



HACKBRIGHT  
ACADEMY

**The Engineering School for Women**

683 Sutter St  
San Francisco, CA 94102  
Tel: (415) 887-2215  
Fax: (415) 484 7862  
[www.hackbrightacademy.com](http://www.hackbrightacademy.com)  
[hello@hackbrightacademy.com](mailto:hello@hackbrightacademy.com)

## **ACADEMIC CATALOG**

**January 1, 2018 – December 31, 2018**

## TABLE OF CONTENTS

<b>ABOUT US</b>	<b>3</b>
<b>MISSION AND OBJECTIVES</b>	<b>3</b>
<b>COURSES OFFERED</b>	<b>4</b>
<b>FACILITY AND EQUIPMENT</b>	<b>4</b>
<b>HOLIDAYS</b>	<b>4</b>
<b>HOURS OF OPERATION</b>	<b>4</b>
<b>COURSE DESCRIPTIONS AND OBJECTIVES</b>	<b>5-9</b>
<b>ADMISSIONS POLICIES</b>	<b>10</b>
<b>TRANSFER OF CREDIT</b>	<b>10</b>
<b>ACADEMIC POLICIES</b>	<b>10-11</b>
<b>STUDENT SERVICES</b>	<b>11-12</b>
<b>GRIEVANCE PROCEDURE</b>	<b>12</b>
<b>CANCELLATION, WITHDRAWAL, DISMISSAL AND REFUND POLICY</b>	<b>13</b>
<b>TUITION AND FEES</b>	<b>14</b>
<b>FINANCIAL ASSISTANCE</b>	<b>14</b>
<b>GENERAL INFORMATION</b>	<b>15</b>
<b>APPENDIX A: MANAGEMENT</b>	<b>16</b>
<b>APPENDIX B: FACULTY</b>	<b>17-18</b>
<b>APPENDIX C: SPECIFIC DISCLOSURES REQUIRED BY THE CALIFORNIA BPPE</b>	<b>19-20</b>

## **ABOUT US**

---

Founded in 2012, Hackbright Academy is the leading engineering school for women with a mission to increase female representation in tech through education, mentorship and community.

Over the last 25 years, the percentage of women pursuing technical paths has dropped significantly. While the representation of women in fields like medicine, law and physical sciences has improved, hundreds of thousands of women have fallen from the ranks of computer scientists.

To close the gender gap in engineering and technology, we have reimagined and improved engineering education through a customized model that has proven to bring women back into the field. With the increasing influence of technology on everyday lives, it is our goal to include women as technology creators through three main avenues: education, mentorship and community.

## **MISSION AND OBJECTIVES**

---

### **Mission**

We were founded in 2012 with a single purpose — to give women of diverse backgrounds the power and skills to build a long and successful career in the tech industry. Our empowering environment allows students to master the skills and knowledge they need to begin a new career in tech.

Hackbright's driving mission is to change the ratio in engineering and technology by providing the industry with strong, smart, and talented women. We partner with like-minded organizations and companies so that our impact has the farthest possible reach and remain committed to the continued growth in the communities we serve.

### **Objectives**

All elements of Hackbright Academy support the school's mission. The academic curriculum has been carefully designed to offer a student-centered environment with administrators, instructors, and staff sensitive to the requirements and needs of our students. To further achieve this mission, Hackbright has identified these four objectives to create measureable learning outcomes for each educational program:

1. To admit and teach seriously committed students who hold a strong desire to learn.
2. To provide an educational environment that fosters mentorship and community.
3. To offer policies that hold students accountable to high academic standards.
4. To attract and retain administrators and faculty who enhance a collaborative work environment and support the school's student-centered, academic environment, and multiculturalism.

## **COURSES OFFERED**

---

Hackbright Academy offers a full-time immersive Fellowship program as well as part-time introductory courses. Hackbright Academy's full-time immersive Fellowship is designed to prepare students for software engineering careers. Our part-time courses are designed to help students level up on a skillset and create an initial portfolio of work in software engineering. The part-time courses are not geared for career transitioning and may be designated as "avocational." In some states, avocational, or non-occupational, courses are not intended to provide instruction that will result in the student's acquisition of occupational skills for a particular job. Hackbright Academy's educational programs are not designed to lead to positions in a profession, occupation, trade, or career field requiring state licensure.

Hackbright Academy offers the following courses:

<b>Courses Offered</b>	<b>Course Length</b>	<b>Type of Course</b>	
		<b>Part-time</b>	<b>Immersive</b>
Software Engineering Fellowship	480 hours / 12 weeks		√
Hackbright Prep	40 hours / 8 weeks	√	

## **FACILITY & EQUIPMENT**

---

All classes are taught at the Hackbright Academy campus located at 683 Sutter Street, San Francisco, CA 94102. No distance education is provided through Hackbright Academy.

Hackbright Academy is equipped with classrooms, student lounge space, gender-neutral restrooms, daytime storage for student belongings, bike racks and a full kitchen.

Equipment available to all students includes: desks, chairs, tables, Intel NUC PC computers, 24" LCD monitors, whiteboards, HDMI cables, DVI <> HDMI adapters.

## **HOLIDAYS**

---

Hackbright Academy is closed on the following federal holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

Hackbright Academy may choose to reschedule class at its discretion with advance notice to students. Opportunities to make up any material missed will be provided.

## **HOURS OF OPERATION**

---

### **Class Hours**

Monday – Friday 10:00 am – 9:00 pm

### **Administrative Office Hours**

Monday – Friday 10:00 am – 6:00 pm

## **COURSE DESCRIPTIONS AND OBJECTIVES**

---

### **SOFTWARE ENGINEERING FELLOWSHIP**

Immersive (480 Hours / 12 Weeks)

The Software Engineering Fellowship is a 12-week training program designed to help women become software developers. We teach the fundamentals of modern web development, then introduce you to Silicon Valley companies looking to expand their engineering teams.

The first half of the program includes an accelerated, in-depth teaching of the Python language, then covers the elements of a modern web application stack with guided projects. For the remainder of the program, student work is divided between independent, individual projects and with lectures on core Computer Science data structures and concepts. We believe in pair programming as a powerful teaching tool. Having another person sitting next to you watching you code can be harrowing, but nothing keeps you focused like a second set of eyes. Pair programming encourages knowledge sharing, rapid brainstorming, and keeps you from checking Facebook too much. We believe a combination of focused lectures and carefully-matched lab exercises is the best way to learn. We provide the curriculum and environment to produce optimal learning.

During the program, students are matched with mentors from the industry, drawn from a variety of fields, including software engineering, technology/team management, and UI/UX. Additionally, students take multiple trips to tech companies where they spend time getting to know the engineering team and learning about the technology they are working on, often in the form of a hands-on workshop.

**Course Level:** Intermediate

#### **Concepts Covered Include:**

- How to build a web app
- Pair programming
- Git and source control
- Interview skills
- Relational databases, SQL, and ORMs
- Regular expressions
- HTML, CSS, including HTML5 application-development features
- Javascript, jQuery, and AJAX
- Deploying to cloud services such as Heroku or Amazon EC2
- Using the shell command line and common Unix commands
- Computer Science data structures such as linked lists, dictionaries, and trees
- How to work with APIs (such as Google Maps or Twitter)
- Basic networking concepts / how the internet works
- Interview skills and best practices

#### **By the end of this course students will be able to:**

- Apply push and pull commands in Github
- Write Python code at an intermediate level
- Understand object-oriented design principles, including abstraction, encapsulation, and polymorphism
- Describe and experiment with various relational database solutions (PostgreSQL and SQLite)
- Apply CSS to HTML sites to separate content from presentation/style
- Build custom apps by integrating routing, controllers, views, and databases
- Write JavaScript that allows the browser to communicate with the server without reloading the current page, to do things like validate or save form input and refresh images
- Describe what an API is and how to retrieve data from various third party APIs
- Create more efficient and elegant solutions to problems by applying fundamental computer science concepts to applications
- Make sure your application is secure by applying best practices to avoid site crashes and service attacks

#### **Pre-Work Requirement:**

After a student accepts admission and enrolls in the Fellowship, they are assigned at least 20 hours of mandatory pre-work. This pre-work is designed to prepare students for the technical material taught in the course. The pre-

work is given to the student via email and is intended to be worked on at the student's home prior to the first day of in-person instruction.

Before the pre-work is sent out, students are assigned an academic adviser from the instruction staff, who supports them during the program. If students encounter difficulties with the pre-work, they are encouraged to contact their adviser for remote support.

The pre-work includes educational components as well as assessment components. It includes links to free, online books on programming, as well as additional, proprietary information. The assessment component of each pre-work assignment must be completed by the students and sent in to their adviser prior to the first day of class.

Completion of the pre-work is mandatory and ensures a baseline level of knowledge in each class. Mastery of each subject is not expected but we're hoping you will become excited by what you uncover and dig further.

The 20 hours of pre-work is included in the 480 hours of the course and included in the total cost of tuition. Students are not charged separately for pre-work.

Students are considered enrolled in the program at the time that they send in their deposit and execute their student agreement. As such, students who cancel/withdraw during the pre-work phase are covered by our cancellation agreement. If a student is unable to complete the pre-work prior to the first day of the course and seeks to cancel enrollment, they should refer to the Cancellation Policy.

**Other Pre-Requisite Requirements:**

- Basic computer and Internet skills
- The ability to type at least 25 words per minute
- Proficiency in the English language

**Student Assessment:**

Hackbright assesses student performance in the Software Engineering Fellowship in several ways:

- Students work one-on-one, at least weekly, with an academic adviser who is a member of the education team. These advisee meetings total over 25 hours of individual attention and assessment of the student's progress in understanding the materials. Advisers report to the Director of Fellowship Education on the progress of students.
- Education team members staff the exercise lab and provide programming code assessments during the exercises. This gives the education staff the opportunity to evaluate the student's comprehension of the materials and ability to translate learning into programming skills. The Fellowship includes 200 hours of supervised lab time.
- Students are given a written take-home assessment for the first half of the Fellowship to check their comprehension of the materials. These assessments are reviewed by the student's adviser and the results are reported to the Education team.
- In the second half of the Fellowship, students are building independent-study-style programming projects, working closely with their adviser. These projects are assessed by their adviser, in tandem with the rest of the education team, for both conceptual understanding, correctness, and code quality.

From these areas, the Fellowship staff determines if the student is making satisfactory progress; this is reported back to the student during their weekly advising meetings.

Advisers rate the student's performance, based on code-reviews of exercises, completion of in-lab exercises, and completion of weekend skills assessments using the following rubric:

Score	Lab Exercises	Code Reviews	Weekend Skills Assessment	Advising Skills Assessment
4	The student completed the entire assignment.	The student's code quality is outstanding. The student utilized docstrings, correct casing (snake case, camel case, etc.), appropriate whitespace, correct indentation, useful comments, and appropriate variable/function naming.	All of the student's answers are correct.	The student demonstrated a deep involvement with the assignment, turning in several solutions to some of the problems or turning in solutions that make eloquent use of programming language features.
3	The student completed more than half but not all of the assignment.	The student attended to several code quality requirements (proper use of whitespace, indentation, docstrings, etc.).	Almost all of the student's answers are correct.	The student's code demonstrates a willingness to "use the right tool for the right job".
2	The student completed half of the assignment.	The student's code is acceptable, but is lacking in proper documentation (docstrings, comments, useful variable naming, etc.)	About half of the student's answers are correct.	The student is familiar with each portion of the assignment. The student's solutions, even if incorrect, demonstrate a consideration of the requirements of each problem.
1	The student completed less than a quarter of the assignment.	The student's code was able to be interpreted, but had significant and repetitive styling errors.	About a quarter of the student's solutions are correct.	The student attempted to understand the requirements of each problem, or some of their solutions are eloquent.
0	The student didn't turn in the assignment	The student's code was unreadable and/or not able to be evaluated by the correct language interpreter.	The student didn't solve any of the problems correctly.	The student's solutions demonstrate misunderstanding. The student misuses most built-in methods, control flow, or other language features.

**Graduation Requirements:**

Student progress is measured as maintaining an average score of at least 2.0, as measured by the above rubric, for each graded area (observation in lab, completion of lab exercises, and weekend skills assessment). Students whose performance drops below 2.0 will receive warning from their academic adviser and will have up to a week to bring their performance up to 2.0.

To graduate, a student must have achieved an average performance evaluation of 2.0 over the course.

## **Hackbright Prep**

Part-Time (40 Hours / 8 Weeks)

In today's technical career marketplace, employers greatly value familiarity with both Front-End Javascript and Full-Stack concepts. However, to learn either skill sets, it is vital that you get enough experience with writing well-designed programs, which is the focus of the Hackbright Prep course.

This is a course for non-programmers to learn the basics of programming.

Designed for complete beginners to programming, the course provides students with a fundamental understanding of how software engineering works and the skills to build a strong foundation for speaking to technical teams and exploring a technical career.

**Course Level:** Beginner/Introductory

### **Key Course Takeaways:**

- Familiarity with Python, one of the web's most popular languages
- Greater comfort translating real-world problems into computer programs
- Experience building a final project

### **Concepts Covered Include:**

- Developer Tools (Terminal)
- Version Control (Git, GitHub)
- Organizing Code (Functions, Classes, Variables)
- Programming Logic (Loops, Conditionals, Operators)
- Basic Data Structures (Lists, Dictionaries, Tuples)
- Incorporating functionality from different websites (APIs)

### **By the end of this course students will be able to:**

- Design and implement functional web applications using Python
- Practice solving problems like a developer by writing object oriented programming code
- Integrate third party APIs and write the logic required to customize solutions on the web
- Use GitHub to share their application on the web
- Communicate web application ideas to teammates and other stakeholders

### **Pre-Requisite Requirements:**

- Basic computer + internet skills
- The ability to type at least 25 words per minute
- Proficiency in the English language

### **Student Assessment:**

Hackbright assesses student performance in the Part Time Program in several ways:

- Students must have at least one one-on-one with an advisor, from the instruction team. These meetings are to assess the students progress in understanding the materials. Advisers report to the Program Manager of Part Time education on the progress of students.
- Instructors code review student's work after they finish an exercise. This gives the education staff the opportunity to evaluate the student's comprehension of the materials and ability to translate learning into programming skills. The part time program includes 40 hours total, and 20 of those hours are supervised lab time.

From these areas, the Part Time staff determines if the student is making satisfactory progress.

Advisers rate the student's performance, based on code-reviews of exercises, completion of in-lab exercises, and completion of homework using the following rubric:



Score	Lab Exercises	Code Reviews	Homework	Advising Check-in
4	The student completed the entire assignment.	The student's code quality is outstanding. The student utilized docstrings, correct casing (snake case, camel case, etc.), appropriate whitespace, correct indentation, useful comments, and appropriate variable/function naming.	All of the student's answers are correct.	The student is engaged in the class, doing all of their work, coming to all classes, and thinking about how they will incorporate their skills into their life outside of the program.
3	The student completed more than half but not all of the assignment.	The student attended to several code quality requirements (proper use of whitespace, indentation, docstrings, etc.).	Almost all of the student's answers are correct.	The student is engaged in the class, doing all of their work, and is coming to all classes
2	The student completed half of the assignment.	The student's code is acceptable, but is lacking in proper documentation (docstrings, comments, useful variable naming, etc.)	About half of the student's answers are correct.	The student is doing all of their work, and is coming to all classes
1	The student completed less than a quarter of the assignment.	The student's code was able to be interpreted, but had significant and repetitive styling errors.	About a quarter of the student's solutions are correct.	The student comes to class, but is not engaged and does not do work
0	The student didn't turn in the assignment	The student's code was unreadable and/or not able to be evaluated by the correct language interpreter.	The student didn't solve any of the problems correctly.	The student misses max number of classes or more and doesn't do work.

**Graduation Requirements:**

Student progress is measured as maintaining an average score of at least 2.0, as measured by the above rubric, for each graded area (observation in lab, completion of lab exercises, and homework). Students whose performance drops below 2.0 will receive warning from their academic adviser and will have up to a week to bring their performance up to 2.0.

To graduate, a student must have achieved an average performance evaluation of 2.0 over the course.

## **ADMISSIONS POLICIES**

---

### **ENTRANCE REQUIREMENTS**

Admission into any Hackbright Academy course requires that students have a high school diploma or equivalent (General Education Diploma – GED) or a diploma from an institution of higher education accredited by an accrediting association recognized by the U.S. Department of Education. Hackbright Academy does not admit ability-to-benefit students.

In addition, prior to applying to Hackbright Academy's Software Engineering Fellowship, we strongly encourage our candidates to have taken two online coding classes or the equivalent of 20 hours of coding experience, this is separate from the Pre-Work that will be provided upon enrollment.

### **Fellowship Admittance Standards**

The Hackbright Software Engineering Fellowship is a competitive program for admittance. Our admission process involves a written application and at least two in-person or video interviews. We require successful completion of at least 20 hours of previous instruction in computer programming to ensure students have a suitable introduction to the core concepts. We have a required coding challenge, where students are required to complete a specific programming problem correctly, to ensure that they have suitable prerequisite understanding for the program and the required computer and typing skills for admission to our program.

### **ADMISSIONS DEADLINE**

For all Part-Time evening courses, the admissions deadline is two (2) weeks before the first meeting of the course. For the Fellowship course, the admissions deadline is one (1) month before the first meeting of the course. Hackbright Academy reserves the right to make exceptions and admit students to a given course after the admissions deadline has passed under special circumstances.

## **TRANSFER OF CREDIT**

---

Hackbright Academy courses are not credit-bearing. Hackbright Academy does not accept hours or credit from other institutions through transfer of credit, challenge examinations, achievement tests, or experiential learning. Courses taken at Hackbright Academy are unlikely to count as transfer credit at another institution. Hackbright Academy does not give or evaluate experiential learning credit.

## **ACADEMIC POLICIES**

---

### **HOURS**

Academic credit is measured in clock hours. One (1) hour of instructional time is defined as a sixty (60) minute period.

### **PROBATION**

Hackbright Academy does not provide a probation option. If a student is not making satisfactory progress as determined by the Student Assessment procedures described in the Course Description, he/she may be dismissed from the program.

### **ATTENDANCE**

Hackbright Academy is an on-campus learning experience. Attendance is taken each day of the program at the beginning of class. An absence of less than half of a day shall count as 0.5 absences. Any absence of more than half of the day, up to and including a full day, shall count at 1.0 absences.

With prior approval from Hackbright Academy, students in full-time programs are permitted to have up to 2.0 absences. Students in Part-Time programs are permitted to have up to 3.0 absences. Any student that has exceeded this without advanced approval from Hackbright Academy may be withdrawn. Please refer to the Withdrawal Policy, below. Hackbright Academy may allow a greater number of excused absences in its discretion.

## **COMPLETION**

A Certificate of Completion is issued within 7 days of the end of the course to each student who has successfully completed a Hackbright Academy course.

## **STUDENT RIGHTS**

1. Students have the right to equal opportunity education and non-discrimination based on sex, race, color, religion, ancestry, national origin, disability, medical condition, genetic information, marital status, sexual orientation or other categories protected by law of the states in which we operate.
2. Students have the right to view their own academic records.
3. Students have the right to cancel or withdraw from their course, per Hackbright Academy's Cancellation, Withdrawal and Refund Policy.
4. Students have the right to file a grievance, per Hackbright Academy's Grievance Procedure

## **TRANSGENDER INCLUSION POLICY**

Hackbright Academy is committed to challenging unequal gender dynamics within mainstream society, supporting the intellectual and personal growth of our students, and fostering critical analyses of gender. Admitting trans, intersex, and gender variant students is harmonious with these commitments and is consistent with the underlying mission of Hackbright to support, nurture, and value the voices of those who have been marginalized by gender.

We accept and matriculate students who are questioning their gender. We recognize that the process of identifying trans, intersex, or gender variant is not the same for every individual, and we support all students as they engage in the process of self-discovery. We are committed to understanding and combating systemic gender inequality. Trans, intersex, and gender variant people are profoundly marginalized under our dominant gender system.

The experiences of women are not homogeneous. Our students have a wide range of gender experiences because of the way gender intersects with race, class, ability, and sexuality. By including trans, intersex, and gender variant students, we are ensuring that all people who are marginalized by binary gender have access to high quality education.

## **EQUAL OPPORTUNITY**

Hackbright Academy is an equal opportunity organization and does not discriminate based on sex, race, color, religion, ancestry, national origin, disability, medical condition, genetic information, marital status, sexual orientation, or other categories protected by law of the states in which we operate. Hackbright Academy will conduct its courses, services and activities consistent with applicable federal, state and local laws and regulations. Students who seek accommodations related to a disability should contact their Program Director.

## **STUDENT SERVICES**

---

### **HOUSING**

Hackbright Academy does not provide student housing.

### **LIBRARY**

Hackbright Academy offers an extensive written curriculum totaling over 1,400 printed pages of lecture notes and exercise instructions stored in an online library. Students are given access to the online library at the start of their program and retain access to it after graduation. Materials are available 24 hours a day and accessible with an Internet connection. Students have access to an Internet connection at the Hackbright Academy campus.

In addition, Hackbright maintains an on-site collection of approximately 100 programming and computer science-related books for student use. These books reside on a bookshelf on the 2nd floor (Classroom 2A) and on the 3rd floor (Classroom 3A) of our Campus.

### **CAREER & JOB PLACEMENT ASSISTANCE**

Hackbright Academy offers Career Services to current students and graduates of the full-time program. Career Services for Fellowship students includes: individualized coaching and support throughout the program. Fellowship students engage in required meetings where a student's career preferences are discussed, and preparations for the Fellowship's Career Day presentations are made. Guest Speakers and workshops are

organized in the last couple weeks of the Fellowship to provide support for resume and cover letter writing, LinkedIn profiles, and interview skills.

Career Services are available for graduates in order for them to maintain an ongoing conversation about job search progress and offer-letter negotiations until a placement has been made. Graduates continue to be invited to Hackbright PRO events organized by Career Services, and focused on continued professional and technical development. An online community is maintained by Career Services to make learning and community resources available to all graduates.

Hackbright assists students in placements as often as possible, but the school does not guarantee job placement to any student.

### **STUDENT RECORDS & FILES**

Student transcripts and descriptions of courses offered are maintained permanently. All other school and student records will be maintained electronically for 50 years.

Students may view their own academic records. Students who seek to view their own records should contact the School Director.

Hackbright Academy will take reasonable steps to protect the privacy of personal information contained in student records.

## **GRIEVANCE PROCEDURE**

---

### **INTERNAL GRIEVANCE PROCEDURE**

Persons seeking to resolve problems or complaints should contact the Program Director for any ethics issues or grievances about classes, students, instructors, staff members, or situations. If a resolution does not occur, students who have concerns may contact the School Director. Any contact/discussion with the School Director is completely confidential.

### **EXTERNAL GRIEVANCE PROCEDURE**

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

## **CANCELLATION, WITHDRAWAL, DISMISSAL AND REFUND POLICY**

---

### **CANCELLATION**

The Student has the right to cancel their course enrollment, without any penalty or obligation, through attendance at the first class session (or as defined below) or seven days after enrollment, whichever comes later.

Cancellation is effective when the student provides a written notice of cancellation to the Program Director. This can be done by email or by hand delivery. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less the \$250 non-refundable registration, within 30 days after the notice of cancellation is received. Cancellation requests must be submitted in writing to Dori Grant, Director of Admissions, **Hackbright Academy, 683 Sutter Street, San Francisco, CA 94102**, [Admissions@hackbrightacademy.com](mailto:Admissions@hackbrightacademy.com)

### **WITHDRAWAL**

You may withdraw from the school at any time after the cancellation period (described above) and refunds are determined in accordance with the Refund Policy stated below. For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a course of instruction when any of the following occurs:

- The student notifies the institution in writing of the student's withdrawal or as of the date of the student's withdrawal, whichever is later. The notification is effective when Hackbright Academy receives notice, or the date the notice is mailed, whichever is sooner. The failure of a student to immediately notify the school in writing of the student's intent to withdraw may delay a refund of tuition to the student pursuant to state laws.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for 2 class meetings without prior approval.
- The official termination date of enrollment shall be the student's last day in class. Students who withdraw due to an emergency, such as personal or family illness or national service, may be re-enrolled into another Hackbright Academy course following approval by the Program Director.

### **DISMISSAL**

Hackbright Academy reserves the right to terminate a Student's training at any point and remit a pro-rata refund in accordance with the Refund Policy stated below.

### **REFUND POLICY**

All refunds will be paid within 30 days of withdrawal. Refunds will be less a \$250 registration fee.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if applicable, to the state or federal agency that guaranteed or reinsured the loan.

If you withdraw, you will receive a pro rata refund if you have completed 60% or less of your course through the last day of attendance. You will be responsible for 100% of the tuition for your course if you complete more than 60% of the course, even if you do not complete the entire course. For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the course (total institutional charge, minus non-refundable fees, divided by the number of days in the course), multiplied by the number of days scheduled to attend, prior to withdrawal.

## TUITION AND FEES

---

Unless otherwise agreed to in a private lending agreement and as approved by Hackbright Academy, students must issue payment for 100% of the total tuition by the first day of instruction. Hackbright Academy may allow students to delay payment of tuition under extraordinary circumstances. If you believe you have an extraordinary circumstance, please speak to an Admissions Manager.

The following additional fees (if applicable) apply to all students:

- \$25.00 returned check fee
- Late fee (30 days after a payment is missed): 1% of the amount outstanding

<b>Course</b>	<b>Registration Fee Non-Refundable</b>	<b>Student Tuition Recovery Fund* (STRF) Non-Refundable</b>	<b>Tuition</b>	<b>Total Cost **</b>
Software Engineering Fellowship	\$250.00	\$0	\$16,320	\$16,570
Hackbright Prep	\$250.00	\$0	\$2,750.00	\$3,000.00

\*STRF: \$0.00 for every \$1,000 of tuition rounded to the nearest \$1,000.

\*\*Charges for the period of attendance and the entire course.

Please see Appendix C for information regarding the Student Tuition Recovery Fund.

## FINANCIAL ASSISTANCE

---

Hackbright Academy does not participate in federal or state financial aid programs and we do not provide institutional financing. We do provide information on a range of financing options through independent, private funding sources, which you can read more about at: <http://hackbrightacademy.com/faq/#a-financial-aid-and-scholarships>.

### LOANS

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund. If the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds.

If a student defaults on a federal or state loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including garnishing an income tax refund; and (2) The student may not be eligible for any other government financial assistance at another institution until the loan is repaid.

## **GENERAL INFORMATION**

---

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. Students will be provided with a PDF version of the catalog before receiving an enrollment agreement. The catalog will also be made available on Hackbright Academy's website at <https://hackbrightacademy.com/regulatory-information>.

The school catalog is reviewed at the end of each year for regulatory and compliance requirements, and for updating all course information, school policies, and student information. Hackbright Academy reserves the right to change any provision of the catalog at any time. Students are expected to read and be familiar with the information contained in the catalog and with all school policies. By enrolling in Hackbright Academy, the Student agrees to abide by the terms stated in the catalog and all school policies.

Hackbright Academy does not participate in federal or state financial aid programs.

Hackbright Academy is not accredited by an accrediting agency recognized by the United States Department of Education at this time, and therefore does not qualify to offer federal (Title IV), state, or any other government financial aid.

Hackbright Academy is not operating as a debtor in possession, has not filed a petition within the preceding five years, nor has this institution had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec.1101 et seq.) 94909(a)(12)

## **APPENDIX A: MANAGEMENT**

---

Alice Hill, Chief Executive Officer

Meggie Mahnken, Sr. Director of Fellowship Program

Monique Chenier, Director of Employment

Dori Grant, Director of Admissions

Ilana Bercovitz, Director of Marketing

Miranda Sulley, Director of Operations



## APPENDIX B: FACULTY

Hackbright Academy employs both full-time and part-time faculty. Biographies for all faculty teaching upcoming courses are available under the course description on Hackbright Academy's website.

The following faculty will be teaching courses in January 2018. Additional faculty will be hired throughout the year.

Instructor	Course	Degree	Institution	# of Years Experience
Meggie Mahnken	Software Engineering Fellowship	Bachelor of Arts, Women's Studies & Psychology	University of California Berkeley	5 years' experience in Software Engineering
Henry Chen	Software Engineering Fellowship	PhD, Physics	Harvard University	20 years' experience in Software Engineering
Leslie Castellanos	Software Engineering Fellowship	Bachelors of Arts, Anthropology	Pamona College	2 year experience in Software Engineering
Katherine Byers	Software Engineering Fellowship	Bachelor of Arts, Computer Science	Boston University	1 year experience in Software Engineering
Margaret Bishop	Software Engineering Fellowship	Bachelor of Arts, English	Smith College	1 year experience in Software Engineering
Sarah Stringer	Software Engineering Fellowship	Bachelor of Arts, Psychology and French	Scripps College	2 year experience in Software Engineering
Jennifer Griffith-Delgado	Software Engineering Fellowship	Bachelor of Science, Electrical Engineering	University of Florida	1 year experience in Software Engineering
Kristine Saryan	Software Engineering Fellowship	Bachelor of Arts, English	University of California, Berkeley	1 year experience in Software Engineering
Maggie Yang	Hackbright Prep	Bachelor of Arts, Psychology	University of California, Berkeley	1 year experience in Software Engineering
Seema Ullal	Hackbright Prep	Bachelor of Arts, Mathematics	University of California, Los Angeles	3 year experience in Software Engineering
Noelis Soto	Hackbright Prep	Bachelor of Arts, Computer Science	Rutgers, The State University of New Jersey-Newark	1 year experience in Software Engineering
Ilke Ackay	Hackbright Prep	Bachelor of Arts, Economics	Bogazici University	2 year experience in Software Engineering
Dave Galbraith	Hackbright Prep	Bachelor of Arts	University of California, Berkeley	3 year experience in Software Engineering
Angela Lui	Hackbright Prep	Bachelors of Arts, Hotel and Lodging Management	Johnson and Wales University	1 year experience in Software Engineering
Rachel Traina-Gordon	Hackbright Prep	Bachelors of Arts, English	University of California, Berkeley	1 year experience in Software Engineering

## **APPENDIX C: SPECIFIC DISCLOSURES REQUIRED BY THE CALIFORNIA BUREAU FOR PRIVATE POST-SECONDARY EDUCATION**

---

Hackbright Academy is a private, educational institution approved to operate by the California Bureau for Private Postsecondary Education (BPPE).

### **INTERNATIONAL STUDENTS AND ENGLISH LANGUAGE SERVICES**

Hackbright Academy does not provide international student visa services nor vouch for a student's status, and/or any related or associated charges. Hackbright Academy does not offer English as a Second Language instruction. All instruction occurs in English. English language proficiency is documented by:

1. The admissions interview; and
2. Receipt of prior education documentation as stated in the admission policy; and
3. Receipt of Test of English as a Foreign Language (TOEFL) examination score of an 80 or better for the Internet-based test and 550 or better for the paper-based test.

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

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

### **ARTICULATION AGREEMENTS**

Hackbright Academy has not entered into transfer or articulation agreements with any other college or university.

### **LEAVE OF ABSENCE POLICY**

Hackbright Academy does not grant leaves of absence.

### **HOUSING**

Hackbright Academy does not assume responsibility for student housing, does not have dormitory facilities under its control, and does not offer student housing assistance. There are rental properties located within a 1-mile radius of the Hackbright Academy campus that start at approximately \$1,500 per month.

### **STUDENT TUITION RECOVERY FUND (STRF)**

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

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

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

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

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

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

- The school closed before the course of instruction was completed.

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

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

### **GENERAL INFORMATION**

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the school may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.