permanent/ temporary psychological or physical disability, and being below the age of consent in the applicable jurisdiction are factors which detract from or make consent impossible.

Silence or an absence of resistance does not

imply consent, and consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Even in the context of an ongoing relationship, consent must be sought and freely given for each specific sexual act. Consent may be withdrawn at any time. When consent is withdrawn, sexual activity must immediately stop.

**B. Incapacitation**

Incapacitation is a state where an individual cannot make an informed and rational decision to consent to engage in sexual contact because the individual lacks conscious knowledge of the nature of the act (e.g., to understand the “who, what, where, when, why or how” of the sexual interaction) and/ or is physically or mentally helpless. An individual is also considered incapacitated, and therefore unable to give consent, when asleep, unconscious, or otherwise unaware that sexual contact is occurring.

Incapacitation can only be found when the Respondent knew or should have known that the Complainant was incapacitated when viewed from the position of a sober, reasonable person. One’s own intoxication is not an excuse for failure to recognize another person’s incapacitation.

Incapacitation may result from the use of alcohol and/or other drugs; however, consumption of alcohol or other drugs, inebriation, or intoxication alone are insufficient to establish incapacitation. Incapacitation is beyond mere drunkenness or intoxication. The impact of alcohol or drugs varies from person to person, and evaluating incapacitation requires an assessment of how consumption of alcohol and/or drugs impacts an individual’s:

- Decision-making ability
- Awareness of consequences
- Ability to make informed judgments
- Capacity to appreciate the nature of circumstances of the act.

No single factor is determinative of incapacitation. Some common signs that someone may be incapacitated include slurred speech, confusion, shaky balance, stumbling or falling down, vomiting, and unconsciousness.

**VI. Reporting Sexual Harassment**

Any person may report Sexual Harassment to the Title IX Coordinator. Reports may be made in

person, by regular mail, telephone, electronic mail, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report. In-person reports must be made during normal business hours, but reports can be made by regular mail, telephone, or electronic mail at any time, including outside normal business hours.

The name and contact information for the Title IX Coordinator is:

Jaslyn Ramirez  
Director of Program Compliance, Title IX Coordinator  
4225 East Windrose Drive, Suite 200  
Phoenix, AZ 85032  
800-859-7249  
jramirez@uti.edu

The name and contact information for the Deputy Title IX Coordinator is:

Annalise Manginelli  
National Director – Student Success - Student Services  
Deputy Title IX Coordinator  
4225 East Windrose Drive, Suite 200  
Phoenix, AZ 85032  
800-859-7249 • 623-445-0813  
amanginelli@uti.edu

In addition to reporting to the Title IX Coordinator, any person may report Sexual Harassment to any UTI employee with managerial authority over other employees, including other managers (collectively “Reporting Officials”) who must promptly forward such report of Sexual Harassment to the Title IX Coordinator. UTI employees who are not Reporting Officials are encouraged, but are not required to, forward reports of Sexual Harassment to the Title IX Coordinator.

In cases involving California campuses, reports of certain sexual misconduct made to campus security authorities will be disclosed to local law enforcement.

**VII. Special Advice for Individuals Reporting Sexual Assault, Domestic Violence, Dating Violence, or Stalking**

If you believe you are the victim of Sexual Assault, Domestic Violence, or Dating Violence, get to safety and do everything possible to preserve evidence by making certain that the crime scene is not disturbed. Preservation of evidence may be necessary for proof of the crime or in obtaining a protection order. For those who believe that they are victims of Sexual Assault, Domestic Violence, or Dating Violence, UTI recommends the following:

- Get to a safe place as soon as possible.
- Try to preserve all physical evidence of the crime—avoid bathing, using the toilet, rinsing one’s mouth or changing clothes. If it is necessary, put all clothing that was worn at the time of the incident in a paper bag, not a plastic one.
- Do not launder or discard bedding or otherwise clean the area where the assault occurred- preserve for law enforcement
- Preserve all forms of electronic communication that occurred before, during, or after the assault
- Contact law enforcement by calling 911.
- Get medical attention - all medical injuries are not immediately apparent. This will also help collect evidence that may be needed in case the individual decides to press charges. Local hospitals have evidence collection kits necessary for criminal prosecution should the victim wish to pursue charges. Take a full change of clothing, including shoes, for use after a medical examination.
- Contact a trusted person, such as a friend or family member for support.
- Talk with a professional licensed counselor or health care provider who can help explain options, give information, and provide emotional support.
- Make a report to the Title IX Coordinator.
- Explore this policy and avenues for resolution under the Title IX Grievance Process.

It is also important to take steps to preserve evidence in cases of Stalking, to the extent such evidence exists. Such evidence is more likely to be in the form of letters, emails, text messages, electronic images, etc. rather than evidence of physical contact and violence. This type of non-physical evidence will also be useful in all types of Sexual Harassment investigations.

Once a report of Sexual Assault, Domestic Violence, Dating Violence, or Stalking is made, the victim has several options such as, but not limited to:

- obtaining Supportive Measures
- contacting parents or a relative
- seeking legal advice
- seeking personal counseling (always recommended)
- pursuing legal action against the perpetrator
- filing a Formal Complaint requesting that no further action be taken

The Title IX, Deputy Title IX Coordinator, or campus Student Services Director/Advisor is

available to provide information or resources regarding how to seek an order of protection. In addition, an individual may request as an interim protective measure or accommodation that UTI honor an order of protection or no contact order entered by a State civil or criminal court.

#### VIII. Amnesty

UTI encourages the reporting of incidents of sexual harassment and recognizes that some students may be reluctant to make such reports as a result of their personal consumption of drugs or alcohol at the time of the incident. UTI generally will not discipline complainants, respondents, or witnesses for personal consumption of drugs or alcohol in violation of UTI/ UTI's policies where such conduct occurred at the time of the incident and did not endanger the health or safety of others.

Educational responses to the conduct may be implemented, as appropriate. Note that UTI's commitment to amnesty in these situations does not prevent action by police or legal authorities against an individual who has illegally consumed alcohol or drugs.

In California, Complainants and witnesses are protected from sanctions for violations of student conduct policies that occurred around the time of the reported incidents, unless UTI finds the violations egregious.

#### IX. Preliminary Assessment

After receiving a report under "Reporting Sexual Harassment," the Title IX Coordinator will conduct a preliminary assessment to determine:

- Whether the conduct, as reported, falls or could fall within the scope of this policy (see "Scope"); and
- Whether the conduct, as reported, constitutes or could constitute Sexual Harassment.

If the Title IX Coordinator determines that the conduct reported could not fall within the scope of the policy, and/or could not constitute Sexual Harassment, even if investigated, the Title Coordinator will close the matter and may notify the reporting party if doing so is consistent with the Family Educational Rights and Privacy Act ("FERPA"). The Title IX Coordinator may refer the report to other UTI offices, as appropriate.

If the Title IX Coordinator determines that the conduct reported could fall within the scope

of the policy, and/or could constitute Sexual Harassment, if investigated, the Title IX Coordinator will proceed to contact the Complainant (see "Contacting the Complainant").

As part of the preliminary assessment, the Title IX Coordinator may take investigative steps to determine the identity of the Complainant, if it is not apparent from the report .

X. Contacting the Complainant

If a report is not closed as a result of the preliminary assessment (see "Preliminary Assessment") and the Complainant's identity is known, the Title IX Coordinator will promptly contact the Complainant to discuss the availability of Supportive Measures (see "Supportive Measures"); to discuss and consider the Complainant's wishes with respect to Supportive Measures; to inform the Complainant about the availability of Supportive Measures with or without filing a Formal Complaint; and to explain the process for filing and pursuing a Formal Complaint. The Complainant will also be provided options for filing complaints with the local police and information about resources that are available on campus and in the community.

XI. Supportive Measures

If a report is not closed as a result of the preliminary assessment (see "Preliminary Assessment"), UTI will offer and make available Supportive Measures to the Complainant regardless of whether the Complainant elects to file a Formal Complaint.

Contemporaneously with the Respondent being notified of a Formal Complaint, the Title IX Coordinator will notify the Respondent of the availability of Supportive Measures for the Respondent, and UTI will offer and make available Supportive Measures to the Respondent in the same manner in which it offers and makes them available to the Complainant. UTI will also offer and make available Supportive Measures to the Respondent prior to the Respondent being notified of a Formal Complaint, if the Respondent requests such measures.

UTI will maintain the confidentiality of Supportive Measures provided to either a Complainant or Respondent, to the extent that maintaining such confidentiality does not impair UTI/ UTI's ability to provide the Supportive Measures in question.

XII. Interim Removal

At any time after receiving a report of Sexual Harassment, the Title IX Coordinator may remove

a student Respondent from one or more of UTI's Education Programs or Activities on a temporary basis if an individualized safety and risk analysis determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Harassment justifies removal. In the event the Title IX Coordinator imposes an interim removal, the Title IX Coordinator must offer to meet with the Respondent within twenty-four hours and provide the Respondent an opportunity to challenge the interim removal.

In the case of a Respondent who is a non-student employee (administrator, faculty, or staff), and in its discretion, UTI may place the Respondent on administrative leave at any time after receiving a report of Sexual Harassment, including during the pendency of the investigation and adjudication process (see "Investigation" and "Adjudication").

For all other Respondents, including independent contractors and guests, UTI retains broad discretion to prohibit such persons from entering onto its campus and other properties at any time, and for any reason, whether after receiving a report of Sexual Harassment or otherwise.

XIII. Formal Complaint

A Complainant may file a Formal Complaint with the Title IX Coordinator requesting that UTI investigate and adjudicate a report of Sexual Harassment in accordance with the provisions "Investigation" and "Adjudication." Provided, however, that at the time the Complainant submits a Formal Complaint, the Complainant must be participating in, or attempting to participate in, one or more of UTI's Education Programs or Activities.

A Complainant may file a Formal Complaint with the Title IX Coordinator in person, by regular mail, or by email using the contact information specified in "Reporting Sexual Harassment." No person may submit a Formal Complaint on the Complainant's behalf.

In any case, including a case where a Complainant elects not to file a Formal Complaint, the Title IX Coordinator may file a Formal Complaint on behalf of UTI if doing so is not clearly unreasonable. Such action will normally be taken in limited circumstances involving serious or repeated conduct or where the alleged perpetrator may pose a continuing threat to the UTI/ UTI Community. Factors the Title IX Coordinator may consider include (but are not limited to): (a) was a weapon involved in the incident; (b) were multiple assailants involved in the incident; (c) is the accused a repeat offender; and (d) does the

incident create a risk of occurring again.

If the Complainant or the Title IX Coordinator files a Formal Complaint, then UTI will commence an investigation as specified in "Reporting Sexual Harassment" and proceed to adjudicate the matter as specified in "Adjudication," below. In all cases where a Formal Complaint is filed, the Complainant will be treated as a party, irrespective of the party's level of participation.

In a case where the Title IX Coordinator files a Formal Complaint, the Title IX Coordinator will not act as a Complainant or otherwise as a party for purposes of the investigation and adjudication processes.

#### XIV. Consolidation of Formal Complaints

UTI may consolidate Formal Complaints as to allegations of Sexual Harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of Sexual Harassment arise out of the same facts or circumstances. Where the investigation and adjudication process involve more than one Complainant or more than one Respondent, references in this policy to the singular "party," "Complainant," or "Respondent" include the plural, as applicable. A Formal Complaint of Retaliation may be consolidated with a Formal Complaint of Sexual Harassment.

#### XV. Dismissal Prior to Commencement of Investigation

In a case where the Complainant files a Formal Complaint, the Title IX Coordinator will evaluate the Formal Complaint and must dismiss it if the Title IX Coordinator determines:

- The conduct alleged in the Formal Complaint would not constitute Sexual Harassment, even if proved; or
- The conduct alleged in the Formal Complaint falls outside the scope of the policy specified in "Scope" (that is, because the alleged conduct did not occur in UTI's Education Programs or Activities and/or the alleged conduct occurred outside the geographic boundaries of the United States).

In the event the Title IX Coordinator determines the Formal Complaint should be dismissed pursuant to this Section, the Title IX Coordinator will provide written notice of dismissal to the parties and advise them of their right to appeal as specified in "Appeal." The Title IX Coordinator may refer the subject matter of the Formal Complaint to other UTI offices, as appropriate. A dismissal pursuant to this Section is presumptively a

final determination for purposes of this policy, unless otherwise specified in writing by the Title IX Coordinator in the written notice of dismissal.

#### XVI. Notice of Formal Complaint

Within five (5) days of the Title IX Coordinator receiving a Formal Complaint, the Title IX Coordinator will transmit a written notice to the Complainant and Respondent that includes:

- A physical copy of this policy or a hyperlink to this policy;
- Sufficient details known at the time so that the parties may prepare for an initial interview with the investigator, to include the identities of the parties involved in the incident (if known), the conduct allegedly constituting Sexual Harassment, and the date and location of the alleged incident (if known);
- A statement that the Respondent is presumed not responsible for the alleged Sexual Harassment and that a determination of responsibility will not be made until the conclusion of the adjudication and any appeal;
- Notifying the Complainant and Respondent of their right to be accompanied by an advisor of their choice, as specified in "Advisor of Choice."
- Notifying the Complainant and Respondent of their right to inspect and review evidence as specified in "Access to Evidence."
- Notifying the Complainant and Respondent of UTI's prohibitions on retaliation and false statements specified in Sections "Bad Faith Complaints and False Information" and "Retaliation."
- Information about resources that are available on campus and in the community.

Should UTI elect, at any point, to investigate allegations that are materially beyond the scope of the initial written notice, UTI will provide a supplemental written notice describing the additional allegations to be investigated.

#### XVII. Investigation

##### A. Commencement and Timing

After the written notice of Formal Complaint is transmitted to the parties, an investigator selected by the Title IX Coordinator will undertake an investigation to gather evidence relevant to the alleged misconduct, including inculpatory and exculpatory evidence. The burden of gathering evidence sufficient to reach a determination in the adjudication lies with UTI and not with the parties. The investigation will culminate in a written investigation report, specified in

“Investigation Report,” that will be submitted to the adjudicator during the selected adjudication process. Although the length of each investigation may vary depending on the totality of the circumstances, UTI strives to complete each investigation within thirty (30) to forty-five (45) days of the transmittal of the written notice of Formal Complaint.

B. Equal Opportunity

During the investigation, the investigator will provide an equal opportunity for the parties to be interviewed, to present witnesses (including fact and expert witnesses), and to present other inculpatory and exculpatory evidence. Notwithstanding the foregoing, the investigator retains discretion to limit the number of witness interviews the investigator conducts if the investigator finds that testimony would be unreasonably cumulative, if the witnesses are offered solely as character references and do not have information relevant to the allegations at issue, or if the witnesses are offered to render testimony that is categorically inadmissible, such as testimony concerning sexual history of the Complainant, as specified in “Sexual History.” The investigator will not restrict the ability of the parties to gather and present relevant evidence on their own.

The investigation is a party’s opportunity to present testimonial and other evidence that the party believes is relevant to resolution of the allegations in the Formal Complaint. A party that is aware of and has a reasonable opportunity to present particular evidence and/or identify particular witnesses during the investigation, and elects not to, will be prohibited from introducing any such evidence during the adjudication absent a showing of mistake, inadvertence, surprise, or excusable neglect.

C. Documentation of Investigation

The investigator will take reasonable steps to ensure the investigation is documented. Interviews of the parties and witnesses may be documented by the investigator’s notes, or transcribed. The particular method utilized to record the interviews of parties and witnesses will be determined by the investigator in the investigator’s sole discretion, although whatever method is chosen shall be used consistently throughout a particular investigation.

D. Access to the Evidence

At the conclusion of the evidence-gathering phase of the investigation, but prior to the completion of the investigation report, the

Investigating Officer will transmit to each party and their advisor, in either electronic or hard copy form, all evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including evidence UTI may choose not to rely on at any hearing and inculpatory or exculpatory evidence whether obtained from a party or some other source. Thereafter, the parties will have ten (10) days in which to submit to the investigator a written response, which the investigator will consider prior to completing the investigation report.

The parties and their advisors are permitted to review the evidence solely for the purposes of this grievance process and may not duplicate or disseminate the evidence to the public.

E. Investigation Report

After the period for the parties to provide any written response as specified “Access to Evidence” has expired, the investigator will complete a written investigation report that fairly summarizes the various steps taken during the investigation, summarizes the relevant evidence collected, lists material facts on which the parties agree, and lists material facts on which the parties do not agree. When the investigation report is complete, the investigator will transmit a copy to the Title IX Coordinator. The investigator will also transmit the investigation report to each party and their advisor, in either electronic or hard copy form.

XVIII. Adjudication Process Selection

After the investigator has sent the investigation report to the parties, the Title IX Coordinator will transmit to each party a notice advising the party of the two different adjudication processes specified in “Adjudication.” The notice will explain that the hearing process specified in “Hearing Process” is the default process for adjudicating all Formal Complaints and will be utilized unless both parties voluntarily consent to administrative adjudication as specified in “Administrative Adjudication (Optional)” as a form of informal resolution. The notice will be accompanied by a written consent to administrative adjudication and will advise each party that, if both parties execute the written consent to administrative adjudication, then the administrative adjudication process will be used in lieu of the hearing process. Parties are urged to carefully review this policy (including the entirety of “Adjudication”), consult with their advisor, and consult with other persons as they deem appropriate (including an attorney) prior to

consenting to administrative adjudication.

Each party will have three (3) days from transmittal of the notice specified in this Section to return the signed written consent form to the Title IX Coordinator . If either party does not timely return the signed written consent, that party will be deemed not to have consented to administrative adjudication and the Formal Complaint will be adjudicated pursuant to the hearing process.

## XIX. Adjudication

### A. Hearing Process

The default process for adjudicating Formal Complaints is the hearing process specified in this Section ("Hearing Process"). The hearing process will be used to adjudicate all Formal Complaints unless both parties timely consent to administrative adjudication as specified in "Adjudication Process Selection."

1. **Hearing Officer:** After selection of the hearing process as the form of administrative adjudication, the Title IX Coordinator will promptly appoint a hearing officer who will oversee the hearing process and render a determination of responsibility for the allegations in the Formal Complaint, at the conclusion of the hearing process. The Title IX Coordinator will see that the hearing officer is provided a copy of the investigation report and a copy of all evidence transmitted to the parties by the investigator as specified in "Access to Evidence."
2. **Hearing Notice and Response to the Investigation Report:** After the hearing officer is appointed by the Title IX Coordinator, the hearing officer will promptly transmit written notice to the parties notifying the parties of the hearing officer's appointment; setting a deadline for the parties to submit any written response to the investigation report; setting a date for the pre-hearing conference; setting a date and time for the hearing; and providing a copy of UTI's Hearing Procedures ([www.uti.edu/campus-safety](http://www.uti.edu/campus-safety)). Neither the pre-hearing conference, nor the hearing itself, may be held any earlier than ten (10) days from the date of transmittal of the written notice specified in this Section ("Hearing Notice and Response to the Investigation Report").

A party's written response to the investigation report must include:

- To the extent the party disagrees with the investigation report, any argument or commentary regarding such disagreement;
- Any argument that evidence should be categorically excluded from consideration at the hearing based on privilege, relevancy, the prohibition on the use of sexual history specified in "Sexual History," or for any other reason;
- A list of any witnesses that the party contends should be requested to attend the hearing pursuant to an attendance notice issued by the hearing officer;
- A list of any witnesses that the party intends to bring to the hearing without an attendance notice issued by the hearing officer;
- Any objection that the party has to the UTI's Hearing Procedures;
- Any request that the parties be separated physically during the pre-hearing conference and/or hearing;
- Any other accommodations that the party seeks with respect to the pre-hearing conference and/or hearing;
- The name and contact information of the advisor who will accompany the party at the pre-hearing conference and hearing;
- If the party does not have an advisor who will accompany the party at the hearing, a request that UTI provide an advisor for purposes of conducting questioning as specified in "Hearing."

A party's written response to the investigation report may also include:

- Argument regarding whether any of the allegations in the Formal Complaint are supported by a preponderance of the evidence; and
  - Argument regarding whether any of the allegations in the Formal Complaint constitute Sexual Harassment.
3. **Pre-Hearing Conference:** Prior to the hearing, the hearing officer will conduct a pre-hearing conference with the parties and their advisors. The pre-hearing conference will be conducted live, with simultaneous and contemporaneous participation by the parties and their advisors. By default, the pre-hearing conference will be conducted with the hearing officer, the parties, the advisors, and other necessary UTI/ UTI personnel together in the same physical location. However,

upon request of either party, the parties will be separated into different rooms with technology enabling the parties to participate simultaneously and contemporaneously by video and audio.

In the hearing officer's discretion, the pre-hearing conference may be conducted virtually, by use of video and audio technology, where all participants participate simultaneously and contemporaneously by use of such technology.

During the pre-hearing conference, the hearing officer will discuss the hearing procedures with the parties; address matters raised in the parties' written responses to the investigation report, as the hearing officer deems appropriate; discuss whether any stipulations may be made to expedite the hearing; discuss the witnesses the parties have requested be served with notices of attendance and/ or witnesses the parties plan to bring to the hearing without a notice of attendance; and resolve any other matters that the hearing officer determines, in the hearing officer's discretion, should be resolved before the hearing.

4. Issuance of Notices of Attendance: After the pre-hearing conference, the hearing officer will transmit notices of attendance to any UTI employee (including administrator, faculty, or staff) or student whose attendance is requested at the hearing as a witness. The notice will advise the subject of the specified date and time of the hearing and advise the subject to contact the hearing officer immediately if there is a material and unavoidable conflict.

The subject of an attendance notice should notify any manager, faculty member, coach, or other supervisor, as necessary, if attendance at the hearing will conflict with job duties, classes, or other obligations. All such managers, faculty members, coaches, and other supervisors are required to excuse the subject of the obligation, or provide some other accommodation, so that the subject may attend the hearing as specified in the notice.

UTI will not issue a notice of attendance to any witness who is not an employee or a student.

5. Hearing: After the pre-hearing conference, the hearing officer will convene and conduct a hearing pursuant to UTI's Hearing Procedures. The hearing will be audio recorded. The audio recording will be made available to the parties for inspection and review on reasonable notice, including for use in preparing any subsequent appeal.

The hearing will be conducted live, with simultaneous and contemporaneous participation by the parties and their advisors. By default, the hearing will be conducted with the hearing officer, the parties, the advisors, witnesses, and other necessary UTI personnel together in the same physical location. However, upon request of either party, the parties will be separated into different rooms with technology enabling the parties to participate simultaneously and contemporaneously by video and audio.

In the hearing officer's discretion, the hearing may be conducted virtually, by use of video and audio technology, where all participants participate simultaneously and contemporaneously by use of such technology.

While the Hearing Procedures and rulings from the hearing officer will govern the particulars of the hearing, each hearing will include, at a minimum:

- Opportunity for each party to address the hearing officer directly and to respond to questions posed by the hearing officer;
- Opportunity for each party's advisor to ask directly, orally, and in real time, relevant questions, and follow up questions, of the other party and any witnesses, including questions that support or challenge credibility;
- Opportunity for each party to raise contemporaneous objections to testimonial or non-testimonial evidence and to have such objections ruled on by the hearing officer and a reason for the ruling provided;
- Opportunity for each party to submit evidence that the party did not present during the



investigation due to mistake, inadvertence, surprise, or excusable neglect;

- Opportunity for each party to make a brief closing argument.

Except as otherwise permitted by the hearing officer, the hearing will be closed to all persons except the parties, their advisors, the investigator, the hearing officer, the Title IX Coordinator, and other necessary UTI personnel. With the exception of the investigator and the parties, witnesses will be sequestered until such time as their testimony is complete.

During the hearing, the parties and their advisors will have access to the investigation report and evidence that was transmitted to them pursuant to "Access to Evidence."

While a party has the right to attend and participate in the hearing with an advisor, a party and/or advisor who materially and repeatedly violates the rules of the hearing in such a way as to be materially disruptive, may be barred from further participation and/or have their participation limited, as the case may be, in the discretion of the hearing officer.

Subject to the minimum requirements specified in this Section ("Hearing"), the hearing officer will have sole discretion to determine the manner and particulars of any given hearing, including with respect to the length of the hearing, the order of the hearing, and questions of admissibility. The hearing officer will independently and contemporaneously screen questions for relevance in addition to resolving any contemporaneous objections raised by the parties and will explain the rationale for any evidentiary rulings.

The hearing is not a formal judicial proceeding and strict rules of evidence do not apply. The hearing officer will have discretion to

modify the Hearing Procedures, when good cause exists to do so, and provided the minimal requirements specified in this Section ("Hearing") are met.

6. Subjection to Questioning: In the event that any party or witness refuses to attend the hearing, or attends but refuses to submit to questioning by the parties' advisors, the statements of that party or witness, as the case may be, whether given during the investigation or during the hearing, will not be considered by the hearing officer in reaching a determination of responsibility.

Notwithstanding the foregoing, the hearing officer may consider the testimony of any party or witness, whether given during the investigation or during the hearing, if the parties jointly stipulate that the testimony may be considered or in the case where neither party requested attendance of the witness at the hearing.

In applying this Section ("Subjection to Questioning"), the hearing officer will not draw an inference about the determination regarding responsibility based solely on a party or a witness's absence from the live hearing and/or refusal to submit to questioning by the parties' advisors.

7. Deliberation and Determination: After the hearing is complete, the hearing officer will objectively evaluate all relevant evidence collected during the investigation, including both inculpatory and exculpatory evidence, together with testimony and non-testimony evidence received at the hearing, and ensure that any credibility determinations made are not based on a person's status as a Complainant, Respondent, or witness. The hearing officer will take care to exclude from consideration any evidence that was ruled inadmissible at the pre-hearing conference, during the hearing, or by operation of "Subjection to Questioning." The hearing officer will resolve disputed facts using a preponderance of the evidence (that is, "more likely than not") standard and reach a determination regarding whether the facts that are supported by a preponderance of the evidence

constitute one or more violations of the policy as alleged in the Formal Complaint.

8. Discipline and Remedies: In the event the hearing officer determines that the Respondent is responsible for violating this policy, the hearing officer will, prior to issuing a written decision, consult with an appropriate UTI official with disciplinary authority over the Respondent and such official will determine any discipline to be imposed. The hearing officer will also, prior to issuing a written decision, consult with the Title IX Coordinator who will determine whether and to what extent ongoing support measures or other remedies will be provided to the Complainant.
9. Written Decision: After reaching a determination and consulting with the appropriate UTI official and Title IX Coordinator as required by "Discipline and Remedies," the hearing officer will prepare a written decision that will include:
  - Identification of the allegations potentially constituting Sexual Harassment made in the Formal Complaint;
  - A description of the procedural steps taken by UTI upon receipt of the Formal Complaint, through issuance of the written decision, including notification to the parties, interviews with the parties and witnesses, site visits, methods used to gather non-testimonial evidence, and the date, location, and people who were present at or presented testimony at the hearing.
  - Articulate findings of fact, made under a preponderance of the evidence standard, that support the determination;
  - A statement of, and rationale for, each allegation that constitutes a separate potential incident of Sexual Harassment, including a determination regarding responsibility for each separate potential incident;
  - The discipline determined by the appropriate UTI/ UTI official as referenced in "Discipline and Remedies";
  - Whether the Complainant will receive any ongoing support

measures or other remedies as determined by the Title IX Coordinator; and

- A description of UTI's process and grounds for appeal, as specified in "Appeal."

The hearing officer's written determination will be transmitted to the parties . Transmittal of the written determination to the parties concludes the hearing process, subject to any right of appeal as specified in "Appeal."

Although the length of each adjudication by hearing will vary depending on the totality of the circumstances, UTI strives to issue the hearing officer's written determination within fourteen (14) days of the conclusion of the hearing.

#### B. Administrative Adjudication

In lieu of the hearing process, the parties may consent to have a Formal Complaint resolved by administrative adjudication as a form of informal resolution. Administrative adjudication is voluntary and must be consented to in writing by both parties and approved by the Title IX Coordinator as specified in "Adjudication Process Selection." At any time prior to the issuance of the administrative officer's determination, a party has the right to withdraw from administrative adjudication and request a live hearing as specified in "Hearing Process."

If administrative adjudication is selected, the Title IX Coordinator will appoint an administrative officer. The Title IX Coordinator will see that the administrative adjudicator is provided a copy of the investigation report and a copy of all the evidence transmitted to the parties by the investigator as specified in "Access to Evidence."

The administrative officer will promptly send written notice to the parties notifying the parties of the administrative officer's appointment; setting a deadline for the parties to submit any written response to the investigation report; and setting a date and time for each party to meet with the administrative officer separately. The administrative officer's meetings with the parties will not be held any earlier than ten (10) days from the date of transmittal of the

written notice specified in this paragraph.

A party's written response to the investigation report must include:

- To the extent the party disagrees with the investigation report, any argument or commentary regarding such disagreement;
- Any argument that a particular piece or class of evidence should be categorically excluded from consideration at the hearing based on privilege, relevancy, the prohibition on the use of sexual history specified in "Sexual History," or for any other reason;
- Argument regarding whether any of the allegations in the Formal Complaint are supported by a preponderance of the evidence;
- Argument regarding whether any of the allegations in the Formal Complaint constitute Sexual Harassment.

After reviewing the parties' written responses, the administrative officer will meet separately with each party to provide the party with an opportunity make any oral argument or commentary the party wishes to make and for the administrative officer to ask questions concerning the party's written response, the investigative report, and/or the evidence collected during the investigation.

After meeting with each party, the administrative officer will objectively evaluate all relevant evidence, including both inculpatory and exculpatory evidence and ensure that any credibility determinations made are not based on a person's status as a Complainant, Respondent, or witness. The administrative officer will take care to exclude from consideration any evidence that the administrative officer determines should be ruled inadmissible based on the objections and arguments raised by the parties in their respective written responses to the investigation report.

The administrative officer will resolve disputed facts using a preponderance of the evidence (that is, "more likely than not") standard and reach a determination regarding whether the facts that are supported by a preponderance of the evidence

constitute one or more violations of the policy as alleged in the Formal Complaint.

Thereafter, the administrative officer will consult with any UTI official and the Title IX Coordinator, in the manner specified in "Deliberation and Determination" and will prepare and transmit a written decision in the manner as specified in "Written Decision" which shall serve as a resolution for purposes of informal resolution.

Transmittal of the administrative officer's written determination concludes the administrative adjudication, subject to any right of appeal as specified in "Appeal."

Although the length of each administrative adjudication will vary depending on the totality of the circumstances, UTI/ UTI strives to issue the administrative officer's written determination within twenty-one (21) days of the transmittal of the initiating written notice specified in this Section ("Administrative Adjudication").

Other language in this Section ("Administrative Adjudication") notwithstanding, informal resolution will not be permitted if the Respondent is a non-student employee accused of committing Sexual Harassment against a student.

- XX. Dismissal During Investigation or Adjudication  
UTI shall dismiss a Formal Complaint at any point during the investigation or adjudication process if the Title IX Coordinator determines that one or more of the following is true:
- The conduct alleged in the Formal Complaint would not constitute Sexual Harassment, even if proved; or
  - The conduct alleged in the Formal Complaint falls outside the scope of the policy specified in "Scope" (that is, because the alleged conduct did not occur in UTI's Education Programs or Activities and/or the alleged conduct occurred outside the geographic boundaries of the United States).

UTI may dismiss a Formal Complaint at any point during the investigation or adjudication process if the Title IX Coordinator determines that any one or more of the following is true:

- The Complainant provides the Title IX Coordinator written notice that the Complainant wishes to withdraw the Formal Complaint or any discrete allegations therein (in which case those discrete allegations may be dismissed);
- The Respondent is no longer enrolled or employed by UTI/ UTI, as the case may be; or
- Specific circumstances prevent UTI from gathering evidence sufficient to reach a determination as to the Formal Complaint, or any discrete allegations therein (in which case those discrete allegations may be dismissed).

In the event the Title IX Coordinator dismisses a Formal Complaint pursuant to this Section, the Title IX Coordinator will provide written notice of dismissal to the parties and advise them of their right to appeal as specified in "Appeal." The Title IX Coordinator may refer the subject matter of the Formal Complaint to other UTI offices, as appropriate. A dismissal pursuant to this Section is presumptively a final determination as it pertains to this policy, unless otherwise specified in writing by the Title IX Coordinator in the written notice of dismissal.

#### XXI. Appeal

Either party may appeal the determination of an adjudication, or a dismissal of a Formal Complaint, on one or more of the following grounds:

- A procedural irregularity affected the outcome;
- There is new evidence that was not reasonably available at the time the determination or dismissal was made, that could have affected the outcome
- The Title IX Coordinator, investigator, hearing officer, or administrative officer, as the case may be, had a conflict of interest or bias for or against complainants or respondents generally, or against the individual Complainant or Respondent, that affected the outcome.
- No other grounds for appeal are permitted.

A party must file an appeal within seven (7) days of the date they receive notice of dismissal or determination appealed from or, if the other party appeals, within three (3) days of the other party appealing, whichever is later. The appeal must be submitted in writing to Sonia Mason, Chief Human Resources Officer SVP, 4225 E Windrose Drive, Suite 200, Phoenix, AZ 85032, 800-859-7249, smason@uti.edu, who serves

as the appeal officer. The appeal must specifically identify the determination and/or dismissal appealed from, articulate which one or more of the three grounds for appeal are being asserted, explain in detail why the appealing party believes the appeal should be granted, and articulate what specific relief the appealing party seeks.

Promptly upon receipt of an appeal, the appeal officer will conduct an initial evaluation to confirm that the appeal is timely filed and that it invokes at least one of the permitted grounds for appeal. If the appeal officer determines that the appeal is not timely, or that it fails to invoke a permitted ground for appeal, the appeal officer will dismiss the appeal and provide written notice of the same to the parties.

If the appeal officer confirms that the appeal is timely and invokes at least one permitted ground for appeal, the appeal officer will provide written notice to the other party that an appeal has been filed and that the other party may submit a written opposition to the appeal within seven (7) days. The appeal officer shall also promptly obtain from the Title IX Coordinator any records from the investigation and adjudication necessary to resolve the grounds raised in the appeal.

Upon receipt of any opposition, or after the time period for submission of an opposition has passed without one being filed, the appeal officer will promptly decide the appeal and transmit a written decision to the parties that explains the outcome of the appeal and the rationale.

The determination of a Formal Complaint, including any discipline, becomes final when the time for appeal has passed with no party filing an appeal or, if any appeal is filed, at the point when the appeal officer has resolved all appeals, either by dismissal or by transmittal of a written decision.

No further review beyond the appeal is permitted.

Although the length of each appeal will vary depending on the totality of the circumstances, UTI strives to issue the appeal officer's written decision within (21) days of an appeal being filed.

#### XXII. Advisor of Choice

From the point a Formal Complaint is made, and until an investigation, adjudication, and appeal are

complete, the Complainant and Respondent will have the right to be accompanied by an advisor of their choice to all meetings, interviews, and hearings that are part of the investigation, adjudication, and appeal process. The advisor may be, but is not required to be, an attorney.

Except for the questioning of witnesses during the hearing specified in "Hearing," the advisor will play a passive role and is not permitted to communicate on behalf of a party, insist that communication flow through the advisor, or communicate with UTI about the matter without the party being included in the communication. In the event a party's advisor of choice engages in material violation of the parameters specified in this Section and "Hearing," UTI may preclude the advisor from further participation, in which case the party may select a new advisor of their choice.

In the event a party is not able to secure an advisor to attend the hearing specified in "Hearing," and requests UTI to provide an advisor, UTI will provide the party an advisor, without fee or charge, who will conduct questioning on behalf of the party at the hearing. UTI will have sole discretion to select the advisor it provides. The advisor UTI provides may be, but is not required to be, an attorney.

UTI is not required to provide a party with an advisor in any circumstance except where the party does not have an advisor present at the hearing specified in "Hearing," and requests that UTI provide an advisor.

#### XXIII. Treatment Records and Other Privileged Information

During the investigation and adjudication processes, the investigator and adjudicator, as the case may be, are not permitted to access, consider, disclose, permit questioning concerning, or otherwise use:

- A party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party; or
- Information or records protected from disclosure by any other legally-recognized privilege, such as the attorney client privilege;
- unless UTI has obtained the party's voluntary, written consent to do so for the purposes of the investigation and adjudication process.

Notwithstanding the foregoing, the

investigator and/or adjudicator, as the case may be, may consider any such records or information otherwise covered by this Section if the party holding the privilege affirmatively discloses the records or information to support their allegation or defense, as the case may be.

#### XXIV. Sexual History

During the investigation and adjudication processes, questioning regarding a Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent. Notwithstanding the foregoing, a Complainant who affirmatively uses information otherwise considered irrelevant by this Section for the purpose of supporting the Complainant's allegations, may be deemed to have waived the protections of this Section.

#### XXV. Informal Resolution

At any time after the parties are provided written notice of the Formal Complaint as specified in "Notice of Formal Complaint," and before the completion of any appeal specified in "Appeal," the parties may voluntarily consent, with the Title IX Coordinator's approval, to engage in mediation, facilitated resolution, or other form of dispute resolution the goal of which is to enter into a final resolution resolving the allegations raised in the Formal Complaint by agreement of the parties. Administrative Adjudication as specified in "Administrative Adjudication" is a form of informal resolution.

The specific manner of any informal resolution process will be determined by the parties and the Title IX Coordinator, in consultation together. Prior to commencing the informal resolution process agreed upon, the Title IX Coordinator will transmit a written notice to the parties that:

- Describes the parameters and requirements of the informal resolution process to be utilized;
- Identifies the individual responsible for facilitating the informal resolution (who may be the Title IX Coordinator, another UTI official, or a suitable third-party);
- Explains the effect of participating in informal resolution and/ or reaching a final resolution will have on a party's ability to resume the investigation and adjudication of the allegations at issue in the Formal Complaint; and

- Explains any other consequence resulting from participation in the informal resolution process, including a description of records that will be generated, maintained, and/or shared.

After receiving the written notice specified in this paragraph, each party must voluntarily provide written consent to the Title IX Coordinator, before the informal resolution may commence.

During the pendency of the informal resolution process, the investigation and adjudication processes that would otherwise occur are stayed and all related deadlines are suspended.

If the parties reach a resolution through the informal resolution process, and the Title IX Coordinator agrees that the resolution is not clearly unreasonable, the Title IX Coordinator will reduce the terms of the agreed resolution to writing and present the resolution to the parties for their written signature. Once both parties and the Title IX Coordinator sign the resolution, the resolution is final, and the allegations addressed by the resolution are considered resolved and will not be subject to further investigation, adjudication, remediation, or discipline by UTI, except as otherwise provided in the resolution itself, absent a showing that a party induced the resolution by fraud, misrepresentation, or other misconduct or where required to avoid a manifest injustice to either party or to UTI. Notwithstanding the foregoing if the form of informal resolution is Administrative Adjudication as specified in "Administrative Adjudication," there shall not be an agreed resolution requiring the parties' signatures; instead, the determination issued by the administrative officer shall serve as the resolution and conclude the informal resolution process, subject only to any right of appeal. With the exception of a resolution resulting from the Administrative Adjudication process specified in "Administrative Adjudication," all other forms of informal resolution pursuant to this Section are not subject to appeal.

A party may withdraw their consent to participate in informal resolution at any time before a resolution has been finalized.

Absent extension by the Title IX Coordinator, any informal resolution process must be completed within twenty-one (21) days. If an

informal resolution process does not result in a resolution within twenty-one (21) days, and absent an extension, abeyance, or other contrary ruling by the Title IX Coordinator, the informal resolution process will be deemed terminated, and the Formal Complaint will be resolved pursuant to the investigation and adjudication procedures. The Title IX Coordinator may adjust any time periods or deadlines in the investigation and/or adjudication process that were suspended due to the informal resolution.

Other language in this Section notwithstanding, informal resolution will not be permitted if the Respondent is a non-student employee accused of committing Sexual Harassment against a student.

- XXVI. **Presumption of Non-Responsibility**  
From the time a report or Formal Complaint is made, a Respondent is presumed not responsible for the alleged misconduct until a determination regarding responsibility is made final.
- XXVII. **Resources**  
Any individual affected by or accused of Sexual Harassment will have equal access to support and counseling services offered through UTI. UTI encourages any individual who has questions or concerns to seek support of UTI identified resources. The Title IX Coordinator is available to provide information about UTI's policy and procedure and to provide assistance. A list of UTI identified resources is located at the following link: [www.uti.edu/campus-safety](http://www.uti.edu/campus-safety).
- XXVIII. **Conflicts of Interest, Bias, and Procedural Complaints**  
The Title IX Coordinator, investigator, hearing officer, administrative officer, appeals officer, and informal resolution facilitator will be free of any material conflicts of interest or material bias. Any party who believes one or more of these UTI/ UTI officials has a material conflict of interest or material bias must raise the concern promptly so that UTI may evaluate the concern and find a substitute, if appropriate. The failure of a party to timely raise a concern of a conflict of interest or bias may result in a waiver of the issue for purposes of any appeal specified in "Appeal," or otherwise.
- XXIX. **Objections Generally**  
Parties are expected to raise any objections, concerns, or complaints about the investigation, adjudication, and appeals process in a prompt and timely manner so that UTI may evaluate the matter and address it, if appropriate.
- XXX. **Relationship With Criminal Process**  
This policy sets forth UTI's processes for responding to reports and Formal Complaints of Sexual Harassment. UTI/ UTI's processes are

separate, distinct, and independent of any criminal processes. While UTI may temporarily delay its processes under this policy to avoid interfering with law enforcement efforts if requested by law enforcement, UTI will otherwise apply this policy and its processes without regard to the status or outcome of any criminal process.

XXXI. Recordings

Wherever this policy specifies that an audio or video recording will be made, the recording will be made only by UTI and is considered property of UTI, subject to any right of access that a party may have under this policy, FERPA, and other applicable federal, state, or local laws. Only UTI is permitted to make audio or video recordings under this policy. The surreptitious recording of any meeting, interview, hearing, or other interaction contemplated under this policy is strictly prohibited. Any party who wishes to transcribe a hearing by use of a transcriptionist must seek pre-approval from the hearing officer.

XXXII. Vendors, Contractors and Third Parties UTI does business with various vendors, contractors, and other third-parties who are not students or employees of UTI. Notwithstanding any rights that a given vendor, contractor, or third-party Respondent may have under this policy, UTI retains its right to limit any vendor, contractor, or third-party's access to campus for any reason. And UTI retains all rights it enjoys by contract or law to terminate its relationship with any vendor, contractor, or third-party irrespective of any process or outcome under this policy.

XXXIII. Bad Faith Complaints and False Information It is a violation of this policy for any person to submit a report or Formal Complaint that the person knows, at the time the report or Formal Complaint is submitted, to be false or frivolous. It is also a violation of this policy for any person to knowingly make a materially false statement during the course of an investigation, adjudication, or appeal under this policy. Violations of this Section are not subject to the investigation and adjudication processes in this policy; instead, they will be addressed under the Code of Student Conduct in the case of students and other UTI policies and standards, as applicable, for other persons.

XXXIV. Retaliation

It is a violation of this policy to engage in Retaliation. Reports and Formal Complaints of retaliation may be made in the manner specified in "Reporting Sexual Harassment," and "Formal Complaint." Any report or Formal Complaint of Retaliation will be processed under this policy in the same manner as a report or Formal Complaint of Sexual Harassment, as the case may be.

UTI retains discretion to consolidate a Formal

Complaint of Retaliation with a Formal Complaint of Sexual Harassment for investigation and/or adjudication purposes if the two Formal Complaints share a common nexus.

XXXV. Confidentiality

UTI will keep confidential the identity of any individual who has made a report or Formal Complaint of Sexual Harassment or Retaliation including any Complainant, the identity of any individual who has been reported to be a perpetrator of Sexual Harassment or Retaliation including any Respondent, and the identity of any witness. UTI will also maintain the confidentiality of its various records generated in response to reports and Formal Complaints, including, but not limited to, information concerning Supportive Measures, notices, investigation materials, adjudication records, and appeal records. Notwithstanding the foregoing, UTI/ UTI may reveal the identity of any person or the contents of any record if permitted by FERPA, if necessary to carry out UTI/ UTI's obligations under Title IX and its implementing regulations including the conduct of any investigation, adjudication, or appeal under this policy or any subsequent judicial proceeding, or as otherwise required by law. Further, notwithstanding UTI's general obligation to maintain confidentiality as specified herein, the parties to a report or Formal Complaint will be given access to investigation and adjudication materials in the circumstances specified in this policy.

While UTI will maintain confidentiality specified in this Section, UTI will not limit the ability of the parties to discuss the allegations at issue in a particular case. Parties are advised, however, that the manner in which they communicate about, or discuss a particular case, may constitute Sexual Harassment or Retaliation in certain circumstances and be subject to discipline pursuant to the processes specified in this policy.

Note that certain types of Sexual Harassment are considered crimes for which UTI must disclose crime statistics in its Annual Security Report that is provided to the campus community and available to the public. These disclosures will be made without including personally identifying information.

XXXVI. Other Violations of This Policy

Alleged violations of this policy, other than violations of the prohibitions on Sexual Harassment and Retaliation, will be subject to review under the Student Code of Conduct for students Employee Handbook or other UTI policies and standards for employees .

XXXVII. Signatures and Form Of Consent

For purposes of this policy, either a physical

signature or digital signature will be sufficient to satisfy any obligation that a document be signed. Where this policy provides that written consent must be provided, consent in either physical or electronic form, containing a physical or digital signature, as the case may be, will suffice.

XXXVIII. Deadlines, Time, Notices, and Method of Transmittal

Where this policy specifies a period of days by which some act must be performed, the following method of calculation applies:

- Exclude the day of the event that triggers the period;
- Count every day, including intermediate Saturdays, Sundays, and legal holidays recognized by the federal government;
- Include the last day of the period until 5:00 p.m. central time, but if the last day is a Saturday, Sunday, or legal holiday recognized by the federal government, the period continues to run until 5:00 p.m. central time on the next day that is not a Saturday, Sunday, or legal holiday recognized by the federal government.

All deadlines and other time periods specified in this policy are subject to modification by UTI where, in UTI's sole discretion, good cause exists. Good cause may include, but is not limited to, the unavailability of parties or witnesses; the complexities of a given case; extended holidays or closures; sickness of the investigator, adjudicator, or the parties; the need to consult with UTI's legal counsel; unforeseen weather events; and the like.

Any party who wishes to seek an extension of any deadline or other time period may do so by filing a request with the investigator, hearing officer, administrative officer, appeal officer, or Title IX Coordinator, as the case may be, depending on the phase of the process. Such request must state the extension sought and explain what good cause exists for the requested extension. The UTI officer resolving the request for extension may, but is not required to, give the other party an opportunity to object. Whether to grant such a requested extension will be in the sole discretion of UTI.

The parties will be provided written notice of the modification of any deadline or time period specified in this policy, along with the reasons for the modification.

Where this policy refers to notice being given to parties "simultaneously," notice will be

deemed simultaneous if it is provided in relative proximity on the same day. It is not necessary that notice be provided at exactly the same hour and minute.

Unless otherwise specified in this policy, the default method of transmission for all notices, reports, responses, and other forms of communication specified in this policy will be email using UTI/ UTI email addresses.

A party is deemed to have received notice upon transmittal of an email to their UTI email address. In the event notice is provided by mail, a party will be deemed to have received notice three (3) days after the notice in question is postmarked.

Any notice inviting or requiring a party or witness to attend a meeting, interview, or hearing will be provided with sufficient time for the party to prepare for the meeting, interview, or hearing as the case may be, and will include relevant details such as the date, time, location, purpose, and participants. Unless a specific number of days is specified elsewhere in this policy, the sufficient time to be provided will be determined in the sole discretion of UTI/ UTI, considering all the facts and circumstances, including, but not limited to, the nature of the meeting, interview, or hearing; the nature and complexity of the allegations at issue; the schedules of relevant UTI officials; approaching holidays or closures; and the number and length of extensions already granted.

XXXIX. Other Forms of Discrimination

This policy applies only to Sexual Harassment as defined in this Policy. Complaints of other forms of sex discrimination are governed by UTI's Non-Discrimination Policy.

XL. Education

UTI is committed to having in place sexual harassment, including sexual assault, dating violence, domestic violence, and stalking, prevention and awareness programs for students and employees. UTI implements prevention and awareness programming during new student and new employee orientation. Informational prevention and awareness materials also are available on an on-going basis.

XLI. Outside Appointments, Dual Appointments, and Delegations

UTI retains discretion to retain and appoint suitably qualified persons who are not UTI employees to fulfill any function of UTI under this policy, including, but not limited to, the investigator, hearing officer, administrative officer,



informal resolution officer, and/or appeals officer.

UTI also retains discretion to appoint two or more persons to jointly fulfill the role of investigator, hearing officer, administrative officer, informal resolution officer, and/or appeals officer.

The functions assigned to a given UTI official under this policy, including but not limited to the functions assigned to the Title IX Coordinator, investigator, hearing officer, administrative officer, informal resolution officer, and appeals officer, may, in the UTI's discretion, be delegated by such UTI official to any suitably qualified individual and such delegation may be recalled by UTI at any time.

**XLII. Training**

UTI will ensure that UTI officials acting under this policy, including but not limited to the Title IX Coordinator, investigators, hearing officers, administrative officers, informal resolution facilitators, UTI provided advisors, and appeals officers receive training in compliance with 34 C.F.R. § 106.45(b) (1)(iii) and any other applicable federal or state law.

**XLIII. Recordkeeping**

UTI will retain those records specified in 34 C.F.R. § 106.45(b)(10) for a period of seven years after which point in time they may be destroyed, or continue to be retained, in UTI's sole discretion. The records specified in 34 C.F.R. § 106.45(b) (10) will be made available for inspection, and/or published, to the extent required by 34 C.F.R. § 106.45(b)(10) and consistent with any other applicable federal or state law, including FERPA.

**XLIV. Definitions**

Words used in this policy will have those meanings defined herein and if not defined herein will be construed according to their plain and ordinary meaning.

**XLV. Discretion In Application**

UTI retains discretion to interpret and apply this policy in a manner that is not clearly unreasonable, even if UTI's interpretation or application differs from the interpretation of the parties.

Despite UTI's reasonable efforts to anticipate all eventualities in drafting this policy, it is possible unanticipated or extraordinary circumstances may not be specifically or reasonably addressed by the express policy language, in which case UTI retains discretion to respond to the unanticipated or extraordinary circumstance in a way that is not clearly unreasonable.

The provisions of this policy and the Hearing Procedures referenced in "Hearing" ([www.uti.edu/campus-safety](http://www.uti.edu/campus-safety)) are not contractual in nature,

whether in their own right, or as part of any other express or implied contract. Accordingly, UTI retains discretion to revise this policy and the Hearing Procedures at any time, and for any reason. UTI may apply policy revisions to an active case provided that doing so is not clearly unreasonable.

## Sexual Misconduct Policy

**The sexual misconduct policy may apply to scenarios beyond the scope of Title IX.**

### I. Notice of Non-Discrimination

Universal Technical Institute (UTI) is dedicated to maintaining safe learning and working environments for students, employees, and third parties. UTI does not tolerate sexual misconduct, which includes sex discrimination and sexual harassment, or retaliation in its programs and activities. UTI's policies specifically prohibit dating violence, domestic violence, sexual assault, and stalking, consistent with the Violence Against Women Act (VAWA) amendments to the Clery Act.

UTI has designated the Director of Program Compliance to coordinate its compliance with Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex. Questions or comments about sexual misconduct, which includes sex discrimination and sexual harassment, can be directed to: Director of Program Compliance, Title IX Coordinator, 4225 East Windrose Drive, Suite 200, Phoenix, AZ 85032, 800-859-7249, or [jramirez@UTI.edu](mailto:jramirez@UTI.edu) or National Director - Student Success - Student Services/Deputy Title IX Coordinator, 4225 East Windrose Drive, Suite 200, Phoenix, AZ 85032, 800-859-7249, 623-445-0813, or [amanginelli@UTI.edu](mailto:amanginelli@UTI.edu).

Inquiries concerning Title IX also may be made to the Office for Civil Rights at: U.S. Department of Education, Office for Civil Rights, Lyndon Baines Johnson Department of Education Bldg., 400 Maryland Ave., SW, Washington, DC 20202-1100, Telephone: 800-421-3481, FAX: 202-453-6012, TDD: 877-521-2172, Email: [OCR@ed.gov](mailto:OCR@ed.gov)

### II. Anti-Discrimination and Anti-Harassment Statement

UTI does not tolerate sexual misconduct, which includes sex discrimination and sexual harassment, or retaliation in its programs and activities. UTI takes prompt, effective action to address sexual misconduct, including sexual harassment and sex discrimination, of which it has notice. This includes taking appropriate steps to determine what occurred, end a hostile environment if one was created, prevent the recurrence

of a hostile environment, and provide any necessary remedies. UTI utilizes fair, impartial processes to address allegations of sexual misconduct. If UTI finds that a violation of this policy has occurred, it imposes discipline, provides remedies to affected parties, and implements other corrective actions, as appropriate. UTI strongly prohibits retaliation against individuals who make a complaint of sex discrimination, sexual harassment, or sexual misconduct, participate in Title IX investigations, or otherwise assert rights protected by Title IX. UTI also does not tolerate other forms of "covered conduct," as described below.

### III. Scope and Jurisdiction

This policy applies to students, employees, and third parties, regardless of sex, gender, gender identity, or sexual orientation. It covers sex discrimination and allegations of sexual misconduct (including dating violence, domestic violence, sexual assault, and stalking) as defined in this Sexual Misconduct Policy that are not governed by the Title IX Sexual Harassment Policy and that occurs on campus or in, or has a continuing effect on, UTI's programs or activities.

### IV. Covered Conduct - Definitions and Examples

**(Additional definitions, including state law definitions and definitions required under the Violence Against Women Act amendments to the Clery Act, are set forth in Appendix A of the policy available at <https://www.uti.edu/campus-safety>.)**

**Complainant:** The individual who experienced the alleged sex discrimination, sexual harassment, or sexual misconduct. In certain instances, such as where there is a danger to the UTI community and the individual who experienced the alleged conduct is unable or unwilling to file a complaint, UTI reserves the right to proceed with the complaint based on the relevant details of the situation even if the reporting party does not want to continue.

**Consent:** Affirmative, conscious, and voluntary agreement to engage in sexual activity. Neither the lack of protest or resistance nor silence constitutes consent. Consent may be withdrawn at any time. Affirmative consent must be given by all parties to sexual activity. A person who is incapacitated cannot consent (see discussion of incapacitation below). Past consent does not imply future consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Coercion, force, or threat of either invalidates consent.

*For cases involving California campuses, the following will not excuse a failure to obtain consent: a respondent's*

*own intoxication or recklessness and a respondent's failure to take reasonable steps to ascertain whether the complainant affirmatively consented.*

**Coercion:** Coercion is direct or implied threat of danger, hardship, or retribution sufficient to persuade a reasonable person to engage in sexual activity in which they otherwise would not engage or to which they otherwise would not submit. Coercion is different from seductive behavior based on the type of pressure someone uses to get another to engage in sexual activity. A person's words or conduct cannot amount to coercion unless they wrongfully impair the other's free will and ability to choose whether or not to engage in sexual activity. Coercion can include unreasonable and sustained pressure for sexual activity. When someone makes clear that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. (i) The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

**Domestic Violence:** (i) A felony or misdemeanor crime of violence committed— (A) By a current or former spouse or intimate partner of the complainant; (B) By a person with whom the complainant shares a child in common; (C) By a person who is cohabitating with, or has cohabitated with, the complainant as a spouse or intimate partner; (D) By a person similarly situated to a spouse of the complainant under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or (E) By any other person against an adult or youth complainant who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Incapacitation:** A person may be unable to give consent due to incapacitation as a result of drug or alcohol use, use of medication, or disability status (for example, a person may be unable to communicate due to a mental or physical condition). A person who is passed out, asleep, or unconscious is incapacitated and cannot consent to sexual activity. In evaluating whether a complainant was incapacitated due to the consumption of alcohol, UTI will consider the totality of the circumstances, including factors such as the presence of slurred speech, an unsteady gait/stumbling, unfocused eyes, and impaired memory.

**Inducing Incapacitation:** To provide alcohol or drugs to an individual, with or without that individual's

knowledge, for the purpose of causing impairment or intoxication or taking advantage of that individual's impairment or incapacitation.

**Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.

**Respondent:** The individual accused of the alleged sex discrimination, sexual harassment, or sexual misconduct.

**Retaliation:** Adverse conduct of which the institution is aware, where there is evidence of a causal connection between the conduct and a protected activity such as filing a Title IX complaint, participating in a Title IX investigation, or otherwise asserting rights under Title IX. Retaliation includes, but is not limited to, ostracizing the person, pressuring the person to drop or not support the complaint or to provide false or misleading information, engaging in conduct that may reasonably be perceived to affect adversely that person's educational, living or work environment, threatening, intimidating, coercing the person, or otherwise discriminating against any person for exercising their rights or responsibilities under this policy.

**Sexual Assault:** Non-consensual physical contact of a sexual nature. This includes penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without consent. Examples: sexual intercourse with a person who is asleep or unconscious; digital penetration of a person without consent.

**Non-consensual sexual contact:** Any intentional sexual touching, however slight, with any object, by an individual that is without consent or by force.

Sexual Contact includes intentional contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth, or other orifice.

**Non-consensual sexual intercourse:** Any intentional sexual touching, however slight, with any object, by an individual that is without consent or by force.

Intercourse includes vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

**Sex Discrimination:** Sex discrimination occurs when persons are excluded from participation in, or denied the benefits of, any UTI program or activity because of their sex. Sex discrimination can include adverse treatment based on one's sex, as well as conduct that meets the definitions of sexual harassment, sexual assault, and sexual violence, as set forth below. Sex discrimination also includes discrimination on the basis of pregnancy and failure to conform to stereotypical notions of femininity and masculinity (i.e., gender stereotyping).

**Sexual Exploitation:** When a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples include invasion of sexual privacy, non-consensual video or audio-taping of sexual activity, voyeurism, going beyond the boundaries of consent, etc.

**Sexual Harassment:** Unwelcome conduct of a sexual nature that unreasonably interferes with an individual's work or educational performance; limits a student's ability to participate in or benefit from the Institute's programs, activities, or opportunities; or creates an intimidating, hostile or offensive work or educational environment. A single or isolated incident of sexual harassment may create a hostile environment if the conduct is sufficiently severe.

In determining whether a hostile environment exists, UTI will consider the totality of circumstances, including factors such as the actual impact the conduct has had on the victim's participation in UTI's programs and activities, the nature and severity of the conduct at issue, the frequency and duration of the conduct, the relationship between the parties (including accounting for any power differential), the respective ages of the parties, the context in which the conduct occurred, and the number of persons affected.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, unnecessary touching, graphic verbal or visual commentaries about an individual's body, sexually suggestive objects or pictures, sexually explicit jokes, and other verbal, visual or physical conduct of a sexual nature when it is pervasive, persistent, or severe enough to deny access to UTI's programs and activities.

**Sexual Misconduct:** This is an umbrella term that covers the types of conduct covered by this policy, including sex discrimination, sexual harassment, sexual assault, sexual violence, dating and domestic violence, and stalking.

**Sexual Violence:** Sexual violence is a particularly severe form of sexual harassment. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual may also be unable to give consent due to an intellectual or other disability. Sexual violence includes acts such as rape, sexual assault (forcible and non-forcible), sexual battery and sexual coercion.

**Stalking:** (i) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to— (A) Fear for the person's safety or the safety of others; or (B) Suffer substantial emotional distress. (ii) For the purposes of this definition— (A) Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. (B) reasonable person means a reasonable person under similar circumstances and with similar identities to the victim. (C) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

## V. Making a Report

Individuals with knowledge of sexual misconduct in UTI's programs or activities are encouraged to immediately make a report to the Title IX or Deputy Title IX Coordinator. Individuals identified in the "Responsible Employees" section below must report incidents of possible sexual misconduct to the Title IX or Deputy Title IX Coordinator within 24 hours of becoming aware of such conduct.

**Where to file:** Reports can be made in person, or by sending a written complaint to the Title IX and/or Deputy Title IX Coordinator via email or regular mail using the contact information set forth above. A complaint form is available at <https://www.uti.edu/campus-safety>. If the actions of the Title IX Coordinator are at issue or there is otherwise a conflict of interest, reports should be sent to the Director – Regional People Services, 4225 East Windrose Drive, Phoenix, AZ 85032, 800-859-7249, [lpalone@UTI.edu](mailto:lpalone@UTI.edu). The Title IX Coordinator and Deputy Title IX Coordinator are campus security authorities and will report applicable data about covered conduct (e.g., date, time, location) for inclusion in UTI's Annual Security Report, which is provided to the campus community and made available to the public, as required by the Clery Act. These disclosures are made without including personally identifying information, including the name of the complainant. *In cases involving California campuses, reports of certain sexual misconduct made to campus security authorities will be disclosed to local law enforcement.*

**When to file:** UTI encourages persons to make complaints of sexual misconduct as soon as possible because late reporting may limit UTI's ability to investigate and respond to the reported.

**Contacting local law enforcement:** For immediate assistance following an incident, an alleged victim can dial 911 to make a report to local law enforcement, though such a report is not required. The Title IX Coordinator, Deputy Title IX Coordinator, or designee can assist in making such a report. A complainant may pursue simultaneous complaints with UTI and local law enforcement.

**Confidentiality:** UTI respects the privacy of students, employees, and third parties and shares reports of sexual misconduct on a limited, "need-to-know" basis, consistent with applicable state and federal laws. If a complainant requests that UTI handle a complaint on a confidential basis, UTI will honor that request where possible. UTI's Title IX Coordinator, Deputy Title IX Coordinator, or designee, reviews requests for confidentiality and determines whether such requests can be honored in light of factors such as the safety of the campus and the number of complaints against a respondent. UTI reserves the right to initiate an investigation despite a complainant's request for confidentiality in limited circumstances involving serious or repeated conduct, where the alleged perpetrator may pose a continuing threat to the UTI community, or in other circumstances where UTI deems appropriate. UTI will promptly notify the complainant of its determination regarding a request for confidentiality.

Individuals who wish to speak with someone in confidence about an experience of sexual misconduct may contact an off-campus resource. A resource list is provided at <https://www.uti.edu/campus-safety>. UTI does not employ practicing licensed counselors or pastoral counselors, and therefore, does not have any confidential reporting resources on campus.

Written notification of resources for reports involving dating violence, domestic violence, sexual assault, and stalking: In cases of dating violence, domestic violence, sexual assault, and stalking, UTI will provide written notification to the complainant and respondent, which includes an explanation of their rights, outside resources, information on preserving evidence, as well as how to request interim measures, including requests to change academic situations or request for "no contact" directives. In addition, the notification contains information about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for complainants, both within UTI and in the community whether the offense occurred on or off campus. Information is provided regardless of whether the incident occurred on or off campus.

**Amnesty:** UTI encourages the reporting of incidents of sexual misconduct and recognizes that some students may be reluctant to make such reports as a result of their personal consumption of drugs or alcohol at the time of the incident. UTI generally will not discipline complainants, respondents, or witnesses for personal consumption of drugs or alcohol in violation of UTI's policies where such conduct occurred at the time of the incident and did not endanger the health or safety of others. Educational responses to the conduct may be implemented, as appropriate. Note that UTI's commitment to amnesty in these situations does not prevent action by police or legal authorities against an individual who has illegally consumed alcohol or drugs.

*In California, complainants and witnesses are protected from sanctions for violations of student conduct policies that occurred around the time of the reported incidents, unless UTI finds the violations egregious.*

**Interim measures:** Interim measures may be available to parties involved in an investigation of sexual misconduct. Interim measures may include no contact orders, changes to academic situations for students, leave for employees, housing transfer for students who are participating in Collegiate Housing Services shared housing, if available, changes in working situations, transportation, or other actions. Such measures, if reasonably available, may be provided regardless of whether the complainant chooses to report the incident to local law enforcement.

Interim measures will be administered in an individualized and appropriate manner based on available information, with an intent to preserve the fundamental fairness of the process.

Requests for interim measures should be made to the Title IX Coordinator, Deputy Title IX Coordinator, or designee, using the contact information provided above. The Title IX Coordinator, Deputy Title IX Coordinator, or designee, may also, at any point during an investigation, determine that interim measures will be implemented without a request for such being made. UTI will maintain as confidential any interim measures provided, to the extent that maintaining such confidentiality would not impair UTI's ability to implement the measure.

**Orders of protection:** If a party has obtained an ex parte order of protection, full order of protection, or any other restraining order or no contact order against another from a criminal, civil or tribal court, the order should be provided to the Title IX Coordinator, Deputy Title IX Coordinator, or designee. UTI will take all reasonable and legal action to implement such an order. If an order is violated, local law enforcement can also be contacted for assistance.

**Preservation of evidence:** The preservation of evidence is crucial in sexual misconduct cases. Regardless of whether the individual chooses to report the incident, UTI encourages individuals

of any form of violence to seek medical attention as soon as possible, even if they feel no injury was sustained. Medical assistance providers can treat injuries, test for and treat sexually transmitted diseases, test for pregnancy, and provide emergency contraception (if requested). If a complainant chooses to obtain a forensic examination following a sexual assault, the complainant may wish to avoid the following activities prior to the examination to preserve evidence: showering, drinking, eating, douching, brushing teeth or hair, or changing clothes. In addition, hospitals can also test for the presence of alcohol or drugs and perform a rape evidence collection procedure or coordinate these services with another provider if needed. It is also important to take steps to preserve other types of evidence such as pictures, emails, text messages, social media posts, etc., rather than evidence of physical contact and violence.

## VI. Responsible Employees

Responsible employees must report to the Title IX Coordinator and/or Deputy Title IX Coordinator all information about the incident of possible sexual misconduct of which they are aware. This may include the names of the parties, the date, time, and location of the incident, and available facts about what occurred. Responsible employees should not undertake any investigation of the incident unless specifically directed to do by the Title IX or Deputy Title IX Coordinator or designee.

Responsible employees include employees who have the authority to take action to redress sexual misconduct; who have been given the duty of reporting incidents of sexual misconduct or other student misconduct; or whom a student could reasonably believe has this duty. UTI has designated the following personnel as responsible employees: Student Services Directors, Student Services Supervisors, Senior Student Affairs Advisors, Student Affairs Advisors, Education Directors, Education Managers, and People Services staff.

UTI employees who have not been designated as responsible employees are strongly encouraged to report to the Title IX Coordinator incidents of sexual misconduct of which they are aware.

## VII. Informal Resolution

Parties may agree to participate in the informal resolution of a complaint that does not involve a full investigation and adjudication. Informal resolution, such as mediation, may only be attempted if voluntarily

agreed to by both parties after receiving a full disclosure of the allegations and their options for formal resolution, and with the Title IX Coordinator, Deputy Title IX Coordinator, or designee determining that the particular complaint is appropriate for an informal process. UTI will not require that a complainant informally resolve a complaint directly with the respondent.

If informal resolution is pursued, either party may terminate the process and elevate the complaint to or continue with the formal process. In addition, the Title IX Coordinator, Deputy Title IX Coordinator, or designee has the discretion to discontinue an informal process at any time if, for example, one or both parties are not adequately and timely participating.

If an informal resolution is reached, it will be documented in writing and signed by both parties. An informal resolution cannot be appealed.

## VIII. Procedure Once a Report is Received

**Standard of review:** UTI uses the preponderance of the evidence or “more likely than not” standard of review during the investigation and resolution of complaints of sexual misconduct. Response by the Title IX/Deputy Title IX Coordinator:

**Evaluation:** The Title IX Coordinator, Deputy Title IX Coordinator or designee will review all reports of sexual misconduct within 7 calendar days of receipt and will determine the appropriate response. If there are jurisdictional considerations that preclude Title IX consideration, the complainant will be notified of such limitations. If the complaint is dismissed at this stage, the complainant will receive written notice of the outcome and has the opportunity to appeal the determination using the appeal procedure below.

**Investigation:** Within 10 calendar days of receiving the report, the Title IX Coordinator, Deputy Title IX Coordinator, or designee will commence an investigation of the allegation(s), if appropriate.

If an investigation is commenced, a prompt written notice will be provided to the respondent of the allegations constituting a potential violation of this policy, including the identities of the parties involved, the specific section of the policy allegedly violated, the precise conduct constituting the potential violation, and the date and location of the alleged incident.

The investigation may include contacting the complainant, respondent, and relevant witnesses to obtain additional information about the allegation(s), and the parties will receive written notice in advance of such a meeting so that they have sufficient time to prepare for meaningful participation. UTI has developed trauma-informed protocols for

interviewing complainants that include follow-up and support, as appropriate. Similarly, UTI ensures that respondents receive a fundamentally fair process that is sensitive to the possibility that a respondent may be facing simultaneous criminal charges.

The complainant and respondent will have an equal opportunity to provide witnesses and evidence throughout the process; the Title IX Coordinator and/or Deputy Title IX Coordinator will assist the parties in locating and identifying witnesses, as appropriate. Both parties will have meaningful access to evidence and opportunity to respond. All parties and witnesses involved in the investigation are expected to cooperate and provide complete and truthful information.

The Title IX and/or Deputy Title IX Coordinator generally will conclude the investigation within 30 calendar days. This timeframe may be extended in extenuating circumstances (e.g., school breaks). The Title IX and/or Deputy Title IX Coordinator will notify the parties of any delays and the reasons for the delays.

**Investigatory report:** At the conclusion of the investigation, the Title IX Coordinator, Deputy Title IX Coordinator or designee will prepare a preliminary investigatory report that summarizes the evidence, makes factual findings and determines whether sexual misconduct has occurred. Both parties will be provided with an opportunity to review the preliminary report and allowed to respond to it, in writing, within 3 calendar days. Upon consideration of the parties’ written comments to the preliminary report, if any, the Title IX Coordinator, Deputy Title IX Coordinator, or designee may find the respondent responsible or not responsible for the alleged violation, or may find that there is insufficient evidence to make such a finding. If the Title IX Coordinator, Deputy Title IX Coordinator, or designee finds the respondent responsible, the Title IX Coordinator, Deputy Title IX Coordinator or, designee will impose an appropriate sanction and determine whether any remedies should be provided to the complainant and/or campus community.

**Notice of the outcome:** Within 15 calendar days of the conclusion of the investigation, the complainant and respondent will receive concurrent/simultaneous written notice of the outcome, including any sanction imposed, consistent with applicable state and federal privacy laws, as well as notification of the applicable appeal procedures.

**Advisor of choice:** In cases of sexual misconduct, the complainant and respondent may choose to have an advisor of their choice present during meetings or disciplinary proceedings. If a party selects an advisor who is an attorney, the party must notify the Title IX Coordinator or Deputy Title IX Coordinator at least 24 hours prior to the first meeting or disciplinary proceeding in which the advisor will be in attendance.

During a meeting or proceeding, the advisor does not serve as an advocate on behalf of the complainant or respondent, may not be actively involved, and must agree to maintain the confidentiality of the process. The complainant and respondent have the same opportunity to have an advisor present during meetings and other aspects of the disciplinary proceeding. Advisors are present to support their advisees and must refrain from interrupting or disrupting interviews or other meetings with campus officials or their designees. Advisors may not speak during interviews or meetings unless invited to do so by a campus official or designee. One warning will be given if an advisor attempts to actively participate without being invited to do so or otherwise becomes disruptive. If the behavior continues, the advisor will be asked to leave the meeting or interview. Meetings or interviews generally will not be re-scheduled because an advisor is unavailable to attend.

**Timeframes:** The investigation and resolution of the complaint will be done in a timely manner. The Title IX Coordinator, Deputy Title IX Coordinator, or designee will provide regular status updates to the parties. All timeframes identified in this policy may be extended for good cause or if UTI determines in its discretion that a deadline should be extended, in which case UTI will notify the parties in writing of the extension and the rationale for it.

**Training:** The Title IX Coordinator and others with responsibilities under this policy receive training, including trauma-informed training, on at least an annual basis.

**Recordkeeping:** UTI maintains records related to complaints of sexual misconduct consistent with its record retention policy and federal and state laws.

## IX. Sanctions and Remedies

Sanctions for students may include sexual assault or other related training, no contact directives, bans from specific areas of campus, professionalism infractions, removal from a course, requirement to change sessions, suspension, or termination from school. For employees, sanctions may include a final warning with sexual assault training or termination. As to third parties, UTI will implement available sanctions, such as bans from campus, as appropriate. UTI will also abide by and support any sanctions imposed by law enforcement. UTI will also provide remedies or other corrective actions to the complainant and campus community, as appropriate, such as educational programming, policy review and revision, and counseling.

## X. Appeal Procedure

The complainant and respondent have an equal right to appeal outcome decisions made by the Title IX Coordinator, Deputy Title IX Coordinator, or designee. Appeals may be made on the following bases: (1) a party obtains new relevant evidence that was unavailable at the time of the investigation and could change the outcome of the investigation; (2) there is evidence of procedural error significant enough to call the outcome of the investigation into question; or (3) the sanction was substantially disproportionate to the findings. Appeals must be made to Sonia Mason, Chief Human Resources Officer SVP, 4225 East Windrose Drive, Suite 200, Phoenix, AZ 85032, 800-859-7249, or [smason@uti.edu](mailto:smason@uti.edu). Appeals must be filed within 7 calendar days of the date that written notice of the outcome was provided. The EVP Campus Operations and Services will decide the appeal promptly but generally within 30 calendar days and provide the respondent and complainant with concurrent/ simultaneous written notice of the final determination within 7 calendar days of making the final determination, including any changes to the previous determination and/or the sanctions imposed. The appeal decision is final and not subject to further appeal.

## XI. Resources

In addition to the resources provided above, additional on- and off-campus resources are listed on UTI's webpage at <https://www.uti.edu/campus-safety>. Written information about resources and services also may be obtained by contacting the Title IX Coordinator, Deputy Title IX Coordinator, or in the Student Services Department.

## XII. Prevention and Awareness Programs

UTI is committed to having in place sexual misconduct, including dating violence, domestic violence and stalking, prevention and awareness programs for students and employees. UTI implements prevention and awareness programming during new student and new employee orientation. Informational prevention and awareness materials also are available on an on-going basis.

## XIII. Non-Fraternization

UTI has a Non-Fraternization Policy set forth in its Course Catalog and Employee Handbook. UTI employees may not engage in conduct of a sexual nature with any students or with employees where there is supervisory or evaluative relationship, regardless of whether such conduct is consensual. Conduct in violation of the Non-Fraternization Policy also may be addressed under the Title IX Policy if the

conduct meets one of the definitions above (e.g., sexual harassment, dating or domestic violence, stalking).

#### XIV. Prohibition Against Retaliation

Retaliation in any form (including acts of intimidation or harassment) against any person who makes a Title IX report, witnesses or experiences harassment, or asserts rights under Title IX will also not be tolerated. Reports of retaliatory conduct should be made to the Title IX Coordinator and/or Deputy Title IX Coordinator using the contact information set forth above.

#### XV. False Reporting

Allegations of discrimination and harassment are extremely serious and must be made honestly and in good faith. Knowingly providing false information to a school official may result in disciplinary action up to and including termination for employees, and suspension or termination for students.

## Statement of Non-Discrimination on the Basis of Gender Identity or Expression

Universal Technical Institute is committed to maintaining safe learning and working environments for students, employees and third parties. UTI prohibits discrimination and harassment on the basis of race, color, national origin, sex, religion, disability, age, veteran status, sexual orientation, gender identity or expression, genetic information, and any other legally protected status in the provision of its courses, programs, services or activities.

UTI welcomes students who are transgender and does not discriminate based on gender identity or expression. UTI provides the following information to help ensure an inclusive experience for students, regardless of their gender identity or expression:

#### Names and Pronouns

Students who wish to use names and pronouns that reflect their gender identity or expression rather than their birth names may contact Student Services to discuss their needs. The Student Services Director reviews requests and works with students and UTI administrators to address students' requests. For example, if a student wishes to use the name "Jane Doe" rather than the birth name "John Doe," the Student Services Director works with the student to complete a Preferred Name Change Request document.

#### Restrooms

Transgender students may use the restroom of their choice, including the restroom that corresponds to the students' gender identity or expression. For example, a student who is transitioning from male to female may use the women's restroom. On some UTI campuses, a limited number of gender-neutral restrooms may be available.

#### On-Campus Support

Transgender students who have questions about this notice may contact the Student Services Department on campus.

#### How to Raise Concerns

Students who have concerns about possible discrimination or harassment based on gender identity or expression in UTI/ UTI's programs or activities are encouraged to contact UTI/ UTI's Title IX Coordinator. UTI takes prompt and appropriate action to address discrimination or harassment in its programs and activities, including taking steps to end discrimination or harassment, eliminating a hostile environment if one has been created, and preventing the recurrence of future discrimination or harassment. UTI's Title IX Coordinator may be reached at:

Director of Program Compliance  
Title IX Coordinator  
4225 E. Windrose Dr., Suite 200  
Phoenix, Arizona 85032  
800-859-7249  
[jramirez@uti.edu](mailto:jramirez@uti.edu)

UTI's Title IX Policy—which sets forth UTI's prohibition against discrimination, harassment and retaliation based on sex, including gender identity or expression—is available at [www.uti.edu](http://www.uti.edu) or in the Student Services Department. The Policy also explains how to obtain interim remedies and the procedure for resolving complaints.

## Campus Sexual Assault Victims' Bill of Rights

In accordance with the Campus Sexual Assault Victims' Bill of Rights Act of 1991, the following rights shall be accorded, by all campus officers, administrators and employees of this Institution, to victims of campus-related sexual assaults:

1. The right to have any and all sexual assaults against them treated with seriousness; the right, as victims, to be treated with dignity; and the right for campus organizations which assist such victims to be accorded recognition.



2. The right to have sexual assaults committed against them investigated and adjudicated by the duly constituted criminal and civil authorities of the governmental entity in which the crimes occurred; and the right to the full and prompt cooperation and assistance of campus personnel in notifying the proper authorities. The foregoing shall be in addition to any campus disciplinary proceedings.
3. The right to be free from any kind of pressure from campus personnel that victims:
  - a. Not report crimes committed against them to civil and criminal authorities or to campus law enforcement and disciplinary officials; or
  - b. Report crimes as lesser offenses than the victims perceive them to be.
4. The right to be free from any kind of suggestion that campus sexual assault victims not report, or underreport, crimes because:
  - a. Victims are somehow “responsible” for the commission of crimes against them;
  - b. Victims were contributorily negligent or assumed the risk of being assaulted; or
  - c. By reporting crimes they would incur unwanted personal publicity.
5. The same right to legal assistance, or ability to have others present, in any campus disciplinary proceeding that the Institution permits to the accused; and the right to be notified of the outcome of such proceeding.
6. The right to full and prompt cooperation from campus personnel in obtaining, securing and maintaining evidence (including a medical examination) as may be necessary to the proof of criminal sexual assault in subsequent legal proceedings.
7. The right to be made aware of, and assisted in exercising any options, as provided by state and federal laws or regulations, with regard to testing of sexual assault suspects for communicable diseases and with regard to notification to victims of the results of such testing.
8. The right to counseling from any mental health services previously established by the Institution, or by other victim-service entities, or by victims themselves.
9. After campus sexual assaults have been reported, the victims of such crimes shall have the right to require that campus personnel take the necessary steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, including immediate relocation of the victim to safe and secure alternative housing, and transfer of classes if requested by the victims.
10. In addition to the above rights, sexual assault victims have a right to be free from sexual or

physical intimidation in campus housing and in campus accommodations for which the college receives any compensation, direct or indirect.

## Non-Fraternization Policy

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### Purpose

Relationships between individuals in inherently unequal positions should be conducted so as to avoid conflicts of interest, exploitation or personal bias. Such relationships may undermine the integrity of the supervision and evaluation process as well as affect the trust inherent in the educational environment. It is the policy of Universal Technical Institute, Inc., and its subsidiaries (collectively, “the Institute”) that social or business relationships between individuals in unequal positions not be conducted if such relationships have the potential to threaten the integrity of the supervision and evaluation process.

### Policy

Institute faculty, administration and staff shall not establish inappropriate intimate, sexual, business, contractual or other social relationships with any student, subordinate or colleague upon whose academic or work performance he or she will be required to make professional judgments. The Institute considers it a violation of this policy for any member of Institute faculty, administration or staff to offer or request sexual favors, make sexual advances, engage in sexual conduct, propose or engage in inappropriate business relationships, enter contractual arrangements, purchase or sell goods or services, hire or employ, or inappropriately socialize with any person who is:

- Enrolled in a class at the Institute.
- Receiving academic advising or mentoring at the Institute.
- Working in a capacity at the Institute where the faculty, administrator or staff member is in a position to evaluate the work of such person.
- Subject to any form of evaluation by the faculty member, administrator or staff member.

The list above is not exhaustive and other situations of fraternization may also result in a violation of this policy. In all circumstances, consent may not be considered a defense to engaging in sexual advances, sexual conduct, or sexual harassment, or engaging in contractual relationships or other inappropriate business relationships with a person whose academic or work performance he or she will be required to evaluate. The determination of what constitutes inappropriate fraternization depends on the specific

facts and circumstances in which the conduct occurs. Violations of this policy may result in disciplinary action, up to and including employment termination.

## Family Education Rights and Privacy Act (FERPA)

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### FERPA

The following guidelines represent the policy of the Universal Technical Institute, Inc., and its subsidiaries (collectively, the "Institute") concerning the rights of students with respect to their education records under the Family Educational Rights and Privacy Act ("FERPA") (20 U.S.C. § 1232g et seq; 34 C.F.R. Part 99). FERPA is a federal law that protects the privacy of student education records. This law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

It is Institute policy to annually inform individuals attending educational institutions of students' rights under FERPA. Students' rights include the right to inspect and review their education records; to request the amendment of their education records; to provide written consent before the Institution discloses personally identifiable information from their education records, except to the extent that FERPA authorizes disclosure without consent; and to file a complaint with the U.S. Department of Education.

#### I. Students' Rights to Inspect and Review Education Records

Under FERPA, students have the right to inspect and review their education records within 45 days of the day the Institution receives the request for access.

A student is any person who is or has been in attendance at an educational institution.

Education records are any records that are directly related to the student and maintained by an educational institute or an agent of the Institution. Such records include information recorded in any way, such as typewritten, handwritten, computer-generated, video, audio, film, microfilm, microfiche or e-mail.

Students do not have the right to inspect and review the following information:

- Records kept in the sole possession of the maker thereof that are used only as a personal memory aid, and are not accessible

or revealed to any other individual except a temporary substitute for the maker of the record.

- Records that are created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting or assisting in their professional capacity and created, maintained, or used only in connection with the provision of treatment to the student and not disclosed to anyone other than individuals providing that treatment. However, the student may have those records reviewed by a physician or other appropriate professional of the student's choice.
- Grades on peer-graded papers before they are collected and recorded by an instructor.
- Records relating to a student who is employed by an educational agency or institution as long as the individual is not employed as a result of his or her status as a student. The records must be made and maintained in the normal course of business and relate exclusively to the individual in that individual's capacity as an employee.
- Records created for a law enforcement purpose by a law enforcement unit of an educational institution and maintained by the law enforcement unit.
- Records created or received by an educational institution after the individual is no longer attending the institution and that are not directly related to the individual's attendance as a student.
- Financial records, including any information those records contain, of the parents of a student.
- Those portions of a student's records that contain information on other students.
- Confidential letters and statements of recommendation placed in a student's education records before July 1, 1975, as long as the statements are used only for the purposes for which they were specifically intended.
- Confidential letters and statements of recommendation placed in the student's education records after July 1, 1975 and to which the student has waived the right to review and access as long as the waiver is made in writing and signed by the student. The waiver may be used for confidential letters or statement of recommendation that relate to the student's admission to the Institution, application for employment, or receipt of an honor or honorary recognition.
- The Institution may not require the waiver as a condition for admission to or receipt of any service or benefit from the Institution. If the

student chooses to waive his or her right of access, he or she will be notified, upon request, of the names of all persons making confidential recommendations. Such recommendations will be used only for the purpose for which they were specifically intended. A waiver may be revoked by the student in writing at any time and the revocation will apply to all subsequent recommendations.

## II. Procedure with Respect to Inspection and Review of Records

A student's request to inspect and review his or her records shall be made in writing (whether or not the student personally appears) and shall identify the record(s) the student wishes to inspect. The request should be addressed to the Director of Student Services at the relevant educational institution.

The Institution will provide access within a reasonable period of time but not more than forty-five (45) days after it has received the request. The Director of Student Services will make arrangements for access and notify the student of the time and place where the records may be inspected.

The Institution may require the presence of an Institution official during the inspection and review of a student's records.

If circumstances effectively prevent the parent or eligible student from being able to inspect and review the records, a copy of the record may be provided or other arrangements may be made for the individual to inspect the records. A fee of 25 cents per page may be assessed unless UTI determines such cost would prevent the student's access to the records. In such cases, the fee may be reduced or waived.

The Institution will respond to reasonable requests from the student for explanations and interpretations of records inspected and reviewed.

The Institute will not destroy any education records if there is an outstanding request to inspect and review the records.

No fees will be charged to search for or to retrieve the education records of a student in response to requests made in accordance with this policy.

## III. Students' Rights to Request Amendment of Their Education Records

A student who believes that information contained in his or her educational records is inaccurate or misleading, or violates his or her privacy may request that the Institution amend the records. The Institution will decide whether to do so within a reasonable period of time. If the Institution declines to amend the student's records, it will inform the student of that decision and the student's right to a hearing. A hearing may not be requested by a student to contest the assignment of a grade unless the grade was recorded inaccurately in the student's record.

If as a result of a hearing the Institution determines that a student's record is not inaccurate, misleading or otherwise in violation of the privacy rights of the student, the Institution will inform the student of his or her right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the Institution's decision. Any such explanation will be kept as part of the student's record as long as the contested portion of the record is kept and will be disclosed whenever the contested portion of the record is disclosed.

If as a result of a hearing the Institute determines a student's record is inaccurate, misleading or otherwise in violation of the privacy rights of the student, the Institution shall amend the record accordingly and inform the student of the amendment in writing.

## IV. Student's Rights to Consent Before the Institution Discloses Personally Identifiable Information Contained in the Student's Education Records, Except to the Extent That FERPA Authorizes Disclosure Without Consent

Generally, the Institution may not disclose education records or personally identifiable information from education records to anyone other than the student without prior consent of the student. The consent must be written, signed and dated, and must specify the records to be disclosed, the purpose of the disclosure, and the party to whom the disclosure may be made. A copy of the record disclosed will be provided to the student upon request and at his or her expense.

The Institution may only disclose education records without prior written student consent if it redacts all personally identifiable information such that the student's identity is not personally identifiable or, under certain limited circumstances, to include:

- Disclosures to school officials with legitimate educational interests. School officials of an educational institution include instructional or administrative personnel, attorneys, accountants, and any other individuals or parties with whom the Institution has contracted to provide services to or on behalf of the Institution (such as an auditor or collection agent). A school official has a legitimate educational interest if the official needs to review the education record in order to fulfill his or her instructional, supervisory, advisory, administrative, or other authorized professional responsibilities or duties for the educational Institution.
  - Disclosures to officials of other schools in which a student seeks or intends to enroll or is enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer.
  - Disclosures to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, and state and local educational authorities, but only in connection with an audit or evaluation of federally or state-supported educational program, or for the enforcement of or compliance with federal legal requirements relating to those programs.
  - Disclosures in connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility, amount of the aid, the conditions of aid or enforcement of terms or conditions of the aid.
  - Disclosures to state and local officials to which such information is specifically required to be reported by effective state law if the disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released. With respect to such laws adopted after Nov. 19, 1974, the recipients of the information shall certify in writing to the Institute that the information will not be disclosed to any other party (except as provided under state law) without the prior written consent of the student.
  - Disclosures to organizations conducting studies for or on behalf of an institution to develop, validate or administer predictive tests; administer student aid programs or improve instruction. The studies must be conducted in a manner that does not permit data access by anyone other than representatives of the organization with legitimate interests in the information. The information must be destroyed when no longer needed for the purposes of the study and the Institution must enter into a written agreement with the organization limiting the use of the information.
  - Disclosures to accrediting organizations for purposes necessary to carry out their functions.
  - Disclosures to parents of a student who is a dependent for income tax purposes.
  - Disclosures to comply with a judicial order or lawfully issued subpoena, but only after the Institution makes a reasonable effort to notify the student of the order or subpoena so the student may seek protective action unless the order or subpoena prohibits such notification.
  - Disclosures to appropriate parties in connection with a health or safety emergency, where knowledge of the information is necessary to protect the health or safety of the student or other individuals.
  - Disclosures to a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. Such a disclosure may only include the final results of any disciplinary proceedings conducted by the school with respect to that alleged crime or offense.
  - Disclosures in connection with Institutional disciplinary proceedings. The Institution must not disclose the final results of the disciplinary proceeding unless it determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense, and, with respect to the allegation made, the student has committed a violation of the Institution's rules or policies.
  - Disclosure to the parent or legal guardian of a student under the age of 21 information regarding any violation of Institutional policy or state, federal or local law governing the use or possession of alcohol or a controlled substance if the school determines the student has committed a disciplinary violation with respect to that use or possession.
  - Disclosures concerning sex offenders and other individuals required to register under the Violence Crime Control and Law Enforcement Act of 1994.
  - Disclosures of directory information as described in this *Catalog*.
- Generally, an educational institution may only make disclosures without the student's prior consent under one of the exceptions above on the condition the recipient will not

disclose the information to any other party without the prior consent of the student and the information may only be used for the purposes for which disclosure was made. Failure to obey the limitations on redisclosure of personally identifiable information may result in a party being prohibited from receiving further information for at least five (5) years.

## Directory Information

Educational institutions may disclose to anyone, without prior student consent, information designated as directory information that would not generally be considered harmful or an invasion of privacy if disclosed. Under this policy, directory information includes:

- Student's full name
- Addresses
- E-mail address
- Telephone listing
- Date of birth
- Field of study
- Degrees and awards received
- Most recent previous school attended
- Photograph
- Dates of Attendance
- Enrollment status
- Class schedule

Directory information never includes:

- Social Security Number
- Student identification number
- Race
- Ethnicity
- Nationality
- Gender
- Next-of-kin information

The Institute will give annual public notice to students of additional categories of information designated as directory information and will allow a reasonable period of time after such notice for the student to inform the Institute that he or she does not wish any or all of the information designated as directory information to be disclosed.

Students may prohibit the disclosure of directory information by completing the FERPA Revocation Form or by submitting a written request to the Student Services Director. The request should be dated and signed by the student.

## Records of Disclosure

The Institute generally must maintain a record for each request for access to and each disclosure of personally

identifiable information from the education records of each student. The record must be maintained with the education records of the student for as long as the education records are maintained.

This record of the request for access and disclosure must include the identity of the requester, the identity of the recipient and the requester's legitimate interests. Disclosures in response to a health or safety emergency must include a record of the articulable and significant threat to the health of a student or other individual that formed the basis of the threat as well as the parties to whom the information was disclosed. Records

of requests for access and disclosure of information are not required to be made for certain disclosures.

## Revisions to Policies and Procedures

At its discretion, the school reserves the right to revise all terms, provisions, policies, requirements and procedures contained in this Catalog. Each student will be bound and must comply with all terms, provisions, policies, requirements and procedures contained in this Catalog.

## Voter Registration

UTI encourages eligible students to register to vote. Voter registration forms are available in the Student Services Department. For more information, see the Student Services team members. Students can also register at [Register To Vote - Rock The Vote | Universal Technical Institute \(uti.edu\)](#).

## Financial Aid and General Finance

### Federal Financial Aid

UTI is designated by the U.S. Department of Education (ED) as eligible for participation in federal programs of student financial assistance under Title IV of the Higher Education Act of 1965 as amended (federal financial aid programs). UTI participates in federal financial aid programs, including:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Iraq and Afghanistan Service Grant (IASG)
- William D. Ford Federal Direct Student Loan Program
- Federal Direct PLUS Loan Program

Assistance from the federal financial aid programs is available to those who qualify. Students may also be eligible to receive funding through state grant or scholarship programs in their states where available. Depending on the program, student eligibility may be need-based, non-need-based, credit-based or dependent on other specific conditions.

## General Requirements

General eligibility requirements for financial aid program funds include the following:

- Student must be a U.S. citizen or eligible noncitizen.
- Student must be enrolled in an eligible program of study.
- Student cannot also be enrolled in elementary or secondary school.
- Student must have a high school diploma or general educational development (GED) credential or prior to July 1, 2012, have met alternative Ability to Benefit testing admission requirements consistent with UTI policies.
- Student must make satisfactory academic progress (SAP).
- Student must meet enrollment status requirements.

To apply for assistance from the various federal financial aid programs, a student must complete and submit a Free Application for Federal Student Aid (FAFSA). The UTI Financial Aid Staff will guide and assist the family with this application process.

To receive federal financial aid program funds for each academic year of a program of study, the completion of a new FAFSA is required for each federal award year, which starts on July 1 and ends the following June 30. Various components of the FAFSA data are used by the U.S. Department of Education to derive an Student Aid Index (SAI), which in turn determines eligibility for various federal Title IV aid program funds. UTI makes financial aid advisement available to all students and their families throughout the student lifecycle—from prospective inquiry to graduation and beyond. Federal, private, state and institutional loans must be repaid by the student or parent borrower.

Dissatisfaction with or non-receipt of the educational services offered by UTI will not release the borrower from repayment responsibility for any educational loan made for enrollment or attendance at Universal Technical Institute.

## Verification

Following procedures established by federal regulations, a federal financial aid applicant may be

selected for the verification process by the U.S. Department of Education. The purpose of verification is to maintain the integrity of federal financial aid programs by verifying the information provided by students and parents on the FAFSA. An asterisk next to the Student Aid Index (SAI) on the FAFSA Submission Summary (FSS) identifies applicants selected for verification. For those selected, UTI requires verification to be complete prior to the award and disbursement of federal financial aid funds.

If an applicant is selected for verification, UTI will request appropriate documentation, which may include an IRS tax transcript from the student and parent (and spouse, if applicable) and a completed verification worksheet. Additional documents may be requested by UTI to complete the application process. A student will receive written notification from UTI of the verification requirements and deadlines for completion of the process. Failure to comply with any request for verification documents can result in disqualification for federal financial aid program funds. Based on the documentation provided to achieve an accurate FAFSA output and Student Aid Index for aid awarding purposes, UTI will perform corrections to FAFSA data and submit it to the U.S. Department of Education as needed.

## Professional Judgment

UTI may use “professional judgment” to exercise discretion to accommodate special circumstances with respect to some aspects of eligibility for federal financial aid program funds. The use of professional judgment allows UTI to treat a student individually when the student has special circumstances not sufficiently addressed by standard procedures. UTI uses professional judgment strictly on a case-by-case basis and requires stringent documentation to support decisions made.

Special circumstances include conditions that differentiate an individual student from a whole class of students. UTI will not accept professional judgments made for a student by another school, but will review the circumstances and, if appropriate, document the professional judgment decision. The decision made by UTI regarding professional judgment is final and cannot be appealed to the U.S. Department of Education.

Where applicants have also been selected for verification, UTI will complete verification before exercising professional judgment.

## Financial Aid Awarding

The law requires financial aid administrators to determine whether a student is eligible for Federal Pell Grant funds prior to awarding federal loan programs,

thereby reducing the student's need for borrowing. Federal Pell Grant eligibility is determined before originating a subsidized or unsubsidized Federal Direct Loan for the student. In addition, an unsubsidized Direct Loan is not originated without first determining the financial need for a subsidized Federal Direct Loan. However, if the amount of the subsidized Federal Direct Loan is \$200 or less and that amount can be included as part of an unsubsidized Federal Direct Loan, UTI is not required to originate a separate subsidized Federal Direct Loan.

For a dependent student, UTI cannot originate a PLUS and disburse PLUS funds without first determining the Federal Pell Grant and subsidized Federal Direct Loan eligibility for the student.

Prior to students receiving private non-federal loans, UTI requires the exhaustion of all less expensive federal aid eligibility available to the student, to assist in encouraging wise debt management. In no case will a combination of federal, state and private aid be permitted to exceed the student's cost of attendance as determined by Universal Technical Institute.

Federal grants and loans are processed in academic year increments, which for the purposes of federal aid is defined as a minimum of 24 credits and 30 weeks of instructional time. An academic year is divided into two payment periods during which financial aid funds are ordinarily disbursed. A student is generally eligible to receive funds shortly after attendance has begun during the first payment period at the beginning of the academic year and during the second payment period after the midpoint of the academic year. An estimated disbursement schedule is provided in an award notification. To meet eligibility standards for second and subsequent federal aid disbursements, the student must successfully complete both the credits attempted and the instructional weeks in the first payment period of the academic year as well as maintain satisfactory academic progress (SAP) according to UTI policy. Leaves of absence as well as course failures may delay the timing of scheduled disbursements.

## Application of Financial Aid Funds

UTI will apply funds received from a Title IV financial aid disbursement to unpaid allowable charges for the current payment period. Any remaining Title IV credit balance will be disbursed in the form of a stipend check to the student or parent, in the case of a PLUS loan, the disbursement will occur no later than the end of the academic year for which it was received. Receipt of a stipend does not signify all balances due for other periods have been paid in full. Students and/or parents are advised that any stipend check generated as a

result of Title IV funds will be voided if it remains uncashed for 90 days or more, and the funds will be returned to the U.S. Department of Education.

### Federal Pell Grant

The Federal Pell Grant is a need-based grant that generally does not have to be repaid. For eligible students, Federal Pell Grants are the foundation upon which all other financial aid awards are built. Current award year amounts range up to \$7,395. The amount a student may receive depends on financial need as determined by the student's SAI, the student's cost of attendance and the percentage of the student's enrollment at UTI that is within the current federal award year.

### Federal Supplemental Education Opportunity Grant (SEOG)

Federal SEOG is a need based grant that generally does not require repayment. SEOG awards are made to students who are also Federal Pell Grant recipients with exceptional financial need. UTI is allocated a limited amount of SEOG funds from the U. S. Department of Education each year to award to eligible students, so no assurance of an award can be made.

### Iraq and Afghanistan Service Grant Program

A student may be eligible to receive the Iraq and Afghanistan Service Grant if they are not eligible for a Federal Pell Grant on the basis of your Expected Family Contribution/Student Aid Index but you meet the remaining Federal Pell Grant eligibility requirements;

- your parent or guardian was a member of the U.S. armed forces and died as a result of military service performed in Iraq or Afghanistan after the events of 9/11; and
- you were under 24 years old or enrolled in college at least part-time at the time of your parent's or guardian's death.

For more information please visit:

<https://studentaid.gov/understand-aid/types/grants/iraq-afghanistan-service>

### William D. Ford Federal Direct Loan Program

Federal Direct Student Loans are made by the U.S. Department of Education. Federal Direct Student Loans may be subsidized (need-based) or unsubsidized (non-need-based). Depending on financial need, UTI students often receive a combination of both subsidized and unsubsidized loans each academic year.

As required by federal regulation, UTI will report information about borrowers' loans to the National

Student Loan Data System (NSLDS). Information in NSLDS is accessible to schools, lenders and guarantors for specific purposes as authorized by the U.S. Department of Education.

## Subsidized Federal Direct Student Loans

Subsidized Federal Direct Student Loans are interest-free while the student is enrolled in school at least half-time. Loan repayment follows a six-month grace period that starts the day after the borrower graduates, drops below half-time or withdraws from school. Interest rate information can be found here: [https:// studentaid.gov/ understand-aid/types/loans/interest-rates](https://studentaid.gov/understand-aid/types/loans/interest-rates) .

Repayment begins after the end of the grace period.

Upon completion of the financial aid application process, UTI will recommend the Federal Direct Student Loan amounts to be borrowed based on a student's need and will also advise on next steps. A student may choose to borrow an amount up to financial need, but not more than the annual maximum eligible loan amount based on student grade level and dependency status.

Other terms and conditions for Federal Direct Student Loans can be reviewed online here: [https://studentaid.gov/understand-aid/ types/loans/ subsidized-unsubsidized](https://studentaid.gov/understand-aid/types/loans/subsidized-unsubsidized) .

## Federal Direct Plus Loan Program

The Federal Direct PLUS Loan is for parent borrowers of dependent students and provides additional funds for educational expenses. PLUS loans are made by the U.S. Department of Education. Applicants do not have to show financial need but must complete the FAFSA to ensure all potential federal grant aid is first determined and undergo a credit check by the Department of Education. Currently, PLUS interest rates can be viewed here: [https://studentaid.gov/ understand-aid/types/ loans/interest-rates](https://studentaid.gov/understand-aid/types/loans/interest-rates). Interest is charged during all enrollment, deferment, and forbearance periods.

Repayment begins within 60 calendar days of disbursement, with deferments available under certain conditions. Federal Direct PLUS loans cannot exceed the cost of education minus other financial aid. Parents may request to borrow up to this amount. More information, including other terms and conditions, can be reviewed at [https://studentaid.gov/sa/types/loans/ plus](https://studentaid.gov/sa/types/loans/plus) or with a Campus Financial Aid Advisor.

## Loan Payment Calculator

Loan payment calculators for students or potential students to calculate monthly payments under the standard and extended repayment plans are available at [https://finaid.org/calculators/ loanpayments](https://finaid.org/calculators/loanpayments) .

Additional information regarding various repayment plans such as standard, extended, graduated, income contingent, and income based plans is also available at [https://studentaid.gov/manage-loans/ repayment?src=ft](https://studentaid.gov/manage-loans/repayment?src=ft) .

## Federal Student Loan Counseling

### Entrance Counseling

UTI requires Federal Direct Student Loan borrowers to complete loan entrance counseling prior to a first disbursement of loan funds. Entrance Federal student loan counseling must be completed online at <https://studentaid.gov/entrance-counseling> . Members of the campus financial aid staff are available to answer any questions. Entrance counseling generally includes the following:

- explanation of the use of a master promissory note (MPN)
- importance of repayment obligation
- description of consequences of default
- sample repayment schedules
- information in reference to a borrower's rights and responsibilities
- other terms and conditions

### Exit Counseling

UTI ensures loan exit counseling is conducted prior to graduation and/or via mail within 30 days of withdrawal from enrollment. Graduating students must complete their required exit counseling online at <https://studentaid.gov/exit-counseling> . Withdrawn students will receive a Federal Exit Counseling Guide through regular mail and be encouraged to complete the online counseling. Exit counseling generally includes the following:

- importance of repayment obligation
- description of consequences of default
- sample repayment schedules
- information in reference to a borrower's rights and responsibilities
- payment deferment and forbearance options
- other terms and conditions

## Other Financial Aid Programs

Students may also, if eligible, receive financial aid from various other state agencies, federal agencies, community scholarships, and organizations. These include, but are not limited to, the Bureau of Indian Affairs, Vocational Rehabilitation and Michigan Works. UTI may be able to provide additional information about these financial aid programs. Students should thoroughly investigate the availability of other sources



of financial assistance and should not rely upon UTI as being their sole source of all information regarding the availability of such programs.

## Tuition, Books, Tools and Supplies (UTI Canton)

Tuition, book costs and supplies fees vary from program to program depending upon program length and total credit hours. This catalog is not complete without current addenda/supplements.

A student's tuition rate will remain unchanged provided the student maintains continuous attendance. Students who drop their program and re-enroll at a later date will be subject to the tuition in effect at the time a new enrollment agreement is executed.

Students may purchase books, tools, and training supplies from UTI or any other vendor. It is the student's responsibility to have all books, tools and training supplies as needed for training. Students who provide their own tools and/or training supplies must schedule an appointment with the Education Director prior to completion of their initial course to verify the tools and/or training supplies meet industry standards .

**Effective for students starting in an Aviation or HVACR Technician program on or after May 13, 2024:** Aviation and HVACR Technician students who are near graduation and have no outstanding obligations to the school will receive a Career Starter Tool Set Voucher, redeemable for a choice of Snap-on® tool sets. Vouchers should be redeemed with your campus Snap-on® tools representative prior to graduation. Vouchers hold no value 90 days after graduation. Students are only eligible to receive tools through this offer one time . Students who have transferred to another campus within the UTI/NASCAR Tech system after having received a Snap-on® tool voucher will not be eligible to receive another Snap-on® tool voucher through this offer. Students will also have access to tool discounts through the Snap-on® Student Excellence Program as long as they are attending classes at UTI full time. The major tools and equipment that students will use are described individually in the course descriptions for each program (where appropriate).

Students in an Aviation or HVACR Technician program who have started before May 13, 2024, will receive a set of Matco tools the first week of class and will not be eligible to receive a Career Starter Tool Set Voucher from Snap-on® .

## Cost of Education

The Cost of Education will include direct expenses such as tuition, fee, books, and supplies. There are also indirect costs such as room and board, transportation, and personal expenses.

The following national standardized budgets reflect the estimated indirect costs associated with the courses offered at UTI. You may find your expenses differ, but these standard budgets should assist you with planning. Figures are shown at a cost per month.

### UTI Canton Campus

Item	At Home	Away from Home
Room/Board	\$472	\$1,344
Transportation	\$154	\$154
Personal*	\$454	\$454
Indirect Costs	\$1,080	\$1,952

*\*i.e. clothing, laundry, personal care, recreation*

## Student Rights and Responsibilities

Students receiving federal financial aid have varying rights and responsibilities. In accordance with the Borrower's Rights and Responsibilities Statement attached to the Master Promissory Note (MPN) for their federal loan(s), the student has the right to the following:

- Written information on loan obligations and information on rights and responsibilities as a borrower.
- A copy of the MPN, either before or at the time loan is disbursed.
- A grace period and an explanation of what this means.
- Notification, if in grace period or repayment, no later than 45 days after a lender assigns, sells or transfers the loan to another lender.
- A disclosure statement received before repayment begins that includes information about interest rates, fees, balance owed and a loan repayment schedule.
- Deferment or forbearance of repayment for certain defined periods, if qualified and requested.
- Prepayment of loan in whole or in part anytime without an early-repayment penalty .
- Documentation the loan is paid in full.

In accordance with the Borrower's Rights and Responsibilities Statement attached to the Master Promissory Note (MPN), the student is responsible for the following:

- Completing exit counseling before leaving school or dropping below half-time enrollment.
- Repaying loan according to repayment schedule even if the student has not completed academic program, is dissatisfied with the education received or is unable to find employment after graduation .
- Notifying the lender or loan servicer if the student:
  - moves or changes address
  - changes telephone number
  - changes name
  - changes Social Security Number
  - changes employers, or employer's address or telephone number changes
- Making monthly payments on loan after grace period ends, unless a deferment or forbearance is in effect.
- Notifying the lender or loan servicer of anything that might later change eligibility for an existing deferment or forbearance.

## Statement of Educational Purpose

The parent or student signing a Free Application for Federal Student Aid (FAFSA) certifies the applicant (1) will use federal and/or state student financial aid only to pay the cost of attending an institution of higher education, (2) is not in default on a federal student loan or has made satisfactory arrangements to repay it, (3) does not owe money back on a federal student grant or has made satisfactory arrangements to repay it, (4) will notify UTI if he or she has defaulted on a federal student loan, and (5) will not receive a federal Pell Grant from more than one college for the same period of time.

The parent or student signing the FAFSA agrees, if asked, to provide information that will verify the accuracy of the completed form. This information may include federal income tax forms for the parent or student if required to file. Also, the applicant certifies he or she understands the U.S. Secretary of Education has the authority to verify information reported on the FAFSA with the IRS and other federal agencies. If electronically signing any document related to the federal financial student aid programs using the FSA ID, the applicant certifies being the person identified by the FSA ID and has not disclosed that FSA ID to anyone else. If the applicant purposely gives false or misleading information, he or she may be fined up to \$20,000, sent to prison or both.

## Referrals to the Office of Inspector General

UTI is required by law to make referrals to the Office of Inspector General of any cases of suspected fraud and abuse involving the federal financial aid programs.

## Code of Conduct (HEOA)

The Higher Education Opportunity Act (HEOA) requires institutions participating in a Title IV loan program to develop, publish, administer, and enforce a code of conduct concerning any type of loan given to a student. The code of conduct applies to the officers, employees, and agents of Universal Technical Institute. The Code of Conduct is published in its entirety on the school's website:

[Disclosures | UTI](#)

## Veterans Affairs

The U. S. Department of Veterans Affairs requires Chapter 33 benefits to be applied to tuition only. These funds cannot be released to the student unless the VA assesses an overpayment to the student and excess Chapter 33 benefits exist on the student's account.

In accordance with Title 38 US Code 3679 subsection (e), Universal Technical Institute/Universal Technical Institute/ NASCAR Technical Institute/UTI adopts the following additional provisions for any students using U .S . Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

*G.I. Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information*

about education benefits offered by VA is available at the official U.S. government Web site at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).

## Code of Conduct for Education Loans

### Introduction

This policy is applicable to UTI officers, employees and agents, and prohibits a conflict of interest with their responsibilities with respect to Title IV loans. The policy is part of UTI commitment to the highest ethical standards and conduct by its employees. It applies specifically to conduct related to financial aid.

UTI expects the highest levels of professionalism and ethical behavior from all officers, employees and agents whose responsibilities include student financial aid matters. These individuals must avoid even the appearance or perception of any conflict of interest regarding their student aid responsibilities.

They must refrain from taking any action they believe is contrary to law, regulation or the best interest of the students they are serving, and must disclose all conflicts identified in this policy.

## UTI Responsibilities

As part of its commitment to the highest ethical standards in connection with its responsibilities regarding federal financial aid, UTI will not:

- Receive anything of value from any lender in exchange for any advantage sought by the lender in making educational loans available to enrolled or prospective students of UTI.
- Assign, through award packaging or other methods, a first-time borrower's loan to a particular lender, or refuse to certify or delay certification of any loan based on the borrower's selection of a particular lender or guaranty agency.
- Enter into any revenue-sharing arrangement with any lender under which UTI recommends a lender or its products in exchange for a fee or other material benefits from the lender.
- Request or accept from any lender any offer of funds to be used for private education loans, including funds for an opportunity pool loan, to students in exchange for concessions or promises to provide the lender with a specified number of loans made, a specified loan volume of such loans or a preferred lender arrangement for such loans.
- Request or accept from any lender any assistance with call center staffing or financial aid office staffing.

- Use federal funds received under federal financial aid programs to hire a registered lobbyist or pay any person or entity for securing an earmark to any legislation. UTI will not use such funds to pay any person for influencing or attempting to influence an officer or employee of any agency, member of Congress, officer or employee of Congress, or employee of a member of Congress in connection with the awarding of any federal contract, making of any federal grant or loan, entering into any federal cooperative agreement, or the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement.

## Responsibilities of UTI Officers, Employees and Agents

Any officer, employee or agent of UTI who is employed in the financial aid office of UTI or who otherwise has responsibilities with respect to educational loans or other financial aid of UTI is prohibited from:

- Soliciting or accepting as a gift from a lender, guarantor or servicer of educational loans any item or service having more than a \$10 value other than standard materials (e.g., brochures, training aids) related to topics such as default prevention or financial literacy.
- Accepting from a lender or its affiliate any fee, payment or other financial benefit as compensation for any type of consulting arrangement or other contract to provide services to a lender relating to education loans.
- Receiving anything of value from a lender, guarantor or group of lenders or guarantors if the employee serves on an advisory board, commission, or group established by a lender or group of lenders.

## Reporting Violations of This Policy

UTI expects officers and employees covered by this policy to report violations of this policy to the Chief Human Resources Officer & General Counsel – Corporate Compliance. Failure to comply with this policy will result in disciplinary action, which may include termination of employment. Questions regarding this policy should be addressed to the Vice President & Assistant General Counsel – Corporate Compliance.

## Collection of Delinquent Fees and Payments

The outstanding balance is an extension of credit and, as such, constitutes a Qualified Education Loan under section 523(a) (8) of the U.S. Bankruptcy Code, which is

not dischargeable in bankruptcy. If the entire outstanding balance cannot be paid in full, there is an option of creating a payment plan. Late fees not to exceed the maximum amount allowed by applicable law may be incurred if the account is delinquent. The account will incur late fees until the account is paid in full. If a deferment on payments is required, a deferment for no more than two (2) months in any calendar year may be requested. In the event of a default, the student and/or parents or legal guardian promises to pay any late fees incurred and collection costs, including attorney and/or collection agency fees. Default is defined as an account that is more than 90 days (three monthly payments) past due. Any returned checks may incur a return check fee (see your Enrollment Agreement for more detail).

## General Refund Policy Provisions

Under the provisions of the Higher Education Act of 1965, as amended, (HEA) Amendments of 1998, institutions must first determine the amount of any federal financial aid program funds that the student and the institution have earned and are permitted to retain. See the section entitled Return of Federal Student Aid (Title IV Funds) in this guide for details on the Return of Title IV calculation.

Tuition and fee refund policies as required by applicable state law are contained in the Catalog. The student's initial obligation to UTI is determined using the amount calculated under (1) the requirements of an applicable state law, or (2) the applicable Institutional policy if no state policy exists. Where both a state and Institutional policy exist, UTI will perform both calculations and provide the student the greatest refund and lowest possible obligation.

Federal financial aid program funds earned and any other funds paid on account are then deducted from the lowest initial financial obligation determined from the state (if applicable) and Institutional policies to arrive at a final financial obligation. The student will then receive any refund due or be billed for any outstanding financial obligation owed.

Federal financial aid program funds earned and any other funds paid on account are then deducted from the lowest initial financial obligation determined from the state (if applicable) and Institutional policies to arrive at a final financial obligation. The student will then receive any refund due or be billed for any outstanding financial obligation owed.

## Return of Federal Student Aid (Title IV Funds)

Circumstances may necessitate withdrawal from Universal Technical Institute. A student who received or is eligible to receive federal financial aid funds provided certain criteria are met and subsequently officially or unofficially withdraws is subject to a Return of Title IV (R2T4) Calculation as required by federal regulations. The requirements for federal financial aid when a student withdraws are separate from the Institutional Refund Policy and any applicable State Refund Policy. Therefore, a student may still owe funds to the school for unpaid Institutional charges after application of the R2T4 calculation.

Federal regulations specify how the school must determine the amount of federal financial aid earned when a student withdraws from enrollment. The percentage earned applies to Title IV financial aid that has been or could have been disbursed directly to the student or on their behalf to the Institution. The percentage of federal financial aid a student earned in a payment period is calculated as follows:

$$\frac{\text{Total Number of Calendar Days Completed in Enrollment Period}}{\text{Total Number of Calendar Days in Enrollment Period}} = \text{Percent Earned}$$

The amount of federal financial aid a student earned is determined on a pro rata basis up to the 60% point. That is, a student who completes more than 60% of the enrollment period will earn 100% of the Title IV disbursed (or that could have been disbursed) for that enrollment period. For example:

To calculate the amount of Title IV funds not earned by the student, the school must determine the last date of attendance. If a student withdraws before the 60% point (day specific), the school will calculate the percentage of financial aid NOT earned by the student and return the funds to the appropriate program.

Students must be aware if they withdraw from their program the school must calculate the required R2T4 Federal refund policy and the student may owe the school for charges that may have been previously covered by Federal Financial Aid.

UTI will notify the student of any eligible post withdrawal disbursement within 30 days after the date the school determines the student has withdrawn .

Any required return of funds will be made to the federal financial aid programs no later than 45 days after the date UTI determines that the student has withdrawn . The U .S . Department of Education specifies the order of return to the federal financial aid programs. will

return unearned funds to the federal financial aid programs in the order specified by regulation as follows:

- Unsubsidized Direct Loan
- Subsidized Direct Loan
- Federal PLUS Loan
- Federal Pell Grant or IASG
- Federal SEOG

## Academic Freedom

Universal Technical Institute is committed to assuring academic freedom to faculty. Confident in the qualifications and expertise of its faculty members, the Institution encourages them to offer their individual experiences regarding content of assigned courses, organization of topics and instructional methods, providing these judgments only are made within the context of the course descriptions as currently published and the instructional methods are those officially sanctioned by the Institution and methods for which the Institution has received oversight approval. The Institution has a process to change curriculum based on faculty feedback.

Universal Technical Institute encourages instructors and students to engage in discussion and dialogue freely, expressing views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines. Teachers and students are entitled to freedom in discussing their subjects in the classroom, but they should be careful not to introduce into their discussions controversial matter with no relation to their subject.

Faculty members are free and secure to teach, investigate and participate as responsible citizens in community activities. The faculty and the administration shall maintain an educational climate conducive to the free exploration of all ideas and varying points of view providing these judgments only are made within the context of the course descriptions. Any faculty member who finds a possible violation of academic freedom cannot be resolved informally with the Campus President may submit such a question in writing to either the Vice President of New

Campus Operations & Education Programs or the Division Chief Compliance Officer. This will initiate a review to ascertain the facts of the alleged violation and make recommendations for the resolution.

When students and faculty speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations.

As scholars and educational leaders, they should remember that the public may judge their profession and their institution by their utterances. Therefore, they should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and indicate they are not speaking for the Institution.

## Instructor Rosters/ Programs/Qualifications

### UTI Canton Faculty

UTI instructors all have a minimum of three years practical work experience.

Name	Programs Taught	Highest Degree Earned	Awarding Institution
Anderson, Andrew	HVACR	Certificate	MIAT College of Technology
Arnold*, Holly	Robotics, Aviation	Associate in Applied Science, FAA A&P License	MIAT College of Technology
Barbee, Kenneth	Aviation	Certificate, FAA A&P License	MIAT College of Technology
Beerbower, Brian	Aviation	Associate in Applied Science, FAA A&P License	Eastern New Mexico University
Bindas, David	Aviation	Associate in Applied Science, FAA A&P License	Pittsburgh Institute of Aeronautics
Castle, Timothy	HVACR, Aviation	Associate in Applied Science, FAA A&P License	MIAT College of Technology
Cook, Joshua	Welding	Certificate	Hobart Institute of Welding
Douglas*, Christine	General Education	Masters	Davenport University
Eldridge*, David	Aviation	Masters, FAA A&P License	Concordia University
Ernest*, Richard	Aviation	Associate in Applied Science, FAA A&P License	North Central Institute
Evans, Evangela	HVACR	Bachelor of Arts	Saint Xavier University
Farmer, Anthony	Robotics	Associate in Applied Science	MIAT College of Technology
Held, Dominic	Robotics	Bachelor of Science	Michigan State University
Hope*, Jeffery	Aviation	Associate in Applied Science	Eastern New Mexico University
Huff, Kevin	Aviation	Certificate A&P Technician, FAA A&P License	MIAT College of Technology
Hughes, William	Aviation	Associate in Applied Science	Rock Valley College
Jelsomono, Edward	Wind	Certificate	MIAT College of Technology
Jones, Kevin	Energy	Certificate – Energy Technician	MIAT College of Technology

Name	Programs Taught	Highest Degree Earned	Awarding Institution
Kalasz*, David	HVACR	HVAC Certificate	Wayne County Community College
Knox, Peter	Aviation	Associate in Applied Science, FAA A&P License	MIAT College of Technology
Laghari, Muhammad	Robotics	Bachelors	University of Nottingham
Lansing*, Matthew	Welding	Associate in Applied Science	Henry Ford Community College
Lashbrook, Kyle	HVACR	Certificate	Northwestern Technical Institute
Lloyd, William	Aviation	Associate in Arts	Oakland Community College
McClain, Thomas	Aviation	Certificate, FAA A&P License	Whitmere HS College/ Vocational
McCullough, Paul	Welding	Certificate	Washtenaw Community College
McDowell*, Michael	Wind	Associate in Applied Science	MIAT College of Technology
Morford, Sean	Aviation	Bachelor of Business Administration	Baker College
Nolff, Mark	Aviation	Associate in Applied Science	Washtenaw Community College
Rourke, Shayne	Welding	Certificate	Schoolcraft College
Partington, David	Aviation	Bachelor of Science, FAA A&P License	Eastern Michigan University
Perkins, Jr., Neal	Aviation	Associate in Applied Science, FAA A&P License	Eastern New Mexico University
Piowar, Matthew	Wind	Certificate	MIAT College of Technology
Rau, Richard	Robotics	Associate in Applied Science	MIAT College of Technology
Reed, Darrell	Welding	Certificate	Spartan College of Aeronautics
Sherman, Thad	Aviation	Associate in Applied Science, FAA Airframe License	ITT Technical Institute
Skonieczny, Donald	Robotics	Masters	University of Phoenix
Spicuzza, Robert	Aviation	Masters, FAA A&P License	University of Michigan
Todd*, Jason	Energy	Associate in Applied Science	MIAT College of Technology
Vassel, Craig	Aviation	Associate in Applied Science, FAA A&P License	Eastern New Mexico University
Velazquez, Luis	Wind	Certificate	MIAT College of Technology
Vesely, Stephen	HVACR	Associate in Applied Science	MIAT College of Technology

Name	Programs Taught	Highest Degree Earned	Awarding Institution
Witgen, Robert	HVACR	Certificate	MIAT College of Technology
Yakey, Douglas	Energy	Associates in Applied Science	Macomb Community College

\* Program Coordinator/Instructor

## Student Complaint/ Grievance Procedure

Students are encouraged to first seek assistance for any type of concern from the appropriate department Director or Campus President at their campus. Contact information can be found in the Administrative Rosters section of the Catalog.

All complaint investigations are reviewed fully and fairly. If any conflicts of interest arise, another campus director will assume investigation duties. UTI prohibits any type of retaliation against a student for lodging a complaint and will promptly investigate any reports of retaliation.

1. Once a formal, written complaint is received, the Director of the department will attempt to resolve the student's complaint. At that time, the student will be issued a letter acknowledging receipt of the complaint and outlining next steps. An investigation into the alleged complaint will commence and should be completed within 30 days, with any delays communicated to the appropriate parties.
2. If the department director is unable to resolve the issue, he or she will bring the issue to the Campus President for resolution.
3. Throughout the process, the campus team will consult with divisional leaders as needed and appropriate.
4. At the conclusion of the investigation, a written decision is provided to the student, which includes a description of the complaint, the evaluation of all relevant information, and any applicable decisions.

Nothing in this policy prevents a student from contacting his or her respective state agency with concerns or complaints.

## Accrediting Commission of Career Schools and Colleges (ACCSC) Complaint Procedures

As required by the Accrediting Commission of Career Schools and Colleges, UTI has procedures and an operational plan for handling student complaints. Students may further consider contacting the Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

Please direct all inquiries to:

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

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting the Director of Student Services or by contacting [complaints@accsc.org](mailto:complaints@accsc.org) or at <https://www.accsc.org/student-center/complaints/>

## State Contact Information for Student Complaints / Grievances

Each location is licensed in the state in which it is located as well as additional states as applicable. Students may choose to file a complaint with their state agency. Students must contact their respective agencies directly for further details.

### Michigan

State of Michigan Department of Licensing and Regulatory Affairs (855) 444-3911

### Texas

**Texas Workforce Commission**  
Career Schools & Colleges – Room 226-T 101 E. 15th St.  
Austin, TX 78778-0001  
(512) 936-6959

<http://csc.twc.state.tx.us/>  
<https://www.twc.texas.gov/programs/career-schools-colleges/students>

### Texas Higher Education Coordinating Board (For Degree Programs)

After exhausting the institution's grievance/complaint process, current, former, and prospective students may initiate a complaint with THECB by submitting the required forms along with evidence of their completion of their institution's complaint procedures.

Further information regarding the rules governing student complaints can be found in the Texas Administrative Code: Title 19, Sections 1.110-1.120.

[https://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac\\_view=5&ti=19&pt=1&ch=1&sch=E&rl=Y](https://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=1&sch=E&rl=Y)

Complaints may be submitted online, via email or can be mailed. Please navigate to the website listed below for further information on how to submit a student complaint and the supporting documentation required.

Texas Higher Education Coordinating Board Office of General Counsel  
P.O. Box 12788  
Austin, Texas 78711-2788  
Email: [studentcomplaints@thehb.state.tx.us](mailto:studentcomplaints@thehb.state.tx.us)  
Website: <https://www.highered.texas.gov/links/student-complaints/>

## State Authorization Reciprocity Agreement (SARA)

### SARA Student Complaint Process

SARA consumer protection provisions require the institution's home state (Michigan and Texas), through its SARA State Portal Entity, to investigate and resolve allegations of dishonest or fraudulent activity by the state's SARA-participating institutions, including the provision of false or misleading information.

A student has the right to lodge a complaint or grievance. The school ensure that all concerns and complaints of students are addressed fairly and are resolved promptly. Student complaints relating to consumer protection laws offered under the terms and conditions of the State Authorization Reciprocity Agreement (SARA), must first be filed with the institution to seek resolution.

The student should begin the complaint process with the institution and if resolution is not found, the student

would contact the institution's home state SARA Portal Entity. NC-SARA maintains a directory of SARA State Portal Entities.

[www.nc-sara.org/student-complaints](http://www.nc-sara.org/student-complaints)

## Students' Rights to File a Complaint with the U.S. Department of Education

Students have 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. Such complaints should be addressed to:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave.  
S.W. Washington, DC 20202-4605

Students are encouraged to bring their complaints regarding the implementation of company policy to the attention of the appropriate Director of Student Services.

## Veterans and Service Members Complaint Procedures

The Federal Trade Commission, U.S. Department of Defense and U.S. Department of Veterans Affairs have created customized online reporting forms in collaboration with the U.S. Department of Justice and the Consumer Financial Protection Bureau that veterans and service members can use to file consumer complaints about education institutions. Students can directly file complaints with the VA ([www.benefits.va.gov/gibill/feedback.asp](http://www.benefits.va.gov/gibill/feedback.asp)) and Department of Defense ([www.militaryonesource.mil/voluntary-education](http://www.militaryonesource.mil/voluntary-education)) about the cost of attendance, marketing, graduation rates, program quality, employment prospects and course credit. The Department of Education will take e-mail complaints on these topics ([Compliancecomplaints@ed.gov](mailto:Compliancecomplaints@ed.gov)).

## Refund Policy Provisions

### Refund Policies – UTI Canton

Any applicant or student may cancel their enrollment by notifying UTI at any time prior to or during training. Notification should be in writing .

Additionally:

1. If an applicant provides written notification to the school within three (3) days of the date of signing the Enrollment Agreement that the applicant does not intend to enter school, all monies paid will be refunded within thirty (30) days of that notification.
2. An applicant who cancels their enrollment more than three (3) days after the date of signing the Enrollment Agreement but before starting classes, will receive a refund within thirty (30) days of all monies paid with the exception of the application fee.
3. If an applicant is denied admission to the school for any reason, all monies paid by the applicant will be refunded within thirty (30) days of the denial.
4. Applicants who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three (3) days following either attendance at a regularly scheduled orientation or following a tour of the school facilities and inspection of equipment. Any monies paid will be refunded within thirty (30) days.
5. Once a student has started classes, refunds will be made to the student or private assistance program(s) within thirty (30) days from the date of determination of the last day of attendance or to Title IV Federal Student Aid programs, as identified below, within forty-five (45) days from the date of determination of the last day of attendance.
6. In cases where a student does not return from an approved leave of absence, refunds will be made using the documented date of the student's expected return to school from that leave of absence. Refunds will be made to the student or private assistance program(s) within thirty (30) days from the date that the student was expected to return to school and to Title IV Federal Student Aid programs, as identified below, within forty-five (45) days from the date of the student's expected return to school.

Refunds for any student who withdraws from UTI before the end of any quarter are determined in accordance with the following refund policies:

- A student who officially withdraws during the first calendar week of the quarter is responsible for 25% of the tuition and fees for that quarter.
- A student who officially withdraws during the second calendar week of the quarter is responsible for 50% of the tuition and fees for that quarter.
- A student who officially withdraws during the third calendar week of the quarter is responsible for 75% of the tuition and fees for that quarter.



- A student who officially withdraws during the fourth calendar week or thereafter is NOT entitled to a refund of tuition or fees for that quarter.
- Application fee is NON-REFUNDABLE after the start of the program.

Tools, books, supplies, and laptops delivered to the student become the property and responsibility of the student. Tools, books, supplies, and laptops are not returnable or refundable once received by the student.

## Minimum Cancellation and Refund Policy

The state and Institutional policies below are applied in the event that a student cancels his or her enrollment or withdraws from school. UTI will apply the lower obligation determined from the state (if applicable) and Institutional policies to provide the student with the most favorable outcome. If the student has also received federal Title IV financial aid, a separate calculation will be performed in accordance with the Return of Title IV Funds policy as stated in this catalog. Also, in some cases, other funds such as those received from an agency will be returned to that provider in accordance with their program requirements. As federal regulations require that aid must first be applied to Institutional charges, any Title IV funds together with any other remaining funds paid on account will be deducted from the balance owed to the school. A complete copy of the obligation calculation together with the Return of Title IV Funds calculation if applicable will be mailed to the student. The student will then separately receive any remaining refund due or be billed for outstanding charges.

## Student Notices and Individual State Notices

### UTI

The following pages are **REQUIRED** enrollment documents. The pages marked **RETURN THIS COPY**

**TO UTI WITH ENROLLMENT** must be signed and returned with the Enrollment Agreement (if the student resides in that state) as indicated on the following pages .

The pages marked **STUDENT COPY** along with the remainder of the book are to be left with the student for his or her files.

## Tuition and Campus Specific Information

### Terms of Payment

Payment of tuition and remaining fees is due on the first day of class. Payment will be satisfied by either cash payments or through a financial aid package. Further information on securing a financial aid package can be obtained by contacting the school's Financial Aid Department.

**We understand cost can be a concern for many students. Our goal is to help students make their education at UTI/ UTI an affordable, valuable investment toward a fulfilling career. We work with each student to determine who qualifies for financial aid and the total amount of aid available, given a prospective student's financial situation.**

**A helpful tool is our Tuition Estimator (Net Price Calculator), which can help you determine the cost and affordability of our programs as well as the opportunities associated with investing in your education.**

To try it, go to [Universal Technical Institute \(Parent\) - Net Price Calculator \(studentaidcalculator.com\)](https://www.uti.edu/parent-net-price-calculator).

Details about program tuition, lab fee and the cost of the required digital multimeter are in the following Tuition Charts, which also includes the length of the program and type of graduation document awarded.

# Tuition Charts

## Universal Technical Institute: Canton, Michigan Campus

### MAIN CAMPUS

2955 South Haggerty Road  
Canton, MI 48188  
734-423-2100  
800-447-1310

**NOTE: Tuition is based on enrollment dates - Enrollment date is on or after 2/1/2025**

Program	Qtr Credit Hours	Clock Hours	No. Weeks	Tuition Cost *	Per Hour Technical	Per Hour Gen Ed	Reg. Fee	Lab Fee	Equip. Fee	Books	Laptop Fee +	Total	Graduation Document
Airframe and Powerplant Technician *	110.00	2040.00	85	\$49,250.30	\$447.73	\$0.00	\$50.00	\$195.00	\$135.00	\$404.00	\$625.00	\$50,659.30	Certificate
Industrial Maintenance Technician	42.00	720.00	30	\$18,854.64	\$448.92	\$0.00	\$50.00	\$195.00	\$135.00	\$1,336.00	\$625.00	\$21,195.64	Certificate
Wind Power Technician	41.00	720.00	30	\$18,405.72	\$448.92	\$0.00	\$50.00	\$195.00	\$135.00	\$710.00	\$625.00	\$20,120.72	Certificate
HVACR Technician	57.50	960.00	40	\$23,849.85	\$414.78	\$0.00	\$50.00	\$195.00	\$135.00	\$331.00	\$625.00	\$25,185.85	Certificate
Robotics and Automation Technician	69.50	1200.00	50	\$31,199.94	\$448.92	\$0.00	\$50.00	\$195.00	\$135.00	\$2,090.00	\$865.00	\$34,534.94	Certificate
Welding Specialist	52.00	960.00	40	\$25,000.04	\$480.77	\$0.00	\$50.00	\$195.00	\$375.00	\$151.00	\$625.00	\$26,396.04	Certificate

**Students must graduate from a Canton Certificate program or an equivalent from another college to enroll**

Program	Qtr Credit Hours	Clock Hours	No. Months	Tuition Cost *	Per Hour Technical	Per Hour Gen Ed	Reg. Fee	Lab Fee	Equip. Fee	Books	Laptop Fee +	Total	Graduation Document
Aviation Maintenance Technology *	134.00	2280.00	24	\$55,581.98	\$447.73	\$263.82	\$50.00	\$195.00	\$135.00	\$404.00	\$625.00	\$56,990.98	AAS
Energy Technology	106.00	1680.00	16	\$43,143.12	\$448.92	\$263.82	\$50.00	\$195.00	\$135.00	\$1,492.00	\$625.00	\$45,640.12	AAS
Robotics and Automation Technology	107.00	1680.00	18	\$43,592.04	\$448.92	\$263.82	\$50.00	\$195.00	\$135.00	\$2,090.00	\$865.00	\$46,927.04	AAS

+ Laptop fee may be waived if the student owns a Laptop that meets system requirements.

\* UTI will subsidize the cost of third-party exam fees up to \$2000 subject to the conditions outlined in the catalog. Exam fees may exceed subsidized amounts. UTI will subsidize the cost of one written exam retake fee. However, the maximum amount covered will not exceed a cumulative amount of \$2000.

Effective: 02/01/2025

# Universal Technical Institute: Avondale, Arizona Campus

## MAIN CAMPUS

10695 West Pierce Street, Suite 100, Avondale, AZ 85323 • (623) 245-4600 • 1-800-859-1202

## TUITION CHART

**NOTE: Tuitions are based on enrollment dates – Enrollment date is on or after 2/1/2025**

#	Programs	Sem. Credit Hrs.	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee^	Lab Fee	Equip. Fee °	Laptop Fee +	Total	Graduation Document
<b>Automotive Technology</b>											
2000	Automotive & EV Technology	61.0	1387.0	51	\$45,050.00	\$50.00	\$195.00	\$135.00	\$300.00	\$45,730.00	AOS
<b>Automotive Technology + 1 Industry Emphasis</b>											
2300	Automotive & EV Technology + 1 Industry Emphasis (Ford FACT**)	81.0	1837.0	66	\$55,500.00	\$50.00	\$195.00	\$135.00	\$300.00	\$56,180.00	AOS
2320	Automotive & EV Technology + 1 Industry Emphasis (GM)	77.0	1747.0	63	\$53,500.00	\$50.00	\$195.00	\$135.00	\$300.00	\$54,180.00	AOS
2310	Automotive & EV Technology + 1 Industry Emphasis (BMW FastTrack)	77.0	1747.0	63	\$53,600.00	\$50.00	\$195.00	\$135.00	\$300.00	\$54,280.00	AOS
<b>Diesel Technology + 1 Industry Emphasis</b>											
2420	Diesel Technology + 1 Industry Emphasis (DTNA Finish First)***	71.0	1603.5	57	\$49,500.00	\$50.00	\$195.00	\$135.00	\$300.00	\$50,180.00	AOS
2400	Diesel Technology + 1 Industry Emphasis (Cummins) >	71.0	1603.5	57	\$49,500.00	\$50.00	\$195.00	\$135.00	\$300.00	\$50,180.00	AOS
2410	Diesel Technology + 1 Industry Emphasis (Cummins Power Generation) >	71.0	1603.5	57	\$50,000.00	\$50.00	\$195.00	\$135.00	\$300.00	\$50,680.00	AOS
<b>Automotive &amp; Diesel Technology</b>											
2200	Automotive/Diesel & EV Technology	90.5	2061.5	75	\$57,800.00	\$50.00	\$195.00	\$135.00	\$300.00	\$58,480.00	AOS
<b>Automotive &amp; Diesel Technology + 1 Industry Emphasis</b>											
2500	Automotive/Diesel & EV Technology + 1 Industry Emphasis (Ford FACT**)	110.5	2511.5	90	\$68,300.00	\$50.00	\$195.00	\$135.00	\$300.00	\$68,980.00	AOS
<b>Diesel Technology</b>											
1100	Diesel Technology	55.0	1243.5	45	\$41,300.00	\$50.00	\$195.00	\$135.00	\$300.00	\$41,980.00	Diploma
<b>Welding Technology</b>											
560	Welding Technology	36.0	900.0	36	\$25,090.00	\$50.00	\$195.00	\$375.00	N/A	\$25,710.00	Diploma
<b>Aviation</b>											
A01000	Airframe & Powerplant Technician >>	69.0	1950.0	78	\$50,950.00	\$50.00	\$195.00	\$135.00	\$300.00	\$51,630.00	Diploma
<b>HVACR Technician</b>											
H01000	HVACR Technician	38.5	975.0	39	\$24,470.00	\$50.00	\$195.00	\$135.00	\$625.00	\$25,475.00	Diploma

**THE FOLLOWING PROGRAMS ARE NO LONGER ENROLLING NEW STUDENTS:**

#	Programs	Sem. Credit Hrs.	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee^	Lab Fee	Equip. Fee °	Laptop Fee +	Total	Graduation Document
5000	Automotive Technology II	61.0	1380.0	51	\$45,050.00	\$50.00	\$195.00	\$135.00	\$300.00	\$45,730.00	AOS

#	Programs	Sem. Credit Hrs.	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee <sup>^</sup>	Lab Fee	Equip. Fee <sup>o</sup>	Laptop Fee +	Total	Graduation Document
5100	Automotive Technology II + 1 Industry Emphasis (Ford FACT <sup>**</sup> )	81.0	1830.0	66	\$55,500.00	\$50.00	\$195.00	\$135.00	\$300.00	\$56,180.00	AOS
5109	Automotive Technology II + 1 Industry Emphasis (GM)	77.0	1740.0	63	\$53,500.00	\$50.00	\$195.00	\$135.00	\$300.00	\$54,180.00	AOS
5110	Automotive Technology II + 1 Industry Emphasis (BMW FastTrack)	77.0	1740.0	63	\$53,600.00	\$50.00	\$195.00	\$135.00	\$300.00	\$54,280.00	AOS
5403	Diesel Technology II + 1 Industry Emphasis (DTNA Finish First) <sup>***</sup>	69.5	1562.5	57	\$49,500.00	\$50.00	\$195.00	\$135.00	\$300.00	\$50,180.00	AOS
5404	Diesel Technology II + 1 Industry Emphasis (Cummins) >	68.5	1562.5	57	\$49,500.00	\$50.00	\$195.00	\$135.00	\$300.00	\$50,180.00	AOS
5402	Diesel Technology II + 1 Industry Emphasis (Cummins Power Generation) >	69.5	1562.5	57	\$50,000.00	\$50.00	\$195.00	\$135.00	\$300.00	\$50,680.00	AOS
5500	Automotive & Diesel Technology II	90.0	2033.0	75	\$57,800.00	\$50.00	\$195.00	\$135.00	\$300.00	\$58,480.00	AOS
5600	Automotive & Diesel Technology II + 1 Industry Emphasis (Ford FACT <sup>**</sup> )	110.0	2483.0	90	\$68,300.00	\$50.00	\$195.00	\$135.00	\$300.00	\$68,980.00	AOS
290	Diesel Technology II	53.5	1202.5	45	\$41,300.00	\$50.00	\$195.00	\$135.00	\$300.00	\$41,980.00	Diploma
*	Tuition Cost includes course books (text/workbooks), one work shirt, two T-shirts, and safety glasses. The lab and meter fees are due prior to the first day of class. A student is permitted to retake only one course for any reason at no additional charge for the duration of their program within the same department group. Upon the second and subsequent retakes, the student will incur a \$750 charge. A student who cancels before starting and re-enrolls is subject to a \$50.00 fee.										
>>	UTI will subsidize the cost of third-party exam fees up to \$2000 subject to the conditions outlined in the catalog. Exam fees may exceed subsidized amounts. UTI will subsidize the cost of one written exam retake fee. However, the maximum amount covered will not exceed a cumulative amount of \$2000.										
^	Registration fees may vary by state, but in no instance will they exceed the amount listed above.										
o	Automotive and Diesel students may have their Equipment Fee waived if student owns a multimeter. Equipment fees are due prior to the first day of class.										
**	FACT represents Ford Accelerated Credential Training. FACT includes Ford diesel instruction.										
***	Any currently enrolled student meeting the Attendance requirements may request a program change into the program.										
>	Students enrolled in these programs must maintain a 3.0 GPA in order to complete the Cummins/Cummins Power Generation Portion of the program.										
+	Laptop fee may be waived if the student owns a laptop that meets system requirements.										

Effective: 02/01/2025

## Universal Technical Institute: Houston, Texas Campus

### MAIN CAMPUS

721 Lockhaven Drive, Houston, TX 77073 • (281)443-6262 • 1-800-325-0354

### TUITION CHART

**NOTE: Tuitions are based on enrollment dates – Enrollment date is on or after 2/1/2025**

#	Programs	Sem. Credit Hrs.	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee <sup>^</sup>	Lab Fee	Equip. Fee <sup>o</sup>	Laptop Fee +	Total	Graduation Document
Automotive Technology											
2000	Automotive & EV Technology	61	1387	51	\$44,500.00	\$50.00	\$195.00	\$135.00	\$300.00	\$45,180.00	AOS
2300	Automotive & EV Technology + 1 Industry Emphasis (Ford FACT <sup>**</sup> )	81	1837	66	\$54,700.00	\$50.00	\$195.00	\$135.00	\$300.00	\$55,380.00	AOS

#	Programs	Sem. Credit Hrs.	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee^	Lab Fee	Equip. Fee°	Laptop Fee +	Total	Graduation Document
2310	Automotive & EV Technology + 1 Industry Emphasis (BMW FastTrack)	77	1747	63	\$52,800.00	\$50.00	\$195.00	\$135.00	\$300.00	\$53,480.00	AOS
Diesel Industrial											
1100	Diesel Technology	55	1243.5	45	\$40,500.00	\$50.00	\$195.00	\$135.00	\$300.00	\$41,980.00	Diploma
2400	Diesel Technology + 1 Industry Emphasis (Cummins) >	71	1603.5	57	\$48,700.00	\$50.00	\$195.00	\$135.00	\$300.00	\$49,380.00	AOS
Automotive & Diesel Technology											
2200	Automotive/Diesel & EV Technology	90.5	2061.5	75	\$57,500.00	\$50.00	\$195.00	\$135.00	\$300.00	\$58,180.00	AOS
2500	Automotive/Diesel & EV Technology + 1 Industry Emphasis (Ford FACT**)	110.5	2511.5	90	\$67,700.00	\$50.00	\$195.00	\$135.00	\$300.00	\$68,380.00	AOS
Collision Repair											
751	Collision Repair & Refinish Technology	68	1530	51	\$41,450.00	\$50.00	\$195.00	\$0~	N/A	\$41,695.00	Diploma
754	Collision Repair & Refinish Technology + Estimating	72	1620	54	\$44,050.00	\$50.00	\$195.00	\$0~	N/A	\$44,295.00	Diploma
Welding Technology											
560	Welding Technology	36	900	36	\$23,550.00	\$50.00	\$195.00	\$375.00	N/A	\$24,170.00	Diploma
Industrial Maintenance Technician											
E01000	Industrial Maintenance Technician	28	750	30	\$19,850.00	\$50.00	\$195.00	\$135.00	\$300.00	\$20,530.00	Diploma
Wind Turbine Technician											
E02000	Wind Turbine Technician	26.5	750	30	\$19,850.00	\$50.00	\$195.00	\$135.00	\$300.00	\$20,530.00	Diploma
HVACR Technician											
H01000	HVACR Technician	38.5	975	39	\$23,800.00	\$50.00	\$195.00	\$135.00	\$625.00	\$24,805.00	Diploma
Robotics & Automation Technician											
R01000	Robotics & Automation Technician	49	1275	51	\$33,800.00	\$50.00	\$195.00	\$135.00	\$865.00	\$35,045.00	Diploma
Advanced Non-Destructive Testing Technician											
AN1000	Advanced Non-Destructive Testing Technician	36	900	36	\$25,000.00	\$50.00	\$195.00	\$0~	\$625.00	\$25,870.00	Diploma
Aviation											
A01000	Airframe & Powerplant Technician ***	69	1950	78	\$50,198.00	\$50.00	\$195.00	\$135.00	\$300.00	\$50,878.00	Diploma

**THE FOLLOWING PROGRAMS ARE NO LONGER ENROLLING NEW STUDENTS:**

#	Programs	Sem. Credit Hrs.	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee^	Lab Fee	Equip. Fee°	Laptop Fee +	Total	Graduation Document
4550	Diesel & Industrial Technology	60	1350	45	\$38,700.00	\$50.00	\$195.00	\$135.00	\$300.00	\$39,380.00	AOS

*	Tuition Cost includes course books (text/workbooks), one work shirt, two T-shirts, and safety glasses. The lab and meter fees are due prior to the first day of class. A student is permitted to retake only one course for any reason at no additional charge for the duration of their program within the same department group. Upon the second and subsequent retakes, the student will incur a \$750 charge. A student who cancels before starting and re-enrolls is subject to a \$50.00 fee.
^	Registration fees may vary by state, but in no instance will they exceed the amount listed above.
°	Automotive and Diesel students may have their Equipment Fee waived if student owns a multimeter. Equipment fees are due prior to the first day of class.
**	FACT represents Ford Accelerated Credential Training. FACT includes Ford diesel instruction.
~	Program does not require meter.
>	Students enrolled in these programs must maintain a 3.0 GPA in order to complete the Cummins/Cummins Power Generation Portion of the program.
+	Laptop fee may be waived if the student owns a laptop that meets system requirements.
***	UTI will subsidize the cost of third-party exam fees up to \$2000 subject to the conditions outlined in the catalog. Exam fees may exceed subsidized amounts. UTI will subsidize the cost of one written exam retake fee. However, the maximum amount covered will not exceed a cumulative amount of \$2000.

# Universal Technical Institute: Lisle, Illinois Campus

## MAIN CAMPUS

A Branch Campus of Universal Technical Institute of Arizona, Inc. – 10695 W. Pierce Street, Suite 100, Avondale, AZ 853233

2611 Corporate West Drive, Lisle, IL 60532 • (630) 529-2662 • 1-800-441-4248

## TUITION CHART

**NOTE: Tuitions are based on enrollment dates – Enrollment date is on or after 2/1/2025**

#	Programs	Sem. Credit Hrs.	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee <sup>^</sup>	Lab Fee	Equip. Fee <sup>o</sup>	Laptop Fee +	Total	Graduation Document
<b>Automotive Technology</b>											
8000	Automotive Technology >	68.0	1530.0	51	\$44,200.00	\$50.00	\$195.00	\$135.00	\$300.00	\$44,880.00	Diploma
8100	Automotive Technology + FACT** >	88.0	1980.0	66	\$55,000.00	\$50.00	\$195.00	\$135.00	\$300.00	\$55,680.00	Diploma
8102	Automotive Technology + TPAT**** >	84.0	1890.0	63	\$53,000.00	\$50.00	\$195.00	\$135.00	\$300.00	\$53,680.00	Diploma
8103	Automotive Technology + BMW FastTrack >	84.0	1890.0	63	\$53,000.00	\$50.00	\$195.00	\$135.00	\$300.00	\$53,680.00	Diploma
<b>Diesel Technology</b>											
8500	Diesel & Industrial Technology >	60.0	1350.0	45	\$41,150.00	\$50.00	\$195.00	\$135.00	\$300.00	\$41,830.00	Diploma
8601	Diesel & Industrial Technology + Daimler Trucks Finish First**** >	76.0	1710.0	57	\$49,500.00	\$50.00	\$195.00	\$135.00	\$300.00	\$50,180.00	Diploma
<b>Automotive &amp; Diesel Technology</b>											
8700	Automotive/Diesel & Industrial Technology >	100.0	2250.0	75	\$56,200.00	\$50.00	\$195.00	\$135.00	\$300.00	\$56,880.00	Diploma
8800	Automotive/Diesel & Industrial Technology + FACT** >	120.0	2700.0	90	\$67,000.00	\$50.00	\$195.00	\$135.00	\$300.00	\$67,680.00	Diploma
<b>Welding Technology</b>											
560	Welding Technology	36.0	900.0	36	\$23,450.00	\$50.00	\$195.00	\$375.00	N/A	\$24,070.00	Diploma
<b>Wind Turbine Technician</b>											
E02000	Wind Turbine Technician	26.5	750.0	30	\$19,850.00	\$50.00	\$195.00	\$135.00	\$300.00	\$20,530.00	Diploma
<b>Industrial Maintenance Technician</b>											
E01000	Industrial Maintenance Technician	28.0	750.0	30	\$19,850.00	\$50.00	\$195.00	\$135.00	\$300.00	\$20,530.00	Diploma
<b>Robotics &amp; Automation Technician</b>											
R01000	Robotics & Automation Technician	49.0	1275.0	51	\$33,900.00	\$50.00	\$195.00	\$135.00	\$865.00	\$35,145.00	Diploma

*	Tuition Cost includes course books (text/workbooks), one work shirt, two T-shirts, and safety glasses. The lab and meter fees are due prior to the first day of class. A student is permitted to retake only one course for any reason at no additional charge for the duration of their program within the same department group. Upon the second and subsequent retakes, the student will incur a \$750 charge. A student who cancels before starting and re-enrolls is subject to a \$50.00 fee.
<sup>^</sup>	Registration fees may vary by state, but in no instance will they exceed the amount listed above.
<sup>o</sup>	Automotive and Diesel students may have their Equipment Fee waived if student owns a multimeter. Equipment fees are due prior to the first day of class.
**	FACT represents Ford Accelerated Credential Training. FACT includes Ford diesel instruction.
***	Any currently enrolled student meeting the Attendance requirements may request a program change into the program.
****	TPAT represents Toyota Professional Automotive Training.
>	Program not eligible for VA benefits
+	Laptop fee may be waived if the student owns a laptop that meets system requirements.

# Universal Technical Institute: Rancho Cucamonga, California Campus

A Branch Campus of Universal Technical Institute of Arizona, Inc. – 10695 W. Pierce Street, Suite 100, Avondale, AZ 85323

Class sessions are held at: 9494 Haven Avenue, Rancho Cucamonga, CA 91730 • (909) 484-1929 • 1-888-692-7800

All programs may not be available to students from states outside of California

**NOTE: Tuitions are based on enrollment dates – Enrollment date is on or after 2/1/2025**

#	Programs	Sem. Credit Hrs.	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee <sup>A</sup>	Lab Fee	Equip Fee <sup>o</sup>	Laptop Fee +	Estimated Total	Graduation Document
<b>Automotive Technology</b>											
2000	Automotive & EV Technology	61.0	1387.0	51	\$45,780.00	\$50.00	\$195.00	\$135.00	\$300.00	\$46,460.00	AOS
<b>Automotive Technology + 1 Industry Emphasis</b>											
2300	Automotive & EV Technology + 1 Industry Emphasis (Ford FACT**)	81.0	1837.0	66	\$56,250.00	\$50.00	\$195.00	\$135.00	\$300.00	\$56,930.00	AOS
2330	Automotive & EV Technology + 1 Industry Emphasis (TPAT)	77.0	1747.0	63	\$54,350.00	\$50.00	\$195.00	\$135.00	\$300.00	\$55,030.00	AOS
<b>Diesel Technology</b>											
1100	Diesel Technology	55.0	1243.5	45	\$42,700.00	\$50.00	\$195.00	\$135.00	\$300.00	\$43,380.00	Diploma
<b>Automotive &amp; Diesel Technology</b>											
2200	Automotive/Diesel & EV Technology	90.5	2061.5	75	\$58,300.00	\$50.00	\$195.00	\$135.00	\$300.00	\$58,980.00	AOS
<b>Automotive &amp; Diesel Technology + 1 Industry Emphasis</b>											
2500	Automotive/Diesel & EV Technology + 1 Industry Emphasis (Ford FACT**)	110.5	2511.5	90	\$68,500.00	\$50.00	\$195.00	\$135.00	\$300.00	\$69,180.00	AOS
<b>Welding Technology</b>											
560	Welding Technology	36.0	900.0	36	\$25,800.00	\$50.00	\$195.00	\$375.00	N/A	\$26,420.00	Diploma
<b>Wind Turbine Technician</b>											
E02000	Wind Turbine Technician	26.5	750.0	30	\$20,500.00	\$50.00	\$195.00	\$135.00	\$300.00	\$21,180.00	Diploma
<b>Industrial Maintenance Technician</b>											
E01000	Industrial Maintenance Technician	28.0	750.0	30	\$20,500.00	\$50.00	\$195.00	\$135.00	\$300.00	\$21,180.00	Diploma
<b>Robotics &amp; Automation Technician</b>											
R01000	Robotics & Automation Technician	49.0	1275.0	51	\$35,100.00	\$50.00	\$195.00	\$135.00	\$865.00	\$36,345.00	Diploma

## THE FOLLOWING PROGRAMS ARE NO LONGER ENROLLING NEW STUDENTS:

#	Programs	Sem. Credit Hrs.	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee <sup>A</sup>	Lab Fee	Equip Fee <sup>o</sup>	Laptop Fee +	Estimated Total	Graduation Document
5050	Automotive Technology II	61	1,380	51	\$45,780.00	\$50.00	\$195.00	\$135.00	\$300.00	\$46,460.00	AOS
5150	Automotive Technology II + 1 Industry Emphasis (Ford FACT**)	81.0	1830.0	66	\$56,250.00	\$50.00	\$195.00	\$135.00	\$300.00	\$56,930.00	AOS
5152	Automotive Technology II + 1 Industry Emphasis (TPAT)	77.0	1740.0	63	\$54,350.00	\$50.00	\$195.00	\$135.00	\$300.00	\$55,030.00	AOS
295	Diesel Technology II	53.5	1,211.0	45	\$42,700.00	\$50.00	\$195.00	\$135.00	\$300.00	\$43,380.00	Diploma
5550	Automotive & Diesel Technology II	90.0	2033.0	75	\$58,300.00	\$50.00	\$195.00	\$135.00	\$300.00	\$58,980.00	AOS
5650	Automotive & Diesel Technology II + 1 Industry Emphasis (Ford FACT**)	110.0	2483.0	90	\$68,500.00	\$50.00	\$195.00	\$135.00	\$300.00	\$69,180.00	AOS

^	Registration fees may vary by state, but in no instance will they exceed the amount listed above.
*	Tuition Cost includes course books (text/workbooks), one work shirt, two T-shirts, and safety glasses. The lab and meter fees are due prior to the first day of class. A student is permitted to retake only one course for any reason at no additional charge for the duration of their program within the same department group. Upon the second and subsequent retakes, the student will incur a \$750 charge. A student who cancels before starting and re-enrolls is subject to a \$50.00 fee.
o	Automotive and Diesel students may have their Equipment Fee waived if student owns a multimeter. Equipment fees are due prior to the first day of class.
**	FACT represents Ford Accelerated Credential Training. FACT includes Ford diesel instruction.
+	Laptop fee may be waived if the student owns a laptop that meets system requirements.
>	Program not eligible for VA benefits

## Tuition Breakdown by Period

#	PROGRAM	CRD	HRS	WKS	COST
2000	Automotive & EV Technology				
	Period 1	17.9	407.9	15	\$16,544.00
	Period 2	17.9	407.9	15	\$16,544.00
	Period 3	14.4	326.4	12	\$13,235.00
	Period 4	10.8	244.8	9	\$9,927.00
	<b>TOTAL</b>	<b>61.0</b>	<b>1387.0</b>	<b>51.0</b>	<b>\$56,250.00</b>
#	PROGRAM	CRD	HRS	WKS	COST
2300	Automotive & EV Technology + 1 Industry Emphasis (Ford FACT**)				
	Period 1	18.4	417.5	15	\$12,784.00
	Period 2	18.4	417.5	15	\$12,784.00
	Period 3	18.4	417.5	15	\$12,784.00
	Period 4	18.4	417.5	15	\$12,784.00
	Period 5	7.4	167.0	6	\$5,114.00
	<b>TOTAL</b>	<b>81.0</b>	<b>1837.0</b>	<b>66.0</b>	<b>\$ 56,250.00</b>
#	PROGRAM	CRD	HRS	WKS	COST
2330	Automotive & EV Technology + 1 Industry Emphasis (TPAT)				
	Period 1	18.3	416.0	15	\$12,940.00
	Period 2	18.3	416.0	15	\$12,940.00
	Period 3	18.3	416.0	15	\$12,940.00
	Period 4	18.3	416.0	15	\$12,940.00
	Period 5	3.8	83.2	3	\$2,590.00
	<b>TOTAL</b>	<b>77.0</b>	<b>1747.0</b>	<b>63.0</b>	<b>\$54,350.00</b>
#	PROGRAM	CRD	HRS	WKS	COST
1100	Diesel Technology				
	Period 1	18.3	414.5	15	\$14,233.00
	Period 2	18.3	414.5	15	\$14,233.00
	Period 3	18.4	414.5	15	\$14,234.00
	<b>TOTAL</b>	<b>55.0</b>	<b>1243.5</b>	<b>45.0</b>	<b>\$42,700.00</b>
#	PROGRAM	CRD	HRS	WKS	COST
2200	Automotive/Diesel & EV Technology				
	Period 1	18.1	412.3	15	\$11,660.00
	Period 2	18.1	412.3	15	\$11,660.00



	Period 3	18.1	412.3	15	\$11,660.00
	Period 4	18.1	412.3	15	\$11,660.00
	Period 5	18.1	412.3	15	\$11,660.00
	<b>TOTAL</b>	<b>90.5</b>	<b>2061.5</b>	<b>75.0</b>	<b>\$ 58,300.00</b>
<b>#</b>	<b>PROGRAM</b>	<b>CRD</b>	<b>HRS</b>	<b>WKS</b>	<b>COST</b>
2500	Automotive/Diesel & EV Technology + 1 Industry Emphasis (Ford FACT**)				
	Period 1	18.4	418.6	15	\$11,417.00
	Period 2	18.4	418.6	15	\$11,417.00
	Period 3	18.4	418.6	15	\$11,417.00
	Period 5	18.4	418.6	15	\$11,417.00
	Period 6	18.4	418.6	15	\$11,417.00
	Period 7	18.5	418.6	15	\$11,415.00
	<b>TOTAL</b>	<b>110.5</b>	<b>2511.5</b>	<b>90.0</b>	<b>\$68,500.00</b>
<b>#</b>	<b>PROGRAM</b>	<b>CRD</b>	<b>HRS</b>	<b>WKS</b>	<b>COST</b>
<b>560</b>	<b>Welding Technology</b>				
	Period 1	15.0	375.0	15	\$10,750.00
	Period 2	15.0	375.0	15	\$10,750.00
	Period 3	6.0	150.0	6	\$4,300.00
	<b>TOTAL</b>	<b>36.0</b>	<b>900.0</b>	<b>36.0</b>	<b>\$25,800.00</b>
<b>#</b>	<b>PROGRAM</b>	<b>CRD</b>	<b>HRS</b>	<b>WKS</b>	<b>COST</b>
<b>E02000</b>	<b>Wind Turbine Technician</b>				
	Period 1	13.3	375.0	15	\$10,250.00
	Period 2	13.2	375.0	15	\$10,250.00
	<b>TOTAL</b>	<b>26.5</b>	<b>750.0</b>	<b>30.0</b>	<b>\$ 20,500.00</b>
<b>#</b>	<b>PROGRAM</b>	<b>CRD</b>	<b>HRS</b>	<b>WKS</b>	<b>COST</b>
<b>E01000</b>	<b>Industrial Maintenance Technician</b>				
	Period 1	14.0	375.0	15	\$10,250.00
	Period 2	14.0	375.0	15	\$10,250.00
	<b>TOTAL</b>	<b>28.0</b>	<b>750.0</b>	<b>30.0</b>	<b>\$ 20,500.00</b>
<b>#</b>	<b>PROGRAM</b>	<b>CRD</b>	<b>HRS</b>	<b>WKS</b>	<b>COST</b>
<b>R01000</b>	<b>Robotics &amp; Automation Technician</b>				
	Period 1	14.4	375.0	15	\$10,324.00
	Period 2	14.4	375.0	15	\$10,324.00
	Period 3	11.5	300.0	12	\$8,259.00
	Period 4	8.7	225.0	9	\$6,193.00
	<b>TOTAL</b>	<b>49.0</b>	<b>1275.0</b>	<b>51.0</b>	<b>\$ 35,100.00</b>

Effective: 02/01/2025

## Universal Technical Institute: Exton, Pennsylvania Campus

A Branch Campus of Universal Technical Institute of Texas, Inc. - 721 Lockhaven Drive, Houston, TX 77073  
750 Pennsylvania Drive, Exton, PA 19341 • (610) 458-5595 • 1-877-884-3986

**NOTE: Tuitions are based on enrollment dates – Enrollment date is on or after 2/1/2025**

#	Programs	Sem. Credit Hrs.	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee <sup>^</sup>	Lab Fee	Equip. Fee <sup>o</sup>	Laptop Fee +	Total	Graduation Document
Automotive Technology											
8000	Automotive Technology	68.0	1530.0	51	\$41,700.00	\$50.00	\$195.00	\$135.00	\$300.00	\$42,380.00	Diploma
8100	Automotive Technology + FACT**	88.0	1980.0	66	\$51,850.00	\$50.00	\$195.00	\$135.00	\$300.00	\$52,530.00	Diploma
8103	Automotive Technology + BMW FastTrack	84.0	1890.0	63	\$51,000.00	\$50.00	\$195.00	\$135.00	\$300.00	\$51,680.00	Diploma
Diesel Technology											
8500	Diesel & Industrial Technology	60.0	1350.0	45	\$39,300.00	\$50.00	\$195.00	\$135.00	\$300.00	\$39,980.00	Diploma
8602	Diesel & Industrial Technology + Cummins >	75.0	1710.0	57	\$47,450.00	\$50.00	\$195.00	\$135.00	\$300.00	\$48,130.00	Diploma
Automotive & Diesel Technology											
8700	Automotive/Diesel & Industrial Technology	100.0	2250.0	75	\$53,500.00	\$50.00	\$195.00	\$135.00	\$300.00	\$54,180.00	Diploma
8800	Automotive/Diesel & Industrial Technology + FACT**	120.0	2700.0	90	\$63,650.00	\$50.00	\$195.00	\$135.00	\$300.00	\$64,330.00	Diploma
Welding Technology											
560	Welding Technology	36.0	900.0	36	\$24,520.00	\$50.00	\$195.00	\$375.00	N/A	\$25,140.00	Diploma
Robotics & Automation Technician											
R01000	Robotics & Automation Technician	49.0	1275.0	51	\$33,800.00	\$50.00	\$195.00	\$135.00	\$865.00	\$35,045.00	Diploma
Electrical, Electronics & Industrial Technology											
EE1000	Electrical, Electronics & Industrial Technology >>	51.0	1275.0	51	\$33,800.00	\$50.00	\$195.00	\$485.00	\$865.00	\$35,395.00	Diploma

**THE FOLLOWING PROGRAMS ARE ONLY AVAILABLE FOR GRAD REENROLLS STUDENTS ONLY**

#	Programs	Sem. Credit Hrs.	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee <sup>^</sup>	Lab Fee	Equip. Fee <sup>o</sup>	Laptop Fee +	Total	Graduation Document
9000	Automotive/Diesel & Industrial Technology	112.5	2450.0	100	\$58,500	\$0	\$0	\$0	\$300	\$58,800	AST
9100	Automotive Technology	80.5	1730.0	76	\$46,700	\$0	\$0	\$0	\$300	\$47,000	AST

*	Tuition Cost includes course books (text/workbooks), one work shirt, two T-shirts, and safety glasses. The lab and meter fees are due prior to the first day of class. A student is permitted to retake only one course for any reason at no additional charge for the duration of their program within the same department group. Upon the second and subsequent retakes, the student will incur a \$750 charge. A student who cancels before starting and re-enrolls is subject to a \$50.00 fee.
^	Registration fees may vary by state, but in no instance will they exceed the amount listed above.
o	Automotive and Diesel students may have their Equipment Fee waived if student owns a multimeter. Equipment fees are due prior to the first day of class.
**	FACT represents Ford Accelerated Credential Training. FACT includes Ford diesel instruction.
>	Students enrolled in these programs must maintain a 3.0 GPA in order to complete the Cummins/Cummins Power Generation Portion of the program.
+	Laptop fee may be waived if the student owns a laptop that meets system requirements.
>>	Program not eligible for VA benefits.

Effective: 02/24/2025

# Universal Technical Institute: Sacramento, California Campus

A Branch Campus of Universal Technical Institute of Phoenix, Inc. 10695 West Pierce Street, Suite 200, Avondale, AZ 85323

Class sessions are held at: 4100 Duckhorn Drive, Sacramento, CA 95834 (916) 263-9100 • 1-877-884-2254

**NOTE: Tuitions are based on enrollment dates – Enrollment date is on or after 2/1/2025**

#	Programs	Sem. Credit Hrs.	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee <sup>A</sup>	Lab Fee	Equip. Fee <sup>o</sup>	Laptop Fee +	Estimated Total	Graduation Document
<b>Automotive Technology</b>											
2000	Automotive & EV Technology	61.0	1387.0	51	\$45,390.00	\$50.00	\$195.00	\$135.00	\$300.00	\$46,070.00	AOS
<b>Automotive Technology II + 1 Industry Emphasis</b>											
2300	Automotive & EV Technology + 1 Industry Emphasis (Ford FACT <sup>**</sup> )	81.0	1837.0	66	\$55,750.00	\$50.00	\$195.00	\$135.00	\$300.00	\$56,430.00	AOS
<b>Diesel Technology</b>											
1100	Diesel Technology	55.0	1243.5	45	\$42,200.00	\$50.00	\$195.00	\$135.00	\$300.00	\$42,880.00	Diploma
<b>Automotive &amp; Diesel Technology</b>											
2200	Automotive/Diesel & EV Technology	90.5	2061.5	75	\$57,600.00	\$50.00	\$195.00	\$135.00	\$300.00	\$58,280.00	AOS
<b>Automotive &amp; Diesel Technology II + 1 Industry Emphasis</b>											
2500	Automotive/Diesel & EV Technology + 1 Industry Emphasis (Ford FACT <sup>**</sup> )	110.5	2511.5	90	\$68,750.00	\$50.00	\$195.00	\$135.00	\$300.00	\$69,430.00	AOS
<b>Welding Technology</b>											
U00560	Welding Technology	36	900	36	\$25,500.00	\$50.00	\$195.00	\$375.00	N/A	\$26,120.00	Diploma
<b>HVACR Technology</b>											
H01000	HVACR Technology	38.5	975.0	39	\$24,100.00	\$50.00	\$195.00	\$135.00	\$625.00	\$25,105.00	Diploma

**THE FOLLOWING PROGRAMS ARE NO LONGER ENROLLING NEW STUDENTS:**

#	Programs	Sem. Credit Hrs.	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee <sup>A</sup>	Lab Fee	Equip. Fee <sup>o</sup>	Laptop Fee +	Estimated Total	Graduation Document
5050	Automotive Technology II	61	1,380	51	\$45,390.00	\$50.00	\$195.00	\$135.00	\$300.00	\$46,070.00	AOS
5150	Automotive Technology II + 1 Industry Emphasis (Ford FACT <sup>**</sup> )	81	1,830	66	\$55,750.00	\$50.00	\$195.00	\$135.00	\$300.00	\$56,430.00	AOS
295	Diesel Technology II	53.5	1,211.0	45	\$42,200.00	\$50.00	\$195.00	\$135.00	\$300.00	\$42,880.00	Diploma
5550	Automotive & Diesel Technology II	90	2,033	75	\$57,600.00	\$50.00	\$195.00	\$135.00	\$300.00	\$58,280.00	AOS
5650	Automotive & Diesel Technology II + 1 Industry Emphasis (Ford FACT <sup>**</sup> )	110	2,483	90	\$68,750.00	\$50.00	\$195.00	\$135.00	\$300.00	\$69,430.00	AOS

<sup>A</sup> Registration fees may vary by state, but in no instance will they exceed the amount listed above.

<sup>\*</sup> Tuition Cost includes course books (text/workbooks), one work shirt, two T-shirts, and safety glasses. . The lab and meter fees are due prior to the first day of class. A student is permitted to retake only one course for any reason at no additional charge for the duration of their program within the same department group. Upon the second and subsequent retakes, the student will incur a \$750 charge. A student who cancels before starting and re-enrolls is subject to a \$50.00 fee.

<sup>o</sup> Automotive and Diesel students may have their Equipment Fee waived if student owns a multimeter. Equipment fees are due prior to the first day of class.

<sup>\*\*</sup> FACT represents Ford Accelerated Credential Training. FACT includes Ford diesel instruction.

<sup>+</sup> Laptop fee may be waived if the student owns a laptop that meets system requirements

## Tuition Breakdown by Period

#	PROGRAM	CRD	HRS	WKS	COST
<b>2000</b>	<b>Automotive &amp; EV Technology</b>				
	Period 1	17.9	407.9	15	\$13,350.00
	Period 2	17.9	407.9	15	\$13,350.00
	Period 3	14.4	326.4	12	\$10,680.00
	Period 4	10.8	244.8	9	\$8,010.00
	<b>TOTAL</b>	<b>61.0</b>	<b>1387.0</b>	<b>51.0</b>	<b>\$45,390.00</b>
#	PROGRAM	CRD	HRS	WKS	COST
<b>2300</b>	<b>Automotive &amp; EV Technology + 1 Industry Emphasis (Ford FACT**)</b>				
	Period 1	18.4	417.5	15	\$10,316.00
	Period 2	18.4	417.5	15	\$10,316.00
	Period 3	18.4	417.5	15	\$10,316.00
	Period 4	18.4	417.5	15	\$10,316.00
	Period 5	7.4	167.0	6	\$4,126.00
	<b>TOTAL</b>	<b>81.0</b>	<b>1837.0</b>	<b>66</b>	<b>\$55,750.00</b>
#	PROGRAM	CRD	HRS	WKS	COST
<b>1100</b>	<b>Diesel Technology</b>				
	Period 1	18.3	414.5	15	\$14,067.00
	Period 2	18.3	414.5	15	\$14,067.00
	Period 3	18.4	414.5	15	\$14,066.00
	<b>TOTAL</b>	<b>55.0</b>	<b>1243.5</b>	<b>45.0</b>	<b>\$42,200.00</b>
#	PROGRAM	CRD	HRS	WKS	COST
<b>2200</b>	<b>Automotive/Diesel &amp; EV Technology</b>				
	Period 1	18.1	412.3	15	\$11,520.00
	Period 2	18.1	412.3	15	\$11,520.00
	Period 3	18.1	412.3	15	\$11,520.00
	Period 4	18.1	412.3	15	\$11,520.00
	Period 5	18.1	412.3	15	\$11,520.00
	<b>TOTAL</b>	<b>90.5</b>	<b>2061.5</b>	<b>75.0</b>	<b>\$57,600.00</b>
#	PROGRAM	CRD	HRS	WKS	COST
<b>2500</b>	<b>Automotive/Diesel &amp; EV Technology + 1 Industry Emphasis (Ford FACT**)</b>				
	Period 1	18.4	418.6	15	\$11,458.00
	Period 2	18.4	418.6	15	\$11,458.00
	Period 3	18.4	418.6	15	\$11,458.00
	Period 4	18.4	418.6	15	\$11,458.00
	Period 5	18.4	418.6	15	\$11,458.00
	Period 6	18.5	418.6	15	\$11,460.00
	<b>TOTAL</b>	<b>110.5</b>	<b>2511.5</b>	<b>90.0</b>	<b>\$68,750.00</b>
#	PROGRAM	CRD	HRS	WKS	COST
<b>560</b>	<b>Welding Technology</b>				
	Period 1	15.0	375.0	15	\$10,625.00
	Period 2	15.0	375.0	15	\$10,625.00

	Period 3	6.0	150.0	6	\$4,250.00
	<b>TOTAL</b>	<b>36.0</b>	<b>900.0</b>	<b>36.0</b>	<b>\$25,500.00</b>
<b>#</b>	<b>PROGRAM</b>	<b>CRD</b>	<b>HRS</b>	<b>WKS</b>	<b>COST</b>
<b>H01000</b>	<b>HVACR Technician</b>				
	Period 1	14.8	375.0	15	\$9,269.00
	Period 2	14.8	375.0	15	\$9,269.00
	Period 3	8.9	225.0	9	\$5,562.00
	<b>TOTAL</b>	<b>38.5</b>	<b>975.0</b>	<b>39.0</b>	<b>\$24,100.00</b>

Effective: 02/01/2025

## NASCAR Technical Institute: Mooresville, North Carolina Campus

A Branch Campus of Universal Technical Institute of Arizona, Inc. – 10695 W. Pierce Street, Suite 100, Avondale, AZ 85323

220 Byers Creek Road, Mooresville, NC 28117 • (704) 658-1950 • 1-866-316-2722

### Tuition Chart

**NOTE: Tuitions are based on enrollment dates – Enrollment date is on or after 2/1/2025**

#	Programs	Sem. Credit Hrs.	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee <sup>^</sup>	Lab Fee	Equip. Fee <sup>°</sup>	Laptop Fee +	Total	Graduation Document
<b>Automotive Technology</b>											
4200	NTI Automotive Technology	64.0	1440.0	48	\$43,750.00	\$50.00	\$195.00	\$135.00	\$300.00	\$44,430.00	AOS
4201	NTI Automotive Technology + Ford FACT **	84.0	1890.0	63	\$54,200.00	\$50.00	\$195.00	\$135.00	\$300.00	\$54,880.00	AOS
4202	NTI Automotive Technology + Mopar TEC	80.0	1800.0	60	\$52,200.00	\$50.00	\$195.00	\$135.00	\$300.00	\$52,880.00	AOS
4250	NTI Automotive Technology + NASCAR	84.0	1890.0	63	\$52,500.00	\$50.00	\$195.00	\$135.00	\$300.00	\$53,180.00	AOS
4251	NTI Automotive Technology + NASCAR + Ford FACT **	104.0	2340.0	78	\$62,500.00	\$50.00	\$195.00	\$135.00	\$300.00	\$63,180.00	AOS
4252	NTI Automotive Technology + NASCAR + Mopar TEC	100.0	2250.0	75	\$61,000.00	\$50.00	\$195.00	\$135.00	\$300.00	\$61,680.00	AOS
<b>CNC Machining Technology</b>											
550	CNC Machining Technology	36.0	900.0	36	\$22,270.00	\$50.00	\$195.00	\$0~	N/A	\$22,515.00	Diploma
Welding Technology											
560	Welding Technology	36.0	900.0	36	\$24,200.00	\$50.00	\$195.00	\$375.00	N/A	\$24,820.00	Diploma
<b>HVACR Technician</b>											
H01000	HVACR Technician	38.5	975.0	39	\$23,500.00	\$50.00	\$195.00	\$135.00	\$625.00	\$24,505.00	Diploma
Robotics & Automation Technician											
R01000	Robotics & Automation Technician	49.0	1275.0	51	\$33,800.00	\$50.00	\$195.00	\$135.00	\$865.00	\$35,045.00	Diploma
Electrical, Electronics & Industrial Technology											
EE1000	Electrical, Electronics & Industrial Technology >	51.0	1275.0	51	\$33,800.00	\$50.00	\$195.00	\$485.00	\$865.00	\$35,395.00	Diploma
Electrical, Industrial Maintenance Technology											

#	Programs	Sem. Credit Hrs.	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee <sup>^</sup>	Lab Fee	Equip. Fee <sup>°</sup>	Laptop Fee +	Total	Graduation Document
EE1100	Electrical, Industrial Maintenance Technology >	42.0	1050.0	42	\$26,000.00	\$50.00	\$195.00	\$485.00	\$865.00	\$27,595.00	Diploma
	Electrical, Robotics & Automation Technology										
EE1200	Electrical, Robotics & Automation Technology >	51.0	1275.0	51	\$33,800.00	\$50.00	\$195.00	\$485.00	\$865.00	\$35,395.00	Diploma

THE FOLLOWING PROGRAMS ARE NO LONGER ENROLLING NEW STUDENTS:

#	Programs	Sem. Credit Hrs.	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee <sup>^</sup>	Lab Fee	Equip. Fee <sup>°</sup>	Laptop Fee +	Estimated Total	Graduation Document
	Robotics & Automation Technician										
R01000	Robotics & Automation Technician	49.0	1275.0	51	\$33,800.00	\$50.00	\$195.00	\$135.00	\$865.00	\$35,045.00	Diploma

*	Tuition Cost includes course books (text/workbooks), one work shirt, two T-shirts, and safety glasses. The lab and meter fees are due prior to the first day of class. A student is permitted to retake only one course for any reason at no additional charge for the duration of their program within the same department group. Upon the second and subsequent retakes, the student will incur a \$750 charge. A student who cancels before starting and re-enrolls is subject to a \$50.00 fee.
^	Registration fees may vary by state, but in no instance will they exceed the amount listed above.
°	Automotive and Diesel students may have their Equipment Fee waived if student owns a multimeter. Equipment fees are due prior to the first day of class.
**	FACT represents Ford Accelerated Credential Training. FACT includes Ford diesel instruction.
~	Program does not require meter.
+	Laptop fee may be waived if the student owns a laptop that meets system requirements.
>	Program not eligible for VA benefits.

Effective: 02/24/2025

## Universal Technical Institute: Phoenix, Arizona Campus

### Main Campus

10695 West Pierce Street, Suite 200, Avondale, AZ 85323 • (623) 245-4600 • 1-800-859-1202

### Tuition Chart

**NOTE: Tuitions are based on enrollment dates – Enrollment date is on or after 2/1/2025**

Program Number (Internal Use Only)	Programs	Sem. Credit Hrs.	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee <sup>^</sup>	Lab Fee	Equip. Fee <sup>°</sup>	Laptop Fee +	Total	Graduation Document
<b>Motorcycle Technician Training II</b>		56	1,200	48	\$30,550.00	\$50.00	\$195.00	\$135.00	\$300.00	\$31,230.00	Diploma
M07201	Harley-Davidson Training										
M07202	BMW & YamaPro Training >										
M07203	FAST & HonTech Training										
M07204	HonTech & K-Tech Training										

Program Number (Internal Use Only)	Programs	Sem. Credit Hrs.	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee <sup>^</sup>	Lab Fee	Equip. Fee <sup>°</sup>	Laptop Fee +	Total	Graduation Document
M07205	HonTech & YamaPro Training										
M07206	K-Tech & YamaPro Training										
M07211	BMW & FAST Training >										
M07212	BMW & HonTech Training >										
M07213	BMW & K-Tech Training >										
M07214	FAST & K-Tech Training										
M07215	FAST & YamaPro Training										
<b>Motorcycle Technician Training III</b>		70	1,500	60	\$38,164.00	\$50.00	\$195.00	\$135.00	\$300.00	\$38,844.00	AOS
M08000	BMW, HonTech & K-Tech Training >										
M08001	BMW, HonTech & YamaPro Training >										
M08002	BMW, K-Tech & YamaPro Training >										
M08003	FAST, HonTech & K-Tech Training										
M08004	FAST, K-Tech & YamaPro Training										
M08005	HonTech, K-Tech & YamaPro Training										
M08006	Harley-Davidson & BMW Training >										
M08007	Harley-Davidson & FAST Training										
M08008	Harley-Davidson & HonTech Training										
M08009	Harley-Davidson & K-Tech Training										
M08010	Harley-Davidson & YamaPro Training										
M08011	BMW, HonTech & FAST Training >										
M08012	BMW, K-Tech & FAST Training >										
M08013	BMW, FAST & YamaPro Training >										
M08014	FAST, HonTech & YamaPro Training										
*	Tuition Cost includes course books (text/workbooks), one work shirt, two T-shirts, and safety glasses. The lab and meter fees are due prior to the first day of class and are required by the beginning of MOTD-103. A student is permitted to retake only one course for any reason at no additional charge for the duration of their program within the same department group. Upon the second and subsequent retakes, the student will incur a \$750 charge. A student who cancels before starting and re-enrolls is subject to a \$50.00 fee.										
<sup>^</sup>	Registration fees may vary by state, but in no instance will they exceed the amount listed above.										
<sup>°</sup>	Equipment fee may be waived if the student owns a multimeter. The equipment and lab fee are due prior to the first day of class.										
>	Students enrolled in this program must maintain a 3.0 GPA and 90% professionalism rate in order to complete the BMW portion of the program.										
+	Laptop fee may be waived if the student owns a laptop that meets system requirements.										

Effective: 02/24/2025

## Universal Technical Institute: Orlando, Florida Campus

### Branch Campus

A Branch Campus of Universal Technical Institute of Phoenix, Inc. – 10695 West Pierce Street, Suite 200, Avondale, AZ 85323

2202 W. Taft Vineland Road, Orlando, FL 32837 (407) 240-2422 • 1-800-342-9253

## Tuition Chart

**NOTE: Tuitions are based on enrollment dates – Enrollment date is on or after 2/1/2025**

Program Number (Internal Use Only)	Programs	Sem. Credit Hrs.	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee <sup>^</sup>	Lab Fee	Equip. Fee <sup>°</sup>	Laptop Fee +	Total	Graduation Document
<b>Motorcycle Technician Training II</b>		56	1,200	48	\$30,550.00	\$50.00	\$195.00	\$135.00	\$300.00	\$31,230.00	Diploma
M07201	Harley-Davidson Training										
M07202	> BMW & YamaPro Training										
M07203	FAST & HonTech Training										
M07204	HonTech & K-Tech Training										
M07205	HonTech & YamaPro Training										
M07206	K-Tech & YamaPro Training										
M07211	> BMW & FAST Training										
M07212	> BMW & HonTech Training										
M07213	> BMW & K-Tech Training										
M07214	FAST & K-Tech Training										
M07215	FAST & YamaPro Training										
<b>Motorcycle Technician Training III</b>		70	1,500	60	\$38,164.00	\$50.00	\$195.00	\$135.00	\$300.00	\$38,844.00	OAD
M08000	> BMW, HonTech & K-Tech Training										
M08001	> BMW, HonTech & YamaPro Training										
M08002	> BMW, K-Tech & YamaPro Training										
M08003	FAST, HonTech & K-Tech Training										
M08004	FAST, K-Tech & YamaPro Training										
M08005	HonTech, K-Tech & YamaPro Training										
M08006	> Harley-Davidson & BMW Training										
M08007	Harley-Davidson & FAST Training										
M08008	Harley-Davidson & HonTech Training										
M08009	Harley-Davidson & K-Tech Training										
M08010	Harley-Davidson & YamaPro Training										
M08011	> BMW, HonTech & FAST Training										
M08012	> BMW, K-Tech & FAST Training										
M08013	> BMW, FAST & YamaPro Training										
M08014	FAST, HonTech & YamaPro Training										
*	Tuition Cost includes course books (text/workbooks), one work shirt, two T-shirts, and safety glasses. The lab and meter fees are due prior to the first day of class and are required by the beginning of MOTD-103. A student is permitted to retake only one course for any reason at no additional charge for the duration of their program within the same department group. Upon the second and subsequent retakes, the student will incur a \$750 charge. A student who cancels before starting and re-enrolls is subject to a \$50.00 fee.										
<sup>^</sup>	Registration fees may vary by state, but in no instance will they exceed the amount listed above.										
<sup>°</sup>	Equipment fee may be waived if the student owns a multimeter. The equipment and lab fee are due prior to the first day of class.										
>	Students enrolled in this program must maintain a 3.0 GPA and 90% professionalism rate in order to complete the BMW portion of the program.										
+	Laptop fee may be waived if the student owns a laptop that meets system requirements.										

Effective: 02/01/2025



# Universal Technical Institute: Orlando, Florida Campus

## Branch Campus

A Branch Campus of Universal Technical Institute of Phoenix, Inc. – 10695 West Pierce Street, Suite 200, Avondale, AZ 85323

2202 W. Taft Vineland Road, Orlando, FL 32837 (407) 240-2422 • 1-800-342-9253

### Tuition Chart

**NOTE: Tuitions are based on enrollment dates – Enrollment date is on or after 2/1/2025**

#	Programs	Sem. Credit Hrs.	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee^	Lab Fee	Equip. Fee*	Laptop Fee +	Total	Graduation Document
M00687	Marine Technician Specialist	51.5	1275.0	51	\$34,860.00	\$50.00	\$195.00	\$135.00	\$300.00	\$35,540.00	Diploma
M00689	Marine & Diesel Technician Training	61.5	1511.5	60	\$42,529.00	\$50.00	\$195.00	\$135.00	\$300.00	\$43,209.00	OAD

Effective: 02/24/2025

# Universal Technical Institute: Orlando, Florida Campus

## Branch Campus

A Branch Campus of Universal Technical Institute of Phoenix, Inc - 10695 West Pierce Street, Suite 200, Avondale, AZ 85323

2202 W. Taft Vineland Road, Orlando, FL 32837 (407) 240-2422 • 1-800-342-9253

### Tuition Chart

**NOTE: Tuitions are based on enrollment dates – Enrollment date is on or after 2/1/2025**

#	Programs	Sem. Credit Hrs.	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee^	Lab Fee	Equip. Fee*	Laptop Fee +	Total	Graduation Document
<b>Automotive Technology</b>											
2000	Automotive & EV Technology	61.0	1387.0	51	\$44,690.00	\$50.00	\$195.00	\$135.00	\$300.00	\$45,370.00	OAD
<b>Automotive Technology II + 1 Industry Emphasis</b>											
2300	Automotive & EV Technology + 1 Industry Emphasis (Ford FACT**)	81.0	1837.0	66	\$55,000.00	\$50.00	\$195.00	\$135.00	\$300.00	\$55,680.00	OAD
2310	Automotive & EV Technology + 1 Industry Emphasis (BMW FastTrack)	77.0	1747.0	63	\$53,200.00	\$50.00	\$195.00	\$135.00	\$300.00	\$53,880.00	OAD
<b>Diesel Technology</b>											
1100	Diesel Technology	55.0	1243.5	45	\$40,900.00	\$50.00	\$195.00	\$135.00	\$300.00	\$41,580.00	Diploma
<b>Diesel Technology + 1 Industry Emphasis</b>											
2420	Diesel Technology + 1 Industry Emphasis (DTNA Finish First)***	71.0	1603.5	57	\$49,250.00	\$50.00	\$195.00	\$135.00	\$300.00	\$49,930.00	OAD
<b>Automotive &amp; Diesel Technology</b>											
2200	Automotive/Diesel & EV Technology	90.5	2061.5	75	\$57,010.00	\$50.00	\$195.00	\$135.00	\$300.00	\$57,690.00	OAD

#	Programs	Sem. Credit Hrs.	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee <sup>^</sup>	Lab Fee	Equip. Fee <sup>o</sup>	Laptop Fee +	Total	Graduation Document
<b>Automotive &amp; Diesel Technology II + 1 Industry Emphasis</b>											
2500	Automotive/Diesel & EV Technology + 1 Industry Emphasis (Ford FACT <sup>**</sup> )	110.5	2511.5	90	\$67,350.00	\$50.00	\$195.00	\$135.00	\$300.00	\$68,030.00	OAD
<b>HVACR Technician</b>											
H01000	HVACR Technician	38.5	975.0	39	\$23,400.00	\$50.00	\$195.00	\$135.00	\$625.00	\$24,405.00	Diploma

**THE FOLLOWING PROGRAMS ARE NO LONGER ENROLLING NEW STUDENTS:**

#	Programs	Sem. Credit Hrs.	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee <sup>^</sup>	Lab Fee	Equip. Fee <sup>o</sup>	Laptop Fee +	Total	Graduation Document
5000	Automotive Technology II	61.0	1380.0	51	\$44,690.00	\$50.00	\$195.00	\$135.00	\$300.00	\$45,370.00	OAD
5100	Automotive Technology II + 1 Industry Emphasis (Ford FACT) <sup>**</sup>	81.0	1830.0	66	\$55,000.00	\$50.00	\$195.00	\$135.00	\$300.00	\$55,680.00	OAD
5110	Automotive Technology II + 1 Industry Emphasis (BMW FastTrack)	77.0	1740.0	63	\$53,200.00	\$50.00	\$195.00	\$135.00	\$300.00	\$53,880.00	OAD
290	Diesel Technology II	53.5	1202.5	45	\$40,900.00	\$50.00	\$195.00	\$135.00	\$300.00	\$41,580.00	Diploma
5403	Diesel Technology II + 1 Industry Emphasis (DTNA Finish First) <sup>***</sup>	69.5	1562.5	57	\$49,250.00	\$50.00	\$195.00	\$135.00	\$300.00	\$49,930.00	OAD
5500	Automotive & Diesel Technology II	90.0	2033.0	75	\$57,010.00	\$50.00	\$195.00	\$135.00	\$300.00	\$57,690.00	OAD
5600	Automotive & Diesel Technology II + 1 Industry Emphasis (Ford FACT) <sup>**</sup>	110.0	2483.0	90	\$67,350.00	\$50.00	\$195.00	\$135.00	\$300.00	\$68,030.00	OAD

*	Tuition Cost includes course books (text/workbooks), one work shirt, two T-shirts, and safety glasses. The lab and meter fees are due prior to the first day of class. A student is permitted to retake only one course for any reason at no additional charge for the duration of their program within the same department group. Upon the second and subsequent retakes, the student will incur a \$750 charge. A student who cancels before starting and re-enrolls is subject to a \$50.00 fee.
^	Registration fees may vary by state, but in no instance will they exceed the amount listed above.
o	Automotive and Diesel students may have their Equipment Fee waived if student owns a multimeter. Equipment fees are due prior to the first day of class.
**	FACT represents Ford Accelerated Credential Training. FACT includes Ford diesel instruction.
***	Any currently enrolled student meeting the Attendance requirements may request a program change into the program.
+	Laptop fee may be waived if the student owns a laptop that meets system requirements.
>	Program not eligible for VA benefits.

Effective: 02/24/2025

## Universal Technical Institute: Dallas/Fort Worth, Texas Campus

### Branch Campus

A Branch Campus of Universal Technical Institute of Texas, Inc. – 721 Lockhaven Drive, Houston, TX 77073  
5151 Regent Boulevard, Irving, TX 75063-2480 • (972) 505-2200 • 1-877- 873-1083

### Tuition Chart

**NOTE: Tuitions are based on enrollment dates – Enrollment date is on or after 2/1/2025**

#	Programs	Sem. Credit Hrs.	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee <sup>^</sup>	Lab Fee	Equip. Fee <sup>o</sup>	Laptop Fee +	Total	Graduation Document
<b>Automotive Technology</b>											
5000	Automotive Technology II	61.0	1380.0	51	\$45,150.00	\$50.00	\$195.00	\$135.00	\$300.00	\$45,830.00	AOS
<b>Diesel Technology</b>											

#	Programs	Sem. Credit Hrs.	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee <sup>^</sup>	Lab Fee	Equip. Fee <sup>o</sup>	Laptop Fee +	Total	Graduation Document
290	Diesel Technology II	53.5	1202.5	45	\$41,300.00	\$50.00	\$195.00	\$135.00	\$300.00	\$41,980.00	Diploma
<b>Automotive &amp; Diesel Technology</b>											
5500	Automotive & Diesel Technology II	90.0	2033.0	75	\$57,900.00	\$50.00	\$195.00	\$135.00	\$300.00	\$58,580.00	AOS
<b>Welding Technology</b>											
560	Welding Technology	36.0	900.0	36	\$24,350.00	\$50.00	\$195.00	\$375.00	N/A	\$24,970.00	Diploma
*	Tuition Cost includes course books (text/workbooks), one work shirt, two T-shirts, and safety glasses. The lab and meter fees are due prior to the first day of class. A student is permitted to retake only one course for any reason at no additional charge for the duration of their program within the same department group. Upon the second and subsequent retakes, the student will incur a \$750 charge. A student who cancels before starting and re-enrolls is subject to a \$50.00 fee.										
<sup>^</sup>	Registration fees may vary by state, but in no instance will they exceed the amount listed above.										
<sup>o</sup>	Automotive and Diesel students may have their Equipment Fee waived if student owns a multimeter. Equipment fees are due prior to the first day of class.										
<sup>+</sup>	Laptop fee may be waived if the student owns a laptop that meets system requirements.										

Effective: 02/01/2025

## Universal Technical Institute: Long Beach, California Campus

### Branch Campus

A Branch Campus of Universal Technical Institute of Arizona, Inc. – 10695 W. Pierce Street, Suite 100, Avondale, AZ 85323

Class sessions are held at: 4175 E. Conant Street, Long Beach, CA 90808 • 1-844-308-8838

### Tuition Chart

All programs may not be available to students from states outside of California

**NOTE: Tuitions are based on enrollment dates – Enrollment date is on or after 2/1/2025**

#	Programs	Sem. Credit Hrs.	Clock Hours	No. Weeks	Tuition Cost *	Reg. Fee <sup>^</sup>	Lab Fee	Equip. Fee <sup>o</sup>	Laptop Fee +	Estimated Total	Graduation Document
<b>Automotive Technology</b>											
2000	Automotive & EV Technology	61.0	1387.0	51	\$45,800.00	\$50.00	\$195.00	\$135.00	\$300.00	\$46,480.00	AOS
<b>Automotive Technology II + 1 Industry Emphasis</b>											
2310	Automotive & EV Technology + 1 Industry Emphasis (BMW FastTrack)	77.0	1747.0	63	\$54,250.00	\$50.00	\$195.00	\$135.00	\$300.00	\$54,930.00	AOS
<b>Diesel Technology</b>											
1100	Diesel Technology	55.0	1243.5	45	\$42,700.00	\$50.00	\$195.00	\$135.00	\$300.00	\$43,380.00	Diploma
<b>Automotive &amp; Diesel Technology</b>											
2200	Automotive/Diesel & EV Technology	90.5	2061.5	75	\$58,250.00	\$50.00	\$195.00	\$135.00	\$300.00	\$58,930.00	AOS
<b>Collision Repair</b>											
751	Collision Repair & Refinish Technology	68.0	1530.0	51	\$45,150.00	\$50.00	\$195.00	\$0~	N/A	\$45,395.00	Diploma
754	Collision Repair & Refinish Technology + Estimating	72.0	1620.0	54	\$47,650.00	\$50.00	\$195.00	\$0~	N/A	\$47,895.00	Diploma
<b>Welding Technology</b>											

#	Programs	Sem. Credit Hrs.	Clock Hours	No. Weeks	Tuition Cost *	Reg. Fee <sup>^</sup>	Lab Fee	Equip. Fee <sup>°</sup>	Laptop Fee +	Estimated Total	Graduation Document
560	Welding Technology	36.0	900.0	36	\$25,800.00	\$50.00	\$195.00	\$375.00	N/A	\$26,420.00	Diploma
<b>Aviation</b>											
A01000	Airframe & Powerplant Technician >	69.0	1950.0	78	\$50,950.00	\$50.00	\$195.00	\$135.00	\$300.00	\$51,630.00	Diploma
<b>HVACR Technician</b>											
H01000	HVACR Technician	38.5	975.0	39	\$24,830.00	\$50.00	\$195.00	\$135.00	\$625.00	\$25,835.00	Diploma

**THE FOLLOWING PROGRAMS ARE NO LONGER ENROLLING NEW STUDENTS:**

#	Programs	Sem. Credit Hrs.	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee <sup>^</sup>	Lab Fee	Equip Fee <sup>°</sup>	Laptop Fee +	Estimated Total >>	Graduation Document
5050	Automotive Technology II	61.0	1380.0	51	\$45,800.00	\$50.00	\$195.00	\$135.00	\$300.00	\$46,480.00	AOS
5160	Automotive Technology II + 1 Industry Emphasis (BMW FastTrack)	77.0	1740.0	63	\$54,250.00	\$50.00	\$195.00	\$135.00	\$300.00	\$54,930.00	AOS
295	Diesel Technology II	53.5	1,211.0	45	\$42,700.00	\$50.00	\$195.00	\$135.00	\$300.00	\$43,380.00	Diploma
5550	Automotive & Diesel Technology II	90.0	2033.0	75	\$58,250.00	\$50.00	\$195.00	\$135.00	\$300.00	\$58,930.00	AOS

<sup>^</sup>	Registration fees may vary by state, but in no instance will they exceed the amount listed above.
<sup>*</sup>	Tuition Cost includes course books (text/workbooks), one work shirt, two T-shirts, and safety glasses. The lab and meter fees are due prior to the first day of class. A student is permitted to retake only one course for any reason at no additional charge for the duration of their program within the same department group. Upon the second and subsequent retakes, the student will incur a \$750 charge. A student who cancels before starting and re-enrolls is subject to a \$50.00 fee.
<sup>&gt;</sup>	UTI will subsidize the cost of third-party exam fees up to \$2000 subject to the conditions outlined in the catalog. Exam fees may exceed subsidized amounts. UTI will subsidize the cost of one written exam retake fee. However, the maximum amount covered will not exceed a cumulative amount of \$2000.
<sup>°</sup>	Automotive and Diesel students may have their Equipment Fee waived if student owns a multimeter. Equipment fees are due prior to the first day of class.
<sup>+</sup>	Laptop fee may be waived if the student owns a laptop that meets system requirements.

**Tuition Breakdown by Period**

#	PROGRAM	CRD	HRS	WKS	COST
<b>2000</b>	<b>Automotive Technology II</b>				
	Period 1	17.9	407.9	15	\$13,471.00
	Period 2	17.9	407.9	15	\$13,471.00
	Period 3	14.4	326.4	12	\$10,776.00
	Period 4	10.8	244.8	9	\$8,082.00
	<b>TOTAL</b>	<b>61.0</b>	<b>1387.0</b>	<b>51.0</b>	<b>\$ 45,800.00</b>
<b>#</b>	<b>PROGRAM</b>	<b>CRD</b>	<b>HRS</b>	<b>WKS</b>	<b>COST</b>
<b>2310</b>	<b>Automotive Technology II + 1 Industry Emphasis (BMW FastTrack)</b>				
	Period 1	18.3	416.0	15	\$12,917.00
	Period 2	18.3	416.0	15	\$12,917.00
	Period 3	18.3	416.0	15	\$12,917.00
	Period 4	18.3	416.0	15	\$12,917.00
	Period 5	3.8	83.2	3	\$2,582.00
	<b>TOTAL</b>	<b>77.0</b>	<b>1747.0</b>	<b>63.0</b>	<b>\$ 54,250.00</b>
<b>#</b>	<b>PROGRAM</b>	<b>CRD</b>	<b>HRS</b>	<b>WKS</b>	<b>COST</b>

<b>1100</b>	<b>Diesel Technology II</b>				
	Period 1	18.3	414.5	15	\$14,233.00
	Period 2	18.3	414.5	15	\$14,233.00
	Period 3	18.4	414.5	15	\$14,234.00
	<b>TOTAL</b>	<b>55.0</b>	<b>1243.5</b>	<b>45.0</b>	<b>\$ 42,700.00</b>
<b>#</b>	<b>PROGRAM</b>	<b>CRD</b>	<b>HRS</b>	<b>WKS</b>	<b>COST</b>
<b>2200</b>	<b>Automotive &amp; Diesel Technology II</b>				
	Period 1	18.1	412.3	15	\$11,650.00
	Period 2	18.1	412.3	15	\$11,650.00
	Period 3	18.1	412.3	15	\$11,650.00
	Period 4	18.1	412.3	15	\$11,650.00
	Period 5	18.1	412.3	15	\$11,650.00
	<b>TOTAL</b>	<b>90.5</b>	<b>2061.5</b>	<b>75.0</b>	<b>\$ 58,250.00</b>
<b>#</b>	<b>PROGRAM</b>	<b>CRD</b>	<b>HRS</b>	<b>WKS</b>	<b>COST</b>
<b>751</b>	<b>Collision Repair &amp; Refinish Technology</b>				
	Period 1	20.0	450.0	15	\$13,279.00
	Period 2	20.0	450.0	15	\$13,279.00
	Period 3	16.0	360.0	12	\$10,624.00
	Period 4	12.0	270.0	9	\$7,968.00
	<b>TOTAL</b>	<b>68.0</b>	<b>1530.0</b>	<b>51.0</b>	<b>\$ 45,150.00</b>
<b>#</b>	<b>PROGRAM</b>	<b>CRD</b>	<b>HRS</b>	<b>WKS</b>	<b>COST</b>
<b>754</b>	<b>Collision Repair &amp; Refinish Technology + Estimating</b>				
	Period 1	20.0	450.0	15	\$13,236.00
	Period 2	20.0	450.0	15	\$13,236.00
	Period 3	16.0	360.0	12	\$10,589.00
	Period 4	16.0	360.0	12	\$10,589.00
	<b>TOTAL</b>	<b>72.0</b>	<b>1620.0</b>	<b>54.0</b>	<b>\$ 47,650.00</b>
<b>#</b>	<b>PROGRAM</b>	<b>CRD</b>	<b>HRS</b>	<b>WKS</b>	<b>COST</b>
<b>560</b>	<b>Welding Technology</b>				
	Period 1	15.0	375.0	15	\$10,750.00
	Period 2	15.0	375.0	15	\$10,750.00
	Period 3	6.0	150.0	6	\$4,300.00
	<b>TOTAL</b>	<b>36.0</b>	<b>900.0</b>	<b>36.0</b>	<b>\$ 25,800.00</b>
<b>#</b>	<b>PROGRAM</b>	<b>CRD</b>	<b>HRS</b>	<b>WKS</b>	<b>COST</b>
<b>A01000</b>	<b>Airframe &amp; Powerplant Technician</b>				
	Period 1	13.3	375.0	15	\$9,798.00
	Period 2	13.3	375.0	15	\$9,798.00
	Period 3	13.3	375.0	15	\$9,798.00
	Period 4	13.3	375.0	15	\$9,798.00
	Period 5	8.0	225.0	9	\$5,879.00
	Period 6	7.8	225.0	9	\$5,879.00
	<b>TOTAL</b>	<b>69.0</b>	<b>1950.0</b>	<b>78.0</b>	<b>\$50,950.00</b>

#	PROGRAM	CRD	HRS	WKS	COST
<b>H01000</b>	<b>HVACR Technician</b>				
	Period 1	14.8	375.0	15	\$9,550.00
	Period 2	14.8	375.0	15	\$9,550.00
	Period 3	8.9	225.0	9	\$5,730.00
	<b>TOTAL</b>	<b>38.5</b>	<b>975.0</b>	<b>39.0</b>	<b>\$ 24,830.00</b>

Effective: 02/01/2025

## Universal Technical Institute: Bloomfield, New Jersey Campus

### Branch Campus

A Branch Campus of Universal Technical Institute of Texas, Inc. – 721 Lockhaven Drive, Houston, TX 77073  
1515 Broad St., Bloomfield, NJ 07003 • (973) 866-2200 • 1-833-207-6077

### Tuition Chart

**NOTE: Tuitions are based on enrollment dates – Enrollment date is on or after 2/1/2025**

#	Programs	Sem. Credit Hrs.	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee^	Lab Fee	Equip. Fee°	Laptop Fee +	Total	Graduation Document
<b>Automotive Technology</b>											
1000	Automotive & EV Technology >	61.0	1380.0	51	\$43,500.00	\$50.00	\$195.00	\$135.00	\$300.00	\$44,180.00	Certificate
<b>Automotive Technology II + 1 Industry Emphasis</b>											
1300	Automotive & EV Technology + 1 Industry Emphasis (Ford FACT**) >	81.0	1830.0	66	\$54,000.00	\$50.00	\$195.00	\$135.00	\$300.00	\$54,680.00	Certificate
<b>Diesel Technology</b>											
1100	Diesel Technology >	53.5	1202.5	45	\$40,850.00	\$50.00	\$195.00	\$135.00	\$300.00	\$41,530.00	Certificate
<b>Automotive &amp; Diesel Technology</b>											
1200	Automotive/Diesel & EV Technology >	90.0	2033.0	75	\$56,000.00	\$50.00	\$195.00	\$135.00	\$300.00	\$56,680.00	Certificate
<b>Automotive &amp; Diesel Technology + 1 Industry Emphasis</b>											
1500	Automotive/Diesel & EV Technology + 1 Industry Emphasis (Ford FACT**) >	110.0	2483.0	90	\$66,500.00	\$50.00	\$195.00	\$135.00	\$300.00	\$67,180.00	Certificate
<b>Welding Technology</b>											
560	Welding Technology	36.0	900.0	36	\$23,800.00	\$50.00	\$195.00	\$375.00	N/A	\$24,420.00	Certificate
<b>HVACR Technician</b>											
H01000	HVACR Technician	38.5	975.0	39	\$24,100.00	\$50.00	\$195.00	\$135.00	\$625.00	\$25,105.00	Certificate

**THE FOLLOWING PROGRAMS ARE NO LONGER ENROLLING NEW STUDENTS:**

#	Programs	Sem. Credit Hrs.	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee^	Lab Fee	Equip. Fee°	Laptop Fee +	Total	Graduation Document
179	Automotive Technology II >	61.0	1380.0	51	\$43,500.00	\$50.00	\$195.00	\$135.00	\$300.00	\$44,180.00	Certificate
172	Automotive Technology II + 1 Industry Emphasis (Ford FACT**) >	81.0	1830.0	66	\$54,000.00	\$50.00	\$195.00	\$135.00	\$300.00	\$54,680.00	Certificate
290	Diesel Technology II >	53.5	1202.5	45	\$40,850.00	\$50.00	\$195.00	\$135.00	\$300.00	\$41,530.00	Certificate
279	Automotive & Diesel Technology II >	90.0	2033.0	75	\$56,000.00	\$50.00	\$195.00	\$135.00	\$300.00	\$56,680.00	Certificate
255	Automotive & Diesel Technology II + 1 Industry Emphasis (Ford FACT**) >	110.0	2483.0	90	\$66,500.00	\$50.00	\$195.00	\$135.00	\$300.00	\$67,180.00	Certificate

*	Tuition Cost includes course books (text/workbooks), one work shirt, two T-shirts, and safety glasses. The lab and meter fees are due prior to the first day of class. A student is permitted to retake only one course for any reason at no additional charge for the duration of their program within the same department group. Upon the second and subsequent retakes, the student will incur a \$750 charge. A student who cancels before starting and re-enrolls is subject to a \$50.00 fee.
^	Registration fees may vary by state, but in no instance will they exceed the amount listed above.
o	Automotive and Diesel students may have their Equipment Fee waived if student owns a multimeter. Equipment fees are due prior to the first day of class.
**	FACT represents Ford Accelerated Credential Training. FACT includes Ford diesel instruction.
>	Program not eligible for VA benefits.
+	Laptop fee may be waived if the student owns a laptop that meets system requirements.

Effective: 02/01/2025

## Universal Technical Institute: Austin, Texas Campus

### Branch Campus

A Branch Campus of Universal Technical Institute of Texas, Inc. – 721 Lockhaven Drive, Houston, TX 77073  
301 West Howard Lane Austin, TX 78753 • (737) 284-3100 • 1-800-940-9101

### Tuition Chart

**NOTE: Tuitions are based on enrollment dates – Enrollment date is on or after 2/1/2025**

#	Programs	Sem. Credit Hrs.	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee <sup>^</sup>	Lab Fee	Equip. Fee <sup>o</sup>	Laptop Fee +	Total	Graduation Document
<b>Automotive Technology</b>											
5000	Automotive Technology II	61.0	1380.0	51	\$43,950.00	\$50.00	\$195.00	\$135.00	\$300.00	\$44,630.00	AOS
<b>Automotive &amp; Diesel Technology</b>											
5500	Automotive & Diesel Technology II	90.0	2033.0	75	\$56,160.00	\$50.00	\$195.00	\$135.00	\$300.00	\$56,840.00	AOS
<b>Diesel Technology</b>											
290	Diesel Technology II	53.5	1202.5	45	\$40,600.00	\$50.00	\$195.00	\$135.00	\$300.00	\$41,280.00	Diploma
<b>Welding Technology</b>											
560	Welding Technology	36.0	900.0	36	\$24,500.00	\$50.00	\$195.00	\$375.00	N/A	\$25,120.00	Diploma
<b>HVACR Technician</b>											
H01000	HVACR Technician	38.5	975.0	39	\$23,760.00	\$50.00	\$195.00	\$135.00	\$625.00	\$24,765.00	Diploma
*	Tuition Cost includes course books (text/workbooks), one work shirt, two T-shirts, and safety glasses. The lab and meter fees are due prior to the first day of class. A student is permitted to retake only one course for any reason at no additional charge for the duration of their program within the same department group. Upon the second and subsequent retakes, the student will incur a \$750 charge. A student who cancels before starting and re-enrolls is subject to a \$50.00 fee.										
^	Registration fees may vary by state, but in no instance will they exceed the amount listed above.										
o	Automotive and Diesel students may have their Equipment Fee waived if student owns a multimeter. Equipment fees are due prior to the first day of class.										
+	Laptop fee may be waived if the student owns a laptop that meets system requirements.										

Effective: 02/01/2025

# Universal Technical Institute: Miramar, Florida Campus

## Branch Campus

A Branch Campus of Universal Technical Institute of Arizona, Inc. – 10695 W. Pierce Street, Suite 100, Avondale, AZ 85323

2601 Southwest 145th Avenue, Miramar, FL 33027 Phone: (754) 946-5595 • 1-866-460-2454

## Tuition Chart

**NOTE: Tuitions are based on enrollment dates – Enrollment date is on or after 2/1/2025**

#	Programs	Sem. Credit Hrs.	Clock Hours	No. Weeks	Tuition Cost*	Reg. Fee <sup>^</sup>	Lab Fee	Equip. Fee <sup>o</sup>	Laptop Fee +	Total	Graduation Document
<b>Automotive Technology</b>											
5000	Automotive Technology II	61.0	1380.0	51	\$44,720.00	\$50.00	\$195.00	\$135.00	\$300.00	\$45,400.00	OAD
<b>Automotive &amp; Diesel Technology + 1 Industry Emphasis</b>											
5110	Automotive Technology II + 1 Industry Emphasis (BMW FastTrack)	77.0	1740.0	63	\$53,200.00	\$50.00	\$195.00	\$135.00	\$300.00	\$53,880.00	OAD
<b>Diesel Technology</b>											
290	Diesel Technology II	53.5	1202.5	45	\$40,000.00	\$50.00	\$195.00	\$135.00	\$300.00	\$40,680.00	Diploma
<b>Automotive &amp; Diesel Technology</b>											
5500	Automotive & Diesel Technology II	90.0	2033.0	75	\$57,000.00	\$50.00	\$195.00	\$135.00	\$300.00	\$57,680.00	OAD
<b>Welding Technology</b>											
560	Welding Technology	36.0	900.0	36	\$24,520.00	\$50.00	\$195.00	\$375.00	N/A	\$25,140.00	Diploma
<b>Airframe &amp; Powerplant Technician</b>											
A01000	Airframe & Powerplant Technician >	69.0	1950.0	78	\$49,750.00	\$50.00	\$195.00	\$135.00	\$300.00	\$50,430.00	Diploma

*	Tuition Cost includes course books (text/workbooks), one work shirt, two T-shirts, and safety glasses. The lab and meter fees are due prior to the first day of class. A student is permitted to retake only one course for any reason at no additional charge for the duration of their program within the same department group. Upon the second and subsequent retakes, the student will incur a \$750 charge. A student who cancels before starting and re-enrolls is subject to a \$50.00 fee.
>	UTI will subsidize the cost of third-party exam fees up to \$2000 subject to the conditions outlined in the catalog. Exam fees may exceed subsidized amounts. UTI will subsidize the cost of one written exam retake fee. However, the maximum amount covered will not exceed a cumulative amount of \$2000.
^	Registration fees may vary by state, but in no instance will they exceed the amount listed above.
o	Automotive and Diesel students may have their Equipment Fee waived if student owns a multimeter. Equipment fees are due prior to the first day of class.
+	Laptop fee may be waived if the student owns a laptop that meets system requirements.

Effective: 02/01/2025



# Universal Technical Institute: Canton, Michigan Campus

## MAIN CAMPUS

2955 South Haggerty Road  
 Canton, MI 48188  
 734-423-2100  
 800-447-1310

**NOTE: Tuition is based on enrollment dates - Enrollment date is on or after 2/1/2025**

Program	Qtr Credit Hours	Clock Hours	No. Weeks	Tuition Cost *	Per Hour Technical	Per Hour Gen Ed	Reg. Fee	Lab Fee	Equip. Fee	Books	Laptop Fee +	Total	Graduation Document
Airframe and Powerplant Technician *	110.00	2040.00	85	\$49,250.30	\$447.73	\$0.00	\$50.00	\$195.00	\$135.00	\$404.00	\$625.00	\$50,659.30	Certificate
Industrial Maintenance Technician	42.00	720.00	30	\$18,854.64	\$448.92	\$0.00	\$50.00	\$195.00	\$135.00	\$1,336.00	\$625.00	\$21,195.64	Certificate
Wind Power Technician	41.00	720.00	30	\$18,405.72	\$448.92	\$0.00	\$50.00	\$195.00	\$135.00	\$710.00	\$625.00	\$20,120.72	Certificate
HVACR Technician	57.50	960.00	40	\$23,849.85	\$414.78	\$0.00	\$50.00	\$195.00	\$135.00	\$331.00	\$625.00	\$25,185.85	Certificate
Robotics and Automation Technician	69.50	1200.00	50	\$31,199.94	\$448.92	\$0.00	\$50.00	\$195.00	\$135.00	\$2,090.00	\$865.00	\$34,534.94	Certificate
Welding Specialist	52.00	960.00	40	\$25,000.04	\$480.77	\$0.00	\$50.00	\$195.00	\$375.00	\$151.00	\$625.00	\$26,396.04	Certificate

**Students must graduate from a Canton Certificate program or an equivalent from another college to enroll**

Program	Qtr Credit Hours	Clock Hours	No. Months	Tuition Cost *	Per Hour Technical	Per Hour Gen Ed	Reg. Fee	Lab Fee	Equip. Fee	Books	Laptop Fee +	Total	Graduation Document
Aviation Maintenance Technology *	134.00	2280.00	24	\$55,581.98	\$447.73	\$263.82	\$50.00	\$195.00	\$135.00	\$404.00	\$625.00	\$56,990.98	AAS
Energy Technology	106.00	1680.00	16	\$43,143.12	\$448.92	\$263.82	\$50.00	\$195.00	\$135.00	\$1,492.00	\$625.00	\$45,640.12	AAS
Robotics and Automation Technology	107.00	1680.00	18	\$43,592.04	\$448.92	\$263.82	\$50.00	\$195.00	\$135.00	\$2,090.00	\$865.00	\$46,927.04	AAS

+ Laptop fee may be waived if the student owns a Laptop that meets system requirements.

\* UTI will subsidize the cost of third-party exam fees up to \$2000 subject to the conditions outlined in the catalog. Exam fees may exceed subsidized amounts. UTI will subsidize the cost of one written exam retake fee. However, the maximum amount covered will not exceed a cumulative amount of \$2000.

Effective: 02/01/2025

# Course Calendars

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## Course Calendar Canton 2025

# CANTON

## 2025 Calendar



- **New Student Start Dates**
- Beginning of Half Quarter**
- Graduation Dates\***
- Holidays/Breaks**

### Campus Closures

- Jan 1** New Year's Day
- Jan 20** Martin Luther King, Jr. Day
- May 2** Employee In-service
- May 26** Memorial Day
- June 19** Juneteenth
- June 30 & July 1-8** Student Summer Break
- Sep 1** Labor Day
- Nov 11** Veterans Day
- Nov 27-28** Thanksgiving Day and the day after
- Dec 25** Christmas
- Dec 23-31** Student Winter Break

S	M	T	W	Th	F	Sa		S	M	T	W	Th	F	Sa	
29	30	31	1	2	3	4	JAN	29	30	1	2	3	4	5	JUL
5	6	7	8	9	10	11		6	7	8	9	10	11	12	
12	13	14	15	16	17	18		13	14	15	16	17	18	19	
19	20	21	22	23	24	25		20	21	22	23	24	25	26	
26	27	28	29	30	31	1	FEB	27	28	29	30	31	1	2	AUG
2	3	4	5	6	7	8		3	4	5	6	7	8	9	
9	10	11	12	13	14	15		10	11	12	13	14	15	16	
16	17	18	19	20	21	22		17	18	19	20	21	22	23	
23	24	25	26	27	28	1	MAR	24	25	26	27	28	29	30	
2	3	4	5	6	7	8		31	1	2	3	4	5	6	SEP
9	10	11	12	13	14	15		7	8	9	10	11	12	13	
16	17	18	19	20	21	22		14	15	16	17	18	19	20	
23	24	25	26	27	28	29		21	22	23	24	25	26	27	
30	31	1	2	3	4	5	APR	28	29	30	1	2	3	4	OCT
6	7	8	9	10	11	12		5	6	7	8	9	10	11	
13	14	15	16	17	18	19		12	13	14	15	16	17	18	
20	21	22	23	24	25	26		19	20	21	22	23	24	25	
27	28	29	30	1	2	3	MAY	26	27	28	29	30	31	1	NOV
4	5	6	7	8	9	10		2	3	4	5	6	7	8	
11	12	13	14	15	16	17		9	10	11	12	13	14	15	
18	19	20	21	22	23	24		16	17	18	19	20	21	22	
25	26	27	28	29	30	31		23	24	25	26	27	28	29	
1	2	3	4	5	6	7	JUN	30	1	2	3	4	5	6	DEC
8	9	10	11	12	13	14		7	8	9	10	11	12	13	
15	16	17	18	19	20	21		14	15	16	17	18	19	20	
22	23	24	25	26	27	28		21	22	23	24	25	26	27	
29	30	1	2	3	4	5	JUL	28	29	30	31	1	2	3	JAN

\*The graduation date listed on this calendar may not be your ceremony date. Please check with a Student Services Team Member to confirm your graduation and/or ceremony date. Registration/orientation normally are conducted the week prior to the first week of class. Testing is also scheduled prior to that first week. Please check with your campus for the current schedule. Dates are subject to change. Class start dates also are subject to cancellation at the discretion of the Campus President.

12/30/24

# CANTON ONLY

## Welding Specialist

### 2025 Calendar



- **New Student Start Dates**
- Beginning of Half Quarter**
- Graduation Dates\***
- Holidays/Breaks**

#### Campus Closures

- Jan 1** New Year's Day
- Jan 20** Martin Luther King, Jr. Day
- May 2** Employee In-service
- May 26** Memorial Day
- June 19** Juneteenth
- June 30 & July 1-8** Student Summer Break
- Sep 1** Labor Day
- Nov 11** Veterans Day
- Nov 27-28** Thanksgiving Day and the day after
- Dec 25** Christmas
- Dec 24-31** Student Winter Break

S	M	T	W	Th	F	Sa		S	M	T	W	Th	F	Sa	
29	30	31	1	2	3	4	JAN	29	30	1	2	3	4	5	JUL
5	6	7	8	9	10	11		6	7	8	9	10	11	12	
12	13	14	15	16	17	18		13	14	15	16	17	18	19	
19	20	21	22	23	24	25		20	21	22	23	24	25	26	
26	27	28	29	30	31	1	FEB	27	28	29	30	31	1	2	AUG
2	3	4	5	6	7	8		3	4	5	6	7	8	9	
9	10	11	12	13	14	15		10	11	12	13	14	15	16	
16	17	18	19	20	21	22		17	18	19	20	21	22	23	
23	24	25	26	27	28	1	MAR	24	25	26	27	28	29	30	
2	3	4	5	6	7	8		31	1	2	3	4	5	6	SEP
9	10	11	12	13	14	15		7	8	9	10	11	12	13	
16	17	18	19	20	21	22		14	15	16	17	18	19	20	
23	24	25	26	27	28	29		21	22	23	24	25	26	27	
30	31	1	2	3	4	5	APR	28	29	30	1	2	3	4	OCT
6	7	8	9	10	11	12		5	6	7	8	9	10	11	
13	14	15	16	17	18	19		12	13	14	15	16	17	18	
20	21	22	23	24	25	26		19	20	21	22	23	24	25	
27	28	29	30	1	2	3	MAY	26	27	28	29	30	31	1	NOV
4	5	6	7	8	9	10		2	3	4	5	6	7	8	
11	12	13	14	15	16	17		9	10	11	12	13	14	15	
18	19	20	21	22	23	24		16	17	18	19	20	21	22	
25	26	27	28	29	30	31		23	24	25	26	27	28	29	
1	2	3	4	5	6	7	JUN	30	1	2	3	4	5	6	DEC
8	9	10	11	12	13	14		7	8	9	10	11	12	13	
15	16	17	18	19	20	21		14	15	16	17	18	19	20	
22	23	24	25	26	27	28		21	22	23	24	25	26	27	
29	30	1	2	3	4	5	JUL	28	29	30	31	1	2	3	JAN

\*The graduation date listed on this calendar may not be your ceremony date. Please check with a Student Services Team Member to confirm your graduation and/or ceremony date. Registration/orientation normally are conducted the week prior to the first week of class. Testing is also scheduled prior to that first week. Please check with your campus for the current schedule. Dates are subject to change. Class start dates also are subject to cancellation at the discretion of the Campus President.

12/30/24

# Programs

## Airframe and Powerplant Technician

### Airframe and Powerplant Technician

**Location**

Canton, MI

**Catalog**

Canton

**Delivery Method**

Traditional

**Months/Quarters**

20 Months (8.5 Quarters)

**Quarter Clock Hours**

2040.00

**Hours**

815 Didactic (Theory) Hours

1,225 Lab (Hands-on) Hours

Air Science (General) Section

Subject #	Name	Lec	Lab	Ext	Total	Qtr
AS101-5	Learning Strategies, Human Factors and History	12.00	30.00	0.00	42.00	2.00
AS102-5	Math	18.00	6.00	0.00	24.00	1.50
AS103-5	Physics	6.00	24.00	0.00	30.00	1.50
AS104-5	Weight and Balance	6.00	18.00	0.00	24.00	1.00
AS105-5	Drawings	6.00	18.00	0.00	24.00	1.00
AS106-5	FARs and Maintenance Publications and Limitations	12.00	24.00	0.00	36.00	2.00
AS107-5	Tools, Safety and Ground Operations	12.00	24.00	0.00	36.00	2.00
AS108-5	Fluid Lines and Fittings	6.00	18.00	0.00	24.00	1.00
AS109-5	Cleaning and Corrosion	13.00	17.00	0.00	30.00	1.50
AS110-5	Materials and Processes	13.00	17.00	0.00	30.00	1.50
AS111-5	Non-Destructive Testing (NDT)	12.00	18.00	0.00	30.00	1.50
AS112-5	Basic Electricity I	25.00	17.00	0.00	42.00	2.50
AS113-5	Basic Electricity II	14.00	22.00	0.00	36.00	2.00
AS114-5	Basic Electricity III	13.00	29.00	0.00	42.00	2.00

Airframe Section

Subject #	Name	Lec	Lab	Ext	Total	Qtr
AF201-5	Basic Sheetmetal and Welding Familiarization	30.00	90.00	0.00	120.00	6.50
AF202-5	Principles of Troubleshooting	6.00	24.00	0.00	30.00	1.50
AF203-5	Non-Metallic Structures	24.00	42.00	0.00	66.00	3.50
AF204-5	Assembly/Rigging and Airframe Fire Protection	12.00	24.00	0.00	36.00	2.00
AF205-5	Fuel Systems	6.00	12.00	0.00	18.00	1.00
AF206-5	Paints and Finishes	12.00	24.00	0.00	36.00	2.00
AF207-5	Cabin Atmosphere, Oxygen Systems and Ice and Rain	48.00	36.00	0.00	84.00	5.00
AF208-5	Airframe Electrical I	13.00	23.00	0.00	36.00	2.00
AF209-5	Airframe Electrical II	30.00	36.00	0.00	66.00	3.50

AF210-5	Position and Warning	6.00	12.00	0.00	18.00	1.00
AF211-5	Aircraft Instruments and Advanced Troubleshooting	17.00	31.00	0.00	48.00	2.50
AF212-5	Navigation and Communication Systems	25.00	47.00	0.00	72.00	4.00
AF213-5	Hydraulics and Pneumatics	25.00	17.00	0.00	42.00	2.50
AF214-5	Landing Gear Systems	16.00	26.00	0.00	42.00	2.00
AF215-5	Airframe Inspection	12.00	24.00	0.00	36.00	2.00

#### Powerplant Section

Subject #	Name	Lec	Lab	Ext	Total	Qtr
PP201-5	Reciprocating Engine Operations	27.00	27.00	0.00	54.00	3.00
PP202-5	Propellers	15.00	21.00	0.00	36.00	2.00
PP203-5	Powerplant Lubrication Systems	12.00	18.00	0.00	30.00	1.50
PP204-5	Reciprocating Engine Induction/ Exhaust	15.00	15.00	0.00	30.00	1.50
PP205-5	Reciprocating Engine Fuel Metering Systems	18.00	18.00	0.00	36.00	2.00
PP206-5	Reciprocating Engine Ignition Systems	27.00	27.00	0.00	54.00	3.00
PP207-5	Reciprocating Engine Instrument Systems	9.00	9.00	0.00	18.00	1.00
PP208-5	Reciprocating Engine Inspection and Overhaul	21.00	63.00	0.00	84.00	4.50
PP209-5	Reciprocating Engine Troubleshooting	9.00	9.00	0.00	18.00	1.00
PP210-5	Turbine Engine Design	15.00	21.00	0.00	36.00	2.00
PP211-5	Turbine Engine Operation	54.00	30.00	0.00	84.00	5.00
PP212-5	Turbine Engine Accessories	42.00	24.00	0.00	66.00	4.00
PP213-5	Turbine Engine Instruments	18.00	36.00	0.00	54.00	3.00
PP214-5	Turbine Engine Maintenance/Overhaul	39.00	51.00	0.00	90.00	5.00
PP215-5	Turbine Engine Troubleshooting	12.00	18.00	0.00	30.00	1.50
PP216-5	Powerplant Fire Protection	12.00	18.00	0.00	30.00	1.50

#### Advanced Quarter

Subject #	Name	Lec	Lab	Ext	Total	Qtr
AQ201-5	Capstone	20.00	70.00	0.00	90.00	4.50
<b>Totals</b>		<b>815</b>	<b>1225</b>	<b>0</b>	<b>2040</b>	<b>110</b>

## Aviation Maintenance Technology

### Aviation Maintenance Technology

#### Location

Canton, MI

#### Catalog

Canton

#### Delivery Method

Blended (General Education courses – fully online)

The Aviation Maintenance Technology program and the Airframe and Powerplant Technician program combine classroom and hands-on instruction and outside work/homework. Upon completion of this FAA (Federal Aviation Administration) certificated program, graduates are eligible to apply and test for an FAA-issued mechanic certificate with an airframe and/or powerplant rating that is nationally recognized. Graduates who obtain a mechanic certificate will possess industry-recognized certificates that may qualify them for additional entry-level career opportunities in the aviation industry. Career options may be limited without an FAA-issued mechanic certificate. Career options may include, but are not limited to, Commercial Airlines, Corporate Aviation, Helicopters, Unmanned Aircraft Systems, General Aviation, Manufacturing, Repair and Overhaul and Avionics. The following is a sample of entry-level careers.

Airframe Technician, Powerplant Technician, Aircraft Restoration, Jet Engine Mechanic, Avionics Technician, Avionics Installer, Engine Manufacturing, Structures Technician, Line Service Technician, Ground Service Equipment Mechanic, Sheetmetal Technician, Structures Technician. Graduates can also secure entry-level positions in other technical areas such as: Manufacturing Production (Electrical, Hydraulics/Pneumatics Technician, Maintenance Technician, Sheetmetal/Composite Technician), Engine and other Machine Assemblers (Engine Assembly/Builder, Fuel Injection Technician, Dynamometer Technician, Maintenance Technician, Mechanical Technician, Testing Technician, Turbine Mechanic, Turbine Technician) and Electrical/Electronics (Control Technician, Instrument Repair Technician, Electronics Technician, Field Service Technician, Service Technician). Additionally, the general education courses expand and enhance non-technical skills important to the career growth and development of graduates of this program.

**Months/Quarters**

24 Months (11 Quarters)

**Quarter Clock Hours**

2280.00

**Hours**

24 Months (11 Quarters) – 2,280 Clock Hours

1,055 Didactic (Theory) Hours (Includes 240 General Education)

1,225 Lab (Hands-on) Hours

**Air Science (General) Section**

Subject #	Name	Lec	Lab	Ext	Total	Qtr
AS101-5	Learning Strategies, Human Factors and History	12.00	30.00	0.00	42.00	2.00
AS102-5	Math	18.00	6.00	0.00	24.00	1.50
AS103-5	Physics	6.00	24.00	0.00	30.00	1.50
AS104-5	Weight and Balance	6.00	18.00	0.00	24.00	1.00
AS105-5	Drawings	6.00	18.00	0.00	24.00	1.00
AS106-5	FARs and Maintenance Publications and Limitations	12.00	24.00	0.00	36.00	2.00
AS107-5	Tools, Safety and Ground Operations	12.00	24.00	0.00	36.00	2.00
AS108-5	Fluid Lines and Fittings	6.00	18.00	0.00	24.00	1.00
AS109-5	Cleaning and Corrosion	13.00	17.00	0.00	30.00	1.50
AS110-5	Materials and Processes	13.00	17.00	0.00	30.00	1.50
AS111-5	Non-Destructive Testing (NDT)	12.00	18.00	0.00	30.00	1.50
AS112-5	Basic Electricity I	25.00	17.00	0.00	42.00	2.50
AS113-5	Basic Electricity II	14.00	22.00	0.00	36.00	2.00
AS114-5	Basic Electricity III	13.00	29.00	0.00	42.00	2.00

**Airframe Section**

Subject #	Name	Lec	Lab	Ext	Total	Qtr
AF201-5	Basic Sheetmetal and Welding Familiarization	30.00	90.00	0.00	120.00	6.50
AF203-5	Non-Metallic Structures	24.00	42.00	0.00	66.00	3.50
AF204-5	Assembly/Rigging and Airframe Fire Protection	12.00	24.00	0.00	36.00	2.00
AF205-5	Fuel Systems	6.00	12.00	0.00	18.00	1.00
AF206-5	Paints and Finishes	12.00	24.00	0.00	36.00	2.00
AF207-5	Cabin Atmosphere, Oxygen Systems and Ice and Rain	48.00	36.00	0.00	84.00	5.00
AF208-5	Airframe Electrical I	13.00	23.00	0.00	36.00	2.00
AF209-5	Airframe Electrical II	30.00	36.00	0.00	66.00	3.50
AF210-5	Position and Warning	6.00	12.00	0.00	18.00	1.00
AF211-5	Aircraft Instruments and Advanced Troubleshooting	17.00	31.00	0.00	48.00	2.50

AF212-5	Navigation and Communication Systems	25.00	47.00	0.00	72.00	4.00
AF213-5	Hydraulics and Pneumatics	25.00	17.00	0.00	42.00	2.50
AF214-5	Landing Gear Systems	16.00	26.00	0.00	42.00	2.00
AF215-5	Airframe Inspection	12.00	24.00	0.00	36.00	2.00

#### Powerplant Section

Subject #	Name	Lec	Lab	Ext	Total	Qtr
PP201-5	Reciprocating Engine Operations	27.00	27.00	0.00	54.00	3.00
PP202-5	Propellers	15.00	21.00	0.00	36.00	2.00
PP203-5	Powerplant Lubrication Systems	12.00	18.00	0.00	30.00	1.50
PP204-5	Reciprocating Engine Induction/ Exhaust	15.00	15.00	0.00	30.00	1.50
PP205-5	Reciprocating Engine Fuel Metering Systems	18.00	18.00	0.00	36.00	2.00
PP206-5	Reciprocating Engine Ignition Systems	27.00	27.00	0.00	54.00	3.00
PP207-5	Reciprocating Engine Instrument Systems	9.00	9.00	0.00	18.00	1.00
PP208-5	Reciprocating Engine Inspection and Overhaul	21.00	63.00	0.00	84.00	4.50
PP209-5	Reciprocating Engine Troubleshooting	9.00	9.00	0.00	18.00	1.00
PP210-5	Turbine Engine Design	15.00	21.00	0.00	36.00	2.00
PP211-5	Turbine Engine Operation	54.00	30.00	0.00	84.00	5.00
PP212-5	Turbine Engine Accessories	42.00	24.00	0.00	66.00	4.00
PP213-5	Turbine Engine Instruments	18.00	36.00	0.00	54.00	3.00
PP214-5	Turbine Engine Maintenance/Overhaul	39.00	51.00	0.00	90.00	5.00
PP215-5	Turbine Engine Troubleshooting	12.00	18.00	0.00	30.00	1.50
PP216-5	Powerplant Fire Protection	12.00	18.00	0.00	30.00	1.50

#### Advanced Quarter

Subject #	Name	Lec	Lab	Ext	Total	Qtr
AQ201-5	Capstone	20.00	70.00	0.00	90.00	4.50

#### Academic General Education Courses

Subject #	Name	Lec	Lab	Ext	Total	Qtr	TWC Qtr
GE110-3	Intermediate Algebra	40.00	0.00	0.00	40.00	4.00	4.00
GE111-3	English Composition	40.00	0.00	0.00	40.00	4.00	4.00
GE112-3	Public Speaking	40.00	0.00	0.00	40.00	4.00	4.00
GE114-3	Environmental Science	40.00	0.00	0.00	40.00	4.00	4.00
GE115-3	Organizational Behavior	40.00	0.00	0.00	40.00	4.00	4.00
<b>Totals</b>		<b>1055</b>	<b>1225</b>	<b>0</b>	<b>2280</b>	<b>134</b>	<b>24</b>

## Energy Technology

### Energy Technology

#### Location

Canton, MI

#### Catalog

Canton

#### Delivery Method

Blended (General Education courses – fully online)



The Energy Technology program is a combination of classroom, hands-on assignments, and outside work/homework. Power generation, powerplant operations, wind power, compression technology and process systems are covered. Graduates may have entry level career choices in the energy industry to include, Wind, Gas, Coal, Nuclear, Solar, Standby Power, Geothermal, Hydroelectric, Methane/Landfill Gas Generation, Power Distribution and Dispatch, and Water Treatment. Jobs may include: Powerplant Operator, Maintenance Worker/Repairer, Industrial Mechanic, Electrical/Electrician Repairer, Auxiliary Operator, Control Operator, Operations and Maintenance Technician, Field Service Technician, Boiler Operator, Gas Turbine Technician, Wind Turbine Construction Technician, Wind Service Technician, Quality Control Technician, Millwright, Testing Technician, Telecommunication Technician, Blade Repair Technician, Maintenance Apprentice, Generator Technician and Solar Installation Technician. Additionally, the general education courses expand and enhance non-technical skills important to the career growth and development of graduates of this program.

### Months/Quarters

16 Months (7 Quarters)

### Quarter Clock Hours

1680.00

### Hours

1,040 Didactic (Theory) Hours (Includes 240 General Education), 640 Lab (Hands-on) Hours

ET-AAS

Subject #	Name	Lec	Lab	Ext	Total	Qtr
ET101-3	Energy Industry Fundamentals and Safety Compliance	90.00	30.00	0.00	120.00	7.50
RT102	Math, OSHA, and First Aid	40.00	20.00	0.00	60.00	3.50
RT103	Applied Physics and Precision Measuring	30.00	30.00	0.00	60.00	3.50
ET105-3	DC and AC Basic Electricity	60.00	60.00	0.00	120.00	7.00
RT104	Advanced Electrical Theory	60.00	60.00	0.00	120.00	7.00
ET109-3	Renewable Energy Technology	20.00	20.00	0.00	40.00	2.00
ET110-3	Wind Technology and Components	40.00	40.00	0.00	80.00	4.50
ET111-3	Wind Turbine Operation	25.00	35.00	0.00	60.00	3.00
ET112-3	Climb and Rescue	20.00	40.00	0.00	60.00	3.00
ET113-3	Materials Processing, Welding and Diesel	50.00	30.00	0.00	80.00	4.50
ET114-3	Industrial Heating/Cooling, Compression Systems	20.00	20.00	0.00	40.00	2.00
ET115-3	Steam and Gas Turbines, Boiler Operations and Valves	60.00	60.00	0.00	120.00	7.00
RT201	Digital Electronics and Circuits	45.00	15.00	0.00	60.00	3.50
RT202	Instrumentation, Controls, Basic Electro-Mechanical Devices	35.00	25.00	0.00	60.00	3.50
RT205	Programmable Logic Controllers	80.00	40.00	0.00	120.00	7.00
RT211	Advanced Electro-Mechanical Devices	75.00	45.00	0.00	120.00	7.00
RT212	Advanced Troubleshooting and Control Systems	30.00	60.00	0.00	90.00	5.00
RT213	Critical Thinking/Communication	20.00	10.00	0.00	30.00	1.50

### Academic General Education Courses

Subject #	Name	Lec	Lab	Ext	Total	Qtr	TWC Qtr
GE110-3	Intermediate Algebra	40.00	0.00	0.00	40.00	4.00	4.00
GE111-3	English Composition	40.00	0.00	0.00	40.00	4.00	4.00
GE112-3	Public Speaking	40.00	0.00	0.00	40.00	4.00	4.00
GE114-3	Environmental Science	40.00	0.00	0.00	40.00	4.00	4.00
GE115-3	Organizational Behavior	40.00	0.00	0.00	40.00	4.00	4.00
<b>Totals</b>		<b>1040</b>	<b>640</b>	<b>0</b>	<b>1680</b>	<b>106</b>	<b>24</b>

# HVACR Technician

## HVACR Technician

### Location

Canton, MI

### Catalog

Canton

### Delivery Method

Traditional

The HVACR (Heating, Ventilation, Air-conditioning, and Refrigeration) Technician Program is a combination of classroom, hands-on assignments, and outside/homework. The program consists of four phases: heating, ventilation, air-conditioning, and refrigeration. Students will develop troubleshooting skills, learn the proper and safe handling of potentially hazardous materials, understand how to balance ventilation systems, and develop a variety of other skills necessary to perform the functions of a HVACR technician.

Upon successful completion of this program, graduates may have entry level career opportunities in a variety of areas in the HVACR industry to include residential and commercial heating, air-conditioning, and refrigeration. A sample of job titles include: AC Technician, Environmental Technician, Building Maintenance Technician, Installation Technician, Apprentice, Industrial Air Handling Technician, Refrigeration Technician, and Furnace Repair Technician.

### Months/Quarters

9 Months (4 Quarters)

### Quarter Clock Hours

960.00

### Hours

529 Didactic (Theory) Hours, 431 Lab (Hands-on) Hours

### HVACR

Subject #	Name	Lec	Lab	Ext	Total	Qtr
<a href="#">HV001-4</a>	HVACR Core, Basic Electricity and Motors	84.00	36.00	0.00	120.00	7.50
<a href="#">HV004-4</a>	Fundamentals of Refrigeration	58.00	62.00	0.00	120.00	7.00
<a href="#">HV005-4</a>	Heating Systems I	43.00	17.00	0.00	60.00	3.50
<a href="#">HV006-4</a>	Indoor Air Fundamentals	30.00	30.00	0.00	60.00	3.50
<a href="#">HV007-4</a>	Heating Systems II	42.00	78.00	0.00	120.00	7.00
<a href="#">HV008-4</a>	Air Conditioning and Alternative Systems	48.00	72.00	0.00	120.00	7.00
<a href="#">HV010-4</a>	Sheetmetal, Installation, Codes, and EPA	84.00	36.00	0.00	120.00	7.50
<a href="#">HV012-4</a>	Building Management and NATE Core	80.00	40.00	0.00	120.00	7.50
<a href="#">HV014-4</a>	Commercial Refrigeration I	36.00	24.00	0.00	60.00	3.50
<a href="#">HV015-5</a>	Commercial Refrigeration II	24.00	36.00	0.00	60.00	3.50
<b>Totals</b>		<b>529</b>	<b>431</b>	<b>0</b>	<b>960</b>	<b>57.5</b>

# Industrial Maintenance Technician

## Industrial Maintenance Technician

### Location

Canton, MI

### Catalog

Canton

### Delivery Method

Traditional

The Industrial Maintenance Technician program is a combination of classroom, hands-on assignments, and outside work/homework. Power generation, powerplant operations, compression technology and process systems are covered.

Graduates may have entry level career choices in: Gas, Coal, Nuclear, Standby Power, Hydroelectric, Methane/Landfill Gas Generation, Power Distribution and Dispatch, Water Treatment, Equipment Repair and Installation, Testing, Inspecting, Assembly and Production. Jobs include: Powerplant Operator, Maintenance Worker/Repairer, Industrial Mechanic, Electrical/Electrician Repairer, Auxiliary Operator, Control Operator, Operations and Maintenance Technician, Field Service Technician, Boiler Operator, Gas Turbine Technician, Quality Control Technician, Millwright, Testing Technician, Telecommunication Technician, Maintenance Apprentice, and Generator Technician.

**Months/Quarters**

7 Months (3 Quarters)

**Quarter Clock Hours**

720.00

**Hours**

410 Didactic (Theory) Hours, 310 Lab (Hands-on) Hours

IMT

Subject #	Name	Lec	Lab	Ext	Total	Qtr
ET101-3	Energy Industry Fundamentals and Safety Compliance	90.00	30.00	0.00	120.00	7.50
RT102	Math, OSHA, and First Aid	40.00	20.00	0.00	60.00	3.50
RT103	Applied Physics and Precision Measuring	30.00	30.00	0.00	60.00	3.50
ET105-3	DC and AC Basic Electricity	60.00	60.00	0.00	120.00	7.00
RT104	Advanced Electrical Theory	60.00	60.00	0.00	120.00	7.00
ET113-3	Materials Processing, Welding and Diesel	50.00	30.00	0.00	80.00	4.50
ET114-3	Industrial Heating/Cooling, Compression Systems	20.00	20.00	0.00	40.00	2.00
ET115-3	Steam and Gas Turbines, Boiler Operations and Valves	60.00	60.00	0.00	120.00	7.00
<b>Totals</b>		<b>410</b>	<b>310</b>	<b>0</b>	<b>720</b>	<b>42</b>

## Robotics and Automation Technician

### Robotics and Automation Technician

**Location**

Canton, MI

**Catalog**

Canton

**Delivery Method**

Traditional

**Months/Quarters**

12 Months (5Quarters)

**Quarter Clock Hours**

1200.00

**Hours**

725 Didactic (Theory) Hours, 475 Lab (Hands-on) Hours

RT-CERT

Subject #	Name	Lec	Lab	Ext	Total	Qtr
RT101	Manufacturing Systems and Technology	90.00	30.00	0.00	120.00	7.50

RT102	Math, OSHA, and First Aid	40.00	20.00	0.00	60.00	3.50
RT103	Applied Physics and Precision Measuring	30.00	30.00	0.00	60.00	3.50
ET105-3	DC and AC Basic Electricity	60.00	60.00	0.00	120.00	7.00
RT104	Advanced Electrical Theory	60.00	60.00	0.00	120.00	7.00
RT201	Digital Electronics and Circuits	45.00	15.00	0.00	60.00	3.50
RT202	Instrumentation, Controls, Basic Electro-Mechanical Devices	35.00	25.00	0.00	60.00	3.50
RT203	Industrial Networking	45.00	15.00	0.00	60.00	3.50
RT204	C Programming	45.00	15.00	0.00	60.00	3.50
RT205	Programmable Logic Controllers	80.00	40.00	0.00	120.00	7.00
RT206	Basic Industrial Robotics	20.00	10.00	0.00	30.00	1.50
RT207	Drafting and Computer Aided Design	50.00	40.00	0.00	90.00	5.00
RT208	Design and Imaging	10.00	20.00	0.00	30.00	1.50
RT209	Advanced Industrial Robotics	45.00	45.00	0.00	90.00	5.00
RT210	Hydraulics, Pneumatics and Mechanical Systems	70.00	50.00	0.00	120.00	7.00
<b>Totals</b>		<b>725</b>	<b>475</b>	<b>0</b>	<b>1200</b>	<b>69.5</b>

## Robotics and Automation Technology

### Robotics and Automation Technology

#### Location

Canton, MI

#### Catalog

Canton

#### Delivery Method

Blended (General Education courses – fully online)

The Robotics and Automation Technology programs are a combination of classroom and hands-on instruction, and outside work/homework. Upon completion of this program, graduates are prepared to enter various industries at an entry level. Career paths may include, but are not limited to, energy, aerospace, automotive manufacturing, manufacturing, agriculture, industrial automation, biomedical, telecommunications, unmanned vehicles, and robotics. A sample of entry-level careers may include: Electrical and Electronics Repairers, Commercial and Industrial; Electro-Mechanical Technicians; Electrical and Electronic Engineering Technicians; Precision Instrument and Equipment Repairers; Instrumentation Technician; and Electromechanical and Instrumentation and Controls, and Maintenance Technician. Additionally, the general education courses expand and enhance nontechnical skills important to the career growth and development of graduates of this program.

#### Months/Quarters

18 Months (7 Quarters)

#### Quarter Clock Hours

1680.00

#### Hours

1,090 Didactic (Theory) Hours (Includes 240 General Education), 590 Lab (Hands-on) Hours

RT-AAS

Subject #	Name	Lec	Lab	Ext	Total	Qtr
RT101	Manufacturing Systems and Technology	90.00	30.00	0.00	120.00	7.50
RT102	Math, OSHA, and First Aid	40.00	20.00	0.00	60.00	3.50
RT103	Applied Physics and Precision Measuring	30.00	30.00	0.00	60.00	3.50
ET105-3	DC and AC Basic Electricity	60.00	60.00	0.00	120.00	7.00
RT104	Advanced Electrical Theory	60.00	60.00	0.00	120.00	7.00
RT201	Digital Electronics and Circuits	45.00	15.00	0.00	60.00	3.50

RT202	Instrumentation, Controls, Basic Electro-Mechanical Devices	35.00	25.00	0.00	60.00	3.50
RT203	Industrial Networking	45.00	15.00	0.00	60.00	3.50
RT204	C Programming	45.00	15.00	0.00	60.00	3.50
RT205	Programmable Logic Controllers	80.00	40.00	0.00	120.00	7.00
RT206	Basic Industrial Robotics	20.00	10.00	0.00	30.00	1.50
RT207	Drafting and Computer Aided Design	50.00	40.00	0.00	90.00	5.00
RT208	Design and Imaging	10.00	20.00	0.00	30.00	1.50
RT209	Advanced Industrial Robotics	45.00	45.00	0.00	90.00	5.00
RT210	Hydraulics, Pneumatics and Mechanical Systems	70.00	50.00	0.00	120.00	7.00
RT211	Advanced Electro-Mechanical Devices	75.00	45.00	0.00	120.00	7.00
RT212	Advanced Troubleshooting and Control Systems	30.00	60.00	0.00	90.00	5.00
RT213	Critical Thinking/Communication	20.00	10.00	0.00	30.00	1.50

Academic General Education Courses

Subject #	Name	Lec	Lab	Ext	Total	Qtr	TWC Qtr
GE110-3	Intermediate Algebra	40.00	0.00	0.00	40.00	4.00	4.00
GE111-3	English Composition	40.00	0.00	0.00	40.00	4.00	4.00
GE112-3	Public Speaking	40.00	0.00	0.00	40.00	4.00	4.00
GE115-3	Organizational Behavior	40.00	0.00	0.00	40.00	4.00	4.00
GE118-3	College Technical Math	40.00	0.00	0.00	40.00	4.00	4.00
<b>Totals</b>		<b>1090</b>	<b>590</b>	<b>0</b>	<b>1680</b>	<b>107</b>	<b>24</b>

## Welding Specialist

### Welding Specialist

**Location**

Canton, MI

**Catalog**

Canton

**Delivery Method**

Traditional

The Welding Specialist program is designed to prepare graduates for a variety of entry-level positions in the field of welding in a variety of technical industries such as oil and gas, power generation, manufacturing, general fabrication and research and development. Entry-level positions may exist in other technical industries that utilize the technical knowledge and skills possessed by the graduate. The program encompasses both theoretical and hands-on training. A sample of job titles include: Aluminum Welder, Brazer, Cutter, Fabrication Welder, Fabricator, Fitter/Welder, Industrial Welder, Maintenance Welder, MIG/TIG Welder, Shielded Metal Arc Welder, Pipe Welder, Solderer, Sub Arc Operator, Welder, Welder-Fitter, Welder/Fabricator.

**Months/Quarters**

9 Months (4 Quarters)

**Quarter Clock Hours**

960.00

**Hours**

146 Didactic (Theory) Hours, 814 Lab (Hands-on) Hours

Required Courses

Subject #	Name	Lec	Lab	Ext	Total	Qtr
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WS101-1	Shielded Metal Arc Welding I.	28.00	92.00	0.00	120.00	6.50
WS102-1	Shielded Metal Arc Welding II, Open Root Welding, and Metal Characteristics.	24.00	96.00	0.00	120.00	6.50
WS103-1	GMAW/SMAW/GTAW, Equipment and Filler Metals	22.00	98.00	0.00	120.00	6.50
WS104-1	Basic Fabrication and Layout.	12.00	108.00	0.00	120.00	6.50
WS105-1	GMAW/FCAW Welding.	24.00	96.00	0.00	120.00	6.50
WS106-1	GTAW Aluminum Welding.	12.00	108.00	0.00	120.00	6.50
WS107-1	GTAW Carbon Steel Welding.	12.00	108.00	0.00	120.00	6.50
WS108-1	GTAW Stainless Steel Welding.	12.00	108.00	0.00	120.00	6.50
<b>Totals</b>		<b>146</b>	<b>814</b>	<b>0</b>	<b>960</b>	<b>52</b>

## Wind Power Technician

### Wind Power Technician

#### Location

Canton, MI

#### Catalog

Canton

#### Delivery Method

Traditional

The Wind Power Technician program is a combination of classroom, hands-on assignments, and outside work/homework. Graduates may have entry-level career choices in the wind industry including Service, Manufacturing, Construction, Commissioning, and Sales. Jobs may include: Wind Service Technician, Wind Turbine Construction Technician, Blade Repair Technician, Control Room Operator, Generator/Winder, Control/ SCADA Operator and Wind Turbine Sales Representative.

#### Months/Quarters

7 Months (3 Quarters)

#### Quarter Clock Hours

720.00

#### Hours

385 Didactic (Theory) Hours, 335 Lab (Hands-on) Hours

#### Wind Power Technician

Subject #	Name	Lec	Lab	Ext	Total	Qtr
ET101-3	Energy Industry Fundamentals and Safety Compliance	90.00	30.00	0.00	120.00	7.50
RT102	Math, OSHA, and First Aid	40.00	20.00	0.00	60.00	3.50
RT103	Applied Physics and Precision Measuring	30.00	30.00	0.00	60.00	3.50
ET105-3	DC and AC Basic Electricity	60.00	60.00	0.00	120.00	7.00
RT104	Advanced Electrical Theory	60.00	60.00	0.00	120.00	7.00
ET109-3	Renewable Energy Technology	20.00	20.00	0.00	40.00	2.00
ET110-3	Wind Technology and Components	40.00	40.00	0.00	80.00	4.50
ET111-3	Wind Turbine Operation	25.00	35.00	0.00	60.00	3.00
ET112-3	Climb and Rescue	20.00	40.00	0.00	60.00	3.00
<b>Totals</b>		<b>385</b>	<b>335</b>	<b>0</b>	<b>720</b>	<b>41</b>

## Courses

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### Airframe and Powerplant Technician

#### **AF202-5: Principles of Troubleshooting**

**Lab** 24.00  
**Lec** 6.00  
**Ext** 0.00  
**Qtr** 1.50  
**Total** 30.00

**Catalog**  
Canton

### Aviation – Advanced Quarter Course (Offered at Canton Campus Only)

#### **AQ201-5: Capstone**

Student will review the information and skills they have acquired during their coursework. They will prepare to take their FAA written, oral, and practical exams.

**Lab** 70.00  
**Lec** 20.00  
**Ext** 0.00  
**Qtr** 4.50  
**Total** 90.00

**Catalog**  
Canton  
**Campus**  
Canton, MI

## Aviation – Air Science Courses

#### **AS101-5: Learning Strategies, Human Factors and History**

This course will help students gain an understand and awareness of human factors unique to aviation (such as fatigue, complacency, stress, poor communication) and how they directly cause or contribute to many aviation accidents, work injuries, and wasted time. This course will also cover the history of aviation from early balloons and gliders through modern transport jet aircraft. Students will be introduced to basic aircraft nomenclature.

**Lab** 30.00  
**Lec** 12.00  
**Ext** 0.00  
**Qtr** 2.00  
**Total** 42.00

**Catalog**  
Canton  
**Campus**  
Canton, MI

#### **AS102-5: Math**

This is a study of basic math and formulas, which will be encountered and used by the technician in performing daily activities. Fundamentals such as fractions, percentages, addition, multiplication, and division will be reviewed and expanded upon. Students will study how to extract roots and raise numbers to a given power; determine areas and volumes of various geometrical shapes; solve ratio, proportion, and percentage problems; and perform algebraic operations involving addition, subtraction, multiplication, and division of positive and negative numbers.

**Lab** 6.00  
**Lec** 18.00  
**Ext** 0.00  
**Qtr** 1.50  
**Total** 24.00

**Catalog**  
Canton  
**Campus**  
Canton, MI

## AS103-5: Physics

This subject relates the conditions of the physical world and their effect on systems and components used in aircraft. Students will learn to use and understand the principles of simple machines; sound, fluid, and heat dynamics; basic aerodynamics; aircraft structures; and theory of flight.

**Lab** 24.00

**Lec** 6.00

**Ext** 0.00

**Qtr** 1.50

**Total** 30.00

### Catalog

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## AS104-5: Weight and Balance

This class contains a study of the weight and balance of aircraft and its relationship to maintenance, installation, and flight characteristics. The student will learn to weigh aircraft and how to perform complete a weight and balance check and record data.

**Lab** 18.00

**Lec** 6.00

**Ext** 0.00

**Qtr** 1.00

**Total** 24.00

### Catalog

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## AS105-5: Drawings

This course includes a study of all elements necessary for effective understanding and interpretation of aircraft drawings. Drawing types include working drawings, schematics, and assembly. Students will learn how to use and interpret aircraft drawings, symbols, and system schematics; draw sketches of repairs and alterations; use blueprint information; and use graphs and charts.

**Lab** 18.00

**Lec** 6.00

**Ext** 0.00

**Qtr** 1.00

**Total** 24.00

### Catalog

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## AS106-5: FARs and Maintenance Publications and Limitations

This course will provide the student with a solid foundation and understanding regarding FAA acceptable publications. This will include FARs, maintenance manuals and the privileges/ limitations of an A&P license. Students will demonstrate the ability to read, comprehend, and apply information contained in FAA and manufacturers' aircraft maintenance specifications, data sheets, manuals, publications, and related FAA regulations, airworthiness directives, and advisory material.

**Lab** 24.00

**Lec** 12.00

**Ext** 0.00

**Qtr** 2.00

**Total** 36.00

### Catalog

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## AS107-5: Tools, Safety and Ground Operations

The student will receive instruction in the criteria for selecting the proper tool for a job, whether it is a hand tool or power. With the ability to select the proper tool, the student will then learn how to properly and safely use the tools that are essential to the Aviation Maintenance Technician. Students are taught hangar safety, starting of aircraft, directing aircraft for taxi, tying down of aircraft and jacking an aircraft.

**Lab** 24.00

**Lec** 12.00

**Ext** 0.00

**Qtr** 2.00

**Total** 36.00

### Catalog

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Canton, MI



## AS108-5: Fluid Lines and Fittings

The student will acquire knowledge and skills based on standard industry practices relating to fabrication and repair of rigid and flexible fluid lines used in various aircraft systems.

**Lab** 18.00

**Lec** 6.00

**Ext** 0.00

**Qtr** 1.00

**Total** 24.00

### Catalog

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## AS109-5: Cleaning and Corrosion

Students will learn about the practices and processes used for cleaning aircraft parts and structures, and the methods used to protect them from corrosion. Students will be able to identify and select cleaning materials; and inspect, identify, remove, and treat aircraft corrosion, aircraft cleaning, and perform aircraft cleaning and an introduction of paints and finishes systems.

**Lab** 17.00

**Lec** 13.00

**Ext** 0.00

**Qtr** 1.50

**Total** 30.00

### Catalog

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Canton, MI

## AS110-5: Materials and Processes

The student will learn to identify, properly select and use a variety of aircraft hardware and materials used for aircraft repair and maintenance. Students will learn how to inspect and check welds and to perform precision measurements. The students will gain an understanding of how to perform heat-treating processes.

**Lab** 17.00

**Lec** 13.00

**Ext** 0.00

**Qtr** 1.50

**Total** 30.00

### Catalog

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## AS111-5: Non-Destructive Testing (NDT)

In this course several different types of non-destructive testing methods are explored. Students will learn how to identify and select appropriate non-destructive testing methods. They will perform dye penetrant, eddy current, ultrasonic, and magnetic particle inspections.

**Lab** 18.00

**Lec** 12.00

**Ext** 0.00

**Qtr** 1.50

**Total** 30.00

### Catalog

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## AS112-5: Basic Electricity I

The student will be introduced to the basics of electricity and DC electrical theory and principles, and their application to aircraft systems. This course is designed to introduce the student to aircraft electrical circuit diagrams, including solid state devices and logic functions. Basics such as ohm's law and power calculations will be included.

**Lab** 17.00

**Lec** 25.00

**Ext** 0.00

**Qtr** 2.50

**Total** 42.00

### Catalog

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## AS113-5: Basic Electricity II

The student will be introduced to AC electrical theory and principles, and their application to aircraft systems. This course is designed to introduce the student to aircraft electrical circuit diagrams, including solid state devices and logic functions. Basics such as ohm's law and power calculations will be included. Students will also learn about aircraft batteries.

**Lab** 22.00

**Lec** 14.00

**Ext** 0.00

**Qtr** 2.00

**Total** 36.00

### Catalog

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Canton, MI

## **AS114-5: Basic Electricity III**

This will include DC and AC circuit operation and electrical fundamentals, which will prepare the student for advanced electrical functions and troubleshooting. The characteristics of both AC and DC electricity will be explored, and their unique operation and application will be demonstrated.

**Lab** 29.00  
**Lec** 13.00  
**Ext** 0.00  
**Qtr** 2.00  
**Total** 42.00

**Catalog**  
Canton  
**Campus**  
Canton, MI

## **Aviation – Airframe Courses**

### **AF201-5: Basic Sheetmetal and Welding Familiarization**

Students receive a general introduction to FAA's requirements for sheetmetal fabrication and repair. Industry standard practices such as de-burring metal to prevent cracking and failure will be included. Proper interpretation of repair drawing as well as the process to develop a repair plan will be discussed and applied publications. This class includes special fasteners, layouts, bends in sheetmetal, forming and stressed skin repairs. Fasteners such as Hi-Lock, Taper Lock, Cherry-Max, and Cam-Locks will be selected and installed per a print. Repair procedures and requirements will be evaluated and employed during this phase of training. In this class, repair procedures and requirements will be evaluated and employed during this phase of training and welding will be discussed and demonstrated at an entry level. Fundamental operations, such as oxyacetylene equipment operation and safety, are included in this course.

**Lab** 90.00  
**Lec** 30.00  
**Ext** 0.00  
**Qtr** 6.50  
**Total** 120.00

**Catalog**  
Canton  
**Campus**  
Canton, MI

### **AF203-5: Non-Metallic Structures**

This course is designed to introduce the student to composite materials, such as fiberglass and Kevlar, used in aircraft construction and some of the historically traditional building materials and techniques, like wood and fabric.

**Lab** 42.00  
**Lec** 24.00  
**Ext** 0.00  
**Qtr** 3.50  
**Total** 66.00

**Catalog**  
Canton  
**Campus**  
Canton, MI

### **AF204-5: Assembly/Rigging and Airframe Fire Protection**

This course covers the theory of flight and explains correct aircraft nomenclature for both fixed and rotary wing aircraft. It includes verification of structural alignment, control responses and balancing. Aircraft component and cabling assembly, inspection and repair are accomplished. The student will review fire protection systems as they relate to the airframe.

**Lab** 24.00  
**Lec** 12.00  
**Ext** 0.00  
**Qtr** 2.00  
**Total** 36.00

**Catalog**  
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**Campus**  
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## **AF205-5: Fuel Systems**

This class covers aircraft fuel systems and all associated components from the fueling point to the combustion chamber. Students will learn to check and service fuel dump systems; perform fuel management transfer and defueling; inspect, check, and repair pressure fueling systems; repair aircraft fuel system components; inspect and repair fluid quantity indicating systems; troubleshoot, service, and repair fluid pressure and temperature warning systems; and inspect, check, service, troubleshoot, and repair aircraft fuel systems.

**Lab** 12.00  
**Lec** 6.00  
**Ext** 0.00  
**Qtr** 1.00  
**Total** 18.00

**Catalog**  
Canton  
**Campus**  
Canton, MI

## **AF206-5: Paints and Finishes**

Students learn to identify aircraft dopes, paints, thinners and related materials. Application of materials, inspection of finishes and recognition of defects are accomplished. Students will learn to apply trim, letters, and touch-up paint; identify and select aircraft finishing materials; apply finishing materials; and inspect finishes and identify defects.

**Lab** 24.00  
**Lec** 12.00  
**Ext** 0.00  
**Qtr** 2.00  
**Total** 36.00

**Catalog**  
Canton  
**Campus**  
Canton, MI

## **AF207-5: Cabin Atmosphere, Oxygen Systems and Ice and Rain**

This course covers the inspection, checking, troubleshooting, service and repair of heating, cooling, air conditioning, pressurization systems, and air cycle machines. The student will learn to inspect, check, troubleshoot, service and repair oxygen systems. Students will also be exposed to ice and rain systems, maintenance and installation.

**Lab** 36.00  
**Lec** 48.00  
**Ext** 0.00  
**Qtr** 5.00  
**Total** 84.00

**Catalog**  
Canton  
**Campus**  
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## **AF208-5: Airframe Electrical I**

This course will familiarize the student with basic airframe and powerplant electrical installation and troubleshooting. Component identification by location and function will be included. Troubleshooting and fault isolation will be demonstrated and practiced by the student.

**Lab** 23.00  
**Lec** 13.00  
**Ext** 0.00  
**Qtr** 2.00  
**Total** 36.00

**Catalog**  
Canton  
**Campus**  
Canton, MI

## **AF209-5: Airframe Electrical II**

Material covered will expand on and reinforce the troubleshooting skills learned in Airframe Electrical I. Complex drawings and systems will be evaluated and inspected in this phase of electrical training. Students will study various electrical systems from a functional point of view and identify faults.

**Lab** 36.00  
**Lec** 30.00  
**Ext** 0.00  
**Qtr** 3.50  
**Total** 66.00

**Catalog**  
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**Campus**  
Canton, MI

## **AF210-5: Position and Warning**

The student will learn to inspect, check, troubleshoot and service aircraft speed and configuration warning systems, landing gear position indicating and warning systems, airframe carbon monoxide systems.

**Lab** 12.00  
**Lec** 6.00  
**Ext** 0.00  
**Qtr** 1.00  
**Total** 18.00

### **Catalog**

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### **Campus**

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## **AF211-5: Aircraft Instruments and Advanced Troubleshooting**

This course contains the theory of all instruments and instrument systems used for flight and navigation of an aircraft. The student will develop an understanding of avionics at the systems level and how data is transferred in those systems. The student will develop an understanding of computer systems in the aircraft and their function as it relates to the operation and maintenance of the aircraft. In addition, the student will be exposed to real world aviation databases, which they will encounter in the workplace and develop an understanding of one or more specific avionics system utilized in today's aircraft.

**Lab** 31.00  
**Lec** 17.00  
**Ext** 0.00  
**Qtr** 2.50  
**Total** 48.00

### **Catalog**

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## **AF212-5: Navigation and Communication Systems**

This course is a study of aircraft navigation, communication, approach control systems and autopilot. The course includes inspection, installation, service, and FAA regulations. Traditional analog gauges, as well as digital advanced systems, will be included in this course.

**Lab** 47.00  
**Lec** 25.00  
**Ext** 0.00  
**Qtr** 4.00  
**Total** 72.00

### **Catalog**

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## **AF213-5: Hydraulics and Pneumatics**

This course acquaints students with basic hydraulic and pneumatic principles, operation, and servicing of equipment. It includes information covering fluids, washers, seals, pressures, and component repair. Basic theory is reinforced through hands-on activities such as the inspection of a hydraulic pump for efficiency after a detailed disassembly and reassembly by the student.

**Lab** 17.00  
**Lec** 25.00  
**Ext** 0.00  
**Qtr** 2.50  
**Total** 42.00

### **Catalog**

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## **AF214-5: Landing Gear Systems**

Study in this area increases the student's knowledge of hydraulic and pneumatic landing gear systems, including operation, tires, and anti-skid brakes. This course includes a discussion of inspection, troubleshooting and repair of systems. The hands-on activities include oleo strut identification and disassembly, brake system inspection to include pad wear and rotor measurement.

**Lab** 26.00  
**Lec** 16.00  
**Ext** 0.00  
**Qtr** 2.00  
**Total** 42.00

### **Catalog**

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## AF215-5: Airframe Inspection

The student will be required to perform airframe conformity and airworthiness inspections including 100 hour and annual type. The process will include the proper completion of all of the required records and forms. This process will be conducted in lock-step fashion using approved maintenance manuals and inspection techniques. Any defect will be recorded, and a logbook entry will be completed. Also included is an Airworthy Directive search for compliance with the FARs.

**Lab** 24.00

**Lec** 12.00

**Ext** 0.00

**Qtr** 2.00

**Total** 36.00

### **Catalog**

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## Aviation – Powerplant Courses

### PP201-5: Reciprocating Engine Operations

This course includes an introduction to reciprocating engine theory and operation. The student will be exposed to the internal and external components used to make up an operating aircraft reciprocating engine. The hands-on portion of this course will include identification of reciprocating engine components such as pistons, rings, crankshaft, valves, and cylinders. A cutaway will be used to illustrate the cycles of an internal combustion engine as it goes through the four strokes of operation.

**Lab** 27.00

**Lec** 27.00

**Ext** 0.00

**Qtr** 3.00

**Total** 54.00

### **Catalog**

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### PP202-5: Propellers

The student will learn the theory of aircraft propellers, installation procedures, major and minor repair classifications, balancing, tracking, government regulations concerning maintenance and aircraft applications of propellers and governors. Students will learn to inspect, check, service, and repair propeller synchronizing; identify and select propeller lubricants; balance propellers; repair propeller control system components; inspect, check, service, and repair fixed-pitch, constant-speed, and feathering propellers, and propeller governing systems; install, troubleshoot, and remove propellers; and repair aluminum alloy propeller blades.

**Lab** 21.00

**Lec** 15.00

**Ext** 0.00

**Qtr** 2.00

**Total** 36.00

### **Catalog**

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### PP203-5: Powerplant Lubrication Systems

This course addresses the identification of lubricants and their functions. It includes identifying, servicing, and adjusting the components, installing rings and lines, interpreting FAA regulations pertaining to oil tanks and disassembling and reassembling engine oil pumps.

**Lab** 18.00

**Lec** 12.00

**Ext** 0.00

**Qtr** 1.50

**Total** 30.00

### **Catalog**

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## **PP204-5: Reciprocating Engine Induction/ Exhaust**

This course covers the inspection, troubleshooting, service and repair of reciprocating engine induction and exhaust components, operation and inspection including turbocharger, superchargers, heat exchangers, airflow and temperature controls, and engine ice and rain control systems.

**Lab** 15.00  
**Lec** 15.00  
**Ext** 0.00  
**Qtr** 1.50  
**Total** 30.00

**Catalog**  
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**Campus**  
Canton, MI

## **PP205-5: Reciprocating Engine Fuel Metering Systems**

Float-type carburetors, pressure-type carburetors and direct fuel injection theory and operation are stressed. The course includes inspection, removal, and adjustment of carburetors. The physics required for a carbureted engine to function will be explained. The pressures of a fuel injection system as well as the injectors and their operation will be included in this course.

**Lab** 18.00  
**Lec** 18.00  
**Ext** 0.00  
**Qtr** 2.00  
**Total** 36.00

**Catalog**  
Canton  
**Campus**  
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## **PP206-5: Reciprocating Engine Ignition Systems**

This course offers hands-on experience in disassembling, inspecting, timing, and reassembling magnetos, removing, inspecting, checking, troubleshooting and reinstalling ignition wiring. Spark plug operation, cleaning and testing will be demonstrated and performed by the students. High-tension wires and magneto operations will be examined.

**Lab** 27.00  
**Lec** 27.00  
**Ext** 0.00  
**Qtr** 3.00  
**Total** 54.00

**Catalog**  
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**Campus**  
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## **PP207-5: Reciprocating Engine Instrument Systems**

The student will learn to troubleshoot, service and repair electrical and mechanical fluid rate-of-flow indicating systems as well as electrical and mechanical engine temperature, pressure, and RPM indicating systems.

**Lab** 9.00  
**Lec** 9.00  
**Ext** 0.00  
**Qtr** 1.00  
**Total** 18.00

**Catalog**  
Canton  
**Campus**  
Canton, MI

## PP208-4: Reciprocating Engine Inspection and Overhaul

This course includes inspection, servicing, repair and overhaul of opposed engines. Standard procedures such as shop safety and equipment protection will be emphasized. Engine removal, troubleshooting and engine installation are covered in this class.

Disassembly, inspection and reassembly are in this course. Several key measurements such as piston wear will be taken and recorded using precision measuring devices such as micrometers. Reassembly will include the use of tools such as torque wrenches and cylinder wrenches as required. Instructors monitor the reassembly operations to ensure a safe work environment.

**Lab** 63.00

**Lec** 21.00

**Ext** 0.00

**Qtr** 4.50

**Total** 84.00

### Catalog

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## PP208-5: Reciprocating Engine Inspection and Overhaul

This course provides theory and hands-on experience on reciprocating engines, including inspection, servicing, repair, and overhaul of opposed engines.

Standard operating procedures, such as shop safety and equipment protection, will be emphasized. Engine removal, troubleshooting and engine installation are covered in this class. Disassembly, inspection, and reassembly are in this course. Several key measurements such as piston wear will be taken and recorded using precision measuring devices such as micrometers. Reassembly will include the use of tools such as torque wrenches and cylinder wrenches as required. Instructors monitor the reassembly operations to ensure a safe work environment.

**Lab** 63.00

**Lec** 21.00

**Ext** 0.00

**Qtr** 4.50

**Total** 84.00

### Catalog

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## PP209-5: Reciprocating Engine Troubleshooting

The student will practice the systematic identification of problems that develop in engine systems, such as intake, fuel delivery, ignition, and exhaust. Faults that occurred during the rebuilding process or that were introduced into the engine by design will be identified and corrected to allow an engine to run on a test stand.

**Lab** 9.00

**Lec** 9.00

**Ext** 0.00

**Qtr** 1.00

**Total** 18.00

### Catalog

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## PP210-4: Turbine Engine Design

This course is designed to develop an understanding of the designs of turbine engines used on aircraft to include turbojet engines, turbofan engines and turboprop engines. The multiple operating principals will be described as well as the specific benefit of each for a given application. The evolution of the different designs will be explained.

**Lab** 21.00

**Lec** 15.00

**Ext** 0.00

**Qtr** 2.00

**Total** 36.00

### Catalog

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## PP210-5: Turbine Engine Design

This course is designed to develop an understanding of the designs of turbine engines used on aircraft to include turbojet engines, turbofan engines and turboprop engines. The multiple operating principals will be described as well as the specific benefit of each for a given application. The evolution of the different designs will be explained.

**Lab** 21.00

**Lec** 15.00

**Ext** 0.00

**Qtr** 2.00

**Total** 36.00

### Catalog

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## PP211-5: Turbine Engine Operation

This course will introduce the future technician to gas turbine engines beginning with the history of the development of gas turbines, the theory of jet propulsion followed by a study of the major sections of a typical gas turbine engine. After a familiarization of turbine engine development, the student will see and identify the intake, compression, hot section, turbine, and exhaust areas of a given turbine engine.

**Lab** 30.00  
**Lec** 54.00  
**Ext** 0.00  
**Qtr** 5.00  
**Total** 84.00

### Catalog

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## PP212-5: Turbine Engine Accessories

In this course, the student will be exposed to accessory and auxiliary turbine engine systems, such as engine ignition, fuel, thrust augmentation, bleed air and others. All of the accessories that are used to support the turbine engine will be explained and diagrammed for the students.

**Lab** 24.00  
**Lec** 42.00  
**Ext** 0.00  
**Qtr** 4.00  
**Total** 66.00

### Catalog

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## PP213-5: Turbine Engine Instruments

This course covers the instrumentation found in turbine engine installations, including instrumentation found in transport category aircraft. The interpretation of the data received from the instrumentation will be demonstrated and explained. Analog and digital instruments will be included in this training.

**Lab** 36.00  
**Lec** 18.00  
**Ext** 0.00  
**Qtr** 3.00  
**Total** 54.00

### Catalog

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## PP214-5: Turbine Engine Maintenance/Overhaul

In this course, the student is introduced to the maintenance and inspections required for turbine engines. This course utilizes approved maintenance publications and Federal Aviation Administration databases such as the Airworthiness Directive catalog. Inspection techniques, such as bore scope inspection, are included in this course along with exposure to the overhaul procedures of turbine engines.

**Lab** 51.00  
**Lec** 39.00  
**Ext** 0.00  
**Qtr** 5.00  
**Total** 90.00

### Catalog

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Canton, MI

## PP215-5: Turbine Engine Troubleshooting

In this course, the student will practice the systematic identification of problems that develop in turbine engine systems, including intake, compressor, ignition, combustion, power, exhaust, bleed air and fuel.

**Lab** 18.00  
**Lec** 12.00  
**Ext** 0.00  
**Qtr** 1.50  
**Total** 30.00

### Catalog

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### Campus

Canton, MI

## PP216-5: Powerplant Fire Protection

In this course, the student will be exposed to fire detection, warning, and protection systems as they relate to aircraft. The students will learn how to inspect, check, service, troubleshoot and repair engine fire detection and extinguishing systems.

**Lab** 18.00  
**Lec** 12.00  
**Ext** 0.00  
**Qtr** 1.50  
**Total** 30.00

### Catalog

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## Energy Courses

### **ET101-3: Energy Industry Fundamentals and Safety Compliance**

This course reviews the history of the power technology industry up to and including the present and a review of common terminology and definitions used in the industry. An overview of the components and the function of a powerplant will be presented. The student will engage in hands-on activities that support principles of physics, as they apply to hydraulics and pneumatics, and the basic knowledge of the many components used in these systems. This introductory class will alert the student to the many hazards encountered in the production and use of high and low voltage electrical equipment. Other topics explored in this class will be related to Lifting and Rigging, Fire Prevention, Lock Out Tag Out, as well as Confined Space and Hazmat Safety.

**Lab** 30.00  
**Lec** 90.00  
**Ext** 0.00  
**Qtr** 7.50  
**Total** 120.00

**Catalog**  
Canton  
**Campus**  
Canton, MI

### **ET105-3: DC and AC Basic Electricity**

In this course, students will learn direct current (DC) electrical theory and applications. This course is designed to teach students electrical circuit schematics and diagrams including, charging and storage functions. This also includes circuit operations and electrical fundamentals, which will prepare the student for electrical functions, design, and troubleshooting. Generator and motor maintenance, repair, operations, and troubleshooting will be taught to students, and then demonstrated by the students. Students will design, calculate, build, and troubleshoot a variety of electrical circuits using electrical schematics and the proper testing equipment. Students will learn single phase, alternating current, electrical theory and principles, and their application to energy technology and power generation systems. Students will learn AC electrical circuit schematics and design, including AC electrical component operation, electrical fundamentals, circuit calculation, circuit design, circuit construction, and proper procedures for testing for advanced electrical functions and troubleshooting. Students will complete lab projects, with the use of schematics, troubleshooting electrical faults, disassembly of components for repair, testing, and inspections.

**Lab** 60.00  
**Lec** 60.00  
**Ext** 0.00  
**Qtr** 7.00  
**Total** 120.00

**Catalog**  
Canton  
**Campus**  
Canton, MI

### **ET109-3: Renewable Energy Technology**

In this course, the student will learn about renewable energy systems. The course will provide the student with knowledge of renewable energy sources and how they work in the energy industry. The student will demonstrate their acquired knowledge from the course by conducting research projects relating to renewable energy systems and presenting their findings. The student will gain experience with renewable energy systems utilizing the system manuals and electrical schematics to become familiar with the functions, operations, design, maintenance, troubleshooting, and repair of these systems.

**Lab** 20.00  
**Lec** 20.00  
**Ext** 0.00  
**Qtr** 2.00  
**Total** 40.00

**Catalog**

Canton

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### **ET110-3: Wind Technology and Components**

In this course, the student will learn about wind turbine power generation and its function in the renewable energy technology industry. Fluid types, system inspection, and all aspects of component identification, function, maintenance, and repair will be addressed. System troubleshooting will be demonstrated and applied in this course. Additionally, the student will be taught proper maintenance, repair, and inspection requirements related to gear trains and lubrication systems. Inspection, mechanical purpose, maintenance procedures, and operational fundamentals of fluids, instrumentation, electrical and other components of a wind turbine will be taught through classroom and hands-on instruction.

**Lab** 40.00  
**Lec** 40.00  
**Ext** 0.00  
**Qtr** 4.50  
**Total** 80.00

**Catalog**

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### **ET111-3: Wind Turbine Operation**

The student will learn operations and design of wind turbines in the energy technology and power generation industries. Students will demonstrate what they have learned by identifying the major components and their relationship to the wind turbine operation. With the use of the correct equipment manuals, and electrical schematics, the student will properly disassemble, test and/or inspect and reassemble wind turbine components and systems crucial to systems operation. They will be taught proper torquing procedures and complete torquing procedures per equipment manual instruction. Identification of and adherence to proper technical and safety procedures will be emphasized to establish a culture of safety. Students will become familiar with equipment manuals and electrical schematics using them to complete the assigned maintenance, troubleshooting, inspections, and repairs. Pre-job task meetings, documentation, job hazard and safety analysis, confined space, lock-out tag-out, and hot work permits will be utilized so students will become familiar with regard to industry procedures and protocols.

**Lab** 35.00  
**Lec** 25.00  
**Ext** 0.00  
**Qtr** 3.00  
**Total** 60.00

**Catalog**

Canton

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### **ET112-3: Climb and Rescue**

Students will learn the hazards involved in working at heights. The student will learn the ANSI safety standards and safety regulations relating to safe, accurate climbing, and rescue operations. The student will be taught and properly demonstrate correct equipment inspection techniques and proper use of the equipment. Demonstration and use of the approved equipment and correct rescue techniques will be completed in compliance with standards. The student will then be further evaluated by demonstrating what they have learned by correctly performing multiple equipment inspections, safe climbing practices, and participating in multiple climb and rescue exercises correctly while reflecting a culture of safety.

**Lab** 40.00

**Lec** 20.00

**Ext** 0.00

**Qtr** 3.00

**Total** 60.00

#### **Catalog**

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### **ET113-3: Materials Processing, Welding and Diesel**

The student will complete standard inspections, and preventive maintenance practices will be demonstrated. The selection and use of proper tooling and standard maintenance practices will be emphasized. The student will demonstrate what they have learned by completing assigned hands-on projects in the lab that bring together precision measuring, drilling, threading, fastening, torquing and similar other material processing techniques. In this course welding will be introduced: MIG, TIG, Stick and Oxy/ Acetylene torching. Diesel engine labs will help the student better understand the fundamentals and how diesel components relate to each other and how these prime movers can support the power industry as standby power. Students will properly complete pre-job task meetings and documentation, job hazard analysis, job safety analysis, confined space permits, lock-out tag-out forms, and hot work permits.

**Lab** 30.00

**Lec** 50.00

**Ext** 0.00

**Qtr** 4.50

**Total** 80.00

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### **ET114-3: Industrial Heating/Cooling, Compression Systems**

This course covers basic principles and fundamentals of the refrigeration processes and operations, with a primary focus on industrial and commercial refrigeration equipment. The student will understand the relationship and efficiency increase related to trigeneration or combined cooling, heat and power (CCHP) systems. This application of energy technology refers to the simultaneous generation of electricity, useful heating and cooling from the combustion of a fuel or a heat collecting solar system. This course will include the basic refrigeration cycle, how to handle refrigerant, equipment to work with refrigerants, working principals/application of commercial and industrial refrigeration equipment, and the rules and regulations set by the EPA for refrigerants. The student will study basic preventive maintenance, basic scheduled maintenance, and basic troubleshooting. The student will gain an understanding of the various components and operations related to compressors and pumping equipment found in energy industries. Specific equipment such as screw, reciprocating, scroll, and centrifugal compressors, along with, positive displacement pumps and centrifugal pumps will be taught. The basic theory behind compression and pumping will be discussed in detail. Standard inspection, troubleshooting, operation, repair, and preventive maintenance practices of these types of components will be demonstrated and practiced. The selection and use of proper tooling, manuals, documentation, safety equipment, techniques, and standard maintenance practices will be emphasized in this course.

**Lab** 20.00

**Lec** 20.00

**Ext** 0.00

**Qtr** 2.00

**Total** 40.00

#### **Catalog**

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### **ET115-3: Steam and Gas Turbines, Boiler Operations and Valves**

The student will learn about scheduled and nonscheduled maintenance required for gas turbines. The overhaul process will be discussed and demonstrated. The student will learn about the water treatment process used in power generation systems and the need for water treatment and the process used to comply with state and federal guidelines to protect the environment. The student will learn the basic operation and design, as well as start-up and shutdown of boiler systems. The safety required for high pressure and high heat systems will be explained and reinforced through case studies. Fundamental operation and physics will be explained and demonstrated. Emergency procedures will be incorporated in this training.

**Lab** 60.00  
**Lec** 60.00  
**Ext** 0.00  
**Qtr** 7.00  
**Total** 120.00

**Catalog**  
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Canton, MI

### **ET210H: Refining Process/Energy Platform Service**

Students will learn about the basic principles of distillation systems, extraction/separation systems and chemical reactor systems including catalytic cracking, hydrocracking, distillation columns, absorbers and the scrubbing process. Students will learn the safety rules and practices found on an energy. Technology used on an energy platform will be learned by the student – preventative equipment maintenance, forced maintenance and troubleshooting. Technology such as fracturing, and slant drilling will be learned as well.

**Lab** 14.00  
**Lec** 46.00  
**Ext** 0.00  
**Qtr** 4.00  
**TWC Qtr** 5.00  
**Total** 60.00

**Catalog**  
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### **RT102: Math, OSHA, and First Aid**

Students will cover mathematics, which are applied to the relevant subject areas throughout the program including applications of formulas, conversions, imperial systems, metric systems, and additional subject areas relevant to progress in the program. Additionally, the students will learn the safety requirements while performing tasks on the job, including an understanding of Occupational Safety and Health Administration (OSHA) regulations and certification. Lock-Out Tag-Out procedures will be learned and demonstrated. This class will approach safety from a behavioral prevention standpoint. General lab safety and material handling will be covered as well as regulation compliance.

**Lab** 20.00  
**Lec** 40.00  
**Ext** 0.00  
**Qtr** 3.50  
**Total** 60.00

**Catalog**  
Canton  
**Campus**  
Canton, MI

### **RT103: Applied Physics and Precision Measuring**

In this course, the students will learn the proper use and interpretation of precision measuring devices such as dial indicators, micrometers, calipers, depth gauges, thread pitch gauges, etc., and the importance of precision measuring devices. This course will include both standard and metric tools, calculations, and techniques to teach the students about equipment that will be encountered in the field. Additionally, students will learn physics concepts and calculations, with relevance to the disciplines of this program's course content.

**Lab** 30.00  
**Lec** 30.00  
**Ext** 0.00  
**Qtr** 3.50  
**Total** 60.00

**Catalog**  
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**Campus**  
Canton, MI

## RT104: Advanced Electrical Theory

Students will be introduced to more advanced electrical theory and applications. The students will work on projects that enhance their ability to design, navigate, troubleshoot, and analyze circuits with the utilization of electrical schematics. The students will complete hands-on lab projects that deal with programmable logic controllers, three-phase systems, and other industrial systems or application. Additionally, this course will cover safety hazards encompassed in troubleshooting and working with electricity. Students will complete the OSHA NFPA 70E arc flash training and testing and receive an OSHA NFPA 70E certificate for completion of the course.

**Lab** 60.00  
**Lec** 60.00  
**Ext** 0.00  
**Qtr** 7.00  
**Total** 120.00

### Catalog

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## RT201: Digital Electronics and Circuits

Students will learn basics of digital electronics by exploring semi-conductors, diodes, transistors, and logic gates. Students will further their learning by working on applications of basic digital electronics devices. Students will also explore different numbering systems as they relate to digital electronics. In this course students will learn by constructing operational designs. Students will be evaluated using lab projects, demonstrations, and testing

**Lab** 15.00  
**Lec** 45.00  
**Ext** 0.00  
**Qtr** 3.50  
**Total** 60.00

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## RT202: Instrumentation, Controls, Basic Electro-Mechanical Devices

Students will be introduced to instrumentation and control theory, design, components, and applications. This gives the students an initial look into functional control loops, sensors, and transducer calibration, as well as adjustable control parameters such as the proportional, integral, and derivatives. Students will learn the processes involved with monitoring and controlling of equipment. This course will present utilization and testing of instrumentation and control components.

**Lab** 25.00  
**Lec** 35.00  
**Ext** 0.00  
**Qtr** 3.50  
**Total** 60.00

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## RT205: Programmable Logic Controllers

Students will begin to demonstrate the obtained knowledge from prior course content using it to begin the programming of programmable logic controllers for the purpose of an operational function. The use of programming will be explored in manufacturing, automation, and process applications along with additional practical applications. Students will be required to demonstrate their knowledge and skills by completing lab projects which will be further developed for future applications in this program.

**Lab** 40.00  
**Lec** 80.00  
**Ext** 0.00  
**Qtr** 7.00  
**Total** 120.00

### Catalog

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## RT211: Advanced Electro-Mechanical Devices

This course will build upon many of the skills learned throughout the program. In this course, students will continue to learn about electrical and mechanical relationships and connection used in the electrical mechanical engineering domain with emphasis on industrial and manufacturing applications. This will reinforce earlier concepts learned in the program. Students will also demonstrate skills learned by connecting electrical mechanical systems and testing operation.

**Lab** 45.00  
**Lec** 75.00  
**Ext** 0.00  
**Qtr** 7.00  
**Total** 120.00

**Catalog**  
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## RT212: Advanced Troubleshooting and Control Systems

Students will learn to troubleshoot electrical or mechanical systems. This will include physical, mechanical, electrical, or electronic corrections for all types of electrical mechanical systems, controllers, programs, and industrial networks. Students will demonstrate and be evaluated on their ability to troubleshoot, advance, and improve systems.

**Lab** 60.00  
**Lec** 30.00  
**Ext** 0.00  
**Qtr** 5.00  
**Total** 90.00

**Catalog**  
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## RT213: Critical Thinking/Communication

Students will develop advanced critical thinking, analytic problem solving, and effective communication. This will include reporting and documenting an accurate evaluation process, faults, corrections, and prevention methods relevant to electrical mechanical engineering domain. Students will learn a common technical language and systematic problem-solving approach to identify root causes and communicate solutions.

**Lab** 10.00  
**Lec** 20.00  
**Ext** 0.00  
**Qtr** 1.50  
**Total** 30.00

**Catalog**  
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**Campus**  
Canton, MI

## HVACR Courses

### HV001-4: HVACR Core, Basic Electricity and Motors

This course introduces the student to the career paths and opportunities in the HVACR industry. Professional associations and professional certification are discussed as well. Basic electricity and motors are fundamental to the success of an HVACR technician. This course is designed to provide the students with the knowledge and technical skills to be applied to advanced courses further in the program as well as job duties in the field. In this course the student is introduced to electrical safety, electrical theory, and principles. Basic concepts such as types of electrical circuits, circuit components, circuit protection, and the national electric code are discussed in the beginning of this course. As students advance, they will learn about AC and DC voltage supply and application in HVACR, circuit diagrams and the application of schematics in equipment troubleshooting and repair. Types of electric motors, motor controls and troubleshooting will be covered in this course.

**Lab** 36.00  
**Lec** 84.00  
**Ext** 0.00  
**Qtr** 7.50  
**Total** 120.00

**Catalog**  
Canton  
**Campus**  
Canton, MI

## **HV001H: Refrigeration System Fundamentals and Math**

This course begins with a study of basic math and mathematical formulas which will be encountered and used by the technician in performing daily activities. Fundamentals of refrigeration including enthalpy, combined gas law, compression, and absorption will be explored.

**Lab** 14.00

**Lec** 46.00

**Ext** 0.00

**Qtr** 4.00

**TWC Qtr** 5.00

**Total** 60.00

### **Catalog**

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## **HV002H: Service Basics**

The student will receive instruction in the criteria for selecting the proper tool for a job. With the ability to select the proper tool, the student will then learn how to properly and safely use the tools that are essential to the HVACR Technician. Students are taught to use a variety of electrical, pressure and temperature measuring devices. In addition, students will also use sheetmetal tools necessary for assembling ductwork.

**Lab** 30.00

**Lec** 30.00

**Ext** 0.00

**Qtr** 4.00

**TWC Qtr** 4.50

**Total** 60.00

### **Catalog**

Canton

## **HV003H: Refrigerants**

The student will learn the characteristics and applications of pure and blended refrigerants, and understand the various lubricating oils used in refrigeration systems. This class exposes students to operating principles of compressors used in comfort air conditioning and refrigeration systems. Included are installation, service and repair procedures.

**Lab** 32.00

**Lec** 28.00

**Ext** 0.00

**Qtr** 3.00

**TWC Qtr** 4.00

**Total** 60.00

### **Catalog**

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## **HV004-4: Fundamentals of Refrigeration**

Students will learn about the basic components of a refrigeration system and refrigeration system's accessory function, installation, and service, as well as the basic refrigeration cycle. Additional topics covered will be heat transfer, heat transfer methods and heat content. Introduction to refrigerants will be included in this course, which will give the student a comprehensive understanding on the different types of refrigerants and the impact of refrigerants on the environment. This course will expose students to the safe and proper procedures of refrigerant handling including refrigerant recovery, recycle and reclaim.

**Lab** 62.00

**Lec** 58.00

**Ext** 0.00

**Qtr** 7.00

**Total** 120.00

### **Catalog**

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### **Campus**

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## **HV004H: Basic Electricity, Magnetism and Electronics**

In this course the student will be introduced to electrical theory and principles and their application to HVACR systems. This course also introduces DC and AC circuit operation and electrical fundamentals. Basics such as ohm's law, relays and transformers will be included.

**Lab** 14.00

**Lec** 46.00

**Ext** 0.00

**Qtr** 4.00

**TWC Qtr** 5.00

**Total** 60.00

### **Catalog**

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## **HV005-4: Heating Systems I**

This course will cover hydronic heating systems such as hot water boilers and steam boilers systems. The course will cover the different areas such as sizing and equipment selection as well as identifying the various components used in hydronic heating systems. Students will learn about installation and service of hydronic systems.

**Lab** 17.00  
**Lec** 43.00  
**Ext** 0.00  
**Qtr** 3.50  
**Total** 60.00

### **Catalog**

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### **Campus**

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## **HV005H: Motors and Electric Control Systems**

The student will learn the function of various electrical components and functions such as transformers, single-phase and three-phase power distribution, capacitors, the theory and operation of induction motors and the instruments and techniques used in testing AC circuits and components. This class also reviews electrical safety and explains the theory of solid-state electronics, as well as the operation, use and testing of electronic components used in HVACR equipment. This class will familiarize the students with the operation, testing and adjustment of conventional and electronic thermostats, as well as the operation of common electrical, electronic, and pneumatic circuits used to control HVACR systems. This class also explains how to analyze circuit diagrams for electronic and microprocessor-based controls used in comfort heating and cooling equipment and how to troubleshoot systems that use these controls. The students will be exposed to the tools, instruments and techniques used in troubleshooting gas heating appliances, including how to isolate and correct faults. Also covered are the techniques and equipment used in troubleshooting cooling equipment, focusing on analyzing system temperatures and pressures to isolate faults.

**Lab** 42.00  
**Lec** 18.00  
**Ext** 0.00  
**Qtr** 3.00  
**TWC Qtr** 3.50  
**Total** 60.00

### **Catalog**

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## **HV006-4: Indoor Air Fundamentals**

The student will examine air movement, measurement including the understanding the concepts of climate and weather, humidity, and an understanding of how air movement affects human comfort. The student will study air quality control as measured by temperature, humidity, fresh airflow, pollutants, and chemicals in an enclosed space. Air distribution and ventilation system service are discussed during this course.

**Lab** 30.00  
**Lec** 30.00  
**Ext** 0.00  
**Qtr** 3.50  
**Total** 60.00

### **Catalog**

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### **Campus**

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## **HV006H: Compressors, Valves and Metering Devices**

This course will introduce the various types of compressors and components that are found in typical HVACR systems. The student will learn the operating principles, applications, installation and adjustment of fixed and adjustable expansion devices used in refrigeration equipment.

**Lab** 42.00  
**Lec** 18.00  
**Ext** 0.00  
**Qtr** 3.00  
**TWC Qtr** 3.50  
**Total** 60.00

### **Catalog**

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## **HV007-4: Heating Systems II**

This course will cover heat load calculations, equipment sizing, equipment selection, and equipment installation and service for both residential and commercial setups. Students will be introduced to gas, oil, and electric heating systems as well as control systems that operate in combination with heating systems such as thermostats and humidity and energy recovery systems. Students will practice furnace troubleshooting and tune-up using instruments including combustion analyzers, monometers, and multi-meters. Completing this course, students will be able to install, troubleshoot, and service heating systems.

**Lab** 78.00

**Lec** 42.00

**Ext** 0.00

**Qtr** 7.00

**Total** 120.00

### **Catalog**

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## **HV007H: EPA 608 Certification**

The student will be introduced to EPA regulations, recovery requirements, leak detection and repair. At the end of this course the student will be able to take the examination for the EPA 608 Universal Certification.

**Lab** 36.00

**Lec** 24.00

**Ext** 0.00

**Qtr** 3.00

**TWC Qtr** 3.50

**Total** 60.00

### **Catalog**

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## **HV008-4: Air Conditioning and Alternative Systems**

Students will learn about residential air conditioning systems as well as commercial air conditioning systems. The course will expose students to the methods of equipment sizing and selection. Students will practice the proper methods and procedures of installation and troubleshooting for air conditioning systems – residential central systems and commercial rooftop units. Preventive maintenance is included in this course. Students will learn about alternative, non-traditional HVAC systems, such as ductless multi-zone systems and geothermal systems. Students will learn about the components of such systems as well as installation and service.

**Lab** 72.00

**Lec** 48.00

**Ext** 0.00

**Qtr** 7.00

**Total** 120.00

### **Catalog**

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## **HV008H: Indoor Air Fundamentals**

The student will examine air movement, measurement, air quality, distribution and ventilation system service during this course.

**Lab** 17.00

**Lec** 43.00

**Ext** 0.00

**Qtr** 4.00

**TWC Qtr** 4.50

**Total** 60.00

### **Catalog**

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## **HV009H: Air Conditioning Systems I**

The student will learn the principles of ductless and central air-conditioning systems as well as absorption and evaporative cooling and the operation of components and their location.

**Lab** 30.00

**Lec** 30.00

**Ext** 0.00

**Qtr** 4.00

**TWC Qtr** 4.50

**Total** 60.00

### **Catalog**

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## **HV010-4: Sheetmetal, Installation, Codes, and EPA**

Students will learn about system installation and startup. This includes gas pipe, drain line, electrical and sheetmetal. The student will learn to use a variety of electrical, pressure and temperature measuring devices and will use sheetmetal tools necessary for fabrication and assembly of ductwork. Students will learn about the mechanical codes that regulate the installation of HVACR systems. Students will be exposed to the proper State mechanical codes as well as the International mechanical codes. Students will be introduced to EPA regulations, recovery requirements, leak detection, and repair. Students will prepare to take and successfully pass the EPA 608 exam as well as R 410A refrigerant safety.

**Lab** 36.00  
**Lec** 84.00  
**Ext** 0.00  
**Qtr** 7.50  
**Total** 120.00

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## **HV010H: Heating Systems I**

The student will learn the fundamentals of forced-air, hydronic, heat pumps and gas fired heating systems and will learn the operation of components of the systems and typical configurations in the industry.

**Lab** 30.00  
**Lec** 30.00  
**Ext** 0.00  
**Qtr** 4.00  
**TWC Qtr** 4.50  
**Total** 60.00

**Catalog**  
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## **HV011H: Air Conditioning Systems II**

This class expands on what was learned in Air Conditioning Systems I. The student will also be exposed to humidity control, thermostats, heating and cooling loads. This course also familiarizes the student with air conditioning installation, troubleshooting and service.

**Lab** 36.00  
**Lec** 24.00  
**Ext** 0.00  
**Qtr** 3.00  
**TWC Qtr** 3.50  
**Total** 60.00

**Catalog**  
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## **HV012-4: Building Management and NATE Core**

Students will learn about the importance of energy conservation as well as the purpose of building controls, protocols and principles of control system troubleshooting and repairs. Students will learn about the role of information technology in HVACR and building management systems installation and services, and components added to an existing system to improve energy conservation. North American Technician Excellence: is a nationally recognized certification by HVACR contractors. Students review course materials and be prepared to take the NATE Core examination. Topics such as communication skills, mathematics, basic science, personal ethics and conduct, fabrication tools, safety, heat transfer and comfort, electricity and motors will be covered in this extensive course.

**Lab** 40.00  
**Lec** 80.00  
**Ext** 0.00  
**Qtr** 7.50  
**Total** 120.00

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## **HV012H: Heating Systems II and NATE Certification**

This class expands on what was learned in Heating Systems I. The student will learn about oil fired and electric heating systems. This course familiarizes the student with installation and service. The student will also be prepared to take the North American Technician Excellence (NATE) core exam.

**Lab** 14.00  
**Lec** 46.00  
**Ext** 0.00  
**Qtr** 4.00  
**TWC Qtr** 5.00  
**Total** 60.00

**Catalog**  
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## **HV013H: Domestic Refrigerators and Freezers**

The student will engage in study of domestic refrigerators and freezers. The student will learn the systems and components of these units. This class also engages the student with installation, troubleshooting, service and repair of domestic refrigerators and freezers.

**Lab** 32.00  
**Lec** 28.00  
**Ext** 0.00  
**Qtr** 3.00  
**TWC Qtr** 4.00  
**Total** 60.00

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## **HV014-4: Commercial Refrigeration I**

In this course, the student is introduced to commercial refrigeration systems. This class explains system configurations, high-side components, low-side components, and piping. Special refrigeration systems and applications will be discussed to include transportation refrigeration as well as alternative methods.

**Lab** 24.00  
**Lec** 36.00  
**Ext** 0.00  
**Qtr** 3.50  
**Total** 60.00

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## **HV014H: Commercial Refrigeration**

The student will be introduced to commercial refrigeration systems. This class explains system configurations, high-side components, low-side components and piping. Special refrigeration systems and applications will be discussed to include transportation refrigeration as well as alternative methods.

**Lab** 18.00  
**Lec** 42.00  
**Ext** 0.00  
**Qtr** 4.00  
**TWC Qtr** 4.50  
**Total** 60.00

**Catalog**  
Canton

## **HV015-5: Commercial Refrigeration II**

In this course, the student will build upon the concepts and applications introduced in Commercial Refrigeration I.

**Lab** 36.00  
**Lec** 24.00  
**Ext** 0.00  
**Qtr** 3.50  
**Total** 60.00

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## **HV015H: Startup and Shutdown**

The students will learn the procedures for the startup of hot water, steam heating, chilled water, and forced-air distribution systems after initial equipment installation or after an extended period of shutdown. Also included are the procedures for preparing these systems for extended shutdown.

**Lab** 14.00  
**Lec** 46.00  
**Ext** 0.00  
**Qtr** 4.00  
**TWC Qtr** 5.00  
**Total** 60.00

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## **HV016H: Installing and Servicing Commercial Systems**

The students will learn how to install and service commercial systems. This class will involve troubleshooting by system diagnosis and component diagnosis.

None of the above courses require completion of previous college courses. The courses have no prerequisites.

**Lab** 30.00  
**Lec** 30.00  
**Ext** 0.00  
**Qtr** 4.00  
**TWC Qtr** 4.50  
**Total** 60.00

**Catalog**  
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## **NDT Courses**

### **NDT101-2H: Visual Theory and Application I**

This course explains the theory of visual inspection and incorporates the didactic information required to achieve a Level I certification in this program. The equipment used will be presented, explained, and demonstrated. Upon completion the student will have gained an understanding of the theory employed in Visual NDT.

**Lab** 48.00  
**Lec** 12.00  
**Ext** 0.00  
**Qtr** 3.00  
**TWC Qtr** 3.00  
**Total** 60.00

**Catalog**  
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### **NDT102-2H: Penetrant Theory and Application I**

This course explains the theory of penetrant inspection and incorporates the didactic information required to achieve a Level I certification in this program. The equipment used will be presented, explained and demonstrated. Upon completion the student will have gained an understanding of the theory employed in Penetrant NDT.

**Lab** 48.00  
**Lec** 12.00  
**Ext** 0.00  
**Qtr** 3.00  
**TWC Qtr** 3.00  
**Total** 60.00

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### **NDT103-2H: Eddy Current Theory/ Application I**

This course explains the theory of eddy current inspection and incorporates the didactic information required to achieve a Level I certification in this program. The equipment used will be presented, explained, and demonstrated. Upon completion the student will have gained an understanding of the theory employed in Eddy Current NDT.

**Lab** 90.00  
**Lec** 30.00  
**Ext** 0.00  
**Qtr** 7.00  
**TWC Qtr** 7.50  
**Total** 120.00

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### **NDT104-2H: Visual Theory/ Application II**

This course presents additional didactic information as well as hands-on activities in a supervised laboratory environment. Understanding and skills will be developed by the student to achieve a Level II competency in this NDT area. Logbooks are maintained to track the cumulative training and will reflect the didactic and hands-on experience.

**Lab** 48.00  
**Lec** 12.00  
**Ext** 0.00  
**Qtr** 3.00  
**TWC Qtr** 3.00  
**Total** 60.00

**Catalog**  
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## **NDT105-2H: Penetrant Theory and Application II**

This course presents additional didactic information as well as hands-on activities in a supervised laboratory environment. Understanding and skills will be developed by the student to achieve a Level II competency in this NDT area. Logbooks are maintained to track the cumulative training and will reflect the didactic and hands-on experience.

**Lab** 48.00  
**Lec** 12.00  
**Ext** 0.00  
**Qtr** 3.00  
**TWC Qtr** 3.00  
**Total** 60.00

**Catalog**  
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## **NDT106-2H: Eddy Current Theory/ Application II**

This course presents additional didactic information as well as hands-on activities in a supervised laboratory environment. Understanding and skills will be developed by the student to achieve a Level II competency in this NDT area. Logbooks are maintained to track the cumulative training and will reflect the didactic and hands-on experience.

**Lab** 110.00  
**Lec** 10.00  
**Ext** 0.00  
**Qtr** 6.00  
**TWC Qtr** 6.50  
**Total** 120.00

**Catalog**  
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## **NDT107-2H: Magnetic Particle Theory and Application I**

This course explains the theory of magnetic particle inspection and incorporates the didactic information required to achieve a Level I certification in this program. The equipment used will be presented, explained and demonstrated. Upon completion the student will have gained an understanding of the theory employed in Magnetic Particle NDT.

**Lab** 90.00  
**Lec** 30.00  
**Ext** 0.00  
**Qtr** 7.00  
**TWC Qtr** 7.50  
**Total** 120.00

**Catalog**  
Canton

## **NDT108-2H: Magnetic Particle Theory/Application II**

This course presents additional didactic information as well as hands-on activities in a supervised laboratory environment. Understanding and skills will be developed by the student to achieve a Level II competency in this NDT area. Logbooks are maintained to track the cumulative training and will reflect the didactic and hands-on experience.

**Lab** 110.00  
**Lec** 10.00  
**Ext** 0.00  
**Qtr** 6.00  
**TWC Qtr** 6.50  
**Total** 120.00

**Catalog**  
Canton

## **NDT109-2H: Ultrasound Theory and Application I**

This course explains the theory of ultrasound inspection and incorporates the didactic information required to achieve a level I Certification in this program. The equipment used will be presented, explained, and demonstrated. Upon completion the student will have gained an understanding of the theory employed in Ultrasound NDT.

**Lab** 50.00  
**Lec** 10.00  
**Ext** 0.00  
**Qtr** 3.00  
**TWC Qtr** 3.50  
**Total** 60.00

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## **NDT110-2H: Radiography Theory I**

This course explains the theory of Radiography inspection and incorporates the didactic information required to achieve a Level I certification in this program. The equipment used will be presented and explained, and includes an understanding of Radiation Safety. Upon completion, the student will have gained an understanding of the theory employed in Radiography NDT.

**Lab** 50.00  
**Lec** 10.00  
**Ext** 0.00  
**Qtr** 3.00  
**TWC Qtr** 3.50  
**Total** 60.00

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## **NDT111-2H: Ultrasound Theory/ Application II**

This course presents additional didactic information as well as hands-on activities in a supervised laboratory environment. Understanding and skills will be developed by the student to achieve a Level II competency in this NDT area. Logbooks are maintained to track the cumulative training and will reflect the didactic and hands-on experience.

None of the above courses require completion of previous college courses. The courses have no prerequisites.

**Lab** 110.00

**Lec** 10.00

**Ext** 0.00

**Qtr** 6.00

**TWC Qtr** 6.50

**Total** 120.00

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## **Robotics Courses**

### **RT101: Manufacturing Systems and Technology**

In this course, the students will get an introduction to multiple areas of manufacturing theory, processes, and technologies. The students will cover areas such as basic computer functions, lean manufacturing principles, types of automation, 3D printer calibration, prototyping with computer aided design, parameters, and basic troubleshooting. The students will be evaluated on their knowledge through testing and lab projects.

**Lab** 30.00

**Lec** 90.00

**Ext** 0.00

**Qtr** 7.50

**Total** 120.00

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### **RT203: Industrial Networking**

In this course, students will be taught the basics of industrial networking including study of design and application related to industrial automation. Students will have exposure to physical components such as cabling, bridges, hubs, routers, switches, and additional devices. This will include building knowledge on LAN, WAN, wireless communication, encryption, industrial network protocols, network operating systems, types of networks and other, critical, commonly utilized subject areas. Students will also begin to learn management concepts of networking and communication. Students will demonstrate this ability with labs that explore, identify, and troubleshoot an industrial network.

**Lab** 15.00

**Lec** 45.00

**Ext** 0.00

**Qtr** 3.50

**Total** 60.00

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### **RT204: C Programming**

In this course, students will cover C programming, and applications. Students will learn the fundamentals of C/C++ programming and apply this knowledge to practical applications. The students will gain an understanding of these applications for this type of programming and how commonly it is used for microcontrollers and systems operations. Students will demonstrate their understanding by designing, programming, building, and troubleshooting a variety of projects.

**Lab** 15.00

**Lec** 45.00

**Ext** 0.00

**Qtr** 3.50

**Total** 60.00

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## **RT206: Basic Industrial Robotics**

This course will introduce students to the industrial robots, basic programming methods, safety and maintenance involved with these robots. Students will learn the benefits and needs of integration into robotic systems along with basic of tools needed to do the integration. Students will also demonstrate skills learned through lab projects and testing.

**Lab** 10.00

**Lec** 20.00

**Ext** 0.00

**Qtr** 1.50

**Total** 30.00

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## **RT207: Drafting and Computer Aided Design**

In this course, students will learn and demonstrate their drafting abilities. This course will cover 2D and 3D tooling in a variety of Computer Aided Design (CAD) software applications for drafting and design. Students will work with a variety of technical tooling to replicate components, create models for application, and design blueprint layouts based on drafting standards. The students will be evaluated on their ability to demonstrate practical skills in drafting and CAD via testing and lab projects.

**Lab** 40.00

**Lec** 50.00

**Ext** 0.00

**Qtr** 5.00

**Total** 90.00

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## **RT208: Design and Imaging**

In this course, students will continue learning about design, but with relevance to 3D applications. Students will also learn about the parameters and ideal settings to capture and edit 3D images using a 3D imaging system. This data will be modified, edited, and rendered for utilization in 3D applications.

**Lab** 20.00

**Lec** 10.00

**Ext** 0.00

**Qtr** 1.50

**Total** 30.00

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## **RT209: Advanced Industrial Robotics**

This class will work on advancing their knowledge with industrial robotics in industrial applications and standard industrial protocols. This course will teach students about system integration, programming of autonomous systems and other robotic tasks. They will work on projects such as robot guidance, inspection, data collection through vision systems, interface, and communication among other projects. Students will demonstrate management and maintenance of equipment and will be evaluated based on their knowledge through testing and lab projects.

**Lab** 45.00

**Lec** 45.00

**Ext** 0.00

**Qtr** 5.00

**Total** 90.00

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## RT210: Hydraulics, Pneumatics and Mechanical Systems

In this course, students will learn about hydraulics, pneumatics, belt drives, gear drives, and a variety of other mechanical systems. Students will use manuals and other resources to understand the equipment, and to meet the tolerances designed for specific systems. Students will demonstrate their knowledge of system inspections through hands-on projects as well as documenting, calibrating, and testing systems.

**Lab** 50.00  
**Lec** 70.00  
**Ext** 0.00  
**Qtr** 7.00  
**Total** 120.00

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## UTI Canton

### GE110-3: Intermediate Algebra

This course introduces algebraic, geometric, and trigonometric concepts. Topics covered include a review of fundamental principles such as fractions, decimals, and percentages; terminology and practical applications of geometry; measurements and conversions; algebraic expressions, equations, and formulas; ratios and proportions; summary graphs and charts; and an introductory exploration of right triangle trigonometry.

**Lab** 0.00  
**Lec** 40.00  
**Ext** 0.00  
**Qtr** 4.00  
**TWC Qtr** 4.00  
**Total** 40.00

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### GE111-3: English Composition

This course focuses on teaching students how to craft effective academic essays tailored to diverse audiences. Students cultivate their written communication skills with a strong emphasis on the principles of effective communication, encompassing an understanding of the writing process, critical reading, and logical thinking. Beyond exploring the writing process, students acquire research techniques, citation methods, documentation formats, and the ability to critically analyze written topics.

**Lab** 0.00  
**Lec** 40.00  
**Ext** 0.00  
**Qtr** 4.00  
**TWC Qtr** 4.00  
**Total** 40.00

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### GE112-3: Public Speaking

This course provides a dependable framework for crafting and delivering impactful presentations. Whether in business, academia, or public settings, effective communication—both verbal and nonverbal—is crucial. The course is structured to enhance your communication abilities, teaching you how to organize talks clearly, craft memorable content, and deliver with confidence. By the course's end, students can notably reduce their fear of public speaking, leverage rehearsal techniques to develop a compelling speaking voice, and execute speeches with engaging movement and gestures. The speech model practiced is versatile, applicable to briefings, elevator pitches, interviews, and informative presentations. Overall, this course aims to swiftly instill the essentials of public speaking while advancing students to the next level of proficiency.

**Lab** 0.00  
**Lec** 40.00  
**Ext** 0.00  
**Qtr** 4.00  
**TWC Qtr** 4.00  
**Total** 40.00

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### **GE114-3: Environmental Science**

This course delves into the intricate relationship between humanity and the environment. Students investigate the delicate balance between natural resources and human needs, exploring the scientific, political, economic, and social dimensions of environmental science. Through assignments and discussions, students also analyze the environmental challenges facing societies today and explore potential solutions for sustainable living.

**Lab** 0.00  
**Lec** 40.00  
**Ext** 0.00  
**Qtr** 4.00  
**TWC Qtr** 4.00  
**Total** 40.00

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### **GE115-3: Organizational Behavior**

This course thoroughly explores organizational theory and its practical application in various contexts. It offers a comprehensive review of individual, group, and organizational performance concerning contemporary organizational structures. Specifically tailored to industries with technical orientations and predominantly skilled trades workforces, the course content delves into how organizational theory and application manifest in such settings.

**Lab** 0.00  
**Lec** 40.00  
**Ext** 0.00  
**Qtr** 4.00  
**TWC Qtr** 4.00  
**Total** 40.00

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### **GE118-3: College Technical Math**

This course is designed to encompass a wide array of Algebra topics, including polynomial, rational, exponential, and logarithmic functions, as well as conic sections. Additionally, students will be introduced to Trigonometry concepts such as the Law of Sines and Cosines. Furthermore, the course will initiate discussions on analytic geometry and fundamental calculus concepts like limits, derivatives, and integrals.

**Lab** 0.00  
**Lec** 40.00  
**Ext** 0.00  
**Qtr** 4.00  
**TWC Qtr** 4.00  
**Total** 40.00

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## Welding Courses

### **WS101-1: Shielded Metal Arc Welding I.**

Students will learn how to clean and prepare all types of base metals for cutting or welding. Students will learn to identify and explain weld imperfections and causes and will understand non-destructive examination practices, visual inspection criteria, welder qualification tests, and the importance of quality workmanship. They will learn how to check for joint misalignment and poor fit and will know how to select and prepare metal for the welding process to ensure a quality weld. The student will learn about SMAW welding and welding safety, including how to connect welding current, setup arc welding equipment and the use of tools for cleaning welds. They will learn about electrode characteristics and different types of filler metals. The course covers proper storage and control of filler metals, identifies the use of codes, and explains groove welds and v-groove welds and how to set up welding equipment for these techniques. Students will learn how to make groove welds with backing and the procedures for making flat, horizontal, vertical, and overhead groove welds. Procedures for making flat, horizontal, vertical, and overhead open V-groove weld are discussed. Students will learn how to accomplish a quality weld on an open V configuration SMAW equipment.

**Lab** 92.00  
**Lec** 28.00  
**Ext** 0.00  
**Qtr** 6.50  
**Total** 120.00

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### **WS102-1: Shielded Metal Arc Welding II, Open Root Welding, and Metal Characteristics.**

Students will learn how to detect and correct arc blow and how to make stringer, weave, overlapping beads, and fillet welds. Students will learn to complete quality welds using SMAW equipment. The course explains preheating, interpass temperature control, and post-heating procedures that sometimes need to be done to preserve weldment strength, ductility, and weld quality. Students will learn pre-heat and post-heat procedures commonly used in the welding process. Heat treatment and the physical properties of metal will also be covered. This course explains how to set up SMAW equipment for open root V-groove welds; explains how to prepare for and make open[1]root V-groove welds on various fittings, flanges, structures, and carbon steel pipe; and procedures for making open-root V-groove welds, with SMAW equipment, on pipe in the 1G-ROTATED, 2G, 5G, and 6G positions. Students learn how to complete a quality weld on materials using SMAW equipment. Metallurgy will be discussed as applied to types of materials being utilized.

**Lab** 96.00  
**Lec** 24.00  
**Ext** 0.00  
**Qtr** 6.50  
**Total** 120.00

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### **WS103-1: GMAW/SMAW/GTAW, Equipment and Filler Metals**

OFC and Plasma Arc Cutting. This course describes general safety procedures for GMAW, SMAW, GTAW. The course explains how to set up and use GMAW, GTAW, SMAW equipment and build a pad of stringer beads and weave beads using filler metals. Students will also cover the safety procedures for Oxy-Fuel Cutting and Plasma Arc Cutting. How to properly set up, strike, and use torches. Students will cover the different positions of fillet welds, 1F,2F,3F,4F. This course will also prioritize safety in the welding environment. Acquire knowledge of personal protective equipment (PPE), proper ventilation, and hazard mitigation. Develop a keen awareness of potential risks and learn the importance of maintaining a safe workspace.

**Lab** 98.00  
**Lec** 22.00  
**Ext** 0.00  
**Qtr** 6.50  
**Total** 120.00

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## **WS104-1: Basic Fabrication and Layout.**

This course will cover welding symbols, blueprint reading, and basic shop math. Along with projects that will be welded using GMAW and GTAW. Students will learn to describe lines, fills, object views, and dimensioning on drawings and how to use notes on drawings and the bill of materials. Students will learn how to read welding symbols on drawings, and specifications and how to interpret detailed drawings and the symbols used in their construction. This course will cover basic shop fundamentals, like reading a tape measure, measuring with calipers, along with some basic shop math. The student will learn the use of fit-up gauges and measuring devices to check fit-up and alignment and the use of plate and pipe fit-up and alignment tools to properly prepare joints.

**Lab** 108.00

**Lec** 12.00

**Ext** 0.00

**Qtr** 6.50

**Total** 120.00

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## **WS105-1: GMAW/FCAW Welding.**

The student will learn how to set up and operate the GMAW/ FCAW equipment proficiently. Understand the components of the welding system, including power sources, wire feeders, and shielding gas systems. Emphasis will be placed on equipment setup and troubleshooting. Students will dive into the theoretical aspects of GMAW/FCAW, including the physics of arc formation, metallurgy, and the role of various welding parameters. Students will gain insight into the characteristics of different metals and welding materials. This course will allow students the opportunity to gain practical experience through hands-on welding exercises. Explore various welding positions, filler metal techniques, and welding bead formations. Focus on developing precision and consistency in bead placement.

**Lab** 96.00

**Lec** 24.00

**Ext** 0.00

**Qtr** 6.50

**Total** 120.00

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## **WS106-1: GTAW Aluminum Welding.**

This course explains how to set up GTAW equipment for aluminum welding processes and covers the procedures and techniques used to weld with GTAW in multiple positions with multiple forms of aluminum stock. Students will learn why aluminum is recognized for its significance in industries such as aerospace, automotive, and marine engineering, and why welding aluminum demands a unique set of techniques and considerations. Students in this course will gain comprehensive knowledge and hands-on experience to master GTAW aluminum welding. Metallurgy will be discussed as applied to types of materials being utilized.

**Lab** 108.00

**Lec** 12.00

**Ext** 0.00

**Qtr** 6.50

**Total** 120.00

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## **WS107-1: GTAW Carbon Steel Welding.**

This course provides a thorough exploration of GTAW principles, techniques, and best practices as they relate to welding carbon steel. Students will explore the selection of tungsten electrodes suitable for carbon steel welding. Understand the impact of electrode type and size on arc stability, heat input, and overall weld quality. This course will cover the selection and application of filler metals suitable for carbon steel welding. Understand the impact of filler metal composition on weld strength, corrosion resistance, and overall performance.

**Lab** 108.00

**Lec** 12.00

**Ext** 0.00

**Qtr** 6.50

**Total** 120.00

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## **WS108-1: GTAW Stainless Steel Welding.**

This course explains how to set up GTAW equipment and covers the procedures and techniques used to make quality welds on stainless steel material. Students will learn strategies to minimize the heat-affected zone (HAZ) during stainless steel welding. Understand the importance of controlling heat input to preserve the corrosion-resistant properties of the material. This course will cover how to make quality welds on stainless steel in the 1F,2F,3F, and 4F position. Students will learn about the metallurgy and different alloy makeup of the different families and properties of stainless steel.

**Lab** 108.00

**Lec** 12.00

**Ext** 0.00

**Qtr** 6.50

**Total** 120.00

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## Locations (Canton)

<b>Main Campus</b>	<b>Branch Campus</b>	<b>Universal Technical Institute, INC. Corporate Offices</b>
2955 South Haggerty Road Canton, Michigan 48188 734-423-2100 TOLL FREE 1-800-447-1310	2955 South Haggerty Road Canton, Michigan 48188 734-423-2100 TOLL FREE 1-800-447-1310	4225 E. Windrose Dr., Suite 200 Phoenix, Arizona 85032 623-445-9500 TOLL FREE 1-800-859-7249

### CHANGE OF CONTENT

This catalog gives a general description of Universal Technical Institute and provides detailed information regarding the departments within the college and curricula offered by UTI. This Catalog incorporates herein, by reference, the Enrollment Agreement and any addendums or supplements issued after the publication date and, thereby, are part of the Catalog. The provisions of this and other school publications, documents, and forms are not to be regarded as an irrevocable contract between the student and Universal Technical Institute. The school reserves the right to make any and all changes to this and other publications, documents, and forms, including but not limited to, changes to program length, content, materials, or schedule at any time. However, any modification of student's tuition rate, fees and refund policies will remain unchanged provided the student maintains continuous attendance. Any modification of tuition, fees or refund policies shall be agreed to in writing by all parties.

### CONSUMER INFORMATION

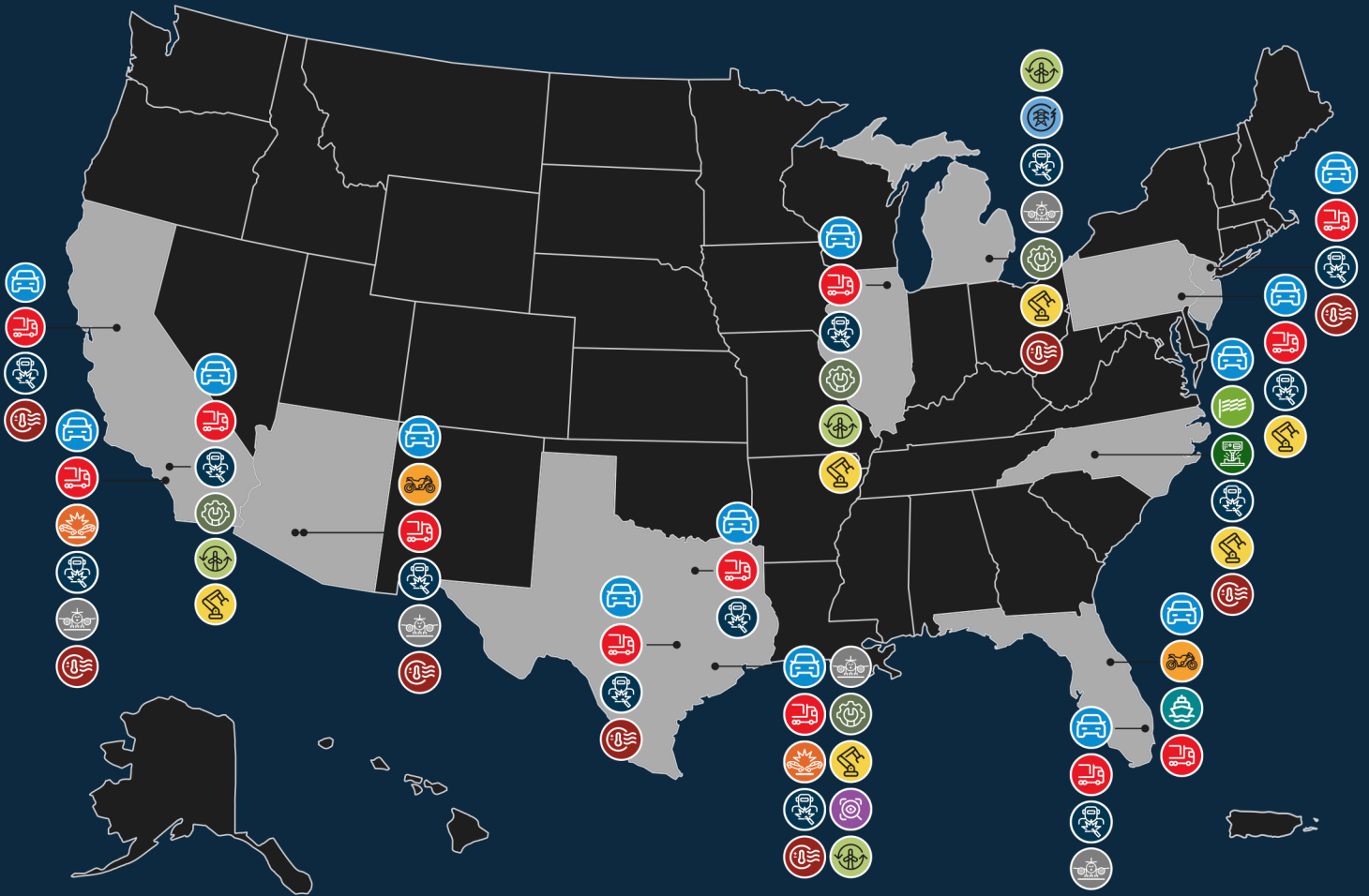
Consumer Information can be found on UTI's webpage at [www.uti.edu/consumer-information](http://www.uti.edu/consumer-information). Additional consumer information and disclosures are available throughout various UTI publications and informational materials provided to prospective, new, and continuing students. As a prospective student, you are advised to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the UTI's graduation and employment rates for each program located at: [www.uti.edu/disclosures](http://www.uti.edu/disclosures). These rates are updated annually in October.

***Visit [UTI.EDU](http://UTI.EDU)***

***Class Sessions are held at the locations above (with exception of Corporate Offices)***

Effective: 02/01/2025 - 9/30/2025

For important information about the educational debt, earnings and completion rates of students who attended this program, visit <https://uti.edu/disclosures>. All photos represent programs listed in this document.



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|---|--|---|--|---|
|  AUTOMOTIVE |  MARINE           |  CNC MACHINING |  AIRFRAME & POWERPLANT  |  HVACR                   |
|  MOTORCYCLE |  COLLISION REPAIR |  WELDING       |  INDUSTRIAL MAINTENANCE |  NON-DESTRUCTIVE TESTING |
|  NASCAR     |  DIESEL           |  WIND TURBINE  |  ROBOTICS & AUTOMATION  |  ENERGY                  |