



Master Student Catalog Addendum #2

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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	3. Admissions and Enrollment Policies (pp.13-14) G. Coding Dojo Program Transfer Policy	Update to usage of the programming basics equivalence exam for all eligible Software development programs as needed for program transfers.
4-5	4. Tuition (pp.18-19) C. Retaking and Voiding Courses	Update to Retake policy to reflect accommodation of Full-Time program attendance adjustment
6	6. Program Descriptions (pp.26) A. Definition of Course Time	Added clarification for total course hours in a full-time day and course hours per full-time session.
7-10	8. Attendance Policies (pp.40-47)	Students in the Software Development Full-Time Programs are required to meet 90% attendance with maximum 10% excused absence. Attendance Retake policy and Program Pause policy updated to reflect accommodation of adjustment.

3. Admissions and Enrollment Policies (pp 13-14)

G. Coding Dojo Program Transfer Policy

Programming Basics Equivalence Exam

Prior to February-March 2023, Software Development programs did not require Programming Basics. However, it is now the case that all Software Development programs require Programming Basics to receive certification. In order to allow students to transfer to other Software Development programs, such students will be required to pass a Programming Basics equivalence exam prior to transfer, which will count as credit passed for completion of hours in this stack.

~~This option is reserved only for current Onsite Software Development students otherwise eligible for a program transfer. This option is not available to enrolled students in Online Software Development programs.~~

	Software Development Online Full-Time	Software Development Onsite Full-Time	Software Development Online Part-Time Accelerated	Software Development Online Part-Time Flex
Programming Basics	x or Equivalence exam	Equivalence exam	x or Equivalence exam	x or Equivalence exam
Web Fun	x	x	x	x
Python	x	x	x	x
JavaScript	x	x	x	
C#	x	x		
Java	x	x	x	
Projects and Algorithms			x	x

4. Tuition (pp. 18-19)

C. Retaking and Voiding Courses

Students are permitted up to three (3) retakes of a stack within the program (instead of withdrawal and re-enroll), These retakes can be on the same or different stacks. Each retake, required or elective, will incur a cost of \$500.

Up to two (2) of any retake fees may be waived if one of the following criteria are met:

- In the event that medical emergencies or the death of family or close friend are determined to be the reason for the need for a retake
- The retake is taken upon returning from a Leave of Absence (LOA) or postponement.
- Associate Director of Student Experience or Director of Student Experience determines the cause of the retake is a circumstance that does not neatly fall into the above items yet warrants a fee waiver to improve the likelihood of student success.
- Required retake due to Software Development full-time program attendance policy adjustment

To avail of waiving the retake fees, students must duly accomplish and submit a retake fee waiver form and may request it from support@codingdojo.com.

Retakes require both the completion of an enrollment agreement amendment and payment of the retake fee (if not waived) in order to unlock the stack, unless payment arrangements have been made for the stack to be unlocked. Retake fees are due by the first day of the retake stack. The maximum allotment for extension on this payment is the second Friday of the retake stack. Students who fail to complete the required documentation and/or fail to pay the associated fee may be dismissed from the program.

Retakes are not eligible for students who are not meeting attendance requirements (any gaps must be covered by Leave of Absence or Postponement), with the exception of allotment for Software Development Full-Time attendance policy adjustment being the reason for the retake requirement. This exception will be reviewed if courses are changed in hour classification. Students must retake the course within the allotted maximum amount of time to complete the program.

Extensive or mitigating circumstances, with supplementary documentation, may determine that a student is eligible to void a stack attempt (original or retake). A student may void one (1) stack per program, at no cost to the student. Students may request to void a stack provided the following are satisfied.

- The stack is currently active
- The student is not under review for attendance dismissal
- The student has extensive or mitigating circumstances limiting their participation in the program

Examples of circumstances that constitute a valid void stack request include but are not limited to:

- written documentation of an emergency situation
- documentation signed by a licensed health professional to account for medical circumstances for the student or individual in the primary care of the student
- Notice of death (certificate or obituary) for a close friend or relative
- Active duty military deployment or Reserve/National Guard Mobilization (see appendix E, section H)

Stacks are not eligible for retroactive voiding without review and approval by Coding Dojo. A voided stack can be combined with postponement or leave of absence requests. However, voided stacks are not eligible for stack removal.

Any additional retake policy notes that are program specific can be found under Section 6: Program Descriptions .

8. Program Descriptions (pp. 26)

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, and/or faculty-supervised laboratory time. A Full-Time day consists of eight (8) course hours. The Full-Time programs further divide a day into three sessions, consisting each of approximately 2.67 course hours (2hrs 40 minutes).

8. Attendance Policies (pp. 40-47)

8. Attendance Policies

A. Software Development Onsite Full-Time Attendance Policy

Daily attendance is taken by Coding Dojo instructional staff. Students are required to be present for a **minimum of 90%** of class course hours for each stack. Excused absences allowed for up to 10% of the class length, with prior approval and relevant documentation (see section C. Full-Time Excused Absence).

- ~~2 week stack (eg: Web Fundamentals) - 64 hours minimum required attendance~~
- ~~4 week stack (eg: Python, Java, C#, JavaScript) - 128 hours minimum required attendance~~

Any student who is absent for three (3) consecutive days (24 hours) without prior approval or excused absence, or absent more than 10% of each scheduled stack time at the end of the stack, whichever is less, will be withdrawn from the program. Students with unexcused absences or excused absences in excess of 10% will need to attend a make-up session.

- 2 week stack - maximum of 1 day (8 hours) or 3 cumulative sessions unexcused
- 4 week stack - maximum of 2 days (16 hours) or 6 cumulative sessions unexcused

Tardiness Policy:

- Physical Onsite Locations - students who arrive late or leave early exceeding 20 minutes will be considered as 'Absent' for the day.
- Onsite Programs Temporarily Hosted Online - students who arrive late or leave early exceeding 10 minutes will be considered as 'Absent' for the session.

B. Software Development 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 90%** of class course hours for each stack. Excused absences allowed for up to 10% of the class length, 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 10% of each scheduled stack time at the end of the stack, whichever is less, will be required to withdraw from the program. Students with unexcused absences or excused absences in excess of 10% will need to attend a make-up session.

- ~~1 week stack – maximum of 1 day or 3 cumulative sessions unexcused~~
- ~~2 week stack – maximum of 2 days or 6 cumulative sessions unexcused~~
- ~~4 week stack – maximum of 4 days or 12 cumulative sessions unexcused~~

Tardiness Policy:

- Students who arrive after the start of a session but less than 10 minutes will be considered as 'Late' for that session.
- Students who arrive late or leave early exceeding 10 minutes will be considered as 'Absent' for the session.
- For every 3 late sessions a student will count as being an unexcused absence for 1 session.

C. Software Development Full-Time Excused Absence Policy

Instructional 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, within one (1) business day of returning to class. 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 (see Section 8 Part K)

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 and require documentation if requested retroactively. Students are permitted no more than the following excused absences based on the duration of the stack.

- 1 week stack - 1 full day (8 hours) or 3 cumulative sessions excused
- 2 week stack - 1 full day (8 hours) or 3 cumulative sessions excused
- 3 week stack – 1 and a half days (12 hours) or 4 cumulative sessions excused
- 4 week stack - 2 full days (16 hours) or 6 cumulative sessions excused

J. Retake Attendance Policy

Retakes for stacks are contingent upon meeting attendance requirements.

All program stacks that are four (4) weeks or shorter are required to meet the **90%** (or 70% for Part-Time ~~Accelerated and Part-Time Flex~~ programs) attendance policy as noted above to be eligible to retake a failed stack.

Program stacks that are longer than four (4) weeks may be eligible to retake a stack at the half-way mark in the stack, provided the student has been in good attendance through that portion of the program and there will be no gap in attendance

resulting from the retake. If a student has attended more than 50% of a longer stack, the student must meet minimum attendance requirements for their respective program to be eligible for retakes.

Students in the Software Development Full-Time programs, in light of adjustments to attendance policy, will be permitted to utilize program pauses in order to attend make-up sessions. If a retake is required due to not meeting attendance requirements, the student will be permitted to retake for free as long as the following conditions are met.

- The student did not utilize a program pause to make up the attendance
- The student has available retakes (maximum of three (3) per program)
- The student has available retake waivers (maximum of two (2) per program)

This exception will be reviewed if courses are changed in hour classification.

Any program gaps should be addressed separately with the Leave of Absence and Postponement policy. Retakes restart a stack from the beginning and have the same attendance policies for the associated program.

L. Program Pause

A student's program is considered to be "paused" if the student is available to attend classes, but the specific class or stack is not available from Coding Dojo. This includes but is not limited to

- gaps in cohort availability
- student's return date from postponement or leave of absence falls in-between stack start dates
- the closest available stack for a retake has a lecture cadence that cannot be accommodated by the student (pertaining to Online Part-Time programs only)
- other circumstances that are on the side of Coding Dojo and out of the student's control

Paused status will not apply to personal preference or to program limitations accepted by a student during enrollment (eg: a student's program cannot be paused to take stacks in a certain order of preference). ~~Paused status also cannot be used to excuse students from meeting attendance or academic requirements should the student request to retake in the middle of an ongoing stack.~~

Students are expected to maintain attendance and academic participation until the end of the current stack or the start of the retake, whichever is less, unless the student has mitigating circumstances requiring a leave of absence or postponement.

Software Development Full-Time students are also permitted to utilize a maximum of four (4) weeks program pause for the purpose of attending attendance make-up sessions in order to meet new program attendance requirements. If a student fails to meet attendance requirements by the end of the program pause, the student will be

required to retake the stack. This exception will be reviewed if courses are changed in hour classification.

All instances of program pauses will be reviewed by Student Support prior to clearance. In the event that the student needs a specific lecture cadence, the student will be required to provide proof of that need in order to be considered paused, such as a copy of a work schedule. The student will only be on pause until the agreed upon stack start date. Further extension may require postponement or leave of absence.