



Master Student Catalog Addendum #1

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Addendum: Coding Dojo's Master Student Catalog for 2023

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 the 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 to access the full student catalog.

Summary of Changes in the Catalog		
Addendum Page	Catalog Section (page)	Description
3-5	7. Schedule A. Onsite and Online Full-time: Hours of Operation (pp.36-44)	All lectures are recorded and reinforcement of completing assignments to students. Provided further are additional resources for students specifically, with a checklist, cohort communication tool, access to Small Group Code Reviews (SGCR), and access to online teaching assistants.
6-12	9. Academic Policies (pp.49-54)	Students under the Software Development Online Fulltime Program are required to attend 1 SGCR prior to taking the belt exam. The purpose of SGCR is to identify struggling students in the program and provide support.
13-15	10. Graduation Requirements (P. 59), 6. Program Description and Annex B. Program Description (P. 34)	Students under Cybersecurity Online Part-time Program will be required to schedule their CompTIA exams prior to taking the core belt exam of each course of the program. The policy change will take effect beginning the 30 January 2023 cohort.

7. Schedule (P. 36-40)

7. Schedule

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

The business office of the Onsite Full-Time program is open Monday - Friday, 8:30 am – 5:30pm (except for holidays). 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. 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.

The Online Full-Time program follows the same schedule as the Onsite Full-Time program.

Morning Session

Algorithms

Instruction will challenge the class to solve an algorithm in groups - drafting solutions and ideas - and present some solutions. Then, as a whole group, cohorts will collaborate and discuss. The difficulty of the algorithms will increase as students progress through the program.

Why algorithms? A strong foundation in algorithms is key to being a successful developer. Regardless of which week a student is in, algorithms will always be a core piece of the 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. Coding Dojo wants all 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.

All lectures are recorded and reinforce concepts from the Learn Platform that the student will need to complete their 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.

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 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

Coding Dojo will 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

Post-lecture lab hours are where most of a student's learning will take place (and most of the 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, students will still have full access to all the course content on the online learning platform. Without any interruptions, students can continue learning throughout the night and at home.

Online Chat Support

Coding Dojo leverages an online chat service (e.g. Discord) 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. Students and staff are expected to adhere to proper online communication etiquette (eg: safe for work postings, cordial language) when using these resources.

Instruction teams 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.

Additional Resources

Students are equipped with a checklist, cohort communication tool, access to Small Group Code Reviews (SGCR), and access to online teaching assistants weekdays from 8:00 am MST to 5:00 pm MST. Additional TA hours may be available on a week by week basis until 7:00 pm MST based on availability.

9. Academic Policies (P. 49-54)

9. Academic Policies

A. Academic Status Cadence

Onsite and Full-Time Online Software Development Programs - Student progress will be reviewed each Monday of a stack, with the exceptions of the first Monday of a stack and at the completion of the stack. Formal academic progress is not taken at any 1-week stack (e.g. Programming Basics) given the nature of the short stack, but instead student attendance and engagement will be reviewed the Wednesday of the 1-week stack to ensure student participation.

Online Part-Time Software Development Programs - Student progress will be reviewed starting on the third Monday (or the start of the third week) of each stack and continuing on each alternating Monday in the stack (checks every two weeks), and at the completion of the stack. Formal academic progress is not taken at any 2-week stack (e.g. Programming Basics) given the nature of the short stack, but instead student attendance and engagement will be reviewed on Monday week 2 of the stack to ensure student participation.

Data Science Online Part-Time Programs - Student progress will be reviewed each Tuesday of a stack, with the exception of the first Tuesday of the stack, and at the completion of the stack.

Cybersecurity and UI/UX Design Online Part-Time Programs - student progress will be reviewed starting on the third Tuesday (or the start of the third week) of each stack and continuing on each alternating Tuesday in the stack (checks every two weeks), and at the completion of the stack.

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.

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.

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 checkpoints 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.

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. Students who are found to not meet graduation requirements will be informed and have their alumni status revoked.

C. Testing Policy

Full-Time Online:

- In order to be eligible to sit for a course's final assessment, students must be in good academic standing (Satisfactory Progress as defined above) and must have attended at least 1 of their scheduled Small Group Code Reviews (SGCR) in that course. Failure to attend and participate in a scheduled Small Group Code Review will disqualify a student from being eligible to sit for the belt exam until a code review can be completed with the stack instructor. Students who have missed their SGCR must schedule and complete a code review with their instructor prior to the final day of exams. A code review and exam may not be completed on the same day. Exam extensions will not be given past the final day of exams for students who failed to complete their small group code review.

D. Make-up Policy

Students are required to meet 90% of core assignments (or all core assignments less

1) during each stack throughout the program. This is independent of student attendance or excused absences within a stack.

Students who claim to miss submission of assignments due to technical issues need to email their Instructor and Student Experience Manager before 11:59pm Sunday (or before 12:00pm/noon Friday as applicable) with screenshots of the error preventing them from submitting and the affected assignment(s) as attachments. This is to timestamp the issue raised so that eligibility for excusing Academic Probation can be determined.

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. (Note that partial retakes for the Part-Time Flex program is the only exception, see Section 6C).

Retakes for stacks are contingent upon meeting attendance requirements. Please see the attendance policy for more details.

Voided stacks do not count towards either attendance or academic completion for the student. Any associated academic probations with a voided stack are also voided and do not count towards the student's three (3) probation limit.

Completed stacks that are carried over as part of a Program Transfer will satisfy the attendance and academic requirements for that equivalent stack in the Desired Program - all percent completions in assignments, attendance, and applicable exams will be applied to the Desired Program.

E. 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
 - Unrelated submissions (eg: Cat Pictures)
 - Assignments that are missing greater than 50% of required elements (eg: HTML/CSS assignment without CSS)
 - Plagiarized assignments directly lifting significant amounts of content or solutions provided via instructor demos or solution files

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

F. 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 progress¹.
- Academic Dishonesty on assignments of any sort, including but not limited to:
 - Submission of previous assignments, presented as current assignments.
 - Plagiarized assignments directly lifting significant amounts of content or solutions from current/former students or other third party sources
 - Repeat offense of invalid assignment 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. Students may

¹ Formal academic progress is not taken at any 1-week stack in FT programs or 2-week stacks in PT programs (e.g. Programming Basics) given the nature of the short stack, but instead student attendance and engagement will be reviewed the Wednesday of the 1-week stack to ensure student participation.

request to waive an academic probation during the time in which the academic probation is active. Requests that are presented after the following formal program status check will be reviewed on a case by case basis, as long as the stack is active. Retroactive requests for past stacks will not be considered. Probations associated with voided stacks are automatically voided.

A student is allowed one (1) 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 fail to 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

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

G. 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 three (3) 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 egregious violation(s) of the student's Code of Conduct
- Three or more write-ups for minor Code of Conduct violations
- Academic Dishonesty on an exam
- Two or more times on Academic Probation due to Academic Dishonesty on assignments
- Any substance abuse policy violation (see Section 13 part B.)

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. If the student is up for expulsion, this meeting serves as the expulsion review. If the student is up for academic dismissal,

the case will be reviewed at a weekly meeting.

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 or Expulsion 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 to reapply for a new or different program with Coding Dojo.

H. Assignment Exemption

In the event of a system or administrative error by coding dojo, students may be granted an exemption from the attendance and/or assignment completion requirements for a stated portion of a course.

- Assignment Exemption: Academic progress checks will not consider the assignments that were due during the exemption period for purposes of academic improvement or academic probation statuses.
- Students will still be required to complete 90% of core assignments including those assigned during the exemption period in order to receive credit for the course.

I. 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's 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 the 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 within 14 days of the termination notice. The school will conduct an internal review of the decision and will determine whether the student should be readmitted. Should mitigating circumstances be noted as reason for appeal, supplementing documentation from the student will be required with the submission. Final decisions will be made within 30 days of the termination notice.

J. Readmission

Student Withdrawal

Students who electively withdraw from a program may apply for re-enrollment at any time by speaking to an Admissions advisor. If any pending amounts due on the original program have been paid, students may join the next available cohort start date (enrollment cut-off dates applicable). Current published tuition rates apply.

Student Dismissal

Students who have been dismissed from a program may request re-entry into a later program, unless the reason for the previous dismissal was a code of conduct violation or other form of expulsion.

- A re-entry request for dismissed students will be considered when the reasons which prompted the dismissal have been rectified and any supplementary documentation submitted to support@codingdojo.com for approval.
- The re-entering student must meet with their Student Experience Manager and either an instructor or their admissions advisor and complete the Re-enrollment Plan of Action document for tackling the new program.
- Any previous amounts due on old programs must be paid prior to reenrollment.

The above steps must be completed in order to begin re-enrollment for a new program. Once completed, students may join the next available cohort start date (enrollment cut-off dates applicable). Current published tuition rates apply.

10. Graduation Requirements (P. 59)

B. Evaluation for Graduation Eligibility

Cybersecurity Online Part-Time 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 Attendance Policies section G); a maximum of 10% excused absences is allotted.
- Grade of 8.0 or higher on all program exams or projects
- Scheduled exams for CompTIA Security+ and CySA+ before the last day of the affiliated course

E. Cybersecurity Online Part-Time

Program Length: 24 Weeks

Total Course Hours for Cybersecurity Online Part-Time: 600(96 lecture, 504 lab). This does not include the expected additional hours of outside class work per week.

Retake policy:

Depending on the cohort availability or frequency retakes may not be available, instead there could be an opportunity for a restart or program pause until the next available stack.

Program Overview

Within the Cybersecurity Online Part-Time 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 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 - Required
- Cybersecurity Intermediate - Required
- Cybersecurity Professional - Required

Attendance and Graduation:

- 90% core assignment completion
- 80% attendance in each stack throughout the program
- Successful passing of all exams to graduate

- Schedule exam for CompTIA Security+ and CySA+ before the last day of the affiliated course

Certificate or Diploma:

Upon completing the program requirements and meeting graduation requirements, students receive a Certificate of Achievement for the Cybersecurity Online Part-Time 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.
- ~~Receive CompTIA certification exam vouchers~~