



CATALOG

California

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www.galvanize.com



44 Tehama Street, San Francisco, CA 94105

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NOTES

Galvanize Inc. is henceforth referred to as “Galvanize” or the “School.”

Catalog Revisions

This Galvanize Catalog, California, is updated at least annually, but Galvanize reserves the right to revise it more frequently at its discretion. The most recent edition of the Catalog is the one posted on the Galvanize website, which can be downloaded at www.galvanize.com. A copy of the current Catalog can be requested by sending an email to info@galvanize.com or by calling the school at (720) 468-0776.

Location of Classes

All California classes are conducted at 44 Tehama Street, San Francisco, CA 94105.

Ownership and Authorization to Operate

Galvanize is a private institution owned by Galvanize, Inc, and approved to operate by the California Bureau for Private Postsecondary Education. The officers of Galvanize are Jim Deters, Chris Onan, Lawrence Mandes and Stephanie Donner.

Accreditation

Galvanize is not accredited by an accrediting agency recognized by the United States Department of Education and is not eligible to participate in federal student financial assistance programs. Galvanize does not offer any programs that prepare students for any official licensure exam in the state of California.

Mandatory Bankruptcy Statement

Galvanize does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not 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.

Note to Prospective Students

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.

Questions and Complaints

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589, or fax (916) 263-1897. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the Bureau's web site at www.bppe.ca.gov.

INTRODUCTION TO GALVANIZE

Galvanize Mission

Galvanize offers a re-imagining of professional and technical education. Our mission is to enable the next generation of data scientists and developers to gain access to practical, real-world skills that provide pathways into industry. Programs at Galvanize include the theoretical understanding of computer science, statistics, and software engineering, paired with industry-focused skills in visualization, business acumen, and the scientific method. Our primary focus is student outcomes, by providing the practical education students need to succeed in the new information economy.

Galvanize Educational Objectives

- Providing theoretical and practical learning based on industry needs and student feedback
- Cultivating an environment of student immersion and collaboration
- Employing qualified faculty who offer students personalized attention and professional expertise.

PROGRAMS OFFERED

Web Development Immersive

24 Week duration full-time, in-person program

Schedule varies; check the Galvanize, Inc website at <http://www.galvanize.com/courses> for current dates.

Program Outcomes:

The Web Development Immersive prepares students to become junior software developers. There are no license requirements for general work in this career field.

Class Schedule:

Students are expected to be at Galvanize for Web Development instruction from 9AM–5PM Monday through Friday for the full 24-week course duration, excluding holidays and break weeks. There are weekly evening events which students are strongly encouraged to attend. A class calendar with holiday closures and break weeks will be made available to students during the enrollment process. When an unexpected closure occurs due to extraordinary conditions such as inclement weather, students will be notified as soon as possible via email.

Program Description:

Galvanize's Web Development Immersive is devoted to the tools, technologies, and developer processes that current developers use. Tools and applications covered in the program adapt to evolving industry demand; training can cover Ruby, HTML, CSS, Ruby on Rails, Angular and Javascript. Students will be exposed to different development



workflows and work in pairs while working through different projects. Method of instruction is full-time, in person. The program is in San Francisco and lasts 24 weeks. Students are expected to attend class every day from 9:00 AM – 5:30 PM. There are several hours of lectures and demonstrations each day, with the remaining part of the day devoted to student practice and workshops.

This program is 700 course hours.

Graduation Requirements:

In order to qualify for graduation and successfully complete the Web Development Immersive, students should meet the attendance requirements, meet the minimum technical competency, and participate in the Career Services program.

- **Attendance:** Students are required to attend at least 85% of total class hours all-inclusive (excused and unexcused absences combined.) Students must not exceed 6 unexcused absences throughout the course, or 5% of total class time.
- **Technical Competency:** Students are required to meet and maintain at least a 2.8 cumulative score on all mastery skills as outlined by the Web Development academic team.
- **Career Services Program:** Students are required to complete all relevant activities in the Career Services Program which could include tasks such as completing a resume and online profile, conducting mock interviews and phone screens with Galvanize staff and delivering a capstone project proposal to the lead instructor.
- **Delivery of Capstone Project:** In order to attain a Complete graduation status, a student must deliver a capstone project approved by Lead Instructor.

Students are also required to fulfill all financial obligations to Galvanize before they graduate.

Total Charges:

Tuition: \$20,750.00

Non-Refundable Registration Fee: \$250.00

Non-Refundable Laptop Purchase Charge (optional): \$1,100.00**

Non-Refundable Student Tuition Recovery Fee: \$0.00***

Total Tuition and Equipment Charges (Possible): \$22,100.00

** *Students are required to purchase a 4GM or 8GM MacBook either through Galvanize, Inc or independently.*

*** *Additional information provided in this Catalog under the section titled "Student Tuition Recovery Fee."*

TOTAL CHARGES FOR PERIOD OF ATTENDANCE: \$21,000

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: \$21,000

TOTAL CHARGES THAT THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: \$2,000

Data Science Immersive

13 Week duration full-time, in-person program



Schedule varies; check the Galvanize website at <http://www.galvanize.com/courses> for current dates.

Program Outcome:

The Data Science Immersive prepares students to become data scientists. There are no license requirements for general work in this career field.

Class Schedule:

Students are expected to be at Galvanize for Data Science instruction from 9:30AM – 6:30PM Monday through Friday for the full 13-week course. There are weekly evening events which students are strongly encouraged to attend. A class calendar with holiday closures will be made available to students during the enrollment process. When an unexpected closure occurs due to extraordinary conditions such as inclement weather, students will be notified as soon as possible via email.

Program Description:

Galvanize's 13-week data science immersive program is designed for individuals who have most of the skills needed to obtain a position as a data scientist. The curriculum spans statistical analysis of data, software engineering, machine learning, and data engineering management. The tools and techniques that we teach are the ones that industry partners regularly tell us are most important in making decisions about hiring. The program is hands-on and in-person. Students attend full-time. There are 2-3 hours of lecture per day with 6-7 hours allocated for working on exercises, plus 1-2 hours of required reading per weeknight.

This program is 480 course hours.

Graduation Requirements:

In order to qualify for graduation and successfully complete the Data Science Immersive, students should meet the attendance requirements, meet the minimum technical competency, and participate in the Career Services program.

- **Attendance:** Students are required to attend at least 85% of total class hours all-inclusive (excused and unexcused absences combined.) Students must not exceed 3 unexcused absences throughout the course, or 5% of total class time.
- **Technical Competency:** Students are required to meet and maintain at least a 30% cumulative average on all assessments as outlined by the Data Science academic team.
- **Career Services Program:** Students are required to complete all relevant activities in the Career Services Program which could include tasks such as completing a resume and online profile, conducting mock interviews and phone screens with Galvanize staff and delivering a capstone project proposal to the lead instructor.
- **Delivery of Capstone Project:** In order to attain a Complete graduation status, a student must deliver a capstone project approved by Lead Instructor.

Total Charges:

Tuition: \$15,750.00*

Non-Refundable Registration Fee: \$250.00

Non-Refundable Student Tuition Recovery Fee: \$0**

Total: \$16,000.00

*** Additional information provided in this Catalog under the section titled "Student Tuition Recovery Fee."*

TOTAL CHARGES FOR PERIOD OF ATTENDANCE: \$16,000

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: \$16,000

TOTAL CHARGES THAT THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: \$2,000

ADMISSIONS REQUIREMENTS & ENROLLMENT PROCEDURES

Each of Galvanize's full-time, immersive programs requires an application, and all candidates are interviewed before an enrollment decision is made. We do not discriminate based on race, sex, religion, ethnic origin, or disability. We strongly encourage students from backgrounds underrepresented in the technology industry to apply to Galvanize. While we accept international students, we do not assist with visa requirements. Galvanize collects evidence of a high school or equivalent degree or higher before enrollment in a Galvanize program.

Galvanize programs do not qualify for Ability-to-Benefit examination. To be considered for any program, a student must have a high school diploma, GED, or the equivalent.

Students must enroll in an entire Galvanize program, and no credits from any other institutions will transfer to satisfy successful completion of any part of our programs. Galvanize does not award credit for experiential learning towards completion of course requirements and has not entered into any transfer agreement with any other college, university, or school.

Web Development Immersive:

To be considered for this program, students must be at least 18 years old and have a high school (or equivalent) degree. Admissions are based on proven motivation, based on an interview and completion of optional tutorials. We look for candidates with a demonstrated interest in technology fields and an understanding of general tools and practices used in the industry.

The admissions process includes a web-form application, a screening phone interview, a take-home coding challenge, and a technical pair-programming interview.

We require all students to work on a MacBook laptop, 1 year or newer, with 4 GB of RAM available. A student may provide their own machine with these specifications, or they may purchase one through Galvanize for a discounted price.



Data Science Immersive:

To be considered for this program, students must be at least 18 years old and have at least 3 years college experience (preferred) in a quantitative discipline, some programming experience, and excellent communication skills. Programming experience can be either academic or with self-teaching. They also must be comfortable with college-level statistics and mathematics.

The admissions process includes a web-form application, a take-home assessment (over Python, SQL and stats), a technical Python interview and statistical analysis interview.

LOANS AND FINANCIAL AID

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 money not paid from federal financial aid funds.

Galvanize is approved in the state of California to accept US veterans with Vocational Rehabilitation benefits, commonly known as Chapter 31. Galvanize does not determine eligibility in this program and complies with all regulations put forth by the VA regarding this program. For more information, including VA disclosures, visit www.va.gov.

Galvanize also offers tuition discount opportunities. All students have the opportunity to apply for this award. An impartial Galvanize scholarship panel will review applicants and allocate awards.

POSTPONEMENT OF START DATE

In the case of a program postponement, Galvanize will notify enrolled students and have them sign a written agreement acknowledging this change. This agreement must list the reason for the postponement and the deadline for a new start date (beyond which the start date will not be postponed). If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, or the student decides to withdraw from the program, the student will be entitled to refund of all tuition and fees paid to date, in accordance with the Galvanize refund policy.

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 in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of 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 by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. 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
3. 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.
4. There was a material failure to comply with the Act or the 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.
5. 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.

As of January 1, 2015, the STRF is \$0.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits earned at Galvanize is at the complete discretion of an institution to which the student may seek to transfer. Acceptance of the certificate



earned in the educational program is also at the complete discretion of the institution to which the student may seek to transfer. If the certificate earned at this institution is not accepted at the institution to which the student seeks to transfer, the student may be required to repeat some or all coursework at that institution. For this reason, the student should make certain that attendance at this institution would meet educational goals. This may include contacting an institution to which the student may seek to transfer after attending Galvanize to determine if a certificate will transfer.

LANGUAGE OF INSTRUCTION

Galvanize does not offer English as a Second Language instruction. The entire program of study, textbooks, materials and all means of communication are delivered only in English. All students have an interview prior to enrolling at Galvanize. If a student wants to enroll in an immersive program, but there is a question regarding his/her English language ability, the student must take the TOEFL exam and score an Intermediate (15-21) on Reading, an Intermediate (15-21) on Listening, a Fair (18-25) on Speaking, and a Fair (17-23) on Writing.

FACULTY

The faculty at Galvanize is selected for their experience in the industries for which the programs aim to prepare students. They are also selected for their teaching ability, as demonstrated by an example lecture presented to current instructional staff. A complete and updated list of faculty and their backgrounds is available at <http://www.galvanize.com/instructors/>.

Matt Lane (Instructor) – Matt’s professional experience includes teaching math, and working as a Developer using Javascript, Angular, Ruby on Rails, HTML5, CSS, and more. Matt holds a Ph.D and M.A. in Mathematics from University of California - LA, and a B.A. in Mathematics from Princeton University.

Tyler Bettilyon (Instructor) – Tyler’s professional experience includes working as a Software Engineer using SQL, JavaScript, Java, Django, Linux, and more. Tyler holds a BS in Computer Science from the University of Utah.

Matthew Williams (Associate Instructor) – Matthew’s professional experience includes teaching at a University level and working as a Project Manager. Matthew holds a B.A. from University of California – Berkeley in Psychology and a graduate of the Galvanize Web Development Immersive.

Tim Garcia (Part Time Instructor) – Tim’s professional experience includes teaching Web Development, specifically JavaScript, Node, PostgreSQL and Sequelize, and working as a Developer/Software Engineer using JavaScript, Ruby on Rails, Java, and more. Elie

holds a B.S. in Computer Science from University of California – Riverside, and a M.S. in Computer Science from Georgia Institute of Technology.

Data Science Immersive:

Isaac Laughlin (Lead Instructor) – Isaac’s professional experience includes research, development and working as a Data Scientist using Python, R, machine learning, data mining, and more. Isaac holds a B.A. in Economics and B.S. in Mathematics from Miami University, and a MSIE in Operations Research from University of Wisconsin-Madison.

Michael Janscy (Instructor) – Michael’s professional experience includes quantitative analysis, development and working as a Data Scientist using Python, R, machine learning, data mining, and more. Michael holds a B.A. in Economics, Mathematics, and Music from the University of Rochester.

Clayton Schupp (Instructor) – Clayton’s professional experience includes teaching at the university level, statistical consulting and working as a Data Scientist using Python, R, machine learning, data analysis, and more. Clayton holds a B.S. in Mechanical Engineering from University of California – Berkeley, an M.S. in Statistics from California State University – East Bay, and a PhD in Epidemiology from University of California-Davis.

Lee Murray (Associate Instructor) – Lee’s professional experience includes research. Lee holds a B.S. in Physics from University of California – Santa Barbara and a PhD in Physics from University of Iowa. Lee holds certificates from Coursera in R Programming, Statistical Inference, Regression Models, and more. Lee is a graduate of the Galvanize Data Science Immersive.

Bradley Jacobs (Associate Instructor) – Bradley’s professional experience includes research and working as a Machine Learning Engineer using Python, R, machine learning, and more. Bradley holds a B.S. in Physics and Astrophysics from University of California – Berkeley, an M.S. in Astronomy and PhD in Astronomy from University of Hawaii-Manoa.

Web Development Immersive:

Asim Jalis (Lead Instructor) – Asim’s professional experience includes working as a Software Engineer using Python, Agile, TDD, Java, Perl, and more. Asim holds a B.A. in Mathematics and Physics and B.S. in Computer Science from University of Virginia, an MBA from University of Washington, and a PhD in Mathematics from University of Wisconsin-Madison.

Aaron Merlob (Instructor) – Aaron’s professional experience includes research, data and business analytics, and working as a Developer using Python, SQL, Scala, and more. Aaron holds a B.S. and M.S. in Finance from University of Florida-Gainesville.

CANCELLATION, TERMINATION, AND WITHDRAWAL

STUDENT'S RIGHT TO CANCEL

The student has the right to cancel the enrollment agreement and obtain a refund of all tuition and fees paid, less the \$250 non-refundable registration fee, through attendance at the first class session, or the seventh day after signing the enrollment agreement, whichever is later. Cancellation shall occur when written notice is given via email to admissions@galvanize.com, showing that the student no longer wishes to be bound by the Enrollment Agreement.

REFUNDS DUE TO TERMINATION OR WITHDRAWAL

If a student withdraws or is terminated from the program after or on the first day of classes and has completed 60% or less of the Program, the student is entitled to pro-rated refund of monies paid. If the student withdraws or is terminated from the Program after completing more than 60% of the Program, the student is not entitled to a refund. Pro-rata refunds are calculated based on the number of days in the program and the number of days a student attended prior to withdrawal or termination.

WITHDRAWAL PROCEDURES

1. A student who wishes to withdraw from the School on or after the commencement of classes should provide written notice by emailing the lead instructor and bursar@galvanize.com. A student requesting a leave-of-absence must also provide written notice by emailing the lead instructor and bursar@galvanize.com.
2. Upon receiving a written request from a student, Galvanize may grant a leave of absence for acceptable and unavoidable reasons in accordance with the leave of absence policy. If the student fails to return from the leave of absence, the student's official withdrawal date will be the date the School determines that the student is not returning or the day following the expected return date, whichever is earlier.
3. The School will administratively withdraw a student who misses seven consecutive, unexcused instructional days without an approved leave of absence. In such a case, the student's official withdrawal date is the student's last date of actual.
4. All refunds will be paid or credited to the student within 30 days of the student's cancellation or withdrawal.

SCHOOL'S RIGHT TO TERMINATE

Galvanize reserves the right to terminate a student for unsatisfactory progress, failure to comply with the Galvanize Code of Conduct, nonpayment of tuition, or any other breach of the student's agreements with Galvanize. In such a case, the student's official termination date is the date on which the student violates the policy or agreement, which provides the basis for termination.

DEFERMENT POLICY

Admitted students seeking to defer to a later start date before the commencement of class must seek permission from their Admissions Officer at least three weeks prior to the course start date. Pre-start date deferment is contingent upon availability in the desired program.

As a general rule, Galvanize does not offer deferment options after the commencement of class, except in the case of acceptable and unavoidable reasons. For students seeking to move to another cohort, the student must withdraw per aforementioned withdrawal procedures, and re-apply in an abridged Admissions process. Contact Registrar for more information on this policy and process.

ATTENDANCE REQUIREMENTS

Galvanize and the undersigned students recognize that regular attendance has a positive impact on a student's success in the program. Students are expected to be in class for all regularly scheduled class periods and to report to class on time. Galvanize instructors regularly communicate attendance for each course every week to support academic success and properly administer financial aid. Unexcused absences of **more than 5% of the program** are correlated with increased risk of not finishing a course, or not finishing with the level of proficiency required to secure gainful employment. Therefore, we have the following attendance policy:

13-WEEK PROGRAMS: (DATA SCIENCE IMMERSIVE)

- Once a student has received **two unexcused absences** the student will receive a warning from the Registrar and be placed on probation.
- After a student has received **three unexcused absences** the student is subject to automatic administrative dismissal at the discretion of the instructor.

24-WEEK PROGRAM: WEB DEVELOPMENT IMMERSIVE

- Once a student has received **three unexcused absences** the student will receive a warning from the instructor and be placed on probation.
- After a student has received **six unexcused absences** the student is subject to automatic administrative dismissal at the discretion of the instructor.

Absences are considered excused if the student has communicated and approved by the instructor prior to the time of class, or if the absence is a result of an unforeseen emergency (e.g. sickness) and the student has provided adequate documentation of the unforeseen emergency. Excused absences must be accompanied by a plan to complete missed work followed by evidence that the work has been completed. Excused and unexcused absences combined must not exceed **15% of the program**.

Late arrivals, early departures and extended lunch leave without prior consultation with the instructor may be considered unexcused. Late arrival is considered 20 minutes late to any class. **Three partial unexcused absences equal one full-day unexcused absence** and will be counted towards the attendance policy noted above.

SATISFACTORY PROGRESS, PROBATION AND GRADING SYSTEM

1.) Technical Competency

Students must complete class projects, homework and contribute to group projects as assigned. Galvanize does not assign grades, but feedback following formal assessments are distributed electronically to students by instructors. The instructor team will counsel students who do not show adequate progress in class and/or during assessments, and a Performance Improvement Plan can be discussed and created with the student. Completion of academic learning modules is at the discretion of instructors such that the student is deemed capable of satisfying graduation requirements.

13-WEEK PROGRAMS: DATA SCIENCE IMMERSIVE GRADING/PROBATION

Data Science Immersive students will have regular weekly written assessments to check for understanding on the material and skills covered that week. A student's technical performance will be assessed and reported by the instructor on a weekly basis. Students must receive **30 points or higher cumulative average** of all assessment tests. 0-10 indicates little/no mastery, or little/no attempt to answer. 11-20 indicates a failed attempt. 21-30 indicates some progress but insufficient mastery, 31-50 indicates sufficient mastery with room to learn/grow, and 51-100 indicates above and beyond sufficient mastery.

This grading system allows for clear recognition of a struggling student and abundant opportunity for a successful student to explore new concepts in Data Science/Engineering.

Students who receive fewer than 30 points as an average score on assessments will be placed on academic probation and required to show improvement before the following written assessment. An instructor will inform students who are underperforming of their progress. If a student on probation continues to perform below this minimum level after the next written assessment could be administratively withdrawn from the program.

A student who is administratively withdrawn from the program due to unsatisfactory technical competency may reapply to a subsequent program after their original program has concluded.

24-WEEK PROGRAM: WEB DEVELOPMENT IMMERSIVE GRADING/PROBATION

Web Development Immersive students will receive regular feedback on a weekly basis via the Galvanize Mastery Tracker (a learning management system). This tool is used to track student performance against industry-aligned standards on specific content areas/topics covered in the course. The instructor will score a student's technical performance on standards each week on a 0-4 rubric. 0 indicates no data, or no attempt to answer. 1 indicates a failed attempt. 2 indicates emerging results (showing process), 3 indicates mastery and 4 indicated above and beyond mastery including extracurricular exploration of the topic.

At end of each five-week module, students will have a one-on-one in person performance review with the instructor. Those students who have received an average of less than 2.8 on the grading rubric for standards will be placed on academic probation and required to show improvement before the following quarterly review. If a student on probation continues to perform below this minimum level after the next module they will be automatically withdrawn from the program.

In order to qualify for program completion and graduation, a student should receive an **average score of 2.8** on standards for all content areas.

A student who is administratively withdrawn from the program due to unsatisfactory technical competency may reapply to a subsequent program after their original program has concluded.

2.) Career Services Requirements

Galvanize Immersive Courses focus both on acquiring technical competencies, building an employment portfolio, and preparing to succeed in interviews for roles relevant to the course content. In order to complete a Galvanize Immersive program, a student must participate in the Career Services Program which could include such activities as; complete an **approved resume**; complete approved **online profile(s)** assigned by Career Services Team; **complete a mock recruiter phone screen** with Career Services Team and **technical interview** with a designated Instructor.

Note: Galvanize students who plan to return to their former employer and those that are not authorized to work in the United States are not subject to Career Services Participation requirements.

3.) Graduation Standards

Failure to satisfy Attendance, Technical, and Career Services requirements and/or deliver an approved Capstone project can result in dismissal from the program and an inability to graduate from the program. Students that are not on track to graduate may be issued a verbal or written warning. Students who do not make progress towards

meeting Graduation Requirements after appropriate intervention will be dismissed and will not graduate from the program.

STUDENT RECORDS

Galvanize maintains student financial and academic records in digital format while students are enrolled in school. Student records are to be maintained for a period of 5 years and student transcripts are retained permanently, per requirement of the law. Student records are stored within Salesforce.com with the highest available levels of security. Only faculty and staff members who use this information in the course of their regular duties are given access to student records.

Graduates may request a copy of their certificate of completion by contacting the School Director at bursar@galvanize.com.

STUDENT SERVICES

Galvanize offers industry connection services to students during their time of enrollment.

Guest Speakers: Industry leaders are invited to the program to discuss their careers and trending topics in the field.

Events: Several social and networking events are held each session for students to interact with industry professionals, potential mentors and hiring partners, and members of the Galvanize, Inc community.

Community: Students are given access to all benefits and amenities given to members of the Galvanize, Inc Campus, including but not limited to discounts to industry events, talks and speaker series held on campus, and member-only events to facilitate industry connections.

CAREER SERVICES & EMPLOYMENT OPPORTUNITIES

Led by the Career Services representatives for each region, Galvanize provides job search skills programming, develops and manages relationships with external hiring partners, and hosts opportunities for students to actively engage and interview with those hiring partners.

While assisting in the job search, Galvanize make no guarantee, expressed or implied, of future employment. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students. Students who are not authorized to work in the United States will receive placement assistance limited to interview preparation and resume review. Please contact the admissions team for more details at info@galvanize.com



HOUSING

Galvanize does not have dormitory facilities under its control, and does not offer assistance in finding housing. The institution has no responsibility to find or assist a student in finding housing. Availability of housing in the SOMA district of San Francisco is limited and can range from \$2,000 - \$4,000 / month in rent for a studio apartment.

CODE OF CONDUCT

Students are expected to act maturely and demonstrate respect for others, for themselves, and to the larger Galvanize community.

In order to foster a challenging and safe academic environment, students must:

- Maintain professional relationships with fellow classmates, colleagues, instructors, community members, etc.
- Show respect to others, themselves, and to the larger Galvanize community
- Be able to process constructive criticism and understand that this feedback is key to their overall learning experience
- Understand the impact of their behavior both upon the program and the entire Galvanize community - Be courteous and responsive in dealing with others
- Freely accept the responsibility for and consequences of their conduct
- Communicate professionally if there are issues regarding conduct of themselves or others

In addition, the following are not permitted and are subject to disciplinary sanctions:

- Uncooperative or disrespectful behavior to your fellow classmates, colleagues, instructors, community members, and visitors to the Galvanize campus
- Disruptive activity that causes the obstruction of the teaching, learning, or administration of Galvanize programs
- Violation of any term of the Galvanize Facilities and Portal Use Agreement, including damage to, or destruction of, Galvanize property
- Acts of falsity including, but not limited to, cheating, plagiarism, forgery, or other forms of academic dishonesty
- Theft of any kind, including seizing, receiving, or concealing property with knowledge that it has been stolen
- Using marijuana or smoking on campus
- Possession of weapons, firearms, or illegal drugs at any time on school property
- Any other violation of published Galvanize, Inc policies, rules, regulations, or agreements, including the Galvanize Policy Against Harassment

Any student may be temporarily suspended or permanently dismissed for violations of the Galvanize Code of Conduct.

Discipline

In general, the first violation of the Code of Conduct will result in a written warning, but conduct deemed to be sufficiently disruptive or severe, such as harassment of another student, staff member, or community member, may result in immediate suspension or dismissal.

School officials, in collaboration with instructors, will review each case and make a determination regarding the student's actions and status. If the student does not improve his or her conduct after receiving a warning, the student will be permanently dismissed.

Policy Against Harassment

Galvanize is dedicated and committed to providing a positive education experience for everyone regardless of gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, religion or non-religion. Sexual and disruptive language and imagery is not appropriate for any campus, including Galvanize and member areas and cafes.

Harassment of any kind will not be tolerated. Harassment includes offensive verbal comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, sexual images in public spaces, deliberate intimidation, stalking, following, harassing photography or recording, sustained disruption of talks or other events, inappropriate physical contact, and unwelcome sexual attention. Students asked to stop any harassing behavior are expected to comply immediately. We expect students to follow these rules at all campuses and class-related social events. Our members, staff, and guests are all subject to policy against harassment.

If you are being harassed, notice that someone else is being harassed, or have any other concerns, please contact Galvanize faculty or staff immediately. Galvanize faculty and staff will help students contact security or local law enforcement, provide escorts, or otherwise assist those experiencing harassment to feel safe.

The following person has been designed to handle inquiries regarding this nondiscrimination policy:

Stephanie Donner
General Counsel and Corporate Secretary, Galvanize
Stephanie.Donner@galvanize.com

Galvanize's Title IX Coordinator, Stephanie Donner, has been designated to handle inquiries regarding sexual harassment and sexual violence:

Stephanie Donner
General Counsel and Corporate Secretary, Galvanize
Stephanie.Donner@galvanize.com



GRIEVANCES

Students may file a grievance or complaint by emailing the Head of School and by submitting an official note of grievance to the [Student Issues & Complaint Form](https://galvanize.secure.force.com/apex/studentcomplaint) at: <https://galvanize.secure.force.com/apex/studentcomplaint>

Students should include as much detail as possible and should include a phone number where they can be reached. When a grievance or complaint has been submitted, the Head of School and Education Program Director will evaluate and address the concerns of the individual (in person, when possible) and arrange for any investigation or follow-up as is appropriate to the situation.

FACILITIES AND RESOURCES

Galvanize has locations in Denver, Boulder, and Fort Collins, Colorado; Seattle, Washington; Austin, Texas; and San Francisco, California.

Galvanize provides instruction for its programs with up to date equipment, including full paired workstations with Mac mini computers, monitors, keyboards, and mice. Galvanize also maintains a professional GitHub account with electronic instructional materials, where students complete all assignments. Students have access to the Galvanize workspace, conference rooms, and events during their program, and are offered a free membership to Galvanize for three months following their program as well.

Students in the Web Development Immersive must provide their own laptops or purchase one through the school.

All resources required used by students are free, online, public, and open source. Galvanize does not have a physical library. Required resources listed below listed below.

Web Development Immersive:

Software

Mac OS X, El Capitan - Apple Inc., September 30, 2015,

<http://www.apple.com/osx/>

Atom, v.1.5.4 - Github, March 2, 2016, <https://atom.io/>

Resources

Hartl, Michael. Ruby on Rails Tutorial: Learn Web Development with Rails.

<http://ptgmedia.pearsoncmg.com/images/9780321832054/samplepages/0321832051.pdf>

Henick, Ben. HTML & CSS: The good parts.



<https://hostr.co/file/p1zEzRjYMrGO/AppNee.com.HTML..CSS.The.Good.Parts.pdf>

Haverbeke, Marijn. *Eloquent JavaScript: A Modern Introduction to Programming*.

http://eloquentjavascript.net/Eloquent_JavaScript.pdf

Laakmann, Gayle. *Cracking the Coding Interview: 150 programming interview questions and solutions*. <http://www.eenadupratibha.net/Engineering-Colleges/Engineering-Jobs/Documents/crackingthecodinginterview.pdf>

Pine, Chris. *Learn to Program*.

http://omahacodeschool.com/files/learn_to_program.pdf

Data Science Immersive:

Software

Mac OS X, El Capitan - Apple Inc., September 30, 2015,

<http://www.apple.com/osx/>

Atom, v.1.5.4 - Github, March 2, 2016, <https://atom.io/>

iPython, 2016, <http://ipython.org/install.html>

iTerm2, 2.1.4, George Nachman, 2016, <https://www.iterm2.com/index.html>

Resources

Bird, Steven., Klien, Ewan., & Loper, Edward. *Natural Language Processing with Python*.

<http://victoria.lviv.ua/html/fl5/NaturalLanguageProcessingWithPython.pdf>

Do, Tom and Meleki, Arian. *Review of Probability*.

<http://cs229.stanford.edu/section/cs229-prob.pdf>

Harrington, Peter. *Machine Learning in Action*.

<https://drive.google.com/a/galvanize.com/file/d/0B1cm3fV8cnJwcUNW/WnFaRWgwTDA/view>

Hastie, Trevor., James, Gareth., Tibshirani, Robert., and Witten, Daniela. *An Introduction to Statistical Learning, 6th Printing*. New York. 2015.

<http://www.bcf.usc.edu/~gareth/ISL/>

Lee, Tammy and Thron, Giovanna. Development Workflow.

<https://github.com/zipfian/welcome/blob/master/notes/workflow.md>

Provost, Foster and Fawcett, Tom. *Data Science for Business*.

<https://drive.google.com/a/galvanize.com/file/d/0B1cm3fV8cnJwNDJFNmx2a2RBaTg/view>

Thron, Giovanna. *Pair Programming*.

<https://github.com/zipfian/welcome/blob/master/notes/pairing.md>

INTELLECTUAL PROPERTY

The Galvanize programs and all intellectual property related thereto including but not limited to the curriculum is the exclusive property of Galvanize unless noted otherwise. All course work, including any projects performed as a student of the Program, shall be subject to an MIT-style license, which is a free software license granting the right to use, study, share (copy), and modify proprietary software, including but not limited to, exercises, learning experiences, solutions, example projects, material stored in galvanize private Git repositories, or other training material. By enrolling in Galvanize, permission is granted free of charge to any student (and Galvanize), to deal in the software without restriction provided that the software is provided “as-is” without warranty of any kind. In no event shall the authors or copyright holders be liable for any claim, damages, or other liability.

MEDIA AND PUBLICITY RELEASE

Upon enrollment, students grant Galvanize the absolute and irrevocable right and unrestricted permission to use their names, likenesses, images, voices, and/or appearances as such may be embodied in any photos, video recordings, audiotapes, digital images, and the like, taken or made on behalf of the school or its partners. Students agree that the school has complete ownership of such material and can use said material for any purpose consistent with the school’s mission, without providing any compensation to the student for the use of such images, video, likenesses, etc. These school uses include, but are not limited to, videos, publications, advertisements, news releases, Web sites, and any promotional or educational materials in any medium.

ACADEMIC CALENDAR

New Years Day, 1/1/2017
 MLK Day, 1/15/2017
 President's Day, 2/19/2017
 Memorial Day, 5/28/2017
 Independence Day, 7/4/2017
 Labor Day, 9/3/2017
 Thanksgiving Day, 11/22/2017
 Day After Thanksgiving, 11/23/2017
 Christmas Eve, 12/24/2017
 Christmas Day, 12/25/2017
 Day After Christmas, 12/26/2017
 New Year's Eve, 12/31/2017

Immersive	Start Date	Graduation
Data Science Immersive	01/16/2017	04/18/2017
Data Science Immersive	03/06/2017	06/02/2017
Data Science Immersive	05/01/2017	07/28/2017
Data Science Immersive	06/19/2017	09/15/2017
Data Science Immersive	08/14/2017	11/10/2017
Data Science Immersive	10/30/2017	02/02/2018

Immersive	Start Date	Graduation
Web Development Immersive	01/09/2017	06/23/2017
Web Development Immersive	04/17/2017	09/9/2017
Web Development Immersive	07/10/2017	12/21/2017

