



# Master Student Catalog Addendum #1

Version 4.4

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## Addendum: Coding Dojo's Master Student Catalog for 2021-2022

### About Coding Dojo Master Student Catalog

Coding Dojo's Master Student Catalog is published annually and includes academic policies, procedures, programs, courses, and faculty. Every effort has been made to make the catalog accurate as of the date of publication; however, all policies, procedures, fees, and charges are subject to change.

### Purpose of this Addendum

The purpose of this addendum is to provide additional information or changes that occurred after publication of the catalog and to make corrections that could affect student success. It is to be used in conjunction with the Master Student Catalog. This addendum is being provided in order for all curriculum information to be available for advice and program/course selection to better serve students, advisors, and the Coding Dojo community. This addendum may include approved changes or corrections to programs and courses as well as changes in policies and requirements. All changes and additions listed here supersede the information contained in the previous catalog version. All information contained in this addendum is subject to change without notice. Please visit [www.codingdojo.com/institutional-disclosures](http://www.codingdojo.com/institutional-disclosures) to access the full student catalog.

Summary of Changes		
Addendum Page #	Catalog Section (Page)	Description
1	Section 7, A. Hours of Operation (Page 35)	The Software Development Online Full-Time class schedule will transition from Pacific Standard Time to Mountain Standard Time on May 1st, 2022.
2	Section 7, E. TA Hours (Page 38)	The Software Development Online Full-Time TA hours will transition from Pacific Standard Time to Mountain Standard Time on May 1st, 2022.
3	Section 9, B. Student Standing (Page 47-48)	Assignment checkpoint (progress and end of stack) due times will transition from Pacific Standard Time to Mountain Standard Time on May 1st, 2022.
4	Section 7, A. Student-Teacher Ratio (Page 36)	Increase student to instructional staff ratio from 25:1 to 35:1 for Full-Time Programs

## 7. Schedule

### A. Onsite and Online Full-Time: Hours of Operation

The business office of the Onsite Full-Time program is open Monday - Friday, 8:30am – 5:30pm Pacific Standard Time (PST) (except for holidays). Course lectures and supervised lab sessions for the Onsite Full-Time program are held Monday – Friday, 8:30am to 5:30pm PST (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 8:00am to 6:00pm PST, 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. Students will receive more information on access during orientation for the program. Please consult with designated campus staff for more information for accessing the campus.

Coding Dojo prioritizes ensuring 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.

Course lectures and synchronous lab sessions for the Online Full-Time program are held Monday - Friday, 8:30am - 5:30pm Mountain Standard Time (MST).

## E. TA Hours

Software Development Onsite Full-Time Program: Students are guaranteed available TA hours from 2pm to 7pm (Central and Pacific depending on region) from Monday through Friday when classes are in session.

Software Development Online Full-Time Program: Students are guaranteed available TA hours from 2pm to 7pm Mountain Standard Time from Monday through Friday when classes are in session.

Software Development Online Part-Time Programs: Students are guaranteed available TA hours from 11am to 8pm Pacific Time during weekdays when classes are in session. Students are also guaranteed available TA hours from 8am to 6pm Pacific Time on weekends when classes are in session.

Specialist Online Part-Time Programs: Students are guaranteed available TA hours from 3pm to 8pm Pacific Time during weekdays when classes are in session. Students are also guaranteed available TA hours from 11am to 2pm Pacific Time on Saturdays and 3pm to 7pm Pacific Time on Sundays when classes are in session.

Additional hours may be available but not guaranteed.

## B. Student Standing

Each progress check will result in one of the following student standings outlined below.

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, as determined by valid assignment completion and submission through the learn platform.

- If missing one assignment would result in the student dropping below 90%, Satisfactory Progress is defined at the end of stack check only as completion of all core assignments less one (1) core assignment (e.g. a student completing a stack with 8 core assignments will be considered in good standing if 7 of 8 core assignments are completed by end of stack)
- In the event that the Learn Platform is down or the student is unable to submit assignments on the platform, credit will be given for assignments submitted by email to Instruction as long as the date and time submitted meet standard requirements.

Assignments due for Online Full-Time checkpoints must be completed by 11:59pm MST on the day before the cadence check to be counted. (e.g. Monday checkpoints based on assignments completed through Sunday). Assignments turned in day-of will count towards the next checkpoint.

Assignments due for all other programs progress checkpoint must be completed by 11:59pm PST on the day before the cadence check to be counted (e.g. Monday checkpoints based on assignments completed through Sunday). Assignments turned in day-of will count towards the next checkpoint.

**Student-Teacher Ratio**

Coding Dojo maintains a Thirty-Five (35) 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.