



CATALOG

California

Version 2018

Effective January 1, 2018 – December 31, 2018

415-805-1888

I certify that this catalog to the best of my knowledge is true and correct in content and policy at the time of publication.

A handwritten signature in black ink, appearing to read 'Jennie Gross', written over a horizontal line.

Jennie Gross | Director, Regulatory Operations

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44 Tehama Street, San Francisco, CA 94105

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 officer of Galvanize is Alfonso Rosabal.

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-imagination 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

18 Week duration, full-time, in-person program
Schedule varies; check the Galvanize 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 18-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 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 JavaScript, HTML, CSS, SQL, AngularJS, and React. Students will be exposed to different development workflows and work in pairs while working through different projects.

This program is 539 course hours.



Graduation Requirements:

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

- **Attendance:** Students are required to attend a minimum of 85% of total class hours (excused and unexcused absences combined.) Students must not exceed 6 unexcused absences throughout the WDI course and, 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. Credentials will be withheld until financial obligations are met.

8 Week WDI Course Outline:

Subject #	Subject Title	Course Time, Hours Lect/Lab/Ext/Total
WD 101	Front End Web Development	50/115/0/165
WD 102	Server Side Programming	50/114/0/164
WD 103	Web Applications and Computer Science	60/80/0/140
WD 104	Capstone Project	10/60/0/70

Total Charges:

Tuition: \$18,250.00

Non-Refundable Registration Fee: \$250.00

Refundable Student Tuition Recovery Fee: \$0.00*

Total Tuition and Equipment Charges (Possible): \$18,500.00

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

TOTAL CHARGES FOR PERIOD OF ATTENDANCE: \$18,500

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: \$18,500

TOTAL CHARGES THAT THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: \$1,500

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 Outcomes:

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.

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. Additionally, students must maintain at least 30% cumulative mastery in both Math and Programming elements of the assessments.
- **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. Credentials will be withheld until financial obligations are met.

Course Outline:

Subject #	Subject Title	Course Time, Hours Lect/Lab/Ext/Total
DSI 101	Software Engineering & Exploratory Data Analysis	12/23/0/35
DSI 102	Statistics and Probability	12/23/0/35
DSI 103	Regression	12/23/0/35
DSI 104	Supervised Learning	12/23/0/35
DSI 105	Natural Language Processing	12/23/0/35
DSI 106	Unsupervised Learning	12/23/0/35
DSI 107	Data Engineering	12/23/0/35
DSI 108	Case Studies	12/23/0/35
DSI 109	Capstone Projects	93/0/105
DSI 110	Interview Preparation	23/0/35

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: \$1,500

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. Galvanize does not discriminate based on race, sex, religion, ethnic origin, or disability. Galvanize strongly encourages students from backgrounds underrepresented in the technology industry to apply. While Galvanize accepts international students, Galvanize does 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.



Galvanize requires all Immersive students to provide themselves with a Mac or Ubuntu Linux machine with 4Gs of RAM and recommends a computer from the last 3 years. Galvanize can support students using OSX/ Ubuntu Linux machines. Galvanize is unable to provide technical support to students using a Windows machine.

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. Galvanize looks for candidates with a demonstrated interest in technology fields and an understanding of general tools and practices used in the industry.

The application process includes:

- 1) Online application form
- 2) Non-technical phone screening
- 3) Take-home coding challenge
- 4) Technical interview/pair programming exercise

Readmission (WDI only)

Students who were previously enrolled in the WDI program at a Galvanize campus within 12 months of readmission may be eligible to enter the Web Development Immersive program in WD 102. These applicants must complete the admissions application and the non-technical phone screening to be eligible to take the admissions test for multiple entry-point admission and decreased tuition. If the applicant does not achieve a passing score, they will be required to enter the program in WD 101 at the published tuition less any applicable discounts. A student may only apply to be readmitted into the same program once. Former students who were previously enrolled in the WDI program more than 12 months ago of the readmission date must reapply through the standard admission process. Any student reapplying to a different program is considered a new student and will follow the standard admission process for the chosen program.

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 in a quantitative discipline (preferred,) 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 application process includes:

- 1) Online application form
- 2) Take-home coding assessment



- 3) Technical Python interview
- 4) Technical statistics interview

INSTITUTIONAL PAYMENT PLANS

Payment is not required until an applicant has successfully completed the full admissions process and received acceptance into a Galvanize Immersive program.

An accepted student shall receive his/her Enrollment Agreement from the Registrar/Bursar. After reviewing the Enrollment Agreement and agreeing to the terms, an accepted student shall sign the agreement, and the Registrar/Bursar shall countersign. When the Enrollment Agreement is complete, the Registrar/Bursar will follow the following procedures:

Payment Terms:

<i>Payment Option</i>	<i>Deposit</i>	<i>Payment Schedule</i>	<i>Payment method</i>
Option 1 - Upfront	\$1,500 due within 3 days of enrollment.	Tuition remainder due Saturday after class begins.	All payments can be made online, fee free, by card or ACH payment.
Option 2 - Installment	\$1,500 due within 3 days of enrollment.	½ tuition, less deposit, due Saturday after class begins. Tuition remainder due at mid-point of program.	All payments can be made online, fee free, by card or ACH payment.
Option 3 – Full or Partial Tuition Loan Finance	\$1,500 due within 3 days of enrollment.	Students who are eligible can finance full tuition through Galvanize’s private lending partners, SkillsFund and Climb Credit	Lending partner transfers funds to Galvanize directly. For students electing to finance partial tuition, the tuition remainder will be due Saturday after class begins.

The deposit is required to secure seat in the program. Seats are available on a first come first serve basis based on payment of deposit. There is a non-refundable registration fee of \$250 that will not be returned to you in the event of cancellation.

Financial obligations are due and payable to Galvanize when incurred and are payable by the established payment deadlines. An authorized third party may be billed for tuition and fees; however, ultimate responsibility for payment remains with the student.

Students who are financially obligated to Galvanize—whether through an outstanding account balance, returned financial aid, a third party promise to pay, outstanding deferred payment, not issued an official transcript or allowed to continue in their program



of study until payment is made. Graduates that are financially obligated to Galvanize are not eligible for Alumni benefits.

All delinquent student financial obligations, including those from improper withdrawal/drop procedures and the loss of previously awarded financial aid, are referred to collections and may be reported to credit bureaus.

BAD CHECKS

Returned checks constitute nonpayment. If a check is returned prior to the official drop date due to insufficient funds or stop payment, the student is dropped from all classes. A hold will be placed on the student's transcript and future registration. If a check is returned after the official drop date, the student will not be dropped from classes and will be responsible for all outstanding tuition, fees, bad check fees, and resulting collection charges. A hold will be placed on the student's transcript and future registration.

CREDIT CARD CHARGEBACKS

A Credit Card chargeback constitutes non-payment. If your credit card charge is reversed before the drop date, you may be dropped from all of your classes. A hold will be placed on your transcript and future registration. If your credit card charge is returned after the drop date, you will not be dropped from your classes. You will be responsible for all outstanding tuition, fees, delinquent accounts, credit card chargeback fees, and resulting collection charges. A hold will be placed on your transcript and future registration.

The deposit is required to secure seat in the program. Seats are available on a first come first serve basis based on payment of deposit. There is a non-refundable registration fee of \$250 that will not be returned to you in the event of cancellation.

LOANS

If the student obtains a loan to pay for an education program, the student will have the responsibility to repay the full amount of the loan plus interest. Galvanize is not eligible to participate in federal student financial assistance programs.

TUITION ASSISTANCE

Galvanize is dedicated to the mission of de-homogenizing the tech industry and providing more opportunities to change lives for people from diverse backgrounds. Galvanize offers several discounts for qualified students whose successful completion of the program furthers this mission. Discounts are allocated with a focus on underrepresented minorities in technology including women, people of color, veterans, and those who identify as LGBTQI. Discounts may be combined up to, but not exceeding, a total discount of 30% off the total program tuition. All applicable discounts are applied to the enrollment agreement before commencement of the program. Additional discounts will not be applied after the enrollment agreement has been signed.



STANDARD DISCOUNTS:

Ethnic/Racial Minority (15%)
Female (15%)
LGBTQI (15%)
Veteran (15%)
Early Bird (10%)
Completed Another Bootcamp (10%)
Alumni/Friends/Family Referral (10%)

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)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:



1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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.

ACADEMIC ACCOMMODATIONS

Galvanize will make reasonable accommodations for persons with documented disabilities. Students should notify their Program Director or admissions officer of any accommodation needs as soon as possible. All discussion will remain confidential.

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.

<i>Instructor</i>	<i>Course</i>	<i>Position</i>	<i>Degree/Institution</i>	<i># of years experience</i>
Masha Lifshin	WDI	Lead Instructor	BA in Art and in Computer Science from Williams College, an MFA in Art from UC Santa Barbara	12 years of experience in the web dev and software, as well as about 5 years total experience teaching.
Moses Marsh	DSI	Instructor	B.S. Physics UC Santa Barbara M.S. Condensed Matter Physics UC San Diego	4 years experience in Data Science (education)



Mark Llorente	DSI	Associate Instructor	B.S. Engineering Physics UC Berkeley Ph.D. Materials Science & Engineering UC San Diego	2 years experience in Data Science (education)
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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 the Admissions Officer at least 3 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. Eligible students seeking to move to another cohort must withdraw per aforementioned withdrawal procedures and re-apply in an abridged admissions process. Contact the Registrar for more information on this policy and process.

ATTENDANCE REQUIREMENTS

Students recognize that regular attendance has a positive impact on their 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 also include partially missed days including arriving late, leaving early and taking an extended lunch leave without consulting the instructor first.

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:

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.

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.

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.

SATISFACTORY PROGRESS, PROBATION AND GRADING SYSTEM

1.) Technical Competency

Students must complete class projects and 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 an individualized learning plan will 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.

WEB DEVELOPMENT IMMERSIVE GRADING/PROBATION

Web Development Immersive students will receive regular feedback on a weekly basis. 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.

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 must 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.

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% or higher on all assessment tests. Students must also receive 30% or higher cumulative average on both types of mastery: Math and Programming. 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.

Those students who have received less than 30% average score on assessments or mastery segments (Math and Programming) will be placed on performance improvement plan (PIP) and required to show improvement before the following written assessment. An instructor will inform underperforming students of their progress. If a student on a PIP continues to perform below this minimum level after the next written assessment, the student may 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.

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.

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. Upon completion of training, student records are merged and maintained in a digital format for no fewer than the minimum number of years required by 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 Administrator at bursar@galvanize.com.

Galvanize's privacy policy is located: <https://www.galvanize.com/privacy>.

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 community.

Community: Students are given access to all benefits and amenities given to members of the Galvanize 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.

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, tobacco, smoking on campus.
- Possession of weapons, firearms, or illegal drugs at any time on school property.
- Any other violation of published Galvanize 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 welcomes qualified students and employees of any race, color, national or ethnic origin, sex, age, disability, religion, sexual orientation and gender identity to all the rights, privileges, programs and activities generally available through Galvanize. Consistent with its obligations under the law, Galvanize prohibits unlawful discrimination on the bases of race, color, national or ethnic origin, sex, age, disability, religion, sexual orientation, gender identity or expression, or any other characteristic protected by applicable law in the administration of the programs and activities.

Galvanize also prohibits unlawful harassment including sexual harassment and sexual



violence.

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. Sexual and disruptive language and imagery is not appropriate for any campus, including Galvanize and member areas and cafes.

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 also subject to this 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.

GRIEVANCES

Stage 1: Informal Resolution

Basic steps in the informal process include:

- Begin by discussing the matter with the instructional staff, faculty, or person responsible for the class in which the issue originated.
- If the issue is not resolved, the next contact will be the Program Director to investigate the issue and allegations.
- If you do not know where to begin an informal resolution, the Program Director can help you identify the appropriate office or individual.

Stage 2: Formal Complaint

If unresolved after following the appropriate informal complaint procedures, the student may choose to have the complaint "officially documented." The student completes the Student Complaint Form located at:

<https://galvanize.secure.force.com/apex/studentcomplaint>

The complaint must contain the following information:

- Complainant's name, cohort name, mailing address, email address and telephone number.
- A detailed description of the specific actions that constituted the complaint and the names and titles of those presumed to be responsible or at fault. It is necessary to demonstrate that one has already attempted to resolve the concern through the informal procedures.
- The date(s) of the alleged improper activities or the condition developed.

- A list of witnesses, if any, including their contact information and the facts known by each. Documentation that supports the complaint if any exists.
- Dated complaint form completed.
- All communications between the student and Galvanize regarding the formal complaint will be directed to the student's email account provided in the complaint form.

Stage 3: Formal Complaint Resolution Process

Upon submission, the Campus General Manager or his/her designee will investigate the complaint. The Galvanize staff member will acknowledge receipt of the complaint to the complainant within 2 working days. Complaints will be investigated and resolved within 14 business days of receipt. The Campus General Manager will advise the complainant if that timeline will not be met due to extenuating circumstances. If the student is not satisfied with the resolution made by the Campus General Manager, the student may appeal to the Legal & Regulatory Department.

Stage 4: Appeal

Appeals to the Legal & Regulatory Department must be received within 5 working days following communication to the Complainant of the resolution. The Legal & Regulatory Department may request additional information from the complainant and any involved Galvanize staff. Complaints will be investigated and resolved within 14 business days of receipt. The Legal & Regulatory Department will advise the complainant if that timeline will not be met due to extenuating circumstances. The Legal & Regulatory Department will issue a written determination of the appeal that shall be provided to the complainant and the impacted faculty or other individual. The Legal & Regulatory Department's determination shall be final.

If the student complaint cannot be resolved after exhausting the Institution's grievance procedure the student may file a complaint with the California Bureau for Private Postsecondary Education. The student must contact the Bureau for further details.

Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento California, 95833

Phone: (916) 431J6959J3001

Website: <http://www.bppe.ca.gov/>

FACILITIES AND RESOURCES

Galvanize has eight campuses in Austin, Texas; Boulder & Denver (2), Colorado; New York City, New York, Phoenix, Arizona; San Francisco, California; and Seattle, Washington.

The Galvanize Administrative Office is located at 1062 Delaware Street, Denver, Colorado, 80204. The front desk can be reached at (303) 823-4170.

Galvanize requires all Immersive students to provide themselves with a Mac or Ubuntu Linux machine with 4Gs of RAM and recommends a computer from the last 3 years. Galvanize can support students using OSX/ Ubuntu Linux machines. Galvanize is unable to provide technical support to students using a Windows machine.

Galvanize provides equipment, including full paired workstations with Mac mini computers, monitors, keyboards, and mice for the Data Science Immersive students. 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 six months following their program as well.

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 J Apple Inc., September 30, 2015,

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

Atom, v.1.5.4 J 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/EngineeringColleges/EngineeringJobs/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 J Apple Inc., September 30, 2015,
<http://www.apple.com/osx/>

Atom, v.1.5.4 J 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/cs229Jprob.pdf>

Harrington, Peter. *Machine Learning in Action*.

<https://drive.google.com/a/galvanize.com/file/d/0B1cm3fV8cnJwcUNW/WnFaRWqwtDA/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 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, 1/1/2018
 MLK Day, 1/15/2018
 President's Day, 2/19/2018
 Memorial Day, 5/28/2018
 Independence Day, 7/4/2018
 Labor Day, 9/3/2018
 Thanksgiving Day, 11/22/2018
 Day After Thanksgiving, 11/23/2018
 Christmas Eve, 12/24/2018
 Christmas Day, 12/25/2018
 Day After Christmas, 12/26/2018
 New Year's Eve, 12/31/2018

Program	First Day of Class	Graduation	Last Day of Class	Solo Break(s) – No Class	Galvanize School Holidays
WEB DEVELOPMENT	1/8/2018	6/22/2018	6/22/2018	Break Week 1: 02/12/2018 - 02/16/2018 Break Week 2: 03/26/2018 - 03/30/2018 Break Week 3: 05/07/2018 - 05/11/2018	MLK Day: 01/15/2018 President's Day: 02/19/2018 Memorial Day: 05/28/2018
DATA SCIENCE	02/20/2018	05/18/2018	05/18/2018	Break Week: 04/02/2018 - 04/06/2018	None
WEB DEVELOPMENT	02/26/2018	08/24/2018	08/24/2018	Break Week 1: 03/26/2018 - 03/30/2018 Break Week 2: 04/30/2018 - 05/04/2018 Break Week 3: 06/04/2018 - 06/08/2018 Break Week 4: 07/09/2018 - 07/13/2018 Break Week 5: 08/13/2018 - 08/17/2018	Memorial Day: 05/28/2018 Independence Day: 07/04/2018
DATA SCIENCE	04/02/2018	07/06/2018	07/06/2018	Break Week 1: 04/30/2018 - 05/04/2018 Break Week 2: 06/04/2018 - 06/08/2018	Memorial Day: 05/28/2018 Independence Day: 07/04/2018
DATA SCIENCE	05/29/2018	08/24/2018	08/24/2018	Break Week: 07/09/2018 – 07/13/2018	Independence Day: 07/04/2018

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WEB DEVELOPMENT	07/16/2018	01/11/2019	01/11/2019	Break Week 1: 08/13/2018 – 08/17/2018 Break Week 2: 09/17/2018 – 09/21/2018 Break Week 3: 10/22/2018 – 10/26/2018 Break Week 4: 11/26/2018 – 11/30/2018	Labor Day: 09/03/2018 Thanksgiving: 11/22/2018 – 11/23/2018 Blackout Week: 12/24/2018 – 12/28/2018 New Year's: 12/31/2018 – 01/01/2019
DATA SCIENCE	09/10/2018	12/07/2018	12/07/2018	Break Week: 10/22/2018	Thanksgiving: 11/22/2018 – 11/23/2018

Standard Occupational Classification Code List

Per the State of California’s Bureau for Private Postsecondary Education regulations, schools must disclose the Standard Occupational Classification codes for which their programs prepare students. A Standard Occupational Classification Q or SOC Q code is a number that represents an occupational classification, which links a particular area of study or educational program to a list of occupations. The following SOC codes are related to the Galvanize immersive programs.

11-3021 Computer and Information Systems Managers
25-1021 Computer Science Teachers, Postsecondary
25-1022 Mathematical Science Teachers, Postsecondary
25-1032 Engineering Teachers, Postsecondary
41-9031 Sales Engineers
15-0000 Computer and Mathematical Occupations
15-1110 Computer and Information Research Scientists
15-1111 Computer and Information Research Scientists
15-1120 Computer and Information Analysts
15-1121 Computer Systems Analysts
15-1122 Information Security Analysts
15-1130 Software Developers and Programmers
15-1131 Computer Programmers
15-1132 Software Developers, Applications
15-1133 Software Developers, Systems Software
15-1134 Web Developers
15-1140 Database and Systems Administrators and Network Architects
15-1141 Database Administrators
15-1142 Network and Computer Systems Administrators
15-1143 Computer Network Architects
15-1150 Computer Support Specialists
15-1151 Computer User Support Specialists
15-1152 Computer Network Support Specialists
15-1190 Miscellaneous Computer Occupations
15-1199 Computer Occupations, All Other
15-2000 Mathematical Science Occupations
15-2011 Actuaries
15-2021 Mathematicians
15-2031 Operations Research Analysts
15-2041 Statisticians
15-2090 Miscellaneous Mathematical Science Occupations
15-2091 Mathematical Technicians
15-2099 Mathematical Science Occupations, All Other

