



# Master Student Catalog

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# 1. Mission and Purpose

Coding Dojo, Inc. is a global technology education company dedicated to transforming lives through digital literacy and skills training.

Coding Dojo was founded in 2012 in Silicon Valley, California. The company has since grown and expanded, with locations in California, Washington, Texas, Illinois, Oklahoma, Idaho, and Virginia.

Coding Dojo is committed to helping people who want to start their career in web development and gain the technical skills needed by providing training on the latest web technologies and platforms.

The training uses a combination of instructor-led lectures, online learning platform resources, and hands-on development of applications. This training is in the form of a boot camp which allows students to have close interaction with instructors and fellow boot camp students.

Coding Dojo aims to equip students with the foundational skills in web development and knowledge of the technical landscape to not only create opportunities for them today, but also ensure that they are self-sufficient long into the future.

## 2. Objectives

- To leverage modern teaching methodologies such as project-based, flip, gap, and collaborative learning to develop students' technical skills.
- To leverage our custom built learning management software, instructor-led lectures, assignments, projects, and quizzes alongside our teaching methodologies.
- To expose our students to what they will experience in the technology industry through collaborative projects, RTC software, and a fast-paced environment.
- To create a positive learning community consisting of future, present, and past students aiding each other in a collective learning effort.
- To prepare students for a new career in web development by providing them resources on job profile updates, job openings, professional networks, technical interviews and invitations to career events.

## 3. Admission and Enrollment Policies

### A. Eligibility Requirements:

- Students must be 18 years of age or older
- High School diploma, GED, or equivalent via our education assessment
- Proof of English proficiency (see below)

All instruction and materials will be in English. A student may show English proficiency by providing proof of a high school diploma, GED or higher education transcript issued from an English speaking school. Coding Dojo does not provide English language services such as ESL. Coding Dojo does not accept Ability to Benefit students at this time.

Coding Dojo offers a free two-part assessment through Wonderlic for the Proof of Education and/or the English Proficiency requirement. Students may request this option during admissions. Students will also be notified that they have been sent an assessment invitation if the documentation provided during enrollment is not sufficient or not accepted (such as corrupted files).

The minimum accepted scores for the Wonderlic assessment are 200 for the verbal portion and 210 for the quantitative portion. If either portion of the assessment is failed, the results will not be accepted and the student will need to provide standard documentation or discontinue enrollment.

Alternatively, any student who provides a non-English proof of education but does not have such evidence of English proficiency may take the Test of English as a Foreign Language (TOEFL) examination or provide results if taken previously:

- Internet-based test (iBT): Score of 60 or better
- Paper-based test (completed prior to Oct. 2017): Score of 530 or better
- Revised paper-delivered test (completed Oct. 2017 or later): Score of 40 or better

Information about these exams is available at most U.S. consulates and overseas U.S. educational advising offices, as well as by mail and online:

TOEFL Services

P. O. Box 6151

Princeton, NJ 08541-6151 USA

E-mail: [toefl@ets.org](mailto:toefl@ets.org)

Web: [www.toefl.org](http://www.toefl.org)

IELTS International

E-mail: [ielts@ieltsintl.org](mailto:ielts@ieltsintl.org)

Web: [www.ielts.org](http://www.ielts.org)

## B. Computer Requirements

The following are the minimum requirements for student laptops in order to take any Coding Dojo, Inc Program:

- Computer with following specifications
  - Memory: 8GB or more
  - Either Mac or Windows Operating System no more than 2 years old and **not in beta**
    - Note: if your operating system does not meet the requirements above, we will not be able to help troubleshoot any technical issues you may encounter
  - x64 Processor (at minimum)
  - Privacy settings: allow you to install software and access the internet
  - The following software must be installed on the computer prior to start
    - Zoom
    - A modern web browser, such as Firefox or Chrome
    - Email
- Headset and microphone mandatory for all online programs
- Web camera recommended for online programs.
- Stable Internet: We recommend upload speeds of at least 5 Mbps, Download speeds of 10 Mbps. (To check your speed, connect the computer you will be using to the internet you will be using either wirelessly or directly. Go to <https://www.speakeasy.net/speedtest/> Select Start Test. If your internet does not meet the above, contact your internet provider).

The price of a laptop with necessary requirements is the responsibility of the student and may average from \$400-\$2000 depending on the make and model.

## C. Onsite Admission Procedure

### Software Development

Onsite Full-Time Software Development

Our admission process is established as the following [Estimated time to completion: 1.5 weeks]:

1. Submit an [online application](#)
2. For full-time students: Schedule and complete an interview
3. The admissions team will review your application and provide a decision within one (1) week
4. Acceptance Letter is sent to qualifying applicants
5. Submit your deposit to reserve your seat in the program
6. Sign necessary student enrollment documents
7. For full-time students: complete a skills assessment. The results of your skills assessment will not affect your enrollment status.
8. Complete assigned pre-work, which is based on the results of the skills

assessment.

- a. Pre-Bootcamp Coursework (asynchronous learning) - approx. 40 hrs. This free coursework is to build up the fundamental programming concepts and skills for the upcoming bootcamp. Students work through the course at their own pace.
- b. Programming Basics Course (synchronous learning) - approx. 80 hrs. This free course is to build the habits, computer basics, and fundamental programming concepts and skills necessary to be successful in the bootcamp. Unlike the asynchronous learning of the Pre-Bootcamp Coursework, Programming Basics is more structured, more comprehensive, and is delivered through live classes.

## D. Online Admission Procedure

### Software Development

Online Full-Time Software Development:

1. Submit the [application](#)
2. Schedule and complete an interview
3. The admissions team will review your application and provide a decision within one (1) week
4. Acceptance Letter is sent to qualifying applicants
5. Submit your deposit to reserve your seat in the program
6. Sign necessary student enrollment documents
7. Complete a skills assessment. The results of your skills assessment will not affect your enrollment status.
8. Complete assigned pre-work, which is based on the results of the skills assessment.
  - a. Pre-Bootcamp Coursework (asynchronous learning) - approx. 40 hrs. This free coursework is to build up the fundamental programming concepts and skills for the upcoming bootcamp. Students work through the course at their own pace.
  - b. Programming Basics Course (synchronous learning) - approx. 80 hrs. This free course is to build the habits, computer basics, and fundamental programming concepts and skills necessary to be successful in the bootcamp. Unlike the asynchronous learning of the Pre-Bootcamp Coursework, Programming Basics is more structured, more comprehensive, and is delivered through live classes.

Online Part-Time Accelerated Software Development:

1. Submit the [application](#)
2. The admissions team will review your application and provide a decision within one (1) week
3. Acceptance Letter is sent to qualifying applicants

4. Submit your deposit to reserve your seat in the program
5. Sign necessary student enrollment documents
6. Complete a skills assessment. The results of your skills assessment will not affect your enrollment status.
7. Complete assigned pre-work

Online Part-Time Flex Software Development:

1. Submit the [application](#)
2. The admissions team will review your application and provide a decision within one (1) week
3. Acceptance Letter is sent to qualifying applicants
4. Submit your deposit to reserve your seat in the program
5. Sign necessary student enrollment documents
6. Complete assigned pre-work

### **Data Science**

Online Part-Time Data Science:

1. Submit the application
2. Acceptance Letter is sent to applied students
3. Submit your deposit to reserve your seat in the program
4. Sign necessary student enrollment documents
5. Complete assigned pre-work

### **Cybersecurity**

Online Part-Time Cybersecurity:

1. Submit the [application](#)
2. Complete and pass the entrance exam. If you fail the entrance exam, you will have to wait for the next cohort to try again
3. The admissions team will review your application and provide a decision within one (1) week
4. Acceptance Letter is sent to qualifying applicants
5. Submit your deposit to reserve your seat in the program
6. Sign necessary student enrollment documents
7. Complete assigned pre-work

### **Students Located Outside the U.S.**

Currently, we can only accept international students to our online bootcamps (Part-Time or Full-Time, no visa required) and/or our Bellevue, Washington campus (M1 Student Visa holders). You can learn more about the onsite process here:

<https://www.codingdojo.com/international-students>

Please contact [ADA@codingdojo.com](mailto:ADA@codingdojo.com) for more information about the school's ability

to accept students located outside the United States into the onsite bootcamp, and ADA@codingdojo.com for more information about the school's ability to accept students located outside the United States into the online bootcamps. .

## E. Enrollment Periods

Enrollment is on a rolling basis. This means a prospective student may apply to Coding Dojo at any time. Once the student is accepted and the deposit is paid, the student may enroll into a cohort.

Terms begin monthly, and are subject to holidays in some cases. Please refer to the website for the most current information on term schedules for your campus, or refer to Appendix E.

## F. Credit for Previous Education, Training, or Experience

Coding Dojo is unable to accept credit from other educational programs or award credit for prior experiential learning. All applicants are required to have a high school diploma, GED, or equivalent.

Coding Dojo does not accept transfers from other school programs and does not accept any academic credit(s) transferred from any other institution.

Coding Dojo does not participate in any articulation or transfer agreements with any other schools.

## 4. Tuition

### **Onsite Software Development Programs:**

Tuition may vary from campus to campus. Please check [www.codingdojo.com](http://www.codingdojo.com) for the most up to date breakdown of tuition for your campus, or refer to Appendix C. Below is a typical breakdown of expected payments and fees.

- a. Tuition: \$16,395
- b. Registration Fee: \$100
- c. Other Fees and Costs: \$0<sup>1</sup>

### **Online Software Development Programs:**

1. Online Full-Time:
  - a. \$16,395
  - b. Registration Fee: \$100
  - c. Other Fees and Costs: \$0<sup>1</sup>

2. Online Part-Time Accelerated:  
One Stack
  - a. \$8,895
  - b. Registration Fee: \$100
  - c. Other Fees and Costs: \$0<sup>1</sup>

- Two Stacks
- a. \$12,645
  - b. Registration Fee: \$100
  - c. Other Fees and Costs: \$0<sup>1</sup>

- Three Stacks
- a. \$16,395
  - b. Registration Fee: \$100
  - c. Other Fees and Costs: \$0<sup>1</sup>

Add A Stack (Part-Time Accelerated only)

- a. \$3900 per stack
- b. Registration Fee: \$100
- c. Other Fees and Costs: \$0<sup>1</sup>

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<sup>1</sup> a. Students are required to provide their own laptops and software; b. Students that require a retake of a course within the program (instead of withdrawal and re-enroll), will be provided a first repeat stack free of charge. A second required retake or any elective retake will incur a cost of \$500. A student is allowed up to two (2) retakes per program with prior permission, unless mitigating circumstances are determined to void a previous retake.

3. Online Part-Time Flex:
  - a. \$8,895
  - b. Registration Fee: \$100
  - c. Other Fees and Costs: \$0<sup>1</sup>

### **Online Data Science Programs:**

1. Online Part-Time Data Science:
  - a. \$5,895
  - b. Registration Fee: \$100
  - c. Other Fees and Costs: \$0<sup>1</sup>

### **Online Cybersecurity Programs:**

1. Online Part-Time Cybersecurity:
  - a. \$16,395
  - b. Registration Fee: \$100
  - c. Other Fees and Costs: \$0<sup>1</sup>

Coding Dojo does not have fees for books, supplies, and materials. All of our teaching resources are available online and free of charge for the duration of your program. Meals, parking, and any other expenses not specifically mentioned above are the sole responsibility of the student.

Please note that Coding Dojo does not participate in any federal or state student aid programs.

For California Students: California students of approved institutions are required to pay into the Student Tuition Recovery Fund (STRF). For further detail, refer to Appendix C.

## **A. Deposit**

Once you've viewed this catalog, and signed your enrollment agreement, a \$1,000 deposit is due prior to the start of the program, in order to access course materials and begin the program. This will be applied to your outstanding balance.

Onsite & Online Full-Time:

After class begins, one half (1/2) of the remaining tuition is due on or before Wednesday of the first week of class and the remainder is due on or before Wednesday of the 7th week of class. Students will receive an email or notification

reminding them that payment is due.

#### Online Part-Time:

After class begins, four equal monthly payments will be due in order to remain in good standing for tuition payments. These payments will be an equal split of the remaining tuition. Students will have a payment schedule outlined in their Enrollment Agreement, and will receive an email or notification reminding them that payment is due.

#### Payment Plans:

Customizable payment plans are available if the above standard plans do not work for the financial needs of the student. Any plan that extends payment beyond the final day of the program must be separately documented, reviewed, and approved.

## B. Retaking Courses

Students that require a retake of a course within the program (instead of withdrawal and re-enroll), will be provided a first repeat stack free of charge. A second required retake or any elective retake will incur a cost of \$500. A student is allowed up to two (2) retakes per program with prior permission, unless mitigating circumstances are determined to void a previous retake.

Students must retake the course within the allotted maximum amount of time to complete the program.

## C. Late Payments

Tuition is considered late if it is not paid in full by the student's graduation date. If tuition is not paid in full within 30 days of graduation, Coding Dojo reserves the right to accrue interest at a rate of 7% compounded monthly, unless a different rate has been agreed to by Coding Dojo in writing. If tuition is not paid in full within 6 months of graduation, the remaining balance may be sent to a third-party debt collection agency and the student's graduation status revoked.

Coding Dojo reserves the right to cancel an enrollment or withdraw a student for delinquent past-due balances. Students who finance their Coding Dojo course with VA education benefits or other third-party funding will not be cancelled or dis-enrolled if tuition payments from the Department of Veterans Affairs or other third party are delayed.

## D. Scholarships

Coding Dojo may offer scholarships to students. We currently offer at least one company scholarship based on representation in tech.

Scholarship awards will be subtracted from your final tuition payment for your chosen program, applied at enrollment.

Scholarships are not stackable with other scholarships unless otherwise specified. Scholarships are stackable with non-scholarship promotions.

Students are encouraged to apply online upon acceptance into the program, before signing their enrollment agreement:

<https://www.codingdojo.com/scholarship-application>

### **Diversity Scholarship**

Onsite: \$1000

Online Full-Time: \$1000

Online Part-Time Accelerated:

1 Stack: \$500

2 Stacks: \$500

3 Stacks: \$1000

Add a Stack: Not available

Online Part-Time Flex: \$500

Online Part-Time Data Science: Not available

Online Part-Time Cybersecurity: \$1000

The Diversity Scholarship is intended to support and encourage underrepresented groups in the technology industry. This includes, but is not limited to: Women, people of color, LGBTQIA, and individuals over the age of 55.

### **Women in Tech Scholarship**

Onsite: \$1000

Online Full-Time: \$1000

Online Part-Time Accelerated:

1 Stack: \$500

2 Stacks: \$500

3 Stacks: \$1000

Add a Stack: Not available

Online Part-Time Flex: \$500

Online Part-Time Data Science: Not available

Online Part-Time Cybersecurity: \$1000

The Women in Tech Scholarship is intended for aspiring female computer programmers who require financial assistance to launch their careers. This initiative is offered to support women in the technology industry, who as a demographic are highly underrepresented.

### **Military Retraining Scholarship**

Onsite: \$1000

Online Full-Time: \$1000

Online Part-Time Accelerated:

1 Stack: \$500

2 Stacks: \$500

3 Stacks: \$1000

Add a Stack: Not available

Online Part-Time Flex: \$500

Online Part-Time Data Science: Not available

Online Part-Time Cybersecurity: \$1000

The Military Retraining Scholarship is intended to assist military veterans and current servicemen/women to transition their careers to web and software development. A copy of DD 214, DD 256, or NGB 22 is required with the application.

### **Career Reinvention Scholarship**

Onsite: \$1000

Online Full-Time: \$1000

Online Part-Time Accelerated:

1 Stack: \$500

2 Stacks: \$500

3 Stacks: \$1000

Add a Stack: Not available

Online Part-Time Flex: \$500

Online Part-Time Data Science: Not available

Online Part-Time Cybersecurity: \$1000

The Career Reinvention scholarship is intended for experienced professionals who have “hit a wall” and are eager to reinvent their careers, but are unable to afford the professional assistance required to refine their skill sets.

## E. Additional Discounts

**Early Registration Discount (ERD):** \$250 - Upon acceptance into the program, a \$250 discount is taken off the deposit price if the Student's deposit is paid within five (5) days of receiving their acceptance. This discount is only applied if no other deposit adjustments are applied to the program and the deposit is not covered by a third party.

Early Registration Discount is stackable with other promotions and scholarships.

**Full Payment Discount (PIF):** \$250 or \$500 - If full outstanding tuition is paid before the first day of class the student will receive \$250 or \$500 off the total tuition price per their program below. Discount is not applicable to third party payment providers.

Full Payment Discount is stackable with other promotions and scholarships.

Onsite: \$500

Online Full-Time: \$500

Online Part-Time Accelerated:

1 Stack: \$250

2 Stacks: \$250

3 Stacks: \$500

Add a Stack: Not available

Online Part-Time Flex: \$250

Online Part-Time Data Science: \$250

Online Part-Time Cybersecurity: \$500

**Friends & Family Plan** (also called the Buddy Discount or Buddy Program)

Availability: Ongoing and not limited to a time of year

Incoming prospective students can save up to a set amount of money off their total tuition for our programs by starting any of our programs that share the same start date and program type with a friend, family member, or any individual who is acquainted with said students.

The student must join with at least one fellow student who is a friend, family member, or any individual who is acquainted with said student. The two said students must both also meet Coding Dojo's standard admissions requirements.

Onsite FT: \$1000 per person max  
Online FT: \$1000 per person max  
Online PT Accelerated: \$500 per person max  
Online PT Flex: \$500 per person max  
DS PT 12WK: \$500 per person max  
Cyber PT: \$1000 per person max

\*\*\* This promotion is not eligible for anyone located in CA or Texas.

### **Referral Program:**

Availability: Ongoing and not limited to a time of year

Any individual can receive up to \$500 as a check or gift card (various vendors available) for referring new students to the program. New students will receive a \$500 discount to their tuition for verified referrals. Referral information is automatically tracked and verified via our referring platform. The referred student must meet all enrollment requirements and successfully graduate from the program for the payment to be made to the referring individual. Payment is automatically issued once the referred student enters their third stack if enrolled in the Full-Time program, or when they enter the Projects & Algorithms section of the Part-Time program.

Note: For new students, the Referral discount can be stacked with other promotions.

- California Residents - compensation capped at \$100 per year
- Texas Residents - not eligible

## F. Post-Graduation

**Alumni Referral:** Graduates of the program can receive up to \$500 as a check or gift card (various vendors available) for referring new students to the program. New students will receive a \$500 discount to their tuition for verified referrals. Referral information is automatically tracked and verified via our referring platform. The referred student must meet all enrollment requirements and successfully graduate from the program for the payment to be made to the referring individual. Payment is automatically issued once the referred student enters their third stack if enrolled in the Full-Time program, or when they enter the Projects & Algorithms section of the Part-Time program.

**Note:** For new students, the Alumni Referral discount can be stacked with other promotions.

- California Residents - compensation capped at \$100 per year

- Texas Residents - not eligible

**Alumni Pass:** All students regardless of program can access their course materials for 6 months following graduation. After 6 months, a student can choose to purchase continued access to their materials for \$49.99/mo or \$499.00/year. This purchase - called the alumni pass - also gives the student access to the following stacks:

- C#
- iOS
- Java
- MERN
- MEAN
- LAMP
- Ruby
- Python
- Web Fundamentals

Data Science and Cybersecurity curricula are not currently available in the alumni pass.

#### **Alumni Program Discounts:**

Graduates of any program that presents a certificate of completion can receive a discount of \$500 for joining a new program, provided the course topic is different from their original course. This does not apply to an "add on" stack for Part Time Accelerated.

Different opportunities for funding exist - talk to your admission specialist or campus staff to learn more.

## G. Quarterly Promotions

Every year we run promotions throughout the four quarters of the year. These promotions will either have a limited time of availability or be available on an ongoing basis, until further discussion and a decision takes place internally to discontinue a promotion.

The following planned promotions for this upcoming year include, but are not limited to:

#### **Fresh Start Fund Scholarship**

Availability: January 1st, 2021 to June 30th 2021

This promotion is not stackable with other scholarships unless otherwise stated. This promotion can be stacked with other promotions.

The Fresh Start Fund Scholarship is a limited time only scholarship program designed to financially support our most financially disadvantaged students. With the Fresh Start Fund Scholarship, prospective incoming students for our programs can qualify for \$1500 or \$1000 based on program if they have an income of less than \$40,000/year. If approved, a recent paystub must be submitted to prove eligibility.

The Fresh Start Fund Scholarship award will be subtracted from your final tuition payment for your chosen program, applied at enrollment.

To qualify for the scholarship, incoming students will need to submit a scholarship in our scholarship essay portal here: <https://www.codingdojo.com/fresh-start-fund>

Online Full-Time: \$1500

Onsite Full-Time: \$1500

Online Part-Time Accelerated:

1 Stack: \$1000

2 Stacks: \$1000

3 Stacks: \$1500

Online Part-Time Flex: \$1000

Online Part-Time Data Science: Not Available

Online Part-Time Cybersecurity: \$1500

### **Open House Voucher**

Availability: Ongoing and not limited to a time of year

This promotion is stackable with other scholarships and discounts.

Attendees of our virtual Open Houses for our Software Development bootcamp are provided a promotion code to save \$100 off their final tuition for our Onsite Full-Time bootcamp, Online Full-Time Bootcamp, Part-Time Accelerated Bootcamp, our Part-Time Flex Bootcamp. Attendees of open houses for Data Science or Cybersecurity will also receive a code for their respective programs.

### **Summer Tuition Lock-In Promotion**

Availability: Available until December 31st, 2021

On July 1st, 2021, Coding Dojo will increase tuition for the following programs below:

Program Name	Current	New Tuition	Effective on
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	Tuition		
Onsite Software Development	\$15,995	\$16,495	7/1/2021
Online Full-Time Software Development	\$15,995	\$16,495	7/1/2021
Online Part-Time Accelerated (1 Stack)	\$7,995	\$8,995	7/1/2021
Online Part-Time Accelerated (2 Stack)	\$11,995	\$12,745	7/1/2021
Online Part-Time Accelerated (3 Stack)	\$15,995	\$16,495	7/1/2021
Online Part-Time Flex	\$7,995	\$8,995	7/1/2021
Online Part-Time Data Science	\$4,995	\$5,995	7/1/2021

Prospective students who enroll for these Coding Dojo programs prior to July 1st, 2021, are eligible to receive or “lock-in” the lower tuition amounts when the promotion is active. Prior to July 1st 2021, students may “lock-in” lower tuition for any future start of these programs by submitting their application for said programs.

## 5. Financing

Coding Dojo does not currently participate in federal or state financial aid programs, and we do not provide institutional financing. However, students have the option to finance all or a portion of their tuition at Coding Dojo through independent, private funding sources. Note that certain Coding Dojo locations participate in the VA educational benefits programs, see our Veterans' Information Bulletin (appendix E) for more information.

Student loans must be repaid with interest, and taking out a loan is a big decision. Before entering into a student loan, you should ensure that you have read and fully understand the loan terms and your repayment obligations.

Coding Dojo has entered into an agreement with Ascent Funding (previously Skills Fund) and other lenders to offer loans to its students. If you choose to take out a loan to finance your program, you are not obligated to choose Ascent Funding or another of our partners as your lender, and Coding Dojo receives no benefit if you do. If you choose to pursue financing, keep in mind that there may be multiple other options available to you, and we encourage you to explore them all fully before working with any lender.

For more information please visit: <https://partner.ascentfunding.com/codingdojo/>

### **Workforce and Worker Retraining Programs**

Where possible, we work with state programs to help students with covering tuition. Please check with your admissions specialist to find out if your campus participates in any of these programs and whether you qualify.

Coding Dojo, and all of the programs it offers, are not approved by a federal accrediting agency or by the United States Department of Education.

## 6. Program Descriptions

### A. Definition of Course Time

Course time is measured by course hour, which is defined as not less than 50 minutes or more than 60 minutes of: class, lecture, recitation, faculty-supervised laboratory, shop training, or internship.

### B. Onsite Programs:

#### Onsite Software Development

**Typical Program Length:** 14 Weeks

Total Course Hours for Onsite Software Development: 560 (240 lecture and 350 lab/hands-on) This does not include the expected additional 40-60 hours of outside class work per week. This does not include any retakes.

#### **Program Overview**

In the Onsite Software Development program, students master the fundamental building blocks of web and software development. Students learn the basics of how the web works, front-end development, back-end development, and database development; thus, making them highly valuable as an entry-level software developer. Beginning with an introduction to web fundamentals, students learn basic HTML, CSS, and JavaScript to design and manipulate user interfaces. Then, students explore a set of popular back-end languages and technologies to master the request-response cycle to manage and manipulate data. By the end of the program, students will have gained the necessary skills to become an entry-level developer.

**Courses** (see Appendix for course descriptions)

- Web Fundamentals - Required
- Python - Required
- A selection of 2 of the following courses, contingent on location availability
  - Java - see website for location availability
  - MERN - see website for location availability
  - C# / .NET - see website for location availability
  - Ruby on Rails - Dallas only
  - MEAN - Dallas only

**Certificate or Diploma:** Certificate of Achievement

Upon completing the program requirements and meeting graduation requirements, students receive a Certificate of Achievement for the Onsite Software Development Program. The certificate indicates the student will be able to:

- Function as an entry-level developer by practicing coding techniques and

- communicating technical aspects of a project.
- Seek entry-level employment in various fields of technology including, but not limited to, web development, software development, software engineering, web design, quality assurance and testing.

## C. Online Programs

### Online Full-Time Software Development

**Typical Program Length:** 14 Weeks

Total Course Hours for Onsite Software Development: 560 (240 lecture and 350 lab/hands-on) This does not include the expected additional 40-60 hours of outside class work per week. This does not include any retakes.

#### **Program Overview**

In the Online Software Development program, students master the fundamental building blocks of web and software development. Students learn the same skills as onsite they learn the basics of how the web works, front-end development, back-end development, and database development; thus, making them highly valuable as an entry-level software developer. Beginning with an introduction to web fundamentals, students learn basic HTML, CSS, and JavaScript to design and manipulate user interfaces. Then, students explore a set of popular back-end languages and technologies to master the request-response cycle to manage and manipulate data. By the end of the program, students will have gained the necessary skills to become an entry-level developer.

**Courses** (see Appendix for course descriptions)

- Web Fundamentals - Required
- Python - Required
- MERN - Required
- Java - Required

**Certificate or Diploma:** Certificate of Achievement

Upon completing the program requirements and meeting graduation requirements, students receiving a Certificate of Achievement for the Online Software Development Program. The certificate indicates, the student will be able to:

- Function as an entry-level developer by practicing coding techniques and communicating technical aspects of a project.
- Seek entry-level employment in various fields of technology including, but not limited to, web development, software development, software engineering, web design, quality assurance and testing.

### Online Part-Time Accelerated Software Development

**Typical Program Length(depending on how many stacks):** 16 Weeks-32 Weeks

Total Course Hours for Accelerated Software Development 1 Stack bundle: 336 (32 lecture, 304 lab). This does not include the expected additional few hours of outside class work per week.

Total Course Hours for Accelerated Software Development 2 Stack bundle: 504 hrs (48 lecture, 465lab) for students who do not bundle and additional stack onto their program. This does not include the expected additional few hours of outside class work per week.

Total Course Hours for Accelerated Software Development 3 Stack bundle: 672 (64 lecture, 608lab). This does not include the expected additional few hours of outside class work per week.

**Notes:**

Should a student purchase the 1 or 2 stack option and decide to add onto their program, students have the option to purchase additional stacks. Additional stacks are not eligible for scholarships or discounts.

**Program Overview**

In the Online Part-Time Accelerated Software Development program, students master the fundamental building blocks of web and software development. Students learn the basics of how the web works, front-end development, back-end development, and database development; thus, making them highly valuable as an entry-level software developer. Students select either one, two, or three stack bundle as their program of study. Beginning with an introduction to web fundamentals, students learn basic HTML, CSS, and JavaScript to design and manipulate user interfaces. Then, based on the number of stacks they selected, students explore one, two, or three popular back-end languages and technologies to master the request-response cycle to manage and manipulate data. By the end of the program, students will have gained the necessary skills to become an entry-level developer.

This program is Ideal for students interested in web development who cannot attend the onsite program.

**Courses** (see Appendix for course descriptions)

- Web Fundamentals - Required
- Python - Required
- A selection of the following based on stack bundle option
  - MERN
  - Java
- Algorithms and Projecta - Required

**Certificate or Diploma:** Certificate of Achievement

Upon completing the program requirements and meeting graduation requirements, students receive a Certificate of Achievement for the Online Part-Time Accelerated Software Development Program. The certificate indicates, the student will be able to:

- Function as an entry-level developer by practicing coding techniques and communicating technical aspects of a project.
- Seek entry-level employment in various fields of technology including, but not limited to, web development, software development, software engineering, web design, quality assurance and testing.

## Online Part-Time Flex Software Development

### **Typical Program Length:** 28 Weeks

Total Course Hours for Part-Time Flex: 324 (32 lecture and 292 lab/hands-on). This does not include retakes.

### **Program Overview**

Our Flex Bootcamp is a flexible alternative that provides online access to our Web Fundamentals and one additional stack.

In the Online Part-Time Flex Software Development program, students master the fundamental building blocks of web and software development. Students learn the basics of how the web works, front-end development, back-end development, and database development; thus, making them highly valuable as an entry-level software developer. Beginning with an introduction to web fundamentals, students learn basic HTML, CSS, and JavaScript to design and manipulate user interfaces. Then, students explore one popular back-end language and technology to master the request-response cycle to manage and manipulate data. By the end of the program, students will have gained the necessary skills to become an entry-level developer.

Ideal for students interested in web development who cannot attend dedicated the hours necessary for onsite or the Online Part-Time Accelerated.

### **Courses** (see Appendix for course descriptions)

- Web Fundamentals - Required
- Python - Required

### **Certificate or Diploma:** Certificate of Achievement

Upon completing the program requirements and meeting graduation requirements, students receive a Certificate of Achievement for the Online Part-Time Flex Software Development Program. The certificate indicates, the student will be able to:

- Function as an entry-level developer by practicing coding techniques and communicating technical aspects of a project.
- Seek entry-level employment in various fields of technology including, but not limited to, web development.

## D. Online Part-Time Cybersecurity Bootcamp

### **Program Length:** 24 Weeks

Total Course Hours for Part-Time Cybersecurity: 480 (96 lecture, 384 lab). This does not include the expected additional hours of outside class work per week

### **Retake policy:**

Dependent on the cohorts availability or frequency retakes may not be available, instead there could be an opportunity for a restart.

### **Program Overview**

Within the Cybersecurity program, students learn the skills necessary to assist in the identification, assessment, and reporting of technology and information security risks. The program also provides students with the knowledge necessary to determine information system vulnerabilities and residual risks based on the analysis of technical artifacts, interviews, and evaluations of IT systems.

The course covers the leading approaches to managing cybersecurity, including 'defense in depth' and the National Institute of Standards and Technology (NIST) Cybersecurity Framework. The Cybersecurity Bootcamp program includes instruction towards CompTIA Security+ and CySA+ certifications. Through labs with sandboxed virtual machines, the course provides hands-on training in CEH type scenarios, defensive and offensive cybersecurity, networking, systems, web technologies, and databases. Assignments span PC and server software, application, and code with a solid technical background in computer vulnerabilities, attack vectors, exploits, and mitigation controls.

To round out the program, students conduct event and incident investigations to include computer intrusions, infections, and unauthorized access or usage and provide reports to management and recommend sound remediation and mitigation.

Graduates will receive vouchers for two CompTIA certification exams, CompTIA Security + and CompTIA CySA+.

### **Courses** (see Appendix for course descriptions)

- Cybersecurity Core
- Cybersecurity Intermediate
- Cybersecurity Professional

### **Attendance:**

- 80% attendance to Tue/Thur lectures required

### **Graduation Requirements:**

- Greater than 80% attendance throughout the entire course
- Completion of 70% of course assignments
- Red belt or better on 2 belt exams

### **Certificate or Diploma:**

Upon completing the program requirements and meeting graduation requirements, students receive a Certificate of Achievement for the Online Part-Time Cybersecurity Program.

- Assist in the identification, assessment, and reporting of technology and information security risks. Data analysis by students will produce meaningful, measured metrics from risk management programs.
- Understand leading approaches to managing cybersecurity, including 'defense in depth' and the National Institute of Standards and Technology (NIST) Cybersecurity Framework
- Hands-on training in CEH type scenarios, defensive and offensive cybersecurity, networking, systems, web technologies, and databases.
- Conduct technical analysis, suggest change control recommendations, and communicate with business customers

## **E. Online Part-Time Data Science Bootcamp**

**Program Length:** 12 Weeks

Total Course Hours for Part-Time Data Science: 240 (24 lecture and 216 lab/hands-on). This does not include retakes.

### **Retake policy:**

Dependent on the cohorts availability or frequency retakes may not be available, instead there could be an opportunity for a restart.

### **Program Overview**

We turn data beginners into data pros by teaching a job-applicable balance between practice and theory. Our “Learn by Doing” training will give you hands-on experience in today’s most in-demand Data Science technologies and methodologies, from data cleaning all the way to advanced machine learning concepts.

**Courses** (see Appendix for course descriptions)

- Data Science Fundamentals
- Machine Learning

- Advanced Machine Learning

**Certificate or Diploma:** Certificate of Achievement

**Attendance and Graduation:**

- 90% core assignment completion
- 80% attendance
- Successful passing of all belt exams to graduate

Upon completing the program requirements and meeting graduation requirements, students receive a Certificate of Achievement for the Online Part-Time Data Science Program.

- Learn the end-to-end data science process including data prep, data analysis, visualization, as well as use cases for both machine learning and deep learning algorithms
- An understanding of the importance of machine learning and future growth of the industry
- Learn how to retrieve and manipulate data using Python and SQL
- A deep understanding of the strengths and weaknesses of different Machine Learning algorithms
- Walk away with a work-applicable understanding of the Data Science process and how to use the methodologies and tools to solve real-world problems in business and academia
- Walk away with a portfolio to showcase to prospective employers

# 7. Schedule

## A. Onsite: Normal Hours of Operation

The business office of each campus is open Monday - Friday, 8:30am – 5:30pm (except for holidays). Onsite course lectures and supervised lab sessions are held Monday – Friday, 8:30am to 5:30pm (except for holidays). Students are encouraged to arrive early and/or stay late to work independently or in study groups.

Each campus is generally open from 8am to 6pm, Monday through Friday (except for holidays), with some campuses offering extended hours. Each student will have access either through a code, a key card, or some other form that protects entry or provides campus security. You will receive more information on access during orientation for the program. Please consult with your designated campus staff for more information for accessing your campus.

We do our best to ensure a safe and protected environment, however, Coding Dojo is not responsible for any personal property on or kept on the campus. Coding Dojo and staff are not liable for personal injury or for damage to or loss of personal property in or about the premises, regardless of the cause of such injury, loss, or damage, including but not limited to interruption of utilities or other casualty or failure of appliances.

Breaks (10 minutes or less) and mealtimes (one hour or less) are included in the daily schedule.

### Morning Session

#### **Algorithms**

We'll challenge the class to solve an algorithm in groups - drafting solutions and ideas - and present some solutions. Then, as a whole group, we will collaborate and discuss. The difficulty of the algorithm will increase as you progress through the program.

Why algorithms? A strong foundation in algorithms is key to being a successful developer. Regardless of which week you're in, algorithms will always be a core piece of your schedule. Drafting out solutions to complex algorithms in a small group setting is an essential part of daily life as a developer and a critical element of job interviews, and we want all our students to be equipped for success.

#### **Lectures and Discussion**

Students are expected to review the discussion topics prior to the discussion session. Discussion sessions recap and clarify key learning objectives that will be implemented and solidified throughout the day. Discussion sessions typically last about 20-30 minutes and focus on heavily engaging student participation.

### **Student-Teacher Ratio**

Coding Dojo maintains a twenty-five (25) to one (1) ratio of students to instructional staff for Full-Time programs, and forty five (45) to one (1) for the part-time programs. Instructional staff include Lead Instructor, Associate Instructor, and/or Teaching Assistants.

### **Group Activities**

Some days start with an assignment to work on with your classmates. The assignment will often cover a difficult aspect of the curriculum, to explore through collaboration and verbalization of concepts. Collaboration and the ability to communicate with other developers is also a key skill for any modern developer.

### Afternoon Session

#### **Tech Talks**

We'll occasionally host visitors from the local tech community to share their experience and career advice to students during the lunch hour. Visitors may include seasoned developers, hiring managers from tech companies, CTOs, startup founders, alumni, and more!

#### **Special Sessions**

Based on an Instructor's evaluation of student needs, special sessions may be held to address problematic concepts in the curriculum for groups of students.

#### **Lab Time**

It's crunch time at the Dojo. This is where most of your learning will take place (and most of your growing pains!). Afternoons are spent in supervised lab sessions working through course content, assignments, and projects on the new curriculum for the day. Instructional staff will be available for questions or issues as they come up.

### After Hours

#### **24/7 Access to Course Materials**

Even with the instructional staff gone, you'll still have full access to all the course content on our online learning platform. Without any interruptions you can continue your learning throughout the night and at home.

#### **Online Chat Support**

Coding Dojo leverages an online chat service (e.g. Discord, Mattermost) to encourage students to collaborate at any time of the day from anywhere. This is also a typical tool used in the industry and is a good way for students to get exposed to industry life.

We work hard to keep these schedules, but please note that the Instructor has discretion to vary the time or order of the day in order to most effectively present material.

## B. Onsite Facilities and Equipment

The school's equipment complies with the applicable federal, state, and local ordinances and regulations, including those requirements as to fire safety, building and health. Coding Dojo's locations include accessible, safe, well-lighted and ventilated classrooms, men's and women's restrooms, and offices for the business team. Equipment in the classroom and student areas is owned by Coding Dojo and includes the following: projector, whiteboards, monitors, printers, couches, tables, TVs and chairs.

Coding Dojo provides a monitor workstation for each student, an immersive learning environment filled with like-minded students and alumni, a complimentary coffee/tea and snack bar, break areas with sofas and lounge chairs whenever possible, a kitchen to store meals, and high-speed internet.

Students are responsible for providing their own laptop and are expected to keep their equipment up-to-date and in working condition. Minimum requirements for laptops are listed above in the Computer Requirements section.

All instructional materials for coursework are provided to each student. Should additional learning materials be sought, students have access to volumes of video tutorials for studying through Coding Dojo's learning platform. Access to these materials is provided to each student upon enrollment and is available for use 24/7.

## C. Online Part-Time Course Schedule

Students in the Online Part-Time Software Development Program are given various mediums to learn software development subject matter.

Discussion topics are delivered 3 times per week on the learning platform which are meant to expand a student's learning by researching an applicable topic and responding in short-answer format.

Lectures are given twice a week, live over video-conferencing software, all lectures are recorded, and deliver concepts the student will need to complete assignments. In any given week, a student will be responsible for completing various assignments on the current subject matter to help them reach familiarity through application building. Students are also equipped with a checklist, cohort communication tool, access to code review and access to online teaching assistants in the evenings and weekends.

## D. Holidays

The school observes and honors the following holidays:

- **New Year's Day** (Jan 1st) *(if this falls on a Saturday, the holiday time off will be the Thursday before, if it falls on a Sunday, the holiday time off will be the Monday after)*
- **Martin Luther King Jr. Day** (Third Monday in January)
- **President's Day** (Third Monday in February)
- **Memorial Day** (Last Monday in May)
- **Independence Day** (July 4)
- **Labor Day** (First Monday in September)
- **Veteran's Day** (November 11<sup>th</sup>)
- **Thanksgiving Break** (Fourth Thursday and Friday of November)
- **Winter Break** (Dec 24<sup>th</sup> and Dec 25<sup>th</sup>) *(If Dec 25<sup>th</sup> falls on a Saturday, Winter Break will be the Thursday and Friday prior; if Dec 25<sup>th</sup> falls on a Sunday, Winter Break will be the Monday and Tuesday after)*
- **New Year's Eve** (Dec 31<sup>st</sup>)

These dates are taken into consideration prior to class starting, and any make up classes necessary are already incorporated into the schedule.

If you observe additional holidays, please contact your campus staff and inform them prior to enrollment so that we may take reasonable steps to accommodate your schedule.

## E. Inclement Weather Policy

Your campus staff or instructor will notify students of campus closings during inclement weather. Generally, campuses follow state and local closures, but it is the responsibility of the student to confirm closures with campus staff. Instructors may choose to reschedule missed lectures with advance notice to students.

## 8. Attendance Policies

### A. Onsite Full-Time Attendance

Daily attendance is taken by Coding Dojo instructional staff. Students are required to be present for a **minimum of 80%** of class course hours for each stack. Excused absences are not counted against a student's attendance percentage, with prior approval and relevant documentation (see section C. Full-Time Excused Absence).

Any student who is absent for three (3) consecutive days without prior approval or excused absence, or absent more than 20% of each scheduled stack time at the end of the stack, whichever is less, will be withdrawn from the program.

- 2 week stack - maximum of 2 days
- 4 week stack - maximum of 4 days

### B. Online Full-Time Attendance Policy

Daily attendance is taken three times a day (sessions): once during morning algorithms, once following lecture, and once in the afternoon. Students are required to be present for a **minimum of 80%** of class course hours for each stack. Excused absences are not counted against a student's attendance percentage, with prior approval and relevant documentation (see section C. Full-Time Excused Absence).

Any student who is absent for three (3) consecutive days without prior approval or excused absence, or absent more than 20% of each scheduled stack time at the end of the stack, whichever is less, will be required to withdraw from the program.

- 2 week stack - maximum of 2 days or 6 cumulative sessions
- 4 week stack - maximum of 4 days or 12 cumulative sessions

### C. Full-Time (Online and Onsite) Excused Absence Policy

Campus staff may **excuse up to 10%** of a student's attendance for special or mitigating circumstances outside the control of the student. In those cases, the circumstances must be provided, in writing, to campus staff as soon as possible. Below are acceptable forms of documentation for excused absences:

- Documentation of physical or mental health circumstances, signed by a licensed health professional
- Documentation of Force Majeure or Mitigating Circumstances, accepted as a signed document or signed written statement

Students may also request an excused absence in cases of illness, the death of a close relative, or when observing a religious holiday. Excused absences will be

tracked by instructional staff. Students are permitted no more than the following excused absences based on the duration of the stack.

- 2 week stack - 1 full day or 3 cumulative sessions
- 4 week stack - 2 full days or 6 cumulative sessions

## D. Online Part-Time Attendance Policy

For the online part-time program, student attendance is monitored by their participation on the Online Learning Platform by way of posting on discussion forums.

Every week, two discussion questions (or just one in Part-Time Flex) will be posted to the online forum. Students **must** log in and post to the Online Learning Platform and contribute to the online forum question in order to receive attendance credit for that question. Questions are open for 1 week from Monday 12:00am PST through Sunday 11:59pm based on the Pacific Time zone.

Students are required to submit a **minimum of 80%** of discussions for each stack. A student who has not logged on to the Online Learning Platform and posted on their assigned Discussion for more than five (5) consecutive assigned sessions, is considered **inactive**. In this instance, the student will face termination from the bootcamp if they are unable to be reached by Coding Dojo staff.

A student who has missed more than 20% of the required discussions by the end of the stack will be required to withdraw from the program.

## E. Part-Time Excused Discussions Policy

Campus staff may excuse up to 10% of a student's missed discussions for special or mitigating circumstances outside the control of the student. In those cases, the circumstances must be provided, in writing, to campus staff as soon as possible. Below are acceptable forms of documentation for excused absences:

- Documentation of physical or mental health circumstances, signed by a licensed health professional
- Documentation of Force Majeure or Mitigating Circumstances, accepted as a signed document or signed written statement

Students may also request an excused discussion in cases of illness, the death of a close relative, or when observing a religious holiday. Excused discussions will be tracked by instructional staff. See part D for excused discussion allowance per part-time program.

## F. Holidays and Program Breaks

Coding Dojo observes US holidays and also holds scheduled breaks during the course of the year for internal purposes. Any holiday or break where instruction resumes in fewer than seven (7) days (including weekends) is included as part of a

student's overall attendance.

- Holidays and breaks that fall in this timeframe are treated as excused absences. However, these do not count against a student's two (2) day excused absence policy, as class is not in session.

Holidays and breaks of one week or longer do not count towards attendance.

## G. Leave of Absence and Postponement

Due to the fast pace and short time span, leaves of absences are disruptive to the curriculum style and can significantly hinder student success. If a student has a situation that requires them to miss more than the allotted absences, the student will be withdrawn from the program and any refunds will be processed. If a student decides to come back later, and were previously in good standing, the student can enroll in the next available cohort. Please talk with campus staff regarding options before making any decisions to leave the program.

Active military service members that are called to active duty during the program are permitted a leave period of up to eight (8) weeks. Students with written documentation of an emergency situation are permitted a leave period of up to eight (8) weeks. Upon return, the student will start at the beginning of the course they were in when they were called away (see appendix E.).

Students are also permitted a Leave of Absence up to 8 weeks for extensive medical circumstances and will require documentation signed by a licensed health professional.

A student may postpone once per program, for up to 4 weeks, given outside circumstances and will need documentation for Force Majeure or Mitigating Circumstances, accepted as a signed document or signed written statement. The postponement will extend from the date of request until the next start date of either the same stack or the next stack in sequence.

## H. Student Housing

Coding Dojo does not assume responsibility for student housing, does not have dormitory facilities under its control, and does not offer student housing assistance.

## 9. Academic Policies

### A. Student Standing

Student progress will be reviewed each Monday of a stack, with the exception of the first Monday of the stack, and at the completion of the stack. Each progress check will result in one of the following student standings.

A student is making **Satisfactory Progress** if the student is at or above 90% of core assignments at each progress checkpoint and/or at the end of each stack.

A student is making **Marginal Progress** if the student is between 60% and 89% of core assignments at each progress checkpoint and/or at the end of each stack.

- Students at this standing are placed on an Academic Improvement Plan.

A student is making **Unsatisfactory Progress** if the student falls at or below 59% of core assignments at each progress checkpoint and/or at the end of each stack.

- Students at this standing are placed on Academic Probation and an Academic Improvement Plan.

A final progress check will occur at the end of the student's program to confirm that the student has met all requirements for graduation.

### B. Make-up Policy

Students are required to meet 90% core assignments during each stack throughout the program. This is independent of student attendance or excused absences within a stack.

A student may not make up assignments once a stack has concluded. Any retakes that result from not meeting the 90% core assignment minimum will require students to redo and resubmit previous work during the retake, as each stack attempt is independently reviewed for program progress. Only the most recent attempt in a stack is counted towards graduation requirements.

### C. Academic Improvement Plan

A student may be determined to be placed on an Academic Improvement Plan given any of the following:

- Falling below 90% core assignment completion, as determined through regular review of student progress.
- Submission of invalid assignments, including but not limited to:
  - Empty assignment submissions

- Completely unrelated submissions (eg: Cat Pictures)
- Assignments that are missing greater than 50% of required elements (eg: HTML/CSS assignment without CSS)

Students who are placed on an academic improvement plan are recommended to do the following until the student is determined to be making satisfactory progress:

- Schedule a 1:1 with the instructor to review progress and understanding of course material.
- Attend all scheduled appointments with Coding Dojo staff, including any additional mandatory Code Reviews.

Students who fail to meet all academic improvement plan requirements and/or fail to meet progression standards will remain on an academic improvement plan at the following progression check during the stack. Students who fail to reach satisfactory progress by the end of the stack will be placed under academic review to determine the course of action, which may include:

- Retake of stack
- Withdrawal from program
- Program transfer (for Web Fundamentals stack only)

## D. Academic Probation

A student may be determined to be under Academic Probation given any of the following:

- Falling below 60% of core assignment completion, as determined through regular review of student progress.
- Academic Dishonesty on assignments of any sort, including but not limited to:
  - Submission of previous assignments, presented as current assignments.
  - Plagiarized assignments
  - Repeat offence of empty or completely unrelated submissions
- Missing a code review without prior notification or a valid excusable reason

Students who are placed under academic probation are required to do the following until the student is determined to be making Marginal Progress:

- Contact their Student Support Manager and current instructor to schedule regular updates on their academic progress.
- Schedule a 1:1 with the instructor to review progress and understanding of course material.
- Attend all scheduled appointments with Coding Dojo staff, including any additional mandatory Code Reviews.
- Participate in required algorithms, lectures and discussions

A student's status of Academic Probation may be lifted once the student returns to Marginal Progress standing (defined above) at minimum or is excused. A student is allowed one excused academic probation per stack. An instance of academic probation may be excused with one of the following:

- Documentation of physical or mental health circumstances, signed by a licensed health professional
- Documentation of Force Majeure or Mitigating Circumstances, accepted as a signed document or signed written statement

Students who meet all academic probation requirements and/or fail to meet progression standards will be placed on a second instance of academic probation at the following progression check during the stack. Students who fail to reach good standing by the end of the stack will be placed under academic review to determine

- Retake of stack
- Withdrawal from program
- Program transfer (for Web Fundamentals stack only)

Three or more instances of unexcused academic probation on a student's record will be grounds for academic dismissal from the program.

## E. Academic Dismissal and Expulsion

The following criteria will result in immediate review for Academic Dismissal:

- Three or more times on Academic Probation for any reason, including but not limited to Academic Dishonesty
- Following two retakes during the program, provided the student does not meet graduation requirements

The following criteria will result in immediate expulsion review:

- Harassment or discrimination of any kind against staff or fellow students, or other violation(s) of the student's Code of Conduct
- Academic Dishonesty on exam
- Two or more times on Academic Probation due to Academic Dishonesty on assignments

A student will be notified via email of our need for a meeting regarding any potential review of academic dismissal or expulsion. This meeting will be the opportunity to discuss the findings with the student and for the student to discuss the circumstances and any requests for leniency.

Following this meeting, regardless of whether or not the student attends, Coding Dojo will make a determination on the provided evidence for academic dismissal or expulsion and notify the student in a follow-up email of their program status and next steps.

Students who are withdrawn via an Academic Dismissal are treated as a standard withdrawal and are eligible for standard refund and prorate policies based on their state's laws and their program enrollment agreement.

Students who are expelled are not eligible for a refund. Coding Dojo reserves the right to keep up to 100% of all tuition paid or due on the program when students are expelled from a program. Furthermore, students who are expelled are not eligible to reapply for a new or different program with Coding Dojo.

## F. Withdrawal

A student may be deemed to have withdrawn from a program of instruction when any of the following occurs:

1. The student notifies the institution, in writing and formally sent to local campus staff via mail or email, of the student's intent to withdraw.
  - a. A review of the student's concerns will be conducted prior to any student requested withdrawal.
2. The institution terminates the student's enrollment for any of the following:
  - a. Failure to maintain progress standards (see Academic Policies)
  - b. Failure to abide by the rules and regulations of the school
  - c. Absences in excess of maximum set forth by the school
  - d. Failure to meet financial obligations to the school

The date of withdrawal will be determined by the student's last date of attendance or assignment completion.

A student may appeal a decision to terminate by sending a written request to the school via Student Support at [support@codingdojo.com](mailto:support@codingdojo.com). The school will conduct an internal review of the decision and will determine whether the student should be readmitted.

## G. Readmission

Students who have been withdrawn from a program may request re-entry into a later program, unless the reason for the previous withdrawal was a code of conduct violation or other form of expulsion. A re-entry request will be considered when the reasons which caused the withdrawal have been rectified. Students may join the next available cohort start date and will be charged at the current published tuition rates.

# 10. Graduation Requirements

## A. Grading and Marking System

### Belt Exams

Belt exams are used to assess a student's progress during the program. These exams are timed in order to assess if a student is able to build an application within the allotted time frame.

Grades provided for belt exams are between 1-10. Grading system:

10.0 - Perfect (100%)  
9.5 - Near Perfect (95%)  
9.0 - Very Good (90%)  
8.5 - Good (85%)  
8.0 - Pretty Good (80%)  
Below 8.0 - Fail

The following Belt exams are administered, depending on the course:

- Yellow Belt - (Web Fundamentals) HTML, CSS, and JavaScript comprehension
- Orange Belt (Online-only) - Build an application with the following features or concepts: Basic CRUD operations using an MVC framework, backend validations and deploy to AWS (applies to Python, MERN, MEAN, Java, or C#/NET Core)
- Red Belt - [Must get 8.0+ to receive] Build an application with the following features or concepts: Basic CRUD operations using an MVC framework, backend validations, database integration and use (applies to Python, MERN, MEAN, Java, or C#/NET Core)
- Black Belt - [Must get 9.5+ to receive] All Red Belt features and concepts, in addition to advanced topics that could potentially include, but are not limited to, deployment, AJAX, Advanced SQL, and other technology-specific advanced topics.

Criteria for grading belt exams:

1. Required functionalities rendered on the application. Requirements are specified per exam.
2. Completion of requirements aside from the application (e.g. database).
3. Exam completed within the specified timeframe.

Belt exams are mandatory for each student to assess the level of skills they have acquired during the program.

**Students are allowed to retake the belt exam up to two (2) times if they fail on their initial attempt, prior to the start of the next course.**

## Assignments and Projects

Weekly, instructors assess the student's progress on the learning outcomes via a Code Review, wherein the instructor hosts a small group discussion where students present and explain their application of learning outcomes on a specific key assignment. Instructors use rubrics to provide feedback to students on their learning, as well as real-time commentary to help students develop their skills.

## Completion and Credentials

Successful completion of the program results in the award of a Certificate of Achievement.

Grades are based on Belt Exam scores and completion of assignments.

### Belt exams

- Students must get an 8.0 (or 80%) or higher on the stack's belt exam to progress to the next stack.
- Students are permitted to retake an exam specific to their stack up to two (2) times by stack evaluation date.

### Completion of Assignments

- Students must complete at least 90% or more of the stack's core assignments
- Students must upload their assignments through the online learning platform.
- Assignments will be given a grade of either "Pass" or "Fail".
- Incomplete assignments will be given a "Fail" grade

### **Important Note:**

Students will have an opportunity to retake Belt Exams (up to two (2) more times) prior to the end of the stack should they not pass on the initial take, but please note that should a student not pass by the time the stack is ready to move on the student will either be withdrawn, or subject to a \$500 fee for a retake of the stack. Not all stacks are offered monthly, therefore it is necessary to schedule the retake with campus staff in advance.

## B. Evaluation for Graduation Eligibility

**Students will receive regular progress reports that communicate** their attendance and progress in each stack of the program under the Academic Policies previously outlined. A final review of the student's program progress will be

completed at the end of the program to determine that the student is eligible for graduation.

To qualify for graduation, students must meet the following criteria:

#### Onsite Program

- Tuition paid in full or validated coverage by third party\*
- Meet the following Completion criteria:
  - Complete 90% or more of core assignments in each stack\*\*
  - At or greater than 80% attendance in each stack\*\*
  - Excused absences are not counted against a student's attendance percentage, with prior approval and relevant documentation (see section C. Full-Time Excused Absence), a maximum of 10% excused absences is allotted.
- Receive a Yellow Belt in Web Fundamentals
- Receive a Red Belt (or better) in Python
- Receive a Red Belt or better in at least 1 additional stack and meet completion requirements in the other stack.

#### Online Program (Full-Time)

- Tuition paid in full or validated coverage by third party\*
- Meet the following criteria:
  - Complete 90% or more of core assignments in each stack\*\*
  - At or greater than 80% attendance in each stack\*\*
  - Excused absences are not counted against a student's attendance percentage, with prior approval and relevant documentation (see section C. Full-Time Excused Absence), a maximum of 10% excused absences is allotted.
- Receive a Yellow Belt in Web Fundamentals
- Receive a Red Belt (or better) in Python
- Receive a Red Belt or better in at least 1 additional stack and meet completion requirements in the other stack.

#### Online Program (Part-Time Accelerated)

- Tuition paid in full or validated coverage by third party\*
- Meet the following Completion criteria:
  - Complete 90% or more of core assignments in each stack\*\*
  - At or greater than 80% discussion questions in each stack\*\*
  - Excused absences are not counted against a student's attendance percentage, with prior approval and relevant documentation (see section C. Full-Time Excused Absence), a maximum of 10% excused absences is allotted.
- Receive a Yellow Belt in Web Fundamentals
- Receive a Orange Belt (or better) in First Full Stack
- Meet Completion criteria in any bundled stacks
- Completion of Projects & Algorithms

#### Online Program (Part-Time Flex)

- Tuition paid in full or validated coverage by third party\*
- Meet the following Completion criteria:
  - Complete 90% or more of core assignments in each stack\*\*
  - At or greater than 80% discussion questions in each stack\*\*
  - Excused absences are not counted against a student's attendance percentage, with prior approval and relevant documentation (see section C. Full-Time Excused Absence), a maximum of 10% excused absences is allotted.
- Receive a Yellow Belt in Web Fundamentals
- Receive a Orange Belt (or better) in Python
- Completion of Projects & Algorithms

\* Graduation status will be revoked if the student fails to pay tuition in full within 6 months post-graduation date as expressed in section 4.B. Late Payments, or determined by an agreed upon payment schedule. Status will be reinstated upon full payment of missing tuition.

\*\*Eligible program stack is a stack that counts toward the program's completion. If a stack is retaken, only the most recent attempt at the stack is counted toward graduation requirements.

Upon successful graduation, students receive a Certificate of Achievement.

# 11. Career Services

Career Services is dedicated to supporting students and helping them achieve success throughout their journey at Coding Dojo. Coding Dojo isn't just training engineers, we're shaping people to be the best version of themselves each and every day. We want you to graduate confident in your abilities, knowledgeable about the industry, and career-ready.

Our Career Services team is here to help you navigate the tech industry. Throughout your studies they'll be working with you on all aspects of a job search, including how to search for a job, interviewing and networking skills, resume reviews, LinkedIn tips, Github, and more.

Although we have a great track record of helping students find jobs, Coding Dojo **makes no guarantee of employment.**

Coding Dojo's Software Development Program is designed to prepare students for employment in occupations such as the following:

Full-Stack web developer, Front-End developer, Back-End developer, Web designer, Junior Software Engineer, Javascript developer, Junior web developer, Python developer, Ruby on Rails developer, Java developer, C# developer, Consulting, Project Management, Support Engineer, Systems Engineer, Quality Assurance Engineer, Data Analyst and more.

Coding Dojo's Data Science Program is designed to prepare students for employment in occupations such as the following: Entry-level data scientist, entry-level data analyst.

Coding Dojo's Cybersecurity Program is designed to prepare students for employment in occupations such as the following: Cybersecurity analyst, Security analyst, SOC analyst, Penetration Tester, Red Team Engineer, Blue Team Engineer, IT Security Advisor, Information Security Engineer, Incident Response Engineer.

## A. Requirements to Qualify for Career Services.

During enrollment, students will have the option to OPT-In or OPT-Out of Career Services. Students that initially Opt-Out will be directed to sign an OPT-Out contract agreement. There are potential opportunities for these opted out students to opt back in during their training in case they change their minds, however, it will be reviewed on a case by case basis, and final decisions are at the discretion of the Career Services Department.

Students that Opt-In into Career Services will need to complete the following:

- Participate in all career services curriculum required, including any lectures and assignments. Absences, communicated in advance, should be discussed with the Career Services team to make accommodations for making up any missed assignments.
- Complete all the required assignments from the Career Services team to be able to move forward throughout each milestone. You will get a list of milestones/assignments from Career Services throughout your training and post-graduation. Any necessary revisions requested by your Career Service Manager must be completed by the assigned due date.
- Remain active in their job search once their local Career Services team communicates that their LinkedIn, resume, GitHub profile and portfolio are approved for use, actively applying to at least 10 new positions every day. This does not include jobs supplied through representation by a recruitment firm, but direct applications sent to prospective employers.
- Be involved in networking events focusing on tech, get themselves out there, and be proactive and reach out to the Career Services team for additional support and advice.

Students are recommended to regularly communicate with their Career Services Manager regarding their job applications, interviews and updated status. The Career Services team has an open-door policy where students are welcome to utilize the Career Services Managers as much or as little as they desire.

These assignments are designed to help students achieve their career goals. Failure to complete these assignments will not impact your grades or ability to graduate with a Certificate of Completion.

By opting into Career Services, Students acknowledge all requirements for participation in Career Services, and agree that termination of their participation in Career Services is up to the discretion of the Career Services Department should the above requirements cease to be fulfilled.

## 12. Record Retention and Transcript Request

Student records will be maintained electronically and onsite at the administrative site for a minimum of five (5) years from the last date of attendance. Transcripts are maintained permanently.

An electronic PDF copy of a student's transcript and Certificate of Achievement is available to be emailed directly to the student upon request, free of charge. Requests should be sent to the Support Office and Custodian of Records at [Support@codingdojo.com](mailto:Support@codingdojo.com).

Transcript copies may not be requested by anyone other than the Student unless we first have written authorization from the Student. Students must be in good financial standing with Coding Dojo to request transcripts and certificates.

## 13. Legal Notices

### A. Cancellation and Refund Policy

If you withdraw from the program for any reason, you must fill out a Withdrawal Request Form, which records important information and explains our refund policies. The form will be emailed to you by a staff member, and can be returned electronically.

Please refer to Appendix C for your state specific cancellation and refund policy.

### B. Student Code of Conduct

Coding Dojo is dedicated to providing a harassment-free educational experience for everyone, regardless of gender, sexual orientation, disability, physical appearance, body size, race, or religion.

Coding Dojo does not tolerate harassment of students or staff in any form.

Coding Dojo views harassment to include, but is not limited to, offensive verbal or written 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 lectures or other events, inappropriate physical contact, and unwelcome sexual attention. Students asked to stop any harassing or disruptive behavior are expected to comply immediately. If the behavior continues, the student may be asked to leave the program.

Disruptive behavior includes, but is not limited to, aggression or threats towards other students, instructors, or staff; illegal activities conducted on campus; the failure to observe classroom or campus conduct standards set forth by instructors or staff, or other behavior identified as disruptive to the learning environment of other students by instructors or staff. Students may also be asked to leave for academic violations, per the policy below.

Students who exhibit academic dishonesty; including any form of plagiarism, cheating, falsification of records, or collaboration with others to defraud may be expelled from the program immediately.

Students found willfully destroying school property; or exhibiting disruptive, insubordinate, boisterous, obscene, vulgar, or disrespectful behavior may be dismissed and prohibited from re-enrollment in another program. Students dismissed due to academic dishonesty, disruptive and/or disrespectful conduct will not be readmitted to Coding Dojo in any future programs.

If you are being harassed, notice that someone else is being harassed, or have any other concerns, please contact a member of the staff immediately or email [support@codingdojo.com](mailto:support@codingdojo.com)

## Expulsion

The following criteria will result in immediate expulsion

- Harassment or discrimination of any kind against staff or fellow students
- Academic Dishonesty of Plagiarism on exam
- Two or more times on Academic Probation due to Academic Dishonesty of Plagiarism of assignments
- Three or more times on Academic Probation for any reason, including but not limited to Academic Dishonesty

## C. ADA Compliance and Accommodations

Coding Dojo is committed to providing a welcoming environment for all potential students. Students who seek accommodations related to a disability should contact the local campus staff prior to enrollment. All of Coding Dojo's campuses and facilities meet the Americans With Disabilities Act ("ADA") accessibility standards. All campuses are equipped with dedicated classrooms, student lounge space, private conference rooms for group work and 1:1 meetings with instructional staff, on-floor restrooms, daytime storage for student belongings, and kitchen access.

Equipment at each campus includes, but is not limited to: Desks, chairs, tables, projectors, projector screens, white boards, couches and Wi-Fi.

Reasonable accommodations will be made on exams and other educational activities based upon approval and/or recommendation from a qualified licensed healthcare professional.

## D. Equal Opportunity

Coding Dojo is an equal opportunity organization and does not discriminate based on sex, race, color, religion, ancestry, national origin, disability, medical condition, marital status, sexual orientation, or other categories protected by law of the states in which we operate. Coding Dojo strictly prohibits and does not tolerate sexual harassment or other unlawful harassment (including verbal, physical, or visual conduct) based on protected status. Coding Dojo will conduct its courses, services and activities consistent with applicable federal, state and local laws and regulations.<sup>414</sup> Student Grievances

Should a complaint/grievance arise, the following steps can be taken. If at any point you are not satisfied with the result, proceed to the next step in the following order:

1. Make an appointment to discuss the matter with the Instructor.
2. If the matter cannot be resolved between the student and instructor, the student should document the concern in writing and make an appointment

to discuss the matter with the Lead Instructor or Student Support Manager by emailing [support@codingdojo.com](mailto:support@codingdojo.com).

- a. The formal written concern must state the issue and desired outcome, and should include any documentation that supports the concern.
3. Coding Dojo will review the written statement and any supporting documentation, gather facts, and endeavor to provide a written response to the student within fourteen (14) business days; this decision is final.

A student has the option at any time to submit a complaint to the appropriate state regulatory agency for your state. Please see Appendix C for state specific grievance procedures that apply to your campus.

## 14. Change of Student's Personal Information

Any change of name, address, telephone number, email or other information deemed pertinent must be reported to the Instructor or Campus Staff as soon as possible.

## 15. Notices

Coding Dojo, Inc, and all of the programs it offers, are not approved by a federal accrediting agency or by the United States Department of Education. Coding Dojo, Inc does not receive Title IV federal funds for participating schools.

Coding Dojo, Inc, is a Delaware C Corp, managed by Richard Wang and registered to do business in Texas, Virginia, Oklahoma, California, Illinois, Idaho, and Washington.

# Appendix A - Governance

Coding Dojo, Inc, is a Delaware corporation, registered to do business in Texas, Virginia, Oklahoma, California, Illinois, Idaho, and Washington.

## **Board of Directors**

Michael Choi, Member

Clint Korver, Member

Richard Wang, Member

CEO - Richard Wang

VP Operations - Christopher Chung

VP Partnerships & Customer Success - Kiana Pan

VP Content & Curriculum - Todd Enders

VP Instruction- Speros Misirlakis

VP Marketing & Sales - Stephen Sinco

Director of PR & Communications - Luke Lappala

Director of Enrollment Operations- Kirsten Thompson

Director of HR, People & Performance- Carrie Filori

Head of Learning Science- Jessi Chartier

Head of Data Analytics- Rajan Selvan

Head of Performance Marketing- Brandon Kinney

Controller- Steve Yount

## Appendix B - Program Descriptions

### A. Onsite Software Development Course Descriptions and Objectives

Course Title	Length	Lecture Hours	Lab Hours	Total Course Hours	Expected Outside Hours
Programming Basics (optional)	2 weeks	30	50	80	60
<b>Required courses (stacks)</b>					
Web Fundamentals	2 weeks	30	50	80	60
Python	4 weeks	60	100	160	120
<b>Two of the following courses (stacks), depending on campus location:</b>					
MERN	4 weeks	60	100	160	120
MEAN	4 weeks	60	100	160	120
Ruby on Rails	4 weeks	60	100	160	120
Java	4 weeks	60	100	160	120
C#/.NET Core	4 weeks	60	100	160	120
<b>Total Required</b>		<b>210</b>	<b>350</b>	<b>560</b>	<b>420</b>

\*Please note that not all courses are available at all locations. Please check the course listing on our website to see which courses are being offered for your location.

The Onsite Software Development Program is 14 weeks

With express pre-approval from campus staff, and subject to our retake policy, students have a maximum time of 22 active weeks to complete the program, not

including valid leave of absence or postponement. If a student is unable to complete the program within 22 active weeks of enrollment, the student will be placed in review for Academic Dismissal. A student who is withdrawn under such circumstances must re-enroll to receive a Certificate of Achievement.

## Programming Basics (optional)

Length: 2 weeks

80 Course Hours (30 Lecture, 50 Lab)

Prerequisite: None

### Course Description

The Programming Basics course is designed to help students gain the skills necessary to be comfortable working in the fast-paced learning environment of a coding bootcamp. During this course, students learn basic computer literacy skills, such as how to install and navigate basic programming tools. Students apply algorithmic thinking to make predictions of common programming skills, such as variables, arrays, conditionals, functions, and loops. Additionally, students experience the rigor and intensity of the bootcamp, strengthening their cognitive processing stamina, resiliency, and other behavioral skills necessary for a bootcamp. By the end of the course, students will walk away with the basic computer literacy, algorithmic foundations, and learning stamina needed to find success in a bootcamp.

### Performance Objectives

- Complete basic computer tasks, such as zipping a file, installing software, joining an online meeting, etc.
- Make outcome predictions that use the following programming concepts: conditionals, functions, loops.
- Use diagrammatic thinking, such as a t-diagram, to solve prediction problems.
- Explain the most common data concepts in programming, such as variables and arrays.
- Explain the most common HTML elements such as tags, lists, divs, and forms.
- Explain the basics of CSS such as selectors, properties, and values.
- Leverage cognitive tools to employ resilience, situational coping skills, and autonomy.
- Employ time management tools to dedicate necessary time and effort.
- Employ problem solving skills to identify root causes of error and define what questions to ask.
- Find, evaluate, and select reliable sources of information for autonomous learning.

### Technologies

- Basic HTML and CSS
- Basic JavaScript

# Web Fundamentals

Length: 2 weeks

80 Course Hours (30 Lecture, 50 Lab)

Prerequisite: None

## Course Description:

Students in the Web Fundamentals course learn the basics of front-end development. This introduces students to HTML, CSS, and JavaScript. Additionally, students learn common tools of the industry, such as terminal and a common integrated development environment (i.e. IDE, such as Visual Studio code). Upon completion of this course, students will be able to build out basic static web pages with JavaScript interactivity.

## Performance Objectives:

- Analysis and recreation of web page layouts in HTML and CSS.
- Separation of web page assets into separate files/directories for HTML, CSS, JS and static files (images, etc).
- Enabling webpage interactivity through incorporation of JS-based libraries such as jQuery, Bootstrap and others.
- Interact with External APIs using JavaScript and jQuery
- Rudimentary source control mechanics.
- Basics of computer algorithms in JavaScript.

## Technologies / Languages / Frameworks / Libraries:

- HTML and HTML5
- CSS and CSS3
- Twitter Bootstrap
- HTTP Request Response
- Git/GitHub
- JavaScript

## Skills:

- Basic Algorithms
- Responsive Web Design
- Code Version Control

# Python

Length: 4 weeks

160 Course Hours (60 Lecture, 100 Lab)

Prerequisite: Web Fundamentals

## Course Description:

This course introduces students to Python full-stack programming and associated technologies. Upon completion of this subject, students will have Python Language Familiarity, OOP knowledge, the request/response cycle using a modern framework (e.g. Flask) and know how to structure and manipulate a database. They will also have a foundational understanding of MVC architecture.

## Performance Objectives:

- Basics of procedural Python.
- Object-oriented programming in Python.
- Creation of a model-view-controller framework using a microframework.
- Creation of a login/registration system in Python.
- Creation of multi-view web applications for create/read/update/delete scenarios such as eCommerce sites.
- Beginning computer algorithms.
- Analysis of basic data requirements and construction of Entity Relationship Diagrams (ERDs).
- Creation of databases with MySQL and the basics of querying SQL databases.

## Technologies / Languages / Frameworks / Libraries:

- Python
- MySQL
- Flask
- Django

## Skills:

- OOP & MVC Framework
- ERD/Database Design
- Web Security (basics)
- Object Relational Mapper

# MERN

Length: 4 weeks

160 Course Hours (60 Lecture, 100 Lab)

Prerequisite: Web Fundamentals AND Python

## Course Description

This course introduces students to JavaScript full-stack programming and associated technologies. Upon completion of this subject, students will obtain JavaScript language familiarity and be able to build web applications using common industry technologies, including a JavaScript-based database (e.g. MongoDB), a back-end framework (e.g. Express), a front-end framework (e.g. React), and a server (e.g. NodeJS).

Note: the specificity of database, back-end frameworks, front-end framework, and server may change based on industry needs of the location.

## Performance Objectives:

- Basics of procedural JavaScript.
- Advanced object-oriented, prototype, and closure concepts in JavaScript.
- Recreation of a model-view-controller paradigm using the Express framework.
- Usage of Socket.IO to connect clients to servers, enabling push notifications.
- Usage of MongoDB and interface with node servers using Mongoose.
- Componentizing the UI layer of your applications with a front-end framework.
- Creating real-time apps with socket.io, NodeJS, Front-End Framework and MongoDB.
- Advanced computer algorithms, in JavaScript.

## Technologies / Languages / Frameworks / Libraries:

- Advanced JavaScript
- MongoDB
- Express
- React
- Node.js
- Socket.IO

## Skills:

- OOP & MVC Framework
- Closures & Prototypes
- Creating Custom JS Libraries
- Web sockets
- NoSQL Database
- Building Real-time apps

# MEAN

Length: 4 weeks

160 Course Hours (60 Lecture, 100 Lab)

Prerequisite: Web Fundamentals AND Python

## Course Description

This course introduces students to JavaScript full-stack programming and associated technologies. Upon completion of this subject, students will obtain JavaScript language familiarity and be able to build web applications using common industry technologies, including a JavaScript-based database (e.g. MongoDB), a back-end framework (e.g. Express), a front-end framework (e.g. Angular), and a server (e.g. NodeJS).

Note: the specificity of database, back-end frameworks, front-end framework, and server may change based on industry needs of the location.

## Performance Objectives:

- Basics of procedural JavaScript.
- Advanced object-oriented, prototype, and closure concepts in JavaScript.
- Recreation of a model-view-controller paradigm using the Express framework.
- Usage of Socket.IO to connect clients to servers, enabling push notifications.
- Usage of MongoDB and interface with node servers using Mongoose.
- Componentizing the UI layer of your applications with a front-end framework.
- Creating real-time apps with socket.io, NodeJS, Front-End Framework and MongoDB.
- Advanced computer algorithms, in JavaScript.

## Technologies / Languages / Frameworks / Libraries:

- Advanced JavaScript
- MongoDB
- Express
- Angular
- Node.js
- Socket.IO

## Skills:

- OOP & MVC Framework
- Closures & Prototypes
- Creating Custom JS Libraries
- Web sockets
- NoSQL Database
- Building Real-time apps

# Ruby on Rails

Length: 4 weeks

160 Course Hours (60 Lecture, 100 Lab)

Prerequisite: Web Fundamentals AND Python

## Course Description:

The Ruby on Rails course provides students with a base of knowledge in procedural programming in Ruby, relational databases, object-oriented programming, the model-view-controller paradigm, the REST design pattern, and test-driven development.

## Performance Objectives:

- Basics of procedural Ruby.
- Test-driven development, using RSpec.
- Object-oriented programming concepts in Ruby.
- Usage of a model-view-controller paradigm using the Rails framework.
- Creation of a login/registration system in Rails, using BCrypt and PostgreSQL.

## Technologies / Languages / Frameworks / Libraries:

- Ruby
- Rails
- RSpec
- Active Record
- Capybara

## Skills:

- MVC Framework
- Object Relational Mapper
- Test Driven Deployment
- RESTful Routes
- Authentication/Authorization

# Java

Length: 4 weeks

160 Course Hours (60 Lecture, 100 Lab)

Prerequisite: Web Fundamentals AND Python

## Course Description:

This course provides students with a base knowledge in procedural programming in Java, object-oriented programming, and MVC patterns using popular Java frameworks, and build and manipulate databases (e.g. MySQL).

## Performance Objectives:

- Basics of Java
- Object Oriented Programming with Java
- Usage of JSPs
- MVC Design Pattern
- Usage of Spring Data JPA to store and retrieve data
- Usage of MySQL as the database management system

## Technologies / Languages / Framework / Libraries:

- Java 8
- JSP
- Spring MVC
- Spring Boot
- Spring Security
- MySQL
- (JPA) Hibernate
- ThymeLeaf
- Tomcat
- JVM

## Skills:

- OOP in Java
- MVC
- ORM
- Dependency Injection and Inversion of Control
- Authentication and Authorization
- SQL
- Application Deployment

## C#/.NET Core

Length: 4 weeks

160 Course Hours (60 Lecture, 100 Lab)

Prerequisite: Web Fundamentals AND Python

### Course Description:

This course provides students with a base knowledge in the MVC framework .NET Core, object-oriented programming, fundamentals with C#, and build and manipulate databases (e.g. MySQL).

### Performance Objectives:

- Basics of C#/strongly-typed compiled languages
- Basics of the .NET Core runtime
- C# OOP
- MVC Pattern
- SQL DB design
- A Fundamental Understanding of ORMs
- Applied OOP Concepts to make the most out of an MVC framework

### Technologies / Languages / Framework / Libraries:

- C#
- .NET Core
- LINQ
- ASP.NET Core MVC
- MySQL
- Dapper
- Entity Framework Core
- Azure and AWS
- Identity Framework

### Skills:

- Using Visual Studio Code
- Compilation and Debugging
- OOP in C#
- CRUD Operations
- MVC Framework and Design Patterns
- Web Security Basics
- Application Deployment (Azure, AWS)

## B. Online Full-Time Course Descriptions and Objectives

<b>Course Title</b>	<b>Length</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Total Course Hours</b>	<b>Expected Outside Hours</b>
Programming Basics (optional)	2 weeks	30	50	80	60
<b><i>Required courses (stacks)</i></b>					
Web Fundamentals	2 weeks	30	50	80	60
Python	4 weeks	60	100	160	120
MERN	4 weeks	60	100	160	120
Java	4 weeks	60	100	160	120

\*Please note that not all courses are available at all locations. Please check the course listing on our website to see which courses are being offered for your location.

The Online Software Development Program is 14 weeks

With express pre-approval from campus staff, and subject to our retake policy, students have a maximum time of 22 active weeks to complete the program, not including valid leave of absence or postponement. If a student is unable to complete the program within 22 active weeks of enrollment, the student will be placed in review for Academic Dismissal. A student who is withdrawn under such circumstances must re-enroll to receive a Certificate of Achievement.

## Programming Basics (optional)

Length: 2 weeks

80 Course Hours (30 Lecture, 50 Lab)

Prerequisite: None

### Course Description

The Programming Basics course is designed to help students gain the skills necessary to be comfortable working in the fast-paced learning environment of a coding bootcamp. During this course, students learn basic computer literacy skills, such as how to install and navigate basic programming tools. Students apply algorithmic thinking to make predictions of common programming skills, such as variables, arrays, conditionals, functions, and loops. Additionally, students experience the rigor and intensity of the bootcamp, strengthening their cognitive processing stamina, resiliency, and other behavioral skills necessary for a bootcamp. By the end of the course, students will walk away with the basic computer literacy, algorithmic foundations, and learning stamina needed to find success in a bootcamp.

### Performance Objectives

- Complete basic computer tasks, such as zipping a file, installing software, joining an online meeting, etc.
- Make outcome predictions that use the following programming concepts: conditionals, functions, loops.
- Use diagrammatic thinking, such as a t-diagram, to solve prediction problems.
- Explain the most common data concepts in programming, such as variables and arrays.
- Explain the most common HTML elements such as tags, lists, divs, and forms.
- Explain the basics of CSS such as selectors, properties, and values.
- Leverage cognitive tools to employ resilience, situational coping skills, and autonomy.
- Employ time management tools to dedicate necessary time and effort.
- Employ problem solving skills to identify root causes of error and define what questions to ask.
- Find, evaluate, and select reliable sources of information for autonomous learning.

### Technologies

- Basic HTML and CSS
- Basic JavaScript

# Web Fundamentals

Length: 2 weeks

80 Course Hours (30 Lecture, 50 Lab)

Prerequisite: None

## Course Description:

Students in the Web Fundamentals course learn the basics of front-end development. This introduces students to HTML, CSS, and JavaScript. Additionally, students learn common tools of the industry, such as terminal and a common integrated development environment (i.e. IDE, such as Visual Studio code). Upon completion of this course, students will be able to build out basic static web pages with JavaScript interactivity.

## Performance Objectives:

- Analysis and recreation of web page layouts in HTML and CSS.
- Separation of web page assets into separate files/directories for HTML, CSS, JS and static files (images, etc).
- Enabling webpage interactivity through incorporation of JS-based libraries such as jQuery, Bootstrap and others.
- Interact with External APIs using JavaScript and jQuery
- Rudimentary source control mechanics.
- Basics of computer algorithms in JavaScript.

## Technologies / Languages / Frameworks / Libraries:

- HTML and HTML5
- CSS and CSS3
- Twitter Bootstrap
- HTTP Request Response
- Git/GitHub
- JavaScript

## Skills:

- Basic Algorithms
- Responsive Web Design
- Code Version Control

# Python

Length: 4 weeks

160 Course Hours (60 Lecture, 100 Lab)

Prerequisite: Web Fundamentals

## Course Description:

This course introduces students to Python full-stack programming and associated technologies. Upon completion of this subject, students will have Python Language Familiarity, OOP knowledge, the request/response cycle using a modern framework (e.g. Flask) and know how to structure and manipulate a database. They will also have a foundational understanding of MVC architecture.

## Performance Objectives:

- Basics of procedural Python.
- Object-oriented programming in Python.
- Creation of a model-view-controller framework using a microframework.
- Creation of a login/registration system in Python.
- Creation of multi-view web applications for create/read/update/delete scenarios such as eCommerce sites.
- Beginning computer algorithms.
- Analysis of basic data requirements and construction of Entity Relationship Diagrams (ERDs).
- Creation of databases with MySQL and the basics of querying SQL databases.

## Technologies / Languages / Frameworks / Libraries:

- Python
- MySQL
- Flask
- Django

## Skills:

- OOP & MVC Framework
- ERD/Database Design
- Web Security (basics)
- Object Relational Mapper

# MERN

Length: 4 weeks

160 Course Hours (60 Lecture, 100 Lab)

Prerequisite: Web Fundamentals AND Python

## Course Description

This course introduces students to JavaScript full-stack programming and associated technologies. Upon completion of this subject, students will obtain JavaScript language familiarity and be able to build web applications using common industry technologies, including a JavaScript-based database (e.g. MongoDB), a back-end framework (e.g. Express), a front-end framework (e.g. React), and a server (e.g. NodeJS).

Note: the specificity of database, back-end frameworks, front-end framework, and server may change based on industry needs of the location.

## Performance Objectives:

- Basics of procedural JavaScript.
- Advanced object-oriented, prototype, and closure concepts in JavaScript.
- Recreation of a model-view-controller paradigm using the Express framework.
- Usage of Socket.IO to connect clients to servers, enabling push notifications.
- Usage of MongoDB and interface with node servers using Mongoose.
- Componentizing the UI layer of your applications with a front-end framework.
- Creating real-time apps with socket.io, NodeJS, Front-End Framework and MongoDB.
- Advanced computer algorithms, in JavaScript.

## Technologies / Languages / Frameworks / Libraries:

- Advanced JavaScript
- MongoDB
- Express
- React
- Node.js
- Socket.IO

## Skills:

- OOP & MVC Framework
- Closures & Prototypes
- Creating Custom JS Libraries
- Web sockets
- NoSQL Database
- Building Real-time apps

# Java

Length: 4 weeks

160 Course Hours (60 Lecture, 100 Lab)

Prerequisite: Web Fundamentals AND Python

## Course Description:

This course provides students with a base knowledge in procedural programming in Java, object-oriented programming, and MVC patterns using popular Java frameworks, and build and manipulate databases (e.g. MySQL).

## Performance Objectives:

- Basics of Java
- Object Oriented Programming with Java
- Usage of JSPs
- MVC Design Pattern
- Usage of Spring Data JPA to store and retrieve data
- Usage of MySQL as the database management system

## Technologies / Languages / Framework / Libraries:

- Java 8
- JSP
- Spring MVC
- Spring Boot
- Spring Security
- MySQL
- (JPA) Hibernate
- ThymeLeaf
- Tomcat
- JVM

## Skills:

- OOP in Java
- MVC
- ORM
- Dependency Injection and Inversion of Control
- Authentication and Authorization
- SQL
- Application Deployment

## C. Online Part-Time Accelerated Course Descriptions and Objectives

Course Title	Length	Lecture Hours	Lab Hours	Total Course Hours	Expected Outside Hours
<b>Required courses (stacks)</b>					
Web Fundamentals	4 weeks	8	76	84	20
Python	8 weeks	16	152	168	60
Projects & Algorithms	4 weeks	8	76	84	20
<b>Total</b>	<b>16 weeks</b>	<b>32</b>	<b>304</b>	<b>336</b>	<b>100</b>
<b>Based on stack bundle selected, students can add the following courses (stacks)</b>					
MERN	8 weeks	16	152	168	60
Java	8 weeks	16	152	168	60

\*Online Part-Time has the same program and course objectives, just over a longer period of time to allow for students to work at a more flexible pace.

\*Please note that specific course offerings are subject to change due to industry demand, however the course offerings **will** be chosen from the listed stacks.

The Online Part-Time Accelerated Software Development Program is 16 to 32 weeks, depending on the number of bundled stacks.

With express pre-approval from campus staff, and subject to our retake policy, students have a maximum time to complete the program, not including valid leave of absence or postponement. See below for a breakdown based on bundling options.

- One stack - 32 active weeks
- Two stacks - 40 active weeks

- Three stacks - 48 active weeks

A student may use up both retakes before hitting the maximum number of weeks permitted in the list above. If a student is unable to complete the program within the aforementioned active weeks of enrollment, the student will be placed in review for Academic Dismissal. A student who is withdrawn under such circumstances must re-enroll to receive a Certificate of Achievement.

## Web Fundamentals

Length: 4 weeks

Course Hours: 84 (8 lecture, 76 lab)

Prerequisite: None

### Course Description:

Each student starts by learning the basics of front-end development. This subject introduces students to HTML, CSS, JavaScript, jQuery, basic algorithms and Terminal, and Git. Upon completion of this subject, students will be able to build out basic web pages with JavaScript interactivity.

### Performance Objectives:

- Analysis and recreation of web page layouts in HTML and CSS.
- Separation of web page assets into separate files/directories for HTML, CSS, JS and static files (images, etc).
- Enabling webpage interactivity through incorporation of JS-based libraries such as jQuery, Bootstrap and others.
- Interact with External APIs using JavaScript and jQuery
- Use Ajax to interactively update front-end UI without web page refresh.
- Rudimentary source control mechanics.
- Basics of computer algorithms in JavaScript.

### Technologies / Languages / Frameworks / Libraries:

- HTML and HTML5
- CSS and CSS3
- Twitter Bootstrap, LESS
- jQuery, jQuery UI/Mobile
- HTTP Request Response
- Git/GitHub

### Skills:

- Basic Algorithms
- Wireframes and Mockups
- Responsive Web Design
- Code Version Control
- APIs
- Ajax

# Python

Length: 8 Weeks

Course Hours: 168 hours (16 lecture, 152 lab)

Prerequisite: Web Fundamentals

## Course Description:

This subject introduces students to Python full-stack programming and associated technologies. Upon completion of this subject, students will have Python Language Familiarity, OOP knowledge, and know how to operate MySQL. They will also have experience with Test Driven Development, and popular frameworks such as Django and/or Flask.

## Performance Objectives:

- Basics of procedural Python, and creation of command line utilities.
- Object-oriented programming concepts, and OOP in Python.
- Creation of a model-view-controller framework using the Flask microframework.
- Creation of a login/registration system in Python, using SQLAlchemy.
- Creation of multi-view web applications for create/read/update/delete scenarios such as eCommerce sites.
- Beginning computer algorithms, in JavaScript.
- Analysis of basic data requirements and construction of Entity Relationship Diagrams (ERDs).
- Creation of databases with MySQL and the basics of querying SQL databases.

## Technologies / Languages / Frameworks / Libraries:

- Python
- MySQL
- PostgreSQL
- Flask
- Django

## Skills:

- OOP & MVC Framework
- ERD/Database Design
- Web Security (basics)
- Object Relational Mapper
- Scaling Web Apps

# MERN

Length: 8 Weeks

Course Hours: 168 hours (16 lecture, 152 lab)

Prerequisite: Web Fundamentals AND Python

Course Description: This subject introduces students to Javascript full-stack programming and associated technologies. Upon completion of this subject, students will have Javascript language familiarity, and be able to build webapps using MongoDB, Express, React, and NodeJS.

Performance Objectives:

- Basics of procedural JavaScript.
- Advanced object-oriented, prototype, and closure concepts in JavaScript.
- Recreation of a model-view-controller paradigm using the Express framework.
- Usage of Socket.IO to connect clients to servers, enabling push notifications.
- Usage of MongoDB and interface with node servers using Mongoose.
- Componentizing the UI layer of your applications with a front-end framework.
- Creating real-time apps with socket.io, NodeJS, Front-End Framework and MongoDB.
- Advanced computer algorithms, in JavaScript.

Technologies / Languages / Frameworks / Libraries:

- Advanced JavaScript
- MongoDB
- Express
- React
- Node.js
- Socket.IO

Skills:

- OOP & MVC Framework
- Closures & Prototypes
- Creating Custom JS Libraries
- Web sockets
- NoSQL Database
- Building Real-time apps

# Java

Length: 8 Weeks

Course Hours: 168 hours (16 lecture, 152 lab)

Prerequisite: Web Fundamentals AND Python

## Course Description:

This course provides intermediate students with a base knowledge in procedural programming in Java, object-oriented programming, and further MVC patterns using popular Java frameworks. Java is a statically-typed, high-level programming language that revolutionized the way languages have been developed since post its release. It did this by providing complete support for cross-platform execution through its JVM system. Due to this, it has been widely adopted by a majority of companies and institutions in the industry going strong for 20+ years.

## Performance Objectives:

- Basics of Java
- Object Oriented Programming with Java
- Usage of Servlets and JSPs
- MVC Design Pattern
- Usage of Spring Data JPA to store and retrieve data
- Usage of MySQL as the database management system

## Technologies / Languages / Framework / Libraries:

- Java 8
- JSP
- Spring MVC
- Spring Boot
- Spring Security
- MySQL
- (JPA) Hibernate
- ThymeLeaf
- Tomcat
- JVM

## Skills:

- OOP in Java
- MVC
- ORM
- Dependency Injection and Inversion of Control
- Authentication and Authorization
- SQL
- Application Deployment

## Projects & Algorithms

Length: 4 Weeks

Course Hours: 84 hours (8 lecture, 76 lab)

### Course Description:

Specifically for the Online Part-Time programs, this course is designed to showcase a student's skills gained from the prior bootcamp courses, by facilitating two capstone projects: one solo project and one group project. Lecture time will be dedicated to guiding students through the process of designing/planning their projects using Agile development principles, as well as an emphasis on Git and GitHub.

Additionally, students in this course will be guided through a series of Algorithm and Data Structure challenges to best prepare them for technical interviewing as well as to provide them with a fundamental understanding of programming and problem solving principles.

### Performance Objectives:

- Applied git and GitHub skills geared towards collaboration
- API integration
- Algorithm/Data Structure series:
  - Arrays
  - String
  - Singly Linked Lists
  - Recursion
  - Binary Search Trees

## D. Online Part-Time Flex Course Descriptions and Objectives

Course Title	Length	Lecture Hours	Lab Hours	Total Course Hours	Expected Outside Hours
<b>Required courses (stacks)</b>					
Web Fundamentals	8 weeks	8	72	80	40
Python	16 weeks	16	144	160	80
Projects & Algorithms	4 weeks	8	76	84	20
<b>Total</b>	<b>28 weeks</b>	<b>32</b>	<b>292</b>	<b>324</b>	<b>100</b>

\*Online Flex has an abbreviated curriculum over a longer period of time to allow for students to work at a more flexible pace.

\*Please note that specific course offerings are subject to change due to industry demand, however the course offerings **will** be chosen from the listed stacks.

The Online Part-Time Flex Software Development Program is 28 weeks.

With express pre-approval from campus staff, and subject to our retake policy, students have a maximum time of 60 active weeks to complete the program, not including valid leave of absence or postponement. A student may use up both retakes before hitting the 60 weeks permitted. If a student is unable to complete the program within the 60 active weeks of enrollment, the student will be placed in review for Academic Dismissal. A student who is withdrawn under such circumstances must re-enroll to receive a Certificate of Achievement.

# Web Fundamentals

Length: 8 weeks

Course Hours: 80 hours (8 lecture, 72 lab)

Prerequisite: None

## Course Description:

Each student starts by learning the basics of front-end development. This subject introduces students to HTML, CSS, JavaScript, jQuery, basic algorithms and Terminal, and Git. Upon completion of this subject, students will be able to build out basic web pages with JavaScript interactivity.

## Performance Objectives:

- Analysis and recreation of web page layouts in HTML and CSS.
- Separation of web page assets into separate files/directories for HTML, CSS, JS and static files (images, etc).
- Enabling webpage interactivity through incorporation of JS-based libraries such as jQuery, Bootstrap and others.
- Interact with External APIs using JavaScript and jQuery
- Use Ajax to interactively update front-end UI without web page refresh.
- Rudimentary source control mechanics.
- Basics of computer algorithms in JavaScript.

## Technologies / Languages / Frameworks / Libraries:

- HTML and HTML5
- CSS and CSS3
- Twitter Bootstrap, LESS
- jQuery, jQuery UI/Mobile
- HTTP Request Response
- Git/GitHub

## Skills:

- Basic Algorithms
- Wireframes and Mockups
- Responsive Web Design
- Code Version Control
- APIs
- Ajax

# Python

Length: 16 weeks

Course Hours: 160 hrs (16 lecture, 144 lab)

Prerequisite: Web Fundamentals

## Course Description:

This subject introduces students to Python full-stack programming and associated technologies. Upon completion of this subject, students will have Python Language Familiarity, OOP knowledge, and know how to operate MySQL. They will also have experience with Test Driven Development, and popular frameworks such as Django and/or Flask.

## Performance Objectives:

- Basics of procedural Python, and creation of command line utilities.
- Object-oriented programming concepts, and OOP in Python.
- Creation of a model-view-controller framework using the Flask microframework.
- Creation of a login/registration system in Python, using SQLAlchemy.
- Creation of multi-view web applications for create/read/update/delete scenarios such as eCommerce sites.
- Beginning computer algorithms, in JavaScript.
- Analysis of basic data requirements and construction of Entity Relationship Diagrams (ERDs).
- Creation of databases with MySQL and the basics of querying SQL databases.

## Technologies / Languages / Frameworks / Libraries:

- Python
- MySQL
- PostgreSQL
- Flask
- Django

## Skills:

- OOP & MVC Framework
- ERD/Database Design
- Web Security (basics)
- Object Relational Mapper
- Scaling Web Apps

## Projects & Algorithms

Length: 4 Weeks

Course Hours: 84 hours (8 lecture, 76 lab)

### Course Description:

Specifically for the Online Part-Time programs, this course is designed to showcase a student's skills gained from the prior bootcamp courses, by facilitating two capstone projects: one solo project and one group project. Lecture time will be dedicated to guiding students through the process of designing/planning their projects using Agile development principles, as well as an emphasis on Git and GitHub.

Additionally, students in this course will be guided through a series of Algorithm and Data Structure challenges to best prepare them for technical interviewing as well as to provide them with a fundamental understanding of programming and problem solving principles.

### Performance Objectives:

- Applied git and GitHub skills geared towards collaboration
- API integration
- Algorithm/Data Structure series:
  - Arrays
  - Strings
  - Singly Linked Lists
  - Recursion
  - Binary Search Trees

## E. Online Part-Time Data Science Course Descriptions and Objectives

Course Title	Length	Lecture Hours	Lab Hours	Total Course Hours
<b><i>Required courses (stacks)</i></b>				
Data Science Fundamentals	4 weeks	8	72	80
Machine Learning	4 weeks	8	72	80
Advanced Machine Learning	4 weeks	8	72	80
<b>Total</b>	<b>12 weeks</b>	<b>24</b>	<b>216</b>	<b>240</b>

### Data Science and Machine Learning in Python

240 Course Hours (24 Lecture, 216 Lab)

Prerequisite: None

#### Course Description:

This bootcamp is a deep dive into the fundamentals of data science and machine learning in Python. Throughout the course, you will gain a comprehensive understanding of the entire data science process from end-to-end, including data prep, data analysis and visualization, as well as how to properly apply machine learning algorithms to various situations or tasks. You'll also walk away with a portfolio of projects showcasing your data science acumen to prospective employers!

With express pre-approval from campus staff, and subject to our retake policy, students have a maximum time of 24 active weeks to complete the program, not including valid leave of absence or postponement. A student may use up both retakes before hitting the 24 weeks permitted. If a student is unable to complete the program within the 24 active weeks of enrollment, the student will be placed in review for Academic Dismissal. A student who is withdrawn under such circumstances must re-enroll to receive a Certificate of Achievement. Retake availability is dependent on future course offerings within the 24 weeks permitted.

#### Performance Objectives:

- Learn the end-to-end data science process including data prep, data analysis, visualization, as well as use cases for both machine learning and deep learning algorithms
- An understanding the importance of machine learning and future growth of the industry
- Learn how to retrieve and manipulate data using Python and SQL
- A deep understanding of the strengths and weaknesses of different Machine Learning algorithms
- A work applicable understanding of the Data Science process and how to use the methodologies and tools to solve real-world problems in business and academia
- Walk away with a portfolio to showcase to prospective employers

#### Technologies / Languages / Frameworks / Libraries:

- Python
- SQL
- NumPy
- Pandas
- Folium
- Matplotlib
- Seaborn
- Google Colaboratory
- SciPy
- Scikit-Learn
- XGBoost
- LightGBM
- SQL
- SQLAlchemy
- SQLite
- Keras
- Tensor Flow

#### Skills:

- Load, clean, manipulate data in Python
- Statistics
- Understanding of Machine Learning
- Training algorithms
- Logistic regression algorithms
- Unsupervised learning
- Clustering
- Dimensionality Reduction
- Gradient boosting algorithms
- Kaggle competitions
- Database use
- Deep learning frameworks (neural networks)

## F. Online Part-Time Cybersecurity Course Descriptions and Objectives

Course Title	Length	Lecture Hours	Lab Hours	Total Course Hours
<b><i>Required courses (stacks)</i></b>				
Cybersecurity Core	8 weeks	32	128	160
Cybersecurity Intermediate	8 weeks	32	128	160
Cybersecurity Professional	8 weeks	32	128	160
<b>Total</b>	<b>24 weeks</b>	<b>96</b>	<b>384</b>	<b>480</b>

### Online Part-Time Cybersecurity Bootcamp

480 Course Hours (96 Lecture, 384 Lab)

Prerequisites: Knowledge of Python; 1-3 years of IT experience recommended but not required. Must pass an entrance exam to be admitted.

#### Course Description:

Within the Cybersecurity program, students will learn the skills necessary to assist in the identification, assessment, and reporting of technology and information security risks. The program will also provide students with the knowledge necessary to determine information system vulnerabilities and residual risks based on the analysis of technical artifacts, interviews, and evaluations of IT systems.

The course will also cover the leading approaches to managing cybersecurity, including 'defense in depth' and the National Institute of Standards and Technology (NIST) Cybersecurity Framework. The Cybersecurity Bootcamp program includes instruction towards CompTIA Security+ and CySA+ certifications. Through labs with sandboxed virtual machines, the course provides hands-on training in CEH type scenarios, defensive and offensive cybersecurity, networking, systems, web technologies, and databases. Assignments will span PC and server software, application, and code with a solid technical background in computer vulnerabilities, attack vectors, exploits, and mitigation controls.

To round out the program, students will conduct event and incident investigations to include computer intrusions, infections, and unauthorized access or usage and provide reports to management and recommend sound remediation and mitigation.

With express pre-approval from campus staff, and subject to our retake policy, students have a maximum time of 48 active weeks to complete the program, not including valid leave of absence or postponement. A student may use up both retakes before hitting the 48 weeks permitted. If a student is unable to complete the program within the 48 active weeks of enrollment, the student will be placed in review for Academic Dismissal. A student who is withdrawn under such circumstances must re-enroll to receive a Certificate of Achievement. Retake availability is dependent on future course offerings within the 48 weeks permitted.

#### Performance Objectives:

- Assist in the identification, assessment, and reporting of technology and information security risks. Data analysis by students will produce meaningful, measured metrics from risk management programs.
- Understand leading approaches to managing cybersecurity, including 'defense in depth' and the National Institute of Standards and Technology (NIST) Cybersecurity Framework
- Hands-on training in CEH type scenarios, defensive and offensive cybersecurity, networking, systems, web technologies, and databases.
- Conduct technical analysis, suggest change control recommendations, and communicate with business customers

#### Technologies / Languages / Frameworks / Libraries:

- Linux
- Kali Linux
- Windows
- VPN
- SSH Server
- VMs
- Metasploit
- Windows Active Directory
- SOHO Networks
- Nmap
- Wireshark
- Powershell
- IPv4
- Cloud Access Security Broker
- TCP/IP
- SIEM Principles
- String search
- Script
- Attack Vectors
- Security Content Automation Protocol (SCAP)

- tcpdump

Skills:

- Hardware security
- Operating system security
- Network configuration
- Data Security
- Linux
- Identify threats and vulnerabilities, network risks, application attacks
- Firewall configuration
- Secure network design
- Intrusion detection
- Endpoint protection
- Identify network risks
- Mitigation & Recovery
- Vulnerability Management
- Cloud Infrastructure
- DoS attacks
- Honeypot solutions
- Impact analysis
- Incident response

# Appendix C - State Specific Policies and Procedures

## A. California

### Approved Programs

Onsite Full-Time Software Development  
Online Full-Time Software Development  
Online Part-Time Accelerated Software Development  
Online Part-Time Flex Software Development  
Online Part-Time Data Science  
Online Part-Time Cybersecurity

### Campus Locations:

San Jose  
1920 Zanker Road #20  
San Jose, CA 95112

Oakland  
426 17th St., 4th Floor  
Oakland, CA 946121

Burbank  
East Olive Ave, 3rd Floor  
Burbank, CA 91502

Orange County  
3335 Susan Street, Suite 200  
Costa Mesa, CA 92626

Telephone: 844-446-3656 or 844-892-3463

Website: [www.codingdojo.com](http://www.codingdojo.com)

Email: [info@codingdojo.com](mailto:info@codingdojo.com)

Onsite Tuition: \$16,495 (Oakland, Burbank, Orange County, San Jose)

Online Full-Time Tuition: \$16,495

Online Part-Time Accelerated Tuition:

- 1 Stack: \$8,995
- 2 Stacks: \$12,745
- 3 Stacks: \$16,495

Online Part-Time Flex Tuition: \$8,995

Online Part-Time Data Science Tuition: \$5,995

Online Part-Time Cybersecurity Tuition: \$16,495

## Cancellation and Refund Policy

### STUDENT'S RIGHT TO CANCEL

1. Students have the right to cancel their agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later.
2. Cancellation may occur when the student provides a written notice of cancellation via email to student support: support@codingdojo.com
3. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
4. If the Enrollment Agreement is cancelled, the school will refund the student any money he/she paid, less the registration fee not to exceed \$250.00, if charged, within 45 days after the notice of cancellation is received.

Students may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if they have completed 60 percent or less of the scheduled days in their current program through the last day of attendance. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student may be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's intent to withdraw.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the prorata for the program - total institutional charge, minus discounts or scholarships, multiplied by the total days up through the last date of attendance (excluding retakes, divided by the total standard program days - prior to withdrawal.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. The student will have to repay the full amount of the loan plus interest, less the amount of any refund. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in

proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.

## Student Grievances

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 Internet Web site, [www.bppe.ca.gov](http://www.bppe.ca.gov).

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:

Bureau for Private Postsecondary Education (BPPE)  
Mailing Address: P.O. Box 980818 West Sacramento, CA 95798-0818  
Physical Address: 1747 N. Market Blvd. Ste 225, Sacramento, CA 95834  
Phone Number: (916) 574-8900  
Fax Number: (916) 263-1897  
Toll Free: (888) 370-7589

## Student Housing

Coding Dojo does not assume responsibility for student housing, does not have dormitory facilities under its control, and does not offer student housing assistance.

## Notices

### **STATE OF CALIFORNIA CONSUMER INFORMATION**

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

Coding Dojo is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

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

The transferability of credits you earn at Coding Dojo is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution

to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Coding Dojo to determine if your certificate will transfer.

Note: Coding Dojo has not entered into any articulation or transfer agreement with any other institutions.

### **Bankruptcy**

Coding Dojo does not have any pending petitions 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 (11 U.S.C. Sec. 1101 et seq.).

### **Accreditation**

Coding Dojo is not, nor are any of its programs, accredited by an agency recognized by the United States Department of Education (USDE) and students are not eligible for federal financial aid programs.

### **Retention of Records**

Student financial records, including a signed completed enrollment agreement, student contracts, and payment record, will be kept for three years. Catalogs, catalog supplements, and errata sheets will be kept for one year from their respective dates of publication. For California Students, Coding Dojo shall maintain requisite student records, in accordance with California Code 5 CCR § 71920 and 71930, for a five (5) year period.

### **Building Management**

Coding Dojo management understands and recognizes that by law, it is their responsibility to be aware of and to ensure that no violations of Health and Safety Codes occur in the building and/or its premises, as specifically stated within the laws of California, CPR section 73710 and CEC section 94915.

### **STUDENT TUITION RECOVERY FUND**

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, 1747 N. Market Blvd. Ste 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are 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 non-collection 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.

### **CATALOG CHANGES**

Information about Coding Dojo is published in this catalog, which contains a description of policies, procedures, and other information about the School. Coding Dojo reserves the right to change any provision of the catalog at any time. Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format with an effective date. Students are expected to read and be familiar with the information contained in the catalog, in any revisions, supplements and addenda to the catalog, and with all school policies. By enrolling in Coding Dojo, the student agrees to abide by the terms stated in the catalog and all school policies.

## B. Idaho

### Offered Programs

Onsite Full-Time Software Development  
Online Full-Time Software Development  
Online Part-Time Accelerated Software Development  
Online Part-Time Flex Software Development  
Online Part-Time Data Science  
Online Part-Time Cybersecurity

### Campus Locations

404 S. 8th St. #204  
Boise, Idaho 83702  
(844) 446-3656

[www.codingdojo.com](http://www.codingdojo.com)  
[info@codingdojo.com](mailto:info@codingdojo.com)

Our Boise location is located at the hip Trailhead North Co-working space. Trailhead North provides dedicated desks, conference rooms and integrated space for entrepreneurs. Located in the 8th Street Marketplace in the heart of BoDo and Boise's tech corridor. Trailhead is the place where business starts in Boise. A community of like no other that is made up of people from all over the Treasure Valley. It's a place to find resources, explore new ideas, and to create something deliberate and real. Meet like minded people excited about the game of business. From our accessible and connected co-working space to our workshops and training, we're dedicated to giving entrepreneurs access to the tools and connections they need to build something with impact.

The school's facility is located on the second floor of the Eighth Street Mercantile building in downtown Boise. The building is equipped with elevators.

### Cancellation and Refund Policy

1. The school must refund all monies paid if the applicant is not accepted. This includes instances where a starting class is cancelled by the school.
2. The school must refund all monies paid if the applicant  **Cancels within three (3) business days (excluding Sundays and holidays) after the day the contract is signed and an initial payment is made.**
3. The school may retain an established registration fee of one hundred dollars if the applicant cancels, or school terminates enrollment, past the third business day after signing the contract or making an initial payment. A registration fee is any fee charged by a school to process student applications and establish a student record system.

4. If training is terminated after the student enters classes, the school may retain the registration fee established under (3) of this subsection, plus a prorated percentage of the total tuition as described in the following table:

<b>If the student completes this amount of training:</b>	<b>Coding Dojo may keep this percentage of tuition:</b>
One week or up to 25% of program	No more than 25%
More than 25% through 50%	No more than 50%
More than 50%	100%

5. The Cancellation and Refund Policy applies to student-driven actions [or, "withdrawals"] and to school-determined endings of enrollment [or, "terminations"].
6. When calculating refunds, the official date of a student's termination is the date any of the following occur:
  - a. When the school receives written (electronic or hardcopy) notice of the student's intention to discontinue the training program; or,
  - b. When the student is terminated for a violation of a published school policy which provides for termination; or,
  - c. When a student, without notice, fails to attend classes for ten calendar days.
7. All refunds must be paid within forty-five (45) calendar days of the student's official termination date.
8. Special circumstances. In cases of prolonged illness or accident, death in the family, or other circumstances the school may, within its reasonable and fair discretion, make a settlement with the student for a different refund amount.

## Student Grievances

Students are encouraged to make an appointment with their instructor or Student Support Manager and follow the grievances process outlined on [page 30](#) of this catalog.

If after completion of that process the issues have not been resolved, students may file a complaint with the appropriate agency. State complaint procedures are available on the State Board of Education website: <https://boardofed.idaho.gov/higher-education-private/proprietary-schools-non-degree-granting/> or call 208-332-1587.

## Notices

By signing an appropriate Enrollment Agreement with Coding Dojo, Student agrees and acknowledges that, "I understand that Coding Dojo is registered with the State Board of Education in accordance with Section 33-2403, Idaho Code. I also

understand that the State Board of Education has not accredited or endorsed any course of study being offered by Coding Dojo, and that these courses may not be accepted for transfer into any Idaho public postsecondary institution."

## C. Illinois

### Approved Programs

Onsite Full-Time Software Development  
Online Full-Time Software Development  
Online Part-Time Accelerated Software Development  
Online Part-Time Flex Software Development  
Online Part-Time Data Science  
Online Part-Time Cybersecurity

### Campus Locations

213 W. Institute Place, Suite 205  
Chicago, IL 60610  
425-299-5770

[www.codingdojo.com](http://www.codingdojo.com)  
[info@codingdojo.com](mailto:info@codingdojo.com)

The Illinois location operates in a leased space comprised of approximately 8,673 SF of space. The Illinois location is easily reached by car or public transportation. The school buildings are modern and secured.

### Cancellation and Refund Policy

1. The school must refund all monies paid if the applicant is not accepted. This includes instances where a starting class is cancelled by the school.
2. The school must refund all monies paid if the applicant cancels within five business days (excluding Sundays and holidays) after the day the contract is signed or an initial payment is made, as long as the applicant has not begun training.
3. The school may retain an established registration fee equal to ten percent of the total tuition cost, or one hundred dollars, whichever is less, if the applicant cancels past the fifth business day after signing the contract or making an initial payment. A registration fee is any fee charged by a school to process student applications and establish a student record system.
4. A student has through the first Friday of the program to complete any pending documentation requirements for enrollment. In the event documentation is not completed, the student will be withdrawn from the program. The student will receive a full refund under these circumstances, unless the student requests to re-enroll for the next program start date, where all paid amounts will be applied to the new program.

5. If training is terminated after the student enters classes, the school may retain the registration fee established under (3) of this subsection, plus a percentage of the total tuition as described in the following table:

<b>If the student completes this amount of training:</b>	<b>Coding Dojo may keep this percentage of tuition:</b>
One week or up to 10%, whichever is less	10%
More than one week (or 10%), whichever is less, but less than 25%	25%
25% through 50%	50%
More than 50%	100%

6. When calculating refunds, the official date of a student's termination is the last day of recorded attendance:
- When the school receives notice of the student's intention to discontinue the training program; or,
  - When the student is terminated for a violation of a published school policy which provides for termination; or,
  - When a student, without notice, fails to attend classes for thirty calendar days.
7. All refunds must be paid within thirty (30) calendar days of the student's official termination date.
8. If you intend to withdraw from the program for any reason, you must complete a Withdrawal Form to facilitate the refund process.

**VA REFUND POLICY:**

If an enrolled VA beneficiary fails to enter the program, withdraws, or is dismissed prior to completing the course, Coding Dojo will refund the unused or pro rata portion of the tuition and fees, paid on their behalf, directly to the VA in accordance with applicable regulations. Any portion of tuition and fees paid by the student will be refunded according to the state specific refund regulations.

VA beneficiary students will be responsible for covering any outstanding tuition/fees owed to the school after repayment has been made to the VA, in accordance with the state specific refund policy.

Example: A student's Enrollment Agreement states Coding Dojo is entitled to 50% of tuition if the student withdraws between 25% and 50% of the program. The VA beneficiary withdraws at 40% through the program. The school will repay the VA the prorated amount for 60% of the tuition, leaving 10% for the student to repay directly to the school.

## Student Grievances

Illinois Board of Higher Education (IBHE)

Physical Address: 1 N. Old State Capitol Plaza, Suite 333, Springfield, IL 62701-1377

Phone Number(217) 782-2551

Link to Online Complaint System: <http://complaints.ibhe.org/>

## Notices

Coding Dojo is approved by the Division of Private Business and Vocational Schools at the Illinois Board of Higher Education (IBHE). Coding Dojo is not accredited by a US Department of Education recognized accrediting body.

## CONSUMER INFORMATION

All schools are required to make available, at a minimum, the following disclosure information clearly and conspicuously on their 1) internet website, 2) school catalog, and 3) as an addendum to their Enrollment

### Agreement:

- The number of students who were admitted in the program as of July 1 of that reporting period.
- The number of additional students who were admitted in the program during the next 12 months and classified in one of the following categories: new starts, re-enrollments, and transfers into the program from other programs at the school.
- The total number of students admitted in the program during the 12-month reporting period.
- The number of students enrolled in the program during the 12-month reporting period who: transferred out of the program and into another program at the school, completed or graduated from a program, withdrew from the school, and are still enrolled.
- The number of students enrolled in the program who were: placed in their field of study, placed in a related field, placed out of the field, not available for placement due to personal reasons, and not employed.
- The number of students who took a State licensing exam or professional certification exam, if any, during the reporting period, as well as the number who passed.
- The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period (pending reasonable efforts to obtain this information from graduates).
- The average starting salary for all school graduates employed during the reporting period (pending reasonable efforts to obtain this information from graduates).

## D. Oklahoma

### Approved Programs

Onsite Full-Time Software Development  
Online Full-Time Software Development  
Online Part-Time Accelerated Software Development  
Online Part-Time Flex Software Development  
Online Part-Time Data Science  
Online Part-Time Cybersecurity

### Campus Locations

823 S. Detroit Avenue Tulsa, OK 74120

### Cancellation and Refund Policy

9. The school must refund all monies paid if the applicant is not accepted. This includes instances where a starting class is cancelled by the school.
10. The school must refund all monies paid if the applicant **cancels within three (3) business days** (excluding Sundays and holidays) **after the day the contract is signed and an initial payment is made.**
11. The school may retain an established registration fee equal to ten percent of the total tuition cost, or one hundred dollars, whichever is less, if the applicant cancels, or school terminates enrollment, past the fifth business day after signing the contract or making an initial payment. A registration fee is any fee charged by a school to process student applications and establish a student record system.
12. If training is terminated, by either the student or the school, after the student enters classes the school may retain the registration fee established under (3) of this subsection, plus a prorated percentage of the total tuition as described in the following table:

<b>If the student completes this amount of training:</b>	<b>Coding Dojo may keep this percentage of tuition:</b>
One week or up to 25% of program	No more than 25%
More than 25% through 50%	No more than 50%
More than 50%	100%

13. "The Cancellation and Refund Policy applies to student-driven actions [or, "withdrawals"] and to school-determined endings of enrollment (or, "terminations".]

14. When calculating refunds, the official date of a student's termination is the last day of recorded attendance:
  - a. When the school receives written (electronic or hardcopy) notice of the student's intention to discontinue the training program; or,
  - b. When the student is terminated for a violation of a published school policy which provides for termination; or,
  - c. When a student, without notice, fails to attend classes for thirty calendar days.
15. All refunds must be paid within sixty (60) calendar days of the student's official termination date. If a refund is paid directly to the student, the refund must be paid within thirty (30) calendar days of the student's official termination date.
16. Special circumstances. In cases of prolonged illness or accident, death in the family, or other circumstances the school may, within its reasonable and fair discretion, make a settlement with the student for a different refund amount.

## Student Grievances

3700 N.W. Classen Boulevard, Suite 250  
Oklahoma City, OK 73118  
(405) 528-3370

## Notices

### **Federal (FTC) Holder in Due Course Rule/Notice**

Any Holder of this Consumer Credit Contract is subject to all claims and defenses which the Debtor could assert against the seller of goods or services obtained with the proceeds hereof. Recovery hereunder by the Debtor shall not exceed amounts paid by the debtor hereunder.

Licensed by the Oklahoma Board of Private Vocational Schools ("OBPVS") 3700 N. Classen Boulevard, Suite 250, Oklahoma City, OK 73118

## E. Texas

### Approved Programs

Onsite Full-Time Software Development  
Online Full-Time Software Development  
Online Part-Time Accelerated Software Development  
Online Part-Time Flex Software Development  
Online Part-Time Data Science  
Online Part-Time Cybersecurity

### Campus Locations

900 Jackson Street, #410  
Dallas, TX 75202  
(844)892-3463

The school's facility is located on the fourth floor of the Founders Square building in downtown Dallas. The building is equipped with elevators. For more information please visit: <http://www.dallasbuildings.com/founders-square/>

### Cancellation and Refund Policy

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

#### **REFUND POLICY**

1. Refund computations will be based on scheduled course time of classes through the last documented day of an academically related activity. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
  - a) the date of termination, if the student is terminated by the school;
  - b) the date of receipt of written notice from the student; or
  - c) ten school days following the last date of attendance, if the student is unresponsive.
3. If tuition and fees are collected in advance of entrance, and if after expiration

of the 72 hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.

4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the school or college may retain not more than \$100 in administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination. (More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due.)
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete."
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
  - a) an enrollee is not accepted by the school;
  - b) if the course of instruction is discontinued by the school and this prevents the student from completing the course; or
  - c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

### **Refund Policy for Students Called to Active Military Service**

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- a. if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
- b. a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- c. the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
  1. satisfactorily completed at least 90 percent of the required coursework for the program; and
  2. demonstrated sufficient mastery of the program material to receive credit for completing the program.

The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s) within 60 days after the effective date of termination.

### **CANCELLATION AND REFUND POLICY FOR ASYNCHRONOUS DISTANCE EDUCATION COURSES**

#### **CANCELLATION POLICY**

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed.

#### **REFUND POLICY**

1. Refund computations will be based on the number of lessons in the program.
2. The effective date of termination for refund purposes will be the earliest of the

following:

- a) the date of notification to the student if the student is terminated;
- b) the date of receipt of written notice from the student; or
- c) the end of the third calendar month following the month in which the student's last lesson assignment was received unless notification has been received from the student that he wishes to remain enrolled.

3. If tuition and fees are collected before any lessons have been completed, and if, after expiration of the 72-hour cancellation privilege, the student fails to begin the program, not more than \$100 shall be retained by the school.

4. If the student who enters an asynchronous distance education course terminates or withdraws after the expiration of the 72-hour cancellation privilege, the school may retain \$100 of the tuition and fees and the minimum refund policy must provide that the student will be refunded the pro rata portion of the remaining tuition, fees, and other charges that the number of lessons completed as denoted as the aggregate days of attendance.

5. A full refund of all tuition and fees is due in each of the following cases:

- a) an enrollee is not accepted by the school,
- b) the program of instruction is discontinued by the school, and this prevents the student from completing the program; or
- c) the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.

### **Refund Policy for Students Called to Active Military Service**

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;

b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:

1. satisfactorily completed at least 90 percent of the required coursework for the program; and
2. demonstrated sufficient mastery of the program material to receive credit for completing the program.

7. Refunds will be totally consummated within 60 days after the effective date of termination.

Under Texas education code, section 132.061(f) a student who is obligated for the full tuition may request a grade of "incomplete" if the student withdraws for an appropriate reason unrelated to the student's academic status. A student who receives a grade of incomplete may re-enroll in the program during the 12-month period following the date the student withdraws and completes those incomplete subjects without payment of additional tuition for that portion of the course or program.

**\*\*Withdrawal:** Under Texas Education Code §132.061(f), a student who is obligated for the full tuition and is withdrawing for an appropriate reason unrelated to the student's academic status may request a grade of "I" for incomplete. A "W" for Withdrawal indicates that the student officially withdrew or was administratively withdrawn from the subject class. A student with a grade of "W" cannot complete the course of study, and will be issued a refund in accordance with the refund policy below.

**\*Incomplete:** An "I" for Incomplete is assigned when all the work of a subject class cannot be completed due to circumstances beyond the control of the student. The academic student may complete the work by the end of the term, or the student can notify the school registrar for readmission for one opportunity to complete the work in a subsequent term beginning no later than 12 calendar months after the end of the term in which the student was assigned the "I".

There will be no additional administrative or tuition fees charged for students who exercise this option; however, there may be additional fees for books, supplies, and/or tool kit.

[THE FOLLOWING MUST BE USED IF THE SCHOOL ALLOWS REENROLLMENT OF A TERMINATED STUDENT:] A student whose enrollment was terminated for unsatisfactory progress may re-enroll after a minimum of one progress evaluation period. Such reenrollment does not circumvent the approved refund policy. A student who returns after termination of enrollment for unsatisfactory progress will be placed on academic probation for the next grading period. The student will be advised of this action, and it will be documented in the student's file. If the student does not demonstrate satisfactory progress at the end of this probationary period, the student's enrollment will be terminated.

## Student Grievances

Texas Workforce Commission  
Career Schools and Colleges, Room 226T  
101 East 15<sup>th</sup> Street  
Austin, Texas 78778-0001  
Phone: (512) 936-6959  
<http://www.texasworkforce.org/careerschoolstudents>

## Notices

Coding Dojo, Inc is Approved and Regulated by the Texas Workforce Commission,  
Career Schools and Colleges, Austin, Texas

Texas students will need to fill out the following forms upon enrollment:

Receipt of Enrollment Policies - CSC-005

Record of Previous Education and Training - CSC-010

Proof of Tour Receipt

### **True and Correct Statement**

THE INFORMATION CONTAINED IN THIS CATALOG IS TRUE AND CORRECT TO THE  
BEST OF MY KNOWLEDGE.



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**SIGNED BY DIRECTOR OR OWNER**

## F. Virginia

### Approved Programs

Onsite Full-Time Software Development  
Online Full-Time Software Development  
Online Part-Time Accelerated Software Development  
Online Part-Time Flex Software Development  
Online Part-Time Data Science  
Online Part-Time Cybersecurity

### Campus Locations

1100 Wilson Blvd 10th Floor  
Arlington, VA 22209  
(884)-446-3656

The classroom is easily reached by Metro, and there are paid parking options in the vicinity.

### Cancellation and Refund Policy

1. Three-Day Cancellation: An applicant who provides written notice of cancellation within three (3) business day, excluding weekends and holidays, of executing the enrollment agreement is entitled to a refund of all monies paid, excluding the \$100 non-refundable registration fee.
2. Other Cancellations: An application requesting cancellation more than three (3) days after executing the enrollment agreement and making an initial payment, but prior to the first day of class is entitled to a refund of all monies paid, less a maximum tuition fee of 15% of the stated cost of the course or \$100, whichever is less.

#### Withdrawal Procedure:

- A. A student choosing to withdraw from the school after the commencement of classes is to provide a written notice to the Director of the school. The notice must include the expected last date of attendance and be signed and dated by the student.
- B. If special circumstances arise, a student may request, in writing or via email to his or her instructor or admissions contact, a leave of absence, which should include the date the student anticipates the leave beginning and ending. The withdrawal date will be the date the student is scheduled to return to from the leave of absence but fails to do so.

- C. A student will be determined to be withdrawn from the institution if the student misses 14 consecutive instructional days and all of the days are unexcused.
- D. All refunds must be submitted within 45 days of the determination of the withdrawal date.

Tuition refunds will be calculated as follows:

Proportion of Total Program Taught by Withdrawal Date	Tuition Refund
Less than 25%	75% of program cost
25% up to but less than 50%	50% of program cost
50% up to but less than 75%	25% of program cost
75% or more	No Refund

1. When calculating refunds, the official date of a student's termination is the last day of recorded attendance:
  - a. When the school receives notice of the student's intention to discontinue the training program; or,
  - b. When the student is terminated for a violation of a published school policy which provides for termination; or,
  - c. When a student, without notice, fails to attend classes for fourteen calendar days.
2. All refunds must be paid within thirty calendar days of the student's official termination date.

Written Notice:

To cancel enrollment, students may send an email to [admissionscontact@codingdojo.com](mailto:admissionscontact@codingdojo.com) or deliver a signed and dated copy of cancellation notice, or any other written notice to:

CodingDojo, Inc  
 1100 Wilson Blvd, 10th Floor  
 Arlington, VA, 22209

## Student Grievances

Students are encouraged to reach out to any Coding Dojo staff member about concerns to resolve any school disputes. Students may contact the State Council of Higher Education of Virginia (SCHEV) to file a complaint about the school as a last resort. Students will not be subjected to adverse actions by any school officials as a result of initiating a complaint.

State Council of Higher Education for Virginia (SCHEV)

James Monroe Building  
101 North Fourteenth Street  
Richmond, VA 23219  
(804) 225-2600  
[www.schev.edu](http://www.schev.edu)

## Notices

Certified by the State Council of Higher Education for Virginia (SCHEV) 101 North Fourteenth Street, Richmond, VA 23219.

## G. Washington

### Approved Programs

Onsite Full-Time Software Development  
Online Full-Time Software Development  
Online Part-Time Accelerated Software Development  
Online Part-Time Flex Software Development  
Online Part-Time Data Science  
Online Part-Time Cybersecurity

### Current Tuition

Full-Time Software Development: \$16,495  
Part-Time Software Development: \$8995-\$16495  
Data Science: \$5995  
Cybersecurity: \$16495

### Campus Locations

3600 163th PL SE #300  
BELLEVUE, WA 98006  
(844)892-3463

The Washington location is easily reached by car or public transportation. The school building is modern and secure. The Washington location operates in a leased space comprised of approximately 8,200 SF of space

### Cancellation and Refund Policy

(Compliance with WAC 490-105-130)

Should the student's enrollment be terminated or should the student withdraw for any reason, all refunds will be made according to the following refund schedule.

1. The school must refund all money paid if the applicant is not accepted. This includes instances where a starting class is canceled by the school.
2. The school must refund all money paid if the applicant cancels within five business days (excluding Sundays and holidays) after the day the contract is signed or an initial payment is made, as long as the applicant has not begun training.
3. The school may retain an established registration fee equal to 10 percent of the total tuition cost, or \$100, whichever is less, if the applicant cancels after the fifth business day after signing the contract or making an initial payment. A "registration fee" is any fee charged by a school to process student applications and establish a student record system.

4. If training is terminated after the student enters classes, the school may retain the registration fee established under #3 above, plus a percentage of the total tuition as described in the following table:

<b>If the student completes this amount of training:</b>	<b>The school may keep this percentage of the tuition cost:</b>
One week or up to 10%, whichever is less	10%
More than one week or 10% whichever is less but less than 25%	25%
25% but less than 50%	50%
More than 50%	100%

5. When calculating refunds, the official date of a student's termination is the last day of recorded attendance:
- When the school receives notice of the student's intention to discontinue the training program;
  - When the student is terminated for a violation of a published school policy which provides for termination; or,
  - When a student, without notice, fails to attend classes for 30 calendar days.
6. All refunds must be paid within 30 calendar days of the student's official termination

## Student Grievances

Workforce Training and Education Coordinating Board (WTECB)  
 Physical address: 128 – 10th Avenue Southwest, Olympia, Washington 98504  
 Phone number: 360-709-4600  
 Email: pvs@wtb.wa.gov

## Notices

This school has obtained Washington State licensure, under chapter 28C.10 RCW through the Workforce Training and Education Coordinating Board (WTECB).

Selected programs of study at Coding Dojo are approved by the Workforce Training and Education Coordinating Board's State Approving Agency (WTECB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC. Student enrollment is limited to 85% supported student enrollment. In the event that a VA beneficiary wishes to enroll in a program that has already reached the 85% cap, he or she may do that but will not be eligible for VA funding.

For students wishing to enroll using their VA funding, please contact our School Certifying Official [vetadmissions@codingdojo.com](mailto:vetadmissions@codingdojo.com).

Prior credit will be evaluated for all VA beneficiaries.

Coding Dojo does not and will not provide any commission, bonus, or other incentive payment based directly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance.

## Online Faculty and Staff

### **Devon Newsom**

Position: Lead Instructor

Campus: Online

Qualifications and Experience: Devon is a sound designer and programmer with nine (9) years of experience in the realm of programming. Devon worked with Harmonix Music Systems from 2006 to 2015 as a software developer and gameplay designer where he was a level designer on games such as Rock Band, Guitar Hero and more. He also has additional experience in programming web frameworks. Devon has a combined 9 years and 5 months of relevant development experience.

### **Michael Taylor**

Position: Lead Instructor

Campus: Online

Qualifications and Experience: Michael is a web developer and Coding Dojo alumni with one (1) year of development experience located in Chicago, IL. With a background in journalism and communication-focused roles, Michael specializes in communicating abstract coding concepts to true beginners. Michael attended Coding Dojo in Spring of 2019. Michael has a combined 2 years and 9 months of relevant development experience.

### **Reena Dangi**

Position: Instructor

Campus: Online

Qualifications and Experience: Reena holds a PSM Professional Scrum Master certification, Project Management Certification by PMI, a Bachelors of Science and has been a developer for over 7 years. She is also experienced in teaching at Microsoft Teals volunteer program. She has been a great addition to the Coding Dojo Instruction team and brings a lot of experience. Reena has a combined 7 years of relevant development experience.

### **Platt Thompson**

Position: Instructor

Campus: Online

Qualifications and Experience: Platt joined the Coding Dojo instruction team with more than 4 years of experience as a web developer. His experience from the field

has been a great addition to the instruction team. Platt has a combined 5 years and 5 months of relevant development experience.

### **Drew Adorno**

Position: Instructor

Campus: Online

Qualifications and Experience: Drew has a combined 5 years and 8 months of relevant development experience inclusive of his four year Bachelor's degree in computer science.

### **Kevin Udink**

Position: Instructor

Campus: Online

Qualifications and Experience: Kevin has been a programmer for nearly 15 years, his experience spans from development, to team lead. He holds a Bachelor of Science in Computer Science and graduated from Coding Dojos 3 Full Stack program before joining the Coding Dojo instruction team. Kevin has a combined 15 years of relevant development experience in addition to a bachelor's degree in computer science.

### **Abd Salim Nast (Sal)**

Position: Instructor

Campus: Online

Qualifications and Experience: Sal has been a software developer for over 4 years before joining Coding Dojos' Instruction team. He also had previous experience in Computer Science Tutoring at CodeHS. Bringing his experience in web development and dev ops, he is also a passionate advocate for his students and their success. Sal has a combined 4 of relevant development experience.

### **Zach Pieper**

Position: Instructor

Campus: Online

Qualifications and Experience: With over seven years of retail experience and a background in education, Zach moved from Buffalo to Dallas in 2018 to sharpen his computer programming skills at Coding Dojo. Now, Zach combines his degrees in Education and Computer Information Systems with his Coding Dojo knowledge in order to support the dreams of others. Zach also enjoys ice skating and his Nintendo Switch. Zach has a combined 3 years and 5 months of relevant development experience in addition to a four years of college in education and computer science.

### **Lee Loftiss**

Position: Instructor

Campus: Online

Qualifications and Experience: Lee has been a developer for over 9 years as well as teaching experience for over 13 years. He joined Coding Dojo to connect his 2 passions, for programming and teaching. Lee has a combined 13 years of relevant development experience.

### **Matthew Schiller**

Position: Instructor

Campus: Online

Qualifications and Experience: Matthew is a statistics major from Diablo Valley College, he has been involved in IT for 5 years before he completed his Coding Dojo 3 Full Stack program. He worked as a TA and instructor in training for 6 months before excelling into an Instructor position. Matthew has a combined 1 years and 4 months of relevant development experience in addition to a four year Bachelor's degree in Statistics.

## Onsite Faculty and Staff

The school has sufficient and qualified full-time and part-time faculty and staff equipped with appropriate education, training, and experience to support its programs and services. Faculty members meet both the state minimum qualifications and competency standards to teach programming. Faculty are assessed, trained, and overseen by Speros Misirlakis, VP of Instruction.

### **Devon Newsom**

Position: Lead Instructor

Campus: Bellevue WA, Chicago IL, San Jose CA, Burbank CA, Bellevue WA, Washington DC, Dallas TX, Tulsa OK, Boise ID

Qualifications and Experience: Devon is a sound designer and programmer with nine (9) years of experience in the realm of programming. Devon worked with Harmonix Music Systems from 2006 to 2015 as a software developer and gameplay designer where he was a level designer on games such as Rock Band, Guitar Hero and more. He also has additional experience in programming web frameworks. Devon has a combined 9 years and 5 months of relevant development experience.

### **Michael Taylor**

Position: Lead Instructor

Campus: Bellevue WA, Chicago IL, San Jose CA, Burbank CA, Bellevue WA, Washington DC, Tulsa OK, Boise ID

Qualifications and Experience: Michael is a web developer and Coding Dojo alumni with one (1) year of development experience located in Chicago, IL. With a background in journalism and communication-focused roles, Michael specializes in communicating abstract coding concepts to true beginners. Michael attended Coding Dojo in Spring of 2019. Michael has a combined 2 years and 9 months of relevant development experience.

### **Zach Pieper**

Position: Instructor

Campus: Bellevue WA, Chicago IL, San Jose CA, Burbank CA, Bellevue WA, Washington DC, Tulsa OK, Boise ID

Qualifications and Experience: With over seven years of retail experience and a background in education, Zach moved from Buffalo to Dallas in 2018 to sharpen his

computer programming skills at Coding Dojo. Now, Zach combines his degrees in Education and Computer Information Systems with his Coding Dojo knowledge in order to support the dreams of others. Zach also enjoys ice skating and his Nintendo Switch. Zach has a combined 3 years and 5 months of relevant development experience in addition to a Bachelor's in Computer Science.

### **Vinson Aiono**

Position: Lead Instructor

Campus: Bellevue WA, Chicago IL, San Jose CA, Burbank CA, Bellevue WA, Washington DC, Dallas TX, Tulsa OK, Boise ID

Qualifications and Experience: With over 2 years of development experience as well as a bootcamp alumni, Vinson brings both Industry experience and hands on bootcamp experience. He also served for 2 years teaching and providing services to the people in the greater Jacksonville Florida as a missionary. He led more than 250 missionaries and provided weekly and monthly training to help improve the quality of teaching of the missionaries. Vinson has a combined 2 years and 7 months of relevant development experience and a CS Bachelor's degree.

### **Sadie Flick**

Position: Lead Instructor

Campus: Bellevue WA, Chicago IL, San Jose CA, Burbank CA, Bellevue WA, Washington DC, Tulsa OK, Boise ID

Qualifications and Experience: a San Jose native, originally graduated from UCSC with a degree in Anthropology, and for the better part of a decade, worked and taught for adult literacy nonprofits in Baltimore, Maryland. Seeing a need for technological advancement, she built a project from scratch to transition the organization's paper-based system to an automated one. She studied computer science Full-Time at the University of Maryland, Baltimore County. She then worked for the web team at Exelon Corp in Baltimore and decided to move back to Silicon Valley to pursue web development. Sadie has a combined 4 years and 1 month of relevant development experience.

### **Brendan Stanton**

Position: Instructor

Campus: Bellevue WA, Chicago IL, San Jose CA, Burbank CA, Bellevue WA, Washington DC, Dallas TX, Tulsa OK, Boise ID

Qualifications and Experience: Brendan is a multistack web developer with seven (7) years experience in the realm of programming. Brendan was a quality control operator and reviewer where he developed content and performed audits of other operators' work. He worked with Google where he performed technical training of incoming operators, including teaching content similar to that of Coding Dojo. He studied computer science, and has completed 500+ hours of Udemy material across a wide range of technical topics. Brendan has a combined 7 years and 7 months of relevant development experience.

### **Edward Im**

Position: Instructor

Campus: Bellevue WA, Chicago IL, San Jose CA, Burbank CA, Bellevue WA, Washington DC, Tulsa OK, Boise ID

Qualifications and Experience: Edward is a web developer and Coding Dojo alumni with more than a year of development experience located in Oakland, CA. With a background in education he puts into practice his passion for teaching by introducing new and complex concepts such that it can be understood by beginners as well as challenging them to further their software engineering skills. Currently holds AWS Cloud Practitioner certification. Edward has a combined 3 years and 11 months of relevant development experience.

### **Neil Mosunic**

Position: Lead Instructor

Campus: Bellevue WA, Chicago IL, San Jose CA, Burbank CA, Bellevue WA, Washington DC, Dallas TX, Tulsa OK, Boise ID

Qualifications and Experience: Neil has a combined 5 years and 11 months of relevant development experience.

### **Chris Bautista**

Position: Instructor

Campus: Bellevue WA, Chicago IL, San Jose CA, Burbank CA, Bellevue WA, Washington DC, Dallas TX, Tulsa OK, Boise ID

Qualifications and Experience: Chris is a developer with over (3) years experience in computer programming, graduate from Enderun Colleges with a Bachelors of Science in Business Administration Entrepreneurship, and Coding Dojo alumni. He has experience in various size companies and working as an independent contractor. He uses his background and expertise to deliver passion and knowledge to fellow individuals with an interest in the growing field of technology. Chris has a combined 8 years of relevant development experience.

### **Chris Thompson**

Lead Instructor (all courses) and Site Captain

Campus: Bellevue WA, Chicago IL, San Jose CA, Burbank CA, Bellevue WA, Washington DC, Dallas TX, Tulsa OK, Boise ID

Chris Thompson served in the Navy for six years before attending Olympic College, majoring in Computer Engineering. He worked in medical technology as a field engineer then as a System Admin and in QA for medical software. His free time is spent playing computer games and in martial arts. Chris has a combined 2 years and 5 months of relevant development experience and a computer engineering degree.

### **Steven Thaller**

Position: Instructor

Campus: Bellevue WA, Chicago IL, San Jose CA, Burbank CA, Bellevue WA, Washington DC, Dallas TX, Tulsa OK, Boise ID

Qualifications and Experience: Steven has a BS in Computer Engineering from Florida International University, and spent time developing an enterprise-level web application for scheduling automobile repairs after receiving his triple black-belt at Coding Dojo. He is passionate about teaching and leading others through the

program because of how it helped him achieve his own goals. Steven has a combined 7 years and 7 months of relevant development experience.

**Anne Jurack** - Lead Instructor and Site Captain

Campus: Bellevue WA, [Chicago IL](#), San Jose CA, Burbank CA, Bellevue WA, Washington DC, Dallas TX, Tulsa OK, Boise ID

Anne started her development journey as a teaching assistant for digital multimedia design, where she discovered a passion for programming and instruction. She finished her BS in Interactive Media Development at DePaul University while doing full stack freelance and children's programming education. Before Coding Dojo, she worked for 3 years in a project-based development team helping create E-Learning modules, web applications, virtual reality experiences, and more. Anne's specialties include HTML, CSS, JavaScript, Python, and C#. Anne has a combined 8 years of relevant development experience.

**Narciso Lobo** - Instructor

Position: Instructor

Campus: Bellevue WA, [Chicago IL](#), San Jose CA, Burbank CA, Bellevue WA, Washington DC, Dallas TX, Tulsa OK, Boise ID

Qualifications and Experience: Narciso received his Bachelor of Liberal Arts followed by graduating from Coding Dojos' 3 Full Stack program in Chicago, IL. He has been a Web Development instructor since 2019 with Chicodes and most recently joined Coding Dojo to continue to teach. Narciso has a combined 3 years of relevant development experience.

**Shawn Converse**

Position: Instructor

Campus: Full-Time Online, Bellevue WA, Chicago IL, San Jose CA, Burbank CA, Bellevue WA, Washington DC, Tulsa OK, Boise ID

Qualifications and Experience: Shawn graduated from Mission College with an AS in Computer Science, he then graduated from Coding Dojos' 3 Full Stack program and completed multiple development projects. He joined Coding Dojo as a TA followed by Instruction in Training. His passion for teaching and programming is apparent and he is excelling in his new career. Shawn has a combined 2 years and 6 months of relevant development experience inclusive of his associate degree in computer information systems.

**Saurabh Dahal**

Position: Instructor

Campus: Bellevue WA, [Chicago IL](#), San Jose CA, Burbank CA, Bellevue WA, Washington DC, Tulsa OK, Boise ID

Qualifications and Experience: Saurabh has a combined 4 years and 6 months of relevant development experience.

**Ryan Magley** - Instructor

Position: Instructor

Campus: [Chicago IL](#), San Jose CA, Burbank CA, Bellevue WA, Washington DC, Tulsa OK, Boise ID

Qualifications and Experience: Ryan completed his B.S. in Psychological Science where he got involved in further Computer Science courses. He then advanced his knowledge in web development through the Coding Dojo 3 Full Stack program and became a TA for 4 months, followed by joining Coding Dojo as an Instructor in Training for 6 months. Ryan has a total of 2 years and 2 months of relevant experience in development. He has a big passion for teaching and development. He has been building web development projects since his graduation from the Coding Dojo program. Ryan has a combined 2 years and 2 months of relevant development experience.

### **Nichole King**

Position: Instructor

Campus: Bellevue WA, Chicago IL, San Jose CA, Burbank CA, Bellevue WA, Washington DC, Tulsa OK, Boise ID

Qualifications and Experience: Nichole completed her BFA degree at Arizona State University and is currently pursuing her Masters in Education with an emphasis in Teaching and Learning. She also completed her Coding Dojo bootcamp earning 3 black belts throughout the program. She trained for instruction at Coding Dojo for 6 months before moving into Instruction. Nichole has a combined 3 years of relevant development experience.

### **George Ballard**

Position: Instructor

Campus: Bellevue WA, Chicago IL, San Jose CA, Burbank CA, Bellevue WA, Washington DC, Dallas TX, Tulsa OK, Boise ID

Qualifications and Experience: George is a Seattle native and has a passion for teaching and peer collaboration. With five years of experience in Finance and Peer Education, he discovered his interest in programming and graduated from Coding Dojo with the goal of becoming an instructor. George has a combined 2 years of relevant development experience.

### **Speros Misirlakis**

Position: VP of Instruction

Campus: Bellevue WA, Chicago IL, San Jose CA, Burbank CA, Bellevue WA, Washington DC, Dallas TX, Tulsa OK, Boise ID

Qualifications and Experience: Speros has over 6 years of experience as a developer, scrum master and team leader. He received his BA in Business Administration from Northern Arizona University, M.B.A. with an emphasis in Finance from Grand Canyon University's Ken Blanchard College of Business, followed by graduating from Coding Dojos' 3 Full Stack program. He trained as a TA and Instructor in Training for 8 months before progressing into an Instructor role at Coding Dojo, followed by Head Instruction, and Head of Curriculum. Speros has a combined 6 years and 9 months of relevant development experience.

### **Todd Enders**

Position: VP of Curriculum

Campus: Bellevue WA, Chicago IL, San Jose CA, Burbank CA, Bellevue WA, Washington DC, Dallas TX, Tulsa OK, Boise ID

Qualifications and Experience: Todd is a developer with ten (10) years experience in the field of programming. Todd graduated from University of Washington Seattle with a Bachelor of Science in Atmospheric Science where he studied object oriented programming and advanced mathematics. He went on to receive his Master of Science in Computing from Oxford Brookes University in Oxford, UK in 2015. Todd was selected as a student representative for the MSc Computing cohort while attending Oxford Brookes. He has worked with data and networking since he was a Field Tech for Earth Networks in 2007, and went on to intern with Ricardo-AEA where he did MATLAB and GIS programming. Todd has a combined 5 years and 7 months of relevant development experience.

## Appendix D - 2021 Class Schedules

<b>Full-Time Online and Onsite</b>	<b>Start Dates</b>	<b>End Dates</b>
January	1/25/21	4/30/21
February	2/22/21	5/28/21
March	3/22/21	7/2/21
April	4/19/21	7/30/21
May	5/17/21	8/27/21
June	6/21/21	9/24/21
July	7/19/21	10/22/21
August	8/16/21	11/19/21
September	9/13/21	12/22/21
October	10/11/21	2/4/22
November	11/8/21	3/4/22
December	12/13/21	4/1/22

<b>Part-Time Accelerated</b>	<b>Start Dates</b>	<b>End Dates</b>
January	1/11/21	4/30/21
February	2/8/21	5/28/21
March	3/8/21	7/2/21

April	4/5/21	7/30/21
May	5/3/21	8/27/21
June	6/7/21	9/24/21
July	7/6/21	10/22/21
August	8/2/21	11/19/21
September	8/30/21	12/23/21
October	9/27/21	2/4/22
November	10/25/21	3/4/22
December	11/29/21	4/1/22

<b>Part-Time Flex</b>	<b>Start Dates</b>	<b>End Dates</b>
January	1/11/21	7/30/21
February	2/8/21	8/27/21
March	3/8/21	9/24/21
April	4/5/21	10/22/21
May	5/3/21	11/19/21
June	6/7/21	12/23/21
July	7/6/21	2/4/22
August	8/2/21	3/4/22
September	8/30/21	4/1/22
October	9/27/21	4/29/22
November	10/25/21	5/27/22
December	11/29/21	7/1/22

# Appendix E - Veterans Information Bulletin

The Veterans Services Team welcomes you! We are eager to assist you in gaining training and education to start an exciting career in web development. We remain committed to ensuring that you have a rewarding educational experience at “The Dojo”. Listed below are the points of contact for Veteran Services and VA benefits issues:

Veterans Services Team:

Felix Almejo, SCO, Lead Veteran Admissions - [falmejo@codingdojo.com](mailto:falmejo@codingdojo.com)  
Becky Betts, SCO, Lead Veteran Support - [rbetts@codingdojo.com](mailto:rbetts@codingdojo.com)  
Stefen Atkinson, SCO, Senior Veteran Services - [satkinson@codingdojo.com](mailto:satkinson@codingdojo.com)  
Robbie Hannan, Veteran Support Advisor - [rhannan@codingdojo.com](mailto:rhannan@codingdojo.com)  
Hanna Bouvier, Veteran Support Advisor - [hbouvier@codingdojo.com](mailto:hbouvier@codingdojo.com)  
Shane Heinrich, VA Compliance Manager - [sheinrich@codingdojo.com](mailto:sheinrich@codingdojo.com)  
Jason Garcia, VA Compliance Manager - [jgarcia@codingdojo.com](mailto:jgarcia@codingdojo.com)

Onsite campus Veterans points of contact:

San Jose: Duy Lyford - [dlyoford@codingdojo.com](mailto:dlyoford@codingdojo.com)  
Burbank: Joseph Yea - [jyea@codingdojo.com](mailto:jyea@codingdojo.com)

Students wishing to enroll using their VA funding, please contact our Veteran Services Team at [vetadmissions@codingdojo.com](mailto:vetadmissions@codingdojo.com).

## A. Title 38 US Code 3679(e)

In accordance with Title 38 US Code 3679(e), Coding Dojo adopts the following additional provisions for any students using U.S. Department of Veterans Affairs education benefits (VA beneficiary), while payment to the institution is pending from VA. Coding Dojo **will not**:

- Prevent enrollment;
- Assess a late penalty fee;
- Require alternative or additional funding;
- Deny access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, VA beneficiaries may be required to:

- Provide their VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;

- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

Based on VA beneficiaries' benefits chapter and/or coverage percentage, Coding Dojo may also require additional payment for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement.

## B. VA Beneficiary Enrollment

Coding Dojo's Onsite Software Development program is the only program approved by the VA for enrollment of VA beneficiaries. Campuses currently approved by VA are:

- San Jose
- Burbank

The Department of Veteran Affairs imposes several enrollment limitations that could affect VA beneficiaries' class start date. Coding Dojo is required to monitor the Veteran student population at all times, if the Veteran population reaches the VA's limitations, we are unable to enroll any VA students in that campus. In this case, Coding Dojo will make every effort to schedule students in a future class that works for them. In the event that a VA beneficiary wishes to enroll at a campus that has already reached VA's limitations they may do so with private funding; they will not be eligible for VA tuition and housing.

VA beneficiary students who are attending Coding Dojo are entitled to the same tuition, fees, scholarships, promotions and discounts as non-VA beneficiary students (see Section 4. Tuition).

Coding Dojo School Certifying Officials are required to keep VA informed of the enrollment status of VA beneficiaries within 30 days of any change by:

- Submitting Enrollment Certification (VA Form 22-1999) to report required enrollment information;
- Submitting Notice of Change in Students' Status (VA Form 22-1999b) to report changes to enrollment information (e.g. taking a Leave of Absence, met attendance requirements, etc);
- Monitoring students' grades to ensure satisfactory progress is being made;
- Monitoring student's attendance to ensure they meet attendance requirements;
- Reporting when students' are terminated due to unsatisfactory progress or attendance;
- Monitoring students' conduct and report when students are dismissed due to violations.

All VA Beneficiaries are required to provide a Certificate of Eligibility prior to the first day of class. Any additional VA documentation required for enrollment, including but not limited to VA Forms 22-1995 and 22-1990, must be submitted to [vetadmissions@codingdojo.com](mailto:vetadmissions@codingdojo.com) prior to the first day of class (outlined in section N. below).

If Coding Dojo can not verify VA benefits eligibility and entitlement; service members, Veterans, and/or dependents are responsible to cover any and all costs related to services rendered by Coding Dojo. These costs include but are not limited to tuition and fees.

While Coding Dojo is unable to accept/award credit for previous education, it is evaluated for suitability in the program. All applicants are required to have a high school diploma, GED, or equivalent. **VA requires that we collect, review, and document prior education of all VA beneficiaries.**

VA Beneficiary students are not required to pay the \$1000 deposit prior to the start of the program, as this is covered by VA education benefits. Thus VA beneficiaries will be given access to pre course materials once they have signed their Enrollment Agreement.

### C. Chapter 33 Students

Chapter 33 tuition is paid directly to Coding Dojo on behalf of the student and prorated based on the students benefit level. Tuition for students receiving Chapter 33 benefits is certified to the VA at the actual net cost of tuition and fees after the application of any waivers, scholarships, promotions, or school assistance is applied.

Example	80% Benefit Level	100% Benefit Level
Tuition	\$16,495	\$16,495
Less Early Registration Discount	- \$250	- \$250
Less Full Payment Discount	- \$0	- \$500
Less Military Retraining Discount	- \$1000	- \$1000
Amount Certified to VA	= \$15,245	=\$14,745
Tuition Paid by VA	\$12,196	\$14,745
Remaining Tuition Due	\$3,049	\$0

## D. Chapters 30, 1606, and Chapter 35

Students receiving Chapters 30 and 1606 benefits must verify their enrollment monthly in the VA's Web Automated Verification of Enrollment (WAVE) or Interactive Voice Response (IVR) systems. Access VA's enrollment Verification systems at:

- WAVE - <https://www.gibill.va.gov/wave/index.do>
- IVR - 1-877-823-2378

Chapter 35 students will receive a monthly verification form (VA Form 22-8979) to certify their attendance. These requirements do not apply to students receiving Chapters 33.

## E. Chapter 31 Students

Students receiving Chapter 31, Veteran Readiness and Employment (VR&E, formerly known as Vocational Rehabilitation) benefits must provide their VR&E Counselors' contact information (name and email) at least two weeks prior to the intended start date.

If the student believes that they are eligible for Chapter 31 benefits but has not applied, they may do so at the link below.

- <https://www.ebenefits.va.gov/ebenefits/about/feature?feature=vocational-rehabilitation-and-employment>

Funding will be provided directly to the school by the VA after the VR&E Counselor has obtained the proper information and forms that they require of the school. The student will receive a housing allowance from the VA. For any questions having to do with the housing allowance payments students are to contact their VR&E Counselor.

Any academic changes that happen during your time with Coding Dojo will also be reported to your VR&E Counselor and VA. These include and are not limited to, retakes, academic probation, academic dishonesty and expulsion.

## F. Scholarships, Discounts, and Promotions

Various scholarships, discounts, and promotions are available to help reduce your tuition costs (outlined in Section 4. D); you are highly encouraged to apply to those that pertain to you. Please note that some of our scholarships, discounts, and promotions require supporting documentation and/or an essay to be awarded. Your admissions advisor and Veteran Services team is available to assist you with the application process.

Early Registration Discount is awarded to all VA beneficiary students who meet the requirements outlined in the student catalog.

The Paid in Full is awarded to Chapter 33 VA beneficiary students with 100% benefits and enough months to cover 14-weeks of the program. Beneficiaries with less than 100%, enough months, or another chapter, please speak with your Veterans Services Advisor to discuss funding options.

Scholarships are not stackable, however discounts and promotions are.

**Scholarships, discounts, and promotions awarded to VA beneficiary students will be deducted prior to tuition being Certified to the VA (See paragraph C above).**

## G. VA Beneficiary Retake Policy

Students receiving VA benefits, must maintain satisfactory academic progress in their program of study. Students receiving VA benefits are held to the same criteria for maintaining satisfactory academic progress as all other students attending Coding Dojo. (See Section 8.1 Student Status)

Students that require a retake of a course within the program, will be provided a first repeat stack without additional charge. A second required retake or any elective retake will incur a non refundable charge of \$500. This charge is not covered by the VA and will be required to be paid by the student. Students are allowed up to two (2) retakes per program with prior permission, unless mitigating circumstances are determined to void a previous retake.

Coding Dojo is only approved by the U.S. Department of Veterans Affairs for the full-time Onsite Software Development program. Veterans attending the full-time Onsite Software Development program who find that the full-time program is not the right program for them are given the option to change to a part-time program during the Web Fundamentals stack only. However, VA beneficiaries choosing to change programs will not receive VA education benefits and must seek additional funding for the desired program.

## H. Leave of Absence

Military service members that are called to active duty during the program are permitted a Leave of Absence (LOA) of up to eight (8) weeks. Students must submit a written request and include official supporting documentation to [vetadmissions@codingdojo.com](mailto:vetadmissions@codingdojo.com). Examples of supporting documentation include mobilization orders or a letter from the student's commander. Upon return, the student will restart at the beginning of the stack they were in when the leave of absence started or the next stack in sequence.

VA beneficiary students who fail to return from an approved LOA without notice will be dismissed from the program. Veteran Services will report the last date of attendance to VA as the date last attended before the start of the LOA. Please note that this is likely to affect VA education benefits and may result in a debt owed to VA and/or to the school.

## I. VA Refund Policy

If an enrolled VA beneficiary fails to enter the program, withdraws, or is dismissed prior to completing the course, Coding Dojo will refund the unused or pro rata portion of the tuition and fees, paid on their behalf, directly to the VA in accordance with applicable regulations. Any portion of tuition and fees paid by the student will be refunded according to the state specific refund regulations.

VA beneficiary students will be responsible for covering any outstanding tuition/fees owed to the school after repayment has been made to the VA, in accordance with the state specific refund policy.

**Example:** A student's Enrollment Agreement states Coding Dojo is entitled to 50% of tuition if the student withdraws between 25% and 50% of the program. The VA beneficiary withdraws at 40% through the program. The school will repay the VA the prorated amount for 60% of the tuition, leaving 10% for the student to repay directly to the school.

## J. VA Expulsion

Coding Dojo reserves the right to keep up to 100% of all tuition paid or due on the program when students are expelled from a program. Please note, this will likely result in a debt to the VA and/or to the school. Furthermore, students who are expelled are not eligible to reapply for a new or different program with Coding Dojo. Refer to Section 9, E. for the entire expulsion policy.

## K. Satisfactory Academic Progress and Attendance

**Academic policies are found in their entirety on pages 33-39 of the Coding Dojo Student Catalog.**

All students receiving funding from VA are required to meet the same criteria of academic progress and attendance as non VA funded students. Below outlines how academic progress and attendance relates to the eligibility of VA education benefits:

1. VA beneficiaries students who fail to maintain satisfactory academic progress and/or meet attendance standards may lose eligibility to receive Veterans education benefits for this program.

2. Evaluation Checkpoints: Coding Dojo will evaluate students' academic standings every Monday other than the first Monday of a new stack ..

3. Satisfactory Progress: Students who have completed 90% or more of core assignments at each Evaluation Checkpoint. Students meeting Satisfactory Progress standards are eligible for continued receipt of VA education benefits

4. Marginal Progress: Students who have completed between 60% and 89% of required assignments at each Evaluation Checkpoint. Students exhibiting Marginal Progress are eligible for continued receipt of VA education benefits. Students with Marginal Progress will be placed on an Academic Improvement Plan until the student has met the Satisfactory Progress Standards at a following checkpoint or by the end of the stack, whichever comes first.

5. Unsatisfactory Progress: Students who do not complete 60% or more of Core assignments at each Evaluation Checkpoint will be placed on Academic Probation. Students exhibiting Unsatisfactory Progress will become ineligible for continued receipt of VA education benefits after 3 cumulative instances of Academic Probation throughout the entirety of the program, and/or upon meeting dismissal criteria.

6. Academic Probation: Students on academic probation are afforded up to three consecutive Evaluation Checkpoints to remediate previous and current assignments requirements / meet satisfactory progress standards. Students on Academic Probation must adhere to the requirements set forth in the main catalog (Section 9.D. Academic Probation) as well as meet Satisfactory Progress standards to be considered in Good Standing. Students on academic probation for 3 or more cumulative evaluation checkpoints are subject to dismissal from the program.

7. Stack Failure: Students who fail to complete 90% of core assignments by the end of each stack must retake that stack at the first available opportunity for that stack. Students are afforded 2 stack retakes throughout the duration of the program. Students who fail 3 stacks will become ineligible for continued receipt of VA education benefits and be dismissed from the program.

8. Attendance: Students are required to be present for a **minimum of 80%** of class hours for each stack. Students are allowed up to 10% excused absences, which are not counted against a student's attendance percentage, with prior approval and relevant documentation (see below). Below is a break down of what is allowed per stack:

- 2 week stack (Web Fundamentals)
  - Excused Absence- maximum 1 full day or 3 cumulative sessions
  - Unexcused Absence - Maximum of 2 days or 3 cumulative sessions

- 4 week stack
  - Excused Absence- Maximum 2 full days or 6 cumulative sessions
  - Unexcused Absence- Maximum of 4 days or 12 cumulative sessions

Any student who is absent for three (3) consecutive days without prior approval or excused absence, or absent more than 20% of each scheduled stack time at the end of the stack, whichever is less, will be withdrawn from the program.

Students who fail to meet the attendance requirements as laid out above will become ineligible for continued receipt of VA education benefits and be dismissed from the program.

Relevant documentation that support excused absences include but are not limited to:

- Letter from a licensed medical provider
- Official military correspondence
- Documented medical appointment slip
- Dated immunization record
- Documented legal proceedings
- Signed Statement of Mitigating Circumstances (computer or internet failure, inclement weather, loss of power, etc)
  - Form can be found on students LEARN platform or provided by instruction and support staff

8. VA Beneficiary Students: The Department of Veterans Affairs will be notified immediately of VA funded students who fail to meet satisfactory progress standards for three or more evaluation checkpoints and/or fail to meet attendance requirements. This notification would terminate the students certification through the VA and end any and all education benefits through attendance at the Coding Dojo.

9. Readmittance After Dismissal: Students who are dismissed for failure to meet Satisfactory Academic Progress or attendance policies may return to the Coding Dojo after they have provided documented proof that the cause of their inability to maintain standards has been addressed and is no longer a factor. VA Beneficiaries are subject to the potential for only being partially covered due to students' previous time in the program. Any tuition not covered by VA funding must be provided by the student. Students who are expelled are ineligible to reapply for a new or different program with Coding Dojo.

## L. Student Tuition Recovery Fund (California only)

Effective February 8th, 2021 all California institutions are required to collect Student Tuition Recovery Funds (STRF). The current assessment is \$0.50 per \$1,000 of institutional charges payable to the state of California. Based on current tuition charges the STRF fee for Burbank and San Jose Campuses is:

Tuition: \$16,496 x \$0.50 = Non Refundable STRF Fee \$8.25

## M. Useful VA Education Links

- About VA Education Benefits - [www.va.gov/education/about-gi-bill-benefits/](http://www.va.gov/education/about-gi-bill-benefits/)
- VA Education Benefits Eligibility - [www.va.gov/education/eligibility/](http://www.va.gov/education/eligibility/)
- VA Education Benefits Comparison Tool - [www.va.gov/gi-bill-comparison-tool](http://www.va.gov/gi-bill-comparison-tool)
- Applying for VA Education Benefits - [www.va.gov/education/how-to-apply/](http://www.va.gov/education/how-to-apply/)
- Applying for Veteran Readiness & Employment (Chapter 31) - [www.va.gov/careers-employment/vocational-rehabilitation/how-to-apply/](http://www.va.gov/careers-employment/vocational-rehabilitation/how-to-apply/)
- VA Educational and career counseling (Chapter 36) - <https://www.va.gov/careers-employment/education-and-career-counseling/>
- VA Education Benefits for Survivors and Dependents - [www.va.gov/education/survivor-dependent-benefits/](http://www.va.gov/education/survivor-dependent-benefits/)
- Other VA Education Benefits - [www.va.gov/education/other-va-education-benefits/](http://www.va.gov/education/other-va-education-benefits/)
- Change VA Direct Deposit Information
- - [www.va.gov/education/change-gi-bill-benefits/](http://www.va.gov/education/change-gi-bill-benefits/)
- VA Education Rates - [www.benefits.va.gov/GIBILL/resources/benefits\\_resources/rate\\_tables.asp#ch33](http://www.benefits.va.gov/GIBILL/resources/benefits_resources/rate_tables.asp#ch33)
- VA Education Debt and Overpayment - [www.benefits.va.gov/gibill/resources/education\\_resources/debt\\_info.asp](http://www.benefits.va.gov/gibill/resources/education_resources/debt_info.asp)
- Web Automated Verification of Enrollment (WAVE) (Chapter 30 and 1606) - <https://www.gibill.va.gov/wave/index.do>
- VA Education Help Portal (Ask a Question) - <https://gibill.custhelp.va.gov/>

## N. VA Education Benefits Certification Checklist

### VA Education Benefits Certification Checklist

This checklist outlines the documentation that you must provide before the Veteran Services Team can report and certify your enrollment to VA. To ensure timely delivery of your VA benefits complete, sign, and provide the checklist/documentation below to: [vetaadmissions@codingdojo.com](mailto:vetaadmissions@codingdojo.com)

### Apply for VA Benefits

	Veterans using Veteran Benefits for the first time, or changing from one Veteran Benefit to another (e.g., Ch30 to Ch33) submit VA Form 22-1990 to VA <a href="https://www.va.gov/education/apply-for-education-benefits/application/1990/introduction">https://www.va.gov/education/apply-for-education-benefits/application/1990/introduction</a> and provide a screenshot.
	Veterans who have used Veteran Benefits before submit VA Form 22-1995 to VA <a href="https://www.va.gov/education/apply-for-education-benefits/application/1995/introduction">https://www.va.gov/education/apply-for-education-benefits/application/1995/introduction</a> and provide a screenshot.
	Dependents using Veteran Benefits for the first time submit VA Form 22-5490 to VA <a href="https://www.va.gov/education/apply-for-education-benefits/application/5490/introduction">https://www.va.gov/education/apply-for-education-benefits/application/5490/introduction</a> and provide a screenshot.
	Dependents who have used Veteran Benefits before submit VA Form 22-5495 to VA <a href="https://www.va.gov/education/apply-for-education-benefits/application/5495/introduction">https://www.va.gov/education/apply-for-education-benefits/application/5495/introduction</a> and provide a screenshot.
	Post 9/11 GI Bill ® (Chapter 33) students obtain a copy of your Certificate of Eligibility (COE) or Screenshot of your GI Bill ® eligibility available here: <a href="https://www.va.gov/education/gi-bill/post-9-11/ch-33-benefit/">https://www.va.gov/education/gi-bill/post-9-11/ch-33-benefit/</a> and provide.

### Additional Documentation

	Provide a copy of all prior postsecondary education/training and military transcripts including high school diploma, GED, college transcripts (unofficial), Joint Service Transcript, Community College of the Air Force transcript, etc.
	Provide a copy of DD Form 214, DD 256, or NGB 22 (for Military Retraining Scholarship application).
	Provide other documentation specific to scholarship and promotions applied for (e.g., recent pay stub for "Fresh Start Fund Scholarship" promotion).

I certify that I, \_\_\_\_\_ have provided the applicable documentation above to the Coding Dojo Veteran Services Team. **Additionally, I have received, read, and understand all policy and provisions outlined in the school's Veteran Information Bulletin and Student Catalog.**

\_\_\_\_\_  
VA Beneficiary Applicant Signature

\_\_\_\_\_  
Date

"GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). For more information see the [GI Bill Trademark terms of use](#)".

## O. Students Bill of Rights and Considerations Prior to Enrollment

This document must be given to enrolling veterans and eligible persons when using GI Bill ® education benefits at a private postsecondary institution approved for the training of veterans by the California State Approving Agency. This is provided for informational purposes only and is intended to give you guidance in order to optimize the use of your VA education benefits:

- You have the right to investigate training alternatives. Be aware that tuition charged by institutions offering similar training programs can vary greatly. You may also seek payment of GI Bill ® benefits for other types of training or career objectives, including Apprenticeship/OJT and Entrepreneurships.
- You have the right to fully explore a program prior to enrolling. You may check out the school's facilities and equipment, inquire about instructors' qualifications and class sizes, observe a class, and talk to current students. You may also ask to contact recent graduates to learn about their experiences with the school.
- You have the right to check with the Better Business Bureau, or other consumer protection agency, to find out if complaints have been filed against the school. You also have the right to verify the school's standing with any accrediting association and/or licensing agency.
- You have the right to clear information about the value of the training. Are the credits transferable to other institutions you may attend in the future? Will the training satisfy requirements for employment, or is it necessary for the position you are seeking?
- You are entitled to clear data about the program's success rate. The institution will provide you with the completion and placement rates for the most recent years for which data is available. You will be given the definition of a "placement," including the length of time in the position. You will also be provided with the average starting salary.
- You are entitled to a clear statement of the total cost for completion of the program, including tuition, equipment and fees.
- You are entitled to a clear explanation, without coercion, of all financial aid options, before you sign up for any student loans.

- You are responsible for paying off a loan whether or not you complete the program. Failure to pay off a loan can lead to financial problems, including inability to get a future loan or grant for another training program, inability to get credit to buy a car or home, or garnishment of wages through the employer. You must begin repayment of the loan in accordance with the terms detailed within the financial aid documents.
- You have the right to read and understand the contract, and all other materials, before signing up.
- You are entitled to a clear explanation of the school's cancellation/withdrawal policy and procedures, to understand how to withdraw or cancel, and be informed of any financial obligations you will incur.
- You are entitled to a clear explanation of the school's refund policy, which can vary greatly. If you withdraw from a course after the first day of class, an overpayment of VA benefits can result. It is not uncommon for schools to charge the entire tuition cost at the point when you have completed just 60 percent of the program. If an overpayment is assessed, the VA will send you a debt letter for the cost of the training you did not receive. For example, you may drop at the 60 percent point, and be asked by the VA to repay 40 percent of the cost of the tuition. A debt related to payment of the housing allowance may also be assessed. Ensure that you review the school's refund policy to understand the consequences of withdrawing before the end of the term.
- You have the right to contact the California State Approving Agency at [www.csaave.ca.gov](http://www.csaave.ca.gov) or the state consumer protection agency if you are unable to resolve a complaint with the school.

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Student Name

Date

## P. GI Bill® Trademark Attribution Statement

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>."